

Nexus Education Schools Trust Scheme of Delegation

October 19
V.8

Nexus Educational Schools Trust (NEST)

1 Principles for this Scheme of Delegation are:

- I. That all academies are in a partnership of equals irrespective of their length of membership.
- II. NEST is a single multi-academy trust with a shared vision, one Board and one Scheme of Delegation.
- III. NEST is a registered charity and it remains true to its aims and objectives.
- IV. NEST will ensure compliance with all statutory obligations as prescribed by the DfE, ESFA and The Charity Commission.
- V. NEST is a single employer and will maintain a single pay structure to ensure equal pay across its structure.
- VI. NEST believes the governors of each Academy Local Committee are best able to serve the needs of their Academy and their local community.
- VII. NEST Board's Scheme of Delegation will provide a framework in which the Academy Local Committees can fulfil their role.

2 Scope of the Policy and Scheme of Delegation

2.1 This policy and Scheme of Delegation outlines the framework for decision making within the Nexus Education Schools Trust. It applies to all Trustees, Local Committee Members and staff members.

3 Mission Statement

“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed.”

4 What is our purpose?

- I. High impact through challenge, innovation, evaluation and support to ultimately improve standards for all pupils.
- II. Ensure collaboration between member schools to enable increased opportunities for pupils and staff across NEST.
- III. Ensure co-operation and collaboration between member schools and other educational institutions.
- IV. Promote robust School Improvement in respect of member schools.
- V. Provide a formal structure for member schools to share resources and expertise.
- VI. Provide a strong voice and presence as a corporate group.
- VII. Manage finances effectively and efficiently.
- VIII. Constantly build capacity, spot talent and nurture leaders.
- IX. Ensure sustainability, consistency and replicable systems.
- X. Build capacity and to scale up without compromising quality.

5. Principles Underlying our Academies

- I. We always put children's outcomes and opportunities at the centre of decision making.
- II. We are fully inclusive and welcome all children.
- III. We follow Local Authority admissions criteria and work with the fair access protocol.
- IV. We believe that local children should attend local schools.
- V. We continuously provide high quality professional development for all our staff.
- VI. Collaboration and co-development enable all parties to play an active role in the success of the Trust.

6. Articles of Association

6.1 The Academy Trust is a charitable company limited by guarantee. Like all companies, the Academy Trust will have a Memorandum and Articles of Association. The Memorandum sets out the names of the initial members of the Academy Trust and the Articles of Association are the rules that will govern the running of the company.

6.2 The following clauses outline what can and cannot be delegated under the terms of the Articles of Association.

6.2.1 Clause 93.

Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Academy Trust shall be managed by the Trustees who may exercise all the powers of the Academy Trust. No alteration of the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.

6.2.2 Clause 100.

Subject to these Articles, the Trustees:

- a. may appoint committees to be known as Local Governing Bodies (or such other name as determined by the Trustees, including without limitation "Academy Councils") for each Academy (and the same Local Governing Body may be appointed for more than one Academy); and
- b. may establish any other committee.

6.2.3 Clause 101.

Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees. Except in the case of a Local Governing Body, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

6.2.4 Clause 104.

The functions, duties and proceedings of the Local Governing Bodies or committees shall be subject to regulations made by the Trustees from time to time. Local Governing Bodies may also be established solely for the purpose of fulfilling an advisory function to the board of Trustees.

6.2.5 Clause 105.

The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.

6.2.6 Clause 105A.

A Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office to whom a power or function of the Trustees is delegated under Article 105 may further sub-delegate those powers or functions (or any of them) to a further person. Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub-delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered.

6.2.7 Clause 106.

Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustee, the Chief Executive Officer any other holder of an executive office, or a person to whom a power or function has been sub-delegated under Article 105A, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

6.2.8 Clause 107.

The Trustees shall appoint the Chief Executive Officer and the Principals of the Academies. The Trustees may delegate such powers and functions as they consider are required by the Chief Executive Officer and the Principals for the internal organisation, management and control of the Academies (including the implementation of all policies).

