



# Luddenham School

## Scheme of Delegation

|               |                                     |
|---------------|-------------------------------------|
| Date Prepared | Term 6 2025                         |
| Date Ratified | Ratified annually. Ratification due |
| Review date   | Term 1 2025                         |

### Introduction

Luddenham School is a single school academy trust (SAT). Members and Trustees have responsibility for this Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for Member or Trustee approval or decision, and matters delegated to committees and individuals.

The main responsibilities of the Boards are prescribed in their Funding Agreements and Articles of Association. The purpose of a scheme of delegation is to clarify accountability and responsibility for everyone in the Trust. It covers all key areas that require decision-making and gives clarity on:

- Who is informed of decision-making;
- Who is responsible for decision-making;
- Who is accountable for decision-making;
- Who should be consulted when decisions are made;
- Who supports decision-making.

Clarity about lines of accountability, roles and responsibilities is an essential part of effective governance. The scheme also helps to provide a strategic overview of the role of trustees and how to hold leaders to account. If someone is accountable for something they may delegate, the associated tasks related to the outcome to a responsible person. This separation between accountability and responsibility requires systems to be put in place in order to monitor the completion of tasks that have been delegated, and ways of receiving feedback from responsible persons who have been delegated tasks.

A scheme of delegation makes it clear to all those involved who is accountable, and who is responsible. The Trust is responsible for drawing up the scheme of delegation, but all stakeholders are responsible for carrying out their corresponding roles in accordance with it.

The Board of Trustees value any comments on or suggestions of additions to its Scheme of Delegation from any members of the Trust community at any time.

The Board of Trustees is accountable in law for all major decisions about their academy. However, this does not mean that the Trust Board will make every decision within the Trust. They will delegate some governance and decision-making responsibilities to the Headteacher, Trust Committee Groups and Individual Link Trustees.

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Trust Board has resolved to conduct its business by adopting the committee model structure and to delegate statutory functions to:

- a Trust Business committee (to include the FAR remit), and
- a Curriculum and Standards committee

In addition, the board will appoint, where possible, individual link trustee roles for:

- Finance
- Safeguarding, which includes online safety, cybersecurity, GDPR and sexual harassment
- Inclusion (to include SEND and disadvantaged groupings)
- Health and Safety
- Sports Premium and Outdoor learning
- Training and development
- Pastoral and Wellbeing, including Attendance and Behaviour
- The Curriculum
- Early Years Foundation Stage

Having delegated trustees does not reduce the collective accountability of the Board for all its functions. The Board will need to ensure that its agenda and reporting mechanisms enables all Board members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed decision making.

This key document is intended to:

- Define the lines of responsibility and accountability in our Academy Trust.
- Be a simple yet systematic way of ensuring that the Members, Trustees, Academy Committees, individual Trustees and the Headteacher are all clear about their roles and responsibilities.
- Ensure the executive leadership is clear about which decisions the Trust Board retains and the extent of executive powers.
- Promote a culture of honesty, transparency, and accountability.
- Identify where the Trust Board retains responsibility for determining policy, risk management, oversight of budgets, financial management and educational performance.

The Scheme of Delegation will be reviewed annually, but should the need arise, it may be adapted in response to any significant changes or growth in the Trust.

## General Duties

**Members** - The Articles of Association set out what Members can do. These powers include by special resolution, the amendment of the Articles and the appointment or removal of Members and Trustees. Members can also issue direction to Trustees to take a specific action, change the name of the company or wind up the Trust. They must receive the Trust's annual accounts. Members must ensure that the Trust upholds the aims and objectives of the Trust.

**Trustees** - Must comply with a range of duties under charity, company, employment and education law. In simple terms these are the duties of compliance, prudence and care:  
Compliance - Ensure resources are used appropriately and act in accordance with all policies and regulations.

Prudence - Ensure that the Trust's assets are protected, use them for the benefit of our schools, keep appropriate financial records and manage risk.

Care - Use reasonable care and skill to ensure that the SAT and schools are well-run and efficient and follow any external/professional advice given, unless there is good reason for not doing so.

**Trustee Committees** – There are 2 Trust Board committees.

The Trust Board delegate some of the governance functions and decision making to relevant committees outlined below and operating within the mission and values of the Trust.

- The Curriculum and Standards and the Trust Business committee must have at least 3 Trustees in Membership and Trustees must be in the majority for voting purposes.
- Committee members and Chairs are appointed according to their skills or interest.
- Trust Committees will meet a minimum of 3 times a year.
- Full roles and responsibilities for each committee is established within their own Terms of Reference. The Terms of Reference for each Committee will be agreed at the first meeting of each new academic year.
- The chair of the trust board has an automatic place on each of the committees but will not serve as the chair of the committee.

## Model of Delegation

### Members

Ensures Trust meets its charitable objectives, agreeing the Articles of Association and appointing the auditors

### Trust Board

The employer and accountable body- carry out governance functions, ensure compliance with statutory and regulatory functions. Appoint the Headteacher.

### Trust Business Committee

*(Incorporating FAR committee)*

Monitoring of ;  
School's Finances,  
Compliance  
Estate planning  
Health and Safety,  
Personnel and Pay,  
Risk and Audit  
Safeguarding  
Cyber security  
GDPR  
Delegated policies

### Curriculum and Standards Committee

Monitoring of the SIP  
Standards and progress  
Vulnerable groups  
Curriculum impact  
Pupil premium/Sports premium strategies  
Attendance  
Behaviour  
Personal Development and well being  
Delegated policies

## The Headteacher

- The Trust Board delegates the day-to-day management of the Trust to the Headteacher, line managing staff in line with the Trust's appraisal policies.
- The Trust Board delegates responsibility for the delivery of the Trust's vision and strategy to the Headteacher and will hold them to account for the conduct and performance of the School and for its financial management.
- The Headteacher is also the Accounting Officer (AO) and has a personal responsibility to parliament for the regularity, propriety and value for money of the Trust and assuring the Board about compliance with the funding agreement and Academy Trust Handbook.
- The Headteacher is responsible for the leadership and management of the leadership team and line manages them.
- The Headteacher will work with the Trust Business Manager and other appropriate contracted services to ensure financial and budgetary processes are in place.

- The Headteacher will work with the clerk to ensure high quality and effective governance is in place
- The headteacher will undertake and produce an annual self-evaluation to inform the annual School Improve Plan
- The Headteacher will produce Head Teacher reports for the Trust Board.
- The Headteacher will be an active participant in School Business Meetings and contribute to the Risk Log and Risk Management for their School.

**The Trust's Chief Financial Officer (CFO/SBM)** has direct responsibility for the Trust's detailed financial procedures in order that the Trust can run efficiently and effectively in delivering its vision, aims and objectives.

- The SBM works with the Board, the Accounting Officer, and the Headteacher to establish the vision for the future financial management of the Trust. The CFO contributes to the Board's strategic decision making, whilst taking advantage of economies of scale by centralising contracts and by rationalising the accounting function as appropriate to the Trust's structure.
- The SBM ensures that sound and appropriate financial governance and risk management arrangements are in place across the Trust, that budgets are prepared and monitored and that annual accounts are delivered in accordance with the Academy Trust Handbook, the DfE guidelines and with all statutory requirements. The SBM leads the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

### **Link Trustees**

A link trustee is a member of the Trust board appointed to oversee a specific aspect of the work of the school.

