

SCHEME OF DELEGATION



Introduction: What is a scheme of delegation?

A scheme of delegation in an Academy Trust is a plan that sets out who has the power to make decisions in the Trust. It explains who can make decisions about things like the budget, hiring staff, and setting policies. We review our scheme of delegation each year to make sure it is working well.

The scheme of delegation is important because it helps make sure that everyone knows what they are responsible for and who they need to talk to if they need help or want to make a suggestion. This can help make the trust run more smoothly and make sure that decisions are made fairly and efficiently.



Accountability and decision making in DSAT

In an academy trust, accountability means that people are responsible for their actions and decisions.

Legally, the Trustee Board, which is made up of people who oversee the Trust as a whole, is accountable for making sure all of the schools in the Trust are doing well and that they are following the rules. They are also responsible for making sure the Trust is using its money and resources properly. Members of the Trustee Board are selected based on the skills they have. Some Trustees are also parents of children who attend one of our schools.

In DSAT, the Trustee Board delegates some powers to the CEO and the Executive Team by giving them the authority to make certain decisions and take certain actions on behalf of the Trust. This means that the CEO can make decisions without having to check with the Trustee Board and keeps the Trust running smoothly on a day to day basis.



Community involvement: Local School Boards

Although legally, powers are delegated to the CEO and Executive Team, we think it is really important that communities have a voice in how their schools are run. DSAT have established Local School Boards to help with this. A Local School Board is a group of people who help to make important decisions for a school. In an academy trust, which is a group of schools working together, the Local School Board can be really important. The Local School Board can help the CEO and Executive Team make decisions that are best for all of the schools in the trust, not just one.

For example, the advisory board might help to decide what kinds of policies a school should follow or help the Headteacher to make sure that the curriculum meets the needs of all of its pupils. They can also help to make sure that all of the schools in the trust are working together well and sharing good ideas. When the school is also a Church of England School, it is especially important that the Local School Board has a strong link with the Diocese, and so we usually ask the local Parish Vicar to be a member.

Having a Local School Board can be important because it means that there are more people thinking about what is best for the schools in the Trust. This can help to make sure that all of the schools are getting the support they need to be successful. Additionally, the Local School Board can provide guidance and support to the school leaders, who can then make the best decisions for their schools.



The scheme of delegation checklist

Although the Trustee Board are legally responsible for all decisions made in the Trust, the table below explains who the responsible people are for making decisions that have been delegated. It also explains who is involved in advising on decisions.

In the table, the 'decision levels' key means: 1 – **The Trustee Board**, 2- **The CEO and/or Executive Team**, 3 – **A Local School Board** (or Executive School Board or Trust Board), 4- **The Headteacher or Executive Headteacher** and relates to decisions about individual academies only.

Key



Shows who is responsible for the decision



Shows who can advise

| Function | Tasks | Decision Level | | | | Notes |
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| | | 1 | 2 | 3 | 4 | |
| Strategic | 1. Set the Vision and approve strategy | | | | | |
| | 2. Oversee implementation of strategy | | | | | |
| | 3. Compliance with funding agreement | | | | | |
| | 4. Regulatory Compliance | | | | | |
| | 5. Appointment of Accounting Officer and Clerk to Trustees | | | | | |
| | 6. Appointment of external auditors | | | | | |
| | 7. Statutory policy approval | | | | | |
| | 8. Training for Trustees | | | | | |
| | 9. Legal claims, with a potential impact for Trust | | | | | |
| | 10. Establishment of Trust risk register | | | | | |
| | 11. Academy outcomes | | | | | |
| Central services | 12. To determine the scope of the mandatory core services to be delivered by the company on behalf of its academies | | | | | |
| | 13. To identify those additional services to be procured on behalf of individual academies | | | | | School Board to challenge where this may impact 'local' identity |
| | 14. To ensure centrally procured services provide value for money | | | | | Executives to provide evidence to Trustees and School Board |
| Budgets | 15. To determine the proportion of the overall Academy budget to be delegated to individual Academies | | | | | Based on the funding agreement. Academies to be consulted on any changes |
| | 16. Schools, upon finding they may go into deficit, must inform DSAT Trustees immediately | | | | | CEO will establish recovery plan with HT |

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| | 17. To develop and propose the individual Academy budget | | | | CFO and Head Teacher. Head Teacher will consult with School Board on one off investments to improve provision. |
| | 18. To approve the first formal; budget for each financial year | | | | By mid-July of each year. |
| | 19. To establish the procedure for mid-year budget reporting | | | | CFO will review with HT prior to submission to CEO and Trustees. |
| | 20. To monitor monthly expenditure | | | | School Board to have access to monthly finance pack issued by DSAT CFO. School Board to 'question' any local expenditure where there are concerns. |
| | 21. To approve any 'between budget' headings and /or likely budget overspends | | | | CFO with HT |
| | 22. To approve financial decision levels and limits | | | | In line with Academies Handbook and set in consultation with the Academies |
| | 23. To establish a Trustee Remissions Policy | | | | In line with Academies Handbook. |
| | 24. To appoint a Responsible Officer | | | | School Board and HT to be provided copy of visit report. |
| | 25. Miscellaneous financial expenditure outside of agreed budget | | | | SBM or equivalent within Academy An overspend on a budget line must be no more than 10% without DSAT approval and any such overspend must have corresponding underspend in value terms somewhere else on the budget. |
| | 26. To enter into additional contracts which exceed the agreed annual cost centre allocation. | | | | Initially limited to £5,000 without written agreement of the Company in accordance with the Financial Procedures Handbook. |
| | 27. To make payments within agreed financial limits | | | | Business Manager or equivalent within the Academy - |