6.3 The Board of Trustees will not delegate any function relating to:

- The constitution of the Trust
- The appointment or removal of the Chair and Vice Chair of the board
- The appointment of the clerk
- The suspension of a trustee
- The establishment of committees

6.4 NEST Terminology:

- Member – individuals whose role is to uphold the Articles of Association and the charitable status.
- Trustees – individuals who have the right to vote at Board meetings and who are registered as Directors at Companies House.
- Local Committee Members (LCMs) – individuals who have the right to vote at School Local Committee Meetings (which is referred to in the Articles of Association as the Local Governing Body).
- Headteacher – an individual who leads and manages the School and is referred to in the Articles of Association as Principal.
- Associate member - individuals who have been nominated to support projects, which are time limited or provide additional support to a committee. These individuals have no voting rights.
- Chief Executive Officer (CEO) and Chief Finance Officer (CFO) are lead professionals within the organisation.

7. Structure of NEST

7.1 Members

7.1.1 Members are responsible for upholding the vision and values of the Trust.

7.1.2 There are 5 Members of the Trust.

7.1.3 Members are responsible for the appointment of Trustees on to the NEST Board.

7.1.3 Members are not involved in the day to day running of the organisation.

7.1.3 Members are responsible for approving any changes to the Articles of Association.

7.2 Trust Board

7.2.1 The Trustees are the charity trustees (within the terms of section 177 of the Charities Act 2011) and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Nexus Education Schools Trust Articles of Association.

7.2.2. There are 7 Trustees.

7.2.3 Recruitment to the Board is via application and interview. The Academy Ambassador Scheme is one of the recruitment initiatives used by Nexus Education Schools Trusts. Appointment to the Board will be skills driven.

7.2.4 The Board invites Associates Members to be in attendance to report or advise the Board.

7.2.5 The Board of Trustees is supported by the NEST Company Secretary who ensures compliance in governance.

7.2.6 The Board is expected to meet at least 3 times a year.

7.3 Key responsibilities of the Trust Board are to:

- I. Ensure the quality of the educational provision at each school.
- II. Ensure the clear strategic direction of each school; oversee, challenge and monitor its performance and standards.
- III. Offer support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed, but may also challenge, ask questions, seek information, and provide recommendations ensuring best practice and outcomes for the Trust.
- IV. Employ central staff to ensure the correct resources for the operation of the NEST Central Team and the fulfilment of their responsibilities.
- V. Designate an Accounting Officer. The Accounting Officer is responsible to the Board for the overall management of the Trust and personally responsible to Parliament for the resources under their control. The CEO is the Accounting Officer.
- VI. In accordance with the requirements of the Academies Financial Handbook the Trust must appoint a Chief Finance Officer (CFO) to lead the Finance Department.
- VII. Ensure compliance with all the relevant legislation, including (but not limited to) that relating to the health and safety of its employees, students and visitors.
- VIII. Challenge and monitor the financial governance and strategy of the Trust through the delegation of powers to its Audit Committee.
- IX. Ensure regular effective communication with Local Committees via the Chairs, Trust Board Sub Committees, Advisory Committees, Forums and Central staff.
- X. Approve the admissions policies of individual academies or free schools.
- XI. Consider proposals for growth of the Trust or change of strategic direction.

7.4 NEST Board Committees

7.4.1 The Board may establish a structure of committees as appropriate. These committees will act in an advisory capacity to the Board of Trustees, except where powers have been specifically directed to them by the NEST Board.

7.4.2 The Board of Trustees shall establish the following Sub Committees of the Board to operate across the Trust

- Finance, Audit and Risk Committee
- Human Resources, Pay & Performance Committee

Sub Committees of the Board

Finance, Audit and Risk Committee

The purpose of this Committee is to provide assurances to the Board over the suitability of, and compliance with, its financial systems and operational controls and to ensure that risks are being adequately identified and managed.