Trustees are required to review their link trustee roles at the beginning of each school year to make sure they're:

- Aligned with the school's improvement priorities
- Making maximum use of each trustee's skills

The role of a link trustee will vary according to the remit of the role, but link trustees will generally:

- Make pre-arranged visits to the school, with a clear focus
- Keep the Trust board informed about the area for which they're responsible, and act as a link between trustees and staff
- Support the member of staff who is responsible for their particular area/subject
- Develop knowledge in their specialist area and take part in relevant training
- Make sure the school has relevant policies in place
- Monitor the implementation of the school's strategy in their specialist area

At Luddenham the following link trustees will be allocated by the chair to individuals for 2025-26.

- Estate Management to include Health and Safety
- Finance
- Curriculum
- Diversity, Equity and Inclusion (includes SEND and PP)
- Pastoral and well-being (to include Behaviour and Attendance)
- Safeguarding ( to include cyber security and GDPR)
- EYFS
- Sports Premium and Outdoor Learning
- Trustee Training and Development

Detailed terms of reference and key responsibilities for the Trust Board, the committees and link trustees are included in a separate document.

### **Governance Professional (the clerk)**

The Trust Board must appoint a Governance Professional whose role is to support the Board to understand its role, functions and legal duties and to provide clear impartial advice. The role is a discrete and independent function who receives direction from and remains accountable to the Trust Board.

The Governance Professional is responsible for supporting the Chair to enable and facilitate strategic debate and decision making. This is crucial in helping the Trust Board exercise its functions appropriately and confidently, so that it can stay focused on its core functions.

**Strategy**

|  | Members | Board of Trustees  | Business Committee (FAR Cttee) | Curriculum and Standards Committee | SBM  | HT   | Link Trustees   | Clerk |
|--|---------|--|--------------------------------|------------------------------------|--|--|---|-------|
| Setting the overall vision and mission for the SAT, agreeing key priorities and KPIs against which progress towards achieving the vision can be measured |         | <i>Determines</i> and sets the vision and strategic direction of the Trust |                                |                                    |  | <i>Advises</i> the Board on the vision and strategic direction of the Trust  |   |       |
| Setting the school's vision and strategy, agreeing key priorities against which progress towards achieving vision can be measured and determined         |         | <i>Approves</i> the School Improvement Plan on an annual basis             |                                |                                    |  | <i>Writes</i> The School Improvement together with support from SLT and Senior teachers.<br><i>Recommends</i> The SIP to the board for approval      | <i>Ensures</i> the vision and strategic direction of the school within the framework set by the Board of Trustees |       |
| Collaboration Arrangements   |         | <i>Approves</i> the amendment or termination of partnering arrangements    |                                |                                    |  | <i>Recommends</i> to the Board of Trustees the amendment or termination of formal partnering arrangements  |   |       |
| Other major strategic decisions to include the adoption of new schools into the Trust  |         | <i>Approves</i> any major strategic proposals                              |                                |                                    | <i>Undertakes</i> due diligence and review of any strategic proposals together with the HT | <i>Submits</i> recommendations to the Board of Trustees after carrying out due diligence and review of any strategic proposals together with the SBM |   |       |

| Strategy  |         |   |  |   |   |  |   |       |
|---|---------|---|--|---|---|--|---|-------|
|   | Members | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards Committee  | SBM   | HT   | Link Trustees   | Clerk |
| Approval of statutory and non-statutory Trust-wide policies and school policies |         | Approves all statutory policies not delegated to Committees pursuant to the policy schedule of review | Approves any policies delegated to the Cttee pursuant to the policy schedule of review | Approves any policies delegated to this Cttee pursuant to the policy schedule of review | <p>Determine with the HT which policies fall under the remit of each committee and/or link trustee</p> <p>Determine with the HT which statutory policies fall under the remit of the full board</p> <p>Advises and assists in the writing of policies pursuant to the policy schedule of review</p> | <p>Determine with the SBM which policies fall under the remit of each committee and/or link trustee</p> <p>Determine with the HT which statutory policies fall under the remit of the full board</p> <p>Advises and assists in the writing of policies pursuant to the policy schedule of review</p> | Advises and assists in the writing and review of policies pursuant to the policy schedule of review |       |

| Education  |         |  |                                |   |  |  |  |       |
|--|---------|--|--------------------------------|---|--|--|--|-------|
|  | Members | Board of Trustees  | Business Committee (FAR Cttee) | Curriculum and Standards Committee  | SBM  | HT   | Link Trustees  | Clerk |
| <p><b>Holding School Leaders to account for the educational performance of the Trust and its schools</b></p> |         | <p><b>Accountable</b> for holding the HT to account for the educational and overall performance of the Trust</p> |                                | <p><b>Evaluates</b> the overall standards and achievement of pupils and the impact of the quality of education and the equality of provision for the Trust</p> <p><b>Evaluates</b> pupil progress and levels of attainment for all pupils and for all vulnerable groups within the Trust</p> <p><b>Evaluates</b> the equality of provision across each school and across the Trust and ensuring that all pupils have equality of opportunity</p> <p><b>Reports</b> to the Trust Board of its evaluations of pupil progress and attainment</p> | <p><b>Supports the leadership team to</b> provide key performance data outcomes and pupil achievement data</p> | <p><b>Submits</b> school performance and pupil achievement data, including that of specific groups of pupils to the Curriculum and Standards Cttee at agreed times throughout the year</p> <p>Provide reports from the Headteacher and Curriculum Leaders on the delivery of the curriculum;</p> | <p><b>Monitors</b> school performance and holds school leaders to account for the educational performance of the school</p> <p><b>Monitors</b> pupil progress and levels of attainment for all schools and for all vulnerable groups within the Trust</p> <p><b>Monitors</b> the equality of provision across each school and across the Trust and ensuring that all pupils have equality of opportunity</p> <p>Provide information to the Curriculum and Standards cttee about how the curriculum is taught, evaluated and resourced;</p> |       |

**Education**

|                         | Members | Board of Trustees  | Business Committee (FAR Cttee) | Curriculum and Standards Committee  | SBM | HT  | Link Trustees  | Clerk |
|-------------------------|---------|--|--------------------------------|---|-----|---|--|-------|
| <b>Pupil Admissions</b> |         | <p><i>Determines</i> the annual admission arrangements which fully comply with the School Admissions Code</p> <p><i>Ensures</i> arrangements for admissions appeals are in line with the Admissions Code</p> |                                |   |     | <p><i>Submits</i> the proposed school Admission Policies to the Board of Trustees for approval</p> <p><i>Ensures</i> the Admissions Policy is published on the school website and provided to the Local Authority by the statutory deadline</p> |  |       |
| <b>Pupil Attendance</b> |         | <p><b>Receives</b> regular reports from the C &amp; S cttee about pupil attendance across the school.</p>  |                                | <p><i>Evaluates</i> pupil attendance data across the school and reports to the full board</p> |     | <p><i>Ensures</i> that the Attendance Strategy and supporting policies are written and fully implemented</p> <p><i>Reports</i> to the Curriculum and Standards committee</p>  | <p><i>Monitors</i> pupil attendance data on a termly basis</p> |       |

