



SCHEME OF DELEGATION (SoD)

Approved by the Trust Board - Sep-23

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 Pay Committee (PAYC)
Level 4	Chief Executive Officer (CEO)
Level 5	Local School Committee (LSC)
Level 6	School 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 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.

20	t e m s u r a n d	Self-Review of LSC Performance	Annual		A					R		LSC Coordinator 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 (Trust Coordinator).	
26		School Governance details on School Website: Ensure	Annual		A		A		C	I	R	HT responsibility delegated to Central Services Team (Trust Coordinator).	
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 Coordinator.
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	LSC Coordinator 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	PAYC	CEO	LSC	HT	
BEING STRATEGIC												
32		To review and approve DET-level policies in accordance with the Approval Level_Originator Matrix.	Annual		R/A	R	R		C	I	C	Approval of DET-level policies is divided between TB, ARC, FRC and PayC.
33		To review and approve School-level policies in accordance with the Approval Level_Originator Matrix.	Annual		A				C	R	C	
34		Central Spend/Top Slice: Agree	Annual		R/A	C			C			
35		Management of Strategic Risk: Establish Register, Review and Monitor	Annual		R/A		R/A		C			Strategic Risks are managed on CalQRisk, with a SME at Central Services level. The Trust Coordinator has overall oversight and ARC receives risk register detail each term.
36		Management of Operational Risk: Establish Register, Review and Monitor	Annual		I		I		A	C	R	Operational Risks are managed on CalQRisk, with input from the HT and SBM at each School and a SME at Central Services level. The Trust Coordinator has overall oversight and ARC receives risk register detail each term.
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: Appoint and Dismiss	Ad-Hoc		R/A								
43	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	Accounting Officer (CEO): Appoint and Dismiss	Ad-Hoc		R/A								
47	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)).	
48	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.	
49	DET Staffing Structure (Central Services and all Schools): Agree	Annual		R/A				R	C	I	C	TB responsibility is delegated to PayC.
50	School Staffing Structure: Agree	Ad-Hoc		I				I	R/A	I	R	Staffing Structures are proposed by the EHT/HT, approved by the CFOO and the CEO and then reported to TB.
51	Setting DET approach to curriculum and assessment, with regard to statutory requirements.	Annual		A				R	I	I		
52	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	PAYC	CEO	LSC	HT	
HOLDING TO ACCOUNT												
53		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 (Trust Coordinator/CFOO/DCFOO). EHT/HT informs LSC of the requirements. LSC monitors compliance with these requirements.
54		Reporting of Progress on Key Priorities: Action	Ad-Hoc		A				R	I	R	
55		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.
56		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.
57		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.
58		Trustee Monitoring: Agree Arrangements	Annual		R				C		C	
59		Local Governor Monitoring (visits etc.) : Action	Annual		A					R	C	Visit Reports from Local Governors to be uploaded to GH and LSC Coordinator to advise Trustees when reports are available to read.
60		LSC Overall Performance Monitoring: Agree Arrangements	Annual		R				C	C	C	
61		Suspension and Permanent Exclusion: Review 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	I	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	EHT Pay Award: Recommend	Annual		R			R				TB responsibility is delegated to EHT Performance Management Sub-Committee (of which the CEO is a member).
70	EHT Pay Award: Agree	Annual		R			R				
71	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).
72	HT Pay Award: Agree	Annual		R/A			R/A	C			LSC HT Performance Management Sub-Committee advises PayC.
73	Staff Performance Management Procedure: Review and Agree	Annual		A			R				
74	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 PayC for review and to ensure equality, fairness, consistency etc.
75	Support Staff Pay Progression: Review and Agree	Annual		A			C		C	R	EHT/HT reviews and determines Support Staff (Performance and) Pay progression prior to anonymised data being submitted to LSC (for information only) and to PayC for review and to ensure equality, fairness, consistency etc.
76	Central Services Staff Pay Progression: Review and Agree	Annual		A			C	R			CEO reviews and determines Central Services Staff (Performance and) Pay progression prior to anonymised data being submitted to PayC for review and to ensure equality, fairness, consistency etc.
77	ESFA reports and returns: Submit	Ad-Hoc		A				R			CEO responsibility delegated to Central Services Team (CFOO/DCFOO).
78	Trust and School budgets: Monitor	Ad-Hoc		A		R		R	I	I	CEO responsibility delegated to Central Services Team (CFOO/DCFOO).

78	Benchmarking and DET-wide Value for Money: Ensure Robustness	Annual		A	R			R/A			CEO responsibility delegated to Central Services Team (CFOO).
79	School Benchmarking and Value for Money: Ensure Robustness	Annual		A	R			R/A	I	R	CEO responsibility delegated to Central Services Team (CFOO).
80	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).
81	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.