



DUNSTONE

— EDUCATION TRUST —

Scheme of Delegation



WE CARE • WE CHALLENGE • WE COMMIT



Scheme of Delegation

(Adopted on 09 July 2020 & last reviewed Autumn 2022)

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academy Trust Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into four sections as follows:

- Strategy & Leadership;
- Education & Curriculum;
- Financial;
- HR & Operations.

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the final page of this Scheme.



Strategy And Leadership

| | Trustees | LGB | Principal |
|--|---|----------------------------------|---|
| Set strategic objectives of the Trust & Academy | Determine – for the Trust & Academies | Recommend | Consult – in the case of their Academy |
| Develop the character, mission & ethos of Trust & Academy | Determine | | Recommend |
| Deliver strategic objectives of the Trust | Review | Review | Deliver |
| Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs | Review – progress of the Trust & Academy | Review – progress of the Academy | Report – progress of the Academy to the Board |
| Scrutiny: Ethos – operation of the Trust & Academy against the agreed character, mission & ethos | Review | Review | Report |
| Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook | Review | Comply | Deliver |
| Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety | Review | Review | Deliver Report – to Board |
| Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds | Determine – policies to ensure compliance Review | Review | Deliver Report – to Board |





Strategy And Leadership (cont)

| | Trustees | LGB | Principal |
|---|---|---|---|
| Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions | Determine – policies to ensure compliance Deliver | Deliver | |
| Trust Risk Register | Review delivery | | Deliver – management of Academy risk register |
| Appointments of Trustees and Governors – ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academy) | Determine – policies and criteria for the selection of Trustees and Governors Review – the Board's own performance Review – performance of the LGBs | Review - procedures for the election of staff and parent governors of the LGB Review – own performance | |
| Register of Interests | Deliver | Deliver | |
| Appointment of Clerk – Board and LGBs | Deliver - appoint the clerk to the Board & LGBs | Consult – in connection with the appointment of the LGB clerk | |
| Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding) | Determine | Review – all policies approved by the Board and Academy specific policies | Deliver – presenting policies to the Board for approval Report – non-compliance to the Board |





Strategy And Leadership (cont)

| | Trustees | LGB | Principal |
|--|------------------------------|---------|-----------|
| Prepare terms of reference for LGB's and Committees | Deliver Review - annually | Consult | |
| Training programme for trustees and governors | Deliver | Deliver | Consult |

Education And Curriculum

| | Trustees | LGB | Principal |
|--|---|--|--|
| Academy Development Plan - for each Academy in line with strategic aims of the Trust | Determine - the Academy Development Plan in consultation with the appropriate LGB | Recommend – Academy Development Plan to the Board | Deliver – drafting and agreeing the Academy Development Plan |
| Key Performance Indicators – setting and reviewing performance of the Trust & the Academy | Determine – Trust wide and Academy KPIs Review – performance against KPIs Deliver - holding leadership to account for delivery against KPIs | Recommend – targets for performance of the Academy | Deliver – performance of the Academy against KPIs Consult – with the LGBs and propose KPIs to the Board Report – performance of the Academy to Board |





Education And Curriculum (cont)

| | Trustees | LGB | Principal |
|---|---|-------------------------|---|
| Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes | Review - the work of the Principal | Review - at the Academy | Review – management of staff to ensure teaching and learning objectives are met Report- strengths and concerns in the quality of teaching to Board |
| Curriculum – setting the curriculum for the Academies and reviewing its effectiveness | Determine - curriculum and standards Review – effectiveness of the curriculum across Trust | | Deliver Recommend |
| Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning. | | Review | Deliver |
| Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap | Review Determine & Review – how Pupil Premium is spent at the Academy | | Deliver Report – on effectiveness of use of the Pupil Premium |
| Collective worship arrangements for school without religious character | Review | | Deliver |
| Set admissions policy | Deliver | | Develop |
| Admission decisions | Deliver | | Consult |



