



## Scheme of Delegation

Version	Review Date	Update
1.0	November 2021	Full review in line with updated Committee Terms of Reference (Previous versions archived – available on request)

<b>Policy Owner</b>	Chief Executive Officer
<b>Policy Reviewer(s)</b>	Chief Executive Officer, Chief Finance Officer, Academy Director, Operations Director, Group HR Manager, Trust Governance Manager, Audit Committee
<b>Policy Approver(s)</b>	Trust Board
<b>Policy Type</b>	Trust
<b>Distribution List</b>	Headteachers Executive Team Governance Professionals
<b>Display on Website</b>	Trust (link placed on all Academy websites)
<b>Display on Intranet</b>	Yes
<b>Related Document(s)</b>	Terms of Reference for key stakeholders <a href="https://www.thedeantrust.co.uk/governor-resources/meetingresources/terms-of-reference/">https://www.thedeantrust.co.uk/governor-resources/meetingresources/terms-of-reference/</a>
<b>Policy Effective From</b>	1 April 2022

<b>Review Frequency</b>	Annually
<b>Next Review</b>	April 2023

### 1. Introduction

#### **Purpose of the Scheme of Delegation**

- 1.1 The primary purpose of this Scheme of Delegation (“the Scheme”) is to inform those involved with governance where decision making, advisory and other responsibilities lie within The Dean Trust (“the Trust”).
- 1.2 The Scheme does not contain details of every decision or responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust’s strategic plans, policies and procedures and any direction issued by the Board of Trustees (“the Board”). In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Trust Governance Manager in the first instance. The Chair of the Board will make the final decision when required.
- 1.3 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential. The Chairs’ and Vice Chairs’ Group and Trust Leads Group aids communication in this respect and aids effective governance more generally.
- 1.4 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academy Trust Handbook. This is included at the end of this document as Appendix A.
- 1.5 Trust wide policies are reviewed and approved in line with the Trust Policy Approval Register. All Trust schools also maintain a School Policy Approval Register for school specific policies.



### **Determination of the Scheme**

1.6 In determining this Scheme, the Board have been mindful that:

- a. The Board is ultimately accountable for the way in which the academies managed by the Trust are ran and as such must be satisfied that delegation takes place where appropriate.
- b. The Board receives appropriate reports on delegated matters and actions taken in its name to enable appropriate oversight.
- c. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is intended that this will achieve economies of scale as well as reducing the burden on the individual academies.
- d. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, Subcommittees, Trust Leads Group and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.
- e. Levels of delegation may reflect the circumstances of particular academies at the time of delegation. Academies with strong leadership and management will in general have a greater level of delegation than those with weaker leadership and management. Where a school falls into a Grade 4 Ofsted category, the Scheme may be suspended to allow for further investigation into the issues raised.
- f. Where academies are operating under a different Scheme than the one outlined in this document, this will be made clear on the policy cover sheet and the relevant version clearly displayed on the Trust and school websites. At present all academies are operating under the same Scheme.

### **Amendments**

1.7 The Scheme will be subject to formal review annually. However if the Board deems it appropriate, changes will be made in year.

1.8 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit; subject to complying with the legal requirements upon it.

1.9 As the Trust and the academies continue to develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):

- a. Changes may need to be made as a result of lessons learned and development of best practice;
- b. Where weaknesses develop in an academy's leadership and governance, or in other areas, the Board may need to intervene and remove delegations.

1.10 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. The Board's Committees and Local Governing Committees will be consulted prior to the annual update of the Scheme.



**2. Contents**

<b>Section</b>	<b>Areas Covered</b>
1 – 46	People and HR
47 – 74	Governance
75 – 95	Operations
96 – 107	Finance and Risk



## PEOPLE AND HR

No	Decision to be made	Authority delegated?	Trust Board	Executive Team	Headteacher	Local Governing Committee	Notes
Documentation							
1.	Agree terms and conditions of employment	Yes		Responsible	Consulted		Also consultation with unions via the Joint Consultative Committee
2.	Approve School Single Central Records	Yes		Consulted	Responsible		
3.	Approve Trust Single Central Record	Yes		Responsible			
Appointments							
4.	Executive Team & Governance Manager	No	Responsible	CEO to recommend			
5.	(Executive) Headteachers	No	Responsible	Recommend		Recommend	Executive Team & LGC Responsible in an emergency situation on an interim basis
6.	Central Services	Yes		Responsible			
7.	School staff (SLT)	Yes		Recommend	Responsible	Recommend	Governors to be included on all appointment panels.
8.	School staff (Other)	Yes		<i>Recommend</i>	Responsible	<i>Recommend</i>	Governors asked to be on appointment panels if required

