



The Duston Education Trust Scheme of Delegation

Date: December 2024

Review date: September 2025

Introduction

The Scheme of Delegation (known as the SoD hereafter) sets out the delegated powers between the different bodies involved in the governance and operation of The Duston Education Trust (TDET). The different bodies are:

- Board of Trustees (BoT)
- Principal and Accounting Officer
- Chief Financial Officer (CFO/ Business Manager)
- Resources and Audit committee (R&A)
- Secondary Phase committee (SPC)
- Primary Phase committee (PPC)
- Members

The delegated powers are broken down into different levels in line with TDET's principles of governance, leadership and operations. The delegated autonomy for individual bodies is aligned with the need for TDET to fulfil its charitable and corporate responsibilities to the Department for Education (DfE), Education Skills Funding Agency (EFSA), Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed as:

- A = Accountable (statutory obligation and answerability)
- C = Consulted (discussion with before action taken and/or seek advice where appropriate)
- I = Informed (notified)
- R = Responsible (duty to complete and/or implement action/document)
- S = Support (provide assistance)

The scheme should be read in conjunction with:

- Academy Trust Handbook
- Governance
- TDET articles of association
- The terms of reference for the relevant committees
- The job roles for the positions referenced





	Area of	Delegation						
	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
				Manager	Audit Committee	Committee	Committee	
Vision, strategy & strategic objectives	Setting TDET's vision, strategy and strategic objectives	Accountable for setting and regularly reviewing TDET's overall vision, culture and values Responsible for approving Trust level vision and strategic objectives.	Responsible for implementing the vision and strategic objectives across the SAT.	Responsible for implementing the vision and strategic objectives across the SAT.				Informed of the TDET's vision, culture and values.
	Lead on the school's communications strategy (aligned to TDET's vision and values)	Accountable for overall communication strategies, Support the Principal in media relations and crisis communications.	Responsible for meeting statutory requirements in communication. Responsible for providing advice/ guidance on media communications and ensuring consistency. Responsible for managing crisis communications and	Responsible for meeting statutory requirements in communication. Responsible for providing advice/ guidance on media communications and ensuring consistency. Responsible for managing crisis communications and reputational risk.				





		reputational risk.					
Determine the scope of shared services to be delivered by TDET	Accountable for approving and setting the overall Trust budget and allocation to central/ shared services.	Support to the CFO in developing economies of scale across the Trust .	Responsible for reviewing and recommending economies of scale across the Trust that offer value for money through shared	Consulted with regarding setting the budget and allocation to central/ shared services.			
Consider requests from schools to join TDET leading on due diligence processes as required	Accountable for the setting process and ensuring due diligence completed.	Responsible for developing process and undertaking due diligence review/ evaluating findings.	Responsible for developing process and undertaking due diligence review/ evaluating findings.				
Promote equality, diversity and tolerance amongst staff and pupils	Accountable for ensuring compliance with all relevant legislation. Responsible for monitoring equalities compliance. Responsible for approving the Trust's Equality Objectives.	Responsible for promoting equality, diversity and tolerance amongst all staff and pupils and ensuring policies comply with equalities legislation. Responsible for proposing the Equality	Responsible for promoting equality, diversity and tolerance amongst all staff and pupils and ensuring policies comply with equalities legislation. Responsible for proposing the Equality	Responsible for promoting equality, diversity and tolerance amongst all staff and pupils and ensuring policies comply with equalities legislation.	Responsible for promoting equality, diversity and tolerance amongst all staff and pupils and ensuring policies comply with equalities legislation.	Responsible for promoting equality, diversity and tolerance amongst all staff and pupils and ensuring policies comply with equalities legislation.	





