

Dunstone Education Trust - Scheme of Delegation

This Scheme:

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Financial Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into four sections as follows:

- Strategy & Leadership;
- Education & Curriculum;
- Financial;
- HR & Operations.

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the final page of this Scheme

Adopted: 9th July 2020

Last reviewed: 4th December 2020

In this Scheme the phrases used above have the following meanings:

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academy (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:
the Principal they will be making recommendations to the Board and/or LGB (as appropriate) the LGB they will be making recommendations in relation to their Academy to the Board and/or Principal/Head (as appropriate)

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:

- the LGB they will be making reports in relation to their Academy to the Board
- the Principal/Head they will be making reports in relation to their Academy to the Board and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- the Board they will be reviewing the Principal and/or LGB (as appropriate)
- the LGB they will be reviewing the Principal/Head and his/her leadership team.

Support: the individual/group that should support completing a particular task.

TRUST EXCELLENCE AMBITION MANNERS

Strategy and Leadership			
	Trustees	LGB	Principal
Set strategic objectives of the Trust & Academy	Determine – for the Trust & Academies	Recommend	Consult – in the case of their Academy
Develop the character, mission & ethos of Trust & Academy	Determine		Recommend
Deliver strategic objectives of the Trust	Review	Review	Deliver
Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs	Review – progress of the Trust & Academy	Review – progress of the Academy	Report – progress of the Academy to the Board
Scrutiny: Ethos – operation of the Trust & Academy against the agreed character, mission & ethos	Review	Review	Report
Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	Review	Comply	Deliver
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Review	Deliver Report – to Board
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine – policies to ensure compliance Review	Review	Deliver Report – to Board
Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine – policies to ensure compliance Deliver	Deliver	

TRUST EXCELLENCE AMBITION MANNERS

Strategy and Leadership			
	Trustees	LGB	Principal
Trust Risk Register	Review delivery		Deliver – management of Academy risk register
Appointments of Trustees and Governors – ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academy)	Determine – policies and criteria for the selection of Trustees and Governors Review – the Board’s own performance Review – performance of the LGBs	Review - procedures for the election of staff and parent governors of the LGB Review – own performance	
Register of Interests	Deliver	Deliver	
Appointment of Clerk – Board and LGBs	Deliver - appoint the clerk to the Board & LGBs	Consult – in connection with the appointment of the LGB clerk	
Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Review – all policies approved by the Board and Academy specific policies	Deliver – presenting polices to the Board for approval Report – non-compliance to the Board
Prepare terms of reference for LGB’s and Committees	Deliver	Consult	

TRUST EXCELLENCE AMBITION MANNERS

Strategy and Leadership			
	Trustees	LGB	Principal
	Review – annually		
Training programme for trustees and governors	Deliver	Deliver	Consult

Education and Curriculum			
	Trustees	LGB	Principal
Academy Development Plan - for each Academy in line with strategic aims of the Trust	Determine - the Academy Development Plan in consultation with the appropriate LGB	Recommend – Academy Development Plan to the Board	Deliver – drafting and agreeing the Academy Development Plan
Key Performance Indicators – setting and reviewing performance of the Trust & the Academy	Determine – Trust wide and Academy KPIs Review – performance against KPIs Deliver - holding leadership to account for delivery against KPIs	Recommend – targets for performance of the Academy	Deliver – performance of the Academy against KPIs Consult – with the LGBs and propose KPIs to the Board Report – performance of the Academy to Board
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the Principal	Review - at the Academy	Review – management of staff to ensure teaching and learning objectives are met

TRUST EXCELLENCE AMBITION MANNERS

Education and Curriculum			
	Trustees	LGB	Principal
			Report- strengths and concerns in the quality of teaching to Board
Curriculum – setting the curriculum for the Academies and reviewing its effectiveness	Determine - curriculum and standards Review – effectiveness of the curriculum across Trust		Deliver Recommend
Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.		Review	Deliver
Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review Determine & Review – how Pupil Premium is spent at the Academy		Deliver Report – on effectiveness of use of the Pupil Premium
Collective worship arrangements for school without religious character	Review		Deliver
Set admissions policy	Deliver		Develop
Admission decisions	Deliver		Consult
Review – considering and evaluating performance of the Academy by: <ul style="list-style-type: none"> reviewing progress against agreed KPIs 	Deliver		Report & Review

TRUST EXCELLENCE AMBITION MANNERS

Education and Curriculum			
	Trustees	LGB	Principal
<ul style="list-style-type: none"> holding each academy’s leadership to account for academic performance, quality of care and quality of provision monitoring the overall effectiveness and efficiency of leadership and management at the Academy receiving reports on the quality of teaching and learning and making recommendations to the Board. 			
Self-evaluation – carrying out the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.	Review	Review in regards to safeguarding and parent engagement	Deliver
Review priorities - considering the aims and priorities for raising standards of achievement in the Academy strategic plans.	Review	Review	Deliver
Report – termly to Board on performance	Review	Deliver	Deliver
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Receiving reports from the Principal Report any material issues to the Board	Deliver – ensuring student issues are dealt with in accordance with Trust and Academy Policies Report – to the LGB on any material issues
Academy Hours – setting the opening and closing times for the Academy	Determine – in consultation with LGBs	Consult – with the Board	Comply

