Central Region Schools Trust

Founded by the RSA

Recommended by: Executive Principal (CEO)

Ratified by: Chair of the Trust Board

Signed:

Position on the Board: Chair

Ratification Date: May 2025

Next Review: Autumn Term 2025

Policy Tier (Central/Hub/School): Central

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Key Change in this Edition
- Changes to 3.55 and 3.57

Introduction

1. Central Region Schools Trust (CRST) recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities.

2. Within CRST, the Trust Board is accountable in law for all major decisions about the schools within the Trust. This does not mean, however, that the Trust Board is required to make all the decisions themselves. CRST takes the view that many decisions can and should be delegated, including to the Executive Principal (CEO), Local Academy Governing Boards (LAGB) and the individual schools' Principals. The Trust Board relies on an LAGB to gather local intelligence and ensure that the individual school is connected to its local community, understanding the local stakeholders' views and promoting a school that serves the local community. The Trust Board expects that an LAGB will undertake activities that ensure they are connected to the views of the community. A key role of each LAGB is to ensure that the school receives information to enable leaders to continue to improve. The core responsibilities that the Trust Board delegates to the LAGBs are as follows:

    - Ensuring that all staff and pupils/students in the school are safe;
    - Assessing the quality of education that the school provides for the pupils/students who attend it;
    - Assessing the impact of the staff on the outcomes for pupils/students;
    - Assessing the quality of engagement with parents/carers who have children who attend the school; and
    - Holding the Principal to account for standards in the school.

3. The attached scheme of delegation is the key document defining the lines of responsibility and accountability in our Trust. It is intended to be a clear and systematic way of ensuring Members, Trustees, committees (including LAGBs), Executive Leadership Team, Central Team Leaders and school Principals are clear about their roles and responsibilities, allowing everyone to get on with the business of improving outcomes for pupils/students.

4. Chairs of committees are additionally empowered to make decisions on behalf of their committee on matters of urgency ("Chair's Action") with all such actions being reported to the committee at the next meeting.

5. The Scheme of Delegation will be kept under regular review and will be changed as required at any time to ensure clarity of operation and in the spirit of the above.

Aims of the Scheme of Delegation

To ensure that:

1. The division between the operational aspects of the Trust and its schools and the role of governance is clear cut.
2. As many decisions as possible can and should be delegated to the Local Academy Governing Boards (LAGB) and the individual schools' Principals.
3. Considerable value is placed upon good forward planning and that those plans are reflected in the well-considered annual budgets and longer-term forecasts.
4. Accountability is appropriate at the appropriate level to the particular institution, its scale as well as its status on the journey towards achieving and maintaining excellent outcomes.
5. Management and, in particular, accounting surprises are minimised.

6. Principals of our schools have the maximum authority and flexibility to operate within their budgets as outlined in the Scheme of Delegation. However, there is scope for variation of the Scheme of Delegation in relation to individual schools, subject to their performance, as detailed below under 'Intervention in schools causing concern'.
7. Trustees and Governors retain a degree of objective challenge over plans, performance reviews, outcomes and forecasts.
8. The Trust Board actively manages the reserves of the Trust in line with the 'Reserves Policy' to facilitate the Trust's role in developing talent and enhancing outcomes for all pupils/students.
9. The Finance function plays a key role in the stewardship of Trust and individual school assets and resources and is fully supported by a qualified and committed team with leadership across each tier as well as cross function roles.
10. The Finance & Resources Committee is operating on behalf of the Trust Board in reviewing detailed aspects of the budget proposals and longer-term forecasts, as well as the allocation of and justification for capital expenditure allocations and in making recommendations on these matters to the Trust Board if it deems appropriate.

This Scheme of Delegation should be read in conjunction with the 'Committee Terms of Reference' and 'Finance Policy'. Whilst the Scheme of Delegation is designed to be comprehensive it will not cover every task.

Intervention in Schools Causing Concern

The Trust Board is clear about its responsibilities and accountabilities for securing high and improving educational outcomes for pupils/students in its schools. It has a clear Scheme of Delegation that shows the roles and duties for all involved whilst enabling autonomy and flexibility to enable the needs of each school's pupils/students to be met to best effect.

The Scheme of Delegation sets out how it expects decision and actions to be made to ensure the highest possible standards of education. This is consistently applied to all strongly performing schools with no weaknesses in outcomes, governance or finances.

However, there is scope for variation of the Scheme of Delegation in relation to individual schools, subject to their performance, as indicated below.

School Performance	Scheme of Delegation arrangement
Ofsted category: Good or Outstanding	Full or varied (reduced) Scheme of Delegation
Ofsted category: Requires Improvement	May be varied (reduced) Scheme of Delegation
Ofsted category: Inadequate	Varied (reduced) Scheme of Delegation
Initial arrangements for a sponsored school (irrespective of Ofsted grade)	Varied (reduced) Scheme of Delegation
Low and/or declining pupil/student outcomes	May be varied (reduced) Scheme of Delegation
Weaknesses in finances or governance	May be varied (reduced) Scheme of Delegation

A decision to intervene in one of the schools must be taken by the Trust Board.

The Trust Board will consider intervening in any school where any of the following circumstances apply:
- A new Principal and/or a significant change in leadership.
- Outcomes or progress decline significantly from one year to the next.
- Outcomes or progress decline gradually over more than one year.
- Ofsted judges the school to require 'special measures' or 'significant improvements'.
- Ofsted judges the school as 'requires improvement'.
- Ofsted judges the school to be providing a lower standard of education than at its previous inspection.
- The school is not complying with the various Trust policies and protocols.
- The LAGB does not provide the required level of scrutiny or challenge.
- The school is not adhering to its budget.

The Trust Board will review the situation of the schools in the Trust each term in order to identify without delay where intervention may be required. The Trust Board will always intervene in a school which is judged to require 'special measures' or 'significant improvements' or where results are declining. It will generally be expected that the Trust Board will intervene in any of the other circumstances set out above, but it will be for the Trustees to decide whether and how to intervene, following consideration of all relevant information about the circumstances and prospects for the school.

There is a wide range of intervention options open to the Trust Board including:
1. Reviewing and changing the school's risk designation.
2. Withdrawing delegated powers from an LAGB.
3. Removing and/or appointing new governors to an LAGB
4. Disbanding a LAGB and reverting its roles and duties to the Trust Board.
5. Intensive support from the Executive Leadership Team, Central Team and School Improvement Team.
6. Closer scrutiny of the school's performance by the Trust Board at each meeting.
7. Requiring the Executive Principal (CEO) to demonstrate that the principal of the relevant school is being properly held to account.
8. Requiring the Principal of the relevant school to demonstrate that its staff are being properly held to account.
9. Requiring the Executive Principal (CEO) and/or principal of the relevant school to prepare a plan with appropriate performance targets and progress measures to address the identified weakness(es).
10. Transferring the management of the school's budget to the Executive Leadership Team.

The Trust Board will decide on any intervention after full and careful consideration of the school's circumstances and, in particular, its capacity to affect the improvements needed within an appropriate timescale.

It will be for the Trust Board to decide whether, and when, to restore the full level of delegation based on evidence of progress in addressing weaknesses and the school's capacity to make sustained improvement. In making these decisions, the Trust Board will always be mindful of its responsibilities and accountabilities for standards of education.

Governance Arrangements for Schools Joining the Trust

The Trust has a clear and effective system of governance that helps to maximise the opportunities available to it, as a multi academy trust, to improve educational outcomes for pupils/students and make the best use of resources. Governance arrangements are kept under review to ensure that they remain fit for purpose, especially as the Trust grows.

The governance arrangements are clearly documented, including a Scheme of Delegation, Code of Conduct and Terms of Reference for the Trust Board and its committees, which can be viewed on the Trust's website.

It is therefore the expectation that the governance of each school joining the Trust will follow the established arrangements for governance for all other schools from the date of joining.

The Trust is aware, however, that each school will have governance arrangements in place prior to joining the Trust and will want to retain and develop more widely successful elements of these arrangements.

The aim will always be for the transition to the Trust's governance to be smooth and beneficial. This will be helped by having clear transitional arrangements that reflect each school's starting point and the respective governance roles and responsibilities of the school and the Trust.

Until the date of conversion, the existing governance responsibilities and accountabilities remain in place. For a Local Authority maintained school, responsibility for the school rests with its Governing Body and also with the Local Authority (which is, for example, the employer of staff and is responsible for the school's buildings). As soon as the school joins the Trust, the Trust Board is responsible and accountable for all aspects of the school.

From the point at which the school's Governing Body agrees to join the Trust and applies to the DfE for an Academy Order, a Transition Board will be established. This will generally comprise the school's current Governing Body and a representative of the Trust Board but there will be different arrangements for a sponsored school.

If appropriate, the Local Authority will be invited to nominate someone who is able to ensure that they are involved appropriately in the conversion process. The MAT's Executive Team will support the Transition Board with information and advice as necessary.

It will be for the Transition Board to determine the frequency and format of meetings but the arrangements should:
- Be mindful of the educational reasons for joining the Trust, ensuring that actions are directed towards the achievement of high and improving educational outcomes above all else.
- Follow a clear conversion plan that sets out the key decisions to be made with deadlines and specific responsibilities for actions.

Avoid additional time spent on extra meetings by scheduling Transition Board meetings immediately before or after Governing Body meetings or by including Transition Board items on Governing Body meetings.

Governors will be appointed by the Trust Board as required by the Terms of Reference and the Trustees will be keen to ensure that the LAGB has available the range of skills, experience and expertise it needs.

The Trust School Improvement Model

A key strategic aim of the Trust is to ensure that all its schools are delivering a sustainably good education. As a consequence of the growth of the Trust, the school improvement model has evolved with a changed and indeed enhanced relationship with the commissioned Trust School Improvement Partner service.

The key elements of the Trust School Improvement Model include:

- The Executive Leadership Team: the team responsible for strategy development, implementation and monitoring of impact. The delivery of the strategy, where not school-based implementation, is delivered through focus groups-eg a Task and Finish group set up to deal with specific tasks, standardisation requirements, issues that are time limited to enable decision or specific action.
- CENTRAL Professional Learning, Research and Development (CPLR&D): The following Trust-wide school improvement structures are key to the school improvement model, and form a core element of CPLR&D, along with CPDL programmes: o Co-design strategy teams (trust-wide strategy development and implementation teams) which include: disadvantaged and vulnerable pupils'/students' strategy; SEND strategy; reading strategy; safeguarding co-design strategy team; EYFS; and assessment.
- Subject and phase co-design teams: our co-design teams are set up to ensure that colleagues from schools across the Trust are able to develop and share best practice. Where collaborative development leads to a clear 'best way' then the Executive Leadership Team will standardise practice as appropriate.
- School Teaching and Learning Development Teams.

