

DELEGATION OF POWERS – OVERVIEW VALOUR MAT June 2025 ~~November 2024~~



This is intended as a summary. It is not exhaustive and reference should be made to Articles of Association, Schemes of Delegation and terms of reference for individual committees.

Everyone within the Trust-

- Ensure that income and property of the Company shall be applied solely towards the promotion of the Object.
- Responsibility to ensure that academies are conducted in accordance with objects of company and promoting high standards.
- Duty to promote safeguarding requirements
- Ensure compliance with the health and safety, buildings and other policies of the Company academies (acting in accordance with appropriate professional advice).

	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Governance									
Determine the objects of the Company									
Approve Deed of Variation and Articles									
Determine company policies and ethos									
Ensure that appropriate indemnity insurance is in place to cover the liability of Directors									

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	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer: Executive Head teacher	Head Teacher	CFO	Audit C'tee
Determine expenses policy for Directors									
Establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Company									
Ensure that accounts are prepared in accordance with the relevant Statement of Recommended Practice as if the Company was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and filed with the Secretary of State and the Principal Regulator each Academy Financial Year									
Approve Annual Report in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and file these with the Secretary of State and the Principal Regulator each Academy Financial Year									
Comply with obligations under Part 24 of the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Company was a nonexempt non-exempt charity and to the Secretary of State and the Principal Regulator each Academy Financial Year									

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Hold General Meetings in accordance with Articles of Association									
Determine whether any of Directors' powers be delegated to a committee, CEO or other holder of executive office									
Determining the constitution, membership and proceedings of the LAB									
Reviewing the schemes of delegation									
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Appointment of up to 9 Directors to represent the Trust as set out in Articles of Association									
Co-opting up to 3 Directors									
Making arrangements for election of Parent Members of Local <u>Advisory Board</u> <u>Governing Bodies</u>									
Appointment and Removal of <u>ATC</u> Members to Local Advisory Board (LAB)									
Power to co-opt and remove members to LAB (having any regard to views of Directors)									
Appointment of Secretary to the Directors and to Committees									
Appoint Chair and Vice-chair of Local <u>Advisory Board</u> <u>Governing Body</u> Power to appoint committees, determine constitution, membership and proceedings of committees									
Determine functions and proceedings of Local advisory Bodies.									

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Power to manage the business of the Company and exercise all the powers of the Company										
Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object (as delegated by Directors)										
Power to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object (as delegated by Directors)										
Ability to give views on suitability of appointments to LAB membership (not elected categories)										
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee	
Duty to adhere to instructions given by CEO										
Instituting, settling or compromising any legal proceedings instituted or threatened against the Academy or submitting to arbitration or alternative dispute resolution any dispute involving the Academy										
Responding to any investigation or Ofsted visit and issuing direction to LAB										
Consulting with CEO before responding to any investigation or Ofsted visit										

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Determination membership and roles of LAB (having regard to any views of Directors)									
Monitoring viability of extended services and community needs (and reporting to Directors accordingly)									
Holding LAB to account for performance of schools									
Obligation to ensure high standards overall									
Put systems in place to ensure quality, safety and good Practice.									
Schools self-evaluation and quality assurance.									
Responsibility for challenging and monitoring standards and reporting to Directors									
Setting and review of the curriculum, having regard to any views of the Directors/CEO									
Determining school session times									
Considering formal complaints (stage 2)					Chair				
Considering formal complaints (stage 3)		Chair			Chair				
Determination of Published Admission Policy and written consent to changes to admission criteria									
Application of Admissions Policy									
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Decision to expand any academy									
Determining or changing the name of an academy									
Power to exclude pupils									
Consideration of representations from parents re. exclusions									
Consideration of fixed term and permanent exclusions									
Determine school holidays with view of LAB									

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PREMISES MANAGEMENT									
Prepare reports in relation to buildings and facilities									
Exercise responsibilities for maintenance of the buildings and facilities, having due regard to the safety of the users and the legal responsibilities of the Directors as owners of such buildings and facilities									
Receive and consider estate management strategy / plan									
Determine level of capital investment in buildings and facilities taking account of feedback from LGBs									
Disposal or acquisition of land and property									
Insuring the land and buildings used by the academies									
To undertake inspection of academy premises and monitor action plans in line with Trust policies									
Secure such professional advice as necessary to ensure effective management of estates to ensure suitability and sufficiency of accommodation in line with procurement procedures									
In conjunction with the Directors contribute to the estate management strategy which will identify the suitability of building and facilities in light of long term curriculum needs and the need for, and availability of, capital investment									
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer: Executive Head teacher	Head Teacher	CFO	Audit C'tee
Determine priorities in relation to capital projects/expenditure									

