



# **Outwood Grange Academies Trust**

## **Scheme of Delegation**

# Rationale

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their length of membership

1. OGAT is a registered charity and it remains true to its aims and objectives.
2. OGAT is mindful that their function is to ensure that all statutory obligations are met (there are differences in the governance arrangements of maintained schools and academies).
3. OGAT believe the governors of each Academy Council are best able to service the needs of their Academy and their local community.
4. OGAT Board's intention is to be as light-touch as possible within the Scheme of Delegation in order for Academy Councils and Governors to make decisions at a local level to fully meet the needs of the students and the local community.

# General Information

## Vision Statement

The driving ambition of all of our staff is that

*“the whole point of schools is that children come first and everything we do must reflect this single goal”*

*Sir Michael Wilkins, Founding CEO*

Hence, OGAT’s vision is:

Students First

As a high-performing multi-academy trust we embrace the opportunity to ensure that all children, irrespective of their starting point, receive an excellent education. We relish the opportunity to be part of the much needed regeneration of the areas we work in. To achieve this aim staff within OGAT have three values in common. They:

- put ‘students first’ - they care deeply about children;
- strive to be experts in their respective fields; and
- are obsessive about attaining the highest standards.

As a multi-academy trust we want to be known for placing...

*“Students first: raising standards and transforming lives”*

*Martyn Oliver, CEO*

## Principles Underlying our Academies

We feel strongly that academies should enhance the educational provision of an area, drive up standards, particularly for the most vulnerable, and play a central role in the regeneration of communities. We believe that improving young people's life chances is essential to developing a strong local economy. Our philosophy and values are reflected in the ten underlying principles of our trust:

- We always put 'Students First'. We care deeply about children;
- We want to be known for our track record in raising standards: we are obsessive about results;
- Our staff are experts in their field and through the Outwood Institute of Education (OIE) we will always aim to recruit, retain and continuously develop both our own staff and help to develop the whole education system; in particular supporting the development of multi-academy trusts, to the best of our ability;
- We want to transform the life-chances of our children by focusing on raising standards, particularly the basic skills of literacy and numeracy as well as employability skills so that our students have the best possible start in life;
- We believe that local children should attend local schools and we are not, and never will be, selective in our admissions: we are fully inclusive and welcome children from vulnerable groups, e.g. SEND, LAC, etc.;
- We play our full role in behaviour partnerships/hard to place protocols;
- We follow the guiding principles of School Teachers Pay & Conditions and National Joint Council conditions of service and want to work positively with trade unions and actively involve them in our decision making;
- We always put collaboration before competition and will never do anything detrimental to a young person, member of staff, school or college in a neighbouring community;
- We believe in the implementation of a systematic model, our 7 strand transformation model, across our multi-academy trust which enables every individual academy and all our academies collectively, our 'family of schools', to significantly raise standards and transform children's life-chances. Individual academies are encouraged to retain and develop their own unique local community links and character alongside our transformation model; and
- The trust will ensure that it creates 'capacity in advance of need' at every level of the organisation. Decisions to support new schools will be led by the capacity available and in our confidence that our existing academies continue to perform. Parents/carers and students would quite rightly never forgive us if standards in our existing academies declined.

## **Outwood Grange Academies Trust Members**

Members are responsible for the appointment of Directors on to the OGAT Board and the oversight of good governance across the Trust. OGAT currently has three members:

- Outwood Grange Education (OGE)
- Chair of the OGAT Board
- Steven Harness

## **Outwood Grange Education (OGE)**

OGE is the principal sponsor of Outwood Grange Academies Trust and its role is to appoint Directors to Outwood Grange Academies Trust. Just as with Outwood Grange Academies Trust its objectives are to promote education in the United Kingdom, by sponsoring academies and providing school improvement and other services.

## **Outwood Grange Academies Trust (OGAT)**

Each Academy is ultimately governed by the Trust Board (OGAT). OGAT shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish.

OGAT is governed by non-executive directors constituted under a Memorandum of Association and Articles of Association. This Board of Directors (Board) is responsible for ensuring that high standards of corporate governance are maintained. The Board exercises its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academies. This affords greater opportunities for collaboration not only with regards to teaching and learning but also in terms of the management of each Academy, including the procurement of goods and services.

The Board is also governed by the terms of any Funding Agreements that are in place and the Academies Financial Handbook (AFH).

