

The Four Stones Multi Academy Trust

Scheme of Delegation

Version Control

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Policy approved by: Trust Board
Next policy review date: Spring 2022 (or earlier if the Trust Board deem appropriate)

Version	Date	Details
1.0	10 th Feb 2020	Policy written
2.0	12 th Oct 2020	Changes to reflect the new leadership structure
3.0	14 th Dec 2020	General updates
4.0	8 th Feb 2021	General updates
5.0	29 th March 2021	General updates
6.0	24 th May 2021	Updated in line with the MAT's School Improvement Strategy
7.0	12 th July 2021	General updates and changes to reflect the SCITT and Teaching School Hub being treated as a separate school/business within the MAT.
8.0	18 th Oct 2021	Updated to clarify the role of local governing bodies
9.0	13 th Dec 2021	Updated to clarify arrangements for the executive and central teams

Introduction

- The Four Stones Multi Academy Trust (MAT) 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.
- The Trust Board is accountable in law for all major decisions about the schools within the MAT. This does not mean, however, that the Trust Board is required to make all the decisions themselves. The Trust Board takes the view that some decisions can and should be delegated, including to the chief executive officer (CEO), local governing bodies (LGBs) and across the individual school's senior leadership teams. The Trust Board relies on an LGB 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 LGB will undertake activities that ensure they are connected to the views of the community. A key role of each LGB 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 local governing bodies (LGBs) are as follows:
 - Ensuring that all staff and children in the school are safe;
 - Assessing the quality of education that the school provides for the students who attend it;
 - Assessing the impact of the staff on the outcomes for students;
 - Assessing the quality of engagement with parents/carers who have children who attend the school; and
 - Holding the headteacher to account for standards in the school.
- The attached scheme of delegation is the key document defining the lines of responsibility and accountability in the MAT. It is intended to be a clear and systematic way of ensuring Members, Trustees, committees (including local governing bodies), executive leadership and the schools' senior leadership are clear about their roles and responsibilities, allowing everyone to get on with the business of improving outcomes for students.
- 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:

- The division between the operational aspects of the schools and the role of governance is clear cut.
- Considerable value is placed upon good forward planning and that those plans are reflected in the well-considered annual budgets and longer-term forecasts.
- 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.
- Management and, in particular, accounting surprises are minimised.

5. Senior leadership teams of the individual schools have the maximum authority and flexibility to operate within their school 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'.
6. Trustees and Governors retain a degree of objective challenge over plans, performance reviews, outcomes and forecasts.
7. The Trust Board actively manages the reserves of the MAT and individual schools in line with the 'Reserves Policy' to facilitate their role in enhancing outcomes for all students.
8. The Finance, Audit and Risk Committee is operating in its key role in the stewardship of MAT and individual school assets and resources and is fully supported by qualified and committed team with leadership in each hub as well as cross function roles.
9. The Finance, Audit and Risk Committee is operating on behalf of the Trust Board in reviewing detailed aspects of the budget proposals and their 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 it deems appropriate.

This Scheme of Delegation should be read in conjunction with the 'Committee Terms of Reference' and 'Finances Procedures Manual' (especially Appendix A: Financial Responsibilities and Scheme of Financial Delegation for The Four Stones Multi Academy Trust: table of authorised levels for financial approval'. Whilst the Scheme of Delegation is designed to be comprehensive it will not cover every task.

Intervention in schools causing concern

The MAT is clear about its responsibilities and accountabilities for securing high and improving educational outcomes for 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 students to be met to best effect.

The MAT's 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 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 Trustees will consider intervening in any school where any of the following circumstances apply:

- A new headteacher 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'.
- 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 MAT policies and protocols.
- The LGB 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 MAT 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 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. Withdrawing delegated powers from an LGB.
2. Removing and/or appointing new governors to an LGB.
3. Disbanding a LGB and reverting its roles and duties to the Trust Board.
4. Intensive support from the MAT's Executive Team, Central Team and School Improvement Team (please refer to the MAT's School Improvement Strategy).
5. Closer scrutiny of the school's performance by the Trust Board at each meeting.
6. Requiring the CEO to demonstrate that the headteacher of the relevant school is being properly held to account.
7. Requiring the headteacher of the relevant school to demonstrate that its staff are being properly held to account.
8. Requiring the CEO and/or headteacher of the relevant school to prepare a plan with appropriate performance targets and progress measures to address the identified weakness(es).
9. Transferring the management of the school's budget to the executive 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 MAT

The MAT 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 and make the best use of resources. Governance arrangements are kept under review to ensure that they remain fit for purpose, especially as the MAT 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 MAT's website.

It is therefore the expectation that the governance of each school joining the MAT will follow the established arrangements for governance for all other schools as quickly as possible and no later than 4 weeks from the date of joining.

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

The aim will always be for the transition to the MAT'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 MAT.

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 MAT, 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 MAT 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.

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 MAT, 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 Committee Terms of Reference and the Trustees will be keen to ensure that the LGB has available the range of skills, experience and expertise it needs.

