

Scheme of Delegation 2025/2026

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TyneCoast
Academy Trust

1. OUR VISION, MISSION AND VALUES

VISION

Our Vision is to be an outstanding Multi Academy Trust providing the best education, training and outcomes for all of our students.

MISSION

Our Mission is to ensure we achieve our vision; thereby meeting the needs and aspirations of all of our students, enabling them to meet the challenges of the future**.**

VALUES

As an employer and a learning organisation, in achieving our vision, we will continually demonstrate the following core values;

- To celebrate diversity in all its forms
- To always act with integrity and fairness
- To be inclusive in our approach to learning.

These values will be underpinned by the following principles:

- To be aspirational in all that we do
- To develop strong relationships with all of our pupils, listen actively to their views and never give up on them.
- Value and respect the professionalism, commitment, and expertise of all our staff and volunteers.
- To ensure our schools retain their unique/local identity and remain connected to the communities they serve.
- To examine the environmental consequences of all we do.
- To make a significant positive impact on the local, regional and national economy

STRATEGIC AIMS

In achieving our vision, our strategic aims are to:

- Deliver the highest quality of education for all students.
- Work effectively to improve standards across all schools, leading to improving outcomes for all.
- Develop strong, inclusive and challenging governance that works in partnership with the communities we serve, employers and other agencies be financially sound and use resources efficiently; to provide outstanding value for money and create high-quality professional development.

CORE PRINCIPLES

- We believe in having a strong community presence, embedding everything we do in the local community
- We believe every pupil should achieve their potential
- We believe in developing strong relationships with all of our pupils, and very giving up on them.
- We value and respect the professionalism, commitment, and excellence of our staff.
- We believe the needs of employers should shape our curriculum.
- We will make a significant positive impact on the local, regional and national economy.
- We welcome and include everyone in our community, and value individually and diversity

2. INTRODUCTION

TCAT is determined that all of its academies should retain and develop their individual and distinctive characters. This doesn't mean that TCAT is simply a grouping of diverse and autonomous schools. TCAT's strong governance will take the lead and direct the strengths of each of its academies to promote planned organisational development, to support sustainable growth and to maximise the outcomes of all of its pupils.

This document explains the ways in which Trustees fulfil their responsibilities and are accountable for the leadership and management of the Trust, the respective roles and responsibilities of the Board and its Committees, Local Governing Bodies, the Chief Executive Officer, the Chief Finance Officer, the Chief Operating Officer and the commitments to each other to ensure the success of the Trust.
The Board of Trustees of Tyne Coast Academy Trust has a governance structure that is:

- **Compliant with DfE requirements, company and charity law (The trust is a charitable company and so trustees are both charity trustees and company trustees);**
- **Scalable and so adaptable to growth or change within the Tyne Coast Academy Trust;**
- **Reviewed annually by the Trustees.**

All members, trustees and governors must adhere to the 'Nolan Principles' of public life which are:

- **Selflessness** - holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** – in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. • Openness – holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty** – holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – holders of public office should promote and support these principles by leadership and example.
- All members, trustees and governors are encouraged to attend training regularly and review training needs annually.

3. EFFECTIVE GOVERNANCE

Sponsor/ Members

Tyne Coast Academy Trust is a Multi Academy Trust which is sponsored by Tyne Coast College; a large, general further education college comprising of South Tyneside College, Tyne Metropolitan College, Queen Alexandra Sixth Form College and South Shields Marine School.

As the sponsor, Tyne Coast College appoints the majority of the Members of the Trust and has two reserved Trustee places on the Trust Board, which runs the academy school(s). This gives the sponsor an element of influence in the oversight of the Trust and enables the sponsor to work with the academies it supports through the academy trust.

Sponsors are responsible for setting up the academy trust and monitoring the performance and finances of their schools, taking action where necessary.

The Members of the Tyne Coast Academy Trust have ultimate responsibility for oversight of the Trust. The members are viewed as the guardians of the governance of the trust and must ensure it carries out its charitable objective. As a company limited by guarantee, Tyne Coast Academy Trust is constituted under a Memorandum of Association and Articles of Association. The Members' main responsibilities are:
a. Approving any changes to the Articles of Association.
b. Appointment and removal of Trustees.
c. Appointing and removing Auditors (external).
d. Receive year end accounts, board reports etc.
e. Through special resolution, directing Academy Trustees to take specific action where Trustees are unable or unwilling to act in the best interests of the Trust.

The Trust has five members. A member counts towards the quorum by being present in either person or proxy. Two persons entitled to vote upon the business to be transacted, each being a member or a proxy of a member shall constitute a quorum. Members will hold at least two meetings in each academic year

3. EFFECTIVE GOVERNANCE

Trustees

Tyne Coast Academy Trust has a Board of trustees who conduct the Trust's strategic business and are legally responsible for the activities of the Trust.
The trustees should focus on three core functions:

- **Strategic leadership - defining the vision, fostering the trust's culture and setting the strategy.**
- **Accountability and assurance - robust and effective oversight of trust operations and performance.**
- **Engagement - strategic oversight of relationships with stakeholders, ensuring decision-making is supported by meaningful engagement.**

Trustees are responsible for:

- **Delivering the charitable and educational objectives of the Trust.**
- **Strategically controlling the organisation and managing the charitable assets.**
- **Ensuring compliance with the Trust's duties under company law and charity law and agreements made with the DfE including the funding agreement.**
- **The determination of the educational character and mission of the Trust.**
- **Ensuring the solvency of the Trust and safeguarding its assets and delivering its charitable outcomes.**
- **Ensuring the continued charitable status of the Trust, as an exempt charity.**
- **Setting key strategic objectives and targets and reviewing performance against these.**
- **Determining the Trust development plan and reviewing all Academy development plans.**
- **The approval of all statutory policies that are common to all Academies within the Trust.**
- **Ensuring that the year-end accounts are submitted to Members.**
- **Entering into and monitoring all contracts on behalf of the Trust.**
- **The approval of annual estimates of income and expenditure for the Trust at the beginning of the academic year.**
- **To authorise income and expenditure and approval of budgets in line with the Scheme of Delegation.**
- **The appointment or dismissal of senior staff.**
- **Intervening as appropriate in any Academy at risk of under performance, either financial or educational.**
- **Determination of the establishment, constitution, proceedings and delegated powers and functions of the Local Governing body and Trust committees and their annual review and revision.**

The Trust has Trustees with a range of responsibilities including the CEO. The quorum for meetings of the Trustees will be three or one third (rounded up to a whole number) whichever greater, of the total number of Trustees holding office at the date of the meeting. The term of office for all Trustees will be up to four years.