			Objectives to the Trust Board.	Objectives to the Trust Board.				
	Set and approve amendments to TDS's admissions policy	Accountable for ensuring that the school's admissions policy is established. Responsible for approving the school's admissions policy.	Responsible for proposing the admissions policy to the BoT. Support senior leaders in developing the admissions policies.	Support the Principal and senior leaders in developing the admissions policies.	Informed of policy renewal	Consulted over any changes to the admissions policy	Consulted over any changes to the admissions policy.	
	Area of	Delegation	policies.					
Governance	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
				Manager	Audit Committee	Committee	Committee	
	Governance	Accountable for	Responsible for	Support the	Consulted over	Consulted over	Consulted over	Informed of
	structure for	establishing and	developing the	Principal in	any changes to	any changes to	any changes to	changes to
	TDET	approving a	scheme of	developing the	the governance	the governance	the governance	the
		governance	delegation,	scheme of	framework,	framework,	framework,	governance
		framework	governance	delegation,	scheme of	scheme of	scheme of	structure.
		including:	handbook,	governance	delegation and	delegation and	delegation and	
		- Establishing	terms of	handbook, terms	terms of	terms of	terms of	
		board committees	references and	of reference and	references.	references.	references.	
		to meet statutory	policy	policy	Informed of	Informed of	Informed of	
		requirements.	framework.	framework.	responsibilities	responsibilities	responsibilities	
		- Establishing and	Responsible for	Responsible for	under scheme of	under scheme of	under scheme of	
		approving a	delivering	delivering	delegation	delegation.	delegation.	
		scheme of	delegations.	delegations.	Responsible for	Responsible for	Responsible for	
		delegation/ terms			delivering	delivering	delivering	
		of references			delegations.	delegations.	delegations.	
		- Creating and						
		approving the						





	governance						
	handbook.						
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Articles of	Responsible for	Consulted on	Consulted on	Consulted on	Consulted on	Consulted on	Accountable
Association	reviewing and	proposed	proposed	proposed	proposed	proposed changes	for approving
	recommending	changes to the	changes to the	changes to the	changes to the	to the articles.	the changing
	any changes to the	articles.	articles.	articles.	articles.	Support the BoT	of the articles.
	articles to the	Support the BoT	Support the BoT	Support the BoT	Support the BoT	in implementing	
	Members.	in implementing	in implementing	in implementing	in implementing	changes to the	
	Accountable for	changes to the	changes to the	changes to the	changes to the	articles.	
	complying with	articles.	articles.	articles.	articles.		
	the articles.						
Trustees	Responsible for	Consulted on	Consulted on the	Informed of	Informed of	Informed of	Responsible
	the appointment/	the recruitment	recruitment	relevant	relevant	relevant	for the
	removal of co-	process of	process of	appointments.	appointments.	appointments.	appointment
	opted trustees.	potential	potential trustees				of Member
	Responsible for	trustees and	and relevant				appointed
	recommending the	relevant	appointments.				trustees.
	removal of	appointments.	Informed of role				
	Member	Consulted on	description and				
	appointed trustees	role description	skills gaps.				
	to the Members.	and skills gaps.	Support the BoT				
	Accountable for	Support the BoT	by delivering				
	the overall	by delivering	where				
	membership of the	where	appropriate				
	BoT including	appropriate	suitable training				
	identifying and	suitable training	and development				
	monitoring the	and	provision.				
	skills and	development	provision.				
	competencies of	provision.					
	trustees.	provision.					
BoT Committee	Responsible for	Consulted on	Consulted on	Responsible for	Responsible for	Responsible for	
Members	appointing/	relevant	relevant	appointing Chair	appointing Chair	appointing Chair	
iviembers							
	removing	appointments.	appointments.	of committee.	of committee.	of committee.	





Govern Profess the Bo	responsible for appointment of Governance Professional in accordance with the Articles and Academy Trust	Consulted on relevant appointments/ removals. Support the board in recruitment process.	Informed of appointment/ removal of members of the committee. Support the board in recruitment process.	Informed of appointment/ removal of members of the committee.	Informed of appointment/ removal of members of the committee.	Informed of appointment/ removal of members of the committee.	Informed of the appointment of the Governance Professional.
monito statuto policies with th scheme delegar	s in line policies. Responsible for monitoring school policies in accordance with the scheme of delegation and terms of references.	Responsible for creating and recommending statutory school policies. Responsible for ensuring the implementation of school policies. Responsible for website compliance and monitoring of the policy schedule.	Responsible for creating and recommending statutory school policies. Responsible for ensuring the implementation of school policies. Responsible for website compliance and monitoring of the policy schedule.				
Monito compli policies	iance with ensuring the			Responsible for monitoring	Responsible for monitoring	Responsible for monitoring	





