

# Scheme of Delegation

R – responsible (assigned to do the work)

A – accountable (makes final decision, ultimate ownership)

C – consulted (must be consulted before a decision is made)

I – informed (must be informed a decision or action has been taken)

Column B – is where HQ DCS sits (aka corporate governance or appropriate authority)

Column D – is where SGCs sit (local tier)

A	B (HQ DCS)	C	D (SGC)	E	F
	Appropriate Authority or Corporate Governance	AH ROW & / Or AH Cyprus	Local Tier	Head Teacher or Setting Manager	Staff Parents Community
<b>Vision and Strategy</b>					
Apply DCS vision, ethos, values and strategic direction	A Receive reports, evaluate success and review focus annually	R Set the strategic direction, values and ethos for DCS schools	C HT Reports, discuss school's role in DCS	C Review with SLT, agree emphasis on specific focus	I advised of any changes
Compile and review Risk Register	A Review and approve mitigation	R Monitor, evaluate and update all via QPRR	I Receive mitigating actions	R Monitor, evaluate and update specific school risks via QPRR	I Awareness of risks via Annual Report
<b>Governance</b>					
Scheme of Delegation	A Review annually and approve	R Senior Responsible Owner (SRO)	C Contribute via feedback	C Contribute via feedback	I Informed
Terms of Reference inc sub-committees	A Review annually and approve	R SRO	C Report effectiveness and raise needs if required	C Report any concern/overlaps/ omissions	I Access to TOR from website
Establish and review DCS objective key results (KPIs) and priorities for DCS development	A Approve strategic objectives annually and how these will be measured	R Monitor, evaluate and review objectives and propose new	C Contribute to planning process	C Contribute to planning process	I Vision/priorities shared
Establish a process for appointing (skills audit informed where possible)	A Approval of local tier composition 7- 11	C Assist and advise if required	R Chair invites/appoints	C Support in skills audit and facilitate training (or supplemented by GPL)	I Informed of membership and roles; biographies published
Appoint Secretary to minute meetings	N/A	I Informed	A R Appoint and review effectiveness	C Contribute to review of effectiveness	I Informed and has access to details published
Establish and review training and development programme	A Approve and review need and effectiveness	R GPL Lead on core/bespoke training; evaluate provision	C Report effectiveness and raise needs	C Report effectiveness and raise needs	I Informed
Establish and review DCS directives e.g. code of conduct, complaints, SG	A Approve and review	R Monitor and evaluate	I Directive and practice alerts on change	C Monitor and report on specific concerns	I Directive and practice alerts on change
<b>Leadership and management</b>					
Develop the vision, values and ethos	I Informed	C Review with HTs	R Review and report	R Review and report	C Engaged in regular 'voice meeting'
Establish and review strategic objectives for the school in the school improvement plan (SIP) and KPIs	I Receive AH summary reports and updates	A Approve SIP and KPIs	C Consulted;	R Produce and review SIP and evaluate school performance data	C Shared vision and feedback via staff meetings etc

under the umbrella of DCS objectives					
Review performance against SIP/KPIs	I Receive summary information	A Review and approve	C Challenge and support	R Analyse and report e.g. HT report, SIP	I Leadership analysis disseminated
Evaluate the effectiveness via self-evaluation form (SEF)	I Receive summary information	A Review and approve	C Challenge and support	R Prepare, analyse, report and review	I Informed
Setting term dates inc training days	A Approve	R Recommend to corporate governance	C HT/SM consult	C CEo consult	C Consulted
Review of school day and opening hours	A Approve Change	R Receive outcome and recommend to board	C Consulted	R Run consultation and propose changes	C Consulted
Review risks faced	A Approve any mitigating actions	R Monitor, evaluate and update board	C Consulted on mitigating actions	R Report and update risk register	I Awareness of risks via the annual report
Day-to-day running e.g. behaviour, exclusions	I Receive summary information	A Holding HT/SM to account	C Challenge and support	R decision making, Implementation,	C Consulted
Review permanent exclusions/suspensions and equalities	N/A	C informed of decisions, consulted on permanency	C Chair informed and consulted on the process	R decision to exclude	I Awareness of outcome as appropriate
Stakeholder engagement e.g. regular staff voice opportunities	C Consulted on the process	C Consulted on the process	R Lead process, evaluate and report	R Lead process, evaluate and report	C Participation in consultation
Complaints procedures	A Approve and review	R monitor and evaluate	C Review at school level	C Monitor and report on school specific concerns	I Informed
Workload, welfare and well-being	N/A	A hold HT to account	C Consulted	R monitor and evaluate	Informed
<b>Education and Curriculum inc EY</b>					
Operation and performance (what) of all schools inc achievement/outcomes of all pupils, high standards (how)	A Receive and approve reports from CEo and internal QA work e.g. PR/RV (Overall accountability)	R evaluating and improving the quality of educational provision and efficiency for DCS	C Strategic oversight to verify and hold to account e.g. published outcomes, reviews, CVP	R evaluating and improving QE	Informed
External inspection management (3LoDA) to determine effectiveness	A Overall accountability	R Directly involved in all inspections inc programming	C Consulted; involved in the process	R Liaise, organise, inform	I Involved in the process as well as providing feedback
Curriculum framework (intent) implementation and impact inc planning	I CEo Reports	A Review and approve	C Challenge and support	R Responsible for the delivery and planning	I Curriculum rationale, intent and implementation
Setting targets for achievement/outcomes	I QPRR	Responsibility	C Challenge and support	Advisory	Informed
Monitoring progress against targets set	I QPRR	Responsibility	C Challenge and Support	R Analysis of performance data	Informed
Ensuring high standards of teaching and learning	I QPRR	C Consulted	C Challenge and Support	R Delivery	Informed
Plan and deliver school improvement interventions and strategies	I Receive CEo reports	R Deploy school improvement teams	C Challenge and Support	R Produce and review SIP and SEF	Informed
Evaluation of SMSC and anti-extremism programmes	I Receive CEo reports	C Consulted	C Challenge and support	R Delivery	Informed
Discharging duties for learners with SEND	I informed of changes or any concerns	C Contacted as necessary	C Challenge and support	R Delivery	Informed
Implementing recommendations from QA work	A Approve and review (Commissioner?)	R Deploy school improvement teams	Informed	C Consulted	Informed