Task/Item		Members	Trust Board (TB)	Chief Executive Officer (CEO) and Accounting Officer	Chief Financial Officer (CFO)	Chief Operating Officer (COO)	Local Governing Bodies (LGB)	Headteachers (HT)	Director of Institute of Education (DioE)-SCITT and Teaching School Hub (TSH)	Clerk to the Trust Board (CTB)/Clerk to the LGB (CLGB)
1 Governance										
1	1 Trust Articles of Association	Approve	Makes recommendation to the Members	Consulted during development						
1	2 Appoint or remove Members	Approve	Makes recommendation to the Members	Consulted						
1	3 Appoint or remove Trustees	Approve appointment and removal of up to 5 trustees under Article 50	Chair of the TB is responsible for recruiting new trustees. The TB makes recommendation to the Members for up to 5 appointments under Article 50. Any further appointments are through co-option by the TB itself (which may also remove such co-optees) under Article 58	Consulted						
1	4 Appoint Governors to the LGBs		Approve	Consulted			Chair of the LGB is responsible for recruiting new governors (via election in the case of parent governors). The LGB makes the recommendation to the TB.	Consulted		CLGB: conduct election process for parent governors when instructed by chair of the LGB.
1	5 Removal of Governors		Approve	Consulted			Chair of the LGB makes a recommendation to the TB	Consulted		
1	6 Establish the TB committees		Responsible for establishing the TB committees	Consulted						CTB: Consulted
1	7 TB committee Terms of Reference		Approve	Consulted during development						CTB: Responsible for consulting re the document and making the recommendation to the TB
1	8 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		
1	9 Establish TB working groups		Responsible for establishing the TB working groups	Consulted						CTB: Consulted
1	10 Appoint a Trustee to the TSH's Strategic Group		Approve	Consulted					Consulted	
1	11 Establish LGB subcommittees and working groups		The TB must authorise any sub delegation by the LGBs	Consulted			Makes recommendation to the TB	Makes recommendation to the LGB		
1	12 Arrange indemnity insurance cover for the Trustees and Governors				Responsible for making adequate arrangements					
1	13 Appoint Chair of the TB		Approve							CTB: Responsible for making the arrangements
1	14 Appoint or remove Vice Chair of the TB		Approve							CTB: Responsible for making the arrangements
1	15 Appoint or remove Chairs of the LGBs		Approve				Makes recommendation to the TB			CTB: Responsible for making the arrangements

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1	16						Approve			CTB: Responsible for making the arrangements
1	17		Approve							CTB: Responsible for making the arrangements
1	18		Approve							CTB: Responsible for making the arrangements
1	19		Chair of the TB is responsible for the recruitment and appointment of the company secretary							
1	20		Chair of the TB is responsible for the recruitment and appointment of the CTB	Support the chair of the TB in the recruitment and appointment of the CTB						
1	21		Approve				Chair of the LGB is responsible for the recruitment of the CLGB and recommendation of appointment to the TB			
1	22	Maintenance of the register of interests for the members, trustees, governors and senior leaders	Chair of the TB is responsible for ensuring the register for the members, trustees and officers is accurate and up to date	Responsible for ensuring the register for the Executive and Central Teams is accurate and up to date			Chair of the LGB is responsible for ensuring the LGB register is accurate and up to date	Responsible for ensuring the SLT register is accurate and up to date		CTB: Responsible for collating the members, trustees and officers information and updating the Trust's website/CLGB: Responsible for collating the governors information and updating the relevant school's website
1	23	Notifying the ESFA via GIAS of changes to the governance information								CTB: Responsible for keeping GIAS updated at Trust level (ie members, trustees, AO and CFO)/CLGB: Responsible for keeping GIAS updated at school level (ie governors)
1	24	Notifying the ESFA via GIAS of changes to the schools' details		Consulted				Responsible for keeping the relevant school's details updated on GIAS		
1	25	Calendar of TB meetings	Approve	Consulted during development	Consulted during development	Consulted during development				CTB: Responsible for consulting re the calendar and making the recommendation to the TB
1	26	Calendar of LGB and TSH Strategic Group meetings within the specified period	Consulted during development	Consulted during development			Approve the dates of the LGB meetings to align with the TB's notified calendar.	Consulted during development	Approve the dates of the TSH Strategic Group meetings to align with the TB's notified calendar.	CLGB: Responsible for consulting re the calendar and making the recommendation to the LGB
1	27	Admission of new school joining the Trust	Approve	Makes recommendation to the TB	Provides due diligence advice in relation to potential new schools	Provides due diligence advice in relation to potential new schools	Informed	Informed		

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1	28	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 solicitors have recommended	Consulted during development	Consulted during development	Consulted during development			
1	29	Decide the level of delegation for each school in the Trust and the IoE		Approve	Makes recommendation to the TB					
1	30	Maintain a master policy schedule across the Trust which clearly identifies responsibility for policies and who can approve them.		Approve	Responsible for the policy schedule and making the recommendation to the TB	Consulted during development	Consulted during development	Consulted during development	Consulted during development	Consulted during development
1	31	Maintain a master policy/protocols schedule for the SCITT which clearly identifies responsibility for policies/protocols and who can approve them.			Approve				Consulted during development	
2 Strategy and leadership										
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
2	2	Set the individual schools' and IoE's vision and core values in line with the Trust's vision and core values		Consulted during development	Schools: consulted during development/IoE: Approve		Approve	Responsible for drafting out the vision and core values, the consultation process and for making the recommendation to the LGB	Responsible for drafting out the vision and core values, the consultation process with the TSH Strategic Board and for making the recommendation to the CEO	
2	3	Set the strategic objectives for the Trust		Approve	Responsible for drafting out the strategic objectives, 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
2	4	Set the KPIs for the Trust dashboard (including the 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
2	5	Set the Teaching School Hub's KPIs and SCITT target numbers, subjects and priorities			Approve				Responsible for drafting out the target numbers, subjects and priorities and proposing them to the CEO	
2	6	Set the Trust's development plan		Approve	Responsible for drafting out the plan, the consultation process, making the recommendation to the TB and for monitoring the delivery of the plan	Consulted during development	Consulted during development	Consulted during development	Consulted during development	Consulted during development

