



Outcomes Focused, Child Centred

# Northern Education Trust Scheme of Delegation

Approved by Committee: 16<sup>th</sup> January 2019  
Effective date: 16<sup>th</sup> January 2019

# Rationale

As a charitable company limited by guarantee, Northern Education Trust (the “Trust”) is governed by a Board of Directors also referred to as Trustees (the “Trustees”) who are responsible for, and oversee the strategic control, management and administration of the Trust and the academies run by the Trust.

The Trustees are accountable to external government agencies including the Department for Education (including any successor bodies) and Charity Commission for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

The Trust entered into a Master Funding Agreement in March 2012 with each Academy being governed locally by a Supplemental Funding Agreement.

In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on a board (the “Academy Council”) which has been established to ensure the good governance of the Academy.

This Scheme of Delegation explains the ways in which the Trustees fulfil their responsibilities for the leadership and management of the Academy, the respective roles and responsibilities of the Trustees and the Academy Council and the commitments to each other to ensure the success of the Academy.

This Scheme of Delegation has been put in place by the Trustees at each NET Academy from the Effective Date in accordance with the provisions of the Trust’s Articles of Association (the “Articles”) and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

For the avoidance of doubt where any extant NET policy conflicts with this Scheme of Delegation, then the Scheme shall take precedence. In all issues of interpretation, the decision of the Chief Executive, in conjunction with the Chair of the Board, is final. Where policies are not included in this Scheme of Delegation these are a matter for the Chief Executive and Trust Board.

Under article 105A of the the articles of association power is given to the Trust to delegate appropriate functions to sub committees. Panels do not have to be constituted by governors from a specific academy as it is the practice of the Trust to use Governors from any academy council to serve on appropriate academy hearings, appeals or other committees.

# General Information

## Our Vision

**We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.**

**'Outcomes Focused, Child Centred'**

### **The 10 values which underpin our vision:**

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust (please refer to Equality & Diversity Policy)
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

### **We have an ambition to move towards being a 'world class' organisation and by this we wish to:**

1. Outperform ourselves every year, not only in terms of examination results but in every service we offer
2. Commit ourselves to continuously improving towards excellence
3. Delight students and parents who will be life-long advocates for our Trust
4. Work in collaboration with key stakeholders, all of whom will be advocates for our Trust
5. Be innovative and develop new ways to improve the lives of our students and colleagues
6. Have outstanding leaders within our Trust who create more leaders
7. Have everyone feel that they 'own' the organisation, whether it be a student or a colleague
8. Ensure that our operations are flawless, including our planning systems so that scarce resources can be managed effectively
9. Ensure communications and feedback are transparent, easily understood and supportive to help everyone reach their full potential

### **Northern Education Trust Academies**

Each Academy is ultimately governed by the Trust (NET). NET 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. NET will establish, for each Academy, an Academy Council, whose governors' role is to oversee the running of the academy on behalf of the Trust. The membership of the Academy Council shall be for NET to decide in consultation with the Chair of the Predecessor School Governing Body. However, this document is intended to stress the critical role that the Academy Council has and their decision-making powers.

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

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

### **Trustees of Northern Education Trust (NET) Board**

L Walton CBE (Chair)

C Roberts (Vice Chair)

T Grieveson

M Sanders OBE

J Copping

A Hodgson

J Foster OBE

S Duncan

R Tarn (Chief Executive and Accounting Officer)

J Nolan

J Smith (Observer)

A Dunwell (Observer)

# Composition of Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Deputy Chief Executive	1	Indefinite	N/A – by appointment as Deputy Chief Executive
Executive Principal	1	Indefinite	N/A – by appointment as 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 NET Board resolution. The Board will consider 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 (non-voting)	1	Indefinite	To be appointed by the Academy Council
Non-member Observer	1	Indefinite	Chief Operating & Financial Officer or their nominated representative