School Designation

An annual (or more frequent if required) assessment of schools in the Trust, and those potentially joining the Trust, is made against our pillars of school improvement:

1. Quality of Education including:
   o Distinctive culture
   o Outcomes and current cohort progress measures o Curriculum
   o Teaching, learning and assessment

2. Personal development and well-being (including attendance)
3. Behaviour and attitudes
4. Leadership and management
5. Governance (as part of leadership, but with specific focus)
6. Central Distinctiveness Frameworks

Our pillars are underpinned by the vision and values of CRST:

- Detailed due diligence is carried out for schools seeking to join the Trust. The pillars form the basis of assessing the school improvement risks, as part of this process
- Appropriate challenge, support, and intervention.
- Trust Board Monitoring (by the Audit &Risk and Standards committees) and the Role of the Trust School Improvement Partner (TSIP).
- The Trust Board takes a robust approach to monitoring standards, procuring an external School Improvement Partner (SIP) to provide external challenge, supporting the Executive Leadership Team in identifying strength and risk across the Trust.
- The Trust Board provides strong support and challenge to the Executive Leadership Team, Central Team Leaders and schools.
- The Trust Board invests in areas of risk, ensuring that appropriate support is put in place in a differentiated approach dependant on need.
- Where all pillars are securely and sustainably 'good', the school is designated 'securely good or better' and school improvement planning is delegated to the school (within our agreed school improvement framework, with standardised and aligned approaches as agreed integrated into plans and operations). For these schools, normal line management and monitoring support is applied by the Trust to the school.
- Where a number of, or all of the pillars, are not yet securely good, the school is designated as either 'at risk' or 'at high risk' by the Trust Board, on recommendation by the Audit & Risk Committee.

School improvement planning is not fully delegated (Principals are required to follow the School Improvement Scheme of Delegation), and the Executive Leadership Team support the Principals and take oversight of plans and progress against plans. As appropriate, they also take an active role with senior leaders at the school in the school improvement planning process, to ensure full support is given to rapid improvement, and coordinate our Central Expert Leaders and other support.

The Executive Leadership Team will identify additional resource allocation from the Trust School Improvement Fund, as required, including the deployment of:

- NLE including Executive Principal (CEO) support
- Additional TSIP/SIP support
- School Improvement Team support
- SLE support from within the Trust (or from outside the Trust if required)
- Deployment of other Trust senior leader support (including secondment)
- Expert consultant support
- Additional support and resource as required

The interventions are swift in order to generate rapid improvement that enables the school improvement planning process to be delegated at the earliest opportunity (once confidence can be assured that the school is securely and sustainably no longer at risk).

The delivery and impact of support is monitored by an Accelerated Improvement Board. These are coordinated by the Executive School Improvement Leader and led by the identified project lead (from the Executive Leadership Team).

Scheme of Financial Delegation

Authorised approval ranges: Schools/Principals the delegated authority values are exclusive of VAT except where it is expressly stated otherwise.

The Trust will designate each school in the Trust to a threshold banding annually based on size of school in the October 2023 student census:

- Band C schools with 1000 pupils/students and above-Gospel Oak School and Holyhead School
- Band B schools with 500 to 999 pupils/students-Arrow Vale High School, Abbeywood First School/Church Hill Middle School*, Ipsley CofE Middle School and Waseley Hills High School
- Band A schools with up to 499 pupils/students-Arrow Valley First School, Lickhill Primary School, Oak Hill First School, Oldbury Park Primary School, St Stephen's CofE First School and Sutton Park Primary School

Abbeywood First School and Church Hill Middle School are treated as one school for the scheme of financial delegation. Orders placed to one supplier for similar goods from two or more schools must be treated as aggregate value when applying the threshold.

Band C

Category	Up to £10,000	£10,000 to £20,000	£20,000 to £29,999	£30,000 to £49,999	£49,999 to £74,999	£75,000 and above
Spending relating to budgeted and unbudgeted^ items as long as funds are available#	Principal	ELT or CTL Line Manager	EP (CEO) or CFO	EP (CEO) and CFO	F&R Committee	Trust Board
Movement of funds (virement) between different budgeted areas	EP (CEO) or CFO	EP (CEO) and CFO			F&R Committee	Trust Board
Movement of funds (virement) from reserves	EP (CEO) and CFO			F&R Committee		Trust Board

Band B

Category	Up to £7,500	£7,500 to £20,000	£20,000 to £29,999	£30,000 to £49,999	£49,999 to £74,999	£75,000 and above
Spending relating to budgeted and unbudgeted^ items as long as funds are available#	Principal	ELT or CTL Line Manager	EP (CEO) or CFO	EP (CEO) and CFO	F&R Committee	Trust Board
Movement of funds (virement) between different budgeted areas	EP (CEO) or CFO	EP (CEO) and CFO			F&R Committee	Trust Board
Movement of funds (virement) from reserves	EP (CEO) and CFO			F&R Committee		Trust Board

Band A

Category	Up to £5,000	£5,000 to £20,000	Up £20,000 to £29,999	£30,000 to £49,999	£49,999 to £74,999	£75,000 and above
Spending relating to budgeted and unbudgeted^ items as long as funds are available#	Principal	ELT or CTL Line Manager	EP (CEO) or CFO	EP (CEO) and CFO	F&R Committee	Trust Board
Movement of funds (virement) between different budgeted areas	EP (CEO) or CFO	EP (CEO) and CFO			F&R Committee	Trust Board

Movement of funds (virement) from reserves		EP (CEO) and CFO		F&R Committee	Trust Board
Contracts and expenditure exceeding the UK procurement threshold		Limits are currently set at £213,447 (inclusive of VAT). Advice will be sought from relevant professional bodies involved with the contract/expenditure and will be discussed and approved with the Trust Board via a formal tender process (unless the tender process is undertaken by the relevant professional body.			

Authorised approval ranges: Central Team Leaders (including the Executive Leadership Team)

Category	Up to £20,000	Over £20,000 and up to £29,999	£30,000 to £49,999	£50,000 to £74,999	£75,000 and above
Spending relating to budgeted and unbudgeted items as long as funds are available	Central Team Leader or Executive Leadership Team	EP(CEO) or CFO	EP (CEO) and CFO	F&R Committee	Trust Board
Movement of funds (virement) between different budgeted areas	EP (CEO) or CFO	EP (CEO) and CFO		F&R Committee	Trust Board
Movement of funds (virement) from reserves	EP (CEO) and CFO		F&R Committee		Trust Board
Contracts and expenditure exceeding the UK procurement threshold	Limits are currently set at £213,447 (inclusive of VAT). Advice will be sought from relevant professional bodies involved with the contract/expenditure and will be discussed and approved with the Trust Board via a formal tender process (unless the tender process is undertaken by the relevant professional body.				

Notes

- *Schools are able to delegate approvals to local school budget holders within the Principal's delegated limit and must lay this out clearly in a local procedure. ⬜ ^spending related to unbudgeted items should only be used in exceptional/emergency circumstances*
- *#spending relating to exception for Years 11 and 13 exam entries, utility contracts (electricity, gas, water, waste disposal, heating, and sewage) and parent/carer funded trips can be approved by the relevant member of the ELT when budget is not exceeded.*
- *Escalation of approvals: Approvals should be escalated upwards unless authorised by a member of the ELT.*

Authorised approval range: Write off of bad debts (excluding payroll)

Under £2,000	£2,000 to £4,999	£5,000 to £24,999	£25,000 to £44,999	£45,000 and above
LAGB	EP (CEO) and CFO	F&R Committee	Trust Board	ESFA

Authorised approval range: Disposal of stock and/or assets. Please note that the values apply to the Net Realizable Value.

Under £2,000	£2,000 to £4,999	£5,000 to £24,999	£25,000 and above
LAGB	EP (CEO) and CFO	F&R Committee	Trust Board

Organisational Delegated Authority Framework

Key
TB=Trust Board
EP (CEO)=Executive Principal, Chief Executive Officer and Accounting Officer
ELT=Executive Leadership Team
CTL=Central Team Leaders

SIT=School Improvement Team
SLT=school Senior Leadership Team
STL=Senior Trust Leaders
CFO=Chief Financial Officer
COO=Chief Operating Officer
HOHR=Head of HR (Ops)
HOIT=Head of IT

HOE=Head of Estates

HOG=Head of Governance and Corporate Services

LAGB=Local Academy Governing Board

PRI=Principal

TSL=Trust Safeguarding Lead

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
1	**Governance**											
1	1 Trust Articles of Association	Approve	Makes recommendation to the Members	Consulted during development								
1	2 Recruitment protocols and procedures for Members, Trustees and Governors		Approve	Consulted	Consulted	Consulted	Consulted			Responsible for drafting out the protocols and procedures, the consultation process, making the recommendation to the TB and for the delivery	Consulted	Consulted
1	3 Appoint or remove Members	Approve	Makes recommendation to the Members	Consulted								
1	4 Appoint or remove Trustees	Approve appointment and removal of up to 5 trustees under Article 50, pursuant to Article 35	The TB is responsible for recruiting new trustees and makes a recommendation to the Members under an ordinary resolution.	Consulted								
1	5 Appoint Governors (TB appointed) to the LAGBs		Approve	Consulted	PLMs are consulted for the relevant schools					Makes recommendation to the TB	The LAGB is responsible for making a recommendation to the HOG	Responsible for working with the Chair of the LAGB on recruiting new governors
1	6 Appoint or remove expert advisors to the Trust Board and its committees		Approve	Consulted		Consulted				Consulted		
1	7 Appoint Governors (not TB appointed) to the LAGBs		Approve	Consulted	PLMs are consulted for the relevant schools					Consulted	The LAGB is responsible for recruiting new Governors (via election in the case of Parent Governors)	Consulted
1	8 Removal of Governors		Approve	Consulted	PLMs are consulted for the relevant schools					Makes the recommendation to the TB	Chair of the LAGB makes the recommendation to the HOG	Consulted
1	9 Appoint or remove additional members to the LAGBs		Approve							Makes the recommendation to the TB	Chair of the LAGB makes the recommendation to the HOG	
1	10 Establish the TB committees		Responsible for establishing the TB committees	Consulted								
1	11 Coordination of flow of information and decision									Responsible for the coordination and flow of agendas and minutes		

#	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
12	TB committee Terms of Reference		Approve	Consulted during development						Responsible for the drafting out the document, the consultation process, making the recommendation to the TB and for the delivery	Consulted during development	
13	Trust Scheme of Delegation		Approve	Responsible for drafting out the scheme of delegation, the consultation process, making the recommendation to the TB and for the delivery	Consulted during development	Consulted during development	Consulted during development			Consulted during development	Consulted during development	Consulted during development