**Education**

|   | Members | Board of Trustees   | Business Committee (FAR) | Curriculum and Standards Committee  | SBM | HT  | Link Trustees  | Clerk  |
|---|---------|---|--------------------------|---|-----|---|--|--|
| <b>Pupil Discipline (fixed-term suspension and permanent exclusion)</b> |         | <b>Receives</b> termly reports from the Curriculum and Standards committee regarding the number of suspensions/exclusions   |                          | <b>Evaluates</b> the number of suspensions/exclusions on a regular basis and <b>Reports</b> to the full board |     | <b>Ensures</b> the school's Behaviour Policy promotes good behaviour, has clear rules and is applied, along with sanctions issued, consistently and fairly across the school<br><br><b>Reports</b> termly to the Curriculum and Standards committee of the number of suspensions/exclusions | <b>Monitors</b> the number of suspensions/exclusions on a termly basis | <b>Convenes and meets the requirements of</b> any necessary panel hearings |
| <b>Complaints</b>   |         | Chair of the Board of Trustees <b>manages</b> complaints pursuant to the Complaints Procedure<br><br><b>Convenes</b> a Panel of Trustees pursuant to the Complaints Procedure |                          |   |     | <b>Carries out</b> investigations pursuant to the Complaints Procedure<br><br><b>Manages</b> complaints as stated in the Complaints procedure   |  | <b>Supports</b> the Board to convene any complaints hearings               |

**Education**

|   | Members | Board of Trustees   | Business Committee (FAR) | Curriculum and Standards Committee | SBM  | HT   | Link Trustees  | Clerk |
|---|---------|---|--------------------------|------------------------------------|--|--|--|-------|
| <b>Term Dates and School Hours</b>                      |         | <i>Determines</i> the terms dates and school hours and carries out consultation, when necessary   |                          |                                    |  | <i>Recommends</i> to the Board of Trustees any proposed changes to school hours and/or term dates taking into consideration the respective views of HTs and statutory and other requirements | <i>Consulted on</i> any proposed significant changes |       |
| <b>Significant changes to the branding of the Trust</b> |         | <i>Approves</i> any proposed change and considers all recommendations and written representations made  |                          |                                    | <i>Consulted on</i> proposed significant changes | <i>Recommends</i> to the Board of Trustees any proposed significant change after taking account any statutory or other requirements  | <i>Consulted on</i> any proposed significant changes |       |
| <b>Parental Engagement</b>                              |         | <i>Reviews</i> analysis of parental views through reports by the HT, questionnaires<br><br><i>Receives</i> reports on parental engagement activities in each school |                          |                                    |  | <i>Engages</i> with parents to gain a wide range of views  |  |       |

| Education  |         |                   |   |                                    |   |  |               |   |
|--|---------|-------------------|---|------------------------------------|---|--|---------------|---|
|  | Members | Board of Trustees | Business Committee (FAR)  | Curriculum and Standards Committee | SBM   | HT   | Link Trustees | Clerk   |
| Information published on the Trust and school websites |         |                   | <i>Reviews</i> the annual audit of the Trust website to ensure statutory Compliance and reports to the full Board |                                    | <i>Undertakes</i> the annual audit of their school website to ensure statutory compliance | <i>Ensures</i> the school website publishes all required statutory information |               | <b>Ensures</b> the Trustee information is accurate and available on the school website<br><br><b>Maintains</b> the governance section on Teams up to date and available to all Trustees |

| Safeguarding |         |   |  |                                    |     |  |   |   |
|--------------|---------|---|--|------------------------------------|-----|--|---|---|
|              | Members | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards Committee | SBM | HT   | Link Trustees   | Clerk   |
| Safeguarding |         | <p><b>Ensures</b> all safeguarding policies are fit for purpose and are implemented and reflected in each school's day-to-day practice</p> <p><b>Appoints</b> the named Trustee for Safeguarding</p> <p><b>Ensures</b> all Trustees attend safeguarding training and read the Trust Safeguarding Policy and Keeping Children Safe in Education (KCSIE) Parts 1 and 2</p> <p><b>Ensures</b> the Chair and Vice-Chair attend safer recruitment training</p> | <p><b>Ensures</b> all safeguarding policies are implemented and reflected in the school's day-to-day practice</p> <p><b>Receives</b> reports from the link Trustee to ensure compliance with all safeguarding policy and guidance and that the school staff demonstrate good practice.</p> <p><b>Ensure</b> pupils are taught about safeguarding, including online safety liaising with the link trustee</p> |                                    |     | <p><b>Carries</b> overall safeguarding responsibility for the overall safeguarding of the pupils and adults at the school</p> <p><b>Ensures</b> a Designated Safeguarding Lead (DSL) is appointed</p> <p><b>Ensures</b> the DSL has sufficient resources and has received training to enable them to successfully undertake their role</p> <p><b>Ensures</b> all staff receive safeguarding training and have read Keeping Children Safe in Education [KCSIE] guidance as well as the Trust Safeguarding Policy</p> <p><b>Ensures</b> the Chair and DSL are immediately notified of any allegation made against a member of the school's staff</p> | <p><b>Reviews</b> safeguarding arrangements in the school and receives regular monitoring reports from the school's DSL ensuring compliance and demonstrating good practice</p> <p>Make sure pupils are taught about safeguarding, including online safety (and that this teaching is adapted for vulnerable children, victims of abuse and pupils with special educational needs and disabilities (SEND), where necessary). Report to the Business Cttee</p> | <p><b>Provides</b> Trustees with online links to all relevant Safeguarding training</p> <p><b>Provides</b> Trustees with Safeguarding Policy and Keeping Children Safe in Education (KCSIE) Parts 1 and 2</p> |

**Safeguarding**

|                                    | Members | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards Committee | SBM   | HT   | Link Trustees   | Clerk |
|------------------------------------|---------|---|---|------------------------------------|---|--|---|-------|
| <b>Allegations against staff</b>   |         | <i><b>Manages and investigates</b></i> any allegation made against the HT   |   |                                    |   | <i><b>Manages and investigates</b></i> any allegation against any member of school staff   |   |       |
| <b>Health and Safety (H&amp;S)</b> |         | <i><b>Carries</b></i> overall responsibility and accountability for approving and ensuring that H&S policies are in place and fully implemented | <p><i><b>Provides</b></i> model H&amp;S procedures to assist the HT/SBM with the implementation of specific school H&amp;S practice</p> <p>Make sure the school's actual current practice reflects procedures in the policy</p> <p>Check that all risk assessments are up to date</p> |                                    | <p><b>Supports</b> the HT to draw up robust H&amp;S procedures</p> <p><b>Updates</b> documentation and facilitates regular H&amp;S link trustee monitoring visits</p> <p>Provides regular H&amp;S reports to the Business cttee</p> | <i><b>Develops</b></i> a H&S culture throughout the school and ensures that staff are fully aware of their responsibilities in relation to H&S | <p><i><b>Monitors</b></i> H&amp;S practice in school through the review of internal and external H&amp;S monitoring visits and reports</p> <p><i><b>Reports</b></i> any concerns to the appropriate Cttee and/or Board of Trustees</p> <p><b>Check</b> staff are recording accidents and 'near misses' – look for any patterns that might cause concern</p> |       |