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2	7			Approves			Review the development plans at the termly meetings	Responsible for drafting out the plan, proposing it to the CEO and for monitoring the delivery of the plan	Responsible for drafting out the plan, proposing it to the CEO and for monitoring the delivery of the plan	
2	8		Approves	Responsible for reviewing the plan, making the recommendation to the TB and for monitoring the delivery of the plan with the HT or DioE			Consulted during development	Responsible for drafting out the plan, proposing it to the CEO and for monitoring the delivery of the plan	Responsible for drafting out the plan, proposing it to the CEO and for monitoring the delivery of the plan	
2	9		Review of the performance and responsible for holding the CEO to account	Responsible for monitoring the progress against the KPIs and for reporting by exception to the TB	Consulted	Consulted		Consulted	Consulted	
2	10		Review of the performance and responsible for holding the CEO to account	Responsible for holding the HTs and DioE to account, review of the performance and for reporting by exception to the TB			Review of the performance and responsible for holding the HTs to account through their termly report	Responsible for monitoring the progress against the KPIs and for reporting to the LGB	Responsible for monitoring the progress against the KPIs and for reporting to the TSH Strategic Board and CEO	
2	11		Approve	Responsible for ensuring the risk management strategy is fit for purpose and for making the recommendation to the TB	Consulted during development	Responsible for the risk management strategy	Consulted during development	Consulted during development	Consulted during development	
2	12		Approve	Responsible for ensuring the Trust risk register is maintained and reports are made to the LGBs and TB	Consulted	Responsible for managing the Trust risk register and for reporting to the executive team and TB.		Consulted	Consulted	
2	13			Schools: consulted during development/IOE: Approve		Responsible for managing the operational risk registers and for reporting to the HTs and DioE	Approve	Makes recommendation to the LGB	Makes recommendation to the TSH Strategic Board and CEO	
2	14		Chair must be consulted before any request is made to the ESFA	Responsible for consulting with the chair of the TB re paying a cyber ransom demand and obtaining permission from the ESFA		Responsible for managing the appropriate action where a cyber security incident has occurred and making a recommendation to the CEO to pay a demand				
3 Staffing and HR										
Staff structure										
3	1		Approve	Reviews the costed staffing structure and makes the recommendations to the TB	Consulted	Informed	Informed	Informed	Informed	

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3	2 Staffing structure for the leadership group posts and TLR holders in the individual schools			Approves	Reviews the costed staffing structure and makes the recommendations to the CEO	Consulted	Informed	Reviews the costed staffing structure and makes the recommendations to the CEO		
3	3 Staffing structure for the IoE			Approves	Reviews the costed staffing structure with the DioE and makes the recommendations to the CEO			Consulted for shared posts with the IoE	Reviews the costed staffing structure and makes the recommendations to the CEO	
3	4 Staffing structure for the finance, HR, site and IT teams			Approves	Reviews the costed staffing structure and makes the recommendations to the CEO	Reviews the costed staffing structure and makes the recommendations to the CEO				
3	5 Annual staffing plans for the executive and central teams		Approve	Reviews the costed staffing plans and makes the recommendations to the TB	Consulted	Consulted	Informed	Informed	Informed	
3	6 Annual staffing plans for the individual schools			Approves	Reviews the costed staffing plans and makes the recommendations to the CEO	Consulted	Informed	Reviews the costed staffing plans and makes the recommendations to the CEO		
3	7 Annual staffing plans for the DioE			Approves	Reviews the costed staffing structure with the DioE and makes the recommendations to the CEO	Consulted		Consulted for shared posts with the IoE	Reviews the costed staffing structure and makes the recommendations to the CEO	
3	8 Increase staff headcount within the existing staffing budget			Can authorise changes beyond the existing staffing budget as long as reserves are available	Monitors and advises the CEO of any concerns			Can authorise replacement posts within the existing staffing budgets	Can authorise replacement posts within the existing staffing budgets	
3	9 Signing off of job descriptions and person specifications		Approves the job description and person specification for the CEO	Approves the job descriptions and person specifications for the executive team, central team and HTs	Approves the job descriptions and person specifications for all posts within own teams (finance)	Approves the job descriptions and person specifications for all posts within own teams (HR, site and IT)		Approves the job descriptions and person specifications for all posts below HT in the relevant school	Approves the job descriptions and person specifications for all posts in the IoE not in the central team	
3	10 Review of job descriptions and person specifications		Reviews the job description and person specification for the CEO	Reviews the job descriptions and person specifications for the executive team, central team and HTs	Reviews the job descriptions and person specifications for all posts within own teams (finance)	Reviews the job descriptions and person specifications for all posts within own teams (HR, site and IT)		Reviews the job descriptions and person specifications for all posts below HT in the relevant school	Reviews the job descriptions and person specifications for all posts in the IoE not in the central team	
Grading of posts										
3	11 Evaluate jobs and grades			Approves the evaluations by the HR consultant for the executive team, central team and HTs	Approves the evaluations by the HR consultant for all posts within own teams (finance)	Approves the evaluations by the HR consultant for all posts within own teams (HR, site and IT)		Approves the evaluations by the HR consultant for all posts below HT in the relevant school. Consulted for shared posts with the IoE.	Approves the evaluations by the HR consultant for all posts in the IoE not in the central team	