Committees

The Trust will have the following committees and the membership of the committees will be reviewed and agreed by the Trustees:

1. Finance and Staffing.
2. Quality of Education.
3. Governance Committee (ad hoc).

No employee of the Trust may be a voting member of the above mentioned Committees except for the CEO.
The quorum for each of the committees is three and only members of the committees may vote at committee meetings. The chair of each committee will have a casting vote.
The committees will meet as often as is necessary to fulfil their responsibilities.
Relevant senior staff should routinely attend committee meetings as appropriate to provide information and participate in discussions but should not participate as a member.
The committees may invite attendance at meetings from persons who are not members of the committee to assist or advise when appropriate.

Local Governing Bodies (LGBS)

Local Governing Bodies (LGBs) The Trustees are responsible for the performance of each Academy within the MAT, however, a range of responsibilities may be delegated to the LGBs which are additional committees of the Trustees. The levels of delegation will be decided by the Trustees and will be dependent upon the strength and capacity of the Academy. The strength and capacity of the Academy will be based on the most recent Ofsted inspection outcome or an internal review undertaken by the MAT.

Where an Academy is deemed to be at risk of failing its pupils/students, the Trust will exercise the right to reconstitute the LGB to ensure that the identified weaknesses can be effectively addressed. This may include the re-constitution of the LGB to an advisory body only.

The LGB will play a crucial role in both supporting and challenging the Academy in particular the Senior Leadership Team. The ability of a LGB to fulfil this role is a vital component in demonstrating the effective leadership of the Academy and governors must know that all pupils/students at the Academy are making progress at least at the rate that is expected of them.

The LGB will be supported and developed by the Trust to ensure that governance is judged to be at least good or better by Ofsted.

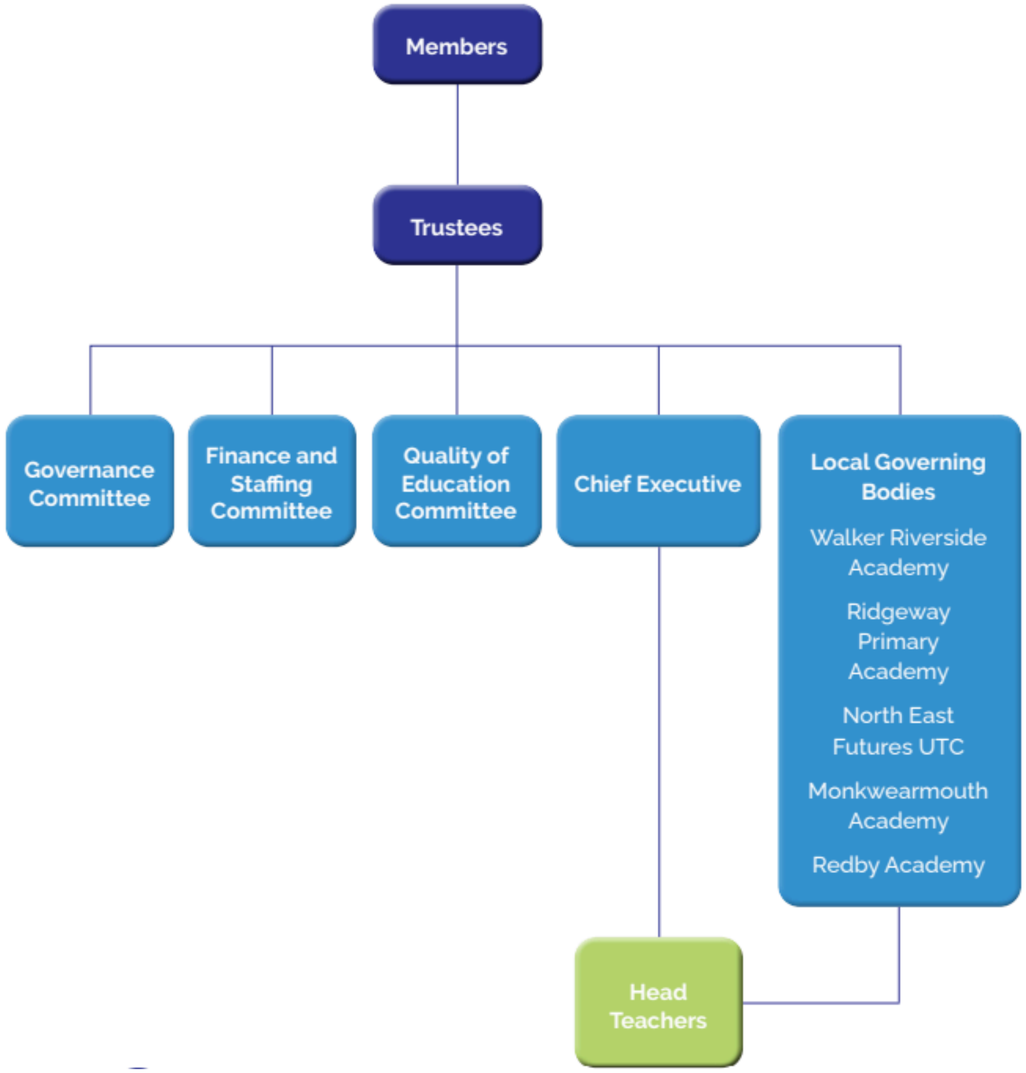
The Trust is fully committed to the development of effective governance through LGBs and will provide training to assist governors in undertaking their role. In addition, and where appropriate additional governors will be sought to add to the expertise of the LGB.

For academies joining the MAT discussions will be held with the existing Governing Body on the right membership, size and structure for the new LGB using the model structure in the Trust's scheme of delegation.

