



## DANES EDUCATIONAL TRUST Scheme of Delegation 2019-2020

It is a requirement of all schools within the Trust to follow this Scheme of Delegation. It will be reviewed annually, according to the review cycle which can be found below, with all Schools and School Boards having the opportunity to contribute to this review.

In this document, the phrases used have the following meanings:

**OWN:** the individual /group that has responsibility for determining the task, ensuring it is completed and approving where appropriate. Determining the task involved initiating, shaping, and developing it.

**DELIVER:** the individual/group that has responsibility for undertaking the particular task delegated to them/ complying with policy and reporting on its delivery at suitable intervals, as determined by the owner. If this person is the Head or Chief Executive Officer, they can delegate the task to another designated staff member, however the Head/ Chief Executive Officer retains overall responsibility for delivery.

**REVIEW:** the individual /group that has responsibility for reviewing, at the end of the process, whether a particular task has been delivered satisfactorily and, where appropriate, taking action where this is not the case. The reviewer may use a range of information from School and Trust sources to support their evaluation.

**QUALITY ASSURE:** the individual /group that reviews the task to test that it has been appropriately completed by the Trust/School. This may be an individual or group external to the Trust. Not all tasks require quality assurance external to the Trust.

### Abbreviations

**CEO** Chief Executive Officer

**ESFA** Education and Skills Funding Agency

**SSPR** Senior Staff Pay and Remuneration

### Sections

Strategy and Leadership

Quality of Education

Finance

HR

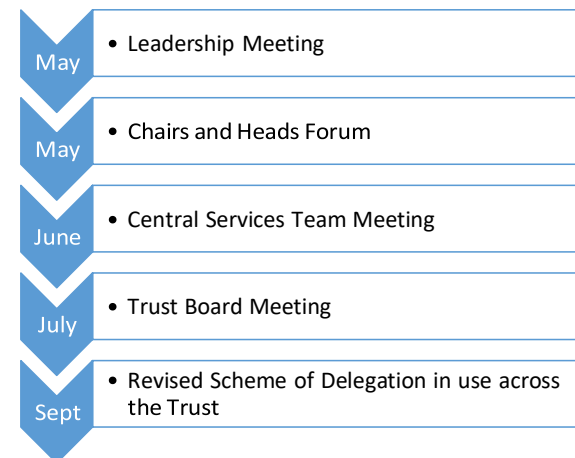
Operations

Exceptional Circumstances

List of Policies

List of Trust Documents

### Annual Review Cycle



Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
S1	Strategy and Leadership	Creation and annual review of Scheme of Delegation	TRUST BOARD	CEO	CHAIR TRUST BOARD	TRUST BOARD	LEGAL ADVISORS
S2	Strategy and Leadership	Setting strategic objectives of the Trust	TRUST BOARD	CEO	CHAIR TRUST BOARD	TRUST BOARD	CHALLENGE PARTNERS MAT REVIEW
S3	Strategy and Leadership	Setting Trust strategic plan	TRUST BOARD	CEO	CHAIR TRUST BOARD	TRUST BOARD	OFSTED, CHALLENGE PARTNERS MAT REVIEW
S4	Strategy and Leadership	Delivery of Trust strategic plan	TRUST BOARD	CEO with HEADTEACHERS	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	OFSTED, CHALLENGE PARTNERS MAT REVIEW
S5	Strategy and Leadership	Strategic objectives of the School- in line with the strategic objectives of the Trust	CEO PB – CAREERS	HEADTEACHERS With CENTRAL SERV.	CEO	TRUST BOARD	TRUST BOARD, CHALLENGE PARTNERS, MAT REVIEW
S6	Strategy and Leadership	School Strategic plan- set in line with the Trust strategic plan	CENTRAL SERVICES	HEADTEACHERS	CEO	ED COMMITTEE	OFSTED, CHALLENGE PARTNERS
S7	Strategy and Leadership	Delivery of School strategic plan	PB & CENTRAL SERVICES	HEADTEACHERS	CEO	ED COMMITTEE	OFSTED, TRUST, SCHOOL IMPROVEMENT STRATEGY
S8	Strategy and Leadership	Creating and maintaining Trust Self Evaluation Form <sup>1</sup> with associated self-evaluation activities undertaken	TRUST BOARD	CEO	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	CHALLENGE PARTNERS MAT REVIEW
S9	Strategy and Leadership	Creating and Maintaining School Self Evaluation - with associated activities undertaken as part of Trust School Improvement Strategy	CENTRAL SERVICES	HEADTEACHERS	CEO	ED COMMITTEE	PEER REVIEW, TRUST SCHOOL IMPROVEMENT STRATEGY
S10	Strategy and Leadership	Compliance : Funding Agreement- comply with all obligations including the Academies Financial Handbook	TRUST BOARD	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR, EFSA
S11	Strategy and Leadership	Compliance: Regulatory - comply with all the regulations affecting the Trust ( including all charity law, company law, employment law, and statutory requirements around SEND, Safeguarding, website, health, and safety and GDPR <sup>2</sup>	MEMBERS	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR, CHARITY COMMISSION, HSC, ICO ETC
S12	Strategy and Leadership	Compliance: Regulatory - comply with all regulations affecting the School ( including all charity law, company law, employment law and statutory requirements around SEND, Safeguarding, website, health, and safety and GDPR <sup>3</sup>	SCHOOL BOARD	HEADTEACHERS	TRUST BOARD: AUDIT CTTEE: EDUCATION CTTEE : BUSINESS CTTEE, as per terms of reference for these committees	TRUST BOARD	AUDITOR, CHARITY COMMISSION, HSC, ICO ETC

