

Trust Board Scheme of Delegation

This Scheme has been approved by the Board of Trustees and shall apply to the Academy from the date of approval.

Date of Approval	February 2025
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Rationale

The Trustees are accountable to external government agencies including the Department for Education and Charity Commission for the quality of the education they provide, and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on a Local Governing Board which has been established to ensure the good governance of the Academy.

This Scheme of Delegation (SoD) explains the ways in which the Trustees and Local Governors fulfil their responsibilities for the leadership and management of the Academy, respective roles and responsibilities of the Trustees and Local Governors and the commitments to each other to ensure the success of the Trust.

This SoD has been put in place by the Trustees of Our Children 1st MAT from the Effective Date in accordance with the provisions of the Trust's Articles of Association and it should be read in conjunction with those Articles.

For the avoidance of doubt, where any OC1st policy conflicts with this SoD, then the SoD shall take precedence. In all issues of interpretation, the decision of the Head Teacher (HT), in conjunction with the Trust Board, is final. Where policies are not included in the SoD these are a matter for the HT and Trust Board.

Under article 105A of the Articles of Association, power is given to the Trust to delegate appropriate functions to LGBs or Senior Leaders.

Our Children 1st Multi Academy Trust believes that we can achieve even more for our children and families by focusing on key areas of improvement.

Our Aims

1. Improving outcomes and opportunities for all children
2. Becoming a centre of excellence for inclusion, responsive to the changing landscape in SEND
3. Being the employer of choice that invests in our People as a supportive team that encourages professional development
4. Maintain a financially viable, sustainable and ethically driven organisation
5. Being rooted in the communities our Schools serve and ensuring a strong voice for all our stakeholders

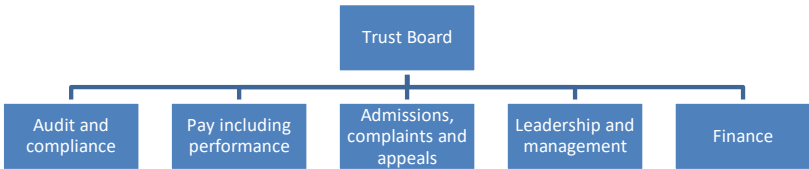
Our aims will be achieved by

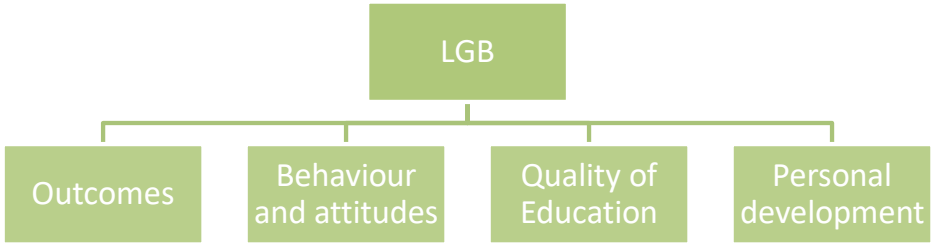
1. Focusing on outcomes and opportunities through
 - Robust analysis of outcomes and performance
 - Sharing best practice within school and across schools in the area through networks
 - Building leadership capacity within SLT and middle leadership

- Development of staff to lead and take on new roles
- Strong curriculum with opportunities to enhance experiences of our children to develop the whole child and ensure they reach their potential
- 2. Ensuring Inclusive practise with
 - Targeted staffing within teams to support SEND
 - Experienced SEND Team to support, develop and grow knowledge, skills and capacity in our workforce
 - Outside support networks to review and revise needs and strategies
 - Promoting outreach opportunities
- 3. Having the best workforce and working environment through
 - Recruitment and retention of high-quality staff
 - Offering apprenticeships and strong university links
 - Reduction of workload; working smarter not harder
 - Flexible working; part-time, job share
 - Investigate use of AI to further reduce workload where possible
- 4. Being financially sustainable by
 - Strategic budget forecasting to ensure capacity for growth
 - Effective financial processes and procedures audited regularly
 - Focus on community and local sustainability
- 5. Serving our communities
 - Investment in EYFS to support families and ensure our children are part of our school family at the earliest opportunity
 - Opportunities to participate in events to bring areas of the community together
 - Strong links with feeder secondary schools
 - Development of additional provision in partnerships with other establishments
 - Revise policy and curriculum in relation to current needs of community

OC1st MAT will not approach other schools to join our Trust but will consider formal requests to join us and conduct due diligence in line with our MAT Growth Plans.

Governance of Our Children 1st MAT

Trust Board	Areas of responsibility include:  <pre> graph TD TB[Trust Board] --> AC[Audit and compliance] TB --> PP[Pay including performance] TB --> ACA[Admissions, complaints and appeals] TB --> LM[Leadership and management] TB --> F[Finance] </pre>
Current committees for Trustees consist of:	 •Health and safety •Audit •Premises •Finance •Risk Finance Audit Risk and Resources (FARR) •Attainment •Quality of Teaching and learning •Behaviour, attitudes and personal development Curriculum Standards and Welfare •HT performance management •Pay policy •Performance management Pay

Local Governors for a school within the Trust	Local Governing Board would cover the following:  <pre> graph TD LGB[LGB] --- Outcomes[Outcomes] LGB --- BA[Behaviour and attitudes] LGB --- QE[Quality of Education] LGB --- PD[Personal development] </pre>
Head Teacher Board to be formed as schools join the Trust	