TRUST EXCELLENCE AMBITION MANNERS

Education and Curriculum			
	Trustees	LGB	Principal
Term Dates and length of school day	Determine – in consultation with LGBs	Consult – with the Board	Comply
School lunch – ensure provided to appropriate nutritional standards		Review	Deliver
Provision of free school meals to those meeting criteria		Review	Deliver
Stakeholder Engagement – <ul style="list-style-type: none"> Promoting partnership working between parents/carers and the Academy to promote high standards of attendance, behaviour and learning by students. Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Academy to assess its performance against its stated aims and objectives. Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. 	Review	Determine	Deliver
Ofsted Inspections Trust Support – <ul style="list-style-type: none"> Board will liaise with Ofsted where MAT is inspected r it will assist with an Academy inspection. Principal will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review 	Deliver	Support	Deliver

TRUST EXCELLENCE AMBITION MANNERS

Education and Curriculum			
	Trustees	LGB	Principal
Ofsted Inspections: Academy	Deliver	Deliver	Deliver

Financial			
	Trustees	LGB	Principal
Appointment of the Accounting Officer & Chief Financial Officer	Deliver appointments		Deliver – the Accounting Officer role
Recommend appointment of External Auditors to the Members	Deliver		
Appointment of the Internal Auditors	Deliver		
Approve Annual Accounts	Approve Comply – by ensuring Academy keeps proper records and providing such information to assist the Trust in preparation of the Annual Accounts		Deliver – arrange for auditing and filing of annual report and accounts
Scheme of Financial Delegation & Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	Review & Determine Comply		Comply Review – compliance Report – any issues or non-compliance to the Board

TRUST EXCELLENCE AMBITION MANNERS

Financial			
	Trustees	LGB	Principal
Bank Accounts – authorising the establishment of bank accounts and approve bank mandates in the name of the Trust	Determine		Recommend
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academy) so as to the secure the Trust’s financial health in the short term and the long term	Determine – in consultation with the LGBs		Recommend a funding model to the Board for approval Review Comply
Trust Annual Budget – formulating and setting the Trust wide budget	Determine Approve – significant variances (as defined in the Scheme of Financial Delegation)		Review – submission of Trust budget to the ESFA Deliver - preparation of Trust budget and present to the Board for approval
Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Determine Approve – significant variances (as defined in the Scheme of Financial Delegation)	Comply Approve within permitted limits (as defined in the Scheme of Financial Delegation) any variances	Deliver - preparation of Academy budget and present to the Board for approval Consult with CFO Review – submission of Academy budgets to the ESFA
Expenditure and ensuring delivery of Annual Budgets	Review		Report – to the Board any need for any matters of concern in respect of the Academy’s annual budget
Reporting: financial reporting and KPIs	Determine		Deliver

TRUST EXCELLENCE AMBITION MANNERS

Financial			
	Trustees	LGB	Principal
	Review		
Investments – agreeing the investment policy in line with the Academy Financial Handbook and the Scheme of Financial Delegation	Determine and review delivery		Deliver

Human Resources and Operations			
	Trustees	LGB	Principal
Appointing the Principals at the Academy	Approve -in consultation with the Principal/ LGBs	Recommend – two representatives to sit on the appointment panel with a Trustee	
Appointing Academy SLT (excluding Principal/Head)	Appoint		Recommend
Appointing Academy Staff (excluding SLT & Principal/Head)			Appoint
Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Review	Comply
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust’s pay policy and all statutory regulations)	Review – in respect of Principal [and CFO]		Deliver – in respect of all staff Report – annually to the Board on appraisal arrangements and outcomes

TRUST EXCELLENCE AMBITION MANNERS

Human Resources and Operations			
	Trustees	LGB	Principal
	Receive reports – in respect of appraisal arrangements and outcomes Review – any appeals in respect of the Academy staff		
Setting Terms and Conditions of Employment and Staff Handbook	Determine – and consider any proposals by LGBs to make amendments		Recommend
Dismissing Principal, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Review and Determine – in respect of the Principal [and CFO]		Determine Report – any dismissals to the Board
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	Review		Comply
Reviewing discipline and grievance policy	Review delivery		Recommend
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust’s procurement policy	Determine		Comply
Enter into contracts – up to limit of delegation set out in Scheme of Financial Delegation	Deliver & Review		Deliver

TRUST EXCELLENCE AMBITION MANNERS

Human Resources and Operations			
	Trustees	LGB	Principal
Determining and allocating central services provided to the Academy by the Trust	Determine	Consult	Deliver– on recommending the allocation of services to the Board
Overseeing the effectiveness of services provided centrally by the Trust	Review		Deliver and report to Board
Asset and Premises Maintenance Strategy – determining use of Academy’s premises and ensuring premises are adequately maintained	Determine		Deliver – in accordance with Academy policy
Acquiring and disposing of Trust land	Deliver		
Changing use of Assets	Deliver		Recommend to the Board of any changes to fixed assets used by the Academy
Arranging insurance for the Trust	Review		Deliver
Media and PR - overseeing public relations activities to project the activities of the Trust to the wider community	Review	Consult	Deliver – Trust wide activities
Information management – including adopting and following policies for information security and compliance with FOI and DPA legislation and maintaining accurate records (staff, student)	Determine	Comply	Comply
Academy Prospectus		Deliver	Recommend
Trust Prospectus and website	Review		Deliver

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