## **Directors of Outwood Grange Academies Trust (OGAT) Board**

D Earnshaw (Chair)

R Harden (Vice Chair)

M Oliver (Chief Executive and Accounting Officer)

A Kent

R Pickles  
S Hague  
K Bradford Company Secretary to OGAT

### **Academy Councils**

OGAT will establish Academy Councils, whose governors' role is to oversee the running of delegated aspects of the academies on behalf of the Trust. The membership of the Academy Council shall be for OGAT to decide in consultation with the Chair of the Predecessor School Governing Body. However, this document is intended to stress the critical role that Academy Councils have.

Each academy, or a group of academies across a close geographical area, has local governance arrangements in the form of a Academy Council (AC). The AC is a sub-committee of the Board. The role of the AC is to carry the Trust's vision, values, policies and priorities forward, provide internal assurance and, in addition, to develop the local community and employer links.

The AC are made up of governors who are expected to question, challenge and support the academy's leadership.

### **Communication between the Board and Academy Council**

The Board meet regularly and as often as necessary. The Chair of OGAT and Chief Executive will schedule meetings with the Regional Chief Executives, Executive Principals, Associate Executive Principals, Principals and Chairs of the Academy Councils as and when required. This provides an opportunity for information sharing between the OGAT Trust Board and Academy Councils and have issues raised which may have influence across its broader family as well as particular institutions. Feedback from OGAT will be a standing item on all Academy Council agendas and all Academy Councils are required to provide a copy of their approved minutes of meetings to the OGAT Board.

### **Executive Board**

The Executive Board is a sub-committee of the Board and shall be appointed by the Board of Directors. Its purpose is to manage generally the business of the Trust within agreed financial limits set by the Board from time to time. Subject to these financial limits, the Executive Board has primary authority for the day to day management of the Trust's operations save for those matters which are reserved to the Board or its committees.

The Executive Board is the overall decision-making body for performance and delivery, under delegated authority from the Board.

Members of the Executive Board are invited to be in attendance at the request of the Board.

## **Executive Team**

The main purpose of the Executive Team is to monitor, challenge and improve academy performance. This includes, but is not limited to:

- Academic performance of all students at every key stage;
- The implementation and consistency of the 7-strand transformation model;
- Curriculum and staffing management; and
- Financial and resource allocation.

The Executive Team is responsible for the day to day monitoring of the performance of the academies and for the educational outcomes of students, under delegated authority from the Board.

Each of the above bodies have detailed Terms of Reference which set out their roles and responsibilities and function. The authority of each group is controlled by the Board via this Scheme of Delegation.

# Composition of Single Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Regional Chief Executive	1	Indefinite	N/A – by appointment as Regional Chief Executive
Executive/Associate Executive Principal	1	Indefinite	N/A – by appointment as Executive/Associate Executive Principal
Principal of relevant Academy	1	Indefinite	N/A – by appointment as Principal
Sponsor Governor (including Chair and Vice Chair)	Up to 8	4 years	By Outwood Grange Academies Trust Board resolution. The Board will take into account any representations made by the Academy Council when considering the re-election of the Sponsor Governor.
Teaching staff Governor	1	1 year	Teacher election – secret ballot to be organised by the relevant Academy
Support staff Governor	1	1 year	Support staff election – secret ballot to be organised by the relevant Academy
Parent Governor	2	2 years	Parent election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council	1	Indefinite	To be appointed by the Academy Council



# Composition of Combined Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Regional Chief Executive	1	Indefinite	N/A – by appointment as Regional Chief Executive
Executive/Associate Executive Principal	1	Indefinite	N/A – by appointment as Executive/Associate Executive Principal
Principals of relevant Academies	2	Indefinite	N/A – by appointment as Principal
Sponsor Governor (including Chair and Vice Chair)	Up to 10	4 years	By Outwood Grange Academies Trust Board resolution. The Board will take into account any representations made by the Academy Council when considering the re-election of the Sponsor Governor.
Staff Governor	2	1 year	1 Staff Governor will be appointed from each Academy Election – secret ballot to be organised by the relevant Academy
Parent Governor	2	2 years	1 Parent Governors will be appointed from each Academy Parent election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council	1	Indefinite	To be appointed by the Academy Council

## Central Functions

As part of a Family of Schools we aim to have the greatest amount of impact with efficacy. We are one of the most cost effective academy groups in the country (as evidenced by the DfE). A contribution of 5% of each academy's GAG income is levied which enables all academies access to a whole range of functions and services as and when required. This excludes any surplus carried forward or income generated by the Academy. In addition, when necessary, specific charges are made for bespoke intervention when curriculum and performance require e.g. long term or significant deployment of directors.