Composition of Trust Board

Type of Member	Number	Term of office	How they are elected
CEO	1	Undefined	Ex officio by virtue of role they hold
Chair of Trust Board	1	4 years	Agreed by Trustees annually
Trustees (including Chair and CEO)	Up to 9	4 years	To be nominated by HT/Trustees and agreed by Members
Clerk to the Trust Board	1	Undefined	To be appointed and agreed by HT/Trustees

Composition of Local Governing Bodies within each Academy

Type of Member	Number	Term of office	How they are elected
Head Teacher	1 (Co-Headship)	Undefined	N/A – by appointment as HT
Chair of LGB	1	4 years	To be agreed by Trustees
Governor	Up to 8	4 years	To be agreed by Trustees
Staff Governor	1	4 years	To be agreed by Trustees
Parent Governor	Minimum of 2	4 years	To be agreed by Trustees
Clerk to the Academy	1	Undefined	To be appointed by the Trust Board.

Central Functions

As part of a family of schools we aim to have the greatest amount of impact with efficacy. Being cost-effective across our MAT is vital to its success and strength to deploy resources to where the greatest needs are. Financial contributions from each Academy within the Trust will be agreed at Trust Board level and in strict accordance with our values of ensuring that our funding is spent on providing the best education for our children. Any contributions will be to provide cost effective services across all our MAT. When necessary, specific charges will only be made for bespoke intervention relating to curriculum or performance requirements.

Budget Setting

All final Academy and Trust (Central) budgets must be submitted to the Trust Board for ratification in time to meet ESFA deadlines.

Budgets require consideration by the HT/[CEO](#), CFO and Chair of Trust Board prior to being presented and approved by the Trust Board.

Roles and Responsibilities

Role	Person Responsible
CEO	H Adams C Wain
Accounting Officer	H Adams C Wain
Chief Financial Officer (CFO) and Chief Operations Officer (COO)	N Russell
Head Teacher	C Wain and H Adams
Chair of Trustees	J Davies R Brown
Vice Chair of Trustees	L Chalk J Davies
Chair of LGB	
Vice Chair of LGB	

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A. Governance										
A1	Member Matters									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Review and amendment of Articles of Association (AoA)	Decide	<Advise						- Clerk advise and support with process - Legal advice (as required)	- To be agreed at AGM <u>DfE and/or Charity Commission consent required in certain cases</u> <u>Must be filed at Companies House along with copy of special resolution and any required forms</u>
1:2	Call Extraordinary Meetings	Decide	Decide						Clerk advise and support with process	- As a minimum, Members should hold an AGM once a year. - We hold our AGM in September - Extraordinary meetings may also be called by Trustees or Members. - Decisions may be made by written resolution between meeting in line with the process set out in the AoA.
1:3	Appoint/remove Members	Decide								- New members can only be appointed by existing members. - Members cannot be an employee - Clerk to liaise with Trust personnel to ensure; Appropriate DBS and related checks in place <u>and details of Members and their interests are uploaded on Trust website.</u>
1:4	Complete Member register of interests and keep under regular review	Responsible			Advise					- Clerk to liaise with Trust personnel to ensure interests uploaded to website. - Register of member interests should be brought to the attention of Members and Trustees (CEO to oversee)
1.5	Proxy votes								Clerk to advise and support	Members and Trustees to be able to submit decisions via email or delegate vote to Member or Trustee within agreed timescales and according to items 40, 41 and 126 in the AofA.

Commented [LN3]: Need to look at removing current LGB responsibilities. I've transferred most of these into trustee workload. i.e. setting the curriculum for the academy

You might want to remove the LGB column or add a note somewhere in the document to say that why provision for the inclusion of LGBs has been made. I.e. to support future trust growth. Then just grey out the column like I have done. This would save having to fully redo the SoD should the trust decided to go back to the old model.

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A2	Board Matters									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Appoint/remove Trustees and Chair/Vice Chair of Trustees	Appoint and Ratify	Recommend						- Clerk advise and support with process - Trustees to advise on skills gaps to inform decision making	- Total number of Members will be 'no less than three' and no more than five. - Total number of Trustees will be not less than three and no more than 11 including the HT and Chair and term of office is 4 years. - HT is Ex officio by virtue of their role is a Trustee. - The Trustees may nominate new Trustees and Members shall appoint following recommendation from the Board of Trustees. - Code of Conduct should be agreed and all Trustees should be required to sign it - The clerk to liaise with appropriate Trust personnel to ensure that appropriate DBS and related checks are made - Details of Trustees and their interests are uploaded on Trust website - Return must be filed at Companies House by Trust personnel. - Chair of Board, HT and others as appropriate to provide induction.
2:2	Appointment of Clerk to the Trust		Appoint	<Advise					HT and Trustees to support and advise	

2:3	Complete Trust Board and LGB skills audit and training plan annually	Receive	Responsible	<Advise					- Chair of Board to lead - Clerk to advise/support with process	- Audit to be conducted annually - Chair of Board to follow up with Trustees on training requirements as soon as possible - Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises
2:4	Confirm Accounting Officer		Appoint						CFO to support and notify Secretary of State	- The Accounting Officer will be heavily supported by the Chief Financial Officer. - Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.
2:5	Determine Scheme of Delegation		Responsible	<Advise	<Advise		Receive		Company Secretary / Clerk and HT advice and support	- The document will be reviewed every year or more frequently where the Trustees deem this to be desirable. - The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time.