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
S13	Strategy and Leadership	<b>Compliance-</b> completing the register of business interests for Trustees and put in place a procedure to deal with any conflicts of interest and connected party transactions	TRUST BOARD	CLERK TRUST BOARD	CHAIR TRUST BOARD	TRUST BOARD	AUDITOR
S14	Strategy and Leadership	<b>Compliance-</b> completing the register of business interests for Governors and put in place a procedure to deal with any conflicts of interest and connected party transactions	SCHOOL BOARD	CLERK SCHOOL BOARD	CHAIR TRUST BOARD	TRUST BOARD	AUDITOR
S15	Strategy and Leadership	<b>Compliance :</b> Completing the register of business interests for relevant Central Services Staff who are budget holders and put in place a procedure to deal with any conflicts of interest and connected party transactions	TRUST BOARD	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR
S16	Strategy and Leadership	<b>Compliance :</b> Completing the register of business interests for relevant School Staff who are budget holders and put in place a procedure to deal with any conflicts of interest and connected party transactions	SCHOOL BOARD	HEADTEACHERS	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR
S17	Strategy and Leadership	<b>Appointments and removal of Member appointed Trustees</b> ensuring processes in place for appointment of Member appointed Trustees ( including ensuring that the Trustees have the skills to perform their functions and the constitution of the Board is correct)	MEMBERS	CHAIR OF TRUST BOARD <sup>4</sup>	MEMBERS	MEMBERS	DFE, EXTERNAL REVIEW OF GOVERNANCE
S18	Strategy and Leadership	<b>Appointments and removal of Non-Member appointed Trustees</b> ensuring processes in place for appointment of Member appointed Trustees (including ensuring that the Trustees have the skills to perform their functions and the constitution of the Board is correct)	TRUST BOARD	CHAIR OF TRUST BOARD <sup>5</sup>	TRUST BOARD	TRUST BOARD	DFE, EXTERNAL REVIEW OF GOVERNANCE
S19	Strategy and Leadership	<b>Appointments and removal of Governors</b> ensuring processes in place for appointment of Governors (including ensuring that the Governors have the skills to perform their functions and the constitution of the Board is correct)	SCHOOL BOARD AS PER TERMS OF REFERENCE - ARTICLES OF GOVERNANCE <sup>6</sup>	CHAIR OF SCHOOL BOARD <sup>7</sup>	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	EXTERNAL REVIEW OF GOVERNANCE

