



Discovery Schools Academy Trust

Scheme of Delegation 2019/20

The scheme of delegation sets out who is responsible for which aspects of school leadership and governance within the academy trust.

This scheme was approved as follows:

Approver: Trust Board	Date:	June 2019
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Adopted: n/a	Date:	n/a
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Frequency of review: Annually	Next review date	June 2020
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DSAT owner: Head of Governance	Version	3.0
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Status: Statutory	This scheme applies to all DSAT schools	
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Introduction

The Discovery Schools Academy Trust Board has overall legal responsibility for the operation of the MAT and the schools within it. The Trust Board delegates authority to key groups to ensure and achieve effective leadership and governance of the Trust, this is set out in the Scheme of delegation. This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- Board of Trustees - The Board of Trustees may decide to form committees to carry out certain of its functions. The term 'Board of Trustee' will therefore include any such committees that may be formed from time to time.
- Chief Executive Officer (CEO) and Central Executive Team
- Director of Primary / School Improvement Partner
- Advisory Board (AB)
- Headteacher of the school

While the Scheme is designed to be comprehensive it will not cover every task, it is an evolving document which is updated as changes occur to advisory and decision-making responsibilities. Any significant changes are referred to the Board of Trustees for agreement. The Central Executive Team will review the scheme of delegation annually and present it to the Board of Trustees for agreement.

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
Admissions		<ul style="list-style-type: none"> • Determine and approve the Trust-wide admissions policy 	<ul style="list-style-type: none"> • Develop the Trust-wide admissions policy for adoption by the Trustees • Consult on the admissions policy for the Trust as required in accordance with the School Admissions and Appeals Codes • Determine arrangements for hearing admission appeals • To provide oversight of and support of the implementation of the admissions arrangements across • To ensure that the impact of any proposed changes to a school's admission arrangements are considered considering the other schools in the Trust • To consider the case for catchment area changes for DSAT schools 	<ul style="list-style-type: none"> • Monitor impact of pupil recruitment strategies 	<ul style="list-style-type: none"> • Consulted on the Trust admissions policy • Contribute to the development of the school prospectus • Review school arrangements for pupil recruitment 	<ul style="list-style-type: none"> • Consulted on Trust the admissions policy • Ensure compliance with the Trust-wide admissions policy • Publish admissions arrangements as required in accordance with the School Admissions and Appeals Codes • Participate in the fair access protocol • Ensure effective arrangements are in place for pupil recruitment • Development of the school prospectus • Ensure school website and prospectus is up to date and available
Attendance (pupils)		<ul style="list-style-type: none"> • Review Trust attendance and pupil absences as part of the key performance indicators 	<ul style="list-style-type: none"> • Monitor the levels of attendance across the Trust including unauthorised absence and report to the Trustees 	<ul style="list-style-type: none"> • Review impact of strategies to achieve pupil attendance targets for allocated schools 	<ul style="list-style-type: none"> • Review attendance and pupil absences as part of the key performance indicators 	<ul style="list-style-type: none"> • Maintain a register of pupil attendance • Report on attendance and absence as part of key performance indicators • Develop attendance strategies and policy to promote good levels of attendance
Curriculum, performance & standards	<ul style="list-style-type: none"> • To receive an annual report from the Trustees and the CEO on Trust performance 	<ul style="list-style-type: none"> • To appoint an Education Standards Committee to maintain oversight of educational performance • To appoint a School Improvement Committee to have detailed oversight and scrutiny of 'priority' schools • To approve a Trust strategy for: <ul style="list-style-type: none"> - Quality Assurance and School Improvement - Curriculum - Assessment - Teaching and Learning 	<ul style="list-style-type: none"> • Develop effective processes for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the schools in the trust • To co-ordinate the development of Trust strategy for: <ul style="list-style-type: none"> - Quality Assurance and School Improvement - Curriculum and Assessment strategy - Teaching and Learning Strategy • Report on progress towards KPIs from 	<ul style="list-style-type: none"> • Development and execution of a strategy area for the Trust to include: Teaching and learning, Curriculum, Assessment, Quality Assurance and School Improvement • To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the values of the Trust) • Review the quality the school curriculum and its design to meet the needs of its learners • To agree the targets for pupil achievement and progress by the Headteacher and monitor against targets 	<ul style="list-style-type: none"> • Review school performance and escalate concerns to the Trust Board. • Consulted on key priorities for whole school development areas and review implementation • Consulted on Trust strategies (T&L, QA & C&A) • Consulted on Trust Attendance Policy • Consulted on curriculum enrichment and equality of access for all groups • To be invited as a representative on the School Improvement Committee (priority 	<ul style="list-style-type: none"> • To ensure the curriculum delivery consistent with the Trust curriculum statement. • To set targets for pupil achievement and progress and monitor against targets • To report school performance data (SOAP) to the Advisory Board and Trust in line with reporting requirements. • Consult with the AB on key priorities for whole school development areas and provide reports against progress • To prepare a school raising achievement plan for approval by DoPE/SIP.

