

The Luminara Education Trust Scheme of Delegation

Date: September 2026

Review date: September 2027

Introduction

The Duston School is a Single Academy Trust (SAT) governed by Luminara Education Trust, a charitable company limited by guarantee and an exempt charity, registered in England and Wales, company number 09299605. It was set up by a Memorandum of Association on 6th November 2014. The charitable company operates as The Duston School.

Luminara Education Trust builds flourishing educational communities that all stakeholders are proud of and contribute to. The trust seeks to deliver the very best educational standards, developing exceptional professionals who act with true moral purpose, professionalism and integrity. Every child is supported to develop the knowledge, skills and character to maximise their potential. All children are promoted to contribute to society and at the core of our moral purpose we work to ensure that no-one is left behind.

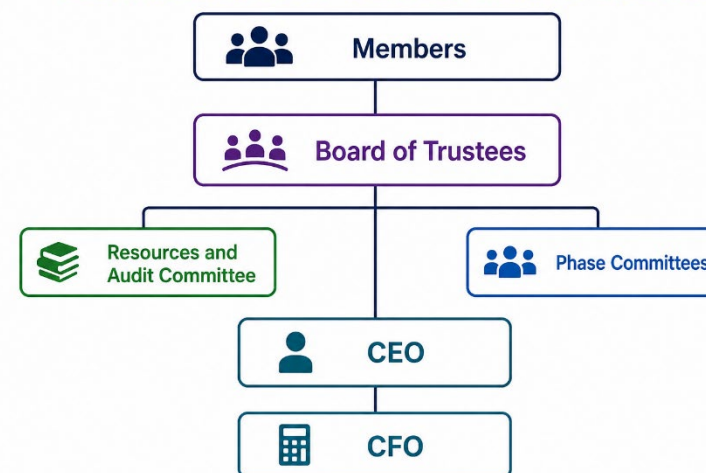
Effective governance with robust oversight and assurance provides the foundation for a high performing organisation, ensures the academy trust is well-placed to respond to an ever-changing external environment, and preserves and strengthens stakeholder confidence. At Luminara Education Trust, our governance structure is rooted in the values of Integrity, Care, Respect, Ambition and Community bringing care, constructive challenge, and accountability to all that we do.

The Scheme of Delegation

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of The Luminara Education Trust. The different bodies are:

- Members
- Board of Trustees (BoT)
- Principal and Accounting Officer (CEO)
- Chief Financial Officer (CFO)
- Resources and Audit committee (R&A)
- Secondary Phase committee (SPC) (known collectively as Phase Committees)
- Primary Phase committee (PPC) (known collectively as Phase Committees)

Luminara Education Trust Governance Structure



The Trust is led by Members and a Trust Board (BoT), which has three committees. The Trustees work with the senior leaders of the school to provide support, challenge and strategic direction. The Trust Board is responsible for:

- Supporting, monitoring and challenging senior leaders in relation to its educational and financial performance
- Agreeing the school improvement plan (SIP) and monitoring progress
- Monitoring the risks to the school
- Ensuring statutory policies are in place and being adhered to
- Having regard to the voices of the school's stakeholders, especially of pupils, parents and staff

The delegated powers are broken down into different levels in line with Luminara Education Trust's principles of governance, leadership and operations. The delegated autonomy for individual bodies is aligned with the need for Luminara Education Trust to fulfil its charitable and corporate responsibilities to the Department for Education (DfE), Charities Commission, HMRC and Companies House and in accordance with the Academy Trust Governance Guides.