The LGB in conjunction with the Board of Trustees are responsible for:

- **Acting always in accordance with the guidelines as agreed by the Board of Trustees.**
- **Shaping the strategic direction of the Academy and have a central and significant role in its leadership within the framework of the Trust's Strategic Plan.**
- **Holding a shared vision for the Academy which is clear, understood and well communicated to staff, parents/carers, pupils, and students and reflects the fundamental values and objectives of the Trust.**
- **Set and review the Academy Development Plan in line with the Trust's Strategic Plan**
- **Having a clear understanding of the strengths and strategic priorities for the Academy and ensure that an appropriate plan is in place and implemented effectively.**
- **Engaging effectively with parents/carers, pupils, students, and staff and are well informed about their views and use this to inform strategic priorities for development planning.**
- **Ensuring that all applicable statutory requirements and responsibilities are met and policies and procedures of the Trust implemented and that appropriate procedures are in place to ensure the health, safety and well-being of pupils, staff, and visitors.**
- **Providing high levels of professional challenge to hold senior leaders to account.**
- **Focusing on raising standards and promoting the personal development and wellbeing of all learners.**
- **Understanding the Academy's performance data and having an accurate overview of how all pupils are achieving in relation to their potential and other schools, as well as how different groups of pupils/students within the Academy are performing.**
- **Ensuring they have a good understanding of the barriers to learning, including attendance and behaviour issues and what the Academy is doing to overcome these.**
- **Ensuring that the self-evaluation form is updated annually and that the Academy Development Plan accurately reflects improvement priorities.**
- **Working with the Trust to effectively manage the budget to ensure value for money and referring all capital expenditure projects to the Trust as appropriate.**
- **Oversee Safeguarding at the school.**

4. TYNE COAST ACADEMY TRUST



5. LEVELS OF DELEGATION

This scheme of delegation is to:

• Ensure the role of the Members, Chair and Trustees and Local Governors is fully understood across the MAT.
• Ensure that the role of the executive leadership is fully understood throughout the MAT.
• Ensure the executive leadership is clear about which decisions remain in the control of the Trust Board.
• Identify responsibility for strategic planning at all levels across the MAT.
• Promote a culture of honesty and with clear lines of accountability.
• Identify responsibility for the appointment and performance management of the CEO and Headteachers. • Identify responsibility for policy and practice in each School.
• Identify responsibility for oversight of each School's budget.
• Identify responsibility for assessment of risk in each School.
• Identify responsibility for oversight of educational performance in each School.

As the Trust matures and grows the workings of the MAT, both in terms of governance and management are likely to change. The Scheme of Delegation should be reviewed annually, with revisions made as the context changes, if necessary each year. This is not a failure, but recognition of the need to be responsive to changing circumstances and to adapt accordingly. It is, however, important to ensure that all involved in governance are made aware of any changes and what these mean in practice.

Reading the grid

√ - Governance function and decision making is at this level.
C - To be consulted prior to decision being made.

5. LEVELS OF DELEGATION

Governance function			Members	Trust board / Board Committees	CEO/ Accounting Officer	Academy LGBs	HT / Principal
Governance Framework: People	1	Members: appoint/remove	√ (+ sponsor)				
	2	Trustees: appoint/remove	√	√			
	3	Parent trustees/parent academy (LGB) members appoint when not elected		√		c	
	4	Trust Board committee chairs: appoint and remove		√			
	5	Named Safeguarding trustee:appoint and remove		√			
	6	Academy Committee (LGB) chairs/vice chairs: appoint and remove		√		√	
	7	Academy Committee (LGB) members: appoint and remove		√ (remove)		√	
	8	Governance Professional to board: appoint and remove		√			
	9	Governance Professional to academy committees (LGBs) appoint and remove		√			
	10	To suspend a Local Governor		√			
Governance Framework: systems and structures	11	Articles of association: review and agree	√	c			
	12	Governance structure for the trust: establish and review annually		√			
	13	Committee terms of reference and scheme of delegation:agree annually		√			
	14	Skills audit: complete and recruit to fill gaps		√		√	
	15	Self-review of trust board and committees:complete annually		√			
	16	Self-review of academy committees (LGBs): complete annually				√	
	17	Chair's performance: carry out review annually		√		√	
	18	Trustee/academy committee (LGB) member contribution: review annually		√		√	

5. LEVELS OF DELEGATION

Governance function			Members	Trust board/ Board Committees	CEO/ Accounting Officer	Academy/ LGBs	HT / Principal
Governance Framework: Reporting	19	Publish governance arrangements on trust and schools' websites: ensure			√		
	20	Annual report on the performance of the trust: submit to members and publish		√	c	c	
	21	Annual self-review/triennial external review of board effectiveness: submit to members		√		c	
	22	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorportating governance statement demonstrating value for money: submit to members and companies House		√			
	23	DFE required reports and returns submit		√			
	24	Annual report on the work of the academy committee (LGB): submit to trust and publish				√	
Being Strategic	25	Determined Trust wide policies which reflect the trust's ethos and values: approve		√	c		
	26	Determine school level policies:approve				√	c
	27	Management of risk: establish register, review and monitor		√	c		
	28	Engagement with stakeholders: ensure		√	√	√	√
	29	Determine Trust's vision, strategy and key priorities: approve		√	c	c	
	30	Determines schools' vision, strategy and key priorities: approve			√	c	
	31	Chief executive officer: appoint and dismiss		√			
	32	Principals/HTs: appoint and dismiss		√		c	
	33	COO/CFO appointment and dismiss		√	c		
	34	Budget plan to support delivery of trust key priorities: agree		√	c		
	35	Budget plan to support delivery of schools' key priorities: agree		√	c		c
	36	Trust's staffing structure: agree		√	c		
	37	Schools' staffing structure within agreed budget: agree			c	√	c