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
			Trust Strategies to the Trustees <ul style="list-style-type: none"> To provides a termly report to the Trustees on performance Monitor the KPI figures relating to school and trust performance To identify mitigation plans for underperformance in areas of concern 	<ul style="list-style-type: none"> Review the quality and accuracy of the school self-evaluation information Approve individual school's raising achievement plans To report to the School Improvement Committee the impact and progress of Trust Support Plans for priority schools. 	schools only)	<ul style="list-style-type: none"> To ensure all curriculum areas are well led and developed to meet the local needs of their children To design and implement a curriculum enrichment outside of the school day
Behaviour & Exclusions		<ul style="list-style-type: none"> Approve a Trust Behaviour Policy) and review its' effectiveness To review KPIs and trends across the Trust. 	<ul style="list-style-type: none"> Develop a Trust Behaviour Policy) and reports of its' effectiveness to trustees To review KPIs and trends across the Trust and report to the Trustees. Review data on barred parents 	<ul style="list-style-type: none"> Evaluate the effectiveness of the school behaviour policy 	<ul style="list-style-type: none"> Approve the school personalisation of the behaviour policy and anti-bullying policy Review the effectiveness of the behaviour policy through KPIs for identification of any areas of concern 	<ul style="list-style-type: none"> Develop the behaviour policy and anti-bullying policy for the school for review adoption by the Advisory Board Publish the school's behaviour policy, including the anti-bullying strategy online Power to bar parents from the school site for unreasonable conduct
		<ul style="list-style-type: none"> To review the use of exclusions across the Trust 	<ul style="list-style-type: none"> To review the overall pattern of exclusions and to report to the Trustees Convene a pupil discipline committee to review exclusion of a pupil Arrange an Independent Review Panel to review the decision of a discipline committee not to reinstate a permanently excluded pupil. 	<ul style="list-style-type: none"> Case review pupils at risk of permanent exclusion 	<ul style="list-style-type: none"> Participate in pupil discipline committee meetings Review the overall pattern of exclusions. 	<ul style="list-style-type: none"> Comply with DfE guidance - <i>Exclusion from maintained schools, Academies and pupil referral units in England</i> and trust Exclusion Policy Publish the exclusion policy online Power to exclude a pupil for a fixed term or permanently Report exclusion decisions to the Advisory Board, Trust and LA Refer 'potential' permanent exclusions for case review prior to exclusion
Complaints Stage 1: Class teacher Stage 2: Head Stage 3: AB Chair Stage 4: Panel		<ul style="list-style-type: none"> Approve a Trust Complaints Policy Review complaints trends across the Trust 	<ul style="list-style-type: none"> Develop a Trust Complaints Policy and Procedure for schools Review complaints trends across the Trust report to the Trust Board Convene a complaints panel for stage 4 complaints Participate in panel to review escalated complaints (Stage 4) 	<ul style="list-style-type: none"> Review complaint trends and agree remedial strategies to address common issues Participate in panel to review escalated complaints (Stage 4) 	<ul style="list-style-type: none"> Review complaints trends for school and report concerns to the Board Review complaints escalated to the Advisory Board (Stage 3) Participate in panel to review escalated complaints (Stage 4) 	<ul style="list-style-type: none"> Develop the school complaints policy Publicise complaints policy on school website Manage complaints in line with the Trust Complaints Policy and Procedure. (Stage 1-2) Report complaints trends to the AB and Trust (stage 2 & 3).
Equalities		<ul style="list-style-type: none"> Review annual Gender Pay Gap report and action plan 	<ul style="list-style-type: none"> Support schools to comply with requirements of Equality Act 2010 Publish annual Gender Pay Gap report and action plan 		<ul style="list-style-type: none"> Review compliance with Public Sector Equality Duty – equality information and objectives Review the school Accessibility Plan 	<ul style="list-style-type: none"> Comply with Public Sector Equality Duty – publish equality information and objectives consulting with the AB Prepare, publish and review an Accessibility Plan consulting with the AB