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2:6	Complete Trustee register of interests and keep under regular review	Receive	Responsible	Receive	<Advise	Receive	Receive		Clerk advice and support with process	- Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website. - Register of Trustee Interests should be brought to the attention of decision makers as appropriate (AO to oversee).
2:7	Board of Trustees'/LGB Agenda Schedule		Responsible	<Advise	<Advise		Receive		Chair of Board to lead, with Clerk advice and support with process	- Should be shared with LGB and other Committees to inform their work - Chair of Board and Clerk to use to inform agenda setting - Trustees should meet at least six times a year - Including review of policy timescales
2:8	Annual Review of Governance and Board Effectiveness		Responsible	<Advise		<Advise			- Chair of Board to lead. - Clerk and HT to advise and support with process	- This should dovetail with the Committees' (including LGBs) reviews of their own effectiveness - The outcome of the review may impact on the level of delegation to the LGBs and others under the Scheme of Delegation or otherwise. - Trustees to plan a review of governance
2:9	Annual Report and Financial Statements	Receive and scrutinise	Ratify	Approve	<Advise>	Responsible			CFO to co-ordinate draft, with input from Accounting Officer and Clerk	- The Members should receive and scrutinise the accounts at their AGM. - The document should be filed with Companies House and

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									- Auditors to review and sign off - Trustees and Accounting Officer must approve relevant sections	the DfE and uploaded onto the Trust's website.
2:10	Other company returns			Approve	<Advise>	Responsible			Trust staff to advise as appropriate e.g. CFO, Clerk	To include key Companies House filings and DfE returns
2:11	CEO Reports to Trustees		Receive, Scrutinise	Approve	<Advise>	Responsible			The CEO will be supported by others as appropriate e.g. Clerk, CFO,	- The Trustees should set reports required with the CEO/Accounting Officer the required frequency and the content of those reports. - The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up.
2:12	Supplementary Reports to members (Financial – monthly)	Receive	Approve and Challenge	<Advise>	<Advise>	<Advise>			- The CEO should co-ordinate the reports for input and approval by the Trustees. - The CEO and the Trustees will be supported by others as appropriate e.g. Clerk, CFO	- The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports. - The Members should receive the supplementary reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up.

	<u>Election/ Appointment of Parent Trustees</u>	<u>Receive</u>	<u>Responsible and Ratify</u>					<u><Advise</u>	• <u>Clerk and Head Teacher advise and support with process.</u>	• <u>Must be in accordance with any relevant provisions in Articles of Association and this SoD.</u> • <u>Trustees to appoint in the event no-one puts themselves forward for election.</u> • <u>Members to receive notification of elected parent trustees</u>
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A3	LGB and ethics committee matters									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
3:1	Determine and keep under review Committee composition framework including but not limited to composition and terms of reference		Approve	<Advise	<Advise		Advise	<Advise	- CEO and Clerk to advise and support - Head Teacher and Clerk to aid formulation of LGB advice	- To ascertain that all boards and committees are fit for purpose. <u>Consideration will need to be given as to:</u> - what Committees are required (under the Articles of Association/Funding Agreements/Academies Trust Handbook e.g. Audit/Finance, LGB) - What additional Committees (board and/or LGB and/or shared) would be useful given the size of the MAT and the decision making functions that take place at each level of governance. - Membership, terms of reference, reporting requirements, decision making and other procedures etc. of each Committee (please see below) <u>Under the Articles of Association:</u> - The constitution, membership and proceedings of any committee must be determined by the Trustees. - The establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months. - The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGBs) a majority of members of any

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										<u>such committee shall be Trustees.</u> <u>Except in the case of a LGB, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.</u> <u>Academy trusts are required to establish a Trustee committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Trustees.</u> <u>Our Children 1st trustees have established a trust Finance, Audit, Risk and Resources Committee (FARR), Curriculum, Standards and Pupil Welfare Committee (CS&W)</u>
3:2	Determining LGB composition		Approve	<Advise			<Advise	<Advise	Clerk advice and support with process	The composition will be set out in the LGB's Terms of Reference.

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3:3	Appointing LGB governors		Appoint	<Advise			Recommend		- Clerk advice and support with process - Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises	- Code of Conduct should be agreed and all Local Governors should be required to sign it - Clerk to liaise with appropriate staff to ensure: - appropriate DBS and related checks are made - Details of Local Governors and their interests are uploaded on Academy website - Responsibility of Head Teacher and Chair of LGB (and others as appropriate) to lead induction Trustee to oversee the process and provide support. - If candidates for role are greater than the number of vacancies Trustees must appoint.
3:4	Hold staff and parent elections for LGB						Responsible	<Advise	Clerk and Head Teacher advise and support with process	Must be in accordance with any relevant provisions in Articles of Association.
3:5	Appoint Chair of LGB						Appoint		Clerk advice and support with process	Must not be an employee
3:6	Appoint vice Chair						Appoint		Clerk advice and support with process	Must not be an employee