<b>Safeguarding and well-being</b>					
Overall Lead for SG, SEND and Well-being	A Permanent Appointment of AH SSS	R AH SSS Lead process of delivery	I Informed of outcome	I Informed of outcome	I Informed of outcome
Single Central Record (SCR)	I Informed of issues as needed	A Approve and review	C Support and challenge	R Maintain, Review, update	I Procedural reminders
Compliance with statutory guidance	A Approve directive and practice	R Respond to changes if required	C Challenge and support	R Monitor and evaluate	I updated as needed
Compliance with SG Directive, Code of Conduct and ensure effective practice	A Review and approve	C Consulted on major changes	I updated as needed	R Monitor and evaluate	R Delivery
Appointment, training and support of DSL	I Updated on changes	A Approve appointment	C Consulted	R Delegate role, monitor and evaluate	I Awareness
Attendance, suspensions and exclusion decisions	I informed	A Approve	C Consulted on significant issues	R Implement, report and evaluate	I As required
Behaviour Policy	I Informed as needed	A Review and approve	C Consulted	R Monitor, evaluate and report	I Procedural reminders, specific focus
<b>Health and Safety</b>					
Establish and review a statement of intent and DCS wide	A Review and approve	R Monitor, evaluate and report	C Consulted	C Consulted	I Informed
Establish systems and practices	A Review and approve	C Consulted on major issues/change	C Consulted	R Monitor, evaluate and report	I Best practice reminders, training
Monitoring of practice, ensuring compliance	A Review and approve	R Review policy and practice	C Consulted	R Monitor and evaluate	I Informed
<b>Human Resources</b>					
Appoint/Performance management CEoD	A Approve process and final decision	N/A	I Informed	I Informed	I Informed
Appoint/Performance management HT/SM	A Approve process and final decision	R Lead the process	C Consulted	N/A	I Informed
Staffing structures	A Approve process and final decision	R Lead the process	I Informed	C Consulted	I Informed
Disciplinary and capability issues in schools	A Approve process and final decision	R Lead process	I Informed	I Informed	I Informed
Compliance with equalities legislation	A Ultimately accountable	R Overview of compliance	I Informed	R Ensure compliance ins school. Raise and report concerns.	I Informed
Pay review	A Approve and review	R Review in consultation	I Informed	C Review with CEoD	I Informed
<b>Communication</b>					
DCS information and marketing via websites and social media	A Review and approve	R Monitor, evaluate and report	C Consulted and provide community feedback	R Regular updates	I Shared information
Developing meaningful partnerships e.g. local community, parents, staff	N/A	I Informed	R Stakeholder sub-committee	R Work with Stakeholder sub-committee; Report	I Informed
Implementing communication activities for the school	N?A	N/A	C Consulted	R Lead process;	I Informed
Stakeholder engagement	I Insights and challenges faced by community	I Insights and challenges faced by community	A R Consult and seek feedback for decision making;	R Inform, seek feedback and celebrate successes	R Canvas opinion on www/ebi
<b>Finance</b>					
Finance policy and procedures incorporating the scheme of financial	A Review and approve	R Manage process and report	I May be involved in any consultation	I May be involved in any consultation	I Procedural reminders

delegation to ensure compliance					
Financial oversight to maintain appropriate controls e.g. value for money	A Review and approve	R Monitor, evaluate and report	I Informed	R Monitor, evaluate and report	I Procedural reminders
Approval and submission of annual accounts	A Review and approve	R Evaluate and report	I Annual accounts	I Review expenditure/value for money	I Informed
Formulate and set the annual budget	A Review and approve	R Evaluate and review	I Inform	C Consulted	I Informed
Management of individual budgets inc monthly management accounts and financial forecasts (accountability for variances)	A Review expenditure, ensure in-line with budget	R Consulted on proposed in-year changes; Receive reports from ACEOs and monitor	I Information as needed	R Monitor, evaluate and report on expenditure	I Information as needed
Financial KPI setting and reporting	A Approve and review	R Monitor, evaluate and report	I Informed	I Informed	I Informed
Procurement policy	A Approve and review	R Ensure compliance report	I Informed	R Ensure compliance at school level	I Informed of decisions
Contracts	A Approve and review	R Monitor, evaluate and recommend	I Informed	I May be involved in consultation	I Informed