**Safeguarding**

|                           | Members | Board of Trustees  | Business Committee (FAR Cttee) | Curriculum and Standards Committee   | SBM | HT   | Link Trustees   | Clerk |
|---------------------------|---------|--|--------------------------------|--|-----|--|---|-------|
| <b>Educational Visits</b> |         | <p><b>Approves</b> the residential or adventurous visits from recommendation from the HT</p> |                                | <p><b>Monitors</b> the success and impact of all school visits/educational trips</p> |     | <p><b>Approves</b> all school visits and refers to the Trust Board for approval of any residential and/or adventurous visits</p> <p><b>Adheres</b> to the Educational Visits Policy and DfE guidance</p> <p><b>Approves</b> all risk assessments, following Trust Policy</p> <p><b>Ensures</b> best value to parents and the school for all visits and approves the cost</p> <p><b>Identifies</b> any cases of hardship or disability that would otherwise prevent any pupil from participation</p> <p><b>Informs</b> through the HT report the success and impact of such visits to the Board of Trustees</p> | <p><b>Monitors</b> the success and impact of all school visits/educational trips</p> <p><b>Gains</b> assurance that no child will be prevented from attending because of hardship or disability</p> |       |

| Governance                                  |   |   |  |   |  |  |  |   |
|---|---|---|--|---|--|--|--|---|
|   | Members                                 | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards Committee  | SBM  | HT   | Link Trustees  | Clerk   |
| Articles of Association                     | <i>Approves and adopts</i> the Articles | <i>Submits</i> recommendations to Members to amend, approve and adopt the Articles of Association   |  |   |  |  |  |   |
| Model of Trust Governance                   |   | Annually <i>reviews and approves</i> the overall governance structure of the Trust  |  |   |  |  |  |   |
| Scheme of Delegation and Terms of Reference |   | Annually <i>reviews and approves</i> the Scheme of Delegation and each Terms of Reference or immediately when there has been a significant change in Trust Management or organisational structure | <i>Reviews</i> annually the committee's terms of reference and provides feedback to the Chair  | <i>Reviews</i> annually the committee's terms of reference and TOF provides feedback to the Chair | <i>Advises</i> the Chair on any possible changes to the Scheme of Delegation and/or Terms of Ref           | <i>Advises</i> the Chair on any possible changes to the Scheme of Delegation and /or terms of Ref          | <i>Advises</i> the Chair on any possible changes to the Scheme of Delegation and/or Terms of Ref           | <i>Advises</i> the Chair on any possible changes to the Scheme of Delegation and/or TOR |
| Annual Plan of Governance                   |   | <i>Agrees</i> the annual plan and cycle of governance meetings  |  |   |  |  |  | <i>Proposes</i> an annual plan and cycle of governance meetings for the Trust Board     |
| Annual Governance Statement                 |   | <i>Approves</i> the annual statement for submission alongside the financial accounts  | <i>Reviews</i> and comments on the Annual Statement and submits to the board for full approval |   | <i>Works</i> with the Chair and other trustees to complete the annual statement for the financial accounts | <i>Works</i> with the Chair and other trustees to complete the annual statement for the financial accounts | <i>Works</i> with the Chair and other trustees to complete the annual statement for the financial accounts |   |

| Governance   |  |   |                                |                                    |     |    |               |  |
|--|--|---|--------------------------------|------------------------------------|-----|----|---------------|--|
|  | Members  | Board of Trustees   | Business Committee (FAR Cttee) | Curriculum and Standards Committee | SBM | HT | Link Trustees | Clerk  |
| Publication of the Trust's Governance Arrangements |  | <i>Ensures</i> the Trust's governance arrangements are published in line with the requirements of the Academy Trust Handbook  |                                |                                    |     |    |               | <i>Ensures</i> the Trust's governance arrangements are published in line with the requirements of the Academy Trust Handbook |
| Committees of the Board of Trustees                |  | <i>Constitutes</i> Committees of the Board<br><br><i>Appoints</i> Trustees to Committees<br><br><i>Reviews and approves</i> the Terms of Reference for all Committees |                                |                                    |     |    |               |  |
| Appointments to the Board of Trustees              | <i>Appoints</i> and can <i>remove</i> Trustees | <i>Appoints</i> and can <i>remove</i> Trustees pursuant to the Articles of Association  |                                |                                    |     |    |               | <b>Supports the Board</b> in the election appointment of new and parent trustees   |
| Appointments to the Board of Trustees              | <i>Appoints</i> and can <i>remove</i> Trustees | <i>Appoints</i> and can <i>remove</i> Trustees pursuant to the Articles of Association  |                                |                                    |     |    |               |  |

**Governance**

|  | Members | Board of Trustees   | Business Committee (FAR Cttee)                  | Curriculum and Standards Committee              | SBM  | HT   | Link Trustees | Clerk  |
|--|---------|---|---|---|--|--|---------------|--|
| <b>Appointment of a Governance Professional</b>          |         | <p><b>Appoints</b> a Governance Professional in consultation with the HT</p> <p><b>Carries</b> out the annual performance management of the Governance Professional</p>   |   |   | <p><b>Supports</b> the Board of Trustees in the recruitment, appointment and performance management of the Governance Professional</p> | <p><b>Supports</b> the Board of Trustees in the recruitment, appointment and performance management of the Governance Professional</p> |               |  |
| <b>Appointment of Chairs, Vice Chairs and Trustees</b>   |         | <p>Annually <b>elects</b> the Chair and Vice Chair of the Board of Trustees</p> <p><b>Establishes</b> processes for Parent Trustees in the absence of Parent Trustees</p> | Annually <b>elects</b> the Chair and Vice Chair | Annually <b>elects</b> the Chair and Vice Chair |  |  |               | <p><b>Supports</b> the Board to undertake an election process for trustees</p> |
| <b>Evaluation of Trustee attendance and contribution</b> |         | <p><b>Conducts</b> regular self-evaluation of its performance and evaluating the performance of all tiers of governance across the Trust</p>                              |   |   |  |  |               | <p>Records attendance at board and committee meetings</p>                      |

| Governance  |         |  |  |  |     |    |               |   |
|---|---------|--|--|--|-----|----|---------------|---|
|   | Members | Board of Trustees  | Finance, Audit and Risk Committee (FAR Cttee)  | Curriculum and Standards committee   | SBM | HT | Link Trustees | Clerk   |
| <b>Training and Development of Trustees</b>   |         | <i>Ensures</i> a core CPD programme of training is in place for Trustees   | <i>Ensures</i> that all Trustees have an improved understanding of finance, health and safety as well as estate management | <i>Ensures</i> that all Trustees have an improved understanding of pupil progress and attainment |     |    |               | <b>Supports</b> the Chair to ensure a core CPD programme of training is in place for Trustees                 |
| <b>Emergency decisions undertaken by the Chair of the Board of Trustees and the Chair of the LGC (“Chair’s Action”)</b> |         | Chair’s action can take place where the Chair of the Board of Trustees is clear that a matter of urgency exists, an emergency meeting of the Board is not possible and any delay would be seriously detrimental to the interests of the Trust, its staff, parents/carers and pupils. The Board of Trustees is required to ratify such a decision as soon as is practicable |  |  |     |    |               | <b>Provides</b> support to the Chair to ensure there is good communication between the Chair and the Trustees |

