



## DRET Scheme of Delegation

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<b>Trust Leadership</b>									
Setting the values, vision and strategic aims for the Trust	TL1	✓							
Contextualising the vision for each academy	TL2						✓	x	x
Establishing the scheme of financial delegation for each academy	TL3	✓		x			x		
Appointing and removing chairs of LGBs	TL4	✓							
Appointing and removing the Clerk to the Board	TL5	✓							
Deciding the committee structure for the Board	TL6	✓					x		
Generate terms of reference for all committees and reviewing annually	TL7	✓							
Developing a format for each Academy's AIP	TL8					✓			
Creating the AIP for each Academy in line with the	TL9						✓	x	



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strategic aims of the Trust									
Developing a format for each Academy's SEF	TL10					✓	✓	x	
Creating the SEF for each Academy in line with the strategic aims of the Trust	TL11						✓	x	
Developing a format for Principal's Reports	TL12					✓	x		
Planning the schedule of work for the Board	TL13	✓	x	x	x	x			
Providing a model schedule of work for LGBs	TL14	✓					x		
Contextualising the schedule of work for each LGB	TL15						✓		
Setting the Academy day	TL16						✓		
Setting the Academy year	TL17						✓	x	



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Strategic Leadership and Operations									
Identify and support the development of strategic partnerships that support the vision of the Trust	SLO1	✓	x	x	x	x	✓	x	x
Consider strategic threats and opportunities in relation to Academies. No expansion or contraction of any Academy without the Boards consent	SLO2	✓		x		x	x		
Compliance: Regulatory – with all regulations affecting the Trust (including charity law, company law, employment law and health and safety)	SLO3	✓							
Compliance: Funding agreement and finances – comply with obligations set out in the funding agreement and academies financial handbook	SLO4	✓							
Compliance – FOI request and complaints	SLO5	✓							



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Broadening Horizons

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Be responsible for the long term strategy of the Trust and each Academy, ensuring the Trust's strategic plan is robust, accountable and promotes outstanding teaching and learning	SLO6	✓		x		x	x		
Intervene in the management of an Academy, including Governance where necessary	SLO7	✓		x		x			
Organisational restructuring	SLO8	✓							
Set operational strategy to support the Trusts objectives	SLO9	✓ CEO							
Determine central services, skills and expertise of staff required to support the Trust and its network of academies	SLO10	✓ CEO							
Allocate central services accordingly	SLO11	✓ CEO							
Monitor the effectiveness of central services provided centrally by the Trust	SLO12	✓ CEO							



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Seek legal advice and determine suitable response for all legal claims which could damage the reputation of the Trust and its Academies	SLO13	✓							
Set PR, media and marketing strategy to promote the Trust the Academies activities	SLO14	✓							
Trust literature and website	SLO15	✓							
Academy prospectus and website	SLO16						✓		
Approve the Admissions policy for the Academies	SLO17	✓							
Support the Principal in relation to any complaints from parents or the wider community, including acting as the initial decider for any exclusions by the Principal	SLO18						✓		



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Academy Improvement									
Assist the Academies' leadership teams in the development of the curriculum which meets the Academy's specific needs and has regard for: <ul style="list-style-type: none"> <li>• Any nationally recognised curriculum priorities and initiatives</li> <li>• The obligation to provide Religious Education, Sex Education and Physical Education</li> <li>• Special Educational Needs</li> <li>• National testing and attainment targets</li> <li>• Any teaching objectives and priorities adopted by the Trust Board for all Academies</li> <li>• Budgetary challenges and review its effectiveness</li> </ul>	AI1			x		x	✓	x	x



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Monitoring and evaluating the implementation of the AIP: <ul style="list-style-type: none"> <li>• Scrutinising data</li> <li>• Conducting monitoring visits</li> <li>• Receiving reports from the Principal and other staff reviewing performance against agreed KPIs</li> </ul>	AI2			x		x	✓	x	x
Quality assuring the AIP for each Academy	AI3					x	x	✓	
Validating or challenging the grades of the SEF	AI4					x	✓	x	x
Quality assuring self-evaluation processes for each Academy	AI5					x	x	✓	✓
Monitor the standards of teaching and learning in each of the Academies, ensuring that proper standards of professional performance are established and maintained	AI6					✓	x	✓	
Monitoring and evaluating value for money at the academy	AI7				x	x	✓		



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Monitoring and evaluating behaviour, safety, welfare, safeguarding and engagement with stakeholders	AI8		x			x	✓	x	x
Identifying patterns and trends to bring to the attention of the DRET board	AI9	✓	x	x	x	x			