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Consulted = Elements of the decision are discussed by this level (*italics indicates only in certain circumstances*)



No	Decision to be made	Authority delegated?	Trust Board	Executive Team	Headteacher	Local Governing Committee	Notes
Staffing Structures							
9.	Executive Team	No	Responsible	CEO to recommend			
10.	(Executive) Headteachers	No	Responsible	Recommend			
11.	Central Service	No	Responsible	Recommend			
12.	School structure	Yes		Responsible	Recommend	Consulted	Considered by People & Wellbeing Subcommittee
Performance Management							
13.	Chief Executive Officer	No	Responsible				
14.	Executive Team	Yes		CEO Responsible			
15.	Central Services	Yes		Responsible			
16.	(Executive) Headteachers	Yes		Responsible		Consulted	Consultation is with Chair of Local Governing Committee
17.	School staff	Yes			Responsible		

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Annual Pay Reviews							
18.	Chief Executive Officer	No	Responsible				Responsibility of Trust Board Pay Committee
19.	Executive Team	No	Responsible	CEO to recommend			Responsibility of Trust Board Pay Committee
20.	Central Services	Yes		Responsible			
21.	(Executive) Headteachers	Yes	Responsible	Recommend			Executive Team to recommend any changes to Individual School Range (ISR) for approval by Trust Board.
22.	School staff	Yes			Recommend	Responsible	Approval by Performance Management & Pay Subcommittee
Discipline and Suspension							
23.	Chief Executive Officer	No	Responsible				
24.	Executive Team	No	Responsible	CEO consulted			
25.	Central Services	Yes		Responsible			

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26.	(Executive) Headteachers	Yes		Responsible			
27.	School staff	Yes		Consulted	Responsible		
Dismissal							
28.	Chief Executive Officer	No	Responsible				
29.	Executive Team	No	Responsible	CEO consulted			
30.	Central Services	Yes		Recommend		Responsible	Panel of governors to make decision
31.	(Executive) Headteachers	No	Responsible	Recommend		Consulted	Consultation is with Chair of Local Governing Committee
32.	School staff	Yes		Consulted	Recommend	Responsible	Panel of governors to make decision
Appeals							
33.	CEO & Executive Team	No	Responsible				Trustees to form an independent appeal panel
34.	Central Services	Yes				Responsible	Governors to form an independent appeal panel

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35.	(Executive) Headteachers	No	Responsible				Trustees to form an independent appeal panel
36.	School staff	Yes				Responsible	Governors to form an independent appeal panel
Secondment							
37.	Chief Executive Officer	No	Responsible				
38.	Executive Team	No	Responsible	CEO to recommend			
39.	Central Services	Yes		Responsible			
40.	(Executive) Headteachers	No	Responsible	Recommend			
41.	School staff	Yes		Recommend	Responsible		
Variations to Contract (excluding pay review)							
42.	Chief Executive Officer	No	Responsible				
43.	Executive Team	No	Responsible	CEO to recommend			
44.	Central Services	Yes		Responsible			

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45.	(Executive) Headteachers	No	Responsible	Recommend			
46.	School staff	Yes		Consulted	Responsible		

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**GOVERNANCE**

No	Decision to be made	Authority delegated?	Member Board	Trust Board	Executive Team	Headteachers	Local Governing Committees & Subcommittees	Notes
People								
47.	Appoint or Remove Members	N/A	Responsible					
48.	Appoint or Remove Trustees	N/A	Responsible	Responsible				Members can appoint trustees. Trustees can co-opt trustees. All completed in line with the Trust's Articles of Association.
49.	Appoint Link Trustees	No		Responsible				In statutory / key areas as required
50.	Establish Local Governing Committees	No		Responsible		Recommend		
51.	Appoint or Remove Chairs & Vice Chairs of Local Governing Committees	No		Responsible	Recommend			In line with Local Governing Committee Terms of Reference
52.	Appoint or Remove Governance Professional to Trust Board and Committees	No		Responsible	Recommend			In line with Local Governing Committee Terms of Reference

