

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

VISION & COMMUNITY		ODST Board/ Committees	CEO/Central Team	LGBs	School Leaders
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/ Committees	CEO/Central 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/ Committees	CEO/Central 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/ Committees	CEO/Central 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/ Committees	CEO/Central 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/ Committees	CEO/Central 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