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Incurring capital expenditure which is outside of that provided for within agreed budgets									
Consider applications for hire of premises in accordance with procedures and make recommendation to Directors									
Hire of premises – consider and ensure such use is in accordance with Trust policies and Trust approved									
EMPLOYMENT									
Determine policies and set pay terms for all academy staff including contracts, terms and conditions									
Follow policies for all academy staff including contracts, terms and conditions as set by Directors									
Adopting HR Policies									
Power to direct workforce to work across the Trust									
APPOINTMENTS & STAFFING STRUCTURES									
Determine all matters relating to appointment of CEO, Headteachers Head teachers and Leadership Group									
Determine all matters relating to appointment of staff (Head Office/ company wide companywide)									
Appointment of teaching and support staff at academy level									
Appointment of teaching and support staff at academy level where delegated to do so									
Determine staffing structure (overall company)									
Determine re-organisation of staffing structure within existing resource									
REDUCING STAFF (REDUNDANCY/REDEPLOYMENT)									

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	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer: Executive Head teacher	Head Teacher	CFO	Audit C'tee
Determine the number and category of staff to be reduced and criteria to be used in making a selection (Academy staff other than leadership group)									
Determine the number and category of staff to be reduced and criteria to be used in making a selection (Head Office staff and Leadership Group)									
Initial consultation with trade unions									
Consider applications for voluntary redundancy/redeployment (Academy based staff)									
Select staff for redundancy/redeployment according to agreed criteria (Academy based staff)									
Hear appeals from staff affected by decision to reduce staff (Academy Based Staff)									
Select staff for redundancy/redeployment according to agreed criteria (Head Office staff)									
Hear appeals from staff affected by decision to reduce staff (Head Office staff)									
SALARY ISSUES									
Arrange annual appraisal of Headteachers/all leadership and make recommendations on pay with engagement of the Chair of the LAB									
Arrange annual appraisal of Head Office Staff/ and make recommendations on pay									

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Arrange annual appraisal of other academy staff and make recommendations on pay									
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Annual determination of salary of CEO/ Headteacher/Head teacher and other Leadership group staff Annual determination of salary of other employees based on recommendation of Headteacher/Head teacher									
Consideration of re-grading claims from support staff (staff in Academies)									
Consideration of re-grading claims from support staff (staff in Head Office, or leadership posts)									
Consider salary appeals across the Trust									
EMPLOYMENT GRIEVANCE									
Initial consideration of grievance (academy based staff)									
Appeals against grievances (academy based staff)									
Initial consideration of grievance (HTs or Head Office staff)									
Consideration of grievance (HT or Head Office/ staff) where CEO already considered or where concerning CEO									
Appeals against grievances (HT or Head Office staff)									
Initial consideration of grievance (CEO) Chair MAT		Chair							
Consideration of grievance (CEO) where Directors already considered or where concerning Directors									

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DISCIPLINARY/DISMISSAL/CAPABILITY									
Consideration of medical incapability (academy based staff)									
Consideration of medical incapability (Head Office staff and Headteachers)		CEO medical incapability							
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Appeals from academy all staff across the Trust									
Appeals from CEO									
SUSPENSION									
Suspend academy staff									
Suspend Headteacher /Head Office staff									
Suspend CEO									
Appeals from CEO in respect of dismissal									
Lift suspension academy staff (i.e. where no action)									
Lift suspension of Headteacher/Head Office staff (i.e. where no action)									
Lift suspension of CEO									
EMPLOYMENT									
Appeals from staff in respect of dismissals previously considered (Headteacher or Head Office Staff)									
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (staff in academies)									

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Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Head Office staff)										
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)										
	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee	
Initial determination on dismissals of (Headteacher/Head teacher/Head Office staff)										
Initial determination on dismissals of CEO										
Appeals from staff in respect of sanctions/dismissals previously considered (academy based staff – NOT Headteacher/Head teacher or Head Office staff)										
GENERAL										
Consider requests for flexible working (academy staff – other than Leadership)										
Consider requests for flexible working (Leadership /Head Office staff)										
Appeals against Flexible working (academy staff other than Leadership)										
Appeals against Flexible working (Leadership /Head office staff)										
Monitoring and receiving reports on staff attendance										
Consider conflicts Code of Conduct declarations/declarations/disclosures										

