

Scheme of Delegation

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1. GOVERNANCE								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
1.1	Articles of Association <i>(Source: 1.27/1.28 MFA)</i>	1.1A: Review and approve amendments to the Articles of Association, providing that where any amendment relates to the appointment, resignation or removal of Trustees or Members, the Secretary of State has first consented.	1.1B: Review the Articles of Association and endorse amendments to the Members and notify the Secretary of State requesting consent where any amendments relate to the appointment, resignation or removal of the Trustees or Members.	N/A	1.1C: Review the Articles of Association and, unless there is any amendment proposed to the appointment, resignation or removal of the Trustees or Members, recommend to the Board for endorsing.	N/A	N/A	Company Secretary
1.2	Charitable Object <i>(Source: 4 Articles and 1.14 MFA)</i>	1.2A: Approve and set the charitable object of the Trust and ensure it is fulfilled	1.2B: Oversee the charitable object of the Trust and ensure that it is fulfilled at Board level and across the Trust.	N/A	1.2C: Oversee the charitable object of the Trust	1.2D: Monitor and Support the charitable object of the Trust at School level.	1.2E: Oversee the charitable object of the Trust at School level.	Chief Executive Officer
1.3	Name Change of the Trust	1.3A: Approve any change of name of the Trust.	1.3B: Review, Endorse and Recommend the change of name of the Trust to the Members for approval.	N/A	1.3C: Review and Recommend the change of name of the Trust to the Board for endorsement.	N/A	N/A	Chief Executive Officer
1.4	Character, Mission and Ethos of the Trust	N/A	1.4A: Approve the religious and educational character, mission and ethos of the Trust with the Education Commission.	N/A	1.4B: Develop the religious and educational character, mission and ethos of the Trust (and ensure that it is consistent with the Trust Deed or Diocesan Trust Deed and recommend it to the Board for approval.	1.4C: Monitor the educational and religious character or mission of the school in collaboration with the Headteacher	1.4D: Approve the educational and religious character, mission and ethos of a particular School and ensure that it remains consistent with the Diocesan Trust Deed.	Chief Executive Officer

1. GOVERNANCE								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
1.5	Trust Vision and Strategic Objectives	N/A	1.5A: Approve the Trust Vision and Strategic Objectives	N/A	1.5B: Draft the Trust Vision and Strategic Objectives and recommend it to the Board for approval.	1.15C: Support and Monitor the implementation the Trust Vision and Strategic Objectives. Approve the school vision in line with the Trust Vision.	1.15D: Support the Trust Vision and Strategic Objectives. Draft the school vision in line with the Trust Vision and. Recommend to the LGC for approval.	Chief Executive Officer
1.6	Appointment of Members <i>(Source: 16. Articles and 1.24-1.26 MFA)</i>	1.6A: Approve the appointment of any new Members, by special resolution.	N/A	N/A	1.6B: Notify the Secretary of State of all new or replacement Members, within 14 days of appointment.	N/A	N/A	Company Secretary
1.7	Removal of Members (other than by resignation) <i>(Source: 15. Articles and 1.24-1.26 MFA)</i>	1.7A: Approve , the removal of any Member, save for the Archbishop, unanimously.	N/A	N/A	1.7B: Notify the Secretary of State of the removal of any Member, within 14 days of decision.	N/A	N/A	Company Secretary
1.8	Appointment of Foundation Directors <i>(Source: 1.24-1.26 MFA)</i>	1.8A: Approve the appointment of Foundation Directors to the Trust Board.	1.8B: Endorse applications for Foundation Directors and recommend prospective candidates to the Archbishop for appointment.	N/A	1.8C: Support the process of advertising and recruiting Foundation Directors and undertake the administrative paperwork for appointments. Notify the Secretary of State of the names of all new or replacement Directors, stating appointment date within 14 days of decision.	N/A	N/A	Company Secretary
1.9	Removal of Foundation Directors	1.9A: Approve the removal of Foundation Directors from the Trust Board.	1.9B: Endorse and recommend the removal of any Foundation Director	N/A	1.9C: Support the process of removing Foundation Directors and undertake the	N/A	N/A	Company Secretary

