LEARNING IN HARMONY MULTI ACADEMY TRUST SCHEME OF DELEGATION

Approved by Trustees {July 2026}

Introduction

The Scheme of Delegation sets out the delegated powers between the different tiers involved in the governance and operation of the Learning in Harmony Multi Academy Trust and its member academies. The tiers of governance include:

1. Local Governing Body (LGB)
2. Trust HR & Organisational Development (HR&OD)
3. Trust Risk & Audit Committee (R&A)
4. Trust Finance Committee (FC)
5. Trust Quality of Education Committee (QoE)
6. Trustee Board (TB)
7. Trust Members
8. Academy Head Teacher (AHT)
9. Trust Leadership Group (TLG)
10. Chief Executive (CEO)

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined. The Scheme of Delegation should be read in conjunction with the Learning in Harmony Trust Governance Charter.

A - delegated authority to approve
R - recommends for approval
C - consulted prior to submission for approval
M - Monitors, challenges and supports at the whole Trust level
Q - Question, Support and Challenge at the local school level

The LiHT Policy Schedule at Appendix 1 sets out the approval level of policies and documents not specifically referenced within this scheme of delegation document

Strategic growth and success										
The Trustee Board approves the strategic vision for the Trust in terms of the growth and success of the Trust and the vision for the quality and impact of teaching; the board is accountable for the strategic growth and overall success of the Trust. The Trust Leadership Group is responsible for the overall implementation of the Trust's strategy, including strategies relating to the quality and impact of teaching in Learning in Harmony schools and due diligence in relation to growth and strategic opportunities										
	LGB	QoE	HR&OD	R&A	FC	TB	Member	AHT	TLG	CEO
Strategy and priorities of LiHT						A			C	R
Admission of new academies to LiHT						A			R	
Admission of new sponsored schools to LiHT						A			R	
Entering into Funding Agreements						A			R	
Entering into leases or other legal arrangements (excluding purchasing contracts)					C	A			R	
Change of age range of any school	C					A			R	
Extension of provision (e.g. Nursery) or changes to provision	C					A			R	
Change to Pupil Admission Numbers (PAN)	C					A			C	R
Determine annually the academy admission arrangements						A			R	
Governance, compliance and statutory reporting										
The Trustee Board and its committees are accountable for meeting statutory requirements for governance arrangements, risk management and ensuring statutory compliance in a range of legislative areas including Health & Safety and Data Protection. The Trust Leadership Group is responsible for meeting the statutory requirements and developing the risk framework and register, ensuring that policies are in place and implemented across the Trust. The Trustee Board and committees receive financial reports in line with the requirements as set out in the Academy Trust Handbook.										
	LGB	QoE	HR&OD	R&A	FC	TB	Member	AHT	TLG	CEO
Approve LiHT Articles of Association							A			
Approve Trust Board Terms of Reference	C					A			R	
Approve Trust scheme of delegation	C					A	C		R	
Approval of the LiHT Policy Schedule						A			R	
Establish Trust Committees						A			R	
Appoint and remove Chair of Trustees						A				
Appoint and remove Chair(s) of Trust Committee(s)						A				
Appointment of Directors (member appointed)							A			
Removal of Directors (member appointed)							A			
Approval of terms of reference for sub-committees and Trust Leadership Group						A				
Appointment and removal of Board appointed Academy Governors in line with the Terms of Reference (other than the chair)	C					A				
Appoint Chair of Academy LGB	A					A*				R
Remove Chair of Academy Governor	A					A*				R
Appoint & Remove Clerk to the Board of Directors						A				
Ensuring the accuracy and suitability of the Risk Register				C		A				R
Approval of annual accounts and reports to funding and regulatory bodies					C	A				
Approval of the completion and submission of other accounting returns					C	A			A	R
Education, Curriculum and Safeguarding										
The Trustee Board is accountable for the overall quality and impact of teaching, **as such the board has established a Quality of Education Committee to provide scrutiny and challenge and assist the Trustee Board in holding t**he CEO and the Trust Leadership Group to account for the operational decision making relating to the quality of teaching, maintaining oversight of the quality of teaching across the Trust, the development and approval of school improvement plans and operational										

aspects of the school day. The Chief Executive and Trust Leadership group have responsibility for the approval and implementation of the safeguarding policy and responsibility for oversight and development of safeguarding practice and training across the Trust. Local Governing bodies monitor the impact of the school improvement plans on teaching and learning.