5. LEVELS OF DELEGATION

Governance Function			Members	Trustboard/Board Committees	CEO/Accounting Officer	Academy/LGBs	HT/Principal
Holding to Account	38	Ensuring compliance (e.g safeguarding, H&S, Employment): agree auditing and reporting arrangements			✓		
	39	Monitoring progress on key priorities: agree reporting arrangements		✓	C	C	
	40	Performance management of the Chief Executive		✓		C	
	41	Performance management of HTs: Undertake			✓		
	42	External Auditors: Appointment	✓				
	43	Trust's Scheme of financial delegation: establish, monitor and review		✓	C		
	44	External Auditors' report: receive and respond		✓			
	45	CEO Pay award: agree		✓	C		
	46	Principals/Headteachers' pay award: agree		✓	C		
	47	Staff appraisal procedure and model pay policy: review and agree		✓	C	C	
	48	Benchmarking and Trust wide value for money: ensure robustness		✓	C		
	49	Monitoring Budget: agree reporting	✓				
	50	To approve the first formal budget plan each year		✓	C		
	51	To approve the annual MAT business plan each financial Year		✓	C		
	52	To plan and manage monthly expenditure and financial reports, identify actual or potential items of budget overspend/underspend		✓	C		C
	53	To monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend		✓	C		

5. LEVELS OF DELEGATION

		Governance Function	Members	Trustboard/Board Committees	CEO/Accounting Officer	Academy/LGBs	HT/Principal
Financial Oversight	54	To approve trust wide financial policies and procedures		✓			
	55	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions		✓			
	56	To establish financial decisions levels and limits		✓			
	57	To approve a charging and remissions policy for the academy		✓			
	58	To enter into additional contracts which exceed the agreed annual budget allocation		✓			
	59	To make payments within agreed financial limits			✓		
	60	To collect income due to the school			✓		
	61	To maintain proper financial records for the school			✓		
	62	To approve MAT investment policy		✓			
	63	To authorise acquisition of assets		✓			
	64	To authorise disposal of assets		✓			
	65	To approve changing use of assets		✓			
	66	To prepare accounts for the academy			✓		
	67	To approve annual accounts		✓			
	68	To monitor compliance with approved financial procedures		✓			
	69	To decide how to apply pupil premium monies					✓
	70	To monitor use of of pupil premium monies				✓	
	71	To approve external grant acceptance		✓			
	72	To Verify and submit External grant returns		✓			
	73	To keep records in relation to external grant spends					✓

5. LEVELS OF DELEGATION

		Governance Function	Members	Trustboard/Board Committees	CEO/Accounting Officer	Academy/LGBs	HT/Principal
Procurement	74	To approve trust wide procurement policies		✓			
	75	To Identify additional services to be procured on behalf of the academy			✓		
	76	To ensure centrally procured services provide value for money		✓			
	77	To ensure locally procured services provide value for money				✓	
Other Staffing and HR Matters	78	To secure the statutory appraisal of other staff and recommend to the Board				✓	
	79	Arrangements, shortlisting and appointment of posts below the Head Teacher/ Principal but within the academy's Leadership Team				✓	
	80	Arrangements, shortlisting and appointment of posts for other TCAT Central team			✓		
	81	Staff code of conduct			✓		
	83 83i 83II	Dismissal of other staff • Central staff below CEO, CFO, COO • School based staff below Head Teacher			✓		✓
	84	Suspension of Head Teacher/ Principal			✓		
	85	Suspension of other school based staff			C		✓
	86	Ending of suspension of Head Teacher/ Principal		✓			
	87	Ending of suspension for other school based staff			✓		
	88	Determining dismissal payments/early retirement		✓	✓		
	89	Management of all staff disputes					✓
	90	Implementation of nationally agreed pay awards (teaching and support staff)		✓	C		

5. LEVELS OF DELEGATION

		Governance Function	Members	Trustboard/Board Committees	CEO/Accounting Officer	Academy/LGBs	HT/Principal
Education and Curriculum	91	Freedom to opt out of national curriculum		✓			
	92	To approve curriculum policy		C		✓	
	93	To implement curriculum policy					✓
	94	Responsible for the quality of teaching		C		✓	✓
	95	Accountability for the quality of teaching			✓		✓
	96	Ensure provision of sex education, ensuring establishment of written policy				✓	C
	97	Assemble data for pupil assessment and other returns					✓
	98	Deliver post-inspection action plan			✓	C	✓
	99	To propose targets for pupil achievement		✓			
	100	To approve targets for pupil achievement				✓	
	101	To approve a behaviour policy				✓	
	102	To monitor a behaviour policy					✓
	103	To decide whether or not to confirm permanent exclusions and fixed term exclusions, where the pupil is either excluded for more than 15 days in total, in a term time, or they would lose the opportunity to sit a public examination				✓	
	104	To receive exclusion information for both permanent and fixed term exclusions, and to monitor the use of exclusion within the school				✓	
	105	To direct reinstatement of excluded pupils				✓	
	106	Approve the Strategic Plan (Board)		✓			
	107	Approve the School Improvement Plan				✓	
	108	Review of termly school educational data reports				✓	
Admissions	109	Setting/ amending an an admissions policy		✓	C	✓	
	110	Admissions: application decisions				✓	
	111	If appropriate to appeal against LA directions to admit pupil(s)				✓	C

5. LEVELS OF DELEGATION

Governance Function			Members	Trustboard/Board Committees	CEO/Accounting Officer	Academy/LGBs	HT/Principal
Religious Education	112	Responsible for ensuring provision of RE				✓	C
Premises	113	Ensure adequate buildings insurance and public liability for academy		✓			
	114	Developing an estates 5 year strategy		✓		C	
	115	Maintaining buildings and facilities		C		✓	
	116	To approve a health and Safety policy		✓			
	117	To ensure that health and safety regulations are followed					✓
Operational	118	To set times of school sessions				✓	C
	119	To set the dates of school terms and holidays			C	✓	
	120	To ensure that the school meets the statutory requirement for sessions in a school year		✓			
	121	To prepare and publish the school prospectus					✓
	122	To ensure provision of free school meals to those pupils meeting the criteria				✓	C
	123	Adoption and review of home-school agreements					✓
	124	To complete and hold a register of business interests for LGBs		✓		C	
	125	To determine the development needs of Trustees and Local Governors and put in place an appropriate programme		✓		C	
	126	To approve a safeguarding policy in line with statutory requirements and best practice		✓		✓	
	127	To Implement the agreed safeguarding policy					✓
	128	Maintain accurate, effective and secure, pupil records					✓
	129	Maintain accurate, effective and secure, employee records		✓			
	130	Comply with all data protection legislation and good practice		✓	C		
	131	To review and approve policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the trust		✓			
	132	To approve the trust's complaints policy		✓			

6. SCHEME OF FINANCIAL DELEGATION

Finance

The centralised financial model has been developed to maximise efficiency and greater value for money through economy and effective management of resources providing complete transparency and accurate financial management throughout the trust. Central costs and professional services are managed by the Trust allowing individual Academies to manage and control delegated funding to focus on key educational outcomes.

