

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Growth of Cumbria Education Trust												
Approval of new schools joining CET*		FA				R						*TB approves on behalf of the Trust, DfE gives final approval
Governance												
Appointment of Members*	FA											*Members appoint Members
Appointment of Trust Board Directors*	FA	R										*Members appoint Directors
Appointment of Co-opted Directors*		FA										*Directors appoint Co-opted Directors
Appointment of Trust Board Chair		FA										
Appointment of Committee Chairs (A&R and A&C)		FA										
Appointment of LAB Chairs and Vice Chairs		FA			R							
Appointment of LAB members (including Parent and Staff LAB members)*		FA			R							*If only one member of staff is nominated they are automatically elected, if there are more than one then a secret ballot will take place with school staff *If there are more than 2 applications for Parent LAB member, an election will take place with all parents eligible to vote
Approval of size of LAB*		FA			R							*Between 8 and 12, recommendation for size should come from LAB chair
Casting vote*		Chair			Chair							*Chair has the casting vote
Dismissal of Trust Board Directors		FA				R						
Amendment of Trust Articles of Association*	FA	R										* Legal support required
Amendment of Scheme of Delegation and Terms of Reference*		FA				R						*Full consultation required prior to Trust Board approval
Approve Trust vision and strategy and agree key priorities		FA				R						
Trust Board Director expenses*								FA				*Chair to approve all, A&R Chair to approve the Chair's
LAB expenses*								FA				*The link director to approve all
Statutory Requirements												
Approval of audited financial statements		FA	R					FA				
Updating Companies House									FA			
Appointment of Company Secretary*						DA						*To report to Trust Board
Appointment of auditors	FA	R										
Approving statutory policies - Part 1* (click on this link for statutory policies list)			DA	DA								*Approval depends on which policy, all policies to go through Trust Board Committee
Approving statutory policies - Parts 2 and 3* (click on this link for statutory policies list)					DA							*Approval depends on which policy

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Budget Setting and Budget Control												
Approving Annual Budget		FA	R									
Approving Budgets for Capital Plan			DA						R			See financial handbook for approval limits
Monthly Management Accounts								DA			R	
Monthly Balance Sheet Reconciliation								DA			R	
VAT Returns								DA				
Statutory Financial Returns						FA		R				
Approving grants to academies from reserves												
Release of 1% reserves		FA				R		R				
Authorising orders and contracts for goods and services												
Up to £1000 in departments											DA	Managed by budget holders
Up to £5000 in departments											DA	Countersigned by Headteacher/Budget Holder
Up to £15000 Primary Schools											DA	
Up to £25000 Secondary Schools											DA	
Single order up to £50,000								FA	FA		R	
Greater than £50,000 and up to £999,999			FA			DA		R				
Approval of unbudgeted expenditure for schools in a deficit position								DA				Secondary 10000 Primary 2000
Policy and management use of business credit cards								DA				
Bank Accounts												
Making changes to the bank mandate			DA					R				Cross referral to Avoidance of Fraud Policy and ensure S of d referred to therein
Making payments from bank accounts								DA				
Making decisions on investing any reserves			FA			R		R				
Other Finance												
Approving the disposal of assets*								DA				*See financial handbook for approval limits. Asset Register to be implemented.
Approving the write-off of bad debts			FA					R				See financial handbook for approval limits
Purchase of freehold property		FA						R	R			See financial handbook for approval limits
Taking up property leases		FA						R	R			See financial handbook for approval limits
Bids						DA	R	R	R		R	

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Premises												
Management of Capital Allocation to Trust			DA					R	R		R	
Structural alterations within the existing building									DA		R	
Use of buildings for income generation								FA			R	
Submission of property insurance claims								R	FA		R	
Siting of external temporary buildings/containers/outbuildings									DA		R	
Insurance Policies												
Alterations requiring land and registry approvals									DA		R	
Approval of Business Continuity plan		FA				R		R	R		R	
Alterations to fire and/or security protection systems/contracts									DA		R	
School Improvement												
CPD Plan						FA	R	R	R	R	R	
Appointment of External Advisor/Consultant						FA						
Approval of School Improvement Plan; SEF/SIP					DA	R	R					
Staffing Structures												
Approval of changes to structures - CET Central Trust Team				R		FA		R	R	R	R	
Approval of changes to structures - Academy Leadership				R		FA	R	R		R	R	
Approval of changes to support staff structures in academies				R	R	FA	R	R		R	R	
Approval of changes to teaching staff structures in academies				R	R	FA	R	R		R	R	
HR Policies												
Pay Policy/Changes to CET terms and conditions		FA		R		R			R	R		
All other policies (employment related)			DA	DA		R			R	R		
Approval of appointments												
CEO		FA		R				R				
Central Trust staff						FA		R	DA	R		
Head of Finance (CFO)		FA				R						
Headteachers					R	FA	R	R				

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Deputy Headteacher						FA	R	R			R	
Assistant Headteacher - Primary							DA	R			R	
Assistant Headteacher - Secondary						FA		R			R	
Staff in Academies*						FA	FA	R			DA	*Headteachers must have sought approval from Head of Finance / CEO / Director of Primary before going to advert