#	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
14	Establish TB working groups		Responsible for establishing the TB working groups	Consulted								
15	Establish LAGB working groups		Approve	Consulted						Makes the recommendation to the TB	Makes the recommendation to the HOG	Consulted
16	Arrange indemnity insurance cover for the Trustees and Governors					Responsible for making adequate arrangements						
17	Appoint Chair of the TB		Approve									
18	Appoint or remove Vice Chair of the TB		Approve									
19	Appoint or remove Chairs of the LAGBs		Approve							Makes the recommendation to the TB	Makes the recommendation to the HOG	
20	Appoint or remove Vice Chairs of the LAGBs										Approve	
21	Appoint or remove Chair of the TB committees		Approve									
22	Appoint or remove Vice Chair of the TB committees		Approve									
23	Appoint or remove the company secretary		Chair of the TB is responsible for the recruitment and appointment of the company secretary									
24	Appoint or remove Clerk to the TB		Chair of the TB is responsible for the recruitment and appointment of the Clerk to the TB	Support the Chair of the TB in the recruitment and appointment of the Clerk to the TB						Support the Chair of the TB in the recruitment and appointment of the Clerk to the TB		

#	No	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
1	25	Appoint or remove Clerk to the LAGBs		Approve							Responsible for the recruitment of the Clerk and recommendation of appointment to the TB	Consulted	
1	26	Maintenance and publication of the register of interests for the Members, Trustees, Governors, Officers, ELT, SIT, CTLs and SLTs									Responsible for ensuring the following registers are accurate, up to date and published on the relevant website: 1Members, Trustees and Officers; 2-ELT, SIT and CTLs; 3-Governors; and 4SLTs		
1	27	Notifying the ESFA via GIAS of changes to the governance information									Responsible for ensuring the governance records on GIAS are complete, accurate and up to date for Members, Trustees, Governors and Officers		
1	28	Notifying the ESFA via GIAS of changes to the schools' details											Responsible for keeping the relevant school's details updated on GIAS
1	29	Calendar of TB meetings		Approve	Consulted during development			Consulted during development	Consulted during development		Responsible for drafting out the dates, the consultation process, making the recommendation to the TB and for the delivery		

#	No	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
1	30	Calendar of LAGB meetings within the specified period		Consulted during development	Consulted during development	PLMs are consulted for the relevant schools					Responsible for drafting out the dates, the consultation process, making the recommendation to the LAGBs and for the delivery	Approve the dates of the LAGB meetings to align with the TB's notified calendar.	Consulted during development
1	31	Change of name of the Trust	Approve	Makes recommendation to the Members	Makes recommendation to the TB	Consulted	Consulted	Consulted				Consulted	Consulted
1	32	Change of name of a school in the Trust		Approve	Makes recommendation to the TB	Consulted						Makes a recommendation to the EP (CEO)	Makes a recommendation to the LAGB
1	33	Admission of new school joining the Trust		Approve	Makes recommendation to the TB	Consulted	Provides due diligence advice in relation to potential new schools	Leads due diligence process in relation to potential new schools and provides a written report to the EP (CEO)			Provides due diligence advice in relation to potential new schools	Informed	Informed
1	34	Entering into funding agreements and other legal agreements for the admission of new schools		Approve and sign the funding agreements and other legal agreements that the EP (CEO) and solicitors have	Makes recommendation to the TB		Consulted during development	Consulted during development			Consulted during development		

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
				recommended									
1	35	Decide the transition period for new schools joining the Trust's systems and processes		Approve	Makes recommendation to the TB	Consulted	Consulted	Consulted	Consulted	Consulted	Consulted		
1	36	Decide the level of delegation for each school in the Trust		Approve	Makes recommendation to the TB	Consulted	Consulted	Consulted			Consulted	Informed	Informed
1	37	Maintenance of the gifts and hospitality register		Informed	Informed		Informed				Responsible for the annual maintenance of the registrer and for sharing it with the TB		
1	38	Maintain a master policy schedule across the Trust which clearly identifies responsibility for policies and who can approve them.		Approve	Consulted during development	Consulted during development	Consulted during development	Consulted during development			Responsible for the policy schedule and making the recommendation to the TB	Consulted during development	Consulted during development
1	39	Ensuring robust undertaking of TB Self-review and external reviews of governance, ensuring board has appropriate skillsets e.g., finance.		Sets directive	Consulted during process						Responsible for self-review and external review schedule.	Responsible for undertaking LAGB annual skills audit.	Consulted during process
2	**Strategy**												
2	1	Set the Trust vision and core values		Approve	Responsible for drafting out the vision and core values, the consultation process and for making the recommendation to the TB	Consulted during development	Consulted during development	Consulted during development				Consulted during development	Consulted during development

Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
2 2 Set the individual schools' vision and core values in line with the Trust's vision and core values			Approve	PLMs make the recommendation to the EP (CEO)						Makes recommendation to the PLM	Responsible for drafting out the vision and core values, the consultation process and for making the recommendation to the LAGB
2 3 Set the strategic objectives for the Trust, reviewing progress regularly.		Approve and keep under review	Responsible for drafting out the strategic objectives, the consultation process and for making the recommendation to the TB	Consulted during development	Provides financial and operational advice and assistance in developing strategy	Provides operational advice and assistance in developing strategy				Consulted during development	Consulted during development
2 4 Set the annual KPIs for the Trust (including the educational and financial ones)		Approve	Responsible for drafting out the KPIs, the consultation process and for making the recommendation to the TB	Consulted during development	Consulted during development	Consulted during development				Consulted during development	Consulted during development

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
2	5	Set the Trust's development plan		Approve and reviews the progress with the development plan at all meetings	Responsible for drafting out the plan, the consultation process, making the recommendation to the TB and for delivery	Consulted during development	Consulted during development	Consulted during development				Consulted during development	Consulted during development
2	6	Set the individual schools' development plans in line with the Trust's strategic objectives and development plan			Informed	PLMs approve for the relevant schools						Makes the recommendation to the PLM and reviews the progress with the development plans at all meetings	Responsible for drafting out the plan, proposing it to the LAGB and for monitoring the delivery of the plan
2	7	Set the post-Ofsted action plan for any school if they are judged as 'Requires Improvement' or 'Inadequate'		Approve	Makes the recommendation to the TB	PLM reviews the plan and makes the recommendation to the EP (CEO)						Makes the recommendation to the PLM and reviews the progress with the development plans at all meetings	Responsible for drafting out the plan, proposing it to the to the PLM and for monitoring the delivery of the plan
2	8	Review and challenge the performance of the Trust		Review of the performance and responsible for holding the EP (CEO) to account	Responsible for monitoring the progress against the KPIs and for reporting by exception to the TB	Consulted	Consulted	Consulted					Consulted
2	9	Review and challenge the performance of the individual schools		Review of the performance and responsible for holding the EP (CEO) to account	Responsible for holding the PLMs to account, review of the performance and for reporting by exception to the TB	PLMs are responsible for holding the PRI to account, review of the performance and for reporting by exception to the EP (CEO)						Review of the performance and responsible for holding the PRI to account through their regular reports	Responsible for monitoring the progress against the KPIs and for reporting to the LAGB
2	10	Develop a risk management policy and strategy across the Trust		Approve	Responsible for ensuring the risk management strategy is fit for purpose and for making the recommendation to the TB	Consulted during development	Consulted during development	Responsible for the risk management strategy				Consulted during development	Consulted during development

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
2	11	Maintain a Trust wide strategic risk register in line with the requirements of the ATH		Approve	Responsible for ensuring the Trust risk register is maintained and is complete, accurate and up to date	Consulted	Consulted	Responsible for managing the Trust risk register and for reporting to the ELT and TB.					Consulted
2	12	Maintain an operational risk register for each school in line with the Trust's strategic risk register			Consulted	PLMs are consulted for the relevant schools	Consulted	Responsible for managing the operational risk registers and for reporting to the LAGBs				Approve	Consulted

Sec	Item	Task											
2	13	Pay a cyber ransom demand		Chair must be consulted before any request is made to the ESFA	Responsible for consulting with the chair of the TB about paying a cyber ransom demand and obtaining permission from the ESFA	Consulted	Consulted	Responsible for managing the appropriate action where a cyber security incident has occurred and making a recommendation to the EP (CEO) to pay a demand			Informed	Informed	Informed
2	14	Setting the school day and hours		Approve	Consulted	Responsible					Informed	Informed	Informed
2	15	Setting the Trust's Whistleblowing Procedures		Approve	consult	consult	Consult	Responsible for the procedure			Informed	Informed	Informed
3		**Staffing and HR**											
		Staff structure											
3	1	Staffing structure and plans for the ELT		Approve	Reviews the costed staffing structure and makes any recommendations for changes to staffing to the TB		Consulted and advises the EP (CEO) of any concerns	Consulted				Informed	Informed
3	2	Staffing structure and plans for the SIT			Approve changes beyond the existing staffing plans and/or budget as long as it is in the line with the agreed use of the reserves	TPEP and ESIL review the costed staffing structure for their own teams (SIT) and makes any recommendations for staffing changes to the EP (CEO)	Consulted and advises the EP (CEO) of any concerns					Informed	Informed
3	3	Staffing structure and plans for the CT		Informed	Approve changes beyond the existing staffing plans and/or budget as long as it is in the line with the agreed use of the reserves	Informed	Reviews the costed staffing structure for their own teams (finance) with the CTL and makes any recommendations for staffing changes to the EP (CEO)/Consulted regarding the recommendations from the COO and advises the EP (CEO) of any concerns	Reviews the costed staffing structure for their own teams (data, estates, governance, HR and IT) with the CTLs and makes any recommendations for staffing changes to the EP (CEO)				Informed	Consulted

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	4	Staffing structure and plans for the leadership group posts and TLR holders in the individual schools		Informed	Informed about all requests for replacement and additional posts and authorised to approve changes beyond the existing staffing plans and/or budget as long as it is in the line with the agreed use of the reserves	PLMs inform ELT about all requests for replacement and additional posts and TLR holders, review the proposals from the PRIs, authorised to approve for replacement posts and make the recommendation to the EP (CEO) for any additional staff	Monitors and advises the EP (CEO) and PLM of any concerns					Informed	Reviews the costed staffing structure and makes any recommendations for staffing changes to the PLM