HR, Pay and Performance Committee

The purpose of this Committee is to ensure all HR and personnel policies are implemented across the Trust. It will review the terms and conditions of service, staffing levels, performance management process, the remuneration of staff and staff discipline.

Membership of the Sub Committees is formed from Trustees which are appointed from amongst their number, with external associates appointed for expertise as required.

The Sub Committees will meet as required and at least, on an annual basis. The function and proceedings of the Sub Committees are subject to the regulations made by the Trustees.

7.4.3 The Board of Trustees shall establish the following Advisory Committees to operate across the Trust

- Education & Strategy and Remuneration & Nomination
- Finance & Resources and Audit & Risk

Advisory Committees of the Board

The Advisory Committees will meet three times per year. The function and proceedings of the Advisory Committees are subject to the regulations made by the Trustees. The advisory committee will review policy and procedures providing an additional accountability and invaluable communication layer between the Trust and its schools.

Finance & Resources and Audit & Risk Advisory Committee

The purpose of this Committee is to consider the impact of Trust policies and procedures on the organisation, reflecting on risk, audit and compliance. They provide an effective communication channel from the Local Committee to the sub committees of the Board. The advisory committee will be constituted by a minimum of three local committee members,

Education & Strategy and Nomination & Remuneration Advisory Committee

The purpose of this Committee is to consider the impact of Trust policies and procedures on the organisation, reflecting on performance, standards and school improvement priorities.

7.4.4 The Board of Trustees will establish the following panels:

- a panel for CEO Performance Management, which will include an external consultant; and
- an Appeals Panel (meets when required)

7.5 Local Committees

7.5.1 Each school within NEST is ultimately governed by the Trust (NEST). NEST 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. NEST will establish, for each school, a Local Committee.

Local Committees

The purpose of this Committee is to carry forward the Trust's vision, in a way appropriate to the specific qualities and community characteristics of the School and to take a strategic role in the governance of the School.

Each Local Committee meets at least three times per year (once at term). The function and proceedings of the Local Committees are subject to the regulations made by the Trustees.

7.6 Committee Operation

7.6.1 Each Committee (including the Local Committee) will elect a Chair from amongst its number. The appointment of the Local Committee Chair will be referred to the Chair of Trustees for approval. Employees of the Trust cannot be a Chair of a Committee.

7.6.2 Each Committee will establish its clerking arrangements. Clerks will be supported by the Trust Senior Clerk. The Board reserves the right to change and/or appoint the Chair of the Local Committee if it has concerns about the governance, leadership or management at that school.

7.6.3 The composition of each Committee is set out below. If the Board has concerns about the performance of a school it would appoint additional Local Committee members. Any Committee or Sub-Committee may co-opt an additional Committee member who is not a Trustee or Local Committee member. Co-opted members to a Committee have no voting rights. A Committee may choose to establish its own Committees; any such Committee will act in an advisory capacity to the committee that established it, unless it has formally delegated powers. All scheduled Committee meetings are planned in advanced.

Composition of Local Committees

Membership of the Local Committee shall comprise not less than eight and no more than twelve

	Type of Member	Number	Term of Office	
1	Headteacher	1	Indefinite	N/A – by appointment as School leader
2	Community Members (including Chair and Vice Chair)	Minimum of 3 up to 6	4 years	The Chair shall be nominated by the Local Committee and ratified by the Chair of Trustees. The term of office is two years. The Vice Chair is nominated by the Local Committee for a term of two years. New Community Members volunteer through a variety of pathways, overseen by the Chair of the Local Committee.
3	Staff Members	up to 2	4 year	Minimum of one and not more than two elected staff members. Schools with a PAN below 410 pupils (e.g. one form of entry) will have 1 staff representative and above 420 pupils, 2 staff representatives.
4	Parent Member	2	4 years	Parent election – secret ballot to be organised by the relevant school.
5	Associate member	1	Time specific	Time limited appointed by the Local Committee to perform a task specific role. No voting rights.
6	Observers	Up to 2		At the agreement of the Chair.
7	Trust Board member	1		Appointed by the Trust Board.
	Clerk to the Local Committee	1	Indefinite	Appointed by the Local Committee.