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3	12	Changes to employee terms and conditions or collective agreements	Approve	Responsible for making the recommendation to the TB and delivering the plans	Consulted	Consulted	Consulted	Consulted	Consulted	
Pay										
3	13	Pay policy including job role, salary and grading policy	Approve	Responsible for making the recommendation to the TB and delivering the plans	Consulted during development	Consulted during development	Consulted during development	Consulted during development	Consulted during development	
3	14	Determination of pay ranges for teaching staff who are full time in the executive team	Approve	Responsible for making the recommendation to the TB and delivering the plans	Consulted					
3	15	Determination of pay ranges for teaching staff who are full time in the central team		Approves the recommendation from the DCEO in line with the pay policy	Consulted					
3	16	Determination of gradings for support staff who are full time in the executive team	Approve	Responsible for making the recommendation to the TB and delivering the plans	Consulted					
3	17	Determination of gradings for support staff who are full time in the central team		Approves the recommendation from the HR consultant in line with the pay policy	Consulted					
3	18	Determination of pay ranges for headteachers in the individual schools	Approve	Responsible for making the recommendation to the TB in line with the pay policy and delivering the plans	Consulted		Consulted			
3	19	Determination of pay ranges for all leadership group posts across the individual schools below HT		Approves	Consulted		Consulted	Responsible for making the recommendation to the CEO in line with the pay policy and delivering the plans		
3	20	Determination of gradings for support staff across the individual schools and IoE		Consulted	Approves the recommendation from the HR consultant for all posts within own teams (finance)	Approves the recommendation from the HR consultant for all posts within own teams (HR, site and IT)		Approves the recommendation from the HR consultant for support staff in the relevant school	Approves the recommendation from the HR consultant for support staff in the IoE	
3	21	Determination of the salary for individual teachers on appointment to the unqualified, main and upper pay ranges						Approves in line with the pay policy	Approves in line with the pay policy	
3	22	Appointment outside the range in the salary structure for the executive team	Approve	Responsible for making the recommendation to the TB and delivering the plans	Consulted					
3	23	Appointment outside the range in the salary structure for the central team		Approves the recommendation from the CFO, COO or HR consultant	Consulted					
3	24	Appointment outside the range in the salary structure for the leadership group posts in the individual schools		Approves	Consulted			Responsible for making the recommendation to the CEO		

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3	25 Value of TLR and equivalent payments outside of those in the staffing structure for the individual schools and IoE			Approves	Consulted			Responsible for making the recommendation to the CEO. Consulted for shared posts with the IoE.	Responsible for making the recommendation to the CEO	
3	26 Value of other discretionary allowances		Approves for executive team and HTs	Responsible for making the recommendation for the executive team and HTs to the TB/Approves for all other staff	Consulted			Responsible for making the proposal to the CEO. Consulted for shared posts with the IoE.	Responsible for making the proposal to the CEO	
3	27 Teacher pay award (September)		Approve	Responsible for carrying out the consultation and making the recommendation to the TB	Consulted		Consulted	Consulted	Consulted	
3	28 Support staff pay award (April)		Approve	Responsible for carrying out the consultation and making the recommendation to the TB	Consulted		Consulted	Consulted	Consulted	
3	29 Chief Executive Officer performance pay award		Responsible for establishing the committee who make a recommendation to the full TB							
3	30 Chief Executive Officer performance pay award appeal		Implement via a committee							
3	31 Headteacher performance pay award		Approve via a committee	Responsible for the appraisal process for the HTs and for making the recommendation to the TB			Chair of the LGB supports the CEO and DCEO			
3	32 Headteacher performance pay award appeal		Implement via a committee							
3	33 Teaching staff who are full time in the executive and central team performance pay award		Approve via a committee	Responsible for making the recommendation to the TB						
3	34 Teaching staff who are full time in the executive and central team performance pay award appeals		Implement via a committee							
3	35 Teachers in the individual school and IoE (who are not full time in the executive and central team) performance pay award						Approve via a committee	Responsible for the appraisal process for teachers in the relevant school and for making the recommendation to the LGB	Responsible for the appraisal process and for making the recommendation to the HT at HHS	
3	36 Teachers in the individual schools and IoE who are not full time in the executive and central team performance pay award appeals						Implement via a committee			
3	37 Support staff who are full time in the executive and central team performance pay award		Approve via a committee	Responsible for making the recommendation to the TB						
3	38 Support staff who are full time in the executive and central team performance pay award appeals		Implement via a committee							
3	38 Support staff who are full time in the executive and central team pay appeal		Implement via a committee							
3	39 Support staff in the individual school and IoE (who are not full time in the executive and central team) pay appeals						Implement via a committee			
Recruitment										

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3	40		Approve to ensure compliance	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB				Consulted	Consulted	
3	41			Responsible for drafting out the protocols, the consultation process and for delivery	Consulted	Consulted		Consulted	Consulted	
3	42		Approve and authorised to appoint/instruct the payroll provider		Involved in process					
3	43		Approve and authorised to appoint/instruct the payroll provider		Involved in process					
3	44			Authorised to appoint and instruct the payroll provider	Authorised to appoint staff within own teams (finance) and instruct the payroll provider	Authorised to appoint staff within own teams (HR, site and IT) and instruct the payroll provider	Informed	Consulted for any shared posts with the IoE		
3	45		Approve	Makes a recommendation to the TB and responsible for delivery/instructing the payroll provider	Consulted		Involved in process			
3	46			Approve			Involved in process	Makes a recommendation to the CEO and responsible for delivery/instructing the payroll provider		
3	47			Approve					Makes a recommendation to the CEO and responsible for delivery/instructing the payroll provider	
3	48				Authorised to appoint staff within own teams (finance) and instruct the payroll provider	Authorised to appoint staff within own teams (HR, site and IT) and instruct the payroll provider		Authorised to appoint all non-leadership group posts in the relevant school and instruct the payroll provider	Authorised to appoint all non-leadership group posts in the IoE and instruct the payroll provider	
3	49		Chair must sign the CEO contract	Authorised to sign contracts for the executive team, central team and HTs	Authorised to sign contracts for staff within own teams (finance)	Authorised to sign contracts for staff within own teams (HR, site and IT)		Authorised to sign all employment contracts below HT in the relevant school	Authorised to sign all employment contracts for non-leadership group posts in the IoE	
Pension policy and discretions										
3	50				Makes the appropriate arrangements and ensures proper administration					
3	51		Approve	Makes a recommendation to the TB	Makes a recommendation to the CEO					
Operation of policies										

