



Forest of
Dean Trust

Scheme of Delegation

FOREST OF DEAN TRUST

Policy name	Scheme of Delegation
Version date	January 2026
Owner	Trustees
Approval date	28th January 2026
Approver	Trustees
Review frequency	Annually
Review date	September 2026

Scheme of Delegation - Grid

Area	Decision	Members	Trustees/CEO	LGB – DM	LGB - DB	LGB - FV	Headteacher
People	Appoint/Remove – Members and Trustee Chair	√					
	Appoint/Remove - Trustees	√	√				
	Appoint/Remove – Local Governing Board members		√				
	Appoint/Remove - Staff						√
	Appoint/Remove - Headteacher		√				
	Management of staff		√				√
Governance	Governance (oversee and manage)		√				
	Guardians of Constitution	√					
	Oversight and challenge to Trustees	√					
	Oversight and challenge to LGB		√				
	Creation and compliance of Framework/RAG	√					
	Compliance of Framework/RAG		√				
	Fiduciary duty	√	√	√	√	√	√
	Compliance with legal obligations and recommended practice	√	√	√	√	√	√
Vision and Ethos		√	√	√	√	√	√
Premises/Estates	Enter into contracts on behalf of the Trustees for the Academy		√				
	Contribute to developing a 5 year estate management strategy		√				√
	Maintenance of premises and facilities		√				√
	Long term planning of premises and facilities		√				√
Delegated Powers (not reserved matters)	Accountability to Government/DfE	√					
	Accountability to Members		√				
	Accountability to Trustees			√	√	√	√
	Core functions of the MAT		√				
	Core functions for the Academy/School			√	√	√	√
	Operational matters		√	√	√	√	√

	Annual review		√				
	Management of the business of the Academy/School		√	√	√	√	√
	Managing the employment of all staff employed at the Academy		√				√
	Carrying out all necessary disclosure and barring service checks		√				√
	Conducting appraisals and managing all disciplinary matters in accordance the Academy's policy		√	√	√	√	√
	Annual budget for the Academy		√				√
	Enter into contracts on behalf of the Trustees for the Academy		√				√
	Delegate powers to the Headteacher		√	√	√	√	
Finance	Expend funds as permitted		√				√
	Operate a bank account on behalf of the Academy/School		√				√
	Acknowledgement of receipt of funds provided by the State, donated and generated from activities of the Trust		√				√
	Enter into contracts on behalf of the Trust (consent from Trustees if above £5K)		√				√
	Responsibility for the accounts		√				
	Safeguarding of funds		√				√
	Notification to Trustees of unplanned expenditure		√				√
	Risk management strategies	√	√	√	√	√	√
	Internal audit committee review		√				√
Curriculum and Standards	Setting and review		√	√	√	√	√
	Standards/Teaching and Learning		√	√	√	√	√
	Monitoring progress including SEN/PP		√	√	√	√	√
	Attendance and behaviour		√	√	√	√	√
	Adequacy of safeguarding		√	√	√	√	√
	Expand the Academy/School		√				√
Extended Schools and Business Activities				√	√	√	√

Regulatory Matters	Responsibility for the satisfaction and observance and legal matters		√				
Operational Matters	Duty to act independently with integrity, objectivity, and honesty in the best interests of the Trust and Academy/School	√	√	√	√	√	√
	Adopt and comply with all policies	√	√	√	√	√	√
	Review policies and practices		√	√	√	√	√
	Provide data and information regarding the business of the Academy/School		√	√	√	√	√
	Implement any advice or recommendations made by the Trustees			√	√	√	√
Annual Review	Absolute discretion to review Scheme of Delegation		√				

Finance and audit process		Members	Trustees	LGB – DM	LGB - DB	Headteacher	Other
Facilities/personnel committee (meet 6 times a year)	Schedule meetings to review compliance of funding resources and expenditure		√				
Internal Audit Processes (quarterly review)	Responsible Officer		√				
	External Audit – focusing on designated areas of scrutiny independent of the school operational auditors/accountants		√				
	Operational verification of authorised processes		√				
	HR and contracts – out sourced provision to ensure compliance		√				
	Benchmarking against comparable MATs		√				
Policy Review	Risk Management and strategies		√				
Curriculum Planning	Appropriate allocation of resources as per EFSA guidance/TOOLING		√				
Premises and Estates	Utilisation of expenditure in line with strategic development plan		√				
Extended Schools and Business Activities	Compliance with legal parameters regarding VAT and HMRC		√				