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Authorising of Settlement Agreements up to £50,000					Chair				
Authorising of Settlement Agreements up to £20,000									
Authorising of Settlement Agreements – Over £50,000 * *EFA	Requires approval from HM Treasury								
Authorising of Settlement Agreements – between £20,001 – £50,000									
FINANCIAL MANAGEMENT PROCEDURES									
Authorising of Settlement Agreements – Over £50,000 * *EFA									
FINANCIAL MANAGEMENT PROCEDURES	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer	Head Teacher	CFO	Audit C'tee
Determination of level of central charges to individual academies	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Review financial management arrangements and delegation of powers at least annually									
Determination of level of central charges to individual academies									

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Provide written consent to enter into new contracts, vary or terminate contracts or entering into transactions not provided for within the devolved budget See section relating to Purchase of goods and services Ensure the delivery of annual accounts Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium									
Provide written consent to enter into new contracts, vary or terminate contracts or entering into transactions not provided for within the devolved budget See section relating to Purchase of goods and services Ensure the delivery of annual accounts	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer	Head Teacher	CFO	Audit C'tee
Ensure that financial management accounts are produced	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher		CFO	Audit C'tee
Ensure appropriate procedures in place for safeguarding of funds (overall) To inform Directors of need for any unplanned expenditure including input from LABGB Ensure that financial management accounts are produced									
Ensure that the Directors are informed of need for any significant unplanned expenditure and options for identifying available funding (Head Office / other) Ensure appropriate procedures in place for safeguarding of funds (overall) To inform Directors of need for any unplanned expenditure including input from LCB									
Responsibility to ensure that adequate financial risk management strategies are in place Ensure that the Directors are informed of need for any significant unplanned expenditure and options for identifying available funding (Head Office / other)									

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Ensure that financial risk management strategies are adhered to Responsibility to ensure that adequate financial risk management strategies are in place									
Receive monitoring reports on individual academy budget Ensure that financial risk management strategies are adhered to									
Receive regular reports on budgets Receive monitoring reports on individual academy budget									
Determine how CEO's financial powers will be exercised where the substantive post holder is absent Receive regular reports on budgets									
Approval of Annual Financial Statements Determine how CEO's financial powers will be exercised where the substantive post holder is absent									
Determining cost of school meals/extended services Approval of Annual Financial Statements									
Giving consent to changes to extended services or other activities provided by or through academies Determining cost of school meals/extended services									
Monitor quality of extended services Giving consent to changes to extended services or other activities provided by or through academies									
Authorise disposal of equipment in line with financial procedures over the value of £10,000 Monitor quality of extended services									
Authorise disposal of equipment in line with financial procedures over the value of £2,000	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer	Head Teacher	CFO	Audit C'tee
FINANCIAL MANAGEMENT PURCHASING GOODS OR SERVICES	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Determine the internal distribution of capitation between departments within the academy FINANCIAL MANAGEMENT PURCHASING GOODS OR SERVICES									

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external auditor Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor									
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/	Head Teacher	CFO	Audit C'tee
Recommend the annual financial statements to the Academy Trust for approval	Members Of Valour MAT	Directors (Trustees)	Finance C'tee	Staffing C'tee	Local Advisory Board	Chief Executive Officer/ Executive Head teacher	Head Teacher	CFO	Audit C'tee
Review the adequacy of the Academy Trust's Risk Management Policy and procedures and to regularly review the risk register. Recommend the annual financial statements to the Academy Trust for approval									
Monitor and implementation of Risk Management Review the adequacy of the Academy Trust's Risk Management Policy and procedures and to regularly review the risk register.									
Duty to ensure that appropriate risk management systems are in place external (Residential) visits Monitor and implementation of Risk Management									
Review the Academy Trust's anti-fraud arrangements Duty to ensure that appropriate risk management systems are in place external (Residential) visits									
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed Review the Academy Trust's anti-fraud arrangements									
Produce an annual report for the Academy Trust and Accounting Officer, which should include advice on the effectiveness of the Academy's risk management, control and governance processes, and any									

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