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53.	Appoint or Remove Governance Professional to Local Governing Committees	Yes		Responsible	Recommend	Recommend		
54.	Appoint or Remove members of the Local Governing Committees	Yes			<i>Recommend</i>	Consulted	Responsible	In line with Local Governing Committee Terms of Reference Executive Team part of the appointment process for Community Governors
55.	Appoint Link Governors	Yes				Consulted	Responsible	In line with Local Governing Committee Terms of Reference
56.	Ensure election of at least two parent members of each Local Governing Committee	Yes					Responsible	Trust Board to appoint only if vacancies remain unfilled, in line with the Trust's Articles of Association.
Structure								
57.	Approve amendments to the Articles of Association	N/A	Responsible	Recommend	Recommend			

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58.	Approve amendments to the Trust name	N/A	Responsible	Recommend	Recommend			
59.	Dissolve the Trust	N/A	Responsible					In conjunction with the Department for Education
60.	Establishing and maintaining a subsidiary company or linked charity	No		Responsible	Recommend			
61.	Approve new academies and free schools joining the Trust	No		Responsible	Recommend			In conjunction with the Regional Schools Commissioner
62.	Approve Trust merger	No		Responsible	Recommend			In conjunction with the Regional Schools Commissioner
63.	Approve Trust governance structure	No		Responsible	Recommend	Consulted	Consulted	Complete annually
64.	Approve committee and subcommittee Terms of Reference	No		Responsible	Recommend	Consulted	Consulted	Complete annually
65.	Approve Scheme of Delegation	No		Responsible	Recommend	Consulted	Consulted	Complete annually

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66.	Approve committee Schedules of Business	No		Responsible	Recommend			Complete annually
67.	Approve Local Governing Committee and subcommittee Schedules of Business	Yes			Responsible	Consulted	Consulted	Complete annually
68.	Approve Trust Vision and Ethos	No		Responsible	Recommend			
69.	Approve Trust Equality Objectives and Equality Statement	No		Responsible	Recommend			
70.	Approve Trust Strategic Objectives, Key Performance Indicators and Trust Development Plan	No		Responsible	Recommend			
71.	Approve new collaboration and partnerships agreements	No		Responsible	Recommend		<i>Recommend</i>	Local Governing Committee to recommend school level agreements
Reporting								
72.	Approve governance arrangements on Trust and school websites	Yes			Responsible			Governance Professionals (Trust

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								and school) to review annually
73.	Approve ESFA required reports and returns	No		Responsible	Recommend			
74.	Establish and maintain a subsidiary company or linked charity	No		Responsible	Recommend			

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**OPERATIONS**

No	Decision to be made	Authority delegated?	Trust Board	Executive Team	Headteachers	Local Governing Committees & Subcommittees	Notes
Key Documents							
75.	Approve School Strategic Objectives, Key Performance Indicators and School Improvement Plan	Yes		Responsible	Recommend	Consulted	
76.	Approve School Vision and Ethos Statements	Yes		Responsible	Recommend	Consulted	
77.	Approve School Equality Objectives	Yes			Recommend	Responsible	Scrutinised by the Curriculum & Standards Subcommittee.
78.	Approve School Accessibility Plan	Yes			Recommend	Responsible	
79.	Approve School SEND Information Report	Yes			Recommend	Responsible	
80.	Approve the Trust Site Strategy and Development Master Plan	No	Responsible	Recommend			
81.	Approve the Trust Health and Safety Performance Report	No	Responsible	Recommend			

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No	Decision to be made	Authority delegated?	Trust Board	Executive Team	Headteachers	Local Governing Committees & Subcommittees	Notes
82.	Approve statements to the press	Yes		Responsible			
<b>Admissions &amp; Exclusions</b>							
83.	Approve admissions consultations	Yes		Recommend	Recommend	Responsible	To include statutory admissions consultations as required.
84.	In-year school admissions decisions	Yes		Recommend	Recommend	<i>Responsible</i>	Either the School Admissions Committee or Local Authority make decisions on In-Year applications, depending upon the school.
85.	Admission appeals	Yes				<i>Responsible</i>	Either the School Admissions Committee or Local Authority hear appeals, depending upon the school.
86.	Pupil suspensions and exclusions	Yes		<i>Recommend</i>	Responsible		In line with DfE's 'School suspensions and permanent exclusions' guidance. Executive Team involved in exclusions
87.	Review of pupil suspensions and exclusions	Yes				Responsible	In line with DfE's 'School suspensions and permanent exclusions' guidance.
<b>Curriculum</b>							
88.	Approve outcome and progression targets	Yes		Recommend	Recommend	Responsible	Approval by Curriculum & Standards Subcommittee.