	of LGB									
3:7	Allocate specific Local Governor roles						Responsible	<Advise	Chair of LGB to lead, based on skills	- Allocated LGB members may be allocated with specific responsibilities in their areas. Head Teacher should support and advise. - LGB may choose to allocate link roles according to Trust Board key areas; [e.g. Safeguarding/Child Protection, Health and Safety, Special Educational Needs, Whistleblowing] - All LGB members continue to have responsibility for these areas, despite any allocation of specific roles
3:8	Complete LGB register of interests and keep under regular review		Responsible	<Advise	<Advise		<Advise		- Clerk advise and support with process - Clerk to liaise with appropriate Academy personnel to ensure uploaded on website	Register of LGB Interests should be brought to the attention of decision makers as appropriate.
3:9	Academy level Reporting to Trustees		Receiver-Scrutinise	<Advise			Responsible		Clerk to advise.	- LGB minutes and additional reports will be provided to Trustees as standard. - The content and frequency of any additional LGB reports shall be specified by the Trustees.
3:10	LGB skills audit		Receiver-Scrutinise	<Advise			Responsible	<Advise	Clerk advise and support with process	- Trustees will set a template. - Trustees to receive details and may impact on areas of delegation - Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises

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3:11	Determine LGB procedures		Approve				<Advise		- Clerk to board to advise and support - Clerk to support LGB in formulating advice	These must be in compliance with the Articles of Association and must include details relating to appointment of Chair/Vice Chair, quorum and decision making and other procedures etc
3:12	Determine Trust Committee Structure (including LGBs and Trust Board Sub-Committees)		Approve	Advise	Advise				Clerk to support	- The Board of Trustees will have a sub-committee for aspects that are deemed necessary. - Trustees to agree numbers, frequency of meetings and terms of reference.

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Commented [LN6]: Could this be amalgamated with 3.1?

A4				Miscellaneous							
	Decision	Members	Trustees	CEO	CFO	Accounting Office	LGB	Academy HT	Advice	Comments	
4:1	Determine governance policies and procedures for Trustees and Local Governors		Approve	Advise	Advise				CFO and Clerk to advise and support	- E.g. Appointment, Induction, Expenses, Interests (conflicts, payments, contacts stc), Code of Conduct - Policies must be in accordance with Articles of Association - If there is a business need for a policy the CEO will determine. Policies will go to trustees for ratification - In absence of pre-determined policy agreed by trustees, responsibility rests with CEO who will solely amend existing policies and procedures should it come to light that does not reflect current statutory requirements and legislation Policies must be in accordance with Articles of Association	
4:2	Governance details on trust website		Receive	Approve	Advise	Responsible			CEO to advise and support	CEO responsible for ensuring information up to date	

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B. Strategy and Leadership										
B1	Strategic planning and oversight									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Set Trust vision and ethos statement		Approve	<Advise					CEO leading role in formulating for Trustee scrutiny	- CEO responsible for implementation - In accordance with memorandum and objectives of the trust - CEO responsible for implementation
1:2	Set strategic objectives of Trust and determine Trust Development Plan and review process		Approve	<Advise						CEO responsible for ensuring objectives are met and for progress against Development Plan
1:3	Set Academy vision and ethos statement		Approve	<Advise>			<Advise>	<Advise		- Must fit with Trust vision and ethos - Head Teacher responsible for implementation
1:4	Set Academy's School Improvement objectives and Plan and review process		Responsible	Responsible			<Advise>	<Advise		- Must fit with Trust strategic objectives and reflect any Ofsted outcomes - Improvement plan must be in line with strategic objectives - Board of Trustees will provide templates
1:5	Complete Academy Self Evaluation Form (or equivalent)		Receive	<Advise>			<Advise>	Responsible		- SEF to reflect progress against Development Plan - Trust Board to provide templates - CEO to scrutinise and report on outcomes to the Board
1:6	Involvement in Ofsted inspections		Responsible	Responsible		Responsible	Responsible	Responsible		Trustees and LGB members will be informed as soon as possible about Ofsted inspections and support the Academy accordingly.

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B2			School Organisation							
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Determine protocol for considering or taking on new academies/free schools including due diligence arrangements	Approve	<Advise	<Advise	<Advise				- CEO leading role in formulating for Trustee scrutiny. - CFO to support and advise.	- CEO to manage process in accordance with agreed protocol - This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified and the need for appropriate HR, Finance, Buildings, legal etc advice
2:2	Decide to take on a new academy/open a free school	Approve	<Advise	<Advise	<Advise				Trustees to obtain appropriate legal, HR, Finance, buildings etc advice	Trustees must look carefully at all aspects of a potential academy prior to recommending and academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust
2:3	Approve legal documentation associated with academy conversions		Approve	<Advise	<Advise				Trustees will ensure appropriate Legal, HR, Finance, buildings etc advice	Trustees must understand the documentary framework and what is being agreed to by entering into it.
2:4	Agreeing significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)	Receive	Approve	<Advise	<Advise	<Advise	<Advise	<Advise		DfE consent may be required
2:5	Determining school session and term dates		Approve	<Advise	<Advise	<Advise	<Recommend	<Advise		- This allows Trustees to co-ordinate the schools in the Trust to the extent that this is desirable, whilst reflecting local needs - Consider statutory consultation period.