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	5	Staffing structure and plans for the individual schools, including overseeing of staff well-being, workload and working conditions.			Informed about all requests for replacement and additional posts and authorised to approve changes beyond the existing staffing plans and/or budget as long as it is in the line with the agreed use of the reserves	PLMs inform ELT about all requests for replacement and additional posts, review the proposals from the PRIs, authorised to approve for replacement posts and make the recommendation to the EP (CEO) for any additional staff	Monitors and advises the EP (CEO) and PLM of any concerns		Oversight of staff well-being and working conditions.			Informed	Reviews the costed staffing structure and makes any recommendations for staffing changes to the PLM Has oversight of staff wellbeing, workload and working conditions
3	6	Staffing structure and plans for the individual schools-Key Stage 3 teachers in Redditch			Informed about all requests for replacement and additional posts and authorised to approve changes beyond the existing staffing plans and/or budget as long as it is in the line with the agreed use of the reserves	The relevant EP informs ELT about all requests for replacement and additional posts, reviews the proposals from the PRIs, is authorised to approve for replacement posts and makes the recommendation to the EP (CEO) for any additional staff	Monitors and advises the EP (CEO) and IME of any concerns					Informed	Reviews the costed staffing structure and makes any recommendations for staffing changes to the relevant EP
Pay 3													
	7	Pay policy including job role, salary and grading		Approve	Reviews the draft policy and makes the recommendation to the TB	Consulted during development	Consulted during development	Reviews the draft policy from the HOHR and makes the recommendation to the EP (CEO)	Responsible for drafting out the policy, the consultation process, making the recommendation to the COO and for the delivery			Consulted during development	Consulted during development
3	8	Changes to employee terms and conditions or collective agreements		Approve	Makes the recommendation to the TB	Consulted	Consulted	Makes the recommendation to the EP (CEO)	Responsible for making the recommendation to the COO and delivering the plans			Consulted	Consulted

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	9	Review of job descriptions and person specifications		Reviews the job description and person specification for the EP (CEO) and makes recommendations for any changes to the HOHR	Reviews the job descriptions and person specifications for the ELT and PRIs and makes recommendations for any changes to the HOHR	PLMs are consulted about the job descriptions and person specifications for the PRIs and SLTs/TPEP and ESIL review the job descriptions and person specifications for the SIT and make recommendations for any changes to the HOHR	Reviews the job descriptions and person specifications for all posts within own teams (finance) and makes recommendations for any changes to the HOHR	Reviews the job descriptions and person specifications for all posts within own teams (data, estates, governance, HR and IT) and makes recommendations for any changes to the HOHR	Reviews all the recommendations to ensure consistency across the Trust and provides advice and guidance				Reviews the job descriptions and person specifications for all posts below PRI (except for CT) and makes recommendations for any changes to the HOHR
3	10	Signing off of job descriptions and person specifications		Approve the job description and person specification for the EP (CEO) following the review by the HOHR	Approve the job descriptions and person specifications for the ELT and PRIs following the review by the HOHR	TPEP and ESIL approve the job descriptions and person specifications for the SIT following the review by the HOHR	Approve the job descriptions and person specifications for all posts within own teams (finance) following the review by the HOHR	Approve the job descriptions and person specifications for all posts within own teams (data, estates, governance, HR and IT) following the review by the HOHR					Approve the job descriptions and person specifications for all posts below PRI (except for CT) following the review by the HOHR

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	11	Evaluation of jobs and grades (on appointment or during the year)		Authorised to make any changes for the ELT, CTLs and PRIs	Reviews the evaluations by the HOHR for the ELT, CTLs, PRIs, SIT (below ELT) and SLT, authorised to make changes to SIT (below ELT) and SLT and makes recommendations for any changes for the ELT, CTLs and PRIs to the TB	PLMs are consulted about the evaluations for the PRIs and SLTs/TPEP and ESIL are consulted about the evaluations for the SIT	Reviews the evaluations by the HOHR for all posts within own teams (finance) below CTL and authorised to make any changes	Reviews the evaluations by the HOHR for all posts within own teams (data, estates, governance, HR and IT) below CTL and authorised to make any changes	Evaluates all the jobs, ranges, grades etc				Review the evaluations by the HOHR for all posts below PRI (except for data, estates, finance, governance, HR and IT), authorised to make any changes to posts below SLT and makes recommendations for any changes for SLT to the EP (CEO)
3	12	Determination of pay ranges for teaching staff in the ELT (on appointment or during the year)		Approve	Reviews the pay ranges and responsible for making any recommendations for changes to the TB and delivering the plans		Consulted		Evaluates all the jobs and ranges, grades etc				
3	13	Determination of gradings for support staff in the ELT (on appointment or during the year)		Approve	Reviews the gradings and responsible for making any recommendations for changes to the TB and delivering the plans		Consulted		Evaluates all the jobs and ranges, grades etc				
3	14	Determination of pay ranges for teaching staff in the SIT below ELT (on appointment or during the year)			Reviews the recommendations from the ESIL and/or TPEP and authorised to approve	TPEP and/or ESIL responsible for making recommendations to the EP (CEO)	Consulted		Evaluates all the jobs and ranges, grades etc				

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	15	Determination of gradings for CTLs (on appointment or during the year)		Approve	Reviews the proposals and responsible for making any recommendations for changes to the TB		Reviews the gradings for all CTLs within own teams (finance) and responsible for making any recommendations for changes to the EP (CEO) and delivering the plans	Reviews the gradings for all CTLs within own teams (data, estates, governance, HR and IT) and responsible for making any recommendations for changes to the EP (CEO) and delivering the plans	Evaluates all the jobs and ranges, grades etc				
3	16	Determination of gradings for staff in the CT (on appointment or during the year)			Approve		Reviews the gradings for all posts within own teams (finance) and responsible for making any recommendations for changes to the EP (CEO) and delivering the plans	Reviews the gradings for all posts within own teams (data, estates, governance, HR and IT) and responsible for making any recommendations for changes to the EP (CEO) and delivering the plans	Evaluates all the jobs and ranges, grades etc				
3	17	Determination of pay ranges for PRIs (on appointment or during the year)		Approve	Reviews the pay ranges and responsible for making any recommendations for changes to the TB and delivering the plans	Consulted	Consulted		Evaluates all the jobs and ranges, grades etc			Consulted	
3	18	Determination of pay ranges for SLT posts below PRIs (on appointment or during the year)			Approve	PLMs review the proposal and make the recommendation to the EP CEO	Consulted		Evaluates all the jobs and ranges, grades etc			Consulted	Reviews the pay ranges, responsible for making any recommendations for changes to the PLM and delivering the plans

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	19	Determination of gradings for school support staff (except for data, estates, finance, governance, HR and IT) (on appointment or during the year)			Consulted				Evaluates all the jobs and ranges, grades etc				Authorised to approve the recommendation from the HOHR for all posts below SLT (except for data, estates, finance, governance, HR and IT)
3	20	Determination of the salary for individual teachers on appointment to the unqualified, main and upper pay ranges							Consult if appropriate				Approve in line with the pay policy
3	21	Value of TLRs and equivalent payments (on appointment or during the year)			Approve	PLMs review the proposal and make the recommendation to the EP (CEO)	Consulted		Consulted for consistency across the Trust				Responsible for making a recommendation to the PLM for new posts or any changes to existing ones

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	22	Value of other discretionary allowances (on appointment or during the year)		Approve for the ELT, CTLs and PRIs	Responsible for making the recommendation for the ELT, CTLs and PRIs to the TB and authorised to approve for all other staff	PLMs review the proposal and make the recommendation to the EP (CEO)	Responsible for making a recommendation to the EP (CEO) for new posts or any changes to existing ones in own teams (finance)	Responsible for making a recommendation to the EP (CEO) for new posts or any changes to existing ones in own teams (data, estates, governance, HR and IT)	Consulted for consistency across the Trust				Responsible for making a recommendation to the PLM for new posts or any changes to existing ones below SLT (except for data, estates, finance, governance, HR and IT)
3	23	Teacher pay award (September)		Approve	Responsible for carrying out the consultation and making the recommendation to the TB	Consulted	Consulted		Consulted			Consulted	Consulted
3	24	Support staff pay award (April)		Approve	Responsible for carrying out the consultation and making the recommendation to the TB	Consulted	Consulted	Consulted	Consulted			Consulted	Consulted
3	25	EP (CEO) performance pay award		Responsible for establishing the committee who make a recommendation to the full TB									
3	26	EP (CEO) performance pay award appeal		Implement via a committee									
3	27	Teachers in the ELT performance pay award		Approve via a committee	Responsible for making the recommendation to the TB								
3	28	Teachers in the ELT performance pay award appeals		Implement via a committee									
3	29	Teachers in the SIT (below ELT) performance pay award		Approve via a committee	Responsible for making the recommendation to the TB								
3	30	Teachers in the SIT (below ELT) performance pay award appeals		Implement via a committee									
3	31	PRI performance pay award		Approve via a committee	Responsible for the appraisal process for the PRIs and for making the recommendation to the TB	PLM supports the EP (CEO) and Chair of the LAGB							
3	32	PRI performance pay award appeal		Implement via a committee									

3	33	School teachers performance pay award									Approve via a committee	Responsible for the appraisal process for teachers and for making the recommendation to the LAGB
3	34	School teachers performance pay award appeals									Implement via a committee	
3	35	Support staff in the ELT and CT pay appeal	Implement via a committee									
3	36	School support staff (except for data, estates, finance, governanance, HR and IT) pay appeals									Implement via a committee	

Recruitment

3	37	Recruitment and selection policy for the Trust that sets out the key principles.	Approve	Makes the recommendation to the TB	Consulted	Consulted	Consulted	Responsible for drafting out the policy, the consultation process, making the recommendation to the EP (CEO) and for the delivery				Consulted
3	38	Recruitment and selection protocols for all appointments		Approve	Consulted	Consulted	Consulted	Responsible for drafting out the protocols, the consultation process, making the recommendation to the EP (CEO) and for the delivery				Consulted
3	39	Accounting officer appointment	Approve and authorised to appoint/instruct the payroll provider			Involved in process		Delivery of the appointments				
3	40	EP (CEO) appointment	Approve and authorised to appoint/instruct the payroll provider			Involved in process		Delivery of the appointments				
3	41	ELT and CTLs appointments	Informed	Authorised to appoint and instruct the payroll provider	Informed	Authorised to appoint staff within own team (finance) and instruct the payroll provider	Authorised to appoint staff within own teams (data, estates, governance, HR and IT) and instruct the payroll provider	Delivery of the appointments			Informed	Informed
3	42	SIT (below ELT) appointments	Informed	Informed	TPEP and ESIL authorised to appoint staff within own team and instruct the payroll provider	Consulted		Delivery of the appointments			Informed	Informed
3	43	CT appointments	Informed	Informed	Informed	Authorised to appoint staff within own team below CTL (finance) and instruct the payroll provider	Authorised to appoint staff within own teams (data, estates, governance, HR and IT) below CTL and instruct the payroll provider	Delivery of the appointments			Informed	Informed