# Composition of Combined Academy Council (max of 4 academies)

Type of Member	Number	Term of Office	How are they elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Deputy Chief Executive	1	Indefinite	N/A – by appointment as Deputy Chief Executive
Executive Principal	1	Indefinite	N/A – by appointment as Executive Principal
Principal of relevant Academies	= to no. of academies	Indefinite	N/A – by appointment as Principal
Sponsor Governor (including Chair and Vice Chair)	Up to 15	4 years	By NET Board resolution. The Board will consider any representations made by the Academy Council when considering the re-election of the Sponsor Governor.
Staff Governor	= to no. of academies	1 year	1 Staff Governor will be appointed from each academy. Election – secret ballot to be organised by the relevant Academy
Parent Governor	= to no. of academies	2 years	1 Parent Governor will be appointed from each academy. Election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council (non-voting)	1	Indefinite	To be appointed by the Academy Council
Non-member Observer	1	Indefinite	Chief Operating & Financial Officer or their nominated representative

## Central Functions

As part of a Family of Schools we aim to have the greatest amount of impact with efficacy. We aim to be one of the most cost-effective academy groups in the country. A contribution of 5% of each academy's mainstream GAG Funding (excluding PFI) 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, income generated by the Academy or other specific targeted grants. 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 Executive Principal who will then broker that support on their behalf.

### Budget Setting

All final Academy and Central team budgets must be submitted to the Board for ratification in time to meet ESFA deadlines. Budgets require consideration by the Academy Council, Principal, Executive Principal, Chief Executive and Chief Operating & Financial Officer prior to being presented and approved by 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.

Across the academy, Principals will work within specific parameters as follows:

- Contact Ratio at 0.79
- Curriculum Bonus < 8% for secondary academies only

It is acknowledged that for new schools joining the Trust that there will be a legacy curriculum in place. The following parameters for 1 year across the academy overall apply in this situation:

- Contact Ratio at 0.79
- Curriculum Bonus < 10% for secondary academies only

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 considering Local Authority admission policies.
Pupils Admission Number (PAN)	Chief Executive	As their own admission authority, academies and free schools are not required to consult on their PAN where they propose either to increase or keep the same PAN
Capital Programme	NET Board for overall programme with some smaller budget allocation delegated to the Chief Executive and Chief Operating & Financial Officer	Proposed capital programmes need to be submitted by July to meet ESFA requirements with the approval of the Chief Operating & Financial Officer, Executive Principal, Academy Council and Chief Executive.
Health and Safety	NET Board	It is the responsibility of NET 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 & Financial Officer and their team.
Income Generation	Academy Council	All income generated by an individual Academy remains that of the Trust.
Insurance	NET Board	NET will use its purchasing power to ensure that all Academies receive best value and value for money with their insurance.
Investments	NET Board	All income generated in low risk investments remains that of the Trust.
Permanent Exclusions	Principal and Academy Council	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals. Governors from any academy council can be used to serve on any appropriate committee meetings. Letters can be signed by a NET Acting Principal, Principal or Executive Principal.



Private Finance Initiative (PFI)	NET Board and ARC	Where capital projects are approved within PFI buildings, the Chief Operating & Financial Officer must be satisfied that appropriate procurement has taken place.
Service Level Agreements / Contracts (subject to financial limits set out below)	Academies: Academy Council with approval from Chief Executive and Chief Operating & Financial Officer (submission on approved NET form)  Trust: NET Board	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the responsibility of the Academy Council to negotiate new SLAs/ Contracts and to ensure that they are receiving value for money and quality of service. From time to time NET may procure SLAs on behalf of all academies as part of a best value review.
Safeguarding	NET Board	NET 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 NET's policy on safeguarding (the same staff identification scheme will operate in all Academies).

# Financial Levels of Authority

All procurement must be carried out in compliance with the requirements and principles of the Trust Funding Agreement, ESFA Academies Financial Handbook, Trust Financial Regulations and EU Treaties.