7.6.4 Local Committees will work with their School Leader (referred to as Headteacher) in the delivery of the School Improvement Priorities which the following areas encapsulates (but do not form an exhaustive list):

- I. Staffing capacity and professional development is appropriate.
- II. Quality assurance is effective and appropriate targets are in place.
- III. Curriculum, provision and resources
- IV. Pupil progress meets Trust expectations.
- V. Pupil Premium expenditure has an effective impact on reducing gaps between groups and National attainment.

- VI. Pupil applications, admissions, attendance and exclusions information is reviewed to ensure best outcomes for children.
- VII. Staff absence, recruitment, retention is regularly reviewed to ensure that the school's strategic direction is met.
- VIII. The Trust's mission '*to provide excellence and opportunity for all, to enable lives to be transformed*' is upheld by every school.

7.6.5 The effectiveness of the work of Local Committees will be evidenced by:-

- I. Challenging debate at meetings on performance and improvement (i.e. in minutes of meetings).
- II. Good parental feedback (through questionnaires and records of other consultation events).
- III. Good feedback on the impact of the school in the community (range of evidence sources e.g. data on attendance of events, publicity).
- IV. Strong pupil voice feedback on all aspects of the school.
- V. Commitment and adherence to the Code of Practice and the Nolan Principles.

7.6.6 Chief Executive and NEST Central Team

- I. The CEO is responsible for the internal organisation, management and control of the school, for advising on and implementing the Trust's strategic framework, for the implementation of all policies approved by the Trustees and by the Local Committee for the direction of teaching and the curriculum at each school.
- II. The CEO, working with the Headteachers, will formulate aims and objectives and policies and targets for the Local Committee and Trustees to consider, and report to the Local Committee on progress at each meeting in accordance with a schedule drawn up annually with the Chair of the Local Committee. The CEO will work closely with the senior management team to this end.
- III. The CEO and staff centrally and in each school are accountable to the Trustees for the school's performance, and will be prepared to explain their decisions and actions to anyone who has a legitimate interest. This may include staff, pupils and parents as well as the local authority or the Secretary of State.
- IV. The CEO will comply with any reasonable direction by the Board, and Headteachers will comply with any reasonable direction from the Board, the CEO, or their Local committee.
- V. The CEO and Headteachers will agree and monitor appropriate delegations of authority with other staff.
- VI. The CEO shall be the accounting officer of the Academy Trust.

8. Performance and Risk based approach to delegation

8.1 NEST believes that delegation of functions and levels of delegation should relate to the performance and risk associated with the delegation. High performing schools, with strong and stable leadership, should have the higher levels of delegation.

- Schools that are performing well and with normal levels of risk will receive the 'standard' delegation. If schools are not performing as well, or are considered higher risk, they may have reduced delegation in specified areas to reflect their current situation.
- The Board will determine the appropriate levels of delegation for each Local Committee.

- The Board will make its decisions based upon any or all of the following:
 - External evaluations, which may be of educational performance (such as Ofsted), financial management (such as audit processes or the ESFA), or operational management (such as Health and Safety inspections).
 - Information available within the Academy Trust, such as student progress, financial monitoring, staffing information etc.
 - Changes in staffing at a school, in particular of its senior leadership – for example, the change from an experienced Headteacher to a first-time Headteacher could increase the risk associated with the school for a period while the new Headteacher becomes established and is supported by the CEO.
 - The advice of the CEO and CFO

The Scheme of Delegation will operate in accordance with the relevant NEST policies, procedures and terms of reference.

