



DRET Scheme of Delegation

x = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Trust Leadership									
Setting the values, vision and strategic aims for the Trust	TL1	✓							
Contextualising the vision for each academy	TL2						✓	x	x
Establishing the scheme of financial delegation for each academy	TL3	✓		x			x		
Appointing and removing chairs of LGBs	TL4	✓							
Appointing and removing the Clerk to the Board	TL5	✓							
Deciding the committee structure for the Board	TL6	✓					x		
Generate terms of reference for all committees and reviewing annually	TL7	✓							



*= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Strategic Leadership and Operations									
Identify and support the development of strategic partnerships that support the vision of the Trust	SLO1	✓	x	x	x	x	✓	x	x
Consider strategic threats and opportunities in relation to Academies. No expansion or contraction of any Academy without the Boards consent	SLO2	✓	x	x		x	x		
Compliance: Regulatory – with all regulations affecting the Trust (including charity law, company law, employment law and health and safety)	SLO3	✓			x				
Compliance: Funding agreement and finances – comply with obligations set out in the funding agreement and academies financial handbook	SLO4	✓		x	x		x		x
Compliance – FOI request and complaints	SLO5	✓	x						



David Ross Education Trust

Broadening Horizons

*= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Be responsible for the long term strategy of the Trust and each Academy, ensuring the Trust's strategic plan is robust, accountable and promotes outstanding teaching and learning	SLO6	✓	x	x		x	x		
Intervene in the management of an Academy, including Governance where necessary	SLO7	✓	x	x		x			
Organisational restructuring	SLO8	✓							
Set operational strategy to support the Trusts objectives	SLO9	✓ CEO							
Determine central services, skills and expertise of staff required to support the Trust and its network of academies	SLO10	✓ CEO	x	x					
Allocate central services accordingly	SLO11	✓ CEO		x					
Monitor the effectiveness of central services provided centrally by the Trust	SLO12	✓ CEO		x	x				
Seek legal advice and determine suitable response for all legal claims which could damage the reputation	SLO13	✓	x	x	x	x			



David Ross Education Trust

Broadening Horizons

*= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
of the Trust and its Academies									
Set PR, media and marketing strategy to promote the Trust the Academies activities	SLO14	✓							
Trust literature and website	SLO15	✓							
Academy prospectus and website	SLO16						x		
Approve the Admissions policy for the Academies	SLO17	✓				x			
Support the Principal in relation to any complaints from parents or the wider community, including acting as the initial decider for any exclusions by the Principal	SLO18	CEO / Clerk	x				✓		



x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Academy Improvement									
Assist the Academies' leadership teams in the development of the curriculum which meets the Academy's specific needs and has regard for: <ul style="list-style-type: none"> • Any nationally recognised curriculum priorities and initiatives • The obligation to provide Religious Education, Sex Education and Physical Education • Special Educational Needs • National testing and attainment targets • Any teaching objectives and priorities adopted by the Trust Board for all Academies • Budgetary challenges and review its effectiveness	A11			x		x	✓	x	x



x = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Monitoring and evaluating the implementation of the AIP: <ul style="list-style-type: none"> • Scrutinising data • Conducting monitoring visits • Receiving reports from the Principal and other staff reviewing performance against agreed KPIs 	AI2			x		x	✓	x	x
Quality assuring the AIP for each Academy	AI3					x	x	✓	
Validating or challenging the grades of the SEF	AI4					x	✓	x	x
Quality assuring self-evaluation processes for each Academy	AI5					x	x	✓	✓
Monitor the standards of teaching and learning in each of the Academies, ensuring that proper standards of professional performance are established and maintained	AI6					✓	x	✓	
Monitoring and evaluating value for money at the academy	AI7			x	x	x	✓		
Monitoring and evaluating behaviour, safety, welfare,	AI8		x	x		x	✓	x	x



David Ross Education Trust

Broadening Horizons

x = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
safeguarding and engagement with stakeholders									
Identifying patterns and trends to bring to the attention of the DRET board	A19	✓	x	x	x	x			
Developing a format for each Academy's AIP	A20					✓			
Creating the AIP for each Academy in line with the strategic aims of the Trust	A21						✓	x	
Developing a format for each Academy's SEF	A22					✓	✓	x	
Creating the SEF for each Academy in line with the academy performance and next steps.	A23						✓	x	
Developing a format for Principal's Reports	A24			x		✓	x		
Planning the schedule of work for the Board	A25	✓	x	x	x	x			
Providing a model schedule of work for LGBs	A26	✓		x			x		
Contextualising the schedule of work for each LGB	A27					✓			
Setting the Academy day	A28					✓			



David Ross Education Trust

Broadening Horizons

x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
	A29					✓	x		



x = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Pupils, parents and community									
To determine admissions arrangements, decisions and appeals in line with Trust policy	PPC1					x	✓		
To ensure that the LGB and Academy complies with all regulations re. the publishing of information	PPC2	✓ CEO			x		✓		x
To ensure that all stakeholders have a voice in decisions that impact on them	PPC3	x					✓		x
Be responsible for all consultations and engagement with the community	PPC4	✓					✓		
School lunch – ensure provided to appropriate nutritional standards	PPC5	✓							
Provision of free school meals to those meeting criteria	PPC6						✓		



× = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Financial Management									
Approving financial procedures in accordance with legal and DfE requirements and best practice	FM1	✓		×	×				×
Ensuring that the financial procedures are implemented effectively	FM2			×	×		×		✓
Appointing Auditors	FM3	✓							
Maintaining accurate, reconciled and up to date records to provide financial and statistical information	FM4	✓ Chief Financial Officer		×	×		✓		×
Establishing and maintaining asset registers in accordance with financial procedures	FM5	✓ CFO					✓		×
Ensuring that any disposal of assets complies with the financial procedures	FM6	✓		×	×		×		
Maintaining a register of pecuniary and business interests of governors and staff	FM7	✓ Company secretary					×	Clerk	



x = Recommend/Responsibility ✓ = Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements	FM8	✓			x				x
Receiving reports from audit inspections and the resulting Action Plan	FM9		✓ (external)		x	x	✓ (internal)		✓ (internal)
Ensuring appropriate insurance arrangements in accordance with the financial procedures	FM10	Chief Financial Officer			x				x
To approve the first formal budgets plan each financial year in accordance with DfE timeframes	FM11	✓		x			✓		x
Review reports from internal audit	FM12	✓		x	x	x	✓	x	x
Ensure delivery of agreed actions from internal audit reports	FM13	✓			x		✓	x	x



x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Risk Management									
Ensure appropriate risk management policies are in place	RM1	✓			x				
Review risk register for each Academy	RM2				x		✓		x
Review the risk register for the Trust	RM3	✓			x				
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at the year end	RM4	✓		x			✓		x
Ensuring that all transfers between budget headings (virements) comply with the financial procedures	RM5			x			✓		x
Establishing and implementing procedures for staff, Trustees and Governors to claim expenses	RM6	✓		x	x				
Approving a lettings policy and fees	RM7			x			✓		x
Ensuring that any writing off of debts complies with the financial procedures	RM8	✓		x	x				
Ensuring that all procurement	RM9	✓		x	x		✓		x



David Ross Education Trust

Broadening Horizons

*= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
processes and resulting contracts and agreements conform with the financial procedures									
Complying with VAT and CIT regulations	RM10	✓		x	x		✓		x



x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Premises and Estates									
To establish and implement a buildings and maintenance strategy	PE1	✓		x			x		x
To maintain a strategic oversight of the buildings and maintenance strategy	PE2	✓		x					x
Where appropriate raise funds, approving of grant applications put forward by the CEO and/or the LGBs	PE3	✓		x			✓		
To ensure compliance with health and Safety legislation	PE4	✓			x		✓		x



*= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Human Resources									
Recruiting and appointing CEO	HR1	✓							
Recruiting and appointing Chief Financial Officer (CFO)	HR2	✓							
Recruiting and appointing clerk	HR3	✓							
Performance Management of CEO	HR4	✓							
Recruiting and appointing Principals	HR5	✓					x		
Appointment of internal and external auditors	HR6	✓			x				
Recommending the staffing structure for each Academy	HR7	✓					x		x
Approving the overall staffing structure for each Academy	HR8	✓				x	x		
Develop and adopt a set of HR policies and contracts to be used by all Academies ensuring consistency and having regard to all legal responsibilities and the equality duty, consulting as necessary	HR9	✓			x				x
Setting terms and conditions of	HR10	✓							



David Ross Education Trust

Broadening Horizons

x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
employment and staff handbook									
Formulate, implement and keep under review a policy for disciplinary and grievance procedures	HR11	✓					x		
Facilitate discussion with staff representative bodies, including the professional associations at both Trust Board level and within the Academies	HR12	✓					✓		
Performance Management of Executive team / Directors (excluding CEO)	HR13	✓ CEO leads	x						
Performance Management of Central Team	HR14	✓ CEO leads	x						
Performance Management of Principals, including recommendations re. pay	HR15	✓	x				x CEO leads		x
Validating or challenging recommendations re. teachers' and support staff salaries in each Academy, linked to Performance Management	HR16		x				✓		x



David Ross Education Trust

Broadening Horizons

x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Termination of CEO, Principals, Central Staff contracts (in accordance with the Trust disciplinary and capability policies)	HR17	✓	x			x	x		
Termination of all other staff contracts (in accordance with the Trust disciplinary and capability policies)	HR18						✓		
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with DRET policy	HR19	✓		x	x				x



x= Recommend/Responsibility ✓= Approve/Accountability	Ref	DRET Board	Executive Cmt	Finance Cmt	Audit Cmt	Education Cmt	LGB	LGB Data and standards	LGB Finance and general purposes
Policies									
Drafting statutory policies for use across the Trust	P1	✓	x	x		x			
Ensuring that all statutory policies and documents are in place in each Academy	P2	✓	x	x		x	✓	x	x
Monitoring the implementation and evaluating the impact of all statutory policies	P3	✓	x	x	x	x	✓	x	x