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
Finance – Compliance and Risk	<ul style="list-style-type: none"> To receive statutory accounts at the AGM 	<ul style="list-style-type: none"> Appointment of Accounting Officer Appoint a committee with responsibility for finance audit and risk Approval of audited financial statements Approve annual Trustee report and governance statement as part of statutory accounts Approve Budget Forecast Return and Budget Forecast Outturn Return submission Receive, review and challenge monthly consolidated financial performance Review and challenge Trust financial risks 	<ul style="list-style-type: none"> Appointment of Finance Director (Chief Financial Officer) Review and challenge schools on financial risks Complete statutory financial returns to include audited accounts, annual statement on regularity, propriety and compliance, Land and Buildings Return, Annual Accounts Return, Union Facilitation reporting Payment Practices and Gender Pay Gap Reporting Publish annual accounts on website and file annual account with Companies House. Develop, monitor and mitigate Trust Financial Risk Register To maintain a register of business interests Submit Budget Forecast Return and Budget Forecast Return Outturn 	<ul style="list-style-type: none"> Monitor impact and use of Sports and Pupil Premium funding Review and challenge schools on financial risks 	<ul style="list-style-type: none"> Review sports and pupil premium spending and strategy, reviewing the impact of this additional funding. 	<ul style="list-style-type: none"> Ensure effective deployment of the sports and pupil premium and monitor and report on impact Review and mitigate against school financial risks <p>See Pupil Premium section for additional details.</p>
Finance policies		<ul style="list-style-type: none"> Approve financial regulations and key finance policies as detailed in the Trust Policy Framework 	<ul style="list-style-type: none"> Develop Financial Regulations Manual Develop financial policies as detailed in the Trust Policy Framework, to include reserves and investment, conflicts of interests, expenses, fraud, gifts and hospitality, whistleblowing (this is not an exhaustive list) 	<ul style="list-style-type: none"> Raise any concerns about the equity of schools charging policy, financial probity and compliance with the trust financial regulations 	<ul style="list-style-type: none"> Approve the school Charges and Remissions policy 	<ul style="list-style-type: none"> Read and comply with all financial policies Develop and publish schools Charges and Remissions Policy
Finance – Budgets		<ul style="list-style-type: none"> Annual approval of budgets Trust-wide. Ensure effective financial management of the Trust. Agree budget virement £10k> Agree the mechanism for schools' central contribution charge to schools 	<ul style="list-style-type: none"> Analyse, benchmark and agree annual school budget for each school for submission to Board. Approve annually all school staffing structure proposals Monitor schools against budget and address variances swiftly. Set, monitor and challenge progress towards financial targets Forecast financial budget outcomes. Authorise expenditure in line with policy Develop and monitor core Trust budget and recommend central contribution charging mechanism. Calculate and inform schools of Trust wide purchased goods/services 	<ul style="list-style-type: none"> Identify cross school efficiencies. Authorise expenditure in line with policy Approve school staff structure for submission to Central Executive Team 	<ul style="list-style-type: none"> To be regularly appraised on the financial position of the school [Chair as a minimum] to be consulted on school budgets and report to the AB 	<ul style="list-style-type: none"> Propose school budget, in consultation with the AB, for Trust Board approval annually in line with Budget Toolkit Maintain expenditure within budget, identifying and delivering financial efficiencies Seek Central Executive approval for expenditure out of approved budget or if in deficit position Review staffing structure for efficiency and affordability Meet financial targets and report any financial vulnerabilities to Central Executive Team Authorise expenditure in line with policy Agree budget virement of up to £10k

