

SCHEME OF DELEGATION (SoD)

Approved by the Trust Board - Feb-25

Key

Level 1	Members
Level 2	DET Trust Board (TB)
Level 3	TB Finance and Resources Committee (FRC)
Level 3	TB Audit and Risk Committee (ARC)
Level 3	TB Human Resources Committee (HRC)
Level 4	Chief Executive Officer (CEO)
Level 5	Local School Committee (LSC)
Level 6	School Executive Headteacher (EHT)/Headteacher (HT)
R (Responsible)	Those who do the work to complete the task or deliverable. There should be, at least, one Responsible person/body assigned, although others can assist in the work required.
A (Accountable)	<p>The one ultimately answerable for the correct and thorough completion of the task or deliverable, the one who ensures that the prerequisites of the task are met and who delegates the task or deliverable to those Responsible. An Accountable person/body must sign-off (approve) the work that Responsible provides.</p> <p>NOTE : Where Accountability is not specifically referenced (but Responsibility is), ultimate Accountability resides with the TB as it is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions. Where Accountability is shared, this reflects that the TB is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions, but that individual TB Committees may be accountable to the TB for certain actions/decisions. For example, ARC and FRC are accountable to the TB for review and approval of certain DET-wide policies, but the TB remains accountable to the DfE for all policies across DET.</p>
C (Consulted)	Those whose opinions are sought throughout the delivery process and with whom there is two-way communication.
I (Informed)	Those who are kept up-to-date on progress, often only on completion of the task/deliverable and with whom there is one-way communication.

Notes

Members of all Committees should read the SoD in conjunction with the Terms of Reference for the relevant Committee.

Where any Committee has yet to be convened, for example, when new Schools join the Trust and have not established a LSC, all responsibilities and/or accountabilities detailed move to the TB.

Where decisions can be made at more than one level within the governance structure, the higher tier of governance has the ability to override the lower tier.

Ref	Area	Decision	Freq'y	Delegation							Comments	
				Mem	TB	FRC	ARC	HRC	CEO	LSC		EHT/HT
GOVERNANCE FRAMEWORK												
1	p e o p l e	Members: Appoint and Remove	Ad-Hoc	R								
2		Trustees: Appoint	Ad-Hoc	R	R/A							TB can only appoint a Co-opted Trustee and those appointments require Member ratification at next meeting - Members are advised by email upon appointment to provide opportunity for any objections prior to Co-opted Trustee taking up post/being party to decisions/approvals etc.
3		Trustees: Remove	Ad-Hoc	R								
4		Role Descriptions for Members: Agree and Review	Annual	R								
5		Role Descriptions for Trustees/Chair/Local Governors: Agree and Review	Annual		R				C			
6		LSC Parent Governors: Elect	Ad-Hoc		I				C	A	R	DET model is to have Parent Governors and not Parent Trustees.
7		TB Chair and Vice Chair: Appoint (election by Trustees each academic year)	Ad-Hoc		R							
8		TB Chair and Vice Chair: Remove	Ad-Hoc	R	R							
9		TB Committee Chair: Appoint and Remove (election by relevant Committee subject to ratification by TB)	Ad-Hoc		A	R	R	R	I			
10		LSC Chair: Appoint and Remove (election by LSC subject to ratification by TB each academic year)	Ad-Hoc		A				C	R	C	Note: for new LSCs, the Chair for the first academic year or part thereof is appointed by the TB.
11		LSC Vice Chair: Appoint and Remove	Ad-Hoc							R/A		
12		Governance Professional: Appoint and Remove	Ad-Hoc		R							
13		Local Governors: Appoint and Remove	Ad-Hoc		R					R		Chair of LSC to recruit, appointments to be approved by TB, in consultation with the Chair of the LSC and the EHT/HT. Note: for new LSCs, all Local Governors (excluding Parent and Staff Governors) are selected by the TB.
14		Local Governors: Re-appoint	Ad-Hoc							R		LSC approves for noting by the TB.
15	S S y s t e m s +	Articles of Association: Agree and Review	Annual	R	A				C			
16		Governance Structure (Committees) for DET: Establish and Review	Annual		R/A				C			
17		Terms of Reference for TB Committees: Agree	Annual		R	R	R	R	C			TB agrees in principle with detailed review by Committee.
18		Skills Audit: Complete and Recruit (to fill gaps)	Annual		R/A					R		Each of TB and LSC is responsible for own Skills Audit
19		Self-Review of TB and Committees	Annual		R/A							