	monitoring of			relevant policy	relevant policy	relevant policy	
	policy compliance.			compliance.	compliance.	compliance.	
Auditing and	Accountable for	Responsible for	Support CEO/	Responsible for	Responsible for	Responsible for	
reporting	overseeing the	meeting and	Principal in	supporting any	supporting any	supporting any	
against	statutory	implementing	meeting	investigation/	investigation/	investigation/	
statutory	requirements	statutory	statutory	actions in	actions in	actions in	
regulations and	around data	requirements	requirements	response in event	response in event	response in event	
matters of	protection,	around data	around data	of a data breach.	of a data breach.	of a data breach.	
compliance	information	protection and	protection and				
	sharing, freedom	security.	security.				
	of information.	Responsible for	Support CEO/				
	Responsible for	determining and	Principal in				
	supporting any	implementing a	determining a				
	investigation/	Data Protection	Data Protection				
	actions in	Policy.	Policy.				
	response in event	Responsible for	Support CEO/				
	of a data breach	providing and	Principal in				
		implementing	providing data				
		data protection	protection				
		guidelines and	guidelines and				
		standards;	standards;				
		oversee	oversee network				
		network	approach to data				
		approach to	protection				
		data protection	controls.				
		controls.	Support CEO/				
			Principal in				
			response in event				
			of a data breach.				
Area of	Delegation						
Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
			Manager	Audit Committee	Committee	Committee	





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Quality of	Evaluate and	Accountable for	Responsible for	Responsible for			
Education	report on	the school	setting,	setting,			
	progress against	development plan	implementing,	implementing,			
(including	the school's	and it's priorities.	delivering	delivering against			
outcomes)	strategic	Responsible for	against	milestones and			
	priorities	setting	milestones and	reporting on			
		workstream	reporting on	progress.			
		priorities and	progress.				
		monitoring					
		priorities.					
	Present an up-	Accountable for	Responsible for	Responsible for			
	to-date Self	overall approach	overall self-	overall self-			
	Evaluation	and approval.	evaluation/	evaluation/			
	document in the	Responsible for	assessment	assessment			
	agreed format	review and	report and	report and			
		approval of	identification of	identification of			
		relevant sections.	priorities to	priorities to			
			inform	inform			
			improvement	improvement			
			plan.	plan.			
	Agree, monitor	Accountable for	Responsible for	Support the CEO/	Responsible for	Responsible for	
	and report on	the overall quality	the overall	Principal	the quality of	the quality of	
	progress against	of education.	quality of	preparing data to	education at	education at	
	TDET key	Responsible for	education	inform target	secondary phase	secondary phase	
	outcomes for all	monitoring,	including	setting.	level.	level.	
	pupils	reviewing and	holistic		Responsible for	Responsible for	
		agreeing	outcomes and		individual pupil's	individual pupil's	
		appropriate	the		education,	education,	
		educational	performance		outcomes and	outcomes and	
		targets.	management of		achieving	achieving primary	
			school leaders.		secondary phase	phase level	
					 level targets.	targets.	