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3	52 Trust HR policies and procedures in line with employment law		Approve	Responsible for drafting out the policies, the consultation process and making the recommendation to the TB	Consulted during development	Consulted during development		Consulted during development	Consulted during development	
3	53 Operation of the Trust HR policies and procedures		Authorised for the CEO	Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)		Authorised for all teaching and support staff below the HT in the relevant school, including shared posts with the IoE	Authorised for non-leadership group posts in the IoE	
3	54 Appraisal policies and procedures		Approve	Responsible for drafting out the policies, the consultation process and making the recommendation to the TB	Consulted during development	Consulted during development	Consulted during development	Consulted during development	Consulted during development	
3	55 Performance management (appraisal) arrangements-objective setting and review		Responsible for establishing the committee for the CEO and monitors consistency of the application of the policy	Responsible for establishing the committee for the HTs and appraisal arrangements for the HTs, executive team and central team	Appraisal arrangements for own team (finance)	Appraisal arrangements for own team (HR, site and IT)	The chair of the LGB assists in the appraisal of the HTs	Appraisal arrangements for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Appraisal arrangements for non-leadership group posts in the IoE	
3	56 Adoption of transferring policies, terms of conditions and collective agreements		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted				
3	57 Formal restructure/redundancy plans for the following: executive team, central team, finance team, site team, HR team and IT team		Approve all formal restructure/redundancy plans and authorised to act as the decision makers	Responsible for making all formal restructure/redundancy recommendations to the TB and delivery of the plans for the executive and central teams	Responsible for making the recommendation to the CEO and delivery of the plans for own team (finance)	Responsible for making the recommendation to the CEO and delivery of the plans for own teams (HR, site and IT)	Informed	Consulted for school specific posts	Consulted for school specific posts	
3	58 Appeal re formal restructure/redundancy plans for the following: executive team, central team, finance team, site team, HR team and IT team		Implement via a committee							
3	59 Formal restructure/redundancy plans for all other members of staff		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted	Consulted and authorised to act as the decision makers	Responsible for making the recommendation to the CEO and delivery of the plans for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Responsible for making the recommendation to the CEO and delivery of the plans for non-leadership group posts in the IoE	
3	60 Appeal re formal restructure/redundancy plans for all other members of staff						Implement via a committee			
3	61 Severance and compensation payments up to £50,000		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted				
3	62 Severance and compensation payments over £50,000 (needs ESFA approval)		Must refer to the ESFA	Responsible for making the recommendation to the TB	Consulted	Consulted				

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3	63		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 the recommendation to the TB	Consulted	Consulted			
3	64		Response to requests for leave of absence	Authorised for the CEO	Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)	Authorised for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Authorised for non-leadership group posts in the IoE	
3	65		Response to requests for flexible working		Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)	Authorised for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Authorised for non-leadership group posts in the IoE	
3	66		Appeal re the response to requests for flexible working	Implement via a committee for decisions taken by the CEO, CFO and COO			Implement via a committee for decisions taken by the HTs and DioE			
3	67		Disciplinary	Authorised for the CEO	Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)	Authorised for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Authorised for non-leadership group posts in the IoE	
3	68		Disciplinary and fairness and dignity/grievance hearings	Authorised for the CEO	Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)	Authorised for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Authorised for non-leadership group posts in the IoE	
3	69		Disciplinary sanctions (short of dismissal) and fairness and dignity/grievance recommendations	Authorised for the CEO	Authorised for the executive team, central team and HTs	Authorised for own team (finance)	Authorised for own teams (HR, site and IT)	Authorised for all teaching and support staff below the HT in the relevant school. Consulted for shared posts with the IoE.	Authorised for non-leadership group posts in the IoE	
3	70		Disciplinary (short of dismissal) and fairness and dignity/grievance appeals	Implement via a committee for the CEO, executive team, central team and HTs			Implement via a committee for all teaching and support staff below HT, including the staff on non-leadership group posts in the IoE			
3	71		Suspension of Chief Executive Officer	Approve and responsible for implementation						
3	72		Return of Chief Executive Officer after suspension	Approve and responsible for implementation						
3	72		Dismissal of Chief Executive Officer (for all reasons)	Approve and responsible for implementation						

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3	74		Implement via a committee							
3	75		Approve	Makes recommendation to the TB			Chair of the relevant LGB is consulted. Rest of the LGB is informed.			
3	76		Approve	Makes recommendation to the TB			Chair of the relevant LGB is consulted. Rest of the LGB is informed.			
3	77		Approve	Makes recommendation to the TB			Chair of the relevant LGB is consulted. Rest of the LGB is informed.			
3	78		Implement via a committee							
3	79		Approve	Makes recommendation to the TB						
3	80		Approve	Makes recommendation to the TB						
3	81		Approve	Makes recommendation to the TB						
3	82		Implement via a committee							
3	83			Approves			Chair of the LGB is consulted	Responsible for making the recommendation to the CEO and is authorised to proceed if approved.		
3	84			Approves			Chair of the LGB is consulted	Responsible for making the recommendation to the CEO and is authorised to proceed if approved.		
3	85			Approves			Chair of the LGB is consulted. Rest of the LGB is informed.	Responsible for making the recommendation to the CEO and is authorised to proceed if approved.		
3	86						Implement via a committee			
3	87			Consulted			Chair of the LGB is consulted	Authorised for all non-leadership group posts in the relevant school. Consulted for shared posts with the IoE.	Authorised for all non-leadership group posts in the IoE	
3	88			Consulted			Chair of the LGB is consulted	Authorised for all non-leadership group posts in the relevant school. Consulted for shared posts with the IoE.	Authorised for all non-leadership group posts in the IoE	
3	89			Consulted			Chair of the LGB is consulted. Rest of the LGB is informed.	Authorised for all non-leadership group posts in the relevant school. Consulted for shared posts with the IoE.	Authorised for all non-leadership group posts in the IoE	
3	90						Implement via a committee			