| Governance                                |         |  |   |                                    |  |  |  |       |
|---|---------|--|---|------------------------------------|--|--|--|-------|
|   | Members | Board of Trustees  | Finance, Audit and Risk Committee (FAR Cttee)   | Curriculum and Standards committee | SBM  | HT   | Link Trustees  | Clerk |
| General Data Protection Regulation [GDPR] |         | <i>Carries</i> ultimate responsibility and accountability for data protection and is legally responsible for the processing of personal data and lawful data protection compliance                             | <i>Ensures</i> that schools conform to statutory and Trust policy and guidance by receiving annual reports from the SBM and HT  |                                    | <i>Ensures</i> the external Data Protection Officer (DPO) provides an annual report and submits to both the Board of Trustees (Trust level)<br><br><i>Ensures</i> the Data Protection Lead (DPL) <i>oversees</i> day- to-day data protection issues and escalates such issues to the Data Protection Officer [DPO] for the Trust as and when appropriate | The HT is <b>responsible</b> for ensuring compliance that all data and data protection laws are met<br><br><i>Ensures</i> the Data Protection Lead (DPL) <i>oversees</i> day- to-day data protection issues and escalates such issues to the Data Protection Officer [DPO] for the Trust as and when appropriate | The Data Protection Officer (DPO) provides an annual report and submits to the Board of Trustees<br><br>The Data Protection Lead (DPL) <i>oversees</i> day- to-day data protection issues and escalates such issues to the Data Protection Officer [DPO] |       |
| Cyber Security                            |         | <i>Carries</i> ultimate responsibility and accountability for Cyber Security<br><br><i>Identify</i> a named link trustee to oversee the Cyber Security measures across the school and report to the full board | <i>Establishes</i> a digital technology strategy that is reviewed every year<br><br><i>Reviews</i> regularly the school's approach and management of digital technology |                                    |  |  | <b>Monitors</b> the school's consistent approach to managing its digital technology  |       |

| Governance                   |         |   |  |   |   |  |  |   |
|------------------------------|---------|---|--|---|---|--|--|---|
|                              | Members | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards committee  | SBM   | HT   | Link Trustees  | Clerk   |
| Cyber Security (Cont'd)      |         |   | Ensures that up-to-date information on the school or college's digital technology is available to support decision making  |   |   |  |  |   |
| Declarations of Interest     |         |   |  |   |   |  |  | Maintains and updates at the start of every meeting the Trustee Declarations of Interest  |
| Agendas, Minutes and Reports |         | Works with the HT, SBM and Clerk to agree the agenda for each meeting<br><br>Approves the final minutes | Works with the HT, SBM and Clerk to agree the agenda for each meeting<br><br>Approves the minutes from each cttee meeting<br><br>Chair and SBM to write a summary report of the meeting to share at the full board meeting | Works with the HT, Chair and Clerk to agree the agenda for each meeting<br><br>Approves the minutes from each cttee meeting<br><br>Chair and HT to write a summary report of the meeting to share at the full board meeting | Works with the HT, Chair, and clerk to agree the agenda and write a short report for submission to the full board for each Business cttee meeting<br><br>Writes a financial report for the Business cttee meeting | Works with the Chair and Clerk to agree the agenda and write a short report for submission to the full board for each Curriculum and Standards cttee meeting | Writes reports as required by the agendas for each cttee meeting | Writes and Shares the agenda and minutes for each meeting<br><br>Works with the HT, SBM and Chair to agree the agenda for each meeting<br>Submits to the Chair for approval |

**Finance, Audit and Risk**

|  | Members | Board of Trustees  | Business Committee<br>(FAR Cttee)  | Curriculum and<br>Standards<br>committee | SBM   | HT   | Link Trustees | Clerk |
|--|---------|--|--|--|---|--|---------------|-------|
| <b>Appointment of the Accounting Officer<br/>(AO)</b>  |         | <b>Appoints</b> a Senior Executive Leader as Accounting Officer of the Trust   |  |  |   |  |               |       |
| <b>Appointment of a Chief Financial<br/>Officer (CFO)</b>  |         | <b>Appoints</b> a CFO who must be appropriately qualified and/or experienced   |  |  |   |  |               |       |
| <b>Financial controls ensuring regularity,<br/>probity and value for money in<br/>relation to public funds</b> |         | <b>Ensures</b> the Trust is financially viable, that public money is used appropriately through robust monitoring, agreed financial delegation, clear processes and systems ensuring financial probity | <b>Evaluates</b> on a regular basis the financial reports of both internal and external controls provided to the Cttee by the SBM.<br><br><b>Reports</b> to the Full Board that the Trust is public money is used appropriately through robust monitoring, agreed financial delegation, clear processes and systems ensuring financial probity |  | <b>Conforms</b> to all requirements of the Academy Trust Handbook and other requirements<br><b>Works</b> within the parameters set by the Board of Trustees<br><b>Provides</b> the Business Cttee with regular financial reports both internal and external | <b>Conforms</b> to all requirements of the Academy Trust Handbook and other requirements |               |       |

**Finance, Audit and Risk**

|  | Members | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards Committee | SBM  | HT   | Link Trustees  | Clerk |
|--|---------|---|---|------------------------------------|--|--|--|-------|
| <b>Day-to-day financial management and accounting and management of the Trust's financial position</b> |         | <p>Chair of the Board of Trustees <b>receives</b> the management accounts on a monthly basis which are also made readily accessible to all Trustees</p> | <p>Chair of the Cttee <b>receives</b> the management accounts on a monthly basis which are also made readily accessible to all Trustees</p> |                                    | <p><b>Manages</b> the Trust's financial position and reports to the HT (as the Accounting Officer) and the Board of Trustees</p> <p><b>Adheres</b> to the full delegations of the Trust's detailed financial procedures as laid out in the Finance and other policies</p> <p><b>Prepares and reports</b> monthly management accounts to the HT as Accounting Officer, Chair of Trustees, Chair of the FAR Cttee and reports to the Board in accordance with the Academy Trust Handbook</p> | <p><b>Manages</b> the delegated school budget for areas under their direct control</p> | <p><b>Receives</b> the management accounts on a monthly basis which are also made readily accessible to all Trustees</p> |       |

**Finance, Audit and Risk**

|   | Members  | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards Committee | SBM  | HT | Link Trustees | Clerk |
|---|--|---|--|------------------------------------|--|----|---------------|-------|
| <b>Financial Reserves Investment</b>                        |  | <p><b>Approves</b> the level of reserves held and allocation of the financial reserves</p> <p>Approves any investment decisions</p>                               | <p><b>Monitors</b> the level of the reserves and reports to the full board</p> <p>Oversee significant investment and capital financing decisions and informs/advises the Board</p> |                                    | <p><b>Submits</b> financial reserves information to the Business Cttee and the Board of Trustees</p>   |    |               |       |
| <b>Statutory reporting of the annual financial accounts</b> | <p><b>Receives</b> the audited and approved accounts at the Annual General Meeting</p> | <p><b>Approves</b> the consolidated financial accounts and the governance statement ensuring all submissions to the ESFA are sent within statutory timescales</p> | <p><b>Scrutinises and Reviews</b> the draft financial accounts and the governance statement prior to their submission to the Board</p>   |                                    | <p><b>Submits</b> the consolidated accounts to the Board of Trustees for approval and meets the statutory ESFA deadline and all statutory reporting requirements</p> |    |               |       |

| Finance, Audit and Risk  |         |   |   |                                    |  |  |   |       |
|--|---------|---|---|------------------------------------|--|--|---|-------|
|  | Members | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards committee | SBM  | HT   | Link Trustees   | Clerk |
| Maintenance of effective systems of internal financial control                       |         | <i>Receives</i> reports from the Business Cttee to confirm statutory requirements | <i>Reviews</i> the financial systems to ensure statutory compliance and financial probity |                                    | <i>Carries</i> oversight for all systems of internal financial control   |  | <i>Reviews</i> the financial systems to ensure statutory compliance and financial probity |       |
| Submission of all finance related returns to ESFA & HMRC within statutory timescales |         | <i>Ensures</i> all submissions to the are sent within statutory timescales        |   |                                    | <i>Submits</i> all returns as per the timescales   |  |   |       |
| Authorising the external payroll provider  |         |   |   |                                    | <i>Process</i> the requirements for the payroll provider adhering to the process laid down in the Finance and other policies and present to the HT | <i>Sign off</i> the payroll information on the recommendation of the SBM |   |       |