Budget Setting		
Draft budgets must be in place in accordance with the timescales determined by NEST and will be reviewed by the CFO. Draft budgets are agreed by the Local Committee and will reflect the School Improvement Priorities and the staffing structure within the School. NEST will set parameters for the budget setting process (i.e. inflation assumptions, pension contributions). Draft budgets will be submitted to the Trust Board for approval.		
School Improvement Plan		
All Headteachers in conjunction with their Local Committee will submit their School Improvement Plan, containing the costs of improvement priorities, Summary SEF and curriculum led financial Plan to the Chief Executive Officer in the Autumn Term.		
Delegated Duty	Delegated Authority	Comment
Admissions	Local Committee	All Academies will follow the Local Authorities admission policy.
Capital Programme	NEST	Proposed capital programmes and successful bids for Capital developments are co-ordinated by NEST and are the responsibility of the bidding party.
Health and Safety	NEST	It is the statutory responsibility of NEST 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 School.
Income Generation	Local Committee	Any income generated belongs to each individual school for them to invest in the future learning of the pupils. Individual schools are required to have a letting policy with a fee structure.
Insurance	NEST	The Risk Protection Arrangement (RPA) is a requirement, as this is cost effective building, contents and indemnity insurance option provided by the government. Schools are responsible for obtaining insurance for any risks not covered by the RPA (e.g. engineering inspection, minibus)
Permanent Exclusions	Headteacher and Local Committee	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals. The CEO must be advised of any potential permanent exclusions.
Reserves	CEO, CFO and Headteacher	Reserves remain at individual school level. NEST will review reserve levels in reference to each schools education outcomes and premises condition. NEST Finance Policy sets out

		guidance on reserves. It is expected that individual academies hold at least one months working capital and larger amounts or growing amounts for special projects.
Service Level Agreements / Contracts	Local Committee NEST – Chief Finance Officer/ Chief Executive Officer (see matrix)	Depending on the context of each school, each school may have different SLAs/Contracts in place. NEST in partnership with the Schools shall review SLAa/Contracts to ensure efficient procurement.
Safeguarding	NEST	NEST will, in respect of each school, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow NEST policy. procedures on safeguarding, having been agreed by the Education and Strategy committee; Academies will adapt at school level to reflect each schools identity, ethos and values.

		Procurement	
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.			
Ordering good and services (including advertising of tenders and award of contracts)	Up to £5,000	Headteacher	If within approved budget level <ul style="list-style-type: none"> Orders up to £5,000 at least a single written quotation is required
	Up to £9,999	Headteacher	If within approved budget level <ul style="list-style-type: none"> Orders up to £5,000 at least a single written quotation is required Orders over £5,001 and up to £24,999 require 3 written quotations
	£10,001 - £24,999	Local Committee	If within approved budget level <ul style="list-style-type: none"> Orders over £5,001 and up to £24,999 require 3 written quotations
	£25,000 - £49,999	Local Committee and CFO	If within approved budget level. <ul style="list-style-type: none"> Orders over £25,000 to be put out to tender
	£50,000 - £99,999	Local Committee and CFO	If within approved budget level <ul style="list-style-type: none"> Orders over £25,000 to be put out to tender
	£100,000-£299,999	Headteacher, Local Committee representative, CFO,CEO	If within approved budget level <ul style="list-style-type: none"> Contracts over EU thresholds for the time being (for guidance refer to www.ojec.com/Thresholds.aspx) to follow a compliant process under the Public Contracts Regulations 2006 & subsequent legislation.
	£300,000 and above	NEST Board (2 signatures), Chief Executive & Chief Finance and Local Committee	If within approved budget level <ul style="list-style-type: none"> Contracts over EU thresholds for the time being (for guidance refer to www.ojec.com/Thresholds.aspx):to follow a compliant process under Public Contracts Regulations 2006 & subsequent legislation.
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	
Authorising monthly salary payments	Unlimited	Headteacher, Local Finance Lead	BACS payment limits vary for individual schools