Education And Curriculum (cont)

| | Trustees | LGB | Principal |
|--|----------|---|-----------------|
| Review – considering and evaluating performance of the Academy by: <ul style="list-style-type: none"> • reviewing progress against agreed KPIs • holding each academy's leadership to account for academic performance, quality of care and quality of provision • monitoring the overall effectiveness and efficiency of leadership and management at the Academy • receiving reports on the quality of teaching and learning and making recommendations to the Board. | Deliver | | Report & Review |
| Self-evaluation – carrying out the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria. | Review | Review in regards to safeguarding and parent engagement | Deliver |
| Review priorities - considering the aims and priorities for raising standards of achievement in the Academy strategic plans. | Review | Review | Deliver |
| Report – termly to Board on performance | Review | Deliver | Deliver |





Education And Curriculum (cont)

| | Trustees | LGB | Principal |
|---|---------------------------------------|--|--|
| Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy) | Review | Review exclusions in line with the Exclusions/ Behaviour Policies Receiving reports from the Principal Report any material issues to the Board | Deliver – ensuring student issues are dealt with in accordance with Trust and Academy Policies Report – to the LGB on any material issues |
| Academy Hours – setting the opening and closing times for the Academy | Determine – in consultation with LGBs | Consult – with the Board | Comply |
| Term Dates and length of school day | Determine – in consultation with LGBs | Consult – with the Board | Comply |
| School lunch – ensure provided to appropriate nutritional standards | | Review | Deliver |
| Provision of free school meals to those meeting criteria | | Review | Deliver |
| Safeguarding – including ending each Academy has appointed a Designated Safeguarding Lead, ensuring compliance with statutory guidance and maintenance of single central record. | Review | Deliver | Deliver |



Education And Curriculum (cont)

| | Trustees | LGB | Principal |
|--|----------|-----------|-----------|
| Stakeholder Engagement <ul style="list-style-type: none"> Promoting partnership working between parents/carers and the Academy to promote high standards of attendance, behaviour and learning by students. Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Academy to assess its performance against its stated aims and objectives. Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. | Review | Determine | Deliver |
| Ofsted Inspections Trust Support – <ul style="list-style-type: none"> Board will liaise with Ofsted where MAT is inspected r it will assist with an Academy inspection. Principal will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review | Deliver | Support | Deliver |
| Ofsted Inspections: Academy | Deliver | Deliver | Deliver |





Financial

| | Trustees | LGB | Principal |
|--|---|-----|---|
| Appointment of the Accounting Officer & Chief Financial Officer | Deliver appointments | | Deliver – the Accounting Officer role |
| Recommend appointment of External Auditors to the Members | Deliver | | |
| Appointment of the Internal Auditors | Deliver | | |
| Approve Annual Accounts | Approve Comply – by ensuring Academy keeps proper records and providing such information to assist the Trust in preparation of the Annual Accounts | | Deliver – arrange for auditing and filing of annual report and accounts |
| Scheme of Financial Delegation & Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements | Review & Determine Comply | | Comply Review – compliance Report – any issues or non-compliance to the Board |
| Bank Accounts – authorising the establishment of bank accounts and approve bank mandates in the name of the Trust | Determine | | Recommend |



Financial (cont)

| | Trustees | LGB | Principal |
|--|---|--|---|
| Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academy) so as to the secure the Trust's financial health in the short term and the long term | Determine – in consultation with the LGBs | | Recommend a funding model to the Board for approval Review Comply |
| Trust Annual Budget – formulating and setting the Trust wide budget | Determine Approve – significant variances (as defined in the Scheme of Financial Delegation) | | Review – submission of Trust budget to the ESFA Deliver - preparation of Trust budget and present to the Board for approval |
| Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances) | Determine Approve – significant variances (as defined in the Scheme of Financial Delegation) | Comply Approve within permitted limits (as defined in the Scheme of Financial Delegation) any variances | Deliver - preparation of Academy budget and present to the Board for approval Consult with CFO Review – submission of Academy budgets to the ESFA |
| Expenditure and ensuring delivery of Annual Budgets | Review | | Report – to the Board any need for any matters of concern in respect of the Academy's annual budget |