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| | 28. Sign/approve leasing arrangements over £2000 pa | | | | | HT may propose, the approval is for support purposes. |
| Staffing | 29. Head of School/Headteacher/ Executive Head appointments (selection panel) | | | | | A representative of the School Board must be included as a member of the appointments / selection panel. |
| | 30. Deputy appointments (selection panel) | | | | | A representative of the School Board must be included as a member of the appointments / selection panel. |
| | 31. Appoint other teachers. | | | | | Headteacher/ Executive Head must be a member of the appointments / selection panel. School to notify Executive of ECT appointments |
| | 32. Appoint non-teaching staff | | | | | Headteacher/ Executive Head must be a member of the appointments / selection panel. |
| | 33. Agree a pay policy | | | | | |
| | 34. Pay discretions | | | | | Must be within the pay policy. |
| | 35. Job re-evaluations | | | | | Head Teachers or SB can request. |
| | 36. Establishing disciplinary / capability procedures | | | | | The one employer status of DSAT requires single policy. |
| | 37. Dismissal of Headteacher/ Executive Head / Deputy or Upper Pay Scale and above | | | | | The Trustees would be informed prior to the action, but not involved in the decision, as they may hear any appeal. |
| | 38. Dismissal of other staff | | | | | A trust Executive Leader must be included as a member of decision-making panel. |
| | 39. Suspending Headteacher/ Executive Head / Deputy or Upper Pay Scale and above | | | | | The Trustees would be informed prior to the action, but not involved in the decision, as they may hear any appeal. |
| | 40. Suspending other staff | | | | | Representative from the Trust must be included as a member of decision-making panel. |
| | 41. Ending suspension of Headteacher/ Executive Head / Deputy or Upper Pay Scale and above | | | | | The Trustees would be informed prior to the action, |

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| | 42. Ending suspension of other staff | | | | | Representative from the Trust must be included as a member of decision-making panel. |
| | 43. Determining staff complement within agreed budget | | | | | HT to make proposals as per budget protocols and as determined by the school improvement plan. |
| | 44. Determining dismissal payment/ early retirement | | | | | Any costs incurred will be paid from the individual Academy's budget. If above agreed limits, Trustees to fully approve |
| Curriculum | 45. To develop a curriculum policy for individual Academy | | | | | Core activity for HT, reflecting school context and local needs. |
| | 46. Implement a curriculum policy for individual Academy | | | | | Core activity for HT, reflecting school context and local needs. |
| | 47. Responsibility for standards of teaching for individual Academy | | | | | Core activity for HT, reflecting school context and local needs. |
| | 48. Accountability for standards of teaching | | | | | |
| | 49. Responsibility for quality of provision in relation to an individual child's education in an individual Academy | | | | | School Board to have access to data to be able to question local delivery and impact. |
| | 50. Accountability for overall quality of education | | | | | |
| | 51. Provision of relationships, health and sex education – to establish and keep written policy up to date | | | | | |
| | 52. To prohibit political indoctrination and ensure balanced treatment of political issues | | | | | |
| | 53. To establish a local Charging and Remission policy for activities | | | | | In accord with Trust guidance. |
| Performance Management | 54. To ensure that an approved Appraisal policy is in place | | | | | |

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| | 55. To secure the statutory appraisal of the Headteacher/ Executive Head | | | | | School Board to provide local comment prior to any conclusion of process. |
| | 56. Other staff | | | | | |
| | 57. To review annually the Performance Management policy | | | | | |
| Target setting | 58. To propose targets for pupil achievement | | | | | |
| | 59. To agree targets for pupil achievement | | | | | |
| | 60. Responsibility for pupil outcomes | | | | | The Trust is responsible to the Secretary of State for outcomes and will hold Headteacher accountable. |
| | 61. Accountability for pupil outcomes | | | | | The Trust is responsible to the Secretary of State for standards and pupil outcomes. Headteacher/ Executive Head accountable to them. |
| | 62. Propose targeted outcomes for disadvantaged groups | | | | | |
| Exclusions | 63. To review the use of exclusion, and to decide whether or not to confirm all permanent exclusions and fixed-term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair or vice chair in cases of urgency). | | | | | Trust to be made aware of any exclusions or fixed term exclusions. |
| | 64. To direct reinstatement of excluded pupils | | | | | |