The different levels of delegated power are listed as:

- A** = Accountable (statutory obligation and answerability)
- C** = Consulted (discussion with before action taken and/or seek advice where appropriate)
- I** = Informed (notified)
- R** = Responsible (duty to complete and/or implement action/document)
- S** = Support (provide assistance)

The scheme should be read in conjunction with:

- The Academy Trust Handbook
- Luminara Education Trust Articles of Association
- The terms of reference for the relevant committees
- The job roles for the positions referenced

			Members	BoT	A&R Committee	Phase Committees	Principal/Accounting Officer	CFO
	1							
	1.1	Appoint/remove members	A	I			I	
	1.2	Appoint/remove trustees	A	C			I	
	1.3	Elect chair/vice chair of trustees annually		A			I	
	1.4	Appoint committee chairs annually and remove when necessary		A	C	C		
	1.5	Determine powers of chair of trustees in urgent situations		A			I	
	1.6	Establish and review trust governance structure		A			C	

	1.7	Agree named safeguarding trustee		A			I	
	1.8	Agree named trustee for special educational needs and disabilities (SEND)		A			I	
	1.9	Agree named careers trustee (<i>required in secondary schools</i>)		A			I	
	1.10	Appoint trust governance professional		A			I	
	1.11	Undertake trust governance professional appraisal annually		A			C	
	1.12	Articles of association: review		A			I	
	1.13	Articles of association: ratify changes	A	I			I	
	1.14	Agree scheme of delegation and complete annual review		A			I	
	1.15	Agree committee terms of reference and complete annual review		A	I	I		
	1.16	Agree role description for link governor/trustee areas		A			C	
	1.17	Agree trust board and committee meeting dates and agendas		A			C	
	1.18	Commission external review of trust board effectiveness every three years		A				
	1.19	Complete annual trust board self-evaluation		A	C	C		
	1.20	Publish governance arrangements on trust and academy websites		A			R	
	1.21	Ensure trust and academy websites are compliant and effective					A	
	1.22	Maintain compliance on GIAS and Companies House					A	

	1.23	Submit annual report on the performance of the trust to members		A			C	
	1.24	Maintain register of interests		A			R	
	1.25	Maintain a trustee/governor expenses policy		A			R	
	1.26	Approve statutory policies		A				
	1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust		A			R	
	1.28	Appoint/remove committee chairs		A				
	1.29	Set clear expectations on monitoring and visits to schools		A				
	1.30	Ensure board reporting channels are established		A				
	1.31	Agree remit and constitution of any working party established to support trust's strategic objectives		A				
	2	Vision and strategy						
	2.1	Determine trust's vision, strategy, ethos/culture and key priorities		A	s	S	R	
	2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities		A	s	S	R	
	2.3	Agree trust growth strategy		A			R	
	2.4	Determine non-statutory trust-wide policies					A	
	3	Finance						
	3.1	Appoint and performance manage chief financial officer (CFO)		A				

	3.2	Produce Trust's financial manual to further expand on processes relating to delegated financial powers		A	C			R
	3.3	Produce annual report and accounts						A
	3.4	Submit required financial reports and returns		A				R
	3.5	Agree budget plan to support delivery of strategic priorities		A			R	R
	3.6	Monitor trust budget		A			R	R
	3.7	Approve long term financial plans		A	C		R	R
	3.8	Develop and submit three-year budget forecast		A	C		R	R
	3.9	Carry out benchmarking and trust-wide value for money evaluation		A	C		R	R
	3.10	Agree reporting and monitoring arrangements for trust budgets		A	C		R	C
	3.11	Prepare management accounts every month setting out the trusts financial performance and position		I				A/R
	3.12	Approve expenditure/contracts above the amount stipulated in the financial regulations		A				
	4	Operations						
	4.1	Appoint and remove external auditors	A	R	C		S	S
	4.2	Receive external auditor's report	I	A			R	
	4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		A	C			R

	4.4	Action recommendations arising from internal audits					A	R
	4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust		A	C		R	
	4.6	Agree risk management policy		A	C		R	
	4.7	Oversee the risk register and undertake a full review at least annually		A	R		R	
	4.8	Undertake termly review of risk register			A	A	R	
	4.9	Manage and report on risk mitigation strategies					R	
	4.10	Ensure trust contingency and business continuity plans are in place		A			R	R
	4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level		A			R	
	4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan		A			R	R
	4.13	Monitor academy estates to ensure they are safe and well-maintained, including PFI contract management		A	R		R	R
	4.14	Ensure that there is suitable expert support on health and safety		A			R	R
	4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust		A			R	R
	4.16	Develop a cyber security framework					R	R