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
Finance – Capital and Assets		<ul style="list-style-type: none"> • Approve the Trust Capital Strategy • Approve the DSAT overall strategic plan for capital expenditure considering the strategic plans of each school • Agree disposal of assets £5,000> 	<ul style="list-style-type: none"> • To draw up and gain approval of priorities for capital expenditure across the Trust using the EIMMP identification process • Develop and maintain a building maintenance plan to ensure that all property remains 'fit for purpose' • To specify project management arrangements for major capital projects • Maintain Trust asset register 	•	<ul style="list-style-type: none"> • Consulted on proposed capital priorities and premises developments 	<ul style="list-style-type: none"> • Contribute to the development of a 3-year Premises Development Plan and ensure proposed capital expenditure priorities are submitted to the Trust (through the EIMMP) • Propose and implement the use of DFC in line with Trust Capital Strategy, School 3-year Premises Development Plan and Conditions Survey • Seek views of Advisory Board on capital priorities and developments • Agree disposal of assets £501 - £2,500
Finance - Investment		<ul style="list-style-type: none"> • Approve a Trust Investment Policy • [FAR Committee] to assess and recommend investment opportunities for Board approval • Approve investment opportunities • [FAR] to monitor investment performance and report to the Board. 	<ul style="list-style-type: none"> • To recommend investment opportunities in line with the principles of the investment policy 			
Finance - Audit	<ul style="list-style-type: none"> • To appoint external auditors 	<ul style="list-style-type: none"> • Recommend appointment and removal of external auditor to Members • To appoint internal auditors and agree programme of work • Receive reports (including an annual report) from audit inspections and the review the resulting Action Plan 	<ul style="list-style-type: none"> • Recommend internal and external audit requirements • Lead and coordinate internal and external audits • Establishing and maintaining procedures for effective audit in accordance with Trust and ESFA requirements • Action and respond to external and internal audit report requirements • Complete annual quality assurance audits • Report the Board annually on key findings, recommendations and conclusions from the internal audit programme. 		<ul style="list-style-type: none"> • Review and monitor progress against actions and timescales for implementation from Audits 	<ul style="list-style-type: none"> • Comply with requirements of internal and external audits and internal quality assurance audits • Respond and action audit recommendations
Finance – Procurement		<ul style="list-style-type: none"> • Agree Expenditure over £100,000 	<ul style="list-style-type: none"> • Develop a procurement and tendering process • Ensure procurement policies are adhered to across the Trust • Achieve Best Value by purchasing at a Trust level • Agree Expenditure of between £20,001 to £100,000 • Comply with Procurement guidance in Financial Regulations Manual 			<ul style="list-style-type: none"> • Ensure Best Value is achieved at all time • Agree Expenditure of up to £20,000 • Comply with Procurement guidance in Financial Regulations Manual

