

Nexus Education Schools Trust Scheme of Delegation

September 17
V.6

Nexus Educational Schools Trust (NEST)

1 Principles for this Scheme of Delegation are:

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

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

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?

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

Principles Underlying our Academies

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

Articles of Association

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 are the rules that will govern the running of the company.

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

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.

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.

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.

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.

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.

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.

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.

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).

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

Nexus Education Schools Trust (NEST) Members

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

NEST Trustees Board

The Board of Trustees has seven members. The Trustees are the charity trustees (within the terms of section 177 of the Charities Act 2011) and are responsible for the general control, management of the administration of the Trust in accordance with the provisions set out in the Nexus Education Schools Trust Articles. NEST Company Secretary

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

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.

Key responsibilities of the Board :

- Ensure the quality of the educational provision at each academy.
- Ensure the clear strategic direction of each academy; oversee, challenge and monitor its performance and standards.
- Employ central staff
- 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
- In accordance with the requirements of the Academies Financial Handbook the trust must appoint a Chief Finance Officer(CFO) to lead the Finance Department
- 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.
- Challenge and monitor the financial governance and strategy of the Trust through the delegation of powers to its Finance and Audit Committee
- Ensure regular effective communication with Local Committees via the Chairs, Trust Board sub committees (Members from virtual hub), Forums and central staff.
- Approve the admissions policies of individual academies or free schools.
- Consider proposals for growth of the Trust or change of strategic direction.
- Ratify the appointment of each individual school Headteacher or Executive Head

NEST Board Sub Committees (HC)

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

The Board of Trustees shall establish the following committees to operate across the Trust

1. Four Sub committees of the Board

* Finance and Resources *Audit and Risk *Remuneration and nomination *Education Strategy and Standards

2. A Local Committee in each school

- Sub- committee for Head Teacher Performance Management. This sub group will include an external consultant
- Sub- committee for Appeals and exclusions (meets when required)

The Board and each Sub Committee of the Board are expected to meet at least three times a year. The function and proceedings of the committees are subject to the regulations made by the Trustees.

Each Committee (including the Local Committee) will elect a Chair from most its number. Employees of the Trust cannot be a Chair of Committee (including the Local Committee) or sub-committee. 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 academy,.

The composition of the each committee is set in following sections. If the Board has concerns about the performance of an academy it would appoint additional Local Committee members. Any committee or sub-committee may co-opt an additional committee member who are not Trustees or Local Committee members. 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 and sub committees meetings are planned in advanced.

Standing Committees of the Board (HCs):

Finance and Resources Committee

Audit and Risk Committee

The purpose of these committees is to exercise the powers and duties of the Board of Trustees in respect of the financial administration of the Trust, except for those items specifically reserved for the Board of Trustees and those delegated to the Chief Executive Officer, the Trust Chief Finance Officer and other staff.

Theses sub- committee coordinates the Board's financial responsibilities by recommending policy and strategy to the Board, interpreting it for staff and monitoring its implementation. The committee assists the Board in exercising its fiduciary duties, provides the Board with overview of the Trust's financial audit and ensures proper checks and balances are in place. The committee monitors and reviews risk to the organisation and its scheme of delegation

Education Strategy and Standards

The purpose of these committees is to exercise the powers and duties of the Board of Trustees in respect of the performance and standards of the Trust, except for those items specifically reserved for the Board of Trustees and those delegated to the Chief Executive Officer, the Trust Chief Finance Officer and other staff

Nomination and Remuneration Committee (meets annually or when required)

- The purpose of the committee is to review proposed salary awards and pay scales used by the Trust; to review pay awards; to review nominations to the Board and support the recruitment of Local Committee and Sub- committee membership.