	LGB	QoE	HR&OD	R&A	FC	TB	Member	AHT	TLG	CEO
Ensuring that school improvement plans are based on accurate self evaluation	~~C~~ QC	**M**								
Monitoring the effectiveness of school improvement plans in improving outcomes for pupils	~~C~~ Q	**M**							A	
Monitoring of LiHT and individual school targets including for student achievement, progress and attendance		**M**							A	
Receive and review attainment and progress data and data outlining the behaviour and personal development of pupils at and across schools	Q	**M**								
Receive and review termly reports on internal tracking data, school visits, self evaluation, ofsted reports and other external reviews		**M**								
Set term dates						C			A	
Set Length/ organisation of Academy day						C			A	
INSET day dates								C	A	
Issue fixed term exclusions								A	C	
Issue permanent exclusions								A	C	
Consideration of a permanent and fixed period exclusion ^ a panel will be convened from within the governance structure	^					^			^	
Appeals against permanent exclusion									*[1]	
Financial Governance & Management										
Trustees are responsible for approving the Trust budget and all relevant financial policies. The Trust Leadership Group is responsible for proposing budgets and relevant financial policies and is accountable to the Trustee Board for their implementation and maintenance of registers and records. Local Governing Bodies review school proposed budgets and have a role in ensuring that proposed staffing structures meet the needs of the school and the school improvement plan.										
	LGB	**QoE**	**HR&OD**	**R&A**	**FC**	**TB**	**Member**	**AHT**	**TLG**	**CEO**
Appointment of External Auditors				R		R	A			
Trust 3 Year Budget Plan					R	A			R	
Trust 1 Year Budget					R	A			R	
Trustees Annual Report				R	R	A				R
Response to Auditor's Management Letter				A					R	
Academy 1 year budget	C				R/M	A/M			C	
Academy Accounts Return to EFA										A
Statement of Internal Controls (Trustees' annual report)				R		A				
Internal Audit Programme				A						
Receipt and review of management accounts					M	M				
Authority to approve reserves requests					R	A				
Write off of debts OVER £500					A					
Severance payments (refer to Academy Trusts Handbook for severance payments that require ESFA approval)			*inform ed							A
Leases (refer to Academies Finance Handbook for leases that require ESFA approval)					A					
Insurance arrangements				M						
Procurement and purchasings	As set out in the LiHT Financial Procedures as approved by the Board.									
Approval of School Condition Grant expenditure					A/M	M			R	
Human Resources										

[1] The Trust will follow guidance on establishing an independent appeal panel

The Trustee Board and delegated HR Committee approves all polices and decisions related to pay and terms and conditions and holds the Trust Leadership Group to account for the implementation. The Trustees approve the appointment of members of staff to the Trust Leadership Group. The Trust Leadership Group is responsible for ensuring the staff complement, structure and grades meets the operational needs of the Trust and for setting HR policy not linked to pay and terms and conditions

	LGB	QoE	HR&OD	R&A	FC	TB	Member	AHT	TLG	CEO
Changes to employee T&Cs or Collective Agreements			C			A			R	
Adoption of Transferring Policies and Collective Agreements			C			A			R	
Teachers' Annual Pay Award			A						R	
Support Staff Annual Pay Award			A						R	
CEO Annual Appraisal			A							

Staff Management

	LGB	QoE	HR&OD	R&A	FC	TB	Member	AHT	TLG	CEO
Staff complement, structure and grades						M			R	A
Teaching and support staff appointments						M		R		A*
CEO appointment and dismissal						A				
Appointment and dismissal of TLG member			A							R
Headteacher appointment, performance and appraisal	C									A
Head of School appointment, performance and appraisal	C									A
Leadership appointments (leadership spine)								R	A	
Suspension of CEO/ TLG member			A							
Return of CEO/ TLG member from suspension			A							

LiHT Policy Schedule
Members and Trustees

Area	Title	Level	Approved by	In consultation with	Recommended by
Strategic	LiHT Strategic Plan	Trust	TB	TLG	CEO
Strategic	LiHT Growth Strategy	Trust	TB	TLG	CEO
Finance	LiHT Academy Reserves Policy	Trust	TB	FC	CFO
Finance	LiHT Anti - Bribery Policy	Trust	TB	FC	COO
Finance	LiHT Financial Procedures (including Tendering Policy and Charging and Remissions Policy)	Trust	TB	FC	TLG
Governance	Data Protection Policy Suite: ICT acceptable use policy Privacy notices E-security policy FOI publication schedule Cookie policy Website Terms and Conditions	Trust	TB		COO
Governance	Health and Safety Statement and Guidance	Trust	TB	AG	COO
Governance	Complaints Policy	Trust	TB	AG	TLG
Governance	Articles of Association	Trust	Members	TB	
Governance	Risk Management Policy	Trust	TB	RA	COO
Governance	LiHT Governor Discipline Policy	Trust	TB	AG	COO
HR	LiHT Appraisal Policy (Teaching Staff)	Trust	TB/HR&R	JUC	COO
HR	LiHT Bereavement Leave Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Bullying and Harassment Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Capability Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Disciplinary Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Equality and Diversity Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Grievance Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Managing Organisational Change	Trust	TB/HR&R	JUC	COO
HR	LiHT Menopause Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Pay and Remuneration policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Relocation Expenses Policy	Trust	TB/HR&R		COO
HR	Home Working Policy	Trust	TB/HR&R	JUC	COO
HR	LiHT Managing allegations of abuse against staff	Trust	TB/HR&R	JUC	COO
HR	LiHT Wellbeing & Stress Management Policy	Trust	TB/HR&R	JUC	TLG
HR	LiHT LGPS Discretions Policy	Trust	TB/HR&R		COO
HR	LiHT Flexible Retirement Policy	Trust	TB/HR&R		COO
HR	LiHT Neo Natal Care Policy	Trust	TB/HR&R		COO
Pupil	Admissions Policy Determination	School	TB	LGB	TLG