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89.	Approve Pupil Premium, PE and Sport Premium and Catch Up Premium statements	Yes			Recommend	Responsible	
General							
90.	Approve off site visits	Yes			Responsible		
91.	Approve school session and terms dates	Yes		Responsible	Recommend		
92.	Approve the management of community and after school provisions	Yes			Responsible	Consulted	

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**FINANCE & RISK**

No	Decision to be made	Authority delegated?	Member Board	Trust Board	Executive Team	Headteachers	Local Governing Committees & Subcommittees	Notes
93.	Appoint and remove external auditors	No	Responsible	Recommend	Recommend			Supported by Audit Committee
94.	Approve Annual Report and Financial Statements	No		Responsible	Recommend			Member Board to receive copies
95.	Appoint internal auditors	No		Responsible				Supported by Audit Committee
96.	Approve scheme of financial delegation	No		Responsible	Recommend			Supported by Audit Committee  See Appendix A 'The Dean Trust Financial Scheme of Delegation'
97.	Approve annual and three year Trust Budget Plan	No		Responsible	Recommend			Supported by Audit Committee
98.	Approve annual and three year School Budget Plan	No		Responsible	Recommend	Recommend	Recommend	Scrutinised by Finance and Risk Subcommittee
99.	Monitor Trust Budget	No		Responsible				Supported by Audit Committee

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100.	Approve severance payments of school and Trust staff, except Executive Team & Headteachers	Yes			Responsible			In line with ESFA approval limits
101.	Approve severance payments of Executive Team & Headteachers	No		Responsible	CEO to Recommend			In line with ESFA approval limits
102.	Approve severance payment of CEO	No		Responsible				In line with ESFA approval limits
103.	Approve Trust Risk Register	No		Responsible	Recommend			Supported by Audit Committee
104.	Approve School Risk Register	Yes			Recommend	Recommend	Responsible	Scrutinised by Finance and Risk Subcommittee and approved by Local Governing Committee
105.	Approve contracts for school lettings	Yes			Recommend	Responsible		
106.	Approve related-party transactions (school)	No		Responsible	Recommend	Recommend	Recommend	Consideration and local approval by Finance and Risk Subcommittee.

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								Submitted to ESFA in line with guidance.
107.	Approve related-party transactions (Trust)	No		Responsible	Recommend			Supported by Audit Committee. Submitted to ESFA in line with guidance.

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### Appendix A – The Dean Trust Financial Scheme of Delegation

Transaction	Value £	Delegated Authority
<b>Approving orders - School</b>	Up to £10,000	Budget Holder
	£10,000 - £25,000	Budget Holder & SLT
	£25,000 - £50,000	SLT
	Over £50,000	Finance and Risk Subcommittee
<b>Approving orders - Trust</b>	Up to £10,000	Budget Holder
	£10,000 - £50,000	Budget Holder & CFO
	Over £50,000	Executive Team
<b>Bad Debt write off</b>	Up to £500	Finance and Risk Subcommittee (School) Chief Financial Officer (Trust) Reported to Audit Committee
	Over £500	Reviewed by Audit Committee, approved by Trust Board
<b>Budget Adjustments which balance</b>	Up to £5,000	School Finance Lead or Group Finance Manager or Hub Finance Director or Chief Finance Officer

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Transaction	Value £	Delegated Authority
	Between £5,000 and £10,000	Group Finance Manager or Hub Finance Director or Chief Finance Officer
	Over £10,000	Chief Finance Officer
	Over £20,000	Finance and Risk Subcommittee
<b>Budget Adjustments which increase/reduce overall budget position</b>	Up to £20,000	Chief Finance Officer, reporting information to Finance and Risk Subcommittee
	Over £20,000	Finance and Risk Subcommittee
<b>Disposal of assets - Land and Building</b>	Up to £20,000	Trust Board
	Over £20,000	Trust Board and ESFA
<b>Disposal of other assets</b>	Unlimited	Chief Finance Officer, reporting details to Finance and Risk Subcommittee
<b>Capital Spending Projects</b>	Up to £100,000	Finance and Risk Subcommittee
	Over £100,000	Full Local Governing Committee

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