**Finance, Audit and Risk**

|   | Members | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards committee | SBM  | HT   | Link Trustees  | Clerk |
|---|---------|---|---|------------------------------------|--|--|--|-------|
| <b>Preparation and submission of the school budget</b>                    |         | <b>Approves</b> the 3 year budget plan for the Trust for submission                       | <p><b>Consider</b> the Academy's indicative funding, once notified, and to assess its implications for the Academy, in consultation with the Headteacher and the Business Manager, in advance of the financial year, drawing any matters of significance or concern to the attention of the Trustees</p> <p><b>Scrutinises</b> the 3 year budget and submits a recommendation for approval to the Board of Trustees</p> |                                    | <b>Produces</b> the draft budget, in consultation with the HT, for submission to the Board of Trustees   | <b>Consults</b> with the SBM on the production of the draft budget | <b>Consults</b> with the SBM on the production of the draft budget |       |
| <b>School Condition Allocation Funding<br/>Capital Funding Allocation</b> |         | <b>Approves</b> the allocation of School Condition Allocation Funding and Capital funding | <p><b>Scrutinises</b> proposals for the allocation of both School Condition Allocation Funding and Capital Funding</p> <p><b>Submits</b> recommendations to the Board of Trustees</p>   |                                    | <b>Submits</b> recommendations for the allocation of funding to the Business Cttee and provides external advice/reports for objectivity and equality of allocation across the school | <b>Consults</b> with the SBM on the allocation of capital funding  |  |       |

**Finance, Audit and Risk**

|   | Members | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards committee   | SBM   | HT   | Link Trustees  | Clerk |
|---|---------|---|---|--|---|--|--|-------|
| <b>High Needs / Special Educational Needs and Disability (SEND) Funding</b> |         | <i>Considers</i> whether further strategic action and/or resource is required to support and meet the needs of SEND pupils from recommendations from the Committees | <i>Considers</i> any recommendations/concerns raised by the Standards Cttee in relation to funding and reports to the Board if action is required | <i>Evaluates</i> the impact of SEND funding across all of the schools in the Trust to ensure pupils' SEND needs are met and reports any concerns to the Business Cttee and/or Board of Trustees  | <i>Monitors</i> the expenditure of SEND the funding | <i>Allocates</i> high needs and other SEND funding to ensure pupils' SEND needs are met<br><br><i>Submits</i> reports on the impact of the funding to the Full Board                               | <i>Monitors</i> the impact of SEND funding to ensure pupils' SEND needs are met and reports any concerns to the appropriate Cttee      |       |
| <b>Pupil Premium Grant Funding (PPG)</b>                                    |         | <i>Considers</i> whether further strategic action and/or resource is required to close the gap in performance between disadvantaged and other pupils                | <i>Considers</i> any recommendations/concerns raised by the Standards Cttee in relation to funding and reports to the Board if action is required | <i>Evaluates</i> the impact of PPG funding on closing the gap for disadvantaged pupils across the school and reports any concerns to the Business Cttee and/or Board of Trustees<br><br><i>Considers</i> whether further resources are required to close the gap in performance between disadvantaged and other pupils based on monitoring outcomes and recommends any action to the Trust Board | <i>Monitors</i> the expenditure of the PP funding   | <i>Allocates</i> funds to support targeted actions that will impact on raised standards for disadvantaged pupils<br><br><i>Submits</i> reports on the impact of the funding to the Standards Cttee | <i>Monitors</i> the impact of PPG funding on closing the gap for disadvantaged pupils and report any concerns to the appropriate Cttee |       |

| Finance, Audit and Risk                |         |  |  |   |  |  |  |       |
|--|---------|--|--|---|--|--|--|-------|
|  | Members | Board of Trustees  | Business Committee (FAR Cttee)   | Curriculum and Standards committee  | SBM  | HT   | Link Trustees  | Clerk |
| <b>PE and Sports Premium Grant</b>     |         |  | <i>Considers</i> any recommendations/ concerns raised in relation to funding                                       | <i>Considers</i> any recommendations/ concerns raised by the in relation to the impact of the allocation of the funding and recommends any action to the full Board | <i>Monitors</i> the expenditure of the funding   | <i>Allocates</i> funds and submits termly reports on the impact of the funding to the Curriculum and Standards committee | <i>Monitors and evaluates</i> the impact of sports funding and reports any concerns to the appropriate Cttee |       |
| <b>Purchases, orders and contracts</b> |         | <i>Awards</i> contracts/purchases within the parameters clearly laid out within the delegated limits within the Finance Policy | <i>Scrutinises and submits</i> recommendations to the Board for contracts/purchases pursuant to the Finance Policy |   | <i>Approves</i> spend within the parameters clearly laid out within the delegated limits within the Finance Policy | <i>Approves</i> spend within the parameters clearly laid out within the delegated limits within the Finance Policy       |  |       |

**Finance, Audit and Risk**

|   | Members | Board of Trustees  | Business Committee (FAR Cttee)   | Curriculum and Standards committee | SBM  | HT | Link Trustees | Clerk |
|---|---------|--|--|------------------------------------|--|----|---------------|-------|
| <b>Supply of related-party goods/services</b> |         | <p><b>Approves</b> statements of assurance in relation to related party contracts/goods/services on an annual basis</p> <p><b>Ensures</b> value for money by <b>considering</b> additional due diligence documentation every three years for ongoing contracts</p> | <p><b>Scrutinises and submits</b> recommendations to the Board for the approval of related party contracts/goods/services on an annual basis</p> |                                    | <p><b>Submits</b> all statements of assurance to the Business Cttee and the Board for approval on an annual basis</p> <p><b>Submits</b> due diligence documentation to the Board of Trustees every three years for ongoing contracts</p> |    |               |       |
| <b>Authority to write-off bad debts</b>       |         | <p><b>Approves</b> the write-off debts to the DfE/ESFA limit (in accordance with the ATH)</p>  | <p><b>Scrutinises and submits</b> recommendations to the Board of Trustees for the writing off of any debts</p>                                  |                                    | <p><b>Submits</b> recommendations to the Board of Trustees to write off debts to the DFE limit</p> <p><b>Ensures</b> appropriate actions have been taken to collect debts</p>  |    |               |       |