Discharge duties in respect of pupils with SEND	Accountable for ensuring compliance with SEND legislation. Responsible and accountable for appointing a SEND link trustee and reviewing the SEND policy.	Responsible for reviewing how the school implements the SEND strategy and for proposing the SEND policy. Responsible for development of the school SEND	Support the CEO/ Principal in reviewing how the school implements the SEND strategy and policy.	Support with the compliance with SEND legislation and the implementation of the SEND policy in school.	Support the phase senior leaders and CEO/ Principal in preparing data to inform target setting. Consulted for compliance with SEND legislation and the implementation of the school SEND policy in the secondary phase.	Support the phase senior leaders and CEO/Principal in preparing data to inform target setting. Consulted for compliance with SEND legislation and the implementation of the school SEND policy in the primary phase.
Provision of pupil well-being programmes throughout the academic year	Accountable for supporting and overseeing good mental health and well-being across the school in accordance with legislation and/or best practice.	Responsible for proposing, implementing and monitoring the school approach to pupil health and well-being.			Informed of secondary phase approach to well-being and of any pupil evidence of attitudes to wellbeing.	Informed of primary phase approach to well-being and of any pupil evidence of attitudes to wellbeing.
Ensure a school wide safeguarding structure is in	Accountable for ensuring that safeguarding complies with	Responsible for creating and implementing the school	Support the BoT in monitoring and ensuring compliance with		Support the implementing of safeguarding policies at	Support the implementing of safeguarding policies at





place including	statutory guidance	safeguarding	safeguarding	secondary phase	secondary phase	
the	and Keeping	policies and	across the Trust	level and	level and ensuring	
appointment of	Children Safe in	proposing to the	including	ensuring that	that safeguarding	
a Designated	Education.	ВоТ.	commissioning	safeguarding	complies with	
Safeguarding	Responsible for	Responsible for	external audits as	complies with	school policies	
Lead (DSL) and	appointing a	the	appropriate.	school policies	and statutory	
Safeguarding	safeguarding link	appointment of		and statutory	guidance,	
link trustee;	trustee to attend	a DSL.		guidance,	including the	
policy	the DSL meetings	Responsible for		including the	appointment of a	
framework and	and to report to	reviewing the		appointment of a	DSL.	
annual external	the board.	implementation		DSL.		
audits for all	Responsible for	and				
schools.	scrutinising and	effectiveness of				
	determining the	safeguarding				
	school	practices and				
	safeguarding	policies				
	policies including	Support the BoT				
	child protection,	in monitoring				
	safer recruitment,	and ensuring				
	prevent, peer on	compliance with				
	peer abuse,	safeguarding				
	gender issues and	across the				
	allegations made	school including				
	against staff.	commissioning				
	Responsible for	external audits				
	reviewing	as appropriate.				
	implementation	Informed of				
	and effectiveness	safeguarding				
	of safeguarding	complaints,				
	practices and	referrals and				
	policies.	training within				
	Informed of	the school.				
	safeguarding					





complaints, referrals and training within the school. Determine the school School Scrutinising the performance and risks. Determine the school Scrutinising the Performance and risks. Determine the school Scrutinising the Performance and risks. Determine the school Scrutinising the Performance and risks. Responsible for preparing the RR for preparing the RR for presentation to to the BoT and for identifying key risks. Determine the school. Responsible for preparing the RR for presentation to to the BoT and for identifying key risks.	
training within the school. Determine the school School Determine the school School School Performance Accountable for scrutinising the performance and risks. Responsible for preparing the RR for preparing the and identifying key risks for exception Responsible for preparing the RR for presentation to to the BoT and for identifying BoT in identifying Responsible for sharing key information that may support the BoT and for identifying BoT in identifying	
Determine the school scrutinising the performance and risks. School scrutinising the performance and risks. School scrutinising the performance and risks. School scrutinising the preparing the RR for presentation to to the BoT and to the BoT and for identifying bot in identifying the presentation to the BoT and to the BoT in identifying bot in ide	
Determine the school performance and risks. Accountable for scrutinising the performance and risks for exception Responsible for preparing the preparing the RR for presentation to the BoT and for identifying BoT in identifying may support the BoT in identifying between the BoT in identifying BoT	
school performance and risks. school performance and risks. scrutinising the RR Risk Register (RR) and identifying key risks for exception and risks. scrutinising the RR RR for preparing the RR for presentation to to the BoT and for identifying BoT in identifying scrutinising the RR for preparing the RR for presentation to to the BoT and for identifying scrutinising the RR for preparing the RR for preparing the RR for presentation to to the BoT and for identifying scrutinising the RR for preparing the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the BoT and for identifying scrutinising the RR for presentation to the RR for presenta	
performance and risks. Risk Register (RR) RR for for presentation and identifying key risks for exception the BoT and for for identifying BoT in identifying and identifying solution.	
and risks. and identifying key risks for exception to the BoT and for identifying BoT in identifying BoT in identifying BoT in identifying	
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risks for exception the BoT and for for identifying BoT in identifying	
reporting by the lidentifying key key risks key risks	
reporting by the fluctitifying Rey Frey Hors. Frey Hors.	
CEO/Principal and risks. Responsible for	
CFO/ Business approving the	
Manager. school risk	
strategy.	
Area of Delegation	
Popposibility Popposition of the	
Board of Trustees Principal CFO/ Business Resources & Secondary Phase Primary Phase Wern	embers
Manager Audit Committee Committee Committee	
Establish and Accountable for Accountable for Responsible for Responsible for Informed of the Informed of the	
review financial ensuring that the ensuring that ensuring that the informing the BoT financial controls financial controls	
scheme of financial the financial financial of the applicable at the applicable at the	
delegation procedures procedures requirements of secondary phase secondary phase	
(SoD) manual is manual us manual is the financial level. level.	
compliant with the updated and updated and staff procedures	
Academy Trust staff abide by abide by the manual for	
Handbook. the directives. directives. recommending	
adoption.	
External Accountable and Responsible for Responsible for Support Informed of Informed of	
auditors responsible for identifying and conducting evaluation and appointment of appointment of	
recommending proposing tenders to appointment of External Auditors. External Auditors.	
appointment of External appoint External External Auditors.	
appointment of External appoint External External Auditors. External Auditors Auditors to the Auditors. Responsible for	