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B3	Risk Management									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
3:1	Determine overall risk management policy and processes		Approve	<Advise	<Advise				- CEO to lead, advise and co-ordinate input from CFO and other Trust level staff. - Audit Committee to advise	To include template risk register and frequency of review
3:2	Review and complete Trust risk register		Approve		<Advise	Responsible		<Advise	- Accounting Officer to lead, advise and co-ordinate input from CFO and trust level staff - Audit Committee to advise	- Using agreed risk register template - To reflect major Academy specific risks as appropriate

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C. Staffing										
C1	Staffing Structures									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Determining staffing structure – Trust level, including organisational restructuring		Approve	<Advise	<Advise				CEO and CFO to advise	This relates to determining the Trust level staff structure.
1:2	Determining staffing structure – Academy level, including organisational restructuring		Approve	<Advise	<Advise			<Advise	- CEO to lead and advise with academy level input - CFO advice	- This relates to determining the Academy level staff structure. - To be in line with set Budget.
1:3	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook		Approve	<Advise	<Advise					- Need to ensure local differences and TUPE considerations taken into account - Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses - CEO to report to Trustees on any material concerns about operation of policies and procedures
1:4	Carry out and maintain central record of recruitment and vetting checks on staff		Scrutinise [Safeguarding Trustee]	Responsible	<Advise			Responsible – Academy Staff	- CEO responsible for Trust wide staff - Head Teacher responsible for Academy staff	CEO to report on employer access portal checking to Trustees

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1:5	Maintain register of interests for relevant staff members		Receive	Responsible	<Advise			<Advise	CFO to advise and manage	Interests should be brought to the attention of decision makers as appropriate.
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C2			Trust Level Appointments							
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The CEO may nominate an alternative representative if they are unable to make up a panel. Panels must be made up of a minimum of 3 members.										
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Appointment and dismissal of CEO	Approve	<Advise						HR Adviser to support and advise	- Must be in accordance with Trust approved HR policies - Minimum of three Trustees (including Chair) with non voting co-optees as required.
2:2	Performance Management and pay review of CEO		Responsible						- Chair of Board - HR Adviser to support and advise	Must be in accordance with Trust approved HR policies and Pay Committee
2:3	Appointment and dismissal of Chief Financial Officer		Approve	<Advise					HR Adviser to advise	- Must be in accordance with Trust approved HR policies - Line managed by CEO - To act as CFO for delivery of Trust's detailed accounting requirements - CFO should attend board meetings (and committee meetings as appropriate)
2:4	Appointment and dismissal of other director level posts		Approve	<Advise					HR Advice	- Must be in accordance with Trust approved HR policies - Line managed by CEO
2:5	Other trust wide appointments and dismissals		Receive	Responsible					HR Advice	Must be in accordance with Trust approved HR policies
2:6	Performance management and pay review of senior trust wide appointments		Approve	Advise					HR Advice	Must be in accordance with Trust approved HR policies

C3	Academy Level Appointments									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
3:1	Appointment/dismissal of Head Teacher		Approve	<Advise	<Advise				CFO and HR Adviser to support and advise	- Must be in accordance with Trust approved HR policies - Trustee, CEO if appropriate, and an independent advisor as requested by Trustees. Line managed by CEO
3:2	Appointment/dismissal of Deputy Head Teacher and Assistant Head Teacher		Approve	<Advise	<Advise				HR Adviser to support and advise	Must be in accordance with Trust approved HR policies
3:3	Performance management and pay of Head Teacher		Approve	<Advise	<Advise				- HR Adviser to support and advise - Independent advisor should support appraisal process	- Must be in accordance with Trust approved HR policies - Appointed advisor to performance manage alongside Pay Committee
3:4	Appointment of other Senior Leadership Team positions			Approve	<Advise		<Advise	Responsible	HR Adviser to support and advise	- Must be in accordance with Trust approved HR policies - Line managed by Head Teacher
3:5	Appointment of Special Needs Co-ordinator (SENDCo)						Receive	Responsible	HR Advisor to support and advise	- Head Teacher, SLT member and SEND Governor to be involved as appropriate - Line managed by Head Teacher
3:6	Appointment Safeguarding/Child Protection Officer (Designated Teacher) and a Deputy						Receive	Responsible	HR to support and advise	- Must be in accordance with Trust approved HR policies - Head Teacher to interview and decide - Any allocated Safeguarding Governor to be involved as appropriate

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										Line managed by Head Teacher
3:7	Appointment of Academy Business Manager or equivalent		Approve	Advise	Advise	Responsible		<Advise	CEO and CFO and HR Adviser to support and advise	- Must be in accordance with Trust approved HR policies - Panel to include; Head Teacher, CFO, TB - Line managed by Head Teacher/CFO to determine
3:8	Appointment of other Academy staff positions		Receive				Receive	Responsible	HR Adviser to support and advise	- Must be in accordance with Trust approved HR policies - Head Teacher and Leadership Team members to interview and recommend. - Line managed by Head Teacher of other SLT member
3:9	Performance management and pay review of Academy level appointments (excluding Head Teacher)		Approve		Advise			<Advise	- HR Adviser to support and advise - CFO to advise	- Must be in accordance with Trust approved HR policies - Line manager to run process and submit recommendations to Head Teacher

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C4	Disciplinary, Dismissals and Grievance									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
4:1	Responsibility for Grievance hearings relating to CEO	Responsible							HR Advisor support and advice	- To be in line with Grievance policy - Panel of three to be made up from Trustees previously not involved in case
4:2	Responsibility for Hearings relating to Academy Head Teacher		Responsible		Advise					- To be in line with policy - Panel of three to be made up of CEO and Trustees not previously involved in case.