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4 Financial governance and management										
Financial procedures										
4	1		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		Approve	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		
4	3		Approve	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB	Consulted during development	Consulted during development				
4	4		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										
4	5		Approve	Consulted	Explains the options to the TB					
4	6		Approve	Explains the options for non-financial issues to the TB	Explains the options for financial issues to the TB					
4	7		Approve	Provides assurance to the ESFA via the TB	Monitors adequacy of the process, responds to issues and provides assurance to the CEO and TB	Consulted		Consulted		
4	8		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	Consulted	If requested-monitors adequacy of the process, responds to issues and provides assurance to the CEO and TB		If requested-monitors adequacy of the process, responds to issues and provides assurance to the CEO and TB	If requested-monitors adequacy of the process, responds to issues and provides assurance to the CEO and TB	
4	9		Approve	Makes the recommendation to the TB	Responsible for drafting out the procedures, the consultation process and making the recommendation to the CEO	Consulted during development		Consulted during development	Consulted during development	
Statutory reporting										
4	10	Approves	Makes recommendation to the Members	Consulted	Responsible for the tender and procurement process					
4	11		Approve	Responsible for drafting out the text, the consultation process and making the recommendation to the TB	Consulted during development and responsible for the submission to the ESFA and Companies House	Consulted during development		Consulted during development	Consulted during development	

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4	12		Approve	Responsible for monitoring the response, making the recommendation to the TB and ensuring the issues are addressed	Responsible for drafting out the text, the consultation process and the submission to the ESFA	Consulted during development		If necessary, consulted during development	If necessary, consulted during development	
4	13				Authorised					
4	14				Authorised					
4	15				Authorised					
4	16		Chair of the TB is authorised to sign.	Authorised to sign						
4	17		Approve	Reviews	Responsible for drafting out the returns, the consultation process and making the recommendation to the TB	Consulted during development of all the returns	Consulted during development of the BFR	Consulted during development of the BFR	Consulted during development of the BFR	
Budget and management reporting										
4	18		Approve	Makes the recommendation to the TB	Responsible for drafting out the budget, the consultation process and making the recommendation to the CEO	Consulted during development	Consulted during development	Consulted during development	Consulted during development	
4	19		Approve	Responsible for drafting out the core offer, the consultation process and making the recommendation to the TB	Consulted during development	Consulted during development	Consulted during development	Consulted during development		
4	20		Approve	Makes the recommendation to the TB	Responsible for drafting out the plans, the consultation process and making the recommendation to the CEO	Consulted during development				
4	21		Approve	Makes the recommendation to the TB	Responsible for drafting out the plans, the consultation process and making the recommendation to the CEO	Consulted during development				
4	22		Approve	Makes the recommendation to the TB	Responsible for drafting out the plans, the consultation process and making the recommendation to the CEO	Consulted during development	Consulted during development	Consulted during development	Consulted during development	
4	23		Approve	Makes the recommendation to the TB	Responsible for drafting out the plans, the consultation process and making the recommendation to the CEO	Consulted during development	Consulted during development	Consulted during development	Consulted during development and responsible for sharing the TSH budget with the Strategic Board	
4	24		Approve	Review	Responsible for preparing the accounts and presenting them to the TB	Involved in process		Involved in process	Involved in process and responsible for sharing the TSH monthly management accounts with the Strategic Board	
Delegated authorities										
Purchasing										

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4	25		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	26				Responsible for ensuring compliance					
4	27			Approve	Consulted	Responsible for drafting out the plans, the consultation process, making updates and making the recommendation to the CEO		Consulted	Consulted	
4	28				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, use of the Every system, CST membership etc				
4	29			Approve	Consulted	Responsible for drafting out the plans, the consultation process, making updates and making the recommendation to the CEO		Consulted	Consulted	
4	30			Authorised up to the agreed limits in the FPM	Authorised up to the agreed limits in the FPM			Authorised up to the agreed limits in the FPM		
4	31		Approve	Consulted	Responsible for the consultation process, making the recommendation to the TB and completing the ESFA's online form	Consulted		Consulted	Consulted	
4	32				Authorised					
Banking, borrowing and fiscal										
4	33		Approve	Consulted and authorised to be a signatory	Responsible for making the recommendation to the TB and authorised to be a signatory	Consulted		Consulted and authorised to be a signatory for a school specific bank account	Consulted and authorised to be a signatory for an IoE specific bank account	
4	34		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	35		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	36			Authorised up to the agreed limits in the FPM	Authorised up to the agreed limits in the FPM			Authorised up to the agreed limits in the FPM		
4	37		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	38		Approve	Consulted	Responsible for making the recommendation to the TB	Consulted				
4	40			Approves and authorised to be a signatory	Responsible for making the recommendation to the 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	Responsible for making the recommendation to the CFO and authorised to be a signatory for an IoE specific card	