|                                | Members  | Board of Trustees   | Business Committee (FAR Cttee)  | Curriculum and Standards Committee | SBM   | HT  | Link Trustees | Clerk |
|--------------------------------|--|---|---|------------------------------------|---|---|---------------|-------|
| <b>External Audit</b>          | <p><b>Approves</b> the appointment of External Auditors</p> <p><b>Can remove</b> External Auditors</p> <p><b>Adheres</b> to the ATH in terms of re-tendering</p> | <p><b>Recommends</b> the appointment of External Auditors to Members</p> <p><b>Reviews</b> external audit reports</p> <p><b>Approves</b> recommended management responses or other actions as appropriate</p> | <p><b>Reviews</b> the quality of all external audit reports and <b>submits</b> recommendations for management responses or other actions to the Board of Trustees</p> <p><b>Ensures</b> the external audit reports are submitted to the DfE</p>   |                                    | <p><b>Provides</b> access to all information to support the external audit process</p> <p><b>Submits</b> all external audit reports to the Business Cttee</p> <p><b>Submits</b> the external audit reports to the DfE</p> | <p><b>Provides and signs</b> the annual probity, regularity and value for money statement (signed off by the Accounting Officer)</p> <p><b>Provides</b> such information and assistance in relation to reporting and internal or external auditing to the SBM</p> |               |       |
| <b>Internal Audit/Scrutiny</b> |  | <p><b>Receives</b> monitoring reports from the SBM covering any internal audit work</p>   | <p><b>Agrees</b> and <b>sets</b> the annual programme of internal scrutiny ensuring the scope covers both financial and non-financial controls</p> <p><b>Receives and monitors</b> reports from those undertaking the work and address any recommendations and reports to the board</p> |                                    | <p><b>Provides</b> access to all information to support the internal audit process</p> <p><b>Submits</b> all internal audit reports to the Business Cttee</p>   |   |               |       |

|                                      | Members | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards committee | SBM   | HT   | Link Trustees   | Clerk |
|--------------------------------------|---------|---|--|------------------------------------|---|--|---|-------|
| <b>Risk registers and mitigation</b> |         | <p><b>Approves</b> the Trust risk register on an annual basis</p> <p><b>Approves</b> the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks</p> | <p><b>Reviews</b> the ratings and responses on the risk register to inform the programme of work at every meeting including financial and non-financial controls and risk management arrangements</p> <p><b>Reviews and informs the board about the</b> Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks</p> |                                    | <p><b>Supports the HT to establish</b> the Trust Risk Register and submits it to every meeting of the Business Cttee and annually to the Board of Trustees</p> <p><b>Ensures</b> that financial risks are mitigated and reports recommendations and actions to the Board of Trustees as appropriate</p> | <p><b>Establishes</b> the school's Risk Register</p> <p><b>Ensures</b> that risks are mitigated and reports recommendations and actions to Board of Trustees</p> | <p><b>Works with the School Team to review and Establish</b> the school's Risk Register</p> <p><b>Ensures</b> that risks are mitigated and reports recommendations and actions to Board of Trustees</p> |       |

|  |  |   |   |  |  |   |  |  |
|--|--|---|---|--|--|---|--|--|
| <p style="text-align: center;"><b>Legal claims</b></p> |  | <p><i>Instructs</i> the HT to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings</p> |   |  | <p><i>Seeks</i> appropriate legal advice</p> <p>Keeps the Board of Trustees <i>informed</i> and acts on any instructions received from the Board of Trustees</p> <p><i>Settles</i> all legal claims on behalf of the Trust</p> | <p><i>Notifies</i> the Chair of any potential or actual claims or proceedings affecting the school as soon as becoming aware of them</p>        |  |  |
|  |  | <p style="text-align: center;"><b>Value for money</b></p>   | <p><i>Scrutinises</i> the benchmarking reports and submits any recommendations to the Board of Trustees</p> |  | <p><i>Carries</i> out benchmarking and reports its findings to the Board of Trustees to ensure value for money robustness</p>  | <p><i>Carries</i> out benchmarking with the HT and reports to the Business Cttee and Board of Trustees to ensure value for money robustness</p> |  |  |

|  | Members | Board of Trustees  | Business Committee (FAR Cttee)  | Curriculum and Standards committee | SBM  | HT  | Link Trustees | Clerk |
|--|---------|--|---|------------------------------------|--|---|---------------|-------|
| Acquisition and disposal of land                               |         | <i>Approves</i> the acquisition or disposal of land and must be agreed in advance with the Secretary of State  | <i>Considers</i> the business case submitted by the HT and makes recommendations to the Board of Trustees |                                    | <i>Submits</i> any recommendations concerning land acquisition or disposal to the Business Cttee   | <i>Consults with the SBM to provide</i> any recommendations concerning land acquisition or disposal to the Business Cttee   |               |       |
| Expansion of existing facilities/ taking on new capital assets |         | <i>Approves</i> business cases concerning the expansion or development of facilities at any Trust school and carries out any consultation, where necessary | <i>Considers</i> business cases submitted by the HT and makes recommendations to the Board of Trustees    |                                    | <i>Assesses</i> together with the HT the viability of any proposal to expand existing facilities at any Trust school prior to the development and submitting a Business Case to the Business Cttee | <i>Assesses with support from the SBM</i> the viability of any proposal to expand existing facilities at any Trust school prior to the development and submitting a Business Case to the Business Cttee |               |       |
| Asset Register   |         |  |   |                                    | <i>Establishes</i> and maintains a fixed asset register  |   |               |       |
| Disposal of assets   |         | <i>Obtains</i> approval from the DFE when any asset to be disposed of exceeds the amount specified in the ATH  | <i>Approves</i> the disposal of assets pursuant to the Finance Policy                                     |                                    | <i>Registers the</i> disposal of assets pursuant to the Finance Policy and informs the Business cttee  |   |               |       |

|                                   |  |  |   |  |  |  |  |  |
|-----------------------------------|--|--|---|--|--|--|--|--|
| <p><b>Premises management</b></p> |  | <p><b>Holds overall accountability</b> for the health and safety in the school and receives termly updates regarding the quality and level of compliance of the Trust estate management controls and processes</p> <p><b>Approves</b> proposals for the allocation of both School Condition Allocation Funding and Capital Funding</p> | <p><b>Is Responsible</b> for the ongoing evaluation of the effectiveness of the estates management function of the Trust and provides termly updates to the Board of Trustees on the quality and level of compliance of the Trust estates management controls and processes</p> <p><b>Scrutinises</b> proposals for the allocation of both School Condition Allocation Funding and Capital Funding and submitting recommendations to the Board of Trustees</p> <p><b>Scrutinises</b> the Trust Estates Management Plan and Action Plan and any accessibility plan</p> |  | <p><b>Ensures</b> that a premises maintenance programme is constructed taking account of the most recent condition survey</p> <p><b>Ensures</b> that there is an accessibility plan that is shared with the Business cttee</p> <p><b>Ensures</b> that the H&amp;S management system is kept up-to-date and is compliant</p> <p><b>Is responsible with the HT for</b> the H&amp;S Estates Management Action Plan and premises maintenance programme</p> | <p><b>Is responsible for</b> the H&amp;S Estates Management Action Plan and premises maintenance programme</p> | <p><b>Monitors</b> H&amp;S practice in school through the review of internal and external H&amp;S monitoring visits and reports</p> <p><b>Monitors</b> the school's Estates Management Plan and Action Plan</p> <p><b>Reports</b> any and all concerns to the Business Cttee</p> <p><b>Ensures</b> that there is an accessibility plan that is then shared with the Business cttee</p> |  |
|-----------------------------------|--|--|---|--|--|--|--|--|