## Deployment of Directors

The ultimate responsibility for the deployment of Directors belongs to the Chief Executive. This will be based on identified need. Academy Principals should discuss their requirements with their Regional Chief Executive who will then broker that support on their behalf.

### Budget Setting

All final Academy and Group budgets must be submitted to the Board for ratification by 30 June each year. Indicative budgets must be in place by February each year. Budgets require authorisation by the Academy Council, Principal, Regional Chief Executive, Chief Executive and Finance Director prior to being presented to the Board.

All Principals in conjunction with their Academy Council will submit their Academy Improvement Plan, Summary SEF and Curriculum Led Financial Plan to the Chief Executive by the beginning of November each year.

**In secondary academies,** Principals will work within specific parameters as follows:

- Contact Ratio at 0.79
- Curriculum Bonus < 8%

It is acknowledged that for new schools joining the Trust that there will be a legacy curriculum in place. The following parameters apply in this situation:

- Contact Ratio at 0.77
- Curriculum Bonus < 10%

**At primary academies this will be:**

- Contact Ratio at 0.81

Delegated Duty	Delegated Authority	Comment
Admissions	Academy Council	All Academies will follow the Local Authorities admission policy for 11 – 16 and their own at post 16 taking into account Local Authority admission policies.
Capital Programme	OGAT Board for projects over £10,000 Chief Executive for projects under £10,000	Proposed capital programmes need to be submitted by June each year with the approval of the Finance Director, Regional Chief Executive, Academy Council and Chief Executive.
Capital Programme Contract Variations	Academy Council – if within agreed programme budget/contingency OGAT – if exceeding agreed programme budget/contingency	It is suggested that a 10% contingency is built into all programmes to allow for some local contract variation during the programme.
Health and Safety	OGAT Board	It is the responsibility of OGAT to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Chief Operating Officer and their team.
Income Generation	Academy Council	Any income generated belongs to each individual Academy for them to invest in the future learning of the students.
Insurance	Finance Director	Insurance for our academies will be procured through the government's RPA scheme unless agreed otherwise by the Finance Director.
Investments	OGAT Board	OGAT currently invest any surplus monies in high interest accounts.
Permanent Exclusions	Principal and Academy Council	All Academies will follow the Trust's Behaviour Policy for permanent exclusions and, where possible, work with the Local Authority to

		ensure independent permanent exclusion appeals.
Service Level Agreements / Contracts	Academy – Business Manager  Trust wide – Director of Finance, Chief Operating Officer, Chief Executive	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the responsibility of the Business Manager, working with the Chief Operating Officer, to manage local SLAs and contracts. From time to time OGAT may procure SLAs on behalf of all academies as part of a best value review.
Safeguarding	OGAT Board	OGAT will, in respect of each Academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow OGAT's policy on safeguarding (the same staff identification scheme will operate in all Academies).
Academy Council specific delegated duties	Academy Councils	Additional specific delegated duties of the Academy Council are outlined in the document 'Academy Council Terms of Reference'. This document will be reviewed by the Trust Board as required.

# Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
	All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.		
<b>Ordering good and services (including advertising of tenders and award of contracts)</b>	Up to £2,499 (primary academies only)	Primary Academy Principal	If within approved budget level <ul style="list-style-type: none"> <li>Orders up to £5,000 at least a single written quotation is required</li> </ul>
	Up to £9,999	Primary – Executive Principal & Budget Holder Secondary - Academy Budget Holder (e.g. HODs) Group budget – Finance Director/Chief Operating Officer <b>ICT Capital budget – ICT Director</b>	If within approved budget level <ul style="list-style-type: none"> <li>Orders up to £5,000 at least a single written quotation is required</li> <li>Orders over £5,001 and up to £24,999 require 3 written quotations</li> </ul>
	£10,000 - £49,999	Primary – Executive Principal & Budget Holder Secondary - Principal & Budget Holder Group budget – Finance Director/Chief Operating Officer ICT Capital budget - Finance Director/Chief Operating Officer	If within approved budget level. <ul style="list-style-type: none"> <li>Orders over £25,000 to be put out to tender</li> </ul>
	£50,000 - £99,999	Primary – Executive Principal & Budget Holder	If within approved budget level

