

## Scheme of Delegation

The following schedule sets out the way in which decisions are taken and the extent and level of delegation.

|                                      |                                                                                                                                       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Oversight &amp; Scrutiny</b>      | Ensure that statutory policies are in place and that they can hold the school leadership team to account<br>Decides on the task       |
| <b>Strategy &amp; Implementation</b> | Operational accountability for the running of ODST and the individual schools lies with central team officers and with school leaders |

|                  |                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approve</b>   | Accountable and answerable for the task being delivered<br>Delegates the delivery<br>There will be only one group/person approving                                       |
| <b>Deliver</b>   | Responsible for the task<br>Does the work to achieve the task<br>Can be shared between groups/individuals                                                                |
| <b>Engage</b>    | May be involved or consulted as part of decision making<br>Applies to important stakeholders who have relevant specialist or local knowledge<br>Communication is two-way |
| <b>Recommend</b> | Involves a significant amount of work in a decision<br>May gather relevant input<br>May propose a course/courses of action                                               |

| VISION & COMMUNITY |                                                                                                                               |         |         |         |         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|
| V1                 | Determine and review the ODST vision, strategy and key priorities                                                             | Approve | Deliver |         |         |
| V2                 | Apply ODST-wide vision and strategy to individual schools                                                                     |         |         | Deliver | Deliver |
| V3                 | Develop a school vision sitting within ODST vision                                                                            |         |         | Approve | Deliver |
| V4                 | Determine ODST central policies which reflect the Trust's ethos and values                                                    | Approve | Deliver |         |         |
| V5                 | Adhere to ODST Governance Code of Conduct                                                                                     | Approve | Engage  | Engage  | Engage  |
| V6                 | Ensure engagement with and feedback from stakeholders                                                                         | Engage  | Deliver | Deliver | Deliver |
| V7                 | Ensure a robust safeguarding culture throughout ODST                                                                          | Approve | Deliver | Deliver | Deliver |
| V8                 | Engage meaningfully with external inspections                                                                                 | Deliver | Deliver | Deliver | Deliver |
| V9                 | Ensure effective wellbeing of the ODST community                                                                              | Approve | Deliver | Deliver | Deliver |
| V10                | Ensure the Christian distinctiveness is evident in the life of Church of England schools and those of a Christian designation | Approve | Engage  | Deliver | Deliver |
| V11                | Consider requests from other schools to join ODST                                                                             | Approve | Deliver |         |         |
| V12                | Ensure effective risk analysis at Trust level                                                                                 | Approve | Deliver |         |         |

| GOVERNANCE |                                                                                 | ODST Board/<br>Committees | CEO/Central<br>Team | LGBs      | School Leaders |
|------------|---------------------------------------------------------------------------------|---------------------------|---------------------|-----------|----------------|
| G1         | Elect chair and vice-chair of trustees                                          | Approve                   |                     |           |                |
| G2         | Appoint and remove ODST Trust Board committee chairs                            | Approve                   |                     |           |                |
| G3         | Establish and review ODST governance structure and skills                       | Approve                   |                     |           |                |
| G4         | Establish and review LGB governance structure                                   | Approve                   |                     | Engage    |                |
| G5         | Agree named Trustee for specific areas (eg safeguarding, SEND)                  | Approve                   |                     |           |                |
| G6         | Agree named LGB member for specific areas (eg safeguarding, SEND)               |                           |                     | Approve   | Engage         |
| G7         | Ratify appointment of LGB chairs                                                | Approve                   |                     | Recommend |                |
| G8         | Ratify appointment of Resources Committee Chair                                 | Approve                   |                     | Recommend |                |
| G9         | Appoint LGB members other than elected parents                                  | Approve                   |                     | Engage    |                |
| G10        | Appoint ODST governance professional team                                       | Approve                   | Deliver             |           |                |
| G11        | Agree LGB clerking arrangements                                                 |                           |                     | Deliver   | Engage         |
| G12        | Agree ODST Trust Board committee terms of reference                             | Approve                   | Engage              |           |                |
| G13        | Complete annual review of Scheme of Delegation with due regard to views of LGBs | Approve                   | Deliver             | Engage    |                |
| G14        | Manage conflicts of business and pecuniary interests                            | Deliver                   | Deliver             | Deliver   | Deliver        |