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
Governance	<ul style="list-style-type: none"> Review and amend the Articles of Association Change the name of the Academy Trust To receive an annual report from the Trustees and the CEO on the Academy Trust's performance. 	<ul style="list-style-type: none"> To approve: <ul style="list-style-type: none"> Governance Strategy and Scheme of Delegation Terms of reference for the Trust Board and committees 	<ul style="list-style-type: none"> Review and develop: <ul style="list-style-type: none"> Governance Strategy and Scheme of Delegation Terms of reference for the Trust Board and committees To attend meetings of the Trustees and to provide a CEO/Principal report To make clerking arrangements for the Trust Board To secure professional advice on behalf of the Trustees as may be requested Establish and maintain a register of all interests (pecuniary business and loyalty) of the senior Executive Team and publish this in accordance with regulation 		<ul style="list-style-type: none"> Consulted on the Governance Strategy To carry out a skills audit and annual self-review of Advisory Board performance setting out priorities for improvements in the next academic year Establish and maintain a register of all interests (pecuniary business and loyalty) of Advisory Board Members and publish this in accordance with regulation Report to the Trust Board following each meeting through the Chairs Report and Minutes 	<ul style="list-style-type: none"> Consulted on the Governance Strategy To engage the Advisory Board and ensure they are consulted on key decisions To attend meetings of the Advisory Board and to provide information and reports as required Establish and maintain a register of all interests (pecuniary business and loyalty) of staff and publish this in accordance with regulation
	<ul style="list-style-type: none"> Appoint/remove Members Appoint/remove Trustees 	<ul style="list-style-type: none"> Recommend trustees for appointments to Members or the Board (P&G Committee) Powers to remove Advisory Board Members (other than non-attendance) To disband an ineffective AB in consultation with the Central Executive Team 	<ul style="list-style-type: none"> Support recruitment to the Trust Board, and Advisory Boards 		<ul style="list-style-type: none"> Appoint chair and vice chair of Advisory Board To manage the recruitment of new AB members supported by the Trust Clerk Remove Advisory Board members for non-attendance 	
HR Policies: Disciplinary & Capability Attendance Management Dignity at Work / Grievance/ Leave of Absence and Organisational Change Lou		<ul style="list-style-type: none"> Approve HR policies as delegated in the Trust Policy Framework. Implement policy in respect of the CEO Convene panels for hearing and/or appeals in respect of CEO and staff where required. 	<ul style="list-style-type: none"> HR policy development and consultation with recognised Trade union groups. Implement policy in respect of central Trust staff Convene panels for hearings and appeals Give guidance and support to individual schools 	<ul style="list-style-type: none"> At the request of the Central Executive Team, give representation on hearing panels and support investigation procedures. Implement the specified HR policy in respect of Headteachers 	<ul style="list-style-type: none"> Representative on hearings and appeals panels 	<ul style="list-style-type: none"> Implement the specified HR policies for all staff. Communicate significant HR matters to the Central Executive Team for further support and guidance.
HR: Pay & Performance Management		<ul style="list-style-type: none"> Approve pay, PM arrangements for all staff across the Trust CEO performance management and salary review Approval of Director of Primary Education pay progression recommended by CEO Review pay & performance across the trust Convene appeals panels for Headteacher, Senior Trust Leaders and CEO pay appeals Approve and monitor special staff severance payments above the statutory or contractual entitlement. (payments over £50k must be authorised by ESFA). 	<ul style="list-style-type: none"> Develop pay and performance management policies and consult with recognised Trade Union groups through the Joint Consultative Group. CEO to complete DoPE/SIP performance management and present pay recommendations to the Board Convene panels for pay appeals, and any appeals panels for staff as required CEO to review and agree Headteacher and deputy pay recommendations Monitor and challenge outcomes of performance management or panel meetings Trust senior Central Executive team and staff with cross trust responsibility 	<ul style="list-style-type: none"> Headteacher performance management with AB participation and recommend pay progression to the CEO Monitor staff PM targets and review pay recommendations presented by Headteachers 	<ul style="list-style-type: none"> [Advisory Board Chair] participates in Headteacher performance management (in conjunction with Trust Senior Leader) 	<ul style="list-style-type: none"> Ensure all staff are performance managed Comply with DSAT pay, performance management policies Provide overview outcomes of staff performance and pay recommendations to DoPE/SIP- Provide overview outcomes of staff pay recommendations to the Central Executive Team

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			performance management by CEO and/or DCEO			
HR: Recruitment		<ul style="list-style-type: none"> • Approve terms and condition of employment. 	<ul style="list-style-type: none"> • Develop terms and condition of employment and carry out formal consultation with recognised Trade Unions and affected stakeholders. • Approve exceptions to staffing structure models • Develop annual Staff Handbook • Develop staffing structure models 	<ul style="list-style-type: none"> • Give guidance to Headteachers on proposed staffing structures. 		<ul style="list-style-type: none"> • Design school staffing structure • Propose changes to model staffing structure to Central Executive Team in consultation with the DoPE/SIP
		<ul style="list-style-type: none"> • Appoint the CEO and support the recruitment of other senior central posts • To succession plan for the Trust Board and Executive Team 	<ul style="list-style-type: none"> • Central Trust staff appointments supported by the Board for senior posts. • Approve the recruitment and deployment of staff with cross Trust responsibilities • Appoint, headteachers • To succession plan for Trust Executive Team and Headteachers 	<ul style="list-style-type: none"> • Representative on recruitment panel for headteacher and deputy appointments 	<ul style="list-style-type: none"> • Representative on recruitment panel for headteacher appointments • At the request of the headteacher, support in the recruitment of other staff. 	<ul style="list-style-type: none"> • Appoint teaching and support staff within agreed school staffing structure • Appoint deputies in conjunction with DoPE/SIP with support from the AB (where applicable)
ICT		<ul style="list-style-type: none"> • Approve the Trust ICT strategy 	<ul style="list-style-type: none"> • Develop and implement the Trust ICT strategy. • Report to the Board annually on the effectiveness of the ICT strategy. 			<ul style="list-style-type: none"> • Consulted on the Trust ICT Strategy • Comply with the principles in the Trust ICT strategy
ICT – Website compliance		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Monitor school and trust website compliance with regulations including local governance structure/governor details. • After termly audits are complete, monitor that remedial actions have taken place. • Publish statutory information on the Trust website 		<ul style="list-style-type: none"> • Review website audit report and progress against actions to ensure that the school website is compliant with DfE requirements 	<ul style="list-style-type: none"> • Ensure statutory information is published on the school website and maintain its compliance, including required details of governance arrangements, performance, financial and equality data • Review website audit review and ensure remedial actions are put in place within the agreed timescale
Operational: Risk management		<ul style="list-style-type: none"> • Oversee, review and challenge DSAT risk register and mitigation plans. 	<ul style="list-style-type: none"> • Execute and oversee risk mitigation and related actions • Create and maintain DSAT-wide risk register • Create and maintain individual school risk registers • Develop and monitor risk management processes across all schools and support schools to take appropriate action • Review school risk plans and identify high risks that require mitigation plans • Review progress against 'high risk' mitigation plan • Clearly communicate standard risk management expectations, including a 	<ul style="list-style-type: none"> • Contribute to the school's risk register • Oversee the school's risk register and mitigation plans to ensure appropriate action is taken. 	<ul style="list-style-type: none"> • Review school risk register and mitigation plans 	<ul style="list-style-type: none"> • Contribute to the risk register for school and ensure potential risks are communicated to Central Executive Team and Advisory Board, and are mitigated in school procedures/ improvement plans