The Trust will determine financial policies, responsibilities and levels of authority which will reflect the nature/context of each school/academy within the Trust. All matters in relation to capital, insurance, investments, leases, and land will be reserved for the Trust and any specific income generation or school specific grant funding will be invested in the education of the applicable school. Financial support will be delivered through Chief Finance Officer and Finance Business partner who will directly support schools with the budget setting process, management accounts including long term strategic planning ensuring local school objectives are achievable.

Budget responsibility and setting process

The consolidated Trust budget must be submitted to the Trust Board for approval by 30 June each year. The budget setting process will begin once October census data is available to enable the Central Services budgets to be set and agreed before 31st December and the Central Contribution, as well as Budget Timeline is agreed by the Trust Board. Curriculum Planning Work will begin on the individual academy budgets from January and finalised once the confirmed General Annual Grant statements are received in February/ March from the DFE. Individual Academy budgets will be signed off by each Head Teacher and Finance will present to the Local Governing Body. The Head Teacher will be required to provide projected pupil numbers to form part of the 3 year budget and advise on any issues which may impact the 3 year budget. The Trust's Chief Operating Officer, Chief Finance Officer and finance team will support Local Academies during the budget setting process and will present to local LGB's with the consolidated group budgets presented to the Trust Board for overall approval.

Delegated Duty	Delegated Authority	Comment
Capital Programme	Trust	Proposed Capital Bids need to be submitted by the Head Teacher to the Chief Finance Officer. The Trust Board will have overall sign off of any proposed capital scheme.
Income Generation e.g Lettings	Local Governing body	Any income generated to be in accordance with trust policy and applicable legislation including charity law. Any income generated belongs to each individual academy for them to invest in the future learning of the students.
Insurance	Trust	Trust purchases insurances for all schools via the DfE RPA scheme, any additional insurance requirements will be sourced via the Trust to ensure value for money and appropriate cover.
Investments	Trust	Trust Currently invest any surplus cash on behalf of each academy following guidance with the Academy Trust Handbook
Private Finance Initiative (PFI)	Trust	Capital projects or significant change requests relating to PFI schools must be authorised by the Chief Finance Officer
Service Level Agreements/ Contracts	LGB Trust- COO, Trustees	Depending on the context of each academy, each academy may have different SLAs/Contracts in place. It is the responsibility of the Local Governing Body to ensure value for money is maximised for new agreements below a certain threshold. The trust may procure SLAs on behalf of all academies as part of a best value review, where appropriate.

6. SCHEME OF FINANCIAL DELEGATION

FINANCIAL LEVELS OF AUTHORITY

Delegated Duty	Value	Delegated Authority	Comment
	Up to £5,000 (excluding VAT)	Budget holder (usually school head)	Minimum of one written quotation. Purchasers should ensure they obtain best value and take note of any guidance issued by the finance function.
	£5,000 to £12,000	Budget holder and CFO/COO	Minimum of two written quotations to include where possible a Tyne and Wear supplier.
	€12,001 to £59,999	Budget holder and CFO/COO	Minimum of three written quotations to include where possible a Tyne and Wear supplier. Any purchase over £25,000 must also be reported to the finance function via email.
	£59,999 to £119,999	Principal/HT, CFO/COO, Budget Holder, CEO and Trusts Finance and Staffing Committee	Contact the Chief Finance Officer to establish purchase process.
	£120,000 and above	Trust Board, CEO and CFO/COO	Contact the Chief Finance Officer to establish the purchase process if within approved budget level. Contracts over UK Public Procurement thresholds (Find a Tender) to follow compliant process under Public Contracts Regulations 2015 and any subsequent legislation.
Authorising monthly salary payments	Unlimited	Principal/HT, CFO/COO (or designated academy finance representative)	Report to Board on any anomalies
Signatures for Cheques		Two signatures in accordance with the bank. mandate as approved by the Trust Board.	Two Signatures
Signatories for grant claims and DIE returns	Unlimited	The CFO and one of the following: Chair CEO	Two signatories, or as required by DfE/ESFA
Disposal of assets	Up to £20,000	Principal/HT & CFO	CFO TO REPORT TO TRUST BOARD
	Over £20,000	CEO, TRUST BOARD, CFO AND DIE	DIE 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	Principal/HT & CFO or Deputy	Report to Local Gov Body
	Over £1000	Trust Board, CFO & COO plus DfE approval	Report to Trust Board
Write-off overpayments to staff	Up to £1000	Principal/HT & CFO	Report to COO who reports to Trust Board
	Over £1000	CEO/CFO/COO	Reported to Trust Board
Purchase or sale of freehold property	Any	Trust Board, CEO, CFO & COO plus DIE approval required	
Granting or taking up of any leashold or tenancy agreement exceeding 3 years	Any	Trust Board, CEO & CFO plus DIE approval required	
Any Guarantees, indemnities and letters of comfort entered into	Any	Trust Board, CEO & CFO plus DfE approval required	
Ex-gratia payments	Any	Trust Board, CEO & CFO plus DfE approval required	

7. CONSTITUTION OF THE LOCAL GOVERNING BODIES

Ridgeway Primary Academy

1. The name of the academy is Ridgeway Primary Academy.

2. The academy is a member of Tyne Coast Academy Trust.

3. The Local Governing Body shall have the following members:

- 6 community members (appointed under clauses 5.2.1 and 5.2.2);
  - Primary
  - Other education
  - Special Educational Needs
  - Business/Finance
  - School Improvement
  - Local Community
- 2 staff members (1 teaching staff and support staff, excluding the Principal of the Academy, appointed under clauses 5.2.3 to 5.2.5);
- 2 parent members (elected or appointed in accordance with clauses 5.2.6 to 5.2.11);
- The Principal of the Academy; and
- 2 co-opted members (appointed under clause 5.3).

