

Scheme of Delegation 2026-2027

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

Strategy, Oversight & Scrutiny	• Create the vision and strategy for the Trust and for individual schools • Ensure that ○ statutory policies are in place for compliance, ○ reporting mechanisms provide assurance, and ○ school leadership teams are held to account for outcomes
Strategy implementation	• Implement and monitor actions to deliver the agreed strategy • Ensure that ○ outcomes evidencing the effectiveness of the strategy are reported ○ operational accountability is clear to enable the governance layer to function strategically ○ the effectiveness of the strategy is monitored and appropriate responses are approved
Approve	Accountable and answerable for the task being delivered Delegates the delivery There will be only one body approving
Deliver	Responsible for the task Does the work to achieve the task Can be shared between groups/individuals
Engage	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
Recommend	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	Engage	Engage
V2	Apply ODST-wide vision and strategy to individual schools			Deliver	Deliver
V3	Develop a school vision sitting within ODST vision			Approve	Deliver
V4	Ensure that the values and ethos of the Trust are reflected in all schools	Deliver	Deliver	Deliver	Deliver
V5	Adhere to ODST Governance Code of Conduct	Approve	Deliver	Deliver	Deliver
V6	Ensure engagement with and feedback from stakeholders	Deliver	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 and risk management at Trust level, including for cyber security	Approve	Deliver	Engage	Engage

GOVERNANCE		ODST Board/ Committees	CEO/Central Team	LGBs	School Leaders
G1	ODST Members appoint and remove ODST Trustees				
G2	Elect chair, vice-chair of trustees and committee chairs	Approve			
G3	Establish and review ODST central governance structure and skills	Approve	Deliver		
G4	Establish and review LGB governance structure	Approve	Deliver	Engage	
G5	Agree named Trustee for specific areas (safeguarding, SEND, careers)	Approve			
G6	Agree named LGB member for specific areas (safeguarding, SEND, careers)			Approve	Engage
G7	Ratify appointment of LGB chairs and Resources Committee Chair	Approve	Engage	Recommend	
G8	Adhere to all Terms of Reference	Approve		Deliver	Deliver
G9	Appoint and remove LGB members other than elected parents and staff	Approve		Engage	
G10	Appoint ODST Governance Professional	Approve	Deliver		
G11	Agree LGB Governance Professional arrangements		Engage	Deliver	Deliver
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	Engage
G14	Manage and publish 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	Engage
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 ODST Annual Report to the Members and publish on Trust website	Approve	Deliver		
G21	Implement statutory and ODST policies		Deliver	Deliver	Deliver
G22	Determine school level policies			Approve	Deliver
G23	Consult and determine admission arrangements for all schools including Nursery provision	Approve	Deliver	Deliver	Deliver
G24	Maintain admissions and attendance registers			Engage	Deliver
G25	Ensure that the Trust safeguarding policy is implemented	Deliver	Deliver	Deliver	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	Determine and implement Trust wide RE policy incorporating the Local Agreed Syllabus	Approve	Engage	Engage	Deliver
E4	Plan and deliver school improvement priorities and strategies		Engage	Approve	Deliver
E5	Ensure delivery of the statutory requirements for all Key Stages including EYFS (0-5)	Engage	Engage	Engage	Deliver
E6	Embed accountability for high standards of teaching and learning and inclusion	Approve	Engage	Deliver	Deliver
E7	Provide pupil data including for achievement and attendance		Deliver	Engage	Deliver
E8	Determine and implement statutory ODST policies including safeguarding and SEND	Approve	Engage	Engage	Deliver
E9	Meet ODST public sector equality objectives	Approve	Deliver		
E10	Meet school public sector equality objectives			Approve	Deliver
E11	Determine ODST Behaviour Statement	Approve	Deliver		
E12	Implement school Behaviour Policy, and monitor the impact			Approve	Deliver
E13	Determine and implement ODST Attendance Policy Framework with regard to DfE Statutory guidance	Approve	Deliver	Engage	Deliver
E14	Determine ODST suspensions and permanent exclusions policy	Approve	Deliver		
E15	Adhere to ODST suspensions and permanent exclusions policy			Deliver	Deliver
E16	Determine and implement Collective Worship policy	Approve	Engage	Engage	Deliver
E17	Publish parents' statutory rights to withdraw from specific activities eg RE, CW, RSE	Engage	Engage	Deliver	Deliver
E18	Determine and implement Relationships, Sex Education Policy Framework	Approve	Engage	Engage	Deliver

E19	Agree and publish school operational hours and term dates	Engage	Engage	Approve	Deliver
E20	Consult and propose change of age range or published admissions number (PAN) including Nursery provision	Approve	Engage	Recommend	Engage
WORKFORCE		ODST Board/ Committees	CEO/Central Team	LGBs	School Leaders
W1	ODST Members appoint CEO/Accounting Officer				
W2	Appoint Chief Finance Officer	Approve	Deliver		
W3	Determine ODST central team staffing structure	Approve	Deliver		
W4	Performance manage CEO and implement appropriate employment procedures	Deliver			
W5	Agree executive pay and reward	Approve	Engage		
W6	Implement executive and central team annual review procedure	Approve	Deliver		
W7	Appoint headteachers and executive headteachers	Approve	Deliver	Engage	
W8	Agree headteacher pay and reward at recruitment		Approve	Engage	
W9	Implement headteacher annual review procedure (Growing Great People)		Deliver	Engage	Engage
W10	Implement school staff annual review process			Engage	Deliver
W11	Determine financially sustainable school leadership and staffing structure		Approve	Engage	Deliver
W12	Determine ODST workforce policies	Approve	Deliver		
W13	Implement all workforce policies in school		Deliver	Engage	Deliver
W14	Agree workforce payments beyond the published range	Approve	Recommend	Recommend	Engage
W15	Agree settlement payments	Approve	Recommend	Engage	Engage

FINANCE & OPERATIONS		ODST Board/ Committees	CEO/Central Team	LGBs	School Leaders
F1	ODST Members appoint external auditors				
F2	Produce ODST 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 DfE finance 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 and adhere to Terms of Reference			Approve	Engage
F10	Prepare school budget for approval		Engage	Engage	Deliver
F11	Approve sustainable school budget plans	Approve	Engage	Recommend	
F12	Implement and monitor the individual school budget	Engage	Engage	Deliver	Deliver
F13	Ensure compliance with spending limits as in the Financial Procedures Manual	Deliver	Deliver	Deliver	Deliver
F14	Receive and scrutinise budget monitoring reports	Engage	Deliver	Engage	Deliver
F15	Approve ODST estate vision, strategy and asset management plan	Approve	Deliver	Engage	
F16	Monitor school estate to ensure it is safe, well maintained, and contributes to Trust sustainability vision and actions		Deliver	Deliver	Deliver
F17	Receive and act on external health and safety audit		Engage	Deliver	Deliver
F18	Ensure compliance with required ODST health and safety reporting and actions		Engage	Deliver	Deliver