20	u c s a n d	Self-Review of LSC Performance	Annual		A					R		Governance Professional to update TB at meeting immediately following the outcome of the annual self-review.
21		Review Chair (of TB and LSC) Performance: Complete Review	Annual	R/A	R/A					C		TB Chair review is instigated by the TB Chair and output shared with Members and TB. LSC Chair performance is instigated by TB and output reviewed by TB.
22		Succession Planning (to include TB, LSC, Members, CEO, EHT and HT)	Annual	R/A	R/A				R/A	R/A	R/A	Each Governance level is responsible for its own succession planning and accountable for the Governance level beneath it.
23		Schedule of Business for TB: Agree	Annual		R/A				C	C/I		
24		Schedule of Business for LSC: Agree	Annual		A/C					R		
25	R e p o r t i n g	DET Governance details on DET and School Websites: Ensure	Annual		A		A		R		I	CEO responsibility delegated to Central Services Team (Director of Operations).
26		School Governance details on School Website: Ensure	Annual		A		A		C	I	R	EHT/HT responsibility delegated to Central Services Team (Director of Operations).
27		Register of all Interests, Business, Pecuniary for Members/Trustees/LSC Governors: Establish and Publish	Ad-Hoc		R/A				I	R	I	Register of Interests for Members, TB and LSCs maintained by Company Secretary and delegated to Trust Director of Operations.
28		Report on Performance of DET: Submit to Members and Publish	Annual		R				C			
29		Report and Accounts including Accounting Policies, Signed Statement on Regularity, Propriety and Compliance incorporating Governance Statement demonstrating Value for Money: Submit	Annual		A	R			C			
30		Report Work of LSCs: Submit to TB (and publish as required)	Termly		A				C	R	C	Governance Professional to update TB, as appropriate, as part of standing agenda item at each TB meeting.
31		Three yearly external review of governance: Commission, review output and implement changes required	Every three years	I	R/A				I	I	I	

Ref	Area	Decision	Freq'y	Delegation								Comments
				Mem	TB	FRC	ARC	HRC	CEO	LSC	EHT/HT	
BEING STRATEGIC												
32		To review and approve DET-level policies in accordance with the Approval Level_Originator Matrix.	Annual		R/A	R	R	R	C	I	C	Approval of DET-level policies is divided between TB, ARC, FRC and HRC.
33		To review and approve School-level policies in accordance with the Approval Level_Originator Matrix.	Annual		A	R	R		C	R	C	Whilst certain School-level policies are reviewed and approved by LSC, certain School-level policies are approved by TB, ARC and FRC.
34		Central Spend/Top Slice: Agree	Annual		R/A	C			C			
35		Management of Strategic Risk: Establish Register, Review and Monitor	Annual		R/A				C			Risk management is undertaken at School, Trust Operations and TB level. Risk registers at School-level are reviewed by LSC at each meeting; Trust Operations risk registers are reviewed by ARC at each meeting; The strategic risk register as well as a consolidation of School and Trust Operations risk registers are reviewed at each TB meeting.
36		Management of Operational Risk: Establish Register, Review and Monitor	Annual		R/A		R		C	R	R	Risk management is undertaken at School, Trust Operations and TB level. Risk registers at School-level are reviewed by LSC at each meeting; Trust Operations risk registers are reviewed by ARC at each meeting; The strategic risk register as well as a consolidation of School and Trust Operations risk registers are reviewed at each TB meeting.
37		Engagement with Stakeholders (Staff) by Governance levels, including surveys	Ad-Hoc		R/A				R/A		C	All verbal and written engagement with staff (from Trustees and Local Governors), i.e. surveys, should be led centrally by the Trust, and should not go out from Schools.
38		Engagement with Stakeholders (Parents/Carers/Pupils) by Governance levels, including surveys	Ad-Hoc		R/A				I	R	C	All engagement with parents/carers and pupils (by Trustees and Local Governors) to be managed by LSCs, but with the EHT/HT to QA and approve prior to being sent.