		Secondary - Regional Chief Executive & Budget Holder Group budget – Finance Director/Chief Operating Officer ICT Capital budget - Finance Director/Chief Operating Officer	<ul style="list-style-type: none"> <li>Orders over £25,000 to be put out to tender</li> </ul>
	£100,000- £299,999	Chief Executive & Budget Holder	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>):to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>
	£300,000 and above	OGAT Board (2 signatures), Chief Executive & Finance Director.  The tender documents must be approved with the Board prior to the tender being advertised.	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>):to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	
<b>Capital Projects</b>	Up to £20,000	Chief Executive	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>Orders up to £5,000 at least a single written quotation is required</li> <li>Orders over £5,001 and up to £24,999 require 3 written quotations</li> </ul>

	Over £20,000	OGAT Board	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>• Orders over £5,001 and up to £24,999 require 3 written quotations</li> <li>• Orders over £25,000 to be put out to tender</li> <li>• Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Authorising monthly salary payments</b>	Unlimited	Principal, Finance Director (or designated academy finance representative), Chief Operating Officer or Director of HR (or designated academy HR representative)	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Signatures for Cheques, BACS payment authorisations and other bank transfers</b>	Up to £10,000	Any two signatures in line with the Bank Mandate (A or B)	
	Any amounts over £10,000	Two signatures in accordance with the bank mandate and one must be from the A list	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Signatories for grant claims and DfE Returns</b>	Unlimited	<p>One or two signatories from the following (as required):</p> <ul style="list-style-type: none"> <li>• Trust Board Chair</li> <li>• Chief Executive</li> <li>• Regional Chief Executive</li> <li>• Executive/Associate Executive Principal</li> <li>• Principal</li> </ul>	Two signatories, or as required by DfE / EFA

		<ul style="list-style-type: none"> <li>Chief Operating Officer</li> <li>Finance Director</li> </ul>	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Virement of budget provision between budget heads</b>	Within department	Finance/Business Manager & Budget Holder	Virement within a department at discretion of Finance/Business Manager in consultation with budget holder.
	Up to £10,000	Principal & Finance/Business Manager	
	£10,001 - £50,000	As above plus Regional Chief Executive (Executive Principal Primary)	
	Over £50,000	Chief Executive & Director of Finance	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Disposal of assets</b>	Up to £20,000	Principal & Finance Director	Director of Finance to report to OGAT Board
	Over £20,000	Chief Executive, Trust Board, Finance Director and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off bad debts</b>	Up to £1000	Principal & Finance/Business Manager	Report to Finance Focus Group
	Over £1,000	Trust Board & Finance Director plus DfE approval	Report to OGAT Board
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off overpayments to staff</b>	Up to £1,000	Principal & Business Manager	
	Over £1,000	Chief Operating Officer	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Purchase or sale of freehold property</b>	Any	OGAT Board, Chief Executive & Finance Director plus DfE approval required	Secretary of State approval required
<b>Granting or taking up of any leasehold or tenancy agreement exceeding 3 years</b>	Any	OGAT Board, Chief Executive & Finance Director plus DfE approval required	Secretary of State approval required
<b>Any guarantees, indemnities and letters of comfort entered into</b>	Any	OGAT Board, Chief Executive & Finance Director plus DfE approval required	



<b>Ex-gratia payments</b>	Any	Chief Executive & Director of Finance plus DfE approval required	
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# HR Levels of Authority

APPOINTMENTS	
<b>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training The Chief Executive may nominate an alternative representative if they are unavailable to make up a panel</b>	
Chief Executive / Regional Chief Executives	Trust Board (minimum of 3 members, with non-voting co-optees as required)
Chief Operating Officer/Finance Director	Board Member, Chief Executive and 1 other as determined by the Chief Executive
Executive Principal/Associate Executive Principal	Board Member/Chief Executive, Regional Chief Executive and 1 other as determined by the Chief Executive
Principal	Board Member/Chief Executive, Regional Chief Executive (Executive Principal Primary) and 1 other as determined by the Chief Executive
Directors of Curriculum Subjects	2 members of the Executive Team and 1 other as determined by the Chief Executive
Directors of central functions e.g. HR, Data	Chief Operating Officer and 2 others as determined by the Chief Executive
Vice Principals	Regional Chief Executive/Executive Principal/Associate Executive Principal and Principal (or as delegated by the Regional Chief Executive)
Assistant Principals and SLT Support Staff	Principal, Vice Principal and 1 other as determined by the Principal
Associate Assistant Principals and Deeps Posts	Principal, Vice Principal and 1 other as determined by the Principal
Head of Department / Faculty / Lead Teachers	Principal, appropriate Director of Subject (if applicable) and 1 other as determined by the Principal
TLR Posts	Principal (or nominated representative), Director of Subject (if applicable) and Head of Department
All other Teaching posts	Principal (or nominated representative), Director of subject (if applicable) and Head of Department
All Support Staff posts (other than SLT posts)	<b>3 staff, including line manager of the post,</b> determined by Principal or Chief Operating Officer (Group posts below Director)