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.

## Notes

1. All roles expressed define minimum levels of authority and therefore more senior officers can exercise the delegated authority given to their subordinates.
2. References to roles shall include those acting up for example the term 'Principal' will include Acting Principal
3. Any other delegated Authority not described above would need to be referred to the NET Board for a decision.

Revenue			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
	Up to £9,999	Academies: Academy Principal Group Budget – Heads of Function	If within approved budget level <ul style="list-style-type: none"> <li>Orders up to £3,000 at least a single written quotation is required and attached to PO</li> <li>Orders over £3,001 and up to £9,999 require 3 written quotations and attached to PO</li> </ul>
Ordering goods and services	£10,000 - £99,999	Academies: Executive Principals (Primary and Secondary). Deputy Chief Executive for Primary where an Executive Principal is not in place. Group Budget: Head of Function plus one of the following- Chief Operating & Financial Officer or Director of HR & Communications.	If within approved budget level. <ul style="list-style-type: none"> <li>Orders over £10,000 and up to £99,999 require 3 written quotations and attached to PO</li> </ul>
	£100,000 & above	Academies: Chief Executive and Chief Operating & Financial Officer. Group Budget: Chief Executive, Chief Operating & Financial Officer and one of either Deputy Chief Executive or Director of HR & Communications	If within approved budget level Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/thresholds.aspx/">http://www.ojec.com/thresholds.aspx/</a> ): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation
	Authority to accept other than lowest quotation or tender	The above limits are based on the principles of value for money. If the lowest quotation is not taken then a written explanation must be attached with the quotes received to the PO.	

<b>Capital</b>			
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b> <b>NB</b> – In the absence of a specified role the authority to act can be exercised by a more senior officer	<b>Comment</b>
<b>Ordering goods/services and contract variations.</b>	Up to £50,000 per contract	Chief Executive and Chief Operating and Financial Officer	Trustees will agree an annual capital budget split between Building / ICT Improvements and a delegated allocation for academy improvements considered by the Chief Executive/Chief Operating & Financial Officer.  Orders raised must be obtained within the delegated Chief Executive/Chief Operating & Financial Officer budget and require 3 written quotations attached to the PO
<b>Authorising monthly salary payments</b>	Within 2/12 <sup>th</sup> of annual approved salary budget in any one transaction.	Chief Executive, Deputy Chief Executive, Executive Principal, Principal, Chief Operating & Financial Officer or Director of HR & Communications.	Report to Board on any variations to agreed value and/or any payments made that require prior Trust/ESFA approval as listed below.
<b>Write-off bad debts</b>	Up to £1000	Academies and Group: Head of Finance	Report to Executive Group for prior approval.  ARC to receive an annual report listing all debts written off.
	Over £1,000	Chief Executive and Chief Operating & Financial Officer for DfE approval	Report to NET Board only if ESFA agreement required based on % of income/turnover.  ARC to receive an annual report listing all debts written off.

- Note**
1. The pooling of GAG will not be included within the Trusts budget setting process and academies should not consider any pooling arrangements.
  2. Ex-Gratia payments as defined within the Academies Financial Handbook must not be considered as a type of payment undertaken by the Trust without prior consultation and approval of the Chief Executive or Chief Operating & Financial Officer.