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Approving Monthly Payroll and Staff Expenses												
Central Trust Payroll - School Improvement						FA						
Central Trust Payroll - Operational						FA			DA			
Academy Staff Payroll											FA	
Academy Staff Timesheets											FA	
CEO Expenses									DA			
Central Trust staff expenses - Operational Team									DA			
Central Trust staff expenses - School Improvement Team*						FA						
Academy Staff Expenses											FA	
Whole Trust BACS sign off for Net Pay and Pensions								FA	DA	DA		
Whole Trust BACS sign off for third party payroll payments*								FA**				*HMRC, Unison, GMB etc **Finance Mgrs have DA
Approving staff severance, compensation, ex gratia payments*						DA		R		R	R	*CEO to confirm with A & C Committee *AMT to check ESFA arrangements; ESFA to be informed as per the regulations
Annual Appraisal												
CEO*		FA										*Recommendation to be made by Chair of Trust Board and Chair of Achievement and Climate
Headteachers*						FA	R					*Appraisal completed by Chair of LAB, and either Director of Primary or CEO
Director of Operations, Head of Finance and Director of Primary						FA						
Central Trust Staff - School Improvement*						DA	R					*Undertaken by relevant Line Manager
Central Trust Staff - Operations*									DA			*Undertaken by relevant Line Manager. QA of Central Trust Staff to sit with Director of Operations
Staff in Academies - Primary					DA						R	*QA by Director of Primary
Staff in Academies - Secondary					DA						R	*QA by CEO
Employee Pay and Reward												
CEO Pay Award		FA										
Award pay increments linked to appraisals for Headteachers					R	FA	R					
Recommendations to award pay increments linked to appraisals for all other staff					DA	R	R				R	
Organisational Change and Redundancies												
Approval of business case				FA	R	R				R	R	

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Recommendations to dismiss on redundancy grounds						R		R		R	R	
Dismissals on redundancy grounds						FA				R	R	
Appeals against redundancy dismissals		FA				R				R		

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Dismissals												
CEO		FA								R		Members dismiss Trustee appointment
Operations Director						DA						
Headteachers/Educational Director		FA				R				R		
Central Trust staff						DA				R		
Staff in academies						DA				R	R	
Appeals		FA				R				R		
Trust Wide CPD												
Safeguarding												
Overarching Safeguarding Statement of Intent		FA							R			
Appointment of Designated Safeguarding Director		FA										
Appointment of Designated LAB members					FA							
Approval of Trust Safeguarding Strategy		FA							R			
Approval of School Safeguarding MIP					DA				R		R	
Appointment of DSL and Deputy											DA	
Audit Arrangements									DA			
Strategic Health & Safety									DA			
Academy Based Activities												
Making significant variations to the curriculum						FA	DA				R	
Approve annual school targets		FA				R	R					
Operational Health and Safety Matters									FA		DA	
Emergency School Closure*						FA			DA		R	*Heads to go to Director of Operations, when not practicable to communicate - Headteacher can close school
Risk Management		FA	R	R	R	R	R	R	R	R	R	* Headteachers to maintain Risk Registers in School
Making variations to the length/structure of the academy day		FA				R						

FA	Final Approval
DA	Designated Authority to approve by Final Approver
R	Support / Advisor / Recommendation / Information / Consultation



	Members / Trust Board / Trust Committees / LAB / CEO					Cumbria Education Trust						Notes
	Members	Trust Board	Audit & Risk Committee	Achievement & Climate Committee	LAB	CEO	Director of Primary Education	Head of Finance	Director of Operations	HR	Headteacher	
Make changes to Admissions Policy, inc PAN changes		FA							R			*Senior Executive Officer to
Consultation to permanently exclude a Student*					FA						R	*Heads to consult with Line Manager. If the exclusion is permanent or takes the pupil's total school days of exclusion over five in a term or prevents them from taking a public examination or national curriculum test, you must inform the governing board and local authority of the duration of the exclusion, or that it is permanent, and the reasons for it.
Fixed Term Exclusions; between 1 and 4 days*											FA	
Permanently exclude a Student (upheld)*					FA						R	*Disciplinary Committee of LAB.
Complaints - Informal*											DA	*See complaints procedure
Complaints - Formal against Headteacher					DA							
Complaints - Formal against Staff											DA	
Complaints - Appeals		FA										
Make changes to the academy uniform for students					R	FA		R			R	
Approving non-statutory education policies					FA	R	R	R			R	
Trust website management and updating*								DA				*Schools to update their own sites. AW to update CET
Information Technology - AREA TO BE CONSIDERED AND UPDATED												
Approve IT Strategy			FA			R		R	R		R	
Management of Central IT Budget									DA			*ICT Services Manager will be producing an ICT Business Plan.
Approving changes to Data Protection Policy/GDPR			FA						R			
Data Controller - CET		FA										
Data Controller - School											FA	
Learning Provision (including SEND)												
SEND Plan and Strategy in place*		DA			R	R	R	R			R	Director of Learning Provision R
Pupil Premium Plan review and spend*		DA			R	R	R	R			R	Director of Learning Provision R
Sports Premium*					DA		R	R			R	
Y7 catch up funding*					DA			R			R	