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	44	PRI appointments			Approve	Makes the recommendation to the TB and responsible for delivery/instructing the payroll provider	PLMs are involved in process	Consulted		Delivery of the appointments			Involved in process	
3	45	SLT appointments below PRI			Informed	Informed	Approve	Consulted		Delivery of the appointments			Involved in process	Makes a recommendation to the PLM and responsible for delivery/instructing the payroll provider

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	46	Other teaching and school support staff (except for data, estates, finance, governance, HR and IT) appointments – A) Gospel Oak B) All other schools			A) Approve B) Informed	Informed Approve	Consulted	Informed	Informed			Informed	Authorised to appoint (depending on school – see A and B) and responsible for delivery/instructing the payroll provider -
3	47	Signing of employment contracts		Chair must sign the EP (CEO) contract	Authorised to sign contracts for the ELT, CTLs and PRIs	TPEP and ESIL authorised to sign contracts for staff within own team	Authorised to sign contracts for staff within own team below CTL (finance)	Authorised to sign contracts for staff within own teams below CTL (data, estates, governance, HR and IT)	Responsible for drafting out the contracts				Authorised to sign all contracts below PRI (except for data, estates, finance, governance, HR and IT)
Pension policy and discretions													
3	48	Handling of all pension matters						Makes the appropriate arrangements and ensures proper administration					
3	49	Use of discretions		Approve	Makes the recommendation to the TB			Makes the recommendation to the EP (CEO)	Consulted				
Operation of policies													
3	50	Trust HR policies and procedures in line with employment law		Approve	Makes the recommendation to the TB	Consulted during development	Makes the recommendation to the EP (CEO)	Consulted during development	Responsible for drafting out the policies and procedures, the consultation process, making the recommendation to the CFO and for the delivery			Informed	Consulted during development
3	51	Operation of the Trust HR policies and procedures		Authorised for the EP (CEO)	Authorised for the ELT and PRIs		Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)					Authorised for all teaching and support staff below PRI (except for CT)
3	52	Appraisal policies and procedures		Approve	Makes the recommendation to the TB	Consulted during development	Makes the recommendation to the EP (CEO)	Consulted during development	Responsible for drafting out the policies and procedures, the consultation process, making the recommendation to the CFO and for the delivery			Consulted during development	Consulted during development

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	53 Performance management (appraisal) arrangements-objective setting and review		Responsible for establishing the committee for the EP (CEO) and monitors consistency of the application of the policy	Responsible for establishing the committee for the PRIs and appraisal arrangements for the ELT and PRIs		Appraisal arrangements for own teams (finance)	Appraisal arrangements for own teams (data, estates, governance, HR and IT)				The chair of the LAGB assists in the appraisal of the PRI	Appraisal arrangements for all teaching and support staff below PRI (except for CT)
3	54 Adoption of transferring policies, terms of conditions and collective agreements		Approve	Makes the recommendation to the TB		Consulted	Consulted	Responsible for reviewing the transferring policies, terms of conditions and collective agreements and making a recommendation to the EP (CEO)				
3	55 Formal restructure and redundancy plans for the following: ELT, SIT, CT and PRIs		The relevant committee to approve all formal restructure and redundancy plans and authorised to act as the decision makers	Responsible for making all formal restructure and redundancy recommendations to the TB and delivery of the plans for the ELT and CT	TPEP and ESIL are responsible for making the recommendation to the EP (CEO) and delivery of the plans for own teams (SIT)	Responsible for making the recommendation to the EP (CEO) and delivery of the plans for own teams (finance)	Responsible for making the recommendation to the EP (CEO) and delivery of the plans for for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures			Informed	Consulted for relevant CT posts

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	56 Appeal re formal restructure/redundancy plans for the following: ELT, SIT, CT and PRIs		Implement via a committee					Responsible for ensuring compliance with the relevant policies and procedures				
3	57 Formal restructure and redundancy plans for all other members of staff			Consulted	PLMs to approve	Consulted	Consulted	Responsible for ensuring compliance with the relevant policies and procedures			Consulted and authorised to act as the decision makers	Responsible for making the recommendation to the PLM and delivery of the plans for all teaching and support staff below PRI (except for CT)
3	58 Appeal re formal restructure and redundancy plans for all other members of staff							Responsible for ensuring compliance with the relevant policies and procedures			Implement via a committee	
3	59 Severance and compensation payments up to £50,000		Approve for payments over £15,000	Over £15,000: responsible for making all recommendations to the TB. £15,000 and below: approve	PLMs are consulted with for relevant posts	Consulted for all payments and responsible for making a recommendation to the EP (CEO) for own teams (finance)	Responsible for making a recommendation to the EP (CEO) for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Responsible for making a recommendation to the EP (CEO) for staff below PRI (except for data, estates, finance, governance, HR and IT)
3	60 Severance and compensation payments over £50,000 (needs ESFA approval)		Must refer to the ESFA	Responsible for making all recommendations to the TB	PLMs are consulted with for relevant posts	Consulted for all payments and responsible for making a recommendation to the EP (CEO) for own teams (finance)	Responsible for making a recommendation to the EP (CEO) for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Responsible for making a recommendation to the EP (CEO) for staff below PRI (except for data, estates, finance, governance, HR and IT)

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	61	Severance payment where the exit package which includes a special severance payment is at, or above, £100,000 and/or the employee earns over £150,000 (needs ESFA approval)		Must refer to the ESFA	Responsible for making all recommendations to the TB	PLMs are consulted with for relevant posts	Consulted for all payments and responsible for making a recommendation to the EP (CEO) for own teams (finance)	Responsible for making a recommendation to the EP (CEO) for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Responsible for making a recommendation to the EP (CEO) for staff below PRI (except for data, estates, finance, governance, HR and IT)
3	62	Response to requests for leave of absence		Authorised for the EP (CEO)	Authorised for the ELT	PLMs are authorised for the PRIs/TPEP and ESIL are authorised for own teams (SIT)	Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Authorised for all teaching and support staff below PRI (except for CT)
3	63	Response to requests for flexible working		Authorised for the EP (CEO)	Authorised for the ELT	PLMs are authorised for the PRIs/TPEP and ESIL are authorised for own teams (SIT)	Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Authorised for all teaching and support staff below PRI (except for CT)
3	64	Appeal re the response to requests for flexible working		Implement via a committee for decisions taken by the EP (CEO) and ELT					Responsible for ensuring compliance with the relevant policies and procedures			Implement via a committee for decisions taken by the PRI	
3	65	Disciplinary		Authorised for the EP (CEO)	Authorised for the ELT	PLMs are authorised for the PRIs/TPEP and ESIL are authorised for own teams (SIT)	Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Authorised for all teaching and support staff below PRI (except for CT)
3	66	Disciplinary and fairness and dignity/grievance hearings		Authorised for the EP (CEO)	Authorised for the ELT	PLMs are authorised for the PRIs/TPEP and ESIL are authorised for own teams (SIT)	Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Authorised for all teaching and support staff below PRI (except for CT)
3	67	Disciplinary sanctions (short of dismissal) and fairness and dignity/grievance recommendations		Authorised for the EP (CEO)	Authorised for the ELT	PLMs are authorised for the PRIs/TPEP and ESIL are authorised for own teams (SIT)	Authorised for own teams (finance)	Authorised for own teams (data, estates, governance, HR and IT)	Responsible for ensuring compliance with the relevant policies and procedures				Authorised for all teaching and support staff below PRI (except for CT)
3	68	Disciplinary (short of dismissal) and fairness and dignity/grievance appeals		Implement via a committee for the EP (CEO), ELT, SIT, CT and PRIs					Responsible for ensuring compliance with the relevant policies and procedures			Implement via a committee for all teaching and support staff below PRI (except for CT)	
3	69	Suspension of EP (CEO)		Approve and responsible for implementation					Responsible for ensuring compliance with the relevant policies and procedures				
3	70	Return of EP (CEO) after suspension		Approve and responsible for implementation					Responsible for ensuring compliance with the relevant policies and procedures				

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	71	Dismissal of EP (CEO) (for all reasons)		Approve and responsible for implementation					Responsible for ensuring compliance with the relevant policies and procedures				
3	72	Appeal of EP (CEO) against dismissal		Implement via a committee					Responsible for ensuring compliance with the relevant policies and procedures				
3	73	Suspension of staff in the ELT		Approve	Makes recommendation to the TB				Responsible for ensuring compliance with the relevant policies and procedures				
3	74	Return of staff in the ELT		Approve	Makes recommendation to the TB				Responsible for ensuring compliance with the relevant policies and procedures				
3	75	Dismissal of staff in the ELT		Approve	Makes recommendation to the TB				Responsible for ensuring compliance with the relevant policies and procedures				
3	76	Appeal of staff in the ELT		Implement via a committee					Responsible for ensuring compliance with the relevant policies and procedures				
3	77	Suspension of staff in the SIT		Informed	Approve	TPEP and ESIL make a recommendation for own teams (SIT) to the EP (CEO)			Responsible for ensuring compliance with the relevant policies and procedures				
3	78	Return of staff in the SIT		Informed	Approve	TPEP and ESIL make a recommendation for own teams (SIT) to the EP (CEO)			Responsible for ensuring compliance with the relevant policies and procedures				

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	79	Dismissal of staff in the SIT		Informed	Approve	TPEP and ESIL make a recommendation for own teams (SIT) to the EP (CEO)			Responsible for ensuring compliance with the relevant policies and procedures				
3	80	Appeal of staff in the SIT		Implement via a committee					Responsible for ensuring compliance with the relevant policies and procedures				
3	81	Suspension of staff in the CT		Informed	Approve		Makes the recommendation for own teams (finance) to the EP (CEO)	Makes the recommendation for own teams (data, estates, governance, HR and IT) to the EP (CEO)	Responsible for ensuring compliance with the relevant policies and procedures				