Delegated Duty	Value	<b>Delegated Authority</b> <b>NB</b> – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
<b>Write-off overpayments to staff.</b>	Up to £500	Academies and Group: Head of Finance, Director of HR & Communications or Chief Operating & Financial Officer	Report to Executive Group for prior approval
	Over £500	Chief Executive, Deputy Chief Executive, Director of HR & Communications or Chief Operating & Financial Officer for DfE approval.	Report to NET Board. If applicable - ESFA agreement required based on % of income/turnover.
<b>Purchase or sale of freehold property</b>	All	NET Board, Chief Executive and Chief Operating & Financial Officer plus DfE approval required	Trustee and ESFA prior approval required in all cases.
<b>Granting or taking up of any leasehold or tenancy agreement exceeding 3 years</b>	All	NET Board, Chief Executive and Chief Operating & Financial Officer plus DfE approval required	Trustee and ESFA prior approval required in all cases.
<b>Any guarantees, indemnities and letters of comfort entered into</b>	All	NET Board, Chief Executive and Chief Operating & Financial Officer plus DfE approval required	Trustee and ESFA prior approval required in all cases.
<b>Staff severance &amp; compensation payments (contractual)</b>	Up to £49,999	Director of HR & Communications plus one of Chief Executive, Deputy Chief Executive or Chief Operating & Financial Officer	Reported to ARC by Director of HR & Communications
	Over £50,000	Director of HR & Communications plus one of Chief Executive, Deputy Chief Executive or Chief Operating & Financial Officer	

Delegated Duty	Value	<b>Delegated Authority</b> <b>NB</b> – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
<b>Staff severance &amp; compensation payments (Non-contractual)</b>	Up to £9,999	Director of HR & Communications plus one of Chief Executive, Deputy Chief Executive or Chief Operating & Financial Officer	Reported to ARC by Director of HR & Communications
	Over £10,000	Director of HR & Communications plus either Chief Executive or Chief Operating & Financial Officer	Trustee and ESFA prior approval to be sought for all payments in excess of £50k
<b>Borrowing (loans, overdrafts and credit cards etc.)</b>	All	Chief Executive or Chief Operating & Financial Officer	Trustee and ESFA prior approval to be sought for any transactions.
<b>Leasing (finance leases or granting of lease)</b>	All	Chief Executive or Chief Operating & Financial Officer	Trustee and ESFA prior approval to be sought for any transactions.
<b>Use of consultants</b>	All	Chief Executive for Secondary, Deputy Chief Executive for Primary, in conjunction with Chief Operating & Financial Officer	
<b>HMRC PAS payments</b>	All	Chief Executive or Chief Operating & Financial Officer	

# HR Levels of Authority

APPOINTMENTS	
<p><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. Panels must be made up of a minimum of three members. A HR representative will be present at all senior officer appointments for Principal/Head of Function or above.</b></p>	
Chief Executive	Trust Board (minimum of 3 Trustees to include the Chair of the Trust Board, with non-voting co-optees as required)
Members of the Group Executive, excluding Chief Operating & Financial Officer, Director of Finance and Director of HR & Communications	Trustee, Chief Executive and one other as determined by the Chief Executive
Deputy Chief Executive, Chief Operating & Financial Officer, Director of Finance and Director of HR & Communications	3 Trustees to include the Chair and Chief Executive and one other as determined by the Chair.
Executive Principal	Trustee, Chief Executive, and/or Deputy Chief Executive and one other as determined by the Chief Executive
Principal	Trustee, Chief Executive, and/or Deputy Chief Executive, Executive Principal or one other as determined by the Chief Executive
Associate Principal	Chief Executive, and/or Deputy Chief Executive, Executive Principal and/or one other as determined by the Chief Executive.
Vice Principal or Associate Vice Principal (Secondary)	Chief Executive, and/or Deputy Chief Executive Executive Principal, Principal or one other as determined by the Chief Executive
Vice Principal or Associate Vice Principal (Primary)	Chief Executive, and/or Deputy Chief Executive, Executive Principal or one other as determined by the Chief Executive.
Director of Curriculum	Chief Executive and Executive Principal or Associate Executive Principal, or one other as determined by the Chief Executive