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4	41 Issue and withdraw business charge card accounts			Approves and authorised to be a signatory	Responsible for making the recommendation to the 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	Responsible for making the recommendation to the CFO and authorised to be a signatory for an IoE specific card	
Wages and salaries										
4	42 Expenses claims		Chair of the TB is authorised for the CEO, trustees (except herself) and members (except herself). The deputy chair of the TB is authorised for the chair of the TB.	Authorised for the HTs, executive team, central team and for all staff in the MAT over £500				Authorised for all staff below HT in the relevant school up to and including £500 and all governors	Authorised for all non-leadership group in the IoE up to and including £500	
4	43 Payroll-administration				Responsible for the administration of the payroll					
4	44 Payroll-notification of starters, leavers and amendments				Approves changes processed by HR					
4	45 Payroll-monthly approval				Approves					
4	46 Payroll changes				Approves changes processed by HR					
4	47 Salary exceptions to policy			Approves	Makes proposals to the CEO					
Fixed assets										
4	48 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	49 Maintaining an up to date asset register		Approve	Consulted	Consulted	Responsible for maintaining the register, recommending any necessary actions to the CEO and reporting to the TB		Consulted	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	Consulted	Responsible for making the recommendation to the TB		Involved in the process		
4	52 Develop an estates and fixed assets maintenance financial plan		Approve	Consulted	Consulted	Responsible for drafting out the plans, the consultation process, making updates, making the recommendation to the TB and delivery of the plan		Consulted	Consulted	
4	53 Develop a strategy that maximises the available use of estate for both educational and financial benefits		Approve	Consulted	Consulted	Responsible for drafting out the strategy, the consultation process, making updates, making the recommendation to the TB and delivery of the plan		Consulted	Consulted	
4	54 Ensure adequate maintenance of estate to ensure their continued safe use			Provides assurance to the TB	Consulted	Monitors adequacy of the process, responds to issues and provides assurance to the CEO and TB		Consulted	Consulted	
4	55 Completion and submission of the CIF bids to the ESFA		Approve	Responsible for making the recommendation to the TB	Consulted	Responsible for coordinating the bids, making the proposals to the CEO and submitting the bids to the ESFA		Consulted		

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4	56 Capital projects funded by the Trust's and the individual schools' capital allocation		Approve	Consulted	Consulted	Responsible for drafting out the strategy, the consultation process, making updates, making the recommendation to the TB and delivery of the projects		Consulted	Consulted	
5 Education and curriculum										
5	1 Admissions policy		Approve	Responsible for making the recommendation to the TB			Responsible for reviewing the draft from the HT and making a recommendation to the CEO	Responsible for drafting out the policy and procedures, the consultation process and making the recommendation to the LGB		
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 Deputy HTs who attend 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	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development		
5	6 Curriculum planning, implementation and review			Responsible for overseeing the development and delivery of effective curriculum plans			Responsible for monitoring the delivery of effective curriculum plans	Responsible for developing and delivering effective curriculum plans		
5	7 SEND policy for the Trust that sets out the key principles. The individual schools can then operate within these parameters.		Approve	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development		
5	8 Appoint a teacher to be responsible for co-ordinating the SEND provision in the individual schools							Responsible for appointing the designated teacher, ensuring they receive the required training and that records are kept		
5	9 SEND offer for the individual schools			Consulted			Approve	Responsible for drafting out the offer, the consultation process and making the recommendation to the LGB		
5	10 TB and LGBs to have a SEND representative		Chair of the TB is responsible for appointing a SEND representative				Chair of the LGB is responsible for appointing a SEND representative			

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5	11		Approve	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development		
5	12			Approves			Responsible for reviewing the plans from the HT, making a recommendation to the CEO and reviewing the impact	Responsible for drafting out the plans, the consultation process, making the recommendation to the LGB, monitoring the impact and updating the website		
5	13			Approves			Responsible for reviewing the plans from the HT, making a recommendation to the CEO and reviewing the impact	Responsible for drafting out the plans, the consultation process, making the recommendation to the LGB, monitoring the impact and updating the website		
5	14							Responsible for appointing the designated teacher, ensuring they receive the required training and that records are kept		
5	15						Approve	Responsible for producing the report and making the recommendation to the LGB		
5	16		Approve	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development		
5	17		Approve	Responsible for drafting out the policies, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development		
5	18							Authorised		
5	19			Consulted				Authorised		
5	20						Implement via a subcommittee			CLGB: Responsible for convening, administering and clerking hearings
5	21			Consulted			Responsible for reviewing the numbers and impact of the placements	Authorised and responsible for regularly reviewing the placements		
5	22		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted	Consulted	Consulted		

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5	23 Change of age range		Approve	Responsible for making the recommendation to the TB	Consulted	Consulted	Consulted	Consulted		
5	24 Complaints policy and procedures		Approve	Responsible for drafting out the policy and procedures, 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
5	25 Handling of complaints		Responsible for carrying out stage 3 of a MAT complaint via a subcommittee	Responsible for carrying out stage 2 of a MAT complaint			Chair of the LGB is responsible for carrying out stage 2 of a school's complaint if it involves the HT/LGB 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		CTB: when instructed by chair of TB, convenes and administers formal hearings by a subcommittee under stage 3 of a MAT complaint/CLGB: when instructed by chair of LGB, convenes and administers formal hearings by a subcommittee under stage 3 of a school's complaint
5	26 Monitoring of complaints		Responsible for reviewing the level of formal complaints across the MAT	Responsible for monitoring the level of formal complaints across the MAT 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 LGB and CEO		
5	27 School timings		Approve	Responsible for making the recommendation to the TB			Consulted	Responsible for making the recommendation to the CEO		
5	28 School term dates			Approve				Responsible for making the recommendation to the CEO		
5	29 Addition of extra TEDs		Approve	Responsible for making the recommendation to the TB			Consulted	Responsible for making the recommendation to the CEO		
5	30 Individual schools' uniform			Consulted	Consulted		Approve	Responsible for making the recommendation to the LGB		
5	31 Individual schools' prospectus			Consulted	Consulted			Approve		
5	32 Trust and Individual schools' website design and user experience			Authorised to sign off				Consulted		
5	33 Trust website compliance			Responsible for keeping the website up to date and compliant						
5	34 Individual schools' website			Consulted				Responsible for keeping the website up to date and compliant		
5	35 Trust branding and logo			Approve						
6 Health and Safety										
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	Responsible for drafting out the plans, the consultation process and making the recommendation to the CEO		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				