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
3	82	Return of staff in the CT		Informed	Approve		Makes the recommendation for own teams (finance) to the EP (CEO)	Makes the recommendation for own teams (data, estates, governance, HR and IT) to the EP (CEO)	Responsible for ensuring compliance with the relevant policies and procedures				
3	83	Dismissal of staff in the CT		Informed	Approve		Makes the recommendation for own teams (finance) to the EP (CEO)	Makes the recommendation for own teams (data, estates, governance, HR and IT) to the EP (CEO)	Responsible for ensuring compliance with the relevant policies and procedures				
3	84	Appeal of staff in the CTs			Implement via a committee				Responsible for ensuring compliance with the relevant policies and procedures				
3	85	Suspension of PRI		Approve	Makes recommendation to the TB	PLMs are consulted with for relevant posts			Responsible for ensuring compliance with the relevant policies and procedures			Chair of the relevant LAGB is consulted. Rest of the LAGB is informed.	
3	86	Return of PRI after suspension		Approve	Makes recommendation to the TB	PLMs are consulted with for relevant posts			Responsible for ensuring compliance with the relevant policies and procedures			Chair of the relevant LAGB is consulted. Rest of the LAGB is informed.	
3	87	Dismissal of PRI (for all reasons)		Approve	Makes recommendation to the TB	PLMs are consulted with for relevant posts			Responsible for ensuring compliance with the relevant policies and procedures			Chair of the relevant LAGB is consulted. Rest of the LAGB is informed.	
3	88	Appeal of PRI against dismissal			Implement via a committee				Responsible for ensuring compliance with the relevant policies and procedures				
3	89	Suspension of a member of SLT below PRI			Approve				Responsible for ensuring compliance with the relevant policies and procedures			Chair of the LAGB is consulted	Responsible for making the recommendation to the EP (CEO) and is authorised to proceed if approved
3	90	Return of a member of a member of SLT below PRI			Approve				Responsible for ensuring compliance with the relevant policies and procedures			Chair of the LAGB is consulted	Responsible for making the recommendation to the EP (CEO) and is authorised to proceed if approved
3	91	Dismissal of a member of SLT below PRI (for all reasons)			Approve				Responsible for ensuring compliance with the relevant policies and procedures			Chair of the LAGB is consulted. Rest of the LAGB is informed.	Responsible for making the recommendation to the EP (CEO) and is authorised to proceed if approved

3	92	Appeal of a member of SLT below PRI							Responsible for ensuring compliance with the relevant policies and procedures			Implement via a committee	
3	93	Suspension of other teaching and school support staff			Consulted							Chair of the LAGB is consulted	Authorised for all teaching and support staff below PRI (except for CT)
3	94	Return of other teaching and school support staff (except for CT) after suspension			Consulted							Chair of the LAGB is consulted	Authorised for all teaching and support staff below PRI (except for CT)
3	95	Dismissal of other teaching and school support staff (for all reasons)			Consulted							Chair of the LAGB is consulted. Rest of the LAGB is informed.	Authorised for all teaching and support staff (except for CT) below PRI (except for CT)
3	96	Appeal of other teaching and support staff (except for CT) against dismissal										Implement via a committee	
3	97	Person to approach to be a referee on behalf of the Trust		Chair of TB acts as the referee for for the EP (CEO	Acts as the referee for the ELT and PRIs	TPEP and ESIL act as the referees for the SIT	Acts as the referee for all staff within own teams	Acts as the referee for all staff within own teams					Acts as the referee for all staff below PRI (except for CT)
3	98	Writing references		Chair of TB writes the reference for the EP (CEO)	Writes the references for the ELT	PLMs write the references for the PRIs/TPEP and ESIL write the references for the SIT	Writes the references for the CTLs of their own teams	Writes the references for the CTLs of their own teams	The HR team are responsible for providing admin information to complete the reference				Writes the references for the SLT
3	99	Signing off of references		Chair of TB approves the reference for the EP (CEO)	Approve the references for the ELT and PRIs		Approves the references for all staff within own teams	Approves the references for all staff within own teams	The HR team are responsible for checking all references				Approves the references for all staff below PRI (except for CT)
4	**Financial governance and management**												
Financial procedures													
4	1	Set the Trust's financial procedures including key policies and handbook		Approve	Consulted during development		Responsible for drafting out the procedures, the consultation process, making updates and making the recommendation to the TB	Consulted during development					Consulted during development
4	2	Set the Trust's financial scheme of delegation		Approve	Consulted during development	Consulted during development	Responsible for drafting out the scheme, the consultation process and making the recommendation to the TB	Consulted during development					Consulted during development

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4 3	Set the reserves policy and approve the use of reserves in line with the financial scheme of delegation		Approve	Consulted during development		Responsible for drafting out the policy, the consultation process and making the recommendation to the TB	Consulted during development					
4 4	Set the investment policy in line with the requirements of the ATH		Approve	Consulted during development		Responsible for drafting out the policy, the consultation process and making the recommendation to the TB	Consulted during development					

Systems of internal control

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4 5	Appoint internal auditors		Approve	Consulted		Explains the options to the TB						
4 6	Plan an annual programme of work for the internal auditor		Approve	Explains the options for non-financial issues to the TB	Consulted for relevant non-financial issues	Explains the options for financial issues to the TB	Consulted for relevant non-financial issues	Consulted for relevant non-financial issues		Consulted for relevant non-financial issues		Consulted for relevant non-financial issues
4 7	Deliver assurance through independent challenge (internal audit for financial issues)		Approve	Provides assurance to the ESFA via the TB	Consulted	Monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB	Consulted					Consulted
4 8	Deliver assurance through independent challenge (internal audit for nonfinancial issues)		Approve	Delegates the management response to the relevant member(s) of staff and monitors the response to the issues. Provides assurance to the ESFA via the TB	If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB	Consulted	If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB	If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB	If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB	If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB		If requested-monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB
4 9	Completion and submission of the annual internal scrutiny report		Approve	Makes the recommendation to the TB	Consulted during development	Responsible for drafting out the procedures, the consultation process and making the recommendation to the EP (CEO)	Consulted during development	Consulted during development		Consulted during development		Consulted during development

Statutory reporting

	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4 10	Appoint external auditors	Approve	Makes recommendation to the Members	Consulted		Responsible for the tender and procurement process						
4 11	Completion and submission of the annual accounts and financial statements		Approve	Responsible for drafting out the text, the consultation process and making the recommendation to the TB	Consulted during development	Consulted during development and responsible for the submission to the ESFA and Companies House	Consulted during development	Consulted during development		Consulted during development	Consulted during development	Consulted during development

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	12	Response to the auditors' management letter		Approve	Responsible for monitoring the response, making the recommendation to the TB and ensuring the issues are addressed	Consulted during development	Responsible for drafting out the text, the consultation process and the submission to the ESFA	Consulted during development	Consulted during development		Consulted during development	Consulted during development	Consulted during development
4	13	Completion and submission of other accounting returns					Authorised						
4	14	Completion and submission of TAX and PAYE returns					Authorised						
4	15	Completion and submission of VAT returns					Authorised						
4	16	Completion and submission of the grant assurance returns to the DfE (eg TCAF, school improvement offer etc)		Chair of the TB is authorised to approve and sign.	Approve and authorised to sign		Responsible for drafting out the text and the submission to the ESFA						

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	17	Completion and submission of the academies financial returns (eg BFR, LBCT etc)		Approve	Reviews	Consulted during development of the BFR	Responsible for drafting out the FS, AR, BFR and SRMSAT, the consultation processes and making the recommendations to the TB	Responsible for drafting out the LBCT return, the consultation process and making the recommendation to the TB				Consulted during development of the BFR	Consulted during development of the BFR
4	18	Completion and submission of the the annual staff census and termly student number census							Responsible for checking, approving and approving the annual staff census				Responsible for checking and approving the termly student number census. The Trust Data Manager will then submit the data.
Budget and management reporting													
4	19	Review the central contribution from each school to pay for the core offer provided centrally by the Trust		Approve	Makes the recommendation to the TB	Consulted during development	Responsible for drafting out the budget, the consultation process and making the recommendation to the EP (CEO)	Consulted during development				Consulted during development	Consulted during development
4	20	Determine the core offer to be delivered from the central contribution on behalf of the individual schools		Approve	Makes the recommendation to the TB	Consulted during development	Consulted during development	Responsible for drafting out the core offer, the consultation process and making the recommendation to the EP (CEO)	Consulted during development		Consulted during development	Consulted during development	Consulted during development
4	21	Set the Trust's consolidated three-year budget plan		Approve	Makes the recommendation to the TB	Consulted during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)	Consulted during development					Consulted during development

#	No.	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	22	Set the Trust's consolidated one-year budget plan		Approve	Makes the recommendation to the TB	Consulted during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)	Consulted during development					Consulted during development
4	23	Set the individual schools' three year budget plan		Approve	Makes the recommendation to the TB	PLMs are consulted with during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)	Consulted during development				Consulted during development	Consulted during development
4	24	Set the individual schools' one year budget plan		Approve	Makes the recommendation to the TB	PLMs are consulted with during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)	Consulted during development				Consulted during development	Consulted during development
4	25	Review of the monthly management accounts to monitor income and expenditure across the Trust and ensure delivery of the annual budgets		Approve	Review	PLMs are involved in process	Responsible for preparing the accounts and presenting them to the TB	Involved in process					Involved in process

Delegated authorities

Purchasing

#	No.	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	26	Set a Trust procurement policy in line with the requirements of the ATH		Approve	Consulted during development		Responsible for drafting out the procedures, the consultation process, making updates and making the recommendation to the TB	Consulted during development					
4	27	Ensuring compliance for purchasing and tendering					Responsible for ensuring compliance						
4	28	Determine the scope of the mandatory services to be procured and delivered within the core offer on behalf of the individual schools			Approve	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process, making updates and making the recommendation to the EP (CEO)	Consulted during development		Consulted during development		Consulted during development
4	29	Arrange provision of the mandatory services delivered within the core offer on behalf of the individual schools					Responsibility for arranging the financial services-eg payroll, pensions, internal audits, external audits etc	Responsibility for arranging the non-financial services-eg insurance, HR, IT, CST membership etc					
4	30	Determine which mandatory services should be procured and delivered by the individual schools			Approve	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process, making updates and making the recommendation to the EP (CEO)	Consulted during development		Consulted during development		Consulted during development

#	No.	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	31	Accepting other than the lowest quotation (based on best value evidence)			Authorised up to the agreed limits in the Financial Scheme of Delegation		Authorised up to the agreed limits in the Financial Scheme of Delegation	Authorised up to the agreed limits in the Financial Scheme of Delegation					Authorised up to the agreed limits in the Financial Scheme of Delegation
4	32	Creating new vendors on the finance system					Authorised						
4	33	Ensuring compliance before entering into a contract or agreement with a related party		Approve	Consulted	Consulted	Responsible for the consultation process, making the recommendation to the TB and completing the ESFA's online form	Consulted					Consulted
4	34	Entering into guarantees or letters of comfort and indemnities which are not in the normal course of business in line with the requirements of the ATH		Approve if up to and including £45,000 but must refer to the ESFA if greater than £45,000	Makes the recommendation to the TB		Responsible for making the recommendation to the TB and completing the ESFA's online form						

Banking, borrowing and fiscal

#	No.	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	35	Open bank accounts and set the approved signatories		Approve	Consulted and authorised to be a signatory		Responsible for making the recommendation to the TB and authorised to be a signatory	Consulted					
4	36	Borrow money or enter into a financial lease		Must refer to the ESFA	Responsible for making the recommendation to the TB		Responsible for making the proposal and the submission to the ESFA	Consulted					
4	37	Take up a leasehold or tenancy agreement on land or buildings from another party for a term of seven or more years		Must refer to the ESFA	Responsible for making the recommendation to the TB		Consulted	Responsible for making the proposal and the submission to the ESFA					