4:3	Responsibility for hearing relating to Academy staff below HT			Responsible	Advise					- To be in line with policy - Panel of three to be made up of CEO, HT and SLT member
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D. Pupils										
D1	Educational Provision									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Responsibility for monitoring Standards of teaching		Receive	Responsible – Trust Level			Receive	Responsible – Academy Level	- Advise and support from Academy SLT where appropriate - Analysis of standards information to be provided by HT to LGB and CE to enable appropriate scrutiny	- Head Teacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of CEO - Trustees and Members to receive agreed level of reporting
1:2	Responsibility for evaluating Pupil progress and attainment		Receive	Responsible [Trust Level]			Receive	Responsible [Academy Level]	- Advise and support from Academy SLT where appropriate - Analysis of progress and attainment to be provided by HT to LGB and CEO to enable appropriate scrutiny	- Head Teacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of CEO - Trustees and Members to receive agreed level of reporting
1:3	Responsibility for Setting Curriculum		Receive	Approve			Recommend	<Advise	Advise and support from Academy SLT where appropriate	- Curriculum must be balanced and comply with terms of any curriculum policy/requirements determined by the Trust Board - To include careers advice provision
1:4	Responsibility for conducting Examinations			Advise				Responsible		Head Teacher to ensure appropriate arrangements are put in place in line with government guidelines
1:5	Determining off site visits policy		Approve	Recommend				Responsible		- Head Teacher to implement agreed policy at Academy, overseen by CEO - Policy should require that potentially hazardous activities are referred to the Trust Board for approval - No visits abroad policy

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1:6	Community and after school provision (extended school)							Responsible		- No charge policy and currently no community provision outside school hours. - After school clubs are provided on voluntary basis by Academy teachers
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D2		Behaviour, Attendance and Welfare								
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Determining behaviour policy including exclusions		Approve	<Advise						- Must be in accordance with Trust approved Exclusions policy and statutory guidelines - Head Teacher to implement, overseen by CEO - CEO to report to Trustees any material concerns about operation of policy
2:2	Exclusions – decision to exclude			Responsible			Advise	Advise		- Must be in accordance with Trust approved Exclusions policy and in line with statutory guidelines - HT with support of LGB to monitor effects of FTE and PEX.
2:3	Notifications of exclusions		Receive <u>and Approve</u>				Approve	Responsible		- Must be in accordance with Trust approved policy - Head teacher to notify Chair of LGB - Notifications must include the reasons and duration
2:4	Establish independent appeals panel		Responsible	<Advise					Advice and support from Clerk	Must be in line with exclusions statutory guidance
2:5	Monitor Pupil Attendance		Approve					Responsible		Trustees to receive agreed level of reporting
2:6	Safeguarding and Child Protection policy		Approve	Advise				Implement		- Head Teacher to implement at Academy level - CEO to report to Trustees on any material concerns about operation policy

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D3			School Meals							
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
3:1	Provision arrangements of school meals		Approve					Advise		- Must include provision of free school meals to those eligible - Must be in line with statutory guidelines.

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D4			Admissions							
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
4:1	Determining admissions policy		Approve	<Advise	Advise		<Advise	<Advise		Policy to be in line with Local Authority statutory guidance
4:2	Admissions Application decisions above PAN		Approve					<Advise		- Must be in line with published admission arrangements - Head Teacher responsible for co-ordinating and managing process
4:3	Arrangement of Independent Appeals Panel		Responsible	Advise	Advise		Responsible	Advise		Must be in accordance with published admissions arrangements and Admissions Appeals Code
4:4	Appeals against LA directions to admit pupils		Responsible				Responsible	<Advise		Must be in line with policy and in discussions with CEO

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D5			Accessibility							
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
5:1	Accessibility plan		Approve		<Advise					Head Teacher and CFO to present plan to TB for approval
5:2	Equality information and objectives statement and equality objectives		Approve	Recommend			<Advise	<Advise	CEO to co-ordinate process with input from Head Teacher and others as required	Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.

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5:3	Determine SEND and Inclusion policies		Approve	Recommend			Recommend	Responsible	Advice from Academy SENDCo	- Trust Board to recommend reviews in academies - There should be a LGB Governor with specific oversight of school's arrangements for SEND - Review of effectiveness of policy should be undertaken by key Academy staff to report back to LGB
5:4	SEND Information Report		Approve	<Advise			Recommend	Responsible		- Report to be updated annually and any changes to be updated as soon as possible - Trust Board may provide templates to enable co-ordinated reporting