Signatures for Cheques, BACS payment authorisations and other bank transfers	Up to £10,000	Any two signatures in line with the Bank Mandate	Managed locally, each school must have a financial scheme of delegation which is recommended by the Local Committee and approved by Trustees.
	Any amounts over £10,000	Two signatures in accordance with the bank mandate	Managed locally. Authorised by the Local Committee
Delegated Duty	Value	Delegated Authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	The CFO and one of the : <ul style="list-style-type: none"> • Trust Chairman • Chief Executive • Chair of Committee • School Leader 	Two signatories from delegated authority list, or as required by DfE.
Delegated Duty	Value	Delegated Authority	Comment
Virement of budget provision between budget heads	Within department	Finance Lead (FL) & Budget Holder	Virement within a department at discretion of Finance Lead (FL) in consultation with budget holder. Virements to be reported will be reviewed as part of monitoring by the CFO.
	Up to £30,000	School Leader & Finance Lead	Reported to Local Committee.
	£30,001 - £50,000	As above plus CFO	Reported to Local Committee / Advisory Committee (HC).
	Over £50,000	Agreed by two of the following: NEST Board member CEO OR CFO	Reported to Local Committee / Advisory Committee (HC) NEST Board.
Disposal of assets	Up to £20,000	Headteacher I & CFO	Director of Finance to report to Local Committee and NEST Board.
	Over £20,000	Chief Executive, Trust Board, Chief Finance Officer 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.
Write-off bad debts	Up to £1000	Headteacher & Finance Lead	Report to Local Committee.
	Over £1,000	Trust Board & CFO Plus DfE approval	Report to CFO and NEST Board.
Write-off overpayments to staff	Up to £1,000	Headteacher & Finance Lead (FL)	Report to CFO and NEST Board.
	Over £1,000	Chief Finance Officer	Reported to NEST Board.
Purchase or sale of freehold property	Any	NEST Board, Chief Executive & CFO Plus DfE approval required	Freehold property is owned by the Trust, leasehold generally held by the Local Authority in which the school resides.

Granting or taking up of any leasehold or tenancy agreement exceeding 3yrs	Any	NEST Board, Chief Executive & CFO Plus DfE approval required	
Any guarantees, indemnities and letters of comfort entered into	Any	NEST Board, Chief Executive & CFO Plus DfE approval required	
Ex-gratia payments	Any	Headteacher, Chief Executive & CFO Plus DfE approval required	

HR Levels of Authority

APPOINTMENTS

All schools have a staffing structure and approved budget allocation. Any recruitment (including replacement of existing posts) must be reviewed by NEST in advance. This also applies to variations of hours.

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 which is agreed by the Board.

All interview panels ideally should be comprised of 3 members of greater, with an odd number where possible.

Role	Panel
Chief Executive / Executive Headteacher	Tryst Board (minimum of 3 members, with non-voting co-optees as required)
Headteacher	Board Member or Chief Executive, Chair or Vice Chair of Local Committee plus two Local Committee Members, external if required.
Deputy Headteacher	Headteacher and Local Committee members. CEO or External if required.
Assistant Headteacher and SLT Support Staff	Headteacher and or Deputy Headteacher, Local Committee member and 1 other as determined by the Headteacher.
Phase Leaders /Head of Department	Headteacher and or Deputy Headteacher and 1 other as determined by the Headteacher.
TLR Posts	Headteacher and or Deputy Headteacher and 1 other as determined by the Headteacher.
All other Teaching posts	Headteacher and or Deputy Headteacher, or SLT member and 1 other as determined by the Headteacher.
All Support Staff posts (other than SLT posts)	Headteacher and or Deputy Headteacher or SLT member and 1 other as determined by the Headteacher.

Function	Delegated Authority
Acting up Payments/Additional Payments <ul style="list-style-type: none"> • Executive Headteacher • Headteacher • Deputy Headteacher • All other Academy staff 	<ul style="list-style-type: none"> • NEST Board delegated to CEO • NEST Board delegated to CEO on recommendation of Local Committee • Local Committee (Salary) • Headteacher ratified by Local Committee

N.B – Any other delegated Authority not described would need to be referred to the Board for a decision. Any Leadership roles ' will include Acting up

DISCIPLINARY CASES AND DISMISSALS

* Disciplinary

* Capability (professional competence)

* Redundancy. (The Board will have determined that there is a Redundancy situation)