CEO

Area	Title	Level	Approved by	In consultation with	Recommended by
Finance	Value for money statement	Trust	CEO	FC	COO
Finance	Gender Pay Gap Report	Trust	CEO	TB/HR&R	COO
Governance	H&S: First Aid & Intimate Care Policies	Trust	CEO		COO
Governance	H&S: Dealing with Incidents Procedure	Trust	CEO		COO
Community	H&S: Banning People from a school site	Trust	CEO		COO
HR Op	LiHT Probation arrangements for support staff	Trust	CEO	JUC	COO
HR Op	ECT Induction Policy	Trust	CEO		TLG
HR Op	Trade Union Recognition Agreement	Trust	CEO	JUC	COO
HR Op	LiHT Flexible Working	Trust	CEO	JUC	COO
HR Op	LiHT Job Sharing	Trust	CEO	JUC	COO
HR Op	LiHT Learning Strategy (CPD)	Trust	CEO		COO
HR op	LiHT Safer Recruitment Policy	Trust	CEO		COO
HR Op	LiHT Sickness Absence Policy	Trust	CEO	JUC	COO
HR Op	LiHT Requests for Absence Policy	Trust	CEO	JUC	COO
Premises	LiHT Asbestos Management Policy	Trust	CEO		COO
Pupil	LiHT Attendance Policy (Master)	Trust	CEO		TLG
Pupil	LiHT Exclusion Policy	Trust	CEO		TLG

Trust Leadership Group

Area	Title	Level	Approved by	In consultation with	Recommended by
Strategic	School Improvement Plans	School	TLG		
Finance	Lettings Policy	Trust	TLG		COO
Finance	Asset management & capital plans	Trust	TLG	FC	COO
Governance	Equality Information and Objectives statement & Policy	school	TLG	LGB	HT
HR Op	Staff Handbooks	School	TLG	JUC	HT

Premises	Premises Management Documents	School	TLG		COO
Pupil	Accessibility Plan	School	TLG		HT
Pupil	Assessment, Recording and Reporting Policy	School	TLG		HT
Pupil	Pupil Behaviour Policy	School	TLG	LGB	
Pupil	Curriculum Policy Statement	School	TLG	LGB	HT
Pupil	LiHT Children with Health needs that cannot attend school policy (Master)	Trust	TLG		COO
Pupil	LiHT Educational Visits	Trust	TLG		COO
Pupil	Home-School Agreement Document	School	TLG	LGB	HT
Pupil	Homework Policy	School	TLG	LGB	TLG
Pupil	Marking and Feedback	School	TLG		HT
Pupil	LiHT Online Safety Policy	Trust	TLG		COO
Pupil	Planning	School	TLG		HT
Pupil	Positive Physical Intervention	School	TLG		HT
Pupil	Pupil Premium Plan	School	TLG	LGB	HT
Pupil	Sports Premium Plan	School	TLG	LGB	HT
~~Pupil~~	~~Covid Catch up Premium Report~~	~~school~~	~~TLG~~	~~LGB~~	~~HT~~
Pupil	LiHT Safeguarding Policy (Master)	Trust	TLG		TLG
Pupil	LIHT Supporting Pupils with Medical Conditions	Trust	TLG		TLG
Pupil	LiHT Suspensions, Exclusions and Off-site Directions Policy	Trust	TLG		TLG
Pupil	SEND Information Report	School	TLG	LGB	HT
Pupil	SEND Policy	School	TLG	LGB	HT
Pupil	Teaching and Learning Policy	School	TLG		HT
Pupil	EYFS policy (or curriculum information)	School	TLG	LGB	HT

Local Governing Body

Area	Title	Level	Approved by	In consultation with	Recommended by
Finance	LiHT Charging and remissions Policy - individual schools - refer to appendix 5 of financial procedures	School	LGB	AFC	HT
Pupil	Relationships Education (and RSE) Policy	School	LGB	CEO	HT