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	(Source: 1.24-1.26 MFA)	Note the resignation of any Foundation Director from the Trust Board.	from the Trust Board to the Members. Notify the Members of the resignation of any Foundation Director from the Trust Board.		administrative paperwork for termination of appointments and resignations. Notify the Secretary of State of any removal or resignation of Directors, within 14 days of decision.			
1.10	Appointment of Partnership Director / CEO. (Source: 57, 107 Articles, 1.24-1.26 MFA)	Refer to Section 10.1						Company Secretary
1.11	Removal of Partnership Director / CEO	Refer to Section 10.2						Company Secretary
1.12	Appointment of Parent Director (Source: 53 Articles, 1.24-1.26 MFA)	N/A	1.12A: Approve the appointment of a Parent Director to the Trust Board.	N/A	1.12B: Support the process of appointing a Parent Director and undertake the administrative paperwork for the appointment. Notify the Secretary of State of the names of all new or replacement Directors, within 14 days of appointment.	N/A	N/A	Company Secretary

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Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
1.13	Removal of any Director (other than Foundation Director) <i>(Source: 65. Articles, 1.24-1.26 MFA)</i>	N/A	1.13A: Approve the removal of any Director from the Trust Board, other than Foundation Director.	N/A	1.13B: Support the process of removing Directors, except for Foundation Director and undertake the administrative paperwork for termination of appointments. Notify the Secretary of State of any removal of Directors, within 14 days of decision.	N/A	N/A	Company Secretary
1.14	Appointment of Chair/Vice Chair of the Board <i>(Source: 82. Articles, 1.24-1.26 MFA)</i>	N/A	1.14A: Annually Nominate and Approve a Board Director from within their number of Foundation Directors to act as Chair.	N/A	1.14B: Support the appointment process of the Chair of the Board.	N/A	N/A	Company Secretary
1.15	Appointment of Chair of a Board Committee <i>(Source: Terms of Reference)</i>	N/A	1.15A: Annually Nominate and Approve a Board Member from within their number to act as Chair of any Board Committees.	N/A	1.15B: Support the appointment process of the Chair of any Board Committees.	N/A	N/A	Company Secretary
1.16	Appointment of Company Secretary <i>(Source: 81 Articles)</i>	Refer to Section 10.3						Chief Executive Officer
1.17	Removal of Company Secretary <i>(Source: 81 Articles)</i>	Refer to Section 10.4						Chief Executive Officer
1.18	Appointment of Foundation	N/A		N/A	1.18A: Support and Administer the process for the appointment of	1.18B: Support the process for the appointment of Foundation	N/A	Company Secretary

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Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability	
	Committee Members (Source: Diocesan Protocol)			Foundation Committee Members and liaise with the Education Commission for appointment.	Committee Members and liaise with the Trust Office.			
1.19	Appointment of Committee Members (other than Foundation) (Source: Trust Governance Handbook)	N/A	N/A	N/A	1.19A: Support and oversee the appointment of all Committee Members to ensure that the Board have a Trust-wide view of skill sets, vacancies, leads and training requirements.	1.19B: Monitor the appointment of the Committee Members in line with Trust guidance and allocate lead Committee Member roles.	1.19C: Support the appointment of all Committee Members in line with Trust guidance and support the Governance Committee with the allocation of lead Committee Member roles.	Company Secretary
1.20	Appointment of Clerks (Source: Terms of Reference)	N/A	N/A	N/A	1.20A: Approve the appointment of a Clerk to the Governance Committees.			Company Secretary
1.21	Appointment of Chair/Vice Chair/Lead roles to a Governance Committee (Source: Terms of Reference)	N/A	1.21A: Approve the nominated Chair and Vice Chair of LGC.	N/A	1.21B: Support and Endorse the nomination of a Chair and Vice Chair to an LGC Recommend to the Board for approval.	1.21C Support the nomination of a Chair and Vice Chair to the LGC and Recommend to the Trust Board for approval. Approve the appointment of Committee Members to lead roles	1.21D: Support the process of the appointment of Chair to the LGC.	Company Secretary