4. The Trustees may appoint any additional members, in consultation with the Local Governing Body.

Redby Academy

1. The name of the academy is Redby Academy.

2. The academy is a member of Tyne Coast Academy Trust.

3. The Local Governing Body shall have the following members:

• 6 community members (appointed under clauses 5.2.1 and 5.2.2);
- Primary
- Other education
- Special Educational Needs
- Business/Finance
- School Improvement
- Local Community

• 2 staff members (1 teaching staff and support staff, excluding the Principal of the Academy, appointed under clauses 5.2.3 to 5.2.5);

• 2 parent members (elected or appointed in accordance with clauses 5.2.6 to 5.2.11);

• The Principal of the Academy; and

• 2 co-opted members (appointed under clause 5.3).

4. The Trustees may appoint any additional members, in consultation with the Local Governing Body

7. CONSTITUTION OF THE LOCAL GOVERNING BODIES

Walker Riverside Academy

1. The name of the academy is Walker Riverside Academy.
2. The academy is a member of Tyne Coast Academy Trust.
3. The Local Governing Body shall have the following members:
   - 6 community members (appointed under clauses 5.2.1 and 5.2.2);
     - Primary
     - Secondary
     - Tertiary
     - Business/Finance
     - School Improvement
     - Local Community
   - 2 staff members (1 teaching staff and support staff, excluding the Principal of the Academy, appointed under clauses 5.2.3 to 5.2.5);
   - 2 parent members (elected or appointed in accordance with clauses 5.2.6 to 5.2.11);
   - The Principal of the Academy; and
   - 2 co-opted members (appointed under clause 5.3).
4. The Trustees may appoint any additional members, in consultation with the Local Governing Body.

Monkwearmouth Academy

1. The name of the academy is Monkwearmouth Academy
2. The academy is a member of Tyne Coast Academy Trust.
3. The Local Governing Body shall have the following members:
   - 6 community members (appointed under clauses 5.2.1 and 5.2.2);
     - Primary
     - Secondary
     - Tertiary
     - Business/Finance
     - School Improvement
     - Local Community
   - 2 staff members (1 teaching staff and support staff, excluding the Principal of the Academy, appointed under clauses 5.2.3 to 5.2.5);
   - 2 parent members (elected or appointed in accordance with clauses 5.2.6 to 5.2.11);
   - The Principal of the Academy; and
   - 2 co-opted members (appointed under clause 5.3).
4. The Trustees may appoint any additional members, in consultation with the Local Governing Body

North East Futures UTC

1. The name of the academy is North East Futures UTC
2. The academy is a member of Tyne Coast Academy Trust.
3. The Local Governing Body shall have the following members:
   - 10 University/Employer Sponsor Governors' (Article 102)
     - Special Educational Needs
     - Business/Finance
     - School Improvement
     - Local Community
   - 2 staff members (1 teaching staff and support staff, excluding the Principal of the Academy, appointed under clauses 5.2.3 to 5.2.5);
   - 2 parent members (elected or appointed in accordance with clauses 5.2.6 to 5.2.11);
   - The Principal of the Academy; and
   - 2 co-opted members (appointed under clause 5.3).
4. The Trustees may appoint any additional members, in consultation with the Local Governing Body

8.TYNE COAST ACADEMY TRUST BOARD- TERMS OF REFERENCE OF COMMITTEES

What are Delegations and Designations?

Trustees, committees (including any Local Governing Body - LGB), the Chief Executive Officer or any other holder of an executive office may be given **delegated powers** to undertake work and **make decisions on behalf of the Board of Trustees** subject to any conditions the Trustees may impose (decisions may be revoked or altered). Any power or function exercised must be reported to the Trustees at its next meeting. In addition, Trustees, committees, individuals or groups may be **designated** to undertake work and **make recommendations** to the Trustees.

Review of Performance

The Board of Trustees must review their scheme of delegations and designations on an annual basis. Under normal circumstances, this will be at a meeting in the Summer Term.

1. COMMON CONVENTIONS FOR ALL COMMITTEES

- Meetings to be convened by the Clerk in consultation with the Chair of the committee.
- Agenda to be prepared by the Clerk and distributed together with any supporting papers in accordance with established proceedings.
- Minutes of all committee meetings must be kept, including the names of those present.
- Draft minutes approved by Chair and confirmed minutes are to be presented to the next appropriate meeting of the Trustees.
- Draft minutes once approved by Chair of the meeting are to be circulated to all concerned as soon as possible, where appropriate. Minutes to be taken by the Clerk.
- The Chair and Vice Chair to be appointed by the Committee members (this cannot be the Chief Executive).
- The Chair and Vice Chair shall be elected at the first meeting of the Committee in the academic year.
- Frequency of meetings to be as necessary unless otherwise stated.
- The membership of any Committee of Trustees may include persons who are not Trustees, provided that (with the exception of LGB) a majority of members of any such committee shall be Trustees.

Except in the case of a LGB, 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.

2. TERMS OF REFERENCE ETC FOR THE INDIVIDUAL COMMITTEES

2.1 FINANCE AND STAFFING COMMITTEE

To assist the decision making of the Board of Trustees, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees responsibility to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.
To make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis.

Terms of Reference (Finance and Staffing)

The committee is authorised:

1. To consider the academies indicative funding, notified annually by the DfE, and to assess its implications for the academies, in consultation with the Head Teachers/Principals, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board of Trustees.
2. To consider and recommend acceptance/non-acceptance of the academies budgets, before the start of each financial year.
3. To contribute to the formulation of the academies development plans, through the consideration of financial priorities and proposals, in consultation with the Head Teachers/ Principals, with the stated and agreed aims and objectives of the academies.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in development plans.
5. To liaise with and receive reports from the quality of education comittee and to make recommendations about the financial aspects of matters being considered by this committee.
6. To advise the Board of Trustees on priorities for the maintenance and development of the academies premises including health and safety.
7. To oversee arrangements for repairs and maintenance.
8. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Board of Trustees policy.
9. To establish and keep under review a Estates Development Plan.
10. To keep under review the staffing structures of the academies in consultation with the Head Teachers/Principals

11. To agree a Model Pay Policy for teaching staff amd consider any amendments to salary scales to be used within the trust.
12. To establish and review an appraisal policy for all staff.
13. To oversee the process leading to staff reductions.
14. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence. .
15. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Trustees.
16. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
17. To prepare the financial statement to form part of the annual report of the Board of Trustees to parents and for filing in accordance with Companies Act and Charity Commission requirements.
18. To hear staff grievances where required by policy or not resolved at local level.