Directors of Curriculum Subjects	Chief Executive and Executive Principal or Associate Executive Principal, or one other as determined by the Chief Executive
Directors of Primary Learning	Chief Executive, and/or Deputy Chief Executive and Executive Principal, or one other as determined by the Chief Executive
Service Managers of central functions e.g. Finance, HR, Data and Property	2 Directors one of whom must be either the Chief Operating & Financial Officer or Director of HR & Communications and two others as determined by the Chief Executive
All other Central Team posts	3 staff, including line manager of the post, determined by Chief Operating & Financial Officer or Director of HR & Communications
Business Manager	Chief Operating & Financial Officer, Director of Executive Services, Principal, and/or one other as determined by the Chief Operating & Financial Officer
Assistant Principals and SLT Support Staff	Principal, Vice Principal and 1 other as determined by the Principal
Associate Assistant Principals	Principal, Vice Principal and 1 other as determined by the Principal
Head of Department / Faculty / Phase	Principal, appropriate Director of Curriculum Subject (or equivalent) and 1 other as determined by the Principal
TLR Posts	Principal (or nominated representative), Director of Curriculum Subject (or equivalent) and Head of Department (or appropriate line manager)
All other Teaching posts	Principal (or nominated representative), Director of Curriculum Subject (or equivalent) and Head of Department (or appropriate line manager)
All Support Staff posts (other than SLT posts)	3 staff, including Business Manager and line manager of the post, determined by Executive Principal or Principal.



## DISCIPLINARY HEARING CASES AND DISMISSALS

**For all disciplinary hearing cases and dismissals, the following delegation model shall apply:**

- Suspension
- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Redundancy (The Executive will determine the need for restructure/ redundancy within the Trusts agreed curriculum parameters where appropriate)
- Some other substantial reason
- Should an instance arise where those with delegated authority are precluded through conflict of interest the final arbiter shall be designated by the NET Board.

**For all suspensions and lifting of, the following delegation model shall apply:**

Posts	Delegated Authority (advice must be taken from HR)
Chief Executive	Chair of Trust Board or nominated Trustee
Deputy Chief Executive	Chief Executive or Trustee
Group Executive post	Chief Executive or nominated officer in his/her absence
Executive Principal	Chief Executive or nominated officer in his/her absence
Principal	Chief Executive or Deputy Chief Executive or Executive Principal
Business Manager	Principal in conjunction with the Chief Operating & Financial Officer
All other academy staff below Principal	Executive Principal or Principal
All other central team staff	Chief Operating & Financial Officer or Director of HR & Communications

**For all disciplinary cases and dismissals, the following delegation model shall apply. A panel of 3 is required for all disciplinary/dismissal appeal hearings.**

Posts	Delegated Authority	Appeal
Chief Executive/Deputy Chief Executive	3 Trustees	3 Trustees not previously involved
Executive Principal	Trustee or Chief Executive or Deputy Chief Executive	3 Trustees or 2 Trustees plus Chief Executive if not previously involved

Group Executive post	Trustee or Chief Executive or Deputy Chief Executive	3 Trustees or 2 Trustees plus Chief Executive if not previously involved
Principal	Chief Executive or Deputy Chief Executive or Executive Principal	Chief Executive or Deputy Chief Executive (If not previously involved) an Executive Principal and one other (Trustee or member of the academy council).
Directors of Curriculum Subjects and Directors of Primary Learning	Chief Executive or Deputy Chief Executive, or Executive Principal	Chief Executive or Deputy Chief Executive (If not previously involved) an Executive Principal and a member of the Executive team).
Vice Principal and SLT Members	Executive Principal or Principal	An Executive Principal or Chief Executive/Deputy Chief Executive, a Principal and one other (member of the academy council or other nominated officer).
Business Manager	Principal or Executive Principal	Chief Operating & Financial Officer, Director of Executive Services and one other (member of the academy council or other nominated officer).
All other Academy posts	Executive Principal or Principal	An Executive Principal or Chief Executive/Deputy Chief Executive, a Principal and one other (member of the academy council or other nominated officer).
All other Central Team posts	Members of the Group Executive	Chief Operating & Financial Officer (if not previously involved) or Chief Executive/Deputy Chief Executive and 2 other members of the Group Executive.