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1.22	Terms of Reference / Matters Arising for the Trust Board <i>(Source: Trust Articles)</i>	N/A	1.22A: Approve the Matters Reserved for the Board.	N/A	1.22B: Draft the Matters Reserved for the Board and recommend them to the Board for approval.	N/A	N/A	Company Secretary
1.23	Terms of Reference for a Trust Board Committee <i>(Source: Terms of Reference)</i>	N/A	1.23A: Approve the Terms of Reference for the relevant Board Committee.	1.23B: Endorse the relevant Terms of Reference and recommend to the Board for approval	1.23C: Draft the Terms of Reference for the Board Committee and recommend to the relevant Board Committee for endorsement.	N/A	N/A	Company Secretary
1.24	Terms of Reference for a Governance Committee <i>(Source: 100.Articles)</i>	N/A	1.24A: Approve the Terms of Reference for the Governance Committees.	N/A	1.24B: Draft the Terms of Reference for the Governance Committees and recommend to the Board for approval.	1.24C: Annually note the Terms of Reference for LGC.	N/A	Company Secretary
1.25	Trust wide insurance	N/A	1.25A: Approve Trust-wide insurance programmes and the appointment of the Trust-wide Insurance Broker.	1.25B: (F&R) Endorse Trust-wide insurance and the appointment of the Trust-wide Insurance broker and Recommend	1.25C: Review Trust-wide insurance in line with the recommendation set out in the Academies Financial Handbook and recommend it to the	N/A	N/A	Director of Finance and HR

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	(Source: 5C p, 6.3 Articles, 4.7 MFA)		to the Board for approval.	F&R Committee for endorsement.				
1.26	Conflicts of Interest (Source: 97, 98, 98A Articles) (In line with Conflict-of-Interest Policy, Code of Conduct)	N/A	1.26A: Approve any conflicts of interest which are outside of the Conflict-of-Interest Policy/guidance.	1.26B: (F&R) Review conflicts of interest and report to the Board on any areas of concern in line with the Conflict-of-Interest Policy.	1.26C: Monitor conflicts of interest across the Trust and provide reports to the F&R Committee for consideration as required.	1.26D: Monitor conflicts of interest of Committee Members across the Governance Committee and Notify the Company Secretary/Trust Board for consideration as required.	1.26E: Monitor conflicts of interest of all staff across the school and Notify the CEO for consideration as required.	Company Secretary
1.27	Trust Business Plan	N/A	1.27A: Approve the Trust Business Plan of the Trust.	1.27B: (F&R) Review and endorse the Trust Business Plan and recommend it to the Board for approval.	1.27C: Draft the Trust Business Plan and recommend it to the F&R Committee for endorsement.	N/A	N/A	Chief Executive Officer

2. FINANCIAL								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committees (LGC)	Headteacher	Senior Exec Accountability
2.1	Overall Trust Budget <i>(Source: 4.9 MFA)</i>	N/A	2.1A: Approve the overall Trust budget on an annual basis.	2.1B: (F&R) Endorse the overall Trust budget and recommend it to the Board for approval.	2.1D: Collate the overall Trust budget and recommend it to the F&R Committee for approval.	N/A	N/A	Director of Finance and HR
				2.1C: (F&R) Monitor the Annual Trust Budget.	2.1E: Monitor the Annual Trust Budget and provide regular updates to the F&R Committee.			
2.2	Trust Office Central Budget <i>(Source: 4.9 MFA / 2.8 Academies Financial Handbook)</i>	N/A	2.2A: Approve Trust office central budget on an annual basis.	2.2B: (F&R) Endorse the Trust office budget and recommend it to the Board for approval.	2.2D: Prepare the Trust office budget and recommend it to the F&R Committee for approval.	N/A	N/A	Director of Finance and HR
				2.1C: (F&R) Monitor the Annual Trust Office Budget.	2.1E: Monitor the Annual Trust Office Budget and provide regular updates to the F&R Committee.			
2.3	Annual School Budgets <i>(Source: Academy Trust Handbook)</i>	N/A	N/A	2.3A: (F&R) Approve each school's annual budget and three-year forecast	2.3C: Review school and Trust budgets and recommend amendments or action to the F&R Committee	2.3D: Endorse school budget and three-year plan and recommend to the Executive Team for review.	2.3F: Prepare and monitor school budget and three-year plan and recommend it to the Governance Committee to endorse.	Director of Finance and HR
				2.3B: (F&R) Monitor the annual school budgets and recommend		2.3E: Monitor and review performance against schools' annual budgets	2.3G: Manage and review budget and report performance to	