Note:
a) Management accounts must be shared with the chair of trustees every month irrespective of the trust's size and with the other trustees six times a year, even if they do not meet in each of those months. The board must consider these when it does meet and minute it.

2.2 AUDIT AND RISK

(To be considered part of the Finance and Staffing Committee's remit). Overview: The committee must:
• Direct the trust's programme of internal scrutiny.
• Ensure that risks are being addressed appropriately through internal scrutiny.
• Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks

Terms of Reference

1. To advise the Board on the adequacy and effectiveness of the Trust's systems of internal control and its arrangements for the management of health & safety, risk management, control and governance processes, and securing economy, efficiency, effectiveness and value for money.
2. To advise the Board/Members on the appointment, reappointment, dismissal and remuneration of the External auditor and the Internal Audit Service.
3. To advise the Board/Members on the scope and objectives of the work of the Internal Audit Service and the External auditor.
4. To ensure effective co-ordination between the Internal Audit Service and the financial statements auditor.
5. To consider and advise the Board on the audit strategy and annual internal audit plans for the Internal Audit Service.
6. To advise the Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the External auditor and management's responses to these.
7. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit annual reports, and spot-check reports, together with the External auditor's management letter.
8. To consider and advise the Board on reports by the relevant national agencies, and where appropriate, management's response to these.

8.TYNE COAST ACADEMY TRUST BOARD- TERMS OF REFERENCE OF COMMITTEES

9.To establish, in conjunction with the Academies management, relevant annual performance measures and indicators, and to monitor the effectiveness of the Internal Audit Service and External auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate.
10. To ensure that all allegations of fraud and irregularity are properly investigated and reported.
11.To be informed of all additional services undertaken by the Internal Audit Service and the External auditors.
12.To recommend the annual financial statements to the Board for approval, including the regularity audit opinion (jointly with the Finance and Staffing Committee).
13. To receive regular updates on risk management from the Academies management.
14.Periodic review and approval of appropriate policies eg Fraud, Freedom of Information, Risk Management etc.
15. The Committee has the right to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit.
16. The committee will have a right to scrutinise any activity within its terms of reference

8.TYNE COAST ACADEMY TRUST BOARD- TERMS OF REFERENCE OF COMMITTEES

Composition of the Committee: Minimum of 5 Trustees.
Quorum: 3, of whom at least 2 shall be Trustees.
Non-voting members: COO, CFO
The Internal Auditor and the External Auditor shall be invited to all meetings where they have reports being considered.
Note:
The CEO of the Academy Trust will not be considered as a member and the Chair of the Trust shall not be the Chair of the Committee when audit matters are under consideration. RSM are the internal auditors and Azets the external auditors of the academy.

2.3 QUALITY OF EDUCATION COMMITTEE

The Quality of Education Committee's remit is to assist in the decision making of the Board of Trustees by giving detailed consideration to all matters of sustainable improvement across all aspects of student welfare and achievement.

Terms of Reference

1. To consider and advise the Board of Trustees on standards and other matters relating to each Academy's Curriculum, including statutory requirements and the Academies Curriculum Policies and related procedures and policies as appropriate.
2. To consider the Academies Development Plans and to monitor and evaluate the impact on each Academy's improvement year on year.
3. To consider all curricular issues which have implications for Finance and Staffing decisions and making recommendations to the Finance and Staffing Committee of the Board of Trustees.
4. To engage in School Improvement discussions, receive reports as appropriate and recommend to the Board of Trustees.
5. To receive Ofsted reports and recommend to the Board of Trustees as appropriate responses for action.
6. To oversee arrangements for individual members to take a leading role in specific areas of provision. Eg SEND, Literacy and Numeracy. To receive regular reports from them and to advise the Board of Trustees.
7. An overview of arrangements of Educational visits.
8. To agree and recommend draft pupil performance and attendance targets for approval by the full Board of Trustees.
9. To receive and consider reports from the School Improvement Adviser(s), CEO and other relevant staff.
10. To receive and approve the Academies Self Evaluation and Improvement Plan Composition.
11. To receive reports on student attendance

Composition of the Committee: A minimum of 5 Trustees.
Quorum: 3, of whom 2 shall be Trustees.

2.4 GOVERNANCE COMMITTEE

Terms of Reference

1. The Committee shall make recommendations for new appointments of Trustees/ governors to the Board and its committees, where appropriate, having first considered the skills and experience required by the Board/Committee, and an analysis of how any potential appointee meets those needs.
2. The Committee shall consider any due diligence undertaken on academies/schools wishing to join the Trust and make recommendations to the Board.

Composition of Committee: A minimum of 3 Trustees.
Quorum: 3

2.5 APPOINTMENTS PROCEDURES

Arrangements, shortlisting and appointment of Chief Executive Officer, COO, CFO and Head Teacher/Principal are delegated to the Selection Panel (Chair of relevant Local Governing Body to be invited in an advisory capacity, where appropriate).
Central Staff: Arrangements, shortlisting and appointment of posts below CFO/COO are delegated to the CEO.
Academies: Arrangements, shortlisting and appointment of posts below Head Teacher/Principal but within the Academy's Leadership Team are delegated to the Local Governing Body.
Arrangements, shortlisting and appointment of posts outside of an academy's Leadership Team are delegated to the Head Teachers/Principals.
Selection Panel Composition: 5 Trustees. CEO, Chair of Trust Board plus 3 other trustees.
Quorum: 3.
Non-voting members: COO and Chair of relevant Local Governing Body to be invited in an advisory capacity, where appropriate.