**GRIEVANCE HEARINGS**

Should an instance arise where those with delegated authority are precluded through conflict of interest the final arbiter shall be designated by the NET Board.

<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
Chief Executive/Deputy Chief Executive	Trustee	Chair or Vice Chair of the Board
Executive Principal	Chief Executive or Deputy Chief Executive	Chief Executive if not previously involved or Trustee
Group Executive posts	Chief Executive or Deputy Chief Executive	Chief Executive if not previously involved or Trustee
Principal	Executive Principal or Deputy Chief Executive	Deputy Chief Executive if not previously involved or Chief Executive
Director of Curriculum Subjects/ Director of Primary Learning	Executive Principal or other Group Executive post	Chief Executive or Deputy Chief Executive
Vice Principal/SLT Member	Principal or Executive Principal	Executive Principal or Deputy Chief Executive or Chief Executive
Business Manager	Principal or Executive Principal	Chief Operating & Financial Officer, Director of Executive Services and one other (member of the academy council or other nominated officer).
All other Academy posts	Principal	Executive Principal
All other Central Team posts	Members of the Group Executive	Chief Executive or Deputy Chief Executive

**OTHER HR FUNCTIONS**

<b>Function</b>	<b>Delegated Authority</b>
Settlement agreements	Please see above under Finance.

Miscellaneous	
Signature of Letter of Appointments & Contracts of Employment	Delegated Authority
Chief Executive	Chair or Vice Chair of the Board
Deputy Chief Executive	Chair of the Board or Chief Executive
Executive Principal	Chief Executive, Deputy Chief Executive or Director of HR & Communications
Principal	Chief Executive, Deputy Chief Executive, or Director of HR & Communications
Director of Curriculum Subjects/Directors of Primary Learning	Chief Executive, Deputy Chief Executive, Executive Principal or Director of HR & Communications
Group Executive posts	Chief Executive, Deputy Chief Executive or Director of HR & Communications
All other Central Team posts	Chief Executive, Deputy Chief Executive, Chief Operating & Financial Officer or Director of HR & Communications
Business Manager	Chief Operating & Financial Officer or Principal in conjunction with Chief Operating & Financial Officer
All other academy posts	Principal or Executive Principal
Collective Agreements	NET Board (Chair of Board to sign, Vice Chair if unavailable)
Teachers Pay – Threshold/UPS	Executive Principal or Principal
Function	Delegated Authority
<p><b>Acting up Payments/Additional Payments in accordance with NET Pay Policy</b></p> <ul style="list-style-type: none"> <li>• Chief Executive and Deputy Chief Executive</li> <li>• Executive Principal/Principal/Vice Principal</li> <li>• Group Executive posts</li> <li>• All other Academy staff</li>   <li>• All Director of Curriculum Subjects/Directors of Primary Learning posts</li> <li>• All other Central Team posts</li> <li>• Any additional payment for external work, e.g. through Teaching School</li> </ul>	<ul style="list-style-type: none"> <li>• NET Board on recommendation of Corporate Co-ordination Committee</li> <li>• Chief Executive</li> <li>• Chief Executive</li> <li>• Executive Principal in conjunction with the Chief Executive or Director of HR &amp; Communications</li> <li>• Chief Executive</li>   <li>• Chief Executive</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>• Deputy Chief Executive</li> <li>• Executive Principal</li> <li>• Group Executive posts</li> <li>• Principal</li>   <li>• Directors of Curriculum Subjects/Directors of Primary Learning</li>   <li>• Vice Principal</li> <li>• Business Manager</li>   <li>• All other Central Team posts</li> <li>• All other Academy posts</li> </ul>		<ul style="list-style-type: none"> <li>• Chair of Board plus 1 other Trustee</li> <li>• Chief Executive</li> <li>• Chief Executive or Deputy Chief Executive</li> <li>• Chief Executive or Deputy Chief Executive</li> <li>• Chief Executive or Deputy Chief Executive and Executive Principal where applicable</li> <li>• Chief Executive or Deputy Chief Executive or Executive Principal as determined by the Chief Executive</li> <li>• Principal or Executive Principal</li> <li>• Principal in conjunction with Chief Operating &amp; Financial Officer</li> <li>• Director of Function/line manager as agreed</li> <li>• In accordance with the list of agreed Reviewers approved by the Academy Principal</li> </ul>
Staffing restructures		Chief Executive and/or Deputy Chief Executive in conjunction with Director of HR & Communications and Chief Operating & Financial Officer
<p><b>Re-grading/Re-designation/increase in hours (Permanent or Fixed Term)</b></p> <ul style="list-style-type: none"> <li>• Salaries in excess of £55,000 (Excl. on-costs)</li> <li>• Central Team salaries below £55,000 (Excl. on-costs)</li> <li>• Academy posts below £55,000 (Excl. on-costs)</li> </ul>		<ul style="list-style-type: none"> <li>• Corporate Co-ordination Committee</li> <li>• Chief Executive</li> <li>• Executive Principal or in Primary Deputy Chief Executive in the absence of an Executive Principal</li> </ul>
Creation of permanent new posts with salary above £55,000		Corporate Co-ordination Committee on recommendation