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			standardised approach			
		<ul style="list-style-type: none"> • Receive and challenge headline and critical incident reports 	<ul style="list-style-type: none"> • Monitor health and safety issues and incidents, provide support at Trust level when necessary • Ensure the overall health and safety procedures of schools, oversee documentation is up to date. • Report critical incident to trustees 		<ul style="list-style-type: none"> • Review critical incidents and action plans to mitigate future incidents 	<ul style="list-style-type: none"> • Maintain school's facilities and ensure H&S requirements are adhered to • Report incidents to Central Executive Team in a timely manner
		<ul style="list-style-type: none"> • Approve business continuity strategy 	<ul style="list-style-type: none"> • Review and gain trustee approval of business continuity arrangements 			<ul style="list-style-type: none"> • Develop, gain (trust) approval and implement a business continuity plan for the school
Operations: Data Protection		<ul style="list-style-type: none"> • Review annual report on data security in the trust (FAR) 	<ul style="list-style-type: none"> • Develop and implement the Trust Data Protection Strategy. • Appoint a Data Protection Officer to provide quality assurance 		<ul style="list-style-type: none"> • Comply with Data Protection Strategy 	<ul style="list-style-type: none"> • Implement Data Protection Policy and procedures • Report any data protection breaches to the Central Executive Team.
Operations: Insurance		<ul style="list-style-type: none"> • Approve insurance arrangements. 	<ul style="list-style-type: none"> • To procure suitable insurance cover that includes premises/material damage, contents, business interruption, governing body and employer liability, 3rd party liability, professional indemnity, cash, personal accident and UK travel. 			<ul style="list-style-type: none"> • Ensure school displays appropriate certificates and contacts Central Executive School if claims need to be made.
Operations: Health & Safety		<ul style="list-style-type: none"> • Approve a Trust Health and Safety policy. • To monitor compliance and effectiveness of H&S policy through key performance indicators 	<ul style="list-style-type: none"> • Create and maintain schedule for Health and Safety policy review. • Develop Health and Safety policy and linked risk assessments and consult with recognised Trade union groups • Monitor actions on action plans and ensure any actions which incur capital/revenue funding are incorporated into the trust building development plan. • Consider overall health and safety trends and issues likely to affect schools • Review H&S audits and progress towards actions 		<ul style="list-style-type: none"> • H&S Policy adoption to reflect local arrangements 	<ul style="list-style-type: none"> • Personalise Trust Health & Safety policy for adoption by the AB. • Implement Health and Safety policy and procedures for all staff. • Disseminate Health and Safety Policy to all staff in their schools. • Ensure all staff are aware of their Health and Safety responsibilities. • Ensure mandatory and statutory training is carried out with respect of Health and safety. • Ensure Educational Visits Co-ordinator is identified in school and they are given responsibilities for keeping Evolve up to date with all trips and activities. • Ensure Health and Safety action plans are actioned from workplace inspections & audits
Partnerships/ central services		<ul style="list-style-type: none"> • Review and challenge the performance of partnership against KPIs and strategic priorities • Review action plans from the Trust annual partnership survey • Review the partnership needs of the trust and any potential developments 	<ul style="list-style-type: none"> • To determine the scope of central services to be delivered by the Trust • Develop and operationally deliver central services/partnerships • Develop a Trust annual partnership survey • Review the data from the Trust annual 	<ul style="list-style-type: none"> • Contribute to the development and review of the partnership survey • Provide advocacy for all internal services ensuring school are appropriately resourced within their annual RAP planning and budget setting activities. 	<ul style="list-style-type: none"> • Informed of outcome and actions from annual partnership survey 	<ul style="list-style-type: none"> • Assess the need of their schools to ensure effective procurement/subscription to DSAT partnerships and services each year.