Each Committee meets at least three times per year (with the exception where stated) with nominated members from the local hub, a NEST Director CEO and CFO

Terminology

The Trust uses the terms:

- Trustees to describe individuals who have the right to vote on at Board meetings and who are registered as Directors at Companies House.
- Hub committee members (**HCM**) to describe individuals who are nominated by the school Local Committees to become members of the four sub committees of the board. The Four Trust Board Sub committees are referred to as Hub Committees (**HC**)
- Local Committee Member (**LCM**) to describe individuals who have the right to vote at Local Committee meetings (**LC**)
- Associate member (**AM**) for 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 organization
- Head Teacher, is the lead professional of a school, stated in the Articles of Association Principle. This term is also used to encompass. Executive and Head of School, as leader of the school

Academy Membership

Each Academy 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 Academy, an Academy Local Committee, whose role is to oversee the running of the academy on behalf of the Trust. The decision on the membership of the Academy Local Committee is dependent on the need of each individual school.

Communication between the Board and Academy Local Committees

The Board meet at least once a term and as often as necessary. The Chair of NEST and Chief Executive will schedule meetings including, Head Teacher forums, Chairs of Board Committees and Finance across the academic year. Regular meetings will be held for Chairs of Local Committees and those LC members with link roles, in order to provide updates and training for members. This provides an opportunity for information sharing between NEST and Academy Local Committees and share good practice across the wider hub of schools. Feedback from the Trust will be a standing item on all Academy Local Committees, sub- committee and Board agendas

Composition of Academy Local Committees

Nexus Education Schools Trust will take into consideration the existing skills and experience of each Academy Local Committee on conversion to the MAT.

Strong Governance is Key to supporting and developing schools. It is envisaged would work towards representation as below:-

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 Board of Trustees . The term of office is two years The Vice chair is nominated by the Local Committee for a term of two years. Local committees with members from category 7, a pan number above 420 pupils, may have up to a maximum of 6 community members. Those Local committees without category 7, only 5 community members. Membership will be through written nomination and agreement by the LC.
3	Staff Members	up to 2	4 year	Minimum of one not more than two elected by secret ballot to be organised by the relevant Academy. Schools with a pan below 410 pupils (eg one form of entry) will have 1 staff representative and above 420 pupils, 2 representatives.
4	Parent Member	2	4 years	Parent election – secret ballot to be organised by the relevant Academy
5	Associate member	1	Time specific	Time limited appointed by the Local committee to 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 Academy Local Committee

Key responsibilities:

- Ensure there is local adaptation/adoption of central policies and functions as directed by the CEO on behalf of the Board of Directors.
- Hold the Head Teacher to account for the educational performance and pupil progress at their academy.
- To be accountable for ensuring Health and safety, Human resources, data and financial compliance.
- Understand their academy's strengths and development needs through regular visits and good management reporting and to agree strategic planning priorities with their Head Teacher
- Listen to and ensuring effective relationships with pupils, parents and other local schools.
- Responsible for supporting the Head Teacher to set/uphold high standards of behaviour and conduct for stakeholders.
- Reflects and responds to the needs and opportunities within the community.

Local Committees will work with their School Leader (referred to as Head Teacher):

- Staffing capacity and professional development is appropriate.
- Quality assurance is effective and appropriate targets are in place.
- Pupil progress meets Trust expectations.
- Pupil Premium expenditure has an effective impact on reducing gaps between groups and National attainment.
- Pupil applications, admissions, attendance and exclusions information is reviewed to ensure best outcomes for children
- Staff absence, recruitment, retention is regularly reviewed to ensure that the school's strategic direction is met
- The Trust's 'mission *to provide excellence and opportunity for all, to enable lives to be transformed*' is upheld by every school.

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

- Challenging debate at meetings on performance and improvement (i.e. in minutes of meetings).
- Good parental feedback (through questionnaires and records of other consultation events).
- Good feedback on the impact of the academy in the community (range of evidence sources eg data on attendance of events, publicity).
- Strong pupil voice feedback on all aspects of the academy

Chief Executive and NEST central team

- The CEO is responsible for the internal organisation, management and control of the academy, 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 academy.
- The CEO, working with the Head Teachers, 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.