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
S20	Strategy and Leadership	Appointment of Internal Assurance Officer	TRUST BOARD: AUDIT CTTEE	CEO	TRUST BOARD	TRUST BOARD:AUDIT CTTEE	AUDITOR
S21	Strategy and Leadership	Appointment of Audit and Risk Committee	TRUST BOARD	TRUST BOARD	TRUST BOARD	MEMBERS	AUDITOR
S22	Strategy and Leadership	Appointment of Clerk - Trust Board	TRUST BOARD	CHAIR OF TRUST BOARD WITH CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD:AUDIT CTTEE	ANNUAL REVIEW OF GOVERNANCE, AUDITOR
S23	Strategy and Leadership	Appointment of Clerk - School Board	CENTRAL SERVICES	CENTRAL SERVICES	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD:AUDIT CTTEE	ANNUAL REVIEW OF GOVERNANCE, OFSTED
S24	Strategy and Leadership	Determining which policies are to be standardised across the Trust	TRUST BOARD	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	
S25	Strategy and Leadership	Policies - determine Trust wide Policies <sup>8</sup>	TRUST BOARD	CEO	CLERK TRUST BOARD	TRUST BOARD: AUDIT CTTEE	
S26	Strategy and Leadership	Policies - determine School Policies <sup>9</sup>	SCHOOL BOARD	HEADTEACHERS	CEO	SCHOOL BOARD	
S27	Strategy and Leadership	Prepare and review annually terms of reference for Trust Board committees including School Boards with reference to the Trust's Articles of Association <sup>10</sup>	TRUST BOARD	CHAIR OF TRUST BOARD	TRUST BOARD	TRUST BOARD	ANNUAL GOVERNANCE REVIEW
S28	Strategy and Leadership	Prepare and review annually terms of Reference for School Boards' subcommittees <sup>10</sup>	TRUST BOARD	TRUST BOARD	CEO	TRUST BOARD	ANNUAL GOVERNANCE REVIEW
S29	Strategy and Leadership	Training programme for Trustees	TRUST BOARD	CHAIR TRUST BOARD	CLERK TRUST BOARD	TRUST BOARD	ANNUAL GOVERNANCE REVIEW
S30	Strategy and Leadership	Training programme for Governors	SCHOOL BOARD	CHAIR SCHOOL BOARD	CLERK SCHOOL BOARD	TRUST BOARD, BUSINESS CTTEE	ANNUAL GOVERNANCE REVIEW
S31	Strategy and Leadership	Review Effectiveness of Trust Board	TRUST BOARD	CHAIR OF TRUST BOARD	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	EXTERNAL GOVERNANCE CONSULTANT, PEER MAT REVIEW
S32	Strategy and Leadership	Review Effectiveness of School Board	CENTRAL SERVICES	CHAIR OF SCHOOL BOARD	TRUST BOARD : BUSINESS CTTEE	SCHOOL BOARD	EXTERNAL GOVERNANCE CONSULTANT

#### Footnotes

- 1 It is the CEO's responsibility to ensure that the Business and Educational SEFs and Strategic Plans are coherent and integrated
- 2 Specific delivery for monitoring GDPR will be a Trust DPO
- 3 Specific delivery for monitoring GDPR will be a School DPO
- 4 With ratification by Members
- 5 With ratification by Trust Board
- 6 HEC for some SCD Governors
- 7 Unless removal of Chair, in which case either the Chair of the Trust Board or Vice Chair of SB to deliver, depending on circumstances, both with ratification of Trust Board
- 8 See tables showing Trust Policies at the end of this document
- 9 See tables showing Trust and School Policies at the end of this document
- 10 See tables showing Trust and School Board Terms of Reference at the end of this document