| People  |         |   |  |                                    |   |  |   |       |
|---|---------|---|--|------------------------------------|---|--|---|-------|
|   | Members | Board of Trustees   | Business Committee (FAR Cttee)   | Curriculum and Standards committee | SBM   | HT   | Link Trustees   | Clerk |
| <b>Staffing of the Trust and schools</b>          |         | <p><b>Receives</b> school-specific staff data as part of the termly HT report</p> <p><b>Approves</b> the Leadership and staff Structure</p> <p><b>Approves</b> the payment of any requested exit payments</p> |  |                                    | <p><b>Submits</b> termly staff data reports to the HT and Business Cttee including: staff sickness, staff turnover/retention, staff wellbeing, salary benchmarking (annually)</p> | <p><b>Recommends</b> the annual leadership and staffing structure for approval by the Board</p>  |   |       |
| <b>Staff Wellbeing</b>                            |         | <p><b>Holds</b> overall responsibility for the wellbeing of all staff in the Trust</p>  | <p><b>Reviews</b> and <b>monitors</b> the impact of the range of strategies/initiatives in place to support staff wellbeing and workload across the school</p> |                                    |   | <p><b>Establishes</b> a range of strategies/initiatives in place to support staff wellbeing and workload</p> <p><b>Ensures</b> the annual wellbeing report is submitted to the Board of Trustees</p> | <p><b>Reviews and monitors</b> the impact of the range of strategies/initiatives in place to support staff wellbeing and workload in their respective schools</p> |       |
| <b>Recruitment (Advertising and Shortlisting)</b> |         | <p><b>Oversees</b> the process for the recruitment of the HT</p>  |  |                                    | <p><b>Adheres</b> to all statutory requirements for the internal and external advertising of all roles across the Trust</p>   | <p><b>Adheres</b> to all statutory requirements for the internal and external advertising of all roles across the</p>  | <p><b>Provides support when</b> shortlisting candidates for the position of HT</p> <p><b>Advise</b> the HT in staff shortlisting activities when required</p>     |       |

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|--|--|--|--|--|---|--|--|--|
|  |  |  |  |  |   | Trust<br><b>Shortlists</b><br>candidates for all<br>roles within their<br>school                             |  |  |
| <b>Recruitment<br/>(Appointment)</b>   |  | <b>Provides</b> Trustees<br>to sit on the<br>appointment<br>panel for a HT and<br>makes<br>recommendation<br>to the Board<br><br><b>Ratifies</b> the<br>appointment of the<br>HT |  |  | <b>Manages</b> all<br>processes<br>concerned with<br>recruitment to the<br>HT<br><br><b>Manages</b> all<br>processes<br>concerned with<br>recruitment of<br>centrally employed<br>staff   | <b>Appoints</b><br>teaching and<br>non-teaching<br>staff   | <b>Provides</b> a Trustee to<br>sit on interview panels<br>for all staff<br>appointments |  |
| <b>Reductions in staffing and Permanent<br/>Revisions to Trust staffing structures</b> |  | <b>Approves</b> any<br>changes to agreed<br>staffing structures<br>and all decisions<br>concerning<br>redundancy   |  |  | <b>Works closely<br/>with the HT</b><br>when<br>reductions in<br>staffing may be<br>necessary<br><br><b>Submits</b> revised<br>staffing structures<br>from working<br>alongside the HT to<br>the Board of<br>Trustees<br><br><b>Leads and<br/>manages</b> any<br>redundancy<br>processes if<br>required | <b>Notifies</b> the<br>Board as soon<br>as possible<br>when<br>reductions in<br>staffing may<br>be necessary |  |  |

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|   |  |  |   |  | <p><b>Supports</b> any necessary restructuring process in a Trust school including attendance at consultation meetings, if appropriate</p> |   |  |  |
| <p><b>Performance management and salary reviews</b></p> |  | <p><b>Approves</b> the recommendations for the annual pay review for all in the Trust</p> <p><b>Hears</b> any appeals in relation to the annual pay review decisions</p> <p><b>Approves</b> the recommended pay awards for staff and the HT</p> <p><b>Chair/Vice Chair joins</b> the performance management review panel for the Headteacher</p> | <p><b>Convenes</b> a panel of Trustees to include the Chair and/or vice-chair of the Trust Board (not staff trustees) to undertake the performance management of the HT and submits a recommendation to the Board of Trustees</p> <p><b>Scrutinises</b> the anonymised pay recommendations on an annual basis and submits recommendations to the Board of Trustees for approval</p> <p><b>Monitor</b> the outcomes of appraisal decisions made by the headteacher</p> <p><b>Ensure</b> any appeals are made in line with the appraisal policy</p> |  |  | <p><b>Leads</b> the performance management and the annual salary review process for all staff within the school</p> | <p><b>Ensure</b> that staffing procedures (including recruitment procedures) follow equalities legislation</p> |  |

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|                            |  |   | Ensure that staffing procedures (including recruitment procedures) follow equalities legislation. |  |  |   |  |  |
| <b>Terms of employment</b> |  | <p><b>Approves any major</b> changes to terms and conditions of employment of any staff member</p> <p>Hears any appeals pursuant to policies and procedures</p> |   |  |  | <p><b>Carries out</b> any change in the terms of employment for any member of staff</p> | <p><b>Informs</b> the SBM of any required minimal changes to terms and conditions of employment</p> <p><b>Requests</b> made to the Board for any major changes to a member of staff's terms and conditions of employment</p> |  |

|   | Members | Board of Trustees   | Business Committee (FAR Cttee) | Curriculum and Standards committee | SBM | HT   | Link Trustees  | Clerk |
|---|---------|---|--------------------------------|------------------------------------|-----|--|--|-------|
| <b>Grievance and Disciplinary Procedures (including gross misconduct)</b> |         | <p><i>Ensures</i> the disciplinary and grievance policies are applied as stated in the documents and meet any legal obligations</p> <p><i>Provides</i> Trustees to sit on disciplinary or grievance panels that involve allegations of gross misconduct for all staff</p> <p><i>Hears</i> any appeals pursuant to policies and procedures</p> |                                |                                    |     | <p><i>Notifies</i> the Chair when any circumstance needs to be dealt with under the disciplinary or grievance procedure which may or may not be deemed to be gross misconduct in relation to the school staff</p> <p><i>Organises</i> investigations when circumstances arise under the disciplinary or grievance policy</p> <p><i>Informs</i> the Board of Trustees when a grievance/disciplinary process is invoked</p> <p><i>Organises</i> investigations when circumstances arise under the grievance or disciplinary policy</p> | <p><i>Provides</i> Trustees to sit on any disciplinary or grievance panel that falls short of gross misconduct</p> <p><i>Hears</i> any appeals pursuant to policies and procedures</p> |       |

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| <p style="text-align: center;"><b>Probation</b></p>  |  | <p><b>Terminates</b> the employment of the HT who has failed to satisfactorily complete the probation period</p> <p><b>Hears</b> any appeals pursuant to policies and procedures</p>             |  |  |  | <p><b>Adheres to</b> the probation procedure and notifies the Chair of the staff member's progress</p> <p><b>Terminates</b> the employment of a member of staff who has failed to satisfactorily complete their probationary period</p> <p><b>Informs</b> the Board of Trustees when a probation process is Invoked</p> |  |  |
| <p style="text-align: center;"><b>Capability</b></p> |  | <p><b>Terminates</b> the employment of any staff member who has failed to satisfactorily complete the capability process</p> <p><b>Hears</b> any appeals pursuant to policies and procedures</p> |  |  |  | <p><b>Follows</b> the capability procedure and notifies the Chair of the staff member's progress</p> <p><b>Informs</b> the Board when a capability process is invoked</p>   |  |  |