Financial (cont)

| | Trustees | LGB | Principal |
|--|-------------------------------|-----|-----------|
| Reporting: financial reporting and KPIs | Determine Review | | Deliver |
| Investments – agreeing the investment policy in line with the Academy Financial Handbook and the Scheme of Financial Delegation | Determine and review delivery | | Deliver |



HR And Operations

| | Trustees | LGB | Principal |
|--|---|--|--|
| Appointing the Principals at the Academy | Approve -in consultation with the Principal/ LGBs | Recommend – two representatives to sit on the appointment panel with a Trustee | |
| Appointing Academy SLT (excluding Principal/Head) | Appoint | | Recommend |
| Appointing Academy Staff (excluding SLT & Principal/ Head) | | Support appointment panel | Appoint |
| Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations | Determine Review | Review | Comply |
| Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations) | Review – in respect of Principal [and CFO] Receive reports – in respect of appraisal arrangements and outcomes Review – any appeals in respect of the Academy staff | | Deliver – in respect of all staff Report – annually to the Board on appraisal arrangements and outcomes |
| Setting Terms and Conditions of Employment and Staff Handbook | Determine – and consider any proposals by LGBs to make amendments | | Recommend |





HR And Operations (cont)

| | Trustees | LGB | Principal |
|--|--|---------|--|
| Dismissing Principal, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies) | Review and Determine – in respect of the Principal [and CFO] | | Determine Report – any dismissals to the Board |
| Dismissing all other staff (in accordance with the Trust disciplinary and capability policies) | Review | | Comply |
| Reviewing discipline and grievance policy | Review delivery | | Recommend |
| Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academy Trust Handbook and the Trust's procurement policy | Determine | | Comply |
| Enter into contracts – up to limit of delegation set out in Scheme of Financial Delegation | Deliver & Review | | Deliver |
| Determining and allocating central services provided to the Academy by the Trust | Determine | Consult | Deliver– on recommending the allocation of services to the Board |
| Overseeing the effectiveness of services provided centrally by the Trust | Review | | Deliver and report to Board |



HR And Operations (cont)

| | Trustees | LGB | Principal |
|--|-----------|---------|---|
| Asset and Premises Maintenance Strategy – determining use of Academy’s premises and ensuring premises are adequately maintained | Determine | | Deliver – in accordance with Academy policy |
| Acquiring and disposing of Trust land | Deliver | | |
| Changing use of Assets | Deliver | | Recommend to the Board of any changes to fixed assets used by the Academy |
| Arranging insurance for the Trust | Review | | Deliver |
| Media and PR - overseeing public relations activities to project the activities of the Trust to the wider community | Review | Consult | Deliver – Trust wide activities |
| Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student) | Determine | Comply | Comply |
| Academy Prospectus | | Deliver | Recommend |
| Trust Prospectus and website | Review | | Deliver |





Information

In this Scheme the phrases used above have the following meanings:

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academy (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:

- the Principal they will be making recommendations to the Board and/or LGB (as appropriate)
- the LGB they will be making recommendations in relation to their Academy to the Board and/or Principal/Head (as appropriate)

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:

- the LGB they will be making reports in relation to their Academy to the Board
- the Principal/Head they will be making reports in relation to their Academy to the Board and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- the Board they will be reviewing the Principal and/or LGB (as appropriate)
- the LGB they will be reviewing the Principal/Head and his/her leadership team.

Support: the individual/group that should support completing a particular task.





DUNSTONE
— EDUCATION TRUST —

Dunstone Education Trust

Black Bull Lane, Preston PR2 9YR

Email: d.brookes@dunstoneeducationtrust.co.uk

Tel: **01772 719060**

www.dunstoneeducationtrust.co.uk