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
E1	Quality of Education	<b>Key Performance Indicators</b> - setting and reviewing Trust wide learner outcome KPIs	TRUST BOARD	CEO	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	OFSTED EXTERNAL MAT REVIEW
E2	Quality of Education	<b>Quality of Teaching</b> - Trust direction of appropriate levels of support, challenge, training, and intervention to support delivery of education outcomes as pare Trust School Improvement Strategy	TRUST BOARD	CEO	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	OFSTED EXTERNAL REVIEW
E3	Quality of Education	<b>Quality of Teaching</b> - ensuring appropriate levels of support, challenge, training, and intervention to support delivery of education outcomes in Schools	HEADTEACHER	HEADTEACHERS	CEO	ED COMMITTEE	OFSTED EXTERNAL REVIEW
E4	Quality of Education	<b>Curriculum</b> - setting the strategic direction of the curriculum	TRUST BOARD	CEO	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	OFSTED EXTERNAL REVIEW
E5	Quality of Education	<b>Curriculum</b> - setting the curriculum for the Schools to meet the strategic objectives of the Trust and reviewing its effectiveness	PARTNERSHIP BOARD AND CENTRAL SERVICES	HEADTEACHERS	CENTRAL SERVICES	TRUST BOARD : EDUCATION CTTEE	OFSTED EXTERNAL REVIEW
E6	Quality of Education	<b>Narrowing the Achievement Gap</b> - reviewing and challenging the value for money of: Pupil Premium CLA/PLA Catch up ( Sec) Sports Premium ( Primary) EHCP SEND in terms of educational outcomes and narrowing the achievement gap	SCHOOL BOARD	HEADTEACHERS	CEO and EDUCATION CTTEE	TRUST BOARD	OFSTED EXTERNAL REVIEW, AUDITORS
E7	Quality of Education	<b>Set Admissions Policy</b>	TRUST BOARD (PAN) SCHOOL BOARD (POLICY)	SCHOOL BOARD : ADMISSIONS CTTEE	CEO	TRUST BOARD : EDUCATION CTTEE	INDEPENDENT ADJUDICATOR
E8	Quality of Education	<b>Admissions decisions and appeals</b>	SCHOOL BOARD	HEADTEACHERS	CEO	TRUST BOARD : EDUCATION CTTEE	INDEPENDENT ADJUDICATOR/APEALS PANELS
E9	Quality of Education	<b>Setting Trust wide expectations for student matters</b> : including attendance, exclusions, punctuality, and behaviour	TRUST BOARD	CEO	TRUST BOARD : EDUCATION CTTEE	TRUST BOARD	OFSTED
E10	Quality of Education	<b>Reporting on student issues</b> - including attendance, exclusions, punctuality, and disciplinary matters for each School	CENTRAL SERVICES	HEADTEACHERS	SCHOOL BOARD	CEO & ED COMMITTEE	OFSTED

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
E11	Quality of Education	To determine formal appeals against student discipline determinations	SCHOOL BOARD	SCHOOL BOARD: APPEALS PANEL	TRUST BOARD : EDUCATION CTTEE	CEO	LA
E12	Quality of Education	Review use of Exclusion- decide whether or not to confirm permanent & fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination	SCHOOL BOARD	SCHOOL BOARD: APPEALS PANEL	TRUST BOARD : EDUCATION CTTEE	CEO	INDEPENDENT REPRESENTATIVE ON APPEALS PANELS
E13	Quality of Education	Direct Reinstatement of excluded students	SCHOOL BOARD	SCHOOL BOARD: APPEALS PANEL	TRUST BOARD : EDUCATION CTTEE	CEO	INDEPENDENT REPRESENTATIVE ON APPEALS PANELS
E14	Quality of Education	School Hours- setting the term dates and opening and closing times for the Schools	TRUST BOARD	SCHOOL BOARD	CEO	TRUST BOARD	OFSTED
E15	Quality of Education	Catering provision and provision of Free School Meals - ensure provided to appropriate nutritional standards with free school meals to those meeting the criteria	SCHOOL BOARD	HEADTEACHERS	SCHOOL BOARD	TRUST : BUSINESS CTTEE	