#	No.	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	38	Take up an operating lease			Authorised up to the agreed limits in the Financial Scheme of Delegation		Authorised up to the agreed limits in the Financial Scheme of Delegation						Authorised up to the agreed limits in the Financial Scheme of Delegation
4	39	Grant a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party		Must refer to the ESFA	Responsible for making the recommendation to the TB		Consulted	Responsible for making the proposal and the submission to the ESFA					
4	40	Investment of cash balances		Approve	Consulted		Responsible for making the recommendation to the TB	Consulted					
4	41	Issue and withdraw credit cards including variation to the credit limits			Approve and authorised to be a signatory		Responsible for making the recommendation to the EP (CEO) and authorised to be a signatory	Responsible for making the recommendation to the CFO and authorised to be a signatory					Responsible for making the recommendation to the CFO and authorised to be a signatory for a school specific card

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	42	Issue and withdraw business charge card accounts			Approve and authorised to be a signatory		Responsible for making the recommendation to the EP (CEO) and authorised to be a signatory	Responsible for making the recommendation to the CFO and authorised to be a signatory					Responsible for making the recommendation to the CFO and authorised to be a signatory for a school specific account
Wages and salaries													
4	43	Expenses claims		Chair of the TB is authorised for the EP (CEO), trustees (except himself) and members. The deputy chair of the TB is authorised for the chair of the TB.	Authorised for the ELT and for all staff in the Trust over £500	PLMs are authorised for the PRIs up to and including £500	Authorised for own teams (finance) up to and including £500	Authorised for own teams (data, estates, governance, HR and IT) up to and including £500					Authorised for governors and all staff below PRI (except for the CT) up to and including £500
4	44	Payroll-administration					Responsible for the administration of the payroll						
4	45	Payroll-notification of starters, leavers and amendments					Approve changes processed by HR						
4	46	Payroll-monthly approval					Approve						
4	47	Payroll changes					Approve changes processed by HR						
4	48	Salary exceptions to policy			Approve		Makes proposals to the EP (CEO)						
Fixed assets													
4	49	Ensure the correct levels of insurance are in place across the Trust		Consulted if a change is being proposed	Consulted if a change is being proposed		Consulted if a change is being proposed	Responsible for making adequate arrangements					
4	50	Maintaining an up to date asset register		Approve	Consulted	Consulted	Consulted	Responsible for maintaining the register, recommending any necessary actions to the EP (CEO) and reporting to the TB					Consulted
4	51	Acquisition, change and disposal of land and buildings in line with the requirements of the ATH		Must refer to the ESFA	Consulted	Involved in the process	Consulted	Responsible for making the recommendation to the TB					Involved in the process

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
4	52	Develop an estates and fixed assets maintenance financial plan		Approve	Makes the recommendation to the TB	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process, making updates, making the recommendation to the EP (CEO) and delivery of the plan					Consulted during development

4	53	Develop a strategy that maximises the available use of estate for both educational and financial benefits		Approve	Makes the recommendation to the TB	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process, making updates, making the recommendation to the EP (CEO) and delivery of the plan					Consulted during development
4	54	Ensure adequate maintenance of estate to ensure their continued safe use			Provides assurance to the TB	PLMs are consulted	Consulted	Monitors adequacy of the process, responds to issues and provides assurance to the EP (CEO) and TB					Consulted
4	55	Completion and submission of any capital bids to the ESFA		Approve	Makes the recommendation to the TB	PLMs are consulted	Consulted	Responsible for coordinating the bids, making the proposals to the EP (CEO) and submitting the bids to the ESFA				Consulted	Consulted
4	56	Capital projects funded by the Trust's and the individual schools' capital allocation		Approve	Makes the recommendation to the TB	PLMs are consulted	Consulted	Responsible for drafting out the strategy, the consultation process, making updates, making the recommendation to the EP (CEO) and delivery of the projects				Consulted	Consulted
5	**Education and curriculum**												
5	1	Admissions policy				PLMs are consulted		Consulted				Approve	Responsible for drafting out the policy and procedures, the consultation process and making the recommendation to the LAGB
5	2	Allocation of places against the admissions policy										Implement via a subcommittee	
5	3	Admission decisions via the Fair Access Protocol (FAP)											Delegated authority, including sub-delegation to the member of SLT who attends FAP
5	4	Admission appeals											Responsible for ensuring that the SLA is in place for the independent admission appeal panel hearings
5	5	Curriculum and assessment policies for the Trust that set out the key principles. The individual schools can then operate within these parameters.		Approve	Reviews the policies from ESIL and responsible for making the recommendation to the TB	ESIL is responsible for drafting out the policies, the consultation process and for making the recommendation to the EP (CEO)						Consulted during development	Consulted during development	Consulted during development

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	6	Curriculum planning, implementation and review				PLMs approve and are responsible for ongoing monitoring of the delivery of the plans and their impact						Responsible for reviewing the plans from the PRI, making a recommendation to the PLM and monitoring of the delivery of the plans and their impact at the LAGB meetings	Responsible for drafting out the plans, the consultation process, making the recommendation to the LAGB, monitoring the impact and updating the website
5	7	Length of a Key Stage		Approve	Makes the recommendation to the TB	PLMs review the proposal and make the recommendation to the EP (CEO)						Responsible for reviewing the plans from the PRI, making a recommendation to the PLM and monitoring of the delivery of the plans and their impact at the LAGB meetings	Responsible for proposing any changes to the LAGB
5	8	SEND policy for the Trust that sets out the key principles. The individual schools can then operate within these parameters.		Approve	Reviews the policy from ESIL and responsible for making the recommendation to the TB	ESIL is responsible for drafting out the policy, the consultation process and for making the recommendation to the EP (CEO)					Consulted during development	Consulted during development	Consulted during development
5	9	Appoint a teacher to be responsible for co-ordinating the SEND provision across the Trust and in the individual schools			Responsible for appointing the designated teacher for the Trust, ensuring they receive the required training and that records are kept								Responsible for appointing the designated teacher for an individual school, ensuring they receive the required training and that records are kept
5	10	SEND offer for the individual schools			Consulted during development	Consulted during development						Approve	Responsible for drafting out the offer, the consultation process and making the recommendation to the LAGB
5	11	TB and LAGBs to have a SEND representative		Chair of the TB is responsible for appointing a SEND representative								Chair of the LAGB is responsible for appointing a SEND representative	
5	12	MAB contracts			Authorised to sign							Authorised to sign	Authorised to sign
5	13	Pupil Premium policy for the Trust that sets out the key principles. The individual schools can then operate within these parameters.		Approve	Reviews the policy from ESIL and responsible for making the recommendation to the TB	ESIL is responsible for drafting out the policy, the consultation process and for making the recommendation to the EP (CEO)					Consulted during development	Consulted during development	Consulted during development

			Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	13	Pupil Premium and Sports Premium plans (primary) for the individual schools				PLMs approve and are responsible for ongoing monitoring of the delivery of the plans						Responsible for reviewing the plans from the PRI, making a recommendation to the PLM and monitoring of the delivery of the plans and their impact at the LAGB meetings	Responsible for drafting out the plans, the consultation process, making the recommendation to the LAGB, monitoring the impact and updating the website

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	15	COVID catch-up premium plan for the individual schools				PLMs approve and are responsible for ongoing monitoring of the delivery of the plans						Responsible for reviewing the plans from the PRI, making a recommendation to the PLM and monitoring of the delivery of the plans and their impact at the LAGB meetings	Responsible for drafting out the plans, the consultation process, making the recommendation to the LAGB, monitoring the impact and updating the website
5	16	Appoint a designated teacher to support Looked After Children (LAC) in the individual schools											Responsible for appointing the designated teacher for an individual school, ensuring they receive the required training and that records are kept
5	17	Termly designated teacher's report on Looked After Children (LAC) for the individual schools										Approve	Responsible for producing the report and making the recommendation to the LAGB
5	18	Attendance policy for the Trust that sets out the key principles. The individual schools can then operate within these parameters.		Approve	Reviews the policy from ESIL and responsible for making the recommendation to the TB	ESIL is responsible for drafting out the policy, the consultation process and for making the recommendation to the EP (CEO)						Consulted during development	Consulted during development
5	19	Behaviour and exclusion policies for the Trust that set out the key principles. The individual schools can then operate within these parameters.		Approve	Reviews the policy from ESIL and responsible for making the recommendation to the TB	ESIL is responsible for drafting out the policy, the consultation process and for making the recommendation to the EP (CEO)					Consulted during development	Consulted during development	Consulted during development
5	20	Fixed term exclusions											Authorised
5	21	Permanent exclusions			Consulted	Consulted							Authorised
5	22	Review of exclusions										Implement via a subcommittee	

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	23	Directing a student to a registered offsite/alternative education provider				PLMs are consulted and responsible for the ongoing review of the numbers and impact of the placements						Responsible for reviewing the numbers and impact of the placements during the LAGB meetings	Authorised and responsible for regularly reviewing the placements
5	24	Directing a student to an unregistered offsite/alternative education provider			Approve	PLMs are responsible for: reviewing the recommendation from the PRI and, if necessary, making a recommendation to the EP (CEO); and the ongoing review of the numbers and impact of the placements						Responsible for reviewing the numbers and impact of the placements during the LAGB meetings	Makes a recommendation to the PLM and, if agreed, responsible for regularly reviewing the placements
5	25	Expansion of school (PAN)		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted	Consulted and responsible for the completion of the paperwork for the ESFA				Consulted	Consulted

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	26	Change of age range		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted	Consulted and responsible for the completion of the paperwork for the ESFA				Consulted	Consulted
5	27	Complaints policy and procedures		Approve	Makes the recommendation to the TB	Consulted during development	Makes the recommendation to the EP (CEO)		Responsible for drafting out the policies and procedures, the consultation process, making the recommendation to the CFO and for the delivery		Consulted during development	Consulted during development	Consulted during development
5	28	Handling of complaints		Responsible for carrying out stage 3 of a Trust complaint via a subcommittee	Responsible for carrying out stage 2 of a Trust complaint							Chair of the LAGB is responsible for carrying out stage 2 of a school's complaint if it involves the PRI/LAGB is responsible for carrying out stage 3 of a school's complaint via a subcommittee	Responsible for carrying out stage 2 of a school's complaint