		of Chief Executive
Creation of permanent new posts with salary up to £55,000		Chief Executive, within CLFP and staffing parameters and Trustee approved budget
Revisions to Pay and Conditions		NET Board on recommendation from Chief Executive
Decision to make Redundancies		NET Board on recommendation from Chief Executive
Authorisation of redundancy/early retirement payments		Chief Operating & Financial Officer or Director of HR & Communications in line with redundancy policy and reported to ARC.
Determination of Chief Executive, Deputy Chief Executive pay range		NET Board on recommendation from Corporate Co-ordination & Committee
Executive Principal pay range		Corporate Coordination Group on recommendation from Chief Executive
Determination of pay range for an individual with a salary in excess of £55,000		Corporate Co-ordination Committee on recommendation from Chief Executive
Determination of pay range for an individual with a salary less than £55,000		Chief Executive in conjunction with the Director of HR & Communications
Determination of pay progression of the Chief Executive		NET Board on recommendation of Trust Chair
Determination of pay progression of the Deputy Chief Executive		NET Board on recommendation of Chief Executive
Determination of pay progression of other members of the Executive Group, Executive Principals, Principals, Vice Principals, Director of Curriculum Subjects, Directors of Primary Learning within their pay grade		Chief Executive recommendation to the Corporate Co-ordination Committee to be agreed by the Board on the basis of Performance Management
Business Manager		Principal in conjunction with Chief Operating & Financial Officer
Determination of pay progression of teaching posts below Vice Principal within their pay grade (including Threshold) with the exception of accelerated progression		Principal on agreement with Executive Principal, reported to the Academy Council on the basis of Performance

		Management
Accelerated progression of teaching posts below Vice Principal within their pay grade (including threshold)		Chief Executive via the Executive Team on recommendation from the Executive Principal
Determination of pay progression of all Central Team posts within their pay grade		Chief Executive recommendation to the Corporate Co-ordination Committee to be agreed by the Board on the basis of Performance Management
Pay Appeals (members of the Executive Team, including the Chief Executive and Deputy Chief Executive)		3 Trustees
Pay Appeals (Academies)		An Executive Principal not previously involved or Deputy Chief Executive
Pay Appeals (Central Team)		Chief Executive or Deputy Chief Executive or Chief Operating & Financial Officer
Administration of employment contracts, pay and conditions of service		Director of HR & Communications (with reference to the Chief Executive, Executive Principal, Principal or Chief Operating & Financial Officer as appropriate)