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			partnership survey and create an action plan to address any areas of concern			
Pupil Premium		<ul style="list-style-type: none"> Review the effectiveness of the use of the pupil premium across Trust 	<ul style="list-style-type: none"> Develop a Trust Pupil Premium Strategy Report – to Board on the effective use of the pupil premium across Trust in terms of educational outcomes and narrowing the achievement gap 	<ul style="list-style-type: none"> Review, challenge and approve school strategies for pupil premium expenditure, reviewing the impact of the additional funding. 	<ul style="list-style-type: none"> Review and challenge the school strategy for pupil premium expenditure, reviewing the impact of the additional funding. 	<ul style="list-style-type: none"> Determine and ensure the effective deployment of the pupil premium and monitor and report on impact Publish a pupil premium strategy on the school website in compliance with DfE requirements
Safeguarding		<ul style="list-style-type: none"> To approve the Safeguarding & Wellbeing Strategy and reviews its' effectiveness Approve Trust-wide policies on Safeguarding/Child Protection Policy, Educational Visits, Supporting Pupils with Medical Conditions, Visitors, Safer Working Practice for Staff The Chair of the Board manages allegations against the CEO Appoint a designated Board member for safeguarding (Chair of the Board) Ensure safeguarding is a high priority on all board agenda items 	<ul style="list-style-type: none"> Develop the Trust Safeguarding & Wellbeing Strategy and report to the Trustees on its' effectiveness. Develop key policies to include: on Safeguarding/Child Protection Policy, Educational Visits, Supporting Pupils with Medical Conditions, Visitors, Safer Working Practice for Staff Conduct an annual compliance and effectiveness audit within each school Analyse trends and concerns across the trust, report findings to trustees and direct remedial action Provide rapid response support for staff allegations The CEO manages and records allegations against Headteachers and central team. 	<ul style="list-style-type: none"> Monitor schools are dealing with issues appropriately and provide support to headteachers, and Designated Safeguarding Leads Liaise with the Trust Safeguarding lead professional to tackle and target areas of poor practice or non-compliance 	<ul style="list-style-type: none"> Adopt the trust Safeguarding/Child Protection Policy Review the effectiveness of safeguarding procedures. Review safeguarding issues that are affecting the operation and development of the school Review Safeguarding Audit report and monitor progress of the action plan Pupil voice survey to feed in to annual safeguarding audit. To review the annual looked after children report and act on any issues that the report raises 	<ul style="list-style-type: none"> Establish and maintain single central record (SCR) The headteacher and other recruiting staff must complete and update safer recruitment training The headteacher must ensure the school complies with the safeguarding policies and report all serious incidents to the LA, children's social care or LSCB as appropriate Report incidents, trends, referral frequency and training needs to CE and the AB. To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance Establish a robust staff training plan Complete an annual safeguarding action plan from Trust internal audit and report progress to the AB. Develop a targeted safeguarding curriculum aligned to key areas of need locally and nationally.
School Organisation Includes: Uniform Pre & after school offer School meals School hours – start & finish times Length of school day Term dates Home school agreement – if adopted		<ul style="list-style-type: none"> Consider the business case for the establishment of new wraparound provision in the Trust 	<ul style="list-style-type: none"> Develop business case and other material for the establishment of new wraparound care Develop a trust wide strategy for the establishment of wrap around care 	<ul style="list-style-type: none"> Approve changes to 'school organisation' relating to: <ul style="list-style-type: none"> Uniform Pre & after school offer School meals School hours – start & finish times Length of school day Term dates 	<ul style="list-style-type: none"> Consulted on 'school organisation' proposals and make recommendations to DoPE/SIP for approval Approve home school agreement if adopted by the school 	<ul style="list-style-type: none"> Propose changes to areas identified under 'school organisation' Review and maintain a Home school agreement if adopted by the School
SEND		<ul style="list-style-type: none"> Review and assess the impact of SEND provision across the Trust 	<ul style="list-style-type: none"> Develop a Trust SEN Strategy and report to the Trustees on its' effectiveness. To review KPIs across the Trust for 	<ul style="list-style-type: none"> To review KPIs across schools for identification of any areas of concern and address 	<ul style="list-style-type: none"> Review the school SEND policy Review and approve the SEN Information Report and ensure compliance with the 	<ul style="list-style-type: none"> To make provision for SEND pupils with or without a statement or Educational Health Care Plan