39	DET Vision and Strategy (including culture and values), Agreeing Key Priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured : Determine	Annual	I	R/A				C	I	C	
40	School Vision and Strategy (including culture and values): Determine	Annual		A				R	C	R	
41	Agreeing Key Priorities and KPIs against which progress towards achieving the vision can be measured: Determine	Annual		A				R	I	R	
42	CEO and Accounting Officer: Appoint and Dismiss	Ad-Hoc		R/A							
43	School EHT: Appoint and Dismiss	Ad-Hoc		R/A				R	C		
44	School HT: Appoint	Ad-Hoc		R/A				R	C		EHT to be involved in selection process for HTs under EHT remit.
45	School HT: Dismiss	Ad-Hoc		R/A				R	I		EHT to contribute to decision made by CEO for HTs under EHT remit.
46	Budget Plan to Support Delivery of DET Key Priorities: Agree	Annual		R/A	R/A			R			CEO responsibility delegated to Central Services Team (Chief Financial and Operations Officer (CFOO)).
47	Budget Plan to Support Delivery of School Key Priorities: Agree	Annual		A	A			R	I	R	CEO responsibility delegated to Central Services Team (CFOO). TB determines and monitors budget for DET and for each School. Each LSC and School is aware of spend vs. approved budget via regular financial reporting. The LSC does not have a monitoring role with regards budget, but does have responsibility for overseeing the spend and resultant outcomes of special grants, e.g. Pupil Premium.
48	School Uniform: Agree	Annual		R/A				C	I	R	School uniform (including mandatory and optional items) to be agreed by TB annually and whenever a change to uniform or uniform supplier is proposed.
49	Setting DET approach to curriculum and assessment, with regard to statutory requirements.	Annual		A				R	I	I	
50	Delivering School curriculum and assessment in line with DET approach.	Annual		A				R/A	I	R/A	

Ref	Area	Decision	Freq'y	Delegation							Comments	
				Mem	TB	FRC	ARC	HRC	CEO	LSC		EHT/HT
HOLDING TO ACCOUNT												
51		Auditing and Reporting Arrangements for matters of Compliance, e.g. Safeguarding, Health and Safety, Employment: Agree	Ad-Hoc		A		A		R	I	R	CEO responsibility delegated to Central Services Team (CFOO/Director of Finance/Director of Operations). EHT/HT informs LSC of the requirements. LSC monitors compliance with these requirements.
52		Reporting of Progress on Key Priorities: Action	Ad-Hoc		A				R	I	R	
53		Performance Management of the CEO: Complete	Semi-Annual		R							TB responsibility is delegated to CEO Performance Management Committee. With CEO agreement, objectives are shared with TB.
54		Performance Management of the EHT: Complete	Semi-Annual		A				R	R		LSC responsibility is delegated to EHT Performance Management Sub-Committee (of which the CEO and a Trustee are members). With EHT agreement, objectives are shared with LSC and TB.
55		Performance Management of the HT: Complete	Semi-Annual		A				R	R		LSC responsibility is delegated to HT Performance Management Sub-Committee (of which the CEO and EHT (for HTs under EHT remit) and the Chair of the LSC are members). With HT agreement, objectives are shared with LSC and TB.
56		Trustee Monitoring: Agree Arrangements	Annual		R				C		C	
57		Local Governor Monitoring (visits etc.) : Action	Annual		A					R	C	Visit Reports from Local Governors to be uploaded to GH and Governance Professional to remind Trustees of where to locate them should they want to review.
58		LSC Overall Performance Monitoring: Agree Arrangements	Annual		R				C	C	C	
59		Suspension and Permanent Exclusion: Review EHT/HT decision	Ad-Hoc		R/A					R	I	The TB delegates its statutory responsibility to the LSC, which, in turn, delegates to a sub-committee, i.e. the panel that conducts the PEX hearing. Note: Trustees may also form part of a PEX panel.
61		Admission Arrangements: Review and agree decisions that require Governance oversight.	Ad-Hoc		R/A				C	R	C	The TB delegates its statutory responsibility to the LSC, which, in turn, delegates to a sub-committee, i.e. the panel that reviews admission decisions. Note: Trustees may also form part of an Admissions Arrangements panel.
ENSURING FINANCIAL PROBITY												
62		Chief Financial and Operations Officer for delivery of DET's detailed accounting processes: Appoint	Ad-Hoc						R/A			
63		Auditors : Appoint and Re-Appoint	Annual	R	C		C					
64		DET's Scheme of Financial Delegation: Establish and Review	Annual		A	A			R			CEO responsibility delegated to Central Services Team (CFOO).