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	embers of Responsible for	Responsible for	reports from			
TDET.	evaluation of	working with	External Auditors			
	effectiveness of	External Auditors	and ensuring any			
	External	and completing	audit points are			
	Auditors.	annual audits.	actioned.			
	Responsible for					
	implementing					
	any action.					
Delivery of Accounta	able for Responsible for	Responsible for	Support through			
budget plan to approving	g and ensuring that all	developing the	detailed budget			
support both setting the	ne overall statutory	school budget	review.			
Trust and school Trust bud	dget. financial	and				
key priorities	documents are	recommending to				
	completed and	the BoT.				
	approved.	Responsible for				
	Responsible for	submitting the				
	ensuring that	Trust budget to				
	the school is	the ESFA				
	prepared for	following				
	budget	approval.				
	meetings and	Responsible for				
	ensure that the	submitting all				
	CFO is aware of	statutory				
	the school's	financial				
	priorities for the	documents to the				
	year ahead.	ESFA following				
		board approval.				
Ensure best Accounta	able for Responsible for	Responsible for	Responsible for	Informed of	Informed of	
value through procuren	nent in reviewing	establishing	oversight of	secondary phase	primary phase	
effective line with	procurement	procurement	procurement	contracts.	contracts.	
procurement regulatio	ns. procedures set	framework and	activity to			
processes and	by the CFO.	policies in line	monitor			
contract		with regulations.				





assessment (inc.		Responsible for	Responsible for	compliance with			
educational,		school level	running	regulations.			
commercial and		procurement in	compliant				
contractual		line with Trust	procurement				
legal advice)		procedures and	exercises.				
		liaison with CFO	Support the				
		in establishing	school in				
		any new	arranging local				
		contracts.	level contracts.				
Directs the Trust	Accountable for	Responsible for	Responsible for	Responsible for	Support the BoT	Support the BoT	
programme of	approval and	establishing,	establishing,	identifying the	and/or the school	and/or the school	
internal scrutiny	oversight of	monitoring and	monitoring and	area for review	in the required	in the required	
	internal and	reviewing the	reviewing the	from the RR and	area of internal	area of internal	
	external scrutiny	school internal	school internal	to inform the	and external	and external	
	within the school	and external	and external	ВоТ.	scrutiny.	scrutiny.	
	and ensuring	scrutiny	scrutiny				
	compliance with	programme and	programme and				
	ESFA	reporting to the	reporting to the				
	requirements.	BoT and the	BoT and the				
		ESFA.	ESFA.				
		Responsible for					
		supporting the					
		CFO in the					
		required area of					
		scrutiny.					
Submit annual	Accountable for	Responsible for	Responsible for	Responsible for	Informed of the	Informed of the	Responsible
report and	approving and	preparing and	preparing and	detailed review of	outcome of the	outcome of the	for receiving
accounts,	delivering Trust	delivering the	delivering the	annual report and	annual audit and	annual audit and	the annual
including	annual report and	annual report	annual report	auditor's report.	financial outturn	financial outturn	report and
accounting	accounts with	and accounts to	and accounts to		position.	position.	accounts.
policies, signed	regard to	recommend to	recommend to				
statement on	consolidation	the BoT for	the BoT for				
regularity,		approval.	approval.				