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
F1	Finance	Appoint Responsible Officer	TRUST BOARD	TRUST BOARD : AUDIT CTTEE	CHAIR TRUST BOARD	CEO	
F2	Finance	Appoint Audit Committee	TRUST BOARD	CHAIR TRUST BOARD	CLERK TRUST BOARD	TRUST BOARD	
F3	Finance	<b>Funding Model</b> - agreeing a funding model across the Trust and developing an individual funding model for the Schools so as to secure the Trust's financial health in the short term and the long term	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR, ESFA
F4	Finance	<b>Trust Annual Budget</b> - formulating and setting the Trust wide budget	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR, ESFA
F5	Finance	Delivery of Annual Trust Budgets	CEO	CEO and CENTRAL SERVICES: FINANCE	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	AUDITOR, INTERNAL ASSURANCE OFFICER
F6	Finance	Setting School Annual Budgets	TRUST BOARD	CEO and HEADTEACHERS	SCHOOL BOARD	TRUST BOARD : BUSINESS CTTEE	AUDITOR
F7	Finance	Delivery of Annual School Budgets	HEADTEACHER	CENTRAL SERVICES: FINANCE	SCHOOL BOARD	TRUST BOARD : BUSINESS CTTEE	AUDITOR, INTERNAL ASSURANCE OFFICER
F8	Finance	<b>Key Performance Indicators</b> - setting and reviewing Trust -wide Financial KPIs	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F9	Finance	<b>Set Scheme of Delegation of financial authority for the Trust and the Schools and related financial policies and procedures</b> - ensure that there are appropriate financial controls so that there is regularity, probity, and value for money in relation to the management of public funds	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F10	Finance	<b>Adhere to the scheme of delegation of financial authority and related financial policies and procedures (Trust)</b> - ensuring that there are appropriate financial controls so that there is regularity, probity, and value for money in relation to the management of public funds	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F11	Finance	<b>Adhere to the scheme of delegation of financial authority and related financial policies and procedures (School)</b> - ensuring that there are appropriate financial controls so that there is regularity, probity, and value for money in relation to the management of public funds	SCHOOL BOARD	HEADTEACHER	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
F12	Finance	Ensure appropriate insurance arrangements in place across the Trust	TRUST BOARD	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR
F13	Finance	Submit monthly Management Reports (Trust)	CEO	CENTRAL SERVICES: FINANCE	TRUST BOARD : BUSINESS CTTEE	CHAIR TRUST BOARD	AUDITOR
F14	Finance	Submit monthly Management Reports (Schools)	HEADTEACHER	CENTRAL SERVICES: FINANCE	SCHOOL BOARD	CHAIR TRUST BOARD	AUDITOR
F15	Finance	Submit annual Trust Accounts	TRUST BOARD	CEO (ACCOUNTING OFFICER)	TRUST BOARD : AUDIT CTTEE	MEMBERS	AUDITOR, ESFA
F16	Finance	Compile, maintain and review Trust Risk Register	TRUST BOARD	CEO	TRUST BOARD : AUDIT CTTEE	TRUST BOARD	AUDITOR
F17	Finance	Compile, maintain and review School Risk Register	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	TRUST BOARD : AUDIT CTTEE	AUDITOR
F18	Finance	Unrestricted Trust reserves- agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F19	Finance	Unrestricted School reserves- agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F20	Finance	Restricted Trust reserves - agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F21	Finance	Restricted School reserves - agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD : BUSINESS CTTEE	AUDITOR
F22	Finance	Designated Trust and School reserves- agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F23	Finance	School Funds- agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	INTERNAL ASSURANCE OFFICER	AUDITOR
F24	Finance	Investments- agreeing the strategy in line with the Schools Financial Handbook and any internal policies and controls	TRUST BOARD	TRUST BOARD : FINANCE CTTEE	TRUST BOARD : AUDIT CTTEE	MEMBERS	AUDITOR, ESFA
F25	Finance	Trust Trading Subsidiary - Herts & Bucks TSA Ltd financial oversight	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
F26	Finance	Trust Trading Subsidiary - Danes Educational Trust Trading Ltd financial oversight	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR



Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
H1	HR1	Appointing the CEO	TRUST BOARD	APPT CTTEE OF THE TRUSTEES	CHAIR OF SUB CTTEE	CHAIR TRUST BOARD	EXTERNAL ADVISER <sup>10</sup>
H2	HR2	Appraisal of CEO	TRUST BOARD	3 TRUSTEES, EXTERNAL ADVISER	CHAIR TRUST BOARD	TRUST BOARD : BUSINESS CTTEE	EXTERNAL ADVISER
H3	HR3	Approving individual pay decisions for CEO	TRUST BOARD	TRUST BOARD : SSPR CTTEE	TRUST BOARD	CHAIR TRUST BOARD	EXTERNAL ADVISER, ESFA
H4	HR4	Appointing the Headteachers and Executive Central Services Team	TRUST BOARD	CEO WITH CHAIR OF SCHOOL BOARD AND OTHER INVITED REPS FROM TRUST AND SCHOOL BOARD	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	EXTERNAL ADVISER
H5	HR5	Appraisal of Headteachers and Executive Central Services Team	TRUST BOARD AND ADVISER	CEO AND CHAIR OF SCHOOL BOARD (Headteachers)/ CEO (Executive C.S Team)	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	EXTERNAL ADVISER
H6	HR6	Approving individual pay decisions for Headteachers and Central Services Executive Team	TRUST BOARD	CEO AND TRUST BOARD : SSPR CTTEE	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	
H7	HR7	Approving staffing strategy for Schools	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	
H8	HR8	Setting pay rates annually for all staff	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD : AUDIT CTTEE	AUDITOR
H9	HR9	Setting terms and conditions of Employment	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	CHAIR TRUST BOARD	EXTERNAL ADVISER
H10	HR10	Appointing SLT staff in Schools	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD
H11	HR11	Appraisal of SLT staff in Schools	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD
H12	HR12	Approving individual pay decisions for SLT staff in Schools	SCHOOL BOARD	SCHOOL SSPR CTTEE	CEO	SCHOOL BOARD : BUSINESS CTTEE	TRUST BOARD
H13	HR13	Appointing all other school staff	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	CEO	TRUST BOARD : BUSINESS CTTEE
H14	HR14	Appraisal procedures of all other school staff	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	CEO	TRUST BOARD : BUSINESS CTTEE
H15	HR15	Approving individual pay decisions for all other school staff	SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	CEO	TRUST BOARD

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
H16	HR16	Arrangements for induction of newly qualified teachers - ensuring that all legal requirements are met	TRUST BOARD	HEADTEACHER	CEO	TRUST BOARD : BUSINESS CTTEE	DFE
H17	HR17	Disciplinary and capability - CEO ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	CHAIR TRUST BOARD AS COMMISSIONING MANAGER - PANEL TO BE CONVENED.	CHAIR TRUST BUSINESS CTTEE	TRUST BOARD	EXTERNAL ADVISER
H18	HR18	Disciplinary and capability - Headteachers ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	CEO AS COMMISSIONING MANAGER. PANEL TO BE CONVENED	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	EXTERNAL ADVISER
H19	HR19	Disciplinary and capability - School SLT ( in accordance with the Trust disciplinary and capability policies)	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD : HR CTEE	TRUST BOARD
H20	HR20	Disciplinary and capability - Central Services Executive Team ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	CEO AS COMMISSIONING MANAGER. PANEL TO BE CONVENED	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	
H21	HR21	Disciplinary and capability - all other school staff ( in accordance with the Trust disciplinary and capability policies)	SCHOOL BOARD = APPEAL PANEL	HEADTEACHER	SCHOOL BOARD	CEO	TRUST BOARD : BUSINESS CTTEE
H22	HR22	Grievances - CEO ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	SUB CTTEE OF TRUST BOARD	CHAIR OF SUB CTTEE	CHAIR TRUST BOARD	EXTERNAL ADVISER
H23	HR23	Grievances - Headteachers ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	CEO	TRUST BUSINESS CTTEE	TRUST BOARD	EXTERNAL ADVISER
H24	HR24	Grievances - School SLT ( in accordance with the Trust disciplinary and capability policies)	SCHOOL BOARD = APPEAL PANEL	HEADTEACHER	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD
H25	HR25	Grievances - Central Services Executive Team ( in accordance with the Trust disciplinary and capability policies)	TRUST BOARD	CEO	TRUST BOARD : BUSINESS CTTEE	TRUST BOARD	
H26	HR26	Grievances - all other school staff ( in accordance with the Trust disciplinary and capability policies)	SCHOOL BOARD = APPEAL PANEL	HEADTEACHER	SCHOOL BOARD	CEO	TRUST BOARD : BUSINESS CTTEE