65	School Scheme of Financial Delegation: Establish and Review	Annual		A	A			R		C	CEO responsibility delegated to Central Services Team (CFOO).
66	External Auditors' Report: Receive and Respond	Annual	R	C	C	C		C			
67	CEO Pay Award: Recommend	Annual		R							TB responsibility is delegated to CEO Performance Management Committee.
68	CEO Pay Award: Agree	Annual		R			R				
69	CFOO Pay Award: Agree	Annual		R			R				CFOO should be paid on a Salary Scale that is equitable to ~70% of the CEO salary. Approval is, therefore, implied when HRC approves CEO salary.
70	EHT Pay Award: Recommend	Annual		R			R				TB responsibility is delegated to EHT Performance Management Sub-Committee (of which the CEO is a member).
71	EHT Pay Award: Agree	Annual		R			R				LSC EHT Performance Management Sub-Committee advises HRC.
72	HT Pay Award: Recommend	Annual		A				R	R		LSC responsibility is delegated to HT Performance Management Sub-Committee (of which the CEO and EHT (for HTs under EHT remit) and the Chair of the LSC are members).
73	HT Pay Award: Agree	Annual		R/A			R/A	C			LSC HT Performance Management Sub-Committee advises HRC.
74	Staff Performance Management Procedure: Review and Agree	Annual		A			R				
75	Teaching Staff Pay Progression: Review and Agree	Annual		A			C		C	R	EHT/HT reviews and determines Teaching Staff (Performance and) Pay progression prior to anonymised data being submitted to LSC (for information only) and to HRC for review and to ensure equality, fairness, consistency etc.
76	Associate/Support Staff Pay Progression: Review and Agree	Annual		A			C		C	R	EHT/HT reviews and determines Associate/Support Staff (Performance and) Pay progression prior to anonymised data being submitted to LSC (for information only) and to HRC for review and to ensure equality, fairness, consistency etc.
77	Central Services Staff Pay Progression: Review and Agree	Annual		A			C	R			CEO and CFOO review and determine Central Services Staff (Performance and) Pay progression prior to anonymised data being submitted to HRC for review and to ensure equality, fairness, consistency etc.
78	ESFA reports and returns: Submit	Ad-Hoc		A				R			CEO responsibility delegated to Central Services Team (CFOO/Director of Finance).

79		Trust and School budgets: Monitor	Ad-Hoc		A		R		R	I	I	CEO responsibility delegated to Central Services Team (CFOO/Director of Finance).
80		Benchmarking and DET-wide Value for Money: Ensure Robustness	Annual		A	R			R/A			CEO responsibility delegated to Central Services Team (CFOO).
81		School Benchmarking and Value for Money: Ensure Robustness	Annual		A	R			R/A	I	R	CEO responsibility delegated to Central Services Team (CFOO).
82		DET-wide Procurement Strategies and Efficiency Savings Programme: Develop, Review and Approve	Annual		A	R			R/A			CEO responsibility delegated to Central Services Team (CFOO).
83		Scale of charges for letting of School sites: Review and Agree	Annual		A	R			C	C	C	LSC recommends scale of charges to FRC annually. FRC reviews and approves.
84		Reporting serious incidents to DfE/ESFA: Review and Report	Ad-Hoc		A/C				R		C	CFOO in CEO's absence.