8.TYNE COAST ACADEMY TRUST BOARD- TERMS OF REFERENCE OF COMMITTEES

2.6 DISCIPLINARY PANEL

Terms of Reference

To be responsible for aspects of staff discipline where dismissal is under consideration. Posts will include CEO, COO, CFO and Head Teachers/Principals. Disciplinary matters for academy staff up to Deputy Head Teacher level are delegated to the Head Teacher/Principal Disciplinary matters for central staff other than CEO/COO/CFO are delegated to the CEO. Composition of Panel: 3 Trustees. Membership of Panel: Pool of Trustees consisting of all eligible Trustees.

2.7 APPEALS COMMITTEE

Terms of Reference

To consider appeals for any reason (other than appeals relating to pupil exclusion or admission refusal or which have been delegated), and make the appropriate decision based on the evidence presented to the meeting, including the lifting of a suspension against a member of staff.

Note:

The appeals are most likely to relate to personnel or pay issues. Pupil exclusion and admission refusal appeals are referred to independent appeals panels.

Composition and Membership of Committee

Trustees not included in the original decision and not employed at the Academy. NB. To include no fewer members of the Board of Trustees than that of the first committee, the decision of which is subject to appeal.

Appointment of Chair

A Chair is to be elected at each meeting of the Committee from among the Trustees in attendance unless the matter under consideration relates to grievance/disciplinary action in which case the Chair or Vice Chair of the Board of Trustees shall Chair the meeting.

2.8 ADMISSIONS APPEALS PANEL

That the Admission Appeals Panel is to be organised by the relevant Local Authority's Democratic Services Team.

3. DELEGATED POWERS TO INDIVIDUALS/GROUPS

3.1 DAY TO DAY MANAGEMENT

That the internal organisation, management and control of each Academy, the implementation of all policies approved by the Trustees/LGB and the direction of teaching and the curriculum are formally delegated to the Head Teacher/Principal.

3.2 HEAD TEACHER/PRINCIPAL

The CEO will carry out the annual performance review of each Head Teacher/Principal, to agree specific performance objectives and monitoring progress towards them and their achievement, in accordance with legal and regulatory requirements. The CEO should advise the Finance and Staffing Committee of their recommendations in relation to salary review so that they may be formally approved and actioned in a timely manner. Contribution to be sought from External School Improvement Adviser, Chair of Local Board.

9. TYNE COAST ACADEMY TRUST - LOCAL GOVERNING BODIES SUB-COMMITTEES

LOCAL GOVERNING BODY

What are Delegations and Designations

Trustees, committees (including any Local Governing Body(LGB)), sub-committees, the Chief Executive Officer or any other holder of an executive office may be given **delegated powers** to undertake work and **make decisions on behalf of the Board of Trustees** subject to any conditions the Trustees may impose (decisions may be revoked or altered). Any power or function exercised must be reported to the Trustees/Local Governing Body at its next meeting. In addition Trustees, committees, sub-committees, individuals or groups may be designated to undertake work and **make recommendations** to the Board of Trustees/Local Governing Body.

Review of Performance

The Board of Trustees must review their scheme of delegations and designations on an annual basis. Under normal circumstances, this will be at a meeting in the Summer Term.

1**. COMMON CONVENTIONS FOR ALL SUB COMMITTEES**

- Meetings to be convened by the Clerk in consultation with the Chair of the subcommittee.
- Agenda to be prepared by the Clerk and distributed together with any supporting papers in accordance with established proceedings.
- Minutes of all committee meetings must be kept, including the names of those present.
- Draft minutes approved by Chair and confirmed minutes are to be presented to the next appropriate meeting.
- Draft minutes once approved by Chair of the meeting are to be circulated to all concerned as soon as possible, where appropriate.
- Minutes to be taken by the Clerk.
- The Chair to be appointed by the sub-committee members (cannot be the Chief Executive/Head Teacher/Principal).
- The Chair and Vice Chair shall be elected at the first meeting of the sub-committee in the academic year (cannot be the Chief Executive/Head Teacher/Principal).
- Frequency of meetings to be as necessary unless otherwise stated.

3. DELEGATED POWERS TO INDIVIDUALS/GROUPS

• The membership of any sub-committee may include persons who are not governors, provided that a majority of members of any such committee shall be governors.
• No vote on any matter shall be taken at a meeting of a sub-committee unless the majority of members of the committee present are governors.

2. TERMS OF REFERENCE ETC FOR THE INDIVIDUAL SUB-COMMITTEES

General Resources Sub-Committee

Remit:

• Teacher/Principal, where appropriate e.g. following performance appraisals.
• To consider and take action, within an agreed procedure, on reductions to school staffing if required. (Local Governors involvement only).
• Undertake the role of Selection Panel for positions within the senior leadership group below post of Head Teacher/Principal (advert/shortlisting/selection).
• To hear staff grievances in accordance with the Grievance Procedure.
• To consider complaints in accordance with the school's complaints procedure.

The Sub-Committee can:

- Dismiss all or part of the complaint.
- Uphold all or part of the complaint.
- Decide on the appropriate action to be taken to resolve the complaint.
- Evaluate all the evidence available and recommend changes to the school's systems or Procedures as a preventative step against similar problems arising in the future.

Composition: Minimum of 3 members.
Quorum: 3**.**

9. TYNE COAST ACADEMY TRUST - LOCAL GOVERNING BODIES SUB-COMMITTEES

Pupil Discipline Sub-Committee

Remit:

• To consider decisions of the Head Teacher/Principal to exclude pupils from the Academy on either permanent or fixed period exclusions and to include the consideration of any parental representations.

Composition: A minimum of 3 governors.

Quorum: 3.

Admissions Sub-Committee

Decisions on admissions to school are to be agreed between the Chair, Vice-Chair and Head Teacher/Principal.

Quorum shall be any 2 governors.

Admissions Appeals Panel

That the Admission Appeals Panel is to be organised to be organised by Local Council's/ Democratic Services Team.

Appeals

Remit

To consider appeals for any reason (other than appeals relating to pupil exclusion or admission refusal), and make the appropriate decision based on the evidence presented to the meeting.

3. DELEGATED POWERS TO INDIVIDUALS/GROUPS

• The membership of any sub-committee may include persons who are not governors, provided that a majority of members of any such committee shall be governors.

• No vote on any matter shall be taken at a meeting of a sub-committee unless the majority of members of the committee present are governors.