**Footnotes**

10 Unless otherwise stated in HR section, appropriate External Advisers will be appointed dependent on situation

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
O1	Operations	Establishing Trust wide procurement practices in line with the Trust's and Schools' Schedules of Financial Delegation	TRUST BOARD	CEO	TRUST BOARD	TRUST BOARD: AUDIT CTTEE	AUDITORS
O2	Operations	Determining central services provided by the Trust to schools	TRUST BOARD	CEO	TRUST BOARD	TRUST BOARD: AUDIT CTTEE	AUDITORS
O3	Operations	Maintaining school asset registers	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD: AUDIT CTTEE	AUDITORS
O4	Operations	Maintaining the ICT Replacement strategy	TRUST BOARD	CEO	TRUST BOARD: BUSINESS CTTEE	TRUST BOARD	AUDITORS
O5	Operations	Policy for how Schools' premises are used	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD:BUSINESS CTTEE	AUDITORS
O6	Operations	Ensuring Schools' premises are adequately maintained	TRUST BOARD	SCHOOL BOARD	CEO	TRUST BOARD:BUSINESS CTTEE	EXTERNAL CONDITIONS SURVEY, H & S AUDIT
O7	Operations	Acquiring and disposing of Trust Land	TRUST BOARD	CEO	TRUST BOARD:AUDIT CTTEE	MEMBERS	EFSA
O8	Operations	Changing use of assets	TRUST BOARD	CEO	TRUST BOARD:AUDIT CTTEE	MEMBERS	EFSA
O9	Operations	Trust Media & PR- overseeing public relations activities to project the activities of the Trust and the Schools to the wider community	TRUST BOARD	CEO	TRUST BOARD: BUSINESS CTTEE	TRUST BOARD	EXTERNAL MAT REVIEW
O10	Operations	School Media & PR- overseeing public relations activities to project the activities of the Schools to the wider community	SCHOOL BOARD	SCHOOL COMMS LEAD	HEADTEACHER	SCHOOL BOARD	CENTRAL SERVICES(COMMS)
O11	Operations	Trust Prospectus and Website	TRUST BOARD	TRUST COMMS LEAD	CEO	TRUST BOARD : BUSINESS CTTEE	EXTERNAL MAT REVIEW
O12	Operations	School Prospectus	SCHOOL BOARD	SCHOOL COMMS LEAD	HEADTEACHER	SCHOOL BOARD	CENTRAL SERVICES(COMMS)

Ref	Area	Task	Own	Deliver	Monitor	Review	Quality Assure
E01	Exceptional circumstances	Establishing 'exceptional circumstances' operations	CHAIR TB (CHAIR'S ACTION)	CEO	TRUST BOARD	TRUST BOARD:AUDIT COMMITTEE	EXTERNAL REVIEW OF GOVERNANCE
E02	Exceptional circumstances	Determine Trust approach to exceptional circumstances situation, including reporting requirements	TRUST BOARD	CEO	TRUST BOARD	TRUST BOARD:AUDIT COMMITTEE	EXTERNAL REVIEW OF GOVERNANCE
E03	Exceptional circumstances	Determine Trust Risk Assessment Form based on DfE/Government/LA guidelines	TRUST BOARD	CEO	TRUST BOARD	TRUST BOARD:AUDIT COMMITTEE	CENTRAL SERVICES
E04	Exceptional circumstances	Assessing risk of exceptional circumstances and implement associated risk assessment and working practices using the relevant Trust Risk Assessment form	SCHOOL BOARD	HEADTEACHER	CEO	TRUST BOARD	CENTRAL SERVICES
E05	Exceptional circumstances	Deciding to fully or partially close the school in line with the risk assessment and Trust/DfE/Government/ LA guidelines	CHAIR OF SCHOOL BOARD	HEADTEACHER	SCHOOL BOARD	CEO	CENTRAL SERVICES
E06	Exceptional circumstances	Deciding to fully or partially open the school in line with the risk assessment and DfE/Government/ LA guidelines	TRUST BOARD	CEO	SCHOOL BOARD	TRUST BOARD:AUDIT COMMITTEE	CENTRAL SERVICES