| GOVERNANCE (cont) |                                                                            |                           |                     |         |                |
|-------------------|----------------------------------------------------------------------------|---------------------------|---------------------|---------|----------------|
|                   |                                                                            | ODST Board/<br>Committees | CEO/Central<br>Team | LGBs    | School Leaders |
| G15               | Ensure regular review of Trust board effectiveness                         | Approve                   | Engage              |         |                |
| G16               | Regularly review and report LGB effectiveness                              | Approve                   | Deliver             | Deliver |                |
| G17               | Ensure governance arrangements are published on ODST and schools' websites |                           | Deliver             | Deliver | Deliver        |
| G18               | Ensure ODST website is compliant and effective                             | Approve                   | Deliver             |         |                |
| G19               | Ensure school websites are compliant and effective                         |                           |                     | Approve | Deliver        |
| G20               | Submit annual report on the performance of ODST to members and publish     | Approve                   | Deliver             |         |                |
| G21               | Determine school level policies                                            |                           |                     | Approve | Deliver        |
| G22               | Implement statutory and ODST policies                                      |                           | Deliver             | Deliver | Deliver        |
| G23               | Consult and determine admissions arrangements for all ODST schools         | Approve                   | Engage              | Deliver | Engage         |
| G24               | Maintain admissions and attendance registers                               |                           |                     | Engage  | Deliver        |
| G25               | Ensure that the school's safeguarding policy is implemented                |                           | Engage              | Approve | Deliver        |
| G26               | Issue annual LGB Schedule of Business                                      |                           | Deliver             | Engage  | Engage         |
| G27               | Ensure appropriate risk management strategies at school level              |                           |                     | Approve | Deliver        |

| EDUCATION |                                                                                        | ODST Board/<br>Committees | CEO/Central<br>Team | LGBs      | School Leaders |
|-----------|----------------------------------------------------------------------------------------|---------------------------|---------------------|-----------|----------------|
| E1        | Determine ODST curriculum statement                                                    | Approve                   | Deliver             |           |                |
| E2        | Determine and implement school curriculum policy and priorities                        |                           | Engage              | Approve   | Deliver        |
| E3        | Plan and deliver school improvement priorities and strategies                          |                           | Engage              | Approve   | Deliver        |
| E4        | Ensure delivery of the statutory requirements for all Key Stages including EYFS        | Engage                    | Engage              | Engage    | Deliver        |
| E5        | Embed accountability for high standards of teaching and learning                       | Approve                   | Engage              | Engage    | Deliver        |
| E6        | Provide reliable pupil assessment data                                                 |                           |                     | Approve   | Deliver        |
| E7        | Determine and implement statutory ODST policies including safeguarding and SEND        | Approve                   | Engage              | Engage    | Deliver        |
| E8        | Meet ODST public sector equality objectives                                            | Approve                   | Deliver             |           |                |
| E9        | Meet school public sector equality objectives                                          |                           |                     | Approve   | Deliver        |
| E10       | Determine ODST Behaviour Statement                                                     | Approve                   | Deliver             |           |                |
| E11       | Determine and implement school behaviour policy                                        |                           |                     | Approve   | Deliver        |
| E12       | Determine ODST permanent exclusions and fixed term suspensions policy                  | Approve                   | Deliver             |           |                |
| E13       | Adhere to ODST policy for permanent exclusions and fixed term suspensions              |                           |                     | Deliver   | Deliver        |
| E14       | Determine and implement Collective Worship policy                                      | Approve                   | Engage              | Engage    | Deliver        |
| E15       | Publish parents' statutory rights to withdraw from specific activities eg RE, CW, RSHE | Engage                    | Engage              | Deliver   | Deliver        |
| E16       | Determine and implement Relationships, Sex and Health Education policy                 | Approve                   | Engage              | Engage    | Deliver        |
| E17       | Agree and publish school operational hours and term dates                              | Engage                    | Engage              | Approve   | Deliver        |
| E18       | Consult and propose change of age range or published admissions number (PAN)           | Approve                   | Engage              | Recommend | Engage         |