<b>DISCIPLINARY CASES AND DISMISSALS</b>		
<b>For all disciplinary cases and dismissals the following delegation model shall apply:</b>		
<ul style="list-style-type: none"> <li>○ Disciplinary</li> <li>○ Capability (professional competence)</li> <li>○ Ill Health Capability</li> <li>○ Redundancy. (The Board will have determined that there is a Redundancy situation)</li> <li>○ Some other substantial situation</li> </ul>		
<b>For all disciplinary cases and dismissals the following delegation model shall apply:</b>		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
Chief Executive	Board member	3 Board members
Regional Chief Executive	Board member or Chief Executive	3 Board members
Executive Principal/Associate Executive Principal	Board member or Chief Executive	3 Board members
Chief Operating Officer, Director of Executive Services & Finance Director	Board member or Chief Executive	3 Board members
Principal	Board Member or Chief Executive	Board Member
Group and Curriculum Directors	Chief Executive or Founding Chief Executive or Regional Chief Executive (Executive Principal Primary) or Chief Operating Officer	Board Member, Chief Executive or Regional Chief Executive or Founding CEO
Vice Principal and SLT Members	Founding Chief Executive or Regional Chief Executive or Executive Principal or Associate Executive Principal	Chief Executive or Founding Chief Executive or Regional Chief Executive
All other Academy posts	Principal	Founding Chief Executive or Regional Chief Executive or Executive Principal or Associate Executive Principal
All other Group posts	Chief Operating Officer	Chief Executive or Founding Chief Executive or Regional Chief Executive

All Finance posts	Finance Director	Founding CEO, Chief Operating Officer, Regional Chief Executive or Chief Executive
<b>GRIEVANCE</b>		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
Chief Executive	Board Member	Chair of Board
Regional Chief Executive	Chief Executive	Board Member
Chief Operating Officer, Director of Executive Services & Finance Director	Chief Executive	Board Member
Executive Principal/Associate Executive Principal	Chief Executive	Board Member
Principal	Founding Chief Executive or Regional Chief Executive or Executive Principal or Associate Executive Principal	Chief Executive or Founding Chief Executive or Regional Chief Executive
Group and Curriculum Directors	Chief Executive or Founding Chief Executive or Regional Chief Executive or Chief Operating Officer	Board Member or Chief Executive or Founding Chief Executive or Regional Chief Executive
Vice Principal/SLT Member	Principal or Regional Chief Executive or Executive Principal/Associate Executive Principal	Regional Chief Executive or Founding Chief Executive or Chief Executive
All other Academy posts	Principal	Regional Chief Executive or Founding Chief Executive or Executive Principal or Associate Executive Principal
All Finance posts	Finance Director	Founding Chief Executive or Regional Chief Executive or COO
All other Group posts	Chief Operating Officer	Founding Chief Executive or Regional Chief Executive

<b>OTHER HR FUNCTIONS</b>	
<b>Function</b>	<b>Delegated Authority</b>
Compromise agreements up to and including £10,000	Regional Chief Executive and Director of HR to agree terms Chief Executive to sign
Compromise agreements in excess of £10,000	Chief Executive and Director of HR to agree terms Chair of Board to sign
Compromise agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury
<b>Signature of Letter of Appointments</b>	<b>Delegated Authority</b>
Chief Executive	Chair of Board
Regional Chief Executive	Chief Executive
Executive Principal/Associate Executive Principal	Chief Executive
Principal	Chief Executive or Regional Chief Executive determined by the Chief Executive
Curriculum Group Posts	Chief Executive or Director of HR if unavailable
Business Group Posts	Chief Operating Officer or Director of HR if unavailable
All other posts	Principal or Regional Chief Executive or Director of HR if unavailable
Collective Agreements	OGAT Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Principal
<b>Function</b>	<b>Delegated Authority</b>
<b>Acting up Payments/Additional Payments</b>	
<ul style="list-style-type: none"> <li>• Chief Executive/Founding Chief Executive/Regional Chief Executive</li> <li>• Executive Principal/Associate Executive Principal</li> <li>• Principal</li> <li>• Vice Principal</li> <li>• All other Academy staff</li> </ul>	<ul style="list-style-type: none"> <li>• OGAT Board on recommendation of Finance Committee</li> <li>• OGAT Board on recommendation of Finance Committee</li> <li>• Chief Executive</li> <li>• Chief Executive</li> <li>• <b>Regional CEO or Chief Operating Officer</b> on the advice of the Director of HR</li> </ul>