- The CEO and staff centrally and in each academy are accountable to the Trustees for the academy’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.
- The CEO will comply with any reasonable direction by the Board, and Head Teachers will comply with any reasonable direction from the Board, the CEO, or their Local committee.
- The CEO and Head Teachers will agree and monitor appropriate delegations of authority with other staff.
- The CEO shall be the accounting officer of the Academy Trust

Performance and Risk based approach to delegation

- 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 EFA), 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 Head Teacher to a first-time Head Teacher could increase the risk associated with the school for a period while the new Head Teacher becomes established and is supported by the CEO.
 - The advice of the CEO.

NEST Group Functions

A contribution of 4.5% of each academy’s General Annual Grant (excluding Pupil Premium) is levied which enables all academies access to a whole range of functions and services (eg Finance, HR, Audit, Training and support) as and when required on evaluation of need of schools within the group,

Budget Setting

Indicative budgets must be in place by May each year and will be reviewed by the CFO. Draft budgets are agreed by the Local committee in June, reviewed by the Finance and Resources sub-committee. All final Academy budgets must be submitted to the Board for ratification by 1 July each year

All Head Teachers in conjunction with their Academy Local Committee will submit their Academy Improvement Plan, containing the costs of improvement priorities, Summary SEF and Curriculum led financial Plan to the Chief Executive by the beginning of November each year.

Delegated Duty	Delegated Authority	Comment
Admissions	Academy Local Committee	All Academies will follow the Local Authorities admission policy.
Capital Programme	Academy Local Committees in consultation with the CFO	Proposed capital programmes and successful bids for Capital developments are the responsibility of the bidding party. This will be reviewed with 3,000 pupils and direct MAT condition funding
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 Chief Education Officer and their team.
Income Generation	Academy Local Committee	Any income generated belongs to each individual Academy 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 RECOMMENDED, as this is cost effective building, contents and indemnity insurance option provided by the government.
Permanent Exclusions	Head Teacher and Academy Local Committee	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals.
Reserves	Academy Local Committee	Reserves remain at individual school level NEST will review reserve levels in reference to each schools education outcomes and premises condition. NEST reserves 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	Academy Local Committee NEST – Chief Finance Officer/ Chief Executive Officer	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. NEST in partnership with the Schools shall review SLAs/ contract to ensure efficient procurement.
Safeguarding	NEST	NEST 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 NEST policy procedures on safeguarding, having been agreed by the Education and Strategy committee; Academies will be to adapt at school level to reflect each schools identity, ethos and values.

Terminology

1. **Finance Lead /Business Manager (FL)** is a School Level individual with day to day responsibility of financial management.
2. **Chief Financial Officer (CFO)** is the trust individual who has day today responsibility for the financial management of the trust and oversees the monitoring and support to individual schools

Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.			
Ordering good and services (including advertising of tenders and award of contracts)	Up to £5,000	Academy Head Teacher	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	Academy Head Teacher	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	Academy 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	Academy 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	Academy 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	Head Teacher, 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	Academy Head Teacher, Local Academy Finance Lead	BACS payment limits vary for individual schools
Signatures for Cheques, BACS payment authorisations and other	Up to £10,000	Any two signatures in line with the Bank Mandate	Managed Locally
	Any amounts over	Two signatures in accordance	Managed locally. Authorised by the Local Committee

bank transfers	£10,000	with the bank mandate	
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 Academy Local Committee
	£30,001 - £50,000	As above plus CFO	Reported to Academy Local Committee / Hub Committee (HC)
	Over £50,000	Agreed by two of the following: NEST Board member CEO OR CFO	Reported to Academy Local Committee / Hub Committee (HC) NEST Board
Disposal of assets	Up to £20,000	Head Teacher I & CFO	Director of Finance to report to LC, HC and 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	Head Teacher & Finance Lead	Report to Academy Local Committee
	Over £1,000	Trust Board & CFO Plus DfE approval	Report to HC and NEST Board
Write-off overpayments to staff	Up to £1,000	Head Teacher & Finance Lead (FL)	Report to HC 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 is 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	Head Teacher, Chief Executive & CFO Plus DfE approval required	