Function	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Director of Primary / School Improvement Partner	Advisory Board (AB)	Headteacher
			identification of any areas of concern for referral to the Trustees		<p>SEND Code of Practice</p> <ul style="list-style-type: none"> Review school accessibility plan and its implementation To provide oversight of the implementation of the policy within school and compliance with the Disability Discrimination Act requirements 	<ul style="list-style-type: none"> Develop the school SEND policy for review by AB prior to adoption Report to the AB on the impact and effectiveness of the SEN policy To designate a teacher to be responsible for co-ordinating SEND provision Produce the school 'School Information Report' for review by the AB and publication Work with the local authority in respect of students who have (or might have) SEN Make provision for SEND pupils with or without a statement or Education, Health and Care plan Ensure compliance with the Disability Discrimination Act requirements within the school
Vision, values & strategy		<ul style="list-style-type: none"> Set the DSAT vision and values <i>Kibworth CofE</i> Preserve and promote the religious character of the school as determined by the Diocese of Leicester 	<ul style="list-style-type: none"> Communicate the DSAT vision and values to schools 	<ul style="list-style-type: none"> Contribute to the revision and development of vision, values & strategy through consultation 	<ul style="list-style-type: none"> Contribute to the revision and development of the trust and school vision, values & strategy Monitor and support the implementation of the vision and ethos of the school and the Trust at local level <p><i>Kibworth CofE</i></p> <ul style="list-style-type: none"> Preserve and promote the religious character of the school as determined by the Diocese of Leicester Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS 	<ul style="list-style-type: none"> Contribute to the revision and development of vision, values & strategy through consultation document Develop, propose and implement the DSAT mission and vision strategy in the school context Develop school ethos and values in consultation with the AB and wider stakeholders <p><i>Kibworth CofE</i></p> <ul style="list-style-type: none"> Preserve and promote the religious character of the school as determined by the Diocese of Leicester Attend any diocesan induction training as required by the Diocese Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS
		<ul style="list-style-type: none"> Approve Trust strategic objectives annually Review and challenge progress of the Trust against its strategic objectives and KPIs Approve Trust-wide school strategies Approve a Trust Policy Framework 	<ul style="list-style-type: none"> Develop strategic objectives for the Trust Deliver strategic objectives for the Trust in partnership with schools Report progress against strategy and KPIs to the Board Develop a Trust Policy Framework (Autumn 2018) 	<ul style="list-style-type: none"> Development and execution of a strategy area Approve school strategic objectives and raising achievement plan Review and challenge progress of the school against its strategic objectives and KPIs 	<ul style="list-style-type: none"> Consulted on school strategic objectives annually Informed of progress against school strategy and KPIs termly. Escalation of concerns to the DoPE. Comply with requirements of the Trust Policy Framework 	<ul style="list-style-type: none"> Develop school strategic objectives and raising achievement plan Deliver the school strategic objectives Report progress to the Advisory Board Comply with requirements of the Trust Policy Framework To tailor trust-wide policies to school policy as recommended by the Central Executive Team

Revision History

Version	Version Date	Author	Summary of Changes
V0.1	May 2017	Helen Stockill – Head of Governance	Creation of guidance document
V1.0	6 September 2017	Helen Stockill – Head of Governance	Approved by Trust Board
V2.0	June 2018	Helen Stockill – Head of Governance	Draft version of 2018/19 scheme
V2.0	28 June 2018	Helen Stockill – Head of Governance	2018/19 version approved by Trust Board. See annotated version for changes.
V3.0	26 June 2019	Helen Stockill – Head of Governance	2019/20 version approved by Trust Board. See annotated version for changes.