* Ill Health Capability

* Some other substantial situation

Posts	Delegated Authority	Appeal
Chief Executive	Chair of Board	3 Board members not previously involved
Chief Finance Officer	Chief Executive	3 Board Members not previously involved
Headteacher	Chief Executive	3 Board/Sub-Committee members not previously involved
Deputy Head /SLT Member	Headteacher	Chief Executive and Board/Sub-Committee members
All other Academy posts	Headteacher	Appeal Board of Academy
All Finance posts within NEST	Chief Finance Officer	Chief Executive and or Board/Sub-members
All other NEST Central posts	Director of Education	Chief executive and or Board/Sub-members

OTHER HR FUNCTIONS

Function	Delegated Authority
Compromise agreements up to and including £10,000	Local Committee and HR to agree terms Chief Executive to sign
Compromise agreements in excess of £10,000	Local Committee, Chief Executive and HR to agree terms Chair of Board to sign
Compromise agreements in excess of £50,000	Approval to be sought from the SFEA/HM Treasury
Signature of Letter of Appointments	Delegated Authority
Chief Executive	Chair of Board
Executive Headteacher	Chief Executive
Headteacher	Chair of Local Committee /CEO
School Posts	Headteacher
Nest central Posts	Chief Executive Officer
All other posts	Headteacher
Other HR FUNCTIONS RELATED TO THIRD PARTIES	
Collective Agreements	NEST Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Headteacher and Pay Committee of each school

<i>Function</i>	<i>Delegated Authority</i>
Performance Management <ul style="list-style-type: none"> • Chief Executive • Chief Finance Officer • Executive Headteacher • Headteacher • Deputy Headteacher • All other NEST posts • All other Academy posts 	<ul style="list-style-type: none"> • Chair of Board, external adviser plus 1 other Board member • Chief Executive • Director of Education/Chief Executive and Local Pay Committee • Director of Education/Chief Executive and Local Pay Committee • Headteacher and Local Pay Committee • CEO/Line Manager as agreed • In accordance with the list of agreed Reviewers/Line Manager approved by the Headteacher
Staffing restructures	Representatives from CEO, CFO, Headteacher, HR, Headteacher and Chair of Local Committee (working within financial parameters)
Re-grading/Re-designation/increase in hours <ul style="list-style-type: none"> • NEST Salaries in excess of £55,000 FTE (including recommendation from Local Committee for HT) • NEST salaries below £55,000. • Academy posts below £55,000 	<ul style="list-style-type: none"> • Board • Chief Executive and CFO • Headteacher and CFO
Creation of permanent new posts with salary above £55,000 (FTE)	Trust Board
Creation of permanent new posts NEST Central Team salary Range £20,000 & £55,000 (FTE)	CEO and CFO
Creation of temporary new NEST Central posts of up to 1 year	CEO
Revisions to Pay and Conditions	NEST Board
Decision to make Redundancies – over £1000 (at school level)	NEST Board on recommendation by Local Committee and CEO/CFO
Authorisation of redundancy/early retirement payments	CFO approved by Board
All pay decisions must be taken in accordance with the approved budget and staffing structure of the organisation:	
Determination of Chief Executive's and Executive Headteachers' pay range	NEST Board
Determination of pay range for Headteacher with a salary in excess of Individual School Range (ISR) guide in school pay and condition document	NEST Board on recommendation from Local Pay Committee
Determination of pay range for an individual within the school's ISR	Local Committee recommendation to Chief Executive
Determination of pay progression of the Chief Executive	NEST Board on recommendation of External SIP
Determination of pay progression of Headteacher within their pay grade	Local Pay Committee recommendation to Chief Executive to be agreed on the basis of Performance Management
Determination of pay progression of Deputy/Senior Leader, within pay grade	Headteacher and Local Pay Committee

Determination of pay progression of teaching posts below Deputy Headteacher within their pay grade (including Threshold)	Headteacher on agreement reported to the Local Pay Committee
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	School post administered by school admin team. NEST contract with Liberata to oversee compliance provide support and advice.