<ul style="list-style-type: none"> <li>• All Curriculum 'Group' posts</li> <li>• All Business 'Group' posts</li> <li>• Any additional payment for external work, e.g. through Teaching School</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Operating Officer</li> <li>• Chief Executive</li> </ul>
Function	Delegated Authority
<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Founding Chief Executive</li> <li>• Regional Chief Executive</li> <li>• Executive Principal, Associate Executive Principal</li> <li>• Finance Director, Chief Operating Officer, Director of Executive Services</li> <li>• Principal</li> <li>• Senior Curriculum Directors</li> <li>• Curriculum Directors</li> <li>• Business Group Directors</li> <li>• Vice Principal</li> <li>• All other Group posts</li> <li>• All other Academy posts</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Board plus 1 other Board member</li> <li>• Chief Executive</li> <li>• Chief Executive</li> <li>• Chief Executive and Regional Chief Executive (if relevant)</li> <li>• Chief Executive</li> <li>• Regional Chief Executive</li> <li>• Chief Executive</li> <li>• Senior Curriculum Director</li> <li>• Chief Operating Officer</li> <li>• Principal</li> <li>• Director of Service/line manager as agreed</li> <li>• In accordance with the list of agreed Reviewers approved by the Academy Principal</li> </ul>
<p><b>Staffing restructures</b></p>	<p>Chief Executive, Regional Chief Executive and Chief Operating Officer (working within parameters set by the Director of Curriculum)</p>
<p><b>Re-grading/Re-designation/increase in hours</b></p> <ul style="list-style-type: none"> <li>• Salaries in excess of £55,000</li> <li>• Group salaries between £25,000 and £55,000</li> </ul>	<ul style="list-style-type: none"> <li>• Board on the recommendation of the Finance Committee</li> <li>• Chief Executive</li> </ul>

<ul style="list-style-type: none"> <li>• Group salaries below £25,000</li> <li>• Academy posts below £55,000</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Operating Officer</li> <li>• Chief Executive/Chief Operating Officer</li> </ul>
Creation of permanent new posts with salary above £55,000	OGAT Board with salary recommendation from Finance Committee
Creation of permanent new posts with salary between £25,000 and £55,000	Chief Executive
Creation of permanent new posts with salary below £25,000	Regional Chief Executive (teaching)/Chief Operating Officer (support)
Creation of temporary new posts of up to 1 year	Regional Chief Executive (teaching)/Chief Operating Officer (support)
Revisions to Pay and Conditions	OGAT Board
Decision to make Redundancies	OGAT Board on recommendation from Chief Executive and Chief Operating Officer
Authorisation of redundancy/early retirement payments	Chief Operating Officer or Director of HR so long as redundancies were approved by Board
Determination of Chief Executive's and Regional Chief Executives ' pay range	OGAT Board on recommendation from Finance Committee
Determination of pay range for an individual with a salary in excess of £55,000	OGAT Board on recommendation from Finance Committee
Determination of pay range for an individual with a salary less than £55,000	Chief Executive on the recommendation of the Chief Operating Officer
Determination of pay progression of the Chief Executive	OGAT Board on recommendation of Chief Executive Performance Management Committee
Determination of pay progression of Vice Principals within their pay grade	Chief Executive reported to the Finance Committee and OGAT Board on the basis of Performance Management
Determination of pay progression of Regional Chief Executives, Curriculum Directors, Principals within their pay grade	Chief Executive recommendation to the Finance Committee to be agreed by the Board on the basis of Performance Management

Determination of pay progression of teaching posts below Vice Principal within their pay grade (including Threshold)	Principal on agreement with Regional Chief Executive, reported to the Academy Council on the basis of Performance Management
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Director of HR (with reference to the Chief Executive, Regional Chief Executive or Chief Operating Officer as appropriate)

N.B – Any other delegated Authority not described above would need to be referred to the OGAT Board for a decision

All post holders will include ‘Acting’ post holders