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			amendments or actions to the school where necessary.			the Governance Committee.		
2.4	Partnership Cost Contribution (PCC)	N/A	2.4A: Approve the PCC on an annual basis.	2.4B: (F&R) Endorse the PCC and recommend it to the Board for approval.	2.4C: Draft the proposed PCC and recommend it to the F&R Committee to endorse.	N/A	N/A	Director of Finance and HR
2.5	Accounting Officer <i>(Source:4.3 MFA)</i>	N/A	2.5A: Appoint an Accounting Officer	N/A	2.5B: Notify the Secretary of State of the appointment of the Accounting Officer.	N/A	N/A	Trust Board of Directors
2.6	Change in Year End Position up to £25,000 (Primary only)	N/A	N/A	2.6A: (F&R) Monitor the variance in yearend position	2.6B: Report variances in yearend position to the F&R Committee.	2.6C: Endorse any change in yearend up to £25,000 proposed by the Headteacher.	2.6D: Approve any change in yearend up to £25,000 and following endorsement from the Governance Committee. Notify the Trust Office.	Director of Finance and HR
2.7	Change in Year End Position up to £50,000 (Secondary only)	N/A	N/A	2.7A: (F&R) Monitor the variance in yearend position	2.7B: Report variances in yearend position to the F&R Committee.	2.7C: Endorse any change in yearend up to £50,000 proposed by the Headteacher	2.7D: Approve any change in yearend up to £50,000 following endorsement from the Governance Committee. Notify the Trust Office.	Director of Finance and HR
2.8	Expenditure above £25,000 (Primary only)	N/A	N/A	2.8A: (F&R) Monitor expenditure over £25,000 perSchool.	2.8B: Approve expenditure above £25,000	N/A	2.8C: Endorse and recommend expenditure over £25,000 to the Trust Office for approval.	Director of Finance and HR
2.9	Expenditure above £50,000 (Secondary only)	N/A	N/A	2.9A: (F&R) Monitor expenditure over £50,000 per Academy.	2.9B: Approve expenditure above £50,000	N/A	2.9C: Endorse and recommend expenditure over £50,000 to the Trust Office for approval.	Director of Finance and HR

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2.10	Expenditure above £100,000	N/A	N/A	2.10A: (F&R) Approve expenditure above £100,000	2.10B: Monitor expenditure over £100,000 per Academy and recommend such expenditure to the F&R Committee for approval.	2.10C: Endorse expenditure over £100,000 to Trust Office to be submitted to the F&R Committee for approval.	2.10D: Recommend expenditure over £100,000 to the LGC.	Director of Finance and HR
2.11	Adding signatories to any Trust Bank Account <i>(Source: Articles)</i>	N/A	2.11A: Approve the addition or removal of any signatory on any Trust Bank Account.	N/A	2.11B: Review the addition or removal of any signatory and recommend to the Board for approval.	N/A	2.11C: Review the addition or removal of any signatory and recommend to the Board for approval.	Director of Finance and HR
2.12	Opening a Trust Bank Account (centrally or at School) <i>(Source: Articles)</i>	N/A	2.12A: Approve the opening of any new Trust Bank Account or any Bank Account in a SchoolName.	N/A	2.12B: Review the opening of any new Trust Bank Account and recommend to the Board for approval.	N/A	2.12C: Review the opening of any new Trust Bank Account and recommend to the Board for approval.	Director of Finance and HR
2.13	Petty Cash (up to £500 per school)	N/A	N/A	N/A	N/A	N/A	2.13A: Approve the expenditure and reconciliation of petty cash within the school.	Director of Finance and HR
2.14	Leasing / Hire arrangements <i>(e.g. vehicle leasing, photocopiers or IT equipment)</i>	N/A	N/A	N/A	2.14A: Approve any lease or hire agreement which contractually binds the Trust.	N/A	2.14B: Endorse and recommend any lease or hire agreement which contractually binds the Trust and recommend it to the Trust Office