

Key:	Level 1	Decision to be taken by Members
	Level 2	Decision to be taken by the Board of Trustees (committee or individual trustee)
	Level 3	Decision to be delegated to the CEO
	Level 4	Decision to be delegated to the Core MAT Team (CEO/CFO/COO)
	Level 5	Decision to be delegated to the Principal (s) in each academy

The Academy Trustees have delegated the powers for human resources decisions as follows:

Key Function	Task	Decision Level				
		1	2	3	4	5
Appointments	CEO appointment (selection panel – ratification by full board)		✓			
	Principals/Deputies/Core MAT Team/Head of Designations appointments (selection panel) <i>*advisory capacity</i>		✓	*		
	Teacher appointments (selection panel) <i>*with approval from</i>				*	✓
	Support staff appointments (selection panel) <i>*liaison with CFO/COO</i>				*	✓
Performance Management	Conducting appraisal reviews (for CEO)		✓			
	Conducting appraisal reviews (Principal/Core MAT Team/Head of Designations)			✓		
	Conducting appraisal reviews for other teachers* and support staff* <i>*could also be undertaken by an experienced line manager</i>					✓
Disciplinary/ Capability	Implementing disciplinary, capability policies* <i>Could also be undertaken by COO</i>				✓	
	Conducting capability hearing (for CEO)		✓			
	Conducting capability hearing (for Principals)			✓		
	Conducting capability hearing (for other staff)					✓
	Dismissal of CEO (including sanctions short of dismissal)		✓			
	Dismissal of Principals (including sanctions short of dismissal)			✓		
	Dismissal of other staff (including sanctions short of dismissal)					✓
	Suspension of CEO		✓			
	Suspension of Principal			✓		
	Suspension of other staff					✓
	Ending suspension of CEO		✓			
	Ending suspension of Principal			✓		
	Ending suspension of other staff					✓
Severance Payments & Compensation	Agreement up to £5,000			✓	✓	
	Agreement up to £50,000		✓			
	Agreement in excess of £50,000	Approval to be sought from the ESFA/HM Treasury				
	Grievance issues raised against the CEO – formal stage		✓			
	Grievance issues raised against the Principal – formal stage			✓		
	Grievance issues raised against other staff members – formal stage					✓
	Hearing appeals (disciplinary, capability, grievance) from CEO	✓				

	Hearing appeals (as above) from Principal		✓			
	Hearing appeals (as above) from other staff members			✓	✓	
Key Function	Task	Decision Level				
		1	2	3	4	5
Signature of Letter of appointments	CEO		✓			
	Principal/Core MAT Team/Head of Designations			✓		
	MAT Team			✓	✓	
	All other posts					✓
Pay	Teachers Pay – Threshold/UPS					✓
	Any additional payment for external work e.g. through Teaching School			✓	✓	
Other	Staffing Restructures <i>*Board approval required</i>		✓*	✓	✓	
	Variation to contracts of employment <i>*Liaison with CFO/COO</i>					✓*
	Administration of employment contracts/pay and conditions				✓	