5	#	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	29	Handling of concerns and complaints from external agencies-eg local authority, ESFA, Ofsted etc		Chair of the TB is authorised to approve all responses to concerns and complaints from external agencies that are addressed to the TB.	Authorised to approve all responses to concerns and complaints from external agencies that are not addressed to the TB.	PLM is consulted for all responses to concerns and complaints from the local authority. Makes a recommendation to the EP (CEO) on the response to all other concerns and complaints from external agencies.		Consulted for any safeguarding concerns and complaints					Authorised to reply to concerns and complaints from the local authority after consulting with the PLM. Responsible for drafting out a response to all other concerns and complaints from external agencies and making the recommendation to the PLM.
5	30	Monitoring of complaints		Responsible for reviewing the level of formal complaints across the Trust	Responsible for monitoring the level of formal complaints across the Trust and updating the TB						Responsible for reviewing the level of formal complaints in the individual schools		Responsible for monitoring the level of formal complaints in the individual schools and updating the LAGB and EP (CEO)
5	31	School timings		Approve	Approve if the proposed total time in school per week is 32.5 hours or above/Responsible for making the recommendation to the TB if the proposed total time in school per week is less than 32.5 hours	PLMs make a recommendation to the EP (CEO)						Consulted	Responsible for making the recommendation to the PLM
5	32	School term dates			Approve	PLMs make a recommendation to the EP (CEO)							Responsible for making the recommendation to the PLM
5	33	Addition of extra TEDs		Approve if the proposed total time in school per week is less than 32.5 hours	Responsible for making the recommendation to the TB	PLMs make a recommendation to the EP (CEO)						Consulted	Responsible for making the recommendation to the PLM
5	34	Changes to the individual schools' uniform			Consulted	PLMs approve	Consulted	Consulted			Reviews and makes the recommendation to the PLM		Responsible for making the recommendation to the LAGB

5	#	Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	35	Individual schools' prospectus			Consulted		Consulted						Approve
5	36	Trust and individual schools' website design and user experience			Approve	Consulted during development		Reviews the plan from the HOIT and makes the recommendation to the EP (CEO)			Consulted during development		Consulted during development
5	37	Trust website						Responsible for keeping the website up to date and compliant			Responsible for keeping the governance and policies sections up to date and compliant		

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
5	38	Individual schools' website						Consulted on proposed changes			Responsible for keeping the governance and policies sections up to date and compliant		Responsible for keeping the website up to date and compliant
5	39	Trust branding and logo			Approve								

6 Health and Safety

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
6	1	Health and safety policy for the Trust that is compliant with the law		Approve	Makes the recommendation to the TB	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)			Consulted during development		Consulted during development
6	2	Ensuring the adequacy of the health and safety practices throughout the Trust		Approve				Responsible for the adequacy of the arrangements and reporting to the TB					
6	3	Critical incident planning		Approve	Makes the recommendation to the TB	Consulted during development	Consulted during development	Responsible for drafting out the plans, the consultation process and making the recommendation to the EP (CEO)					Consulted during development
6	4	Health and safety RIDDOR reporting						Responsible for the reporting and informing the TB, EP (CEO), LAGBs and PRIs					
6	5	Health and safety accident reporting						Responsible for the reporting and informing the TB, EP (CEO), LAGBs and PRIs					
6	6	Statutory training						Responsible for ensuring that all H&S training is up to date and informing the TB, EP (CEO), LAGBs and PRIs					
6	7	Statutory compliance testing						Responsible for ensuring that all testing is completed by the appropriate deadlines and informing the TB, EP (CEO), LAGBs and PRIs					
6	8	Health and safety arrangements and use of risk assessments across the Trust						Responsible for monitoring the use of the H&S arrangements and risk assessments across the Trust					Responsible for the delivery of the H&S arrangements and risk assessments in the individual school

Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI

Ref	No.	Activity										
6	9	Fire risk assessment						Responsible for ensuring that all schools have valid risk assessments in place and for monitoring compliance				
6	10	Asbestos risk assessment						Responsible for ensuring that all schools have valid risk assessments in place and for monitoring compliance				
6	11	General monitoring and action plans in relation to the safety of the buildings and sites						Responsible for monitoring and reporting to the EP (CEO) and TB				
6	12	Emergency closures			Responsible for informing the Chair of the TB	PLMs are consulted						Authorised to close the school and responsible for informing the Chair of the LAGB
7	**Safeguarding**											
7	1	Safeguarding policy template for the Trust that sets out the key principles		Approve	Reviews the policy and responsible for making the recommendation to the TB	Consulted during development		Responsible for drafting out the policy template, the consultation process, making the recommendation to the EP (CEO), the delivery and updating the website		Consulted during development	Consulted during development	Consulted during development
7	2	Safeguarding policy for the individual schools						Responsible for monitoring compliance with the Trust's policy template			Approve	Responsible for drafting out the school policy using the Trust's policy template, making the recommendation to the LAGB and updating the website
7	3	Implement the agreed safeguarding policy and procedures						Responsible for ensuring the Trust's policy and procedures are communicated to and implemented by all staff in the ELT and CT				Responsible for ensuring the school's policy and procedures are communicated to and implemented by all staff (except for the CT)
7	4	Monitor the effectiveness of the agreed safeguarding policy and procedures		Receive termly reports on the the effectiveness of the Trust's and school's policies and procedures		Responsible for reviewing the termly reports on the the effectiveness of the Trust's and school's policies and procedures		Responsible for the ongoing monitoring of the effectiveness of the Trust's and school's policies and procedures and production of termly reports to the ELT and TB			Responsible for monitoring the effectiveness of the school's policy and procedures at the LAGB meetings	Responsible for monitoring the effectiveness of the school's policy and procedures and production of termly reports to the TSL & LAGB

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
	5	Annual safeguarding self-audits and action plans for the Trust and individual schools		Approve	Responsible for reporting to the TB	Responsible for reviewing the Trust's self-audit and subsequent action plan and reporting to the EP (CEO)				Reviews the schools' selfaudits and action plans. Responsible for producing the Trust's self-audit and subsequent action plan, sharing it with the TPEP and delivery of the action plan.		Responsible for reviewing the school's self-audit and action plan from the PRI	Responsible for producing the school's self-audit, subsequent action plan, sharing it with the TSL & LAGB and delivery of the action plan

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
7	6	Annual safeguarding report for the Trust and individual schools		Approve	Responsible for reporting to the TB	Responsible for reviewing the Trust's annual report and reporting to the EP (CEO)				Reviews the schools' annual reports. Responsible for producing the Trust's annual report and sharing it with the TPEP.		Responsible for reviewing the school's report from the PRI	Responsible for producing the school's report, sharing it with the TSL & LAGB and submitting it to the LA after the TB have approved it
7	7	Appropriate training for the DSLs and deputy DSLs		Responsible for monitoring the training records at the half-termly meetings	Provides assurance to the TB	TPEP is responsible for monitoring the training records for the Trust and reporting any concerns to the EP (CEO)				Responsible for ensuring that all relevant Trustees and Governors & DSLs and deputy DSLs in the Trust receive the required training and that records are kept. Reports any concerns to the TPEP.		Responsible for monitoring the training records at the LAGB meetings	Responsible for ensuring that all DSLs and deputy DSLs receive the required training and that records are kept
7	8	Appropriate training for members of staff who are not DSLs or deputy DSLs		Responsible for monitoring the training records at the half-termly meetings	Responsible for ensuring that all staff in the ELT receive the required training and that records are kept. Provides assurance to the TB.		Responsible for ensuring that all staff in own teams (finance) receive the required training and that records are kept	Responsible for ensuring that all staff in own teams (data, estates, governance, HR and IT) receive the required training and that records are kept		Responsible for monitoring the training records for the Trust and ensuring that all staff receive the required training and records are kept		Responsible for monitoring the training records at the LAGB meetings	Responsible for ensuring that all teaching and support staff (except for the CT) receive the required training and that records are kept
7	9	TB and LAGBs to have a safeguarding representative		Chair of the TB is responsible for appointing a safeguarding representative								Chair of the LAGB is responsible for appointing a safeguarding representative	
7	10	Implement the safer recruitment policy and procedures							Responsible for ensuring the Trust's policy and procedures are communicated to and implemented by all staff				

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
7	11	Monitor the implementation of the safer recruitment policy and procedures		Responsible for monitoring the training records at the half-termly meetings	Provides assurance to the TB	Responsible for the monitoring of the Trust adhering to the protocols for the SCR and personnel files and and reporting any concerns to the EP (CEO)			Responsible for monitoring that the Trust and its schools adheres to the policy and procedures and especially the protocols for the SCR and personnel files and reporting any concerns to the CFO	Responsible for the monitoring of the Trust adhering to the protocols for the SCR and personnel files and and reporting any concerns to the TPEP	Responsible for monitoring that the protocols for the SCR and personnel files for the Members, Trustees and Governors are being adhered to and reporting any concerns to the COO	Responsible for monitoring that the school adheres to the policy and procedures and especially the protocols for the SCR and personnel files	Responsible for ensuring that the school adheres to the policy and procedures and especially the protocols for the SCR and personnel files
7	12	Reporting of safeguarding issues to the LADO		Chair of the TB is responsible for reporting any safeguarding issues regarding the EP (CEO) to the TSL and LADO and ensuring that records are kept	Responsible for reporting any safeguarding issues regarding the ELT and PRIs to the TSL and LADO and ensuring that records are kept		Responsible for reporting any safeguarding issues regarding own teams (finance) to the TSL and LADO and ensuring that records are kept	Responsible for reporting any safeguarding issues regarding own teams (data, estates, governance, HR and IT) to the TSL and LADO and ensuring that records are kept		Monitors the reporting and reports any issues to the ELT and TB via the termly and annual report or more frequently if appropriate	Responsible for reporting any safeguarding issues regarding Members, Trustees or Governors and ensuring that records are kept		Responsible for reporting any safeguarding issues for teaching and support staff below PRI (except for CT) to the TSL and LADO and ensuring that records are kept

		Task/Item	Members	TB	EP (CEO)	ELT	CFO	COO	HOHR	TSL	HOG	LAGB	PRI
7	13	Operation of safeguarding investigations		Responsible for commissioning investigations into safeguarding issues regarding the EP (CEO)	Responsible for commissioning investigations into safeguarding issues regarding the ELT and PRIs		Responsible for commissioning investigations into safeguarding issues regarding own teams (finance)	Responsible for commissioning investigations into safeguarding issues regarding own teams (data, estates, governance, HR and IT)		Supports safeguarding investigations, monitors the outcomes and reports any issues in the termly and annual reports to the ELT and TB	Responsible for commissioning investigations into safeguarding issues regarding Members, Trustees or Governors		Responsible for commissioning investigations into safeguarding issues regarding all teaching and support staff below PRI (except for CT)
7	14	Approve off-site trips and visits for students of more than 24 hours											Authorised to approve as long as the trips policy has been adhered to