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<b>Pupils, parents and community</b>									
To determine admissions arrangements, decisions and appeals in line with Trust policy	PPC1						✓		
To ensure that the LGB and Academy complies with all regulations re. the publishing of information	PPC2						✓		x
To ensure that all stakeholders have a voice in decisions that impact on them	PPC3	x					✓		x
Be responsible for all consultations and engagement with the community	PPC4	✓					✓		
School lunch – ensure provided to appropriate nutritional standards	PPC5	✓							
Provision of free school meals to those meeting criteria	PPC6						✓		



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<b>Financial Management</b>									
Approving financial procedures in accordance with legal and DfE requirements and best practice	FM1	✓		x	x				x
Ensuring that the financial procedures are implemented effectively	FM2			x	x		x		✓
Appointing Auditors	FM3	✓							
Maintaining accurate, reconciled and up to date records to provide financial and statistical information	FM4	✓ Chief Financial Officer		x	x		✓		x
Establishing and maintaining asset registers in accordance with financial procedures	FM5	✓ CFO					✓		x
Ensuring that any disposal of assets complies with the financial procedures	FM6	✓		x	x		x		
Maintaining a register of pecuniary and business interests of governors and staff	FM7	✓ Company					x		



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		secretary					Clerk		
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements	FM8	✓			x				x
Receiving reports from audit inspections and the resulting Action Plan	FM9		✓ (external)		x		✓ (internal)		✓ (internal)
Ensuring appropriate insurance arrangements in accordance with the financial procedures	FM10	Chief Financial Officer			x				x
To approve the first formal budgets plan each financial year in accordance with DfE timeframes	FM11	✓		x			✓		x
Review reports from internal audit	FM12	✓		x			✓		x
Ensure delivery of agreed actions from internal audit reports	FM13	✓					✓		x



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Risk Management									
Ensure appropriate risk management policies are in place	RM1	✓			x				
Review risk register for each Academy	RM2				x		✓		x
Review the risk register for the Trust	RM3	✓			x				
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at the year end	RM4	✓		x			✓		x
Ensuring that all transfers between budget headings (virements) comply with the financial procedures	RM5						✓		x
Establishing and implementing procedures for staff, Trustees and Governors to claim expenses	RM6	✓			x				
Approving a lettings policy and fees	RM7			x			✓		x
Ensuring that any writing off of debts complies with the financial	RM8	✓			x				



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procedures									
Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures	RM9	✓			x		✓		x
Complying with VAT and CIT regulations	RM10	✓		x	x		✓		x



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Premises and Estates									
To establish and implement a buildings and maintenance strategy	PE1	✓			x		✓		x
To maintain a strategic oversight of the buildings and maintenance strategy	PE2	✓			x				x
Where appropriate raise funds, approving of grant applications put forward by the CEO and/or the LGBs	PE3	✓			x		✓		
To ensure compliance with health and Safety legislation	PE4	✓			x		✓		x



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<b>Human Resources</b>									
	Recruiting and appointing CEO	HR1	✓						
	Performance Management of CEO	HR2	✓						
	Recruiting and appointing Principals	HR3	✓				x		
	Appointment of internal and external auditors	HR4	✓						
	Recommending the staffing structure for each Academy	HR5					✓		x
	Approving the overall staffing structure for each Academy	HR6	✓			x	x		
	Develop and adopt a set of HR policies and contracts to be used by all Academies ensuring consistency and having regard to all legal responsibilities and the equality duty, consulting as necessary	HR7	✓			x			x
	Setting terms and conditions of employment and staff handbook	HR8	✓						
	Formulate, implement and keep under review a policy for	HR9	✓				x		



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disciplinary and grievance procedures									
Facilitate discussion with staff representative bodies, including the professional associations at both Trust Board level and within the Academies	HR10	✓					✓		
Performance Management of Executive team / Directors (excluding CEO)	HR11	✓ CEO leads	x						
Performance Management of Central Team	HR12	✓ CEO leads	x						
Performance Management of Principals, including recommendations re. pay	HR13	✓	x				x CEO leads		x
Validating or challenging recommendations re. teachers' and support staff salaries in each Academy, linked to Performance Management	HR14			x			✓		x
Termination of CEO, Principals, Central Staff contracts (in	HR15	✓		x		x	x		





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accordance with the Trust disciplinary and capability policies)									
Termination of all other staff contracts (in accordance with the Trust disciplinary and capability policies)	HR16						✓		
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with DRET policy	HR17	✓		x	x				x



<b>Strategy</b> x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Board Executive	Board Finance	Board Audit	Board Education	Local Governing Body	LGB Data and standards	LGB Finance and general purposes
<b>Policies</b>									
Drafting statutory policies for use across the Trust	P1	✓	x	x	x	x			
Ensuring that all statutory policies and documents are in place in each Academy	P2		x				✓	x	x
Monitoring the implementation and evaluating the impact of all statutory policies	P3	✓	x	x	x	x	✓	x	x