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E. Finance										
E1 Accounts, Budget and Assets										
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Appoint/remove auditors	Approve	Recommend		<Advise				CFO to advise and manage process	- Key role for Audit Committee - To be appointed annually at the AGM
1:2	Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party		Approve [Audit Committee to recommend]		<Advise				CFO to advise and manage process	- Key role for Audit Committee - Audit Committee to determine the scope of work for the Internal Audit/Responsible Officer/Additional Assurance report, ensure relevant standards are met and is compliant with relevant guidelines
1:3	Respond to auditors' report	Receive	Approve [Audit Committee to scrutinise and recommend]	<Advise	<Advise				- CFO to co-ordinate draft, with input from CEO and Clerk - Auditors to review and sign off - Trustees and Accountable Officer must approve relevant sections	Key role for Audit Committee
1:4	Annual Report and Accounts	Receive	Approve [Audit Committee to scrutinise and recommend]	<Advise	<Advise				- Trust CFO to co-ordinate draft, with input from CEO and Clerk - Auditors to review and sign off - Trustees and Accountable Officer must approve relevant sections	- Key role for Audit Committee - The Members should receive and scrutinise the accounts at their AGM - The document should be filed with Companies House and the DfE and uploaded onto the Trust's website

1:5	Establish financial policies, procedures, regulations and internal financial controls		Approve [Audit Committee to recommend]	Recommend	<Advise				CFO to support and advise	- Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on Financial reporting etc. - Over £15,999 requires the Trust Board's authorisation. - Over £40,000 require formal tendering. - Key role for Finance Audit, Risk & Resourcesit Committee - Head Teachers to implement at Academy level, overseen by CEO - CEO to report to Trustees on any material concerns about operation of policy
1:6	Agree a funding model for Trust - including academies		Approve	Recommend	<Advise		<Advise	<Advise	CFO to support and advise	- Key role for Audit Committee - Once other schools join the Trust.
1:7	Set Trust budget		Approve	<Advise	<Advise				CFO to support and advise	Key role for Audit Committee
1:8	Monitor Trust wide expenditure		Responsible	<Advise	<Advise				CFO to support and advise	Key role for Audit Committee
1:9	Set Academy budget		Approve	<Advise	<Advise			<Advise	- CFO to support and advise - LGB to make recommendations with support and advice from SBM	- Must be in line with overall Trust budget - Key role for Audit Committee - Trust Board to approve budget headings and areas of expenditure, including the level and use of contingency funds or balances.

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1:10	Monitor Academy expenditure		Approve	<Advise	<Advise			<Advise	CFO to support and advise	- Expenditure must be in line with agreed budget - Regular reporting to take place by CFO to inform Trust wide monitoring (meetings with the Chair of TB)
1:11	Determine central services provision establish own central operations and/or procure from third parties		Approve	<Advise	<Advise			<Advise	CFO to support and advise	Key role for Audit Committee
1:12	Opening Bank Account		Approve		<Advise				CFO to support and advise	All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations.
1:13	Asset Register			Responsible – Trust Wide	<Advise>			Responsible – Academy level	CFO to support and advise	
1:14	Generation of income		Approve	<Advise	<Advise				CFO to support and advise	All income generated by an individual Academy remains that of the Trust.

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E2 Goods and Services										
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Agree Service Level Agreements/Contracts		Approve	<Advise	<Advise				CFO to support and advise	- Trustees to ensure contracts meet best value principals. - CFO will prepare contracts for timely review
2:2	To order goods and services up to £10,000				Advise			Approve		- If within approved budget level; - Neither written quotations nor tenders need to be invited

										○ Ensure value for money is achieved using local suppliers where possible and DfE Deals. • In accordance with Commissioning and Procurement Policy
2:3	To order goods and services between £10,001 - £181,302		Ratify	Accounting Officer to Approve	<Advise				• CFO to advise	• If within approved budget level; ○ Require 3 written quotations and attached PO ○ Use local suppliers where possible ○ Always compare with the gov.uk portal (DfE Deals) for best value - In accordance with Commissioning and Procurement Policy
2:4	To order goods and services above £181,302		Ratify	Accounting Officer Approve	<Advise				• CFO to advise	• EU Procedure OJEU Notice. At least 5 tenders must be sought, ensuring that the tender process complies with EU Directives. The NEPO portal may be used. • In accordance with Commissioning and Procurement Policy
2:5	Authority to accept other than lowest quotation or tender		Approve	<Advise	<Advise				• CFO to advise	• If the lowest quotation is not taken then a written explanation must be attached with the quotes received to the PO and presented to the TB • In accordance with Commissioning and Procurement Policy

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2:6	Appoint Consultants up to £15,000		Ratify	Accounting Officer to Approve	<Advise				• CFO to advise	• If within approved budget level; ○ Neither written quotations nor tenders need to be invited ○ Ensure value for money is achieved using local suppliers where possible and DfE Deals. • In accordance with Commissioning and Procurement Policy
2:7	Appoint Consultants between £15,001 - £164,176		Ratify	Accounting Officer to Approve	<Advise				• CFO to advise	• If within approved budget level; ○ Require 3 written quotations and attached PO ○ Use local suppliers where possible ○ Always compare with the gov.uk portal (DfE Deals) for best value • In accordance with Commissioning and Procurement Policy
2:8	Appoint Consultants above £164,176		Ratify	Accounting Officer to Approve	<Advise				• CFO to advise	• EU Procedure OJEU Notice. At least 5 tenders must be sought, ensuring that the tender process complies with EU Directives. The NEPO portal may be used. • In accordance with Commissioning and Procurement Policy
2:9	Preparation of a disaster recovery/business continuity plan for Trust and Academy		Recieve	Responsible	<Advise				• CFO to advise and support	• CEO, CFO and HT to support and present to Trust Board

