

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 Responsibility	Delegation						Members
		Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase 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 services.	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.	
Governance	Area of Responsibility	Delegation						
		Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
	Governance structure for TDET	Accountable for establishing and approving a governance framework including: - Establishing board committees to meet statutory requirements. - Establishing and approving a scheme of delegation/ terms of references - Creating and approving the	Responsible for developing the scheme of delegation, governance handbook, terms of references and policy framework. Responsible for delivering delegations.	Support the Principal in developing the scheme of delegation, governance handbook, terms of reference and policy framework. Responsible for delivering delegations.	Consulted over any changes to the governance framework, scheme of delegation and terms of references. Informed of responsibilities under scheme of delegation Responsible for delivering delegations.	Consulted over any changes to the governance framework, scheme of delegation and terms of references. Informed of responsibilities under scheme of delegation. Responsible for delivering delegations.	Consulted over any changes to the governance framework, scheme of delegation and terms of references. Informed of responsibilities under scheme of delegation. Responsible for delivering delegations.	Informed of changes to the governance structure.

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

		members of any board committees.	Consulted on relevant appointments/removals.	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 appointment/removal of members of the committee.	
	Governance Professional for the BoT	Accountable and responsible for appointment of Governance Professional in accordance with the Articles and Academy Trust Handbook.	Support the board in recruitment process.	Support the board in recruitment process.				Informed of the appointment of the Governance Professional.
	Determine and monitor statutory school policies in line with the scheme of delegation and policy schedule	Accountable for determining statutory school 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.				
	Monitor compliance with policies	Accountable for ensuring the			Responsible for monitoring	Responsible for monitoring	Responsible for monitoring	

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

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

						Support the phase senior leaders and CEO/ Principal in preparing data to inform target setting.	Support the phase senior leaders and CEO/ Principal in preparing data to inform target setting.	
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 Information Report	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.	Consulted for compliance with SEND legislation and the implementation of the school SEND policy in the secondary phase.	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		

	<p>place including the appointment of a Designated Safeguarding Lead (DSL) and Safeguarding link trustee; policy framework and annual external audits for all schools.</p>	<p>statutory guidance and Keeping Children Safe in Education. Responsible for appointing a safeguarding link trustee to attend the DSL meetings and to report to the board. Responsible for scrutinising and determining the school safeguarding policies including child protection, safer recruitment, prevent, peer on peer abuse, gender issues and allegations made against staff. Responsible for reviewing implementation and effectiveness of safeguarding practices and policies. Informed of safeguarding</p>	<p>safeguarding policies and proposing to the BoT. Responsible for the appointment of a DSL. Responsible for reviewing the implementation and effectiveness of safeguarding practices and policies Support the BoT in monitoring and ensuring compliance with safeguarding across the school including commissioning external audits as appropriate. Informed of safeguarding complaints, referrals and training within the school.</p>	<p>safeguarding across the Trust including commissioning external audits as appropriate.</p>		<p>secondary phase level and ensuring that safeguarding complies with school policies and statutory guidance, including the appointment of a DSL.</p>	<p>secondary phase level and ensuring that safeguarding complies with school policies and statutory guidance, including the appointment of a DSL.</p>	
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		complaints, referrals and training within the school.						
	Determine the school performance and risks.	Accountable for scrutinising the Risk Register (RR) and identifying key risks for exception reporting by the CEO/Principal and CFO/ Business Manager.	Responsible for preparing the RR for presentation to the BoT and for identifying key risks.	Responsible for preparing the RR for presentation to the BoT and for identifying key risks.	Responsible for sharing key information that may support the BoT in identifying key risks. Responsible for approving the school risk strategy.			
Finance	Area of Responsibility	Delegation						
		Board of Trustees	Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
	Establish and review financial scheme of delegation (SoD)	Accountable for ensuring that the financial procedures manual is compliant with the Academy Trust Handbook.	Accountable for ensuring that the financial procedures manual is updated and staff abide by the directives.	Responsible for ensuring that the financial procedures manual is updated and staff abide by the directives.	Responsible for informing the BoT of the requirements of the financial procedures manual for recommending adoption.	Informed of the financial controls applicable at the secondary phase level.	Informed of the financial controls applicable at the secondary phase level.	
External auditors	Accountable and responsible for recommending appointment of External Auditors	Responsible for identifying and proposing External Auditors to the BoT.	Responsible for conducting tenders to appoint External Auditors.	Support evaluation and appointment of External Auditors. Responsible for receiving account	Informed of appointment of External Auditors.	Informed of appointment of External Auditors.		

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

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

	propriety and compliance incorporating governance statement demonstrating value for money	exercises required by DfE.	Responsible for ensuring to the BoT that the Trust is compliant with the Academy 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, manage and monitor monthly expenditure and financial reports and identify actual or potential items of budget overspend/underspend.	Accountable for ensuring monthly management accounts are produced and reviewed by the BoT in line with the annual meeting programme. Accountable for ensuring the Trust maintains a strong cash position and to ensure it is going concern.	Responsible for ensuring that the CFO prepares accurate management accounts and reports effectively to the BoT. Responsible for working with the CFO to monitor actual spend v budget at school level.	Responsible for producing management accounts and reporting to the BoT. Responsible for managing and reporting on cash and going concern position.	Responsible for review of detailed management accounts monitoring. Responsible of oversight through detailed review of cash position.			

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

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

		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.				
Staff & HR (Appraisal/ Pay)	Area of Responsibility	Delegation						
		Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
	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 remuneration. 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 remuneration within agreed approach.	Responsible for ensuring pay review across the Trust take place in accordance with procedures and for recommending par/ remuneration 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 remuneration of Senior Leaders with recommendation to BoT approval.	Consulted over the Senior Vice Principals appraisal.	Consulted over the Head of School appraisal.		

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

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