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| Admissions | 65. To consult before setting an Admissions policy | | | | The SB will be responsible for consultation of changes to the Admissions policy. The Company must give its written approval for any changes to the Admissions policy. |
| | 66. Admissions – application decisions | | | | CEO/Executive team to ensure legality, HT to propose and implement. |
| | 67. To attend LA admissions appeal panels on behalf of the academy | | | | Although in practice the Headteacher/ Executive Head and SB would do this with the support of the Company. |
| Religious Education | 68. Responsibility for ensuring provision of RE in line with statutory/Diocesan requirements | | | | |
| Collective Worship | 69. To ensure that all pupils take part in a daily act of collective worship | | | | Parents do have the right to withdraw their children from collective worship if notified in writing to the Academy. The Headteacher/ Executive Head must make appropriate provision if a parent exercises this right. To be monitored and reported on by Executive team as part of SIAMs prep. |
| Premises, Legal and Insurance | 70. Building Insurance and Personal Liability is in place | | | | Includes responsibility for RPA |
| | 71. Developing School Buildings Strategy or Master plan | | | | The Company will procure a full survey of the buildings every five years. The HT will then take responsibility for producing and implementing a Premises Development Plan with the support of Trust Central support |
| | 72. Procuring buildings management services and substantive maintenance including development of a properly funded Maintenance Plan. | | | | Routine daily maintenance is under the control of the school. |
| | 73. To institute a Health and Safety policy | | | | The generic policy will be issued by the Trust and adapted by the LGB to suit the individual Academy |

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| | 74. To ensure Health and Safety regulations are followed | | | | | |
| | 75. Agreement of settlements in legal disputes | | | | | |
| Other | 76. To publish proposals to change category of school | | | | | |
| | 77. To set the times of the school sessions and the dates of school terms and holidays | | | | | Any changes must be agreed in writing with the Trust |
| | 78. To ensure the school meets for 380 sessions in a school year and provide a 32.5hr school week (from September 2023) | | | | | |
| | 79. To develop the school Prospectus | | | | | Executive team to monitor during website compliance checks. |
| | 80. To ensure provision of free school meals to those pupils who meet the criteria | | | | | HT to administer and ensure provision; Operations Director to monitor. |
| | 81. Adoption and review of home school agreement | | | | | |
| | 82. To propose School Board documents and any amendments thereafter | | | | | |
| | 83. To appoint the chair of the LSB | | | | | LSB to propose, CEO to ratify. |
| | 84. To appoint the clerk to the LSB | | | | | LSB to propose, CEO to ratify. |
| | 85. To hold a full SB meeting at least three times in a school year or a meeting of a temporary SB as often as required | | | | | LSBs responsible in practice for convening meetings. |
| | 86. To appoint (and remove) members of the LSB | | | | | LSB to propose, CEO to ratify. |
| | 87. To set up a system for the registration of LSB's business interests | | | | | Clerk to complete and record. |
| | 88. To approve and set up a members' expenses scheme | | | | | |
| | 89. To discharge duties in respect of pupils with special needs by appointing a "responsible" person | | | | | Trust is responsible for ensuring the task is undertaken; the responsibility is delegated to the Headteacher. |

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| | 91. To consider whether or not to exercise delegation of functions to individuals | | | | | |
| | 92. To regulate the LSB procedures (where not set out in law) | | | | | For example, return of LSB minutes to trust. |
| | 93. To determine the development needs of LSB members and put in place an appropriate programme | | | | | |
| | 94. To approve requests from other schools to join the Trust | | | | | |
| | 95. To decide to offer additional activities and to determine what form these should take | | | | | |
| | 96. To put into place the additional services provided | | | | | On an individual academy level. |
| | 97. To ensure delivery of services provided | | | | | On an individual academy level. |
| | 98. To cease to provide extended school provision | | | | | On an individual academy level. |
| | 99. To develop, and be accountable for, Safeguarding policy and procedure in line with statutory requirements and best practice | | | | | LSB to feed into Executive Leadership as required |
| | 100. Implement the Safeguarding policy | | | | | |
| | 101. Maintain accurate, effective and secure pupil records | | | | | Monitoring of compliance by Exec. Team. |
| | 102. Maintain accurate, effective and secure employee records | | | | | Monitoring of compliance by Exec. Team. |
| | 103. Comply with all Data Protection legislation and good practice | | | | | Monitoring of compliance by Exec. Team. |
| | 104. To determine on an annual basis those policies which will be developed by the Trust and mandatory for all Trust Academies | | | | | |
| | 105. To provide to the Company, on an annual basis, copies of all policies and procedures, and a schedule for their review | | | | | |

Need more detail?

It may also be useful to look at some of our other policies and information. These give more detail about rules and processes for specific areas:



[Financial Procedures Manual](#)



[Our Mission Statement](#)



[Meet Our Team](#)



[Strategy for School Improvement](#)



[Teaching and Learning Strategy](#)



[Local School Boards guidance](#) (internal document, available on request)