HR Levels of Authority

APPOINTMENTS	
<p>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 need to be of 3 or an odd number greater.</p>	
Chief Executive / Executive Headteacher	Trust Board (minimum of 3 members, with non-voting co-optees as required)
Head Teacher	Board Member or Chief Executive, Chair or Vice Chair of Academy Local Committee plus two Local committee members, external if required
Deputy Head Teacher	Head Teacher and Local Committee members. CEO or External if required
Assistant Head Teacher and SLT Support Staff	Head Teacher and or Deputy Head Teacher, Local Committee member and 1 other as determined by the Head Teacher
Phase Leaders /Head of Department	Head Teacher and or Deputy Head Teacher and 1 other as determined by the Head Teacher
TLR Posts	Head Teacher and or Deputy Head Teacher and 1 other as determined by the Head Teacher
All other Teaching posts	Head Teacher and or Deputy Head Teacher, or SLT member and 1 other as determined by the Head Teacher
All Support Staff posts (other than SLT posts)	Head Teacher and or Deputy Head Teacher or SLT member and 1 other as determined by the Head Teacher

Function	Delegated Authority
<p>Acting up Payments/Additional Payments</p> <ul style="list-style-type: none"> • Executive Head Teacher • Head Teacher • Deputy Head Teacher • All other Academy staff • All NEST central posts 	<ul style="list-style-type: none"> • NEST Board on recommendation of Remuneration Committee • NEST Board on recommendation of Local Academy Local Committee and CEO/ CFO • Academy Local Committee (Salary) • Head Teacher ratified by Academy Local Committee • Chief Executive • Chief Finance Officer

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
- * Redundancy. (The Board will have determined that there is a Redundancy situation)
- * Capability (professional competence)
- * 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
Head Teacher	Chief Executive	3 Board / Sub- committee members not previously involved
Deputy Head /SLT Member	Head Teacher	Chief Executive and Board /Sub- committee members
All other Academy posts	Head Teacher	Appeal Board of Academy
All Finance posts within NEST	Chief Finance Officer	Chief Executive and or Board / sub members
All other Nest Central posts	Chief Finance Officer	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 Head Teacher	Chief Executive	
Head Teacher	Chair of Local Committee /CEO	
School Posts	Head Teacher	
Nest central Posts	Chief Executive Officer	
All other posts	Head Teacher	
Other HR FUNCTIONS RELATED TO THIRD PARTIES		
Collective Agreements	NEST Board (Chair of Board to sign)	
Teachers Pay – Threshold/UPS	Head Teacher and Pay Committee of each Academy	

<i>Function</i>	<i>Delegated Authority</i>
Performance Management <ul style="list-style-type: none"> • Chief Executive • Chief Finance Officer • Executive Head Teacher • Head Teacher • Deputy Head Teacher • All other Nexus posts • All other Academy posts 	<ul style="list-style-type: none"> • Chair of Board plus 2 other Board member • Chief Executive plus members Hub sub committees • External SIP / Chief Executive and Local Pay Committee • External SIP / Chief Executive and Local Pay Committee • Head Teacher and Local Pay Committee • CEO/line manager as agreed • In accordance with the list of agreed Reviewers/ Line manager approved by the Academy Head Teacher and the Salary Committee
Staffing restructures	Representatives from CEO, CFO, Head Teacher , HR, Head Teacher and Chair of Academy 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 (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 • Head Teacher
Creation of permanent new posts with salary above £55,000 (FTE)	NEST Board
Creation of permanent new posts NEST central team salary Range £20,000 & £55,000 (FTE) including on costs	Chief Executive
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	NEST Board on recommendation by Academy Local Committee and CEO/CFO
Authorisation of redundancy/early retirement payments	CFO approved by Board
Determination of Chief Executive’s and Executive Head Teachers ‘ pay range	NEST Board
Determination of pay range for Head Teacher 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 a Academy Schools 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 Head Teacher within their pay grade	Local Pay Committee recommendation to Chief Executive to be agreed by the Board on the basis of Performance Management
Determination of pay progression of Deputy /Senior Leader, within pay grade	Local Committee
Determination of pay progression of teaching posts below Deputy Head Teacher within their pay grade (including Threshold)	Head Teacher on agreement reported to the Academy Local Salary 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