

2025/2026 SCHEME OF DELEGATION – DENEFIELD SCHOOL SINGLE ACADEMY TRUST BOARD

Reviewed by Trust Board – 10 September 2025

Date of next review: September 2026

The tasks and responsibilities set out are based on:

- Our article on the role and functions of the governing board
- The rules on delegation as set out in Part 5 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- The Governance Handbook
- The Academy Trust Handbook
- School suspensions and permanent exclusions
- Model articles of association for academy trusts

The trust board can delegate any functions **except the approval of the budget** (Academy Trust Handbook). The Trust Board as a whole is responsible for any decision delegated. Any decisions taken by a committee should therefore be reported back to the trust board in a timely manner.

Please note: Tasks related to approving policies are not included in this document and are recorded by the Governance Professional using the Policy Control List.

KEY:

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

Function	Task	TB	Committee	Individual Trustee	Headteacher
Vision and Strategy	Determine trust's vision, strategy, ethos/culture and key priorities	✓			✓
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓			
	Establish an independent appeals panel when there are admissions appeals				✓

Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓
	Make sure your school leaders fulfil expectations and statutory duties	✓	✓		
	Regularly review attendance data and help leaders focus improvement efforts on students who need it	✓	Standards	✓	
	Make sure school staff receive adequate training on attendance				✓
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days				✓

	Convene a TDM to review the Headteachers decision and to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion	✓ See TDM TOR			
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents/carers	✓			
	Monitor pupil behaviour data across different pupil and year groups including reviewing rates and patterns of suspension and exclusion		✓ Standards		
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓

	Agree named trustee for Careers trustee	✓	✓ Standards		
	Make sure all students at the school are provided with independent careers guidance from year 7 to year 13	✓	✓ Standards	✓ Careers Link Trustee	✓
	Scrutinise Student Performance Data and Ensure high standards of teaching and learning		✓ Standards		
	Agree challenging targets for student achievement /attainment	✓	✓ Standards		
	Analyse examination results and key stage assessments against agreed targets	✓	✓ Standards		

	Make sure all students at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13, as part of the school's career guidance offer	✓	✓ Standards	✓ Careers Link Trustee	✓
Finance and budgets	Make day-to-day spending decisions under the amounts as set out in the financial management policy				✓
	Appoint senior executive leaders as an accounting officer and a chief financial officer	✓			

	<p>Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and the Department for Education (DfE)'s Accounts Direction</p>	<p>✓</p>	<p>✓ Resources</p>		
	<p>Appoint and remove auditors - separate internal and external auditors</p> <p>(External Auditors' appointment to be approved by members following recommendation by TB)</p>	<p>✓</p>	<p>✓ Resources</p>		

	<p>Receive external auditor's report</p> <p>Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to</p>	<p>✓</p>	<p>✓ Resources</p>		
	<p>Action recommendations arising from internal audits</p> <p>Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the trust</p>	<p>✓</p>	<p>✓ Resources / Standards</p>		
	<p>Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)</p>	<p>✓</p>	<p>✓ Resources</p>		

	Refer novel, contentious and/or repercussive transactions to Department for Education (DfE) for explicit prior authorisation	✓			
	Make sure the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓ Resources		
	Oversee the risk register and undertake a full review at least annually Undertake review of risk register (twice a year)	✓	✓ Resources / Standards		
	Monitor income and expenditure / budget six times per annum. CoT & Chair of Resources to receive monthly management accounts.		✓ Resources		

	Consider annual financial benchmarking data and analyse outcomes		✓ Resources		
	Establish an audit and risk committee	✓			
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DfE	✓			
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and senior employees	✓			
	Monitor impact of pupil premium funding	✓	✓ Standards / Resources		✓

Trust board procedures	Hold full governing board meetings at least once per term each school year	✓			
	Elect a chair and vice-chair of trustees	✓			
	Appointment or removal of Co-opted Trustees	✓			
	Appointment or removal of Academy Trustees	✓ Members			
	Appointment or removal of governance professional	✓			
	Governance professional annual appraisal	✓			
	Determine the constitution, membership and terms of reference of any committee it decides to establish, and review this at least annually. Appoint or elect a chair for each committee	✓			