## Danes Educational Trust Policies: Academic Year 2019-2020

**Schools must adopt these in order to ensure compliance with the Scheme of Delegation and statutory DfE and EDSA requirements**

Anti-Fraud & Corruption	S
CCTV****	NS
Child Protection Training & Procedures****	S
Communications	NS
Competitive Tendering	S
Complaints Policy and Procedure	S
Critical Incident and Business Continuity part 1	NS
Curriculum Intent and Implementation	NS
Data Protection (including Biometrics)	S
Data Retention Guidelines	NS
Disability and Accessibility	S
Equality Information	S
Exclusions and Appeals	S
Expenses Policy ( Governors/Trustees)	S
Financial Procedures Manual	S
Freedom of Information Publication Scheme	S
Gifts and Hospitality	S
Governor and Trustee Code of Conduct	NS
Health and Safety part 1	S
Investment	S
New Employee Referral Scheme	NS
Off site and Residential Activities	NS
Privacy Notices - Staff, Member/Trustee/Governor, Candidate	S
Register of Pecuniary Interest ( Trustees and Members)	S
Reserves	S
Risk Management	S
Safeguarding and Student Welfare	S
Annex 1 to Safeguarding and Student Welfare-school closure arrangements****	NS
SEND Policy and Procedures	S

Staff- Alcohol, drugs & gambling at work	NS
Staff- Allegations against staff of abuse	S
Staff- Appraisal ( Teaching and support staff)	NS
Staff- Capability	S
Staff- Code of Conduct	S
Staff- CPDL & training policy	NS
Staff- Disciplinary	S
Staff- Equal Opportunities	S
Staff- Flexible working	NS
Staff- Grievance procedure	S
Staff- Guidance for the management of work related stress	NS
Staff- Harassment and Bullying	NS
Staff- Health and Attendance	NS
Staff- Leave of Absence	NS
Staff- Maternity, Paternity, Adoption, Parental Leave, Shared Parental Leave & Parental Bereavement Leave	NS
Staff- NQTS	S
Staff- Pay	NS
Staff- Probationary Period	NS
Staff - Redundancy Policy	NS
Staff - Relationship with Staff Assoc	NS
Staff - Safer Recruitment	NS
Staff- Study Assistance	NS
Staff- Whistleblowing	S
Student Remote Learning Policy	NS

**S = Statutory**

**NS= Non-Statutory**

**\*\*\*\* schools need to add local details and formally adopt**

### SCHOOL POLICIES

Admissions and Admission Arrangements	S
Anti-bullying Policy	NS
Assessment, Recording and Reporting	NS
Behaviour and Discipline	S
Careers	NS
Charging and Remission	S
Collective Worship	NS
Critical Incident and Business Continuity part II	NS
Curriculum	NS
Disability Accessibility Plan	S
Drug Alcohol and substance misuse	NS
EAL	NS
Examination protocols	S
First Aid	S
Higher Potential Learner Policy	NS
Health and Safety Part II	S
Home-School Agreement	NS
Homework Policy	NS

Inclusion	NS
Internal/ External Communications Protocols	NS
Lettings and use of premises	S
Looked after Children	NS
Medical Treatment of Students	S
Online safety policy	NS
Privacy Notices - Students, Parents	S
PSHE	NS
Religious Education	NS
Register of Pecuniary Interest - School Board members	S
Rewards and Sanctions	NS
SEND Information Report	S
Relationships and Sex Education and Health	S
Staff- Long Service Awards	NS
Student Attendance	NS
Students with Health Needs who cannot attend school	S

## Danes Educational Trust Documents: Academic Year 2019-2020

Terms of Reference: School Board
Terms of Reference: School Board - Admissions
Terms of Reference: School Board - SSPR Cttee
Terms of Reference: Trust Board - Business Cttee
Terms of Reference: Trust Board - Education Cttee
Terms of Reference: Trust Board - SSPR Cttee
Terms of Reference: Trust Board - Audit, Risk & Compliance Cttee
Danes Educational Trust Articles
Scheme of Delegation Danes Educational Trust