| WORKFORCE |                                                                            | ODST Board/<br>Committees | CEO/Central<br>Team | LGBs      | School Leaders |
|-----------|----------------------------------------------------------------------------|---------------------------|---------------------|-----------|----------------|
| W1        | Appoint CEO/Accounting Officer                                             | Deliver                   |                     |           |                |
| W2        | Appoint Chief Finance Officer                                              | Approve                   | Deliver             |           |                |
| W3        | Determine ODST central team staffing structure                             | Approve                   | Deliver             |           |                |
| W4        | Performance manage CEO and implement appropriate employment procedure      | Deliver                   |                     |           |                |
| W5        | Agree executive pay and reward                                             | Approve                   | Engage              |           |                |
| W6        | Implement executive and central team annual review procedure               | Approve                   | Deliver             |           |                |
| W7        | Appoint headteacher                                                        | Approve                   | Deliver             | Engage    |                |
| W8        | Agree headteacher pay and reward at recruitment                            |                           | Approve             | Engage    |                |
| W9        | Implement headteacher annual review procedure                              |                           | Deliver             | Engage    | Engage         |
| W10       | Review and agree staff annual review process and pay progression mechanism | Approve                   | Deliver             |           | Engage         |
| W11       | Implement staff annual review process                                      |                           |                     | Engage    | Deliver        |
| W12       | Determine school staffing structure                                        |                           | Approve             | Recommend | Deliver        |
| W13       | Determine all ODST workforce policies                                      | Approve                   | Deliver             |           |                |
| W14       | Implement all workforce policies in school                                 | Approve                   | Deliver             | Engage    | Deliver        |
| W15       | Agree special workforce payments over a certain threshold                  | Approve                   | Recommend           | Recommend | Engage         |

| FINANCE & OPERATIONS |                                                                                        |                           |                     |           |                |
|----------------------|----------------------------------------------------------------------------------------|---------------------------|---------------------|-----------|----------------|
|                      |                                                                                        | ODST Board/<br>Committees | CEO/Central<br>Team | LGBs      | School Leaders |
| F1                   | Appoint external auditors                                                              | Deliver                   |                     |           |                |
| F2                   | Produce ODST's Financial Procedures Manual                                             | Approve                   | Deliver             |           |                |
| F3                   | Receive and act upon external audit                                                    | Approve                   | Deliver             |           |                |
| F4                   | Produce annual report and accounts                                                     | Approve                   | Deliver             |           |                |
| F5                   | Ensure compliance with ESFA requirements and reporting                                 | Approve                   | Deliver             |           |                |
| F6                   | Agree and monitor central budget plan to support delivery of ODST strategic priorities | Approve                   | Deliver             |           |                |
| F7                   | Carry out benchmarking and ODST value for money evaluation                             | Engage                    | Deliver             |           |                |
| F8                   | Adhere to ODST Financial Procedures Manual                                             |                           | Deliver             | Deliver   | Deliver        |
| F9                   | Establish LGB Resources Committee                                                      |                           |                     | Approve   | Engage         |
| F10                  | Prepare budget plan for approval                                                       |                           | Engage              | Recommend | Deliver        |
| F11                  | Approve school budget plans                                                            | Approve                   | Recommend           |           |                |
| F12                  | Implement and monitor the individual school budget                                     | Engage                    | Engage              | Approve   | Deliver        |
| F13                  | Secure relevant contracts up to the limits of delegation and within an agreed budget   |                           |                     | Approve   | Deliver        |
| F14                  | Ensure compliance with spending limits as in the Financial Procedures Manual           | Engage                    | Engage              | Engage    | Engage         |
| F15                  | Receive and scrutinise monthly budget monitoring reports                               | Engage                    | Engage              | Approve   | Deliver        |
| F16                  | Approve ODST estate vision, strategy and asset management plan                         | Approve                   | Deliver             | Engage    |                |
| F17                  | Monitor school estate to ensure it is safe and well maintained                         |                           | Deliver             | Deliver   | Deliver        |