propriety an	·	Responsible for				
compliance	by DfE.	ensuring to the				
incorporatin	g	BoT that the				
governance		Trust is				
statement		compliant with				
demonstrati	ng	the Academy				
value for mo	oney	Trust Handbook				
		and the funding				
		agreement.				
		Support the				
		CFO at school				
		level to collate				
		the evidence				
		required to				
		support the				
		preparation of				
		the report.				
Plan, manag	e Accountable for	Responsible for	Responsible for	Responsible for		
and monitor	ensuring monthly	ensuring that	producing	review of detailed		
monthly	management	the CFO	management	management		
expenditure	and accounts are	prepares	accounts and	accounts		
financial rep		accurate	reporting to the	monitoring.		
and identify	reviewed by the	management	ВоТ.	Responsible of		
actual or	BoT in line with	accounts and	Responsible for	oversight through		
potential ite	ms the annual	reports	managing and	detailed review of		
of budget	meeting	effectively to	reporting on cash	cash position.		
overspend/	programme.	the BoT.	and going			
underspend	. Accountable for	Responsible for	concern position.			
	ensuring the Trust	working with	•			
	maintains a strong	the CFO to				
	cash position and	monitor actual				
	to ensure it is	spend v budget				
	going concern.	at school level.				





		Responsible for the appointment of a finance Trustee and for scrutinising the accounts to ensure that the school has sufficient resource.	Responsible through effective financial management at school level.				Scirc	
	Area of	Delegation						
	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
Staff & HR	Agree the	Responsible for	Responsible for	Manager Responsible for	Audit Committee Consulted on	Committee	Committee	
	school staffing	approving the	ensuring the	ensuring that	staffing			
(Structure)	structure	overall staffing	school staffing	proposed staffing	structures and			
		structure of the	and overall	structures are	proposed			
		school/Trust and	leadership	financially sound	changes.			
		to ensure that	structure is	and ensure that				
		reviews of	reviewed	the Trust is a				
		leadership	regularly and	going concern.				
		structure maintain	presented to					
		financial	the BoT for					
		sustainability.	approval.					
			Responsible for					
			ensuring that proposed					
			staffing					
			structures are					
			financially					
			sound and					
			ensure that the					
			Trust is a going					
			concern.					





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Staff & HR (Recruitment	Area of Responsibility Leadership (CEO/CFO);	Delegation Board of Trustees Accountable for ensuring all	Responsible for working with the CFO to prepare annual staffing structures to inform budget planning and changes to staffing structure are reported on. CEO/ Principal Responsible for ensuring that all	CFO/ Business Manager Responsible for ensuring that all	Resources & Audit Committee Support the BoT with policy	Secondary Phase Committee	Primary Phase Committee	Members
Termination)	Head of School: appoint/ remove School level:	processes are in line with statutory requirements. Accountable and Responsible for appointing CEO/Principal and CFO/Business Manager. Accountable for	processes are compliant with up-to-date requirements.	processes are compliant with up-to-date requirements.	development and implementation as required. Responsible for the review of relevant policies and processes. Responsible for			
	appoint/ remove	ensuring all processes are in line with statutory requirements. Accountable for the review of	ensuring that all processes are compliant with up-to-date requirements. Responsible for ensuring that	ensuring that all processes are compliant with up-to-date requirements. Responsible for ensuring that	policy development and implementation as required.			