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2:10	To ensure value for money within all resources within the Trust	Oversee	Responsible	Responsible	Responsible	Responsible	Responsible	Responsible	Responsible	CEO and CFO to advise and support	All parties of the Trust must work to ensure value for money seek assurances from CEO, CFO, and HT
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E3	Pay									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
3:1	Ratify appropriate salary ranges and starting salaries for members of the SLT		Approve	<Advise>	<Advise>		Receive	<Advise>	CEO and CFO to advise and support	- In line with Pay Policy - HT will advise Trust Board for SLT positions
3:2	Ratify annual pay progress for teachers (by 31 st October)		Approve		Advise			Responsible		- In line with Pay Policy - HT to make decision based on Performance Management
3:3	Approve annual pay progression for the CEO (by 31 st December)		Approve		Advise					Pay Review Panel to provide recommendation to Trust Board following annual review.

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F. Safety and Premises										
F1	Health and Safety									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Approval of Health and Safety policy and arrangements		Approve [Audit Committee to recommend]	Responsible	Advise					- CEO/Accounting Officer responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and operating effectively. - Head Teachers to implement policy at Academy level and oversee operation procedures - Policy to include appropriate reporting mechanisms at Member, Trustee and LGB level.
1:2	Ensure trips/visits are risk assessed		Approve		Advise			Responsible	Educational Visits Co-ordinator to support and advise	HT to implement policy and ensure Educational Visits Co-ordinator leads and inputs data into Evolve assessment tool as per policy.

F2		Premises								
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	• Advice	Comments
2:1	Obtaining insurance for land and Trust and Academy operations		Approve [Audit Committee to recommend]	Recommend	Advise			<Advise	CEO and CFO to advise and support and liaise with broker	- To include Director & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc. as required - CEO to ensure details of insurance policy requirements

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										appropriately disseminated
2:2	Agree Premises Development Plan		Approve	<Advise	Advise		<Advise	<Advise	CEO and CFO to advise and support	
2:3	Maintenance of premises		Receive		Advise		Receive	Responsible	CFO to advise and support	
2:4	Maintain Academy Premises Management documents (e.g. fire, asbestos)		Approve	Advise	Advise			Responsible		- Head Teacher to ensure appropriate documents in place - CEO to report any material concerns to Trust Board and LGB
2:5	Approving Capital projects/building works		Approve	Advise	Advise		<Advise		CFO to advise and support	- LA lease should be checked prior to any works on LA land and any necessary consents obtained. - All necessary DfE approvals should be obtained
2:6	Managing Academy capital projects/building works/maintenance		Approve		Advise		Approve	<Advise	CFO/ School Business Manager to advise and support	All necessary DfE processes should be followed.
2:7	Security of Premises and equipment, oversee and monitor Academy activities				Advise		Receive	Responsible	CFO/SBM to advise and support	CEO to oversee overarching arrangements across Trust.
2:8	Acquiring and disposing of land (including leases, licences and easements)		Approve	<Advise	Advise		Recommend (Academy-level)	<Advise	CFO to advise and support	- LA lease should be checked prior to making any disposal of LA land. - All necessary DfE approvals should be obtained.
2:9	Determining permissible external and community use policy			Approve	Advise				CFO to advise and support	Policy should reflect requirement to obtain any necessary

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	(letting/licencing/shared use arrangements)									DfE/LA/site trustee consents Policy should reflect what happens to any revenue generated from such use.
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G. Communications										
G1	External Communications									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
1:1	Trust prospectus		Receive	Responsible					CEO to support and advise	
1:2	School prospectus			Responsible				Advise	CEO to support and advise	CEO to ensure prospectus in line with Trust requirements
1:3	Trust website		Approve	Responsible					Clerk and CFO to support on compliance	CEO to ensure legally compliant and that it links to Academy websites
1:4	Academy website			Advise			Advise	Responsible	Clerk and CEO to support on compliance	- Head Teacher to ensure legally compliant, overseen by CEO. - Ensure it complies with Trust website
1:5	Freedom of information policy and publication scheme		Approve	Advise					Data Protection Officer to support and advise	
1:6	Approving press statements		Approve [Chair as appropriate]	Responsible [Trust matters]						Press statements that are of a controversial nature should be referred to the CEO for their approval, and Chair of TB where appropriate.

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G2	Information Management									
	Decision	Members	Trustees	CEO	CFO	Accounting Officer	LGB	Academy HT	Advice	Comments
2:1	Determining complaints policy and procedure statement		Approve	Advise	Advise					Policy to provide for local management of complaints, with escalation to Trust Board where necessary.

										- Policy to include appropriate reporting at Trustee and LGB level. - HT/CEO to implement and report any material concerns to Trust Board.
2:2	Data Protection and document management policy		Approve	Advise	Advise				DPO to advise	- Policy to include appropriate reporting and Trustee and LGB level - HT/CEO to report any material concerns/breaches to Trust Board
2:3	Pupil records including attendance register			Advise	Advise		Advise	Responsible	DPO to support and advise	
2:4	Determining IT policy		Approve	Advise	Advise			<Advise	CEO, CFO and IT subject leads to advise	HT/CEO to report any material concerns to Trust Board.

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