Task/Item		Members	Trust Board (TB)	Chief Executive Officer (CEO) and Accounting Officer	Chief Financial Officer (CFO)	Chief Operating Officer (COO)	Local Governing Bodies (LGB)	Headteachers (HT)	Director of Institute of Education (DioE)-SCITT and Teaching School Hub (TSH)	Clerk to the Trust Board (CTB)/Clerk to the LGB (CLGB)
6	3 Critical incident planning		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 CEO		Consulted during development		
6	4 Health and safety RIDDOR reporting					Responsible for the reporting and informing the TB, CEO and HTs				
6	5 Health and safety accident reporting					Responsible for the reporting and informing the TB, CEO and HTs				
6	6 Statutory training					Responsible for ensuring that all H&S training is up to date and informing the TB, CEO and HTs				
6	7 Statutory compliance testing					Responsible for ensuring that all testing is completed by the appropriate deadlines and informing the TB, CEO and HTs				
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		Responsible for the delivery of the H&S arrangements and risk assessments in the relevant school	Responsible for the delivery of the H&S arrangements and risk assessments in the IoE	
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 TB				
6	12 Emergency closures			Consulted/responsible for informing the Chair of the TB				Authorised to close the school and responsible for informing the Chair of the LGB		
7 Safeguarding										
7	1 Safeguarding policy and procedures for the Trust that sets out the key principles		Approve	Responsible for drafting out the policy, the consultation process and making the recommendation to the TB			Consulted during development	Consulted during development	Consulted during development	
7	2 Implement the agreed safeguarding policy and procedures			Responsible for monitoring the implementation of the policy and procedures in all the individual schools				Responsible for ensuring the policy and procedures are communicated to and implemented by all staff in the relevant school	Responsible for ensuring the policy and procedures are communicated to and implemented by all staff in the IoE	
	3 Annual safeguarding audit and action plan for the individual schools and IoE			Approve			Responsible for reviewing the audit and plan from the HT and reporting to the CEO	Responsible for producing the audit, subsequent action plan, sharing it with the LGB and delivery of the action plan	Responsible for producing the audit, subsequent action plan, sharing it with the HT and delivery of the action plan	

Task/Item		Members	Trust Board (TB)	Chief Executive Officer (CEO) and Accounting Officer	Chief Financial Officer (CFO)	Chief Operating Officer (COO)	Local Governing Bodies (LGB)	Headteachers (HT)	Director of Institute of Education (DioE)-SCITT and Teaching School Hub (TSH)	Clerk to the Trust Board (CTB)/Clerk to the LGB (CLGB)
7	4 Annual safeguarding audit and action plan for the Trust		Approve	Responsible for collating the individual audits and plans and reporting to the TB						
7	5 Annual safeguarding report for the individual schools			Approve			Responsible for reviewing the report from the HT and reporting to the CEO	Responsible for producing the report, sharing it with the LGB and submitting it to the LA after the CEO has approved it	Responsible for producing the report for the IoE and sharing it with the HT	
7	6 Annual safeguarding report for the Trust		Approve	Responsible for collating the individual reports and plans and reporting to the TB						
7	7 Appropriate training for the DSLs and deputy DSLs		Responsible for monitoring the training records for the Trust	Responsible for ensuring that all DSLs and deputy DSLs in the Trust receive the required training and that records are kept			Responsible for monitoring the training records for the relevant school	Responsible for ensuring that all DSLs and deputy DSLs in the relevant school 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 for the Trust	Responsible for ensuring that all staff in the executive and central teams	Responsible for ensuring that all staff in the finance team receive the required training and that records are kept	Responsible for ensuring that all staff in the HR, site and IT teams receive the required training and that records are kept	Responsible for monitoring the training records for the relevant school	Responsible for ensuring that all staff in the relevant school receive the required training and that records are kept	Responsible for ensuring that all staff on non-leadership group posts in the IoE receive the required training and that records are kept	
7	9 TB and LGBs to have a safeguarding representative		Chair of the TB is responsible for appointing a safeguarding representative				Chair of the LGB is responsible for appointing a safeguarding representative			
7	10 Ensure that safer recruitment procedures are implemented and adhered to			Responsible for ensuring that all schools adhere to the safer recruitment processes				Responsible for ensuring that the relevant school adheres to the safer recruitment processes	Responsible for ensuring that the IoE adheres to the safer recruitment processes	
7	11 Reporting of safeguarding issues to the LADO		Chair of the TB is responsible for reporting any safeguarding issues regarding the CEO to the LADO	Responsible for reporting any safeguarding issues regarding the HTs and staff in the executive and central teams to the LADO				Responsible for reporting any safeguarding issues for staff in the relevant school to the LADO	Responsible for reporting any safeguarding issues for staff in the IoE to the HT	
7	12 Operation of safeguarding investigations			Monitors the outcome of the safeguarding investigations				Instigates safeguarding investigations and reports to the CEO		
7	13 Approve off-site trips and visits for students of more than 24 hours							Authorised		