	Check that all statutory policies and documents are in place (see policy control list)	✓			
	Agree timetable, expectations and reporting for monitoring and visits to schools	✓	✓ Standards		
	Delegate functions & roles to committees and individuals	✓ (see TOR)			
	Commission external review of trust board effectiveness every three years	✓			
	Complete annual trust board self-evaluation	✓			
Health and safety	Monitor the implementation of the health and safety policy	✓	✓ Resources	✓ H&S Trustee	
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓ Resources		✓

	Make sure the estate is managed strategically and is maintained in a safe working condition	✓	✓ Resources		✓
	Arrange regular monitoring and inspection of school premises and agree a funded maintenance plan		✓ Resources	✓ H&S Trustee	
Parents/carers and the community	Make sure the required information is published on the school website	✓	✓ Standards		✓
	Approve a complaints procedure	✓	✓ Standards		✓
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides – per policy	✓			

	Monitor all complaints raised (including through external agencies e.g. LA, DfE and Ofsted)	✓	✓ Standards		
	Establish an Accessibility Plan and review it annually and report to parents		✓ Resources		
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓ Resources		
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓ Resources		
Pupil wellbeing	Make sure eligible students receive free school meals (FSM)	✓	✓ Resources/ Standards		✓
	Ensure school food standards are met		✓ Resources		✓

	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training	✓	✓ Standards		✓
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED), and publishes equality objectives and information about how it is doing this	✓	✓ Standards		
	Make arrangements for supporting students with medical conditions		✓ Standards		✓
	Monitor student's wellbeing and how this is actively supported		✓ Standards		

	Monitor provision and outcomes for EAL students		✓ Standards		
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓ Standards	✓ Safeguarding Trustee	
	Make sure the school has effective safeguarding policies and procedures in place	✓			
	Approve and evaluate educational off-site visits and activities		✓ Standards		✓
	Appoint a trustee to take responsibility for safeguarding and that they receive appropriate training	✓	✓ Standards	✓ Safeguarding Trustee	
	Review maintenance of the Single Central Record (SCR)	✓			✓
	Make sure all trustees receive safeguarding & Prevent training	✓			✓

	Make sure appropriate filtering and monitoring systems are in place to protect students when they access the internet at school	✓	✓ Resources / Standards		✓
	Appoint a member of staff to be the designated safeguarding lead (DSL)				✓
	Make sure effective support is provided for any employee facing an allegation	✓	✓ Standards		✓
Special educational needs and disabilities (SEND)	Appoint a trustee for Special educational needs and disabilities (SEND) to have oversight of the school's arrangements for SEND	✓			

	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓ Standards	✓ SEND Trustee	✓
	Make sure parents/carers are notified by the school when special educational provision is being made for their child				✓
	Make sure the school produces its school SEN information report and publishes it online	✓	✓ Standards		✓
	Co-operate with the LA in developing the local offer		✓ Standards		✓
	Make sure the school follows the statutory SEND Code of Practice	✓			✓

	Make sure there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school, and that they have sufficient time and resources to carry out their role effectively	✓	✓ Standards	✓ SEND Trustee	✓
	Make sure the teachers in the school are aware of the importance of identifying students who have SEN and are providing appropriate teaching				✓
Staffing matters	Appoint & Dismiss Head, Deputy Heads, Finance & Business Director and assistant Heads.	✓			
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓			

	Make sure employment law and guidance is being followed	✓	✓ Resources		
	Approve staffing structure changes	✓	✓ Resources		
	Approve Teachers' Pay decisions following recommendations of the Head teacher		✓ Resources		
	Undertaking panel hearings for staffing procedures such as disciplinary, grievance and capability matters	✓ (see TOR)			
	Monitor staff wellbeing and workload	✓	✓ Resources		
	Monitor staff statutory training (safeguarding, prevent, H&S etc.) and impact of CPD	✓	✓ Resources	✓ HR Trustee	
	Appoint School Improvement Partner to ensure effective school improvement	✓			✓

	capacity within, the trust and to assist with the Head teacher's Performance Management Nominate Head teacher's Performance Management Panel				
School evaluation and improvement planning	Agree school's Self Evaluation process (SEF)	✓			
	Agree long term vision for the strategic plan and review ongoing progress	✓			
	Approve annual School Action Plan (SAP). Monitor progress, implementation and evaluate the impact on raising standards. Ensure OFSTED recommendations are incorporated into the SAP	✓			