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		relevant policies and processes. Responsible for support with the recruitment of staff at school level where appropriate.	policies are recommended for approval by the BoT.	policies are recommended for approval by the BoT.				
	Area of	Delegation						
Staff & HR (Appraisal/	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
Pay)	Executive (CEO): appraisal	Accountable for approving CEO/ Principal remuneration and executive remuneration with agreed approach.	Responsible for ensuring that the BoT has the relevant information to review performance.	Informed of relevant pay renumeration. Responsible for ensuring all pay uplifts are processed.	Responsible for reviewing pay and remuneration of CEO/ Principal with recommendation to BoT approval.			
	Senior Leaders (CFO/ Head of School)	Accountable for agreeing Senior Leader renumeration within agreed approach.	Responsible for ensuring pay review across the Trust take place in accordance with procedures and for recommending par/ renumeration reviews.	Responsible for ensuring that the CEO/ Principal has the relevant information to review performance. Responsible for ensuring all pay uplifts are processed.	Responsible for reviewing pay and renumeration of Senior Leaders with recommendation to BoT approval.	Consulted over the Senior Vice Principals appraisal.	Consulted over the Head of School appraisal.	





	Teachers and	Accountable for	Responsible for	Responsible for	Responsible for	Informed that	Informed that the	
	support staff:	HR policies and	ensuring pay	ensuring that the	reviewing pay	the appraisal	appraisal process	
	appraisal and	implementation in	reviews across	Principal has the	and	process is	is complete.	
	related pay	accordance with	the Trust/	relevant	renumeration of	complete.		
	increase	statutory	school level take	information to	staff with			
		requirements.	place in	review	recommendation			
			accordance with	performance.	to BoT approval.			
			procedures and	Responsible for				
			for	ensuring pay				
			recommending	reviews across				
			pay/	the Trust take				
			renumeration	place in				
			reviews.	accordance with				
				procedures and				
				for				
				recommending				
				pay/				
				renumeration				
				reviews.				
	Area of	Delegation						
Staff & HR	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
(Policies)				Manager	Audit Committee	Committee	Committee	
(* 5 5 7	HR policies,	Accountable for	Responsible for	Responsible for	Support the BoT	Support the	Support the	
	including	HR policies and	overseeing and	overseeing and	in	implementation	implementation	
	appraisal, pay,	implementation in	approving HR	implementing HR	implementation	of HR policies at	of HR policies at	
	disciplinary,	accordance with	policies or	policies or	requirements of	phase level.	phase level.	
	grievance,	statutory	referring these	referring these to	HR policies.			
	capability,	requirements.	to the BoT as	the BoT as				
	absence		appropriate.	appropriate.				
	management,		Responsible for					
	flexible working,		compliance with					
	safer		HR policies at					
	recruitment and		school level.					





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	other HR							
	policies as							
	considered							
	appropriate							
	Area of	Delegation						
Estates	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
Litates				Manager	Audit Committee	Committee	Committee	
	Maintain a	Accountable for	Responsible for	Responsible for	Responsible for			
	central property	compliance with	oversight of	collating and	reporting into the			
	asset register,	the Academy	asset register	maintaining a	BoT and ensuring			
	including asset	Handbook in	management.	Trust asset	compliance with			
	evaluation	relation to assets.	Responsible for	register and	the Academy			
			notifying CFO of	ensuring	Trust Handbook			
			updates to the	evaluations are	in relation to			
			asset register	undertaken and	assets.			
			and providing	depreciation				
			evidence	policies applied.				
	Maintain school	Accountable for	Responsible for	Responsible for				
	premises for	approving estate	the	the management				
	routine	strategy.	management of	of the estate and				
	condition,		the estate and	PFI contract.				
	repair and		PFI contract.					
	decoration							
	utilising the							
	school budget							
	and devolved							
	formula capital							