	4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			A		R	R (finance)
	4.18	Ensure there is adequate company secretarial support					A	
	4.19	Appoint a data protection officer (DPO)					A	
	4.20	Complete and maintain Single Central Record (SCR)					A	R
	4.21	Receive routine reports on the status of the SCR			A		R	
	5	Workforce						
Appointing/dismissing	5.1	CEO/Accounting Officer		A				
	5.2	Senior Leadership			I		A	
	5.3	School Staffing Body			I		A	
Performance management and determining	5.4	CEO/Accounting Officer		A				
	5.5	Senior Leadership			I		A	
	5.6	School Staffing Body					A	
Undertake panel hearings for staffing procedures such as disciplinary	5.7	CEO		A				

	5.8	Senior Leadership			I		A	
	5.9	School Staffing Body			I		A	
	5.10	Determine leadership staffing structure			I		A	
	5.11	Determine school staffing structure			I		A	
	5.12	Ensure appointment of DSLs and deputy DSLs		A			R	
	5.13	Ensure appointment of SENCOs		A		I	R	
	5.14	Ensure there is effective school improvement capacity within, or accessed by, the trust					A	
	5.15	Monitor compliance with safer recruitment requirements			A		R	
	5.16	Monitor staff wellbeing and workload			A	A	R	
	5.17	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD			A	A	R	
	6	Curriculum						
	6.1	Approve trust-wide curriculum				C	A	
	6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A			R	
	6.3	Ensure provision of religious education					R	
	6.4	Ensure compliance with SMSC, PSHE, RSHE requirements including the promotion of British values				A	R	
	6.5	Deliver provision of statutory careers education (secondary)					A	
	6.6	Monitor the inclusiveness of the curriculum				A	R	
	7	Pupils and learning support						
	7.1	Ensure high standards of teaching and learning					A	

	7.2	Set targets for pupil outcomes across trust and monitor in-year data termly					A	
	7.3	Agree school improvement strategies					A	
	7.4	Determine use and monitor impact of pupil premium				A	R	
	7.5	Determine use and monitor impact of sports premium				A	R	
	7.6	Set the dates of school terms and holidays					A	
	7.7	Set the times of school sessions					A	
	7.8	Monitor attendance and persistent absence of pupils				A	R	
	7.9	Ensure effective and compliant trust-wide SEND provision		A			R	
	7.10	Regularly monitor compliance with SEN code of practice		A		R	R	
	7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements		A		R	R	
	7.12	Monitor progress and attainment for all vulnerable children		A		R	R	
	7.13	Monitor support for looked after and previously looked after children		A		R	R	
	7.14	Monitor pupil behaviour data across different pupil groups		A		R	R	
	7.15	Ensure careers provider access across trust		A		R	R	
	7.16	Review headteacher decision to suspend/exclude pupils		A				

	7.17	Monitor rates of suspension and exclusion across the trust		A		R	R	
	7.18	Ensure school food standards are met for pupils		A				
	7.19	Ensure free school meal provision is adequately implemented		A			R	
	7.20	Ensure the provision of universal infant free school meals		A			R	
	7.21	Deliver inclusive extra-curricular activities					A	
	7.22	Monitor children's wellbeing and how this is actively supported				A	R	
	7.23	Monitor provision and outcomes for EAL pupils				A	R	
	7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.		A			R	
	8	Parents and community						
	8.1	Implement admissions appeal process					A	
	8.2	Review complaints at panel stage		A				
	8.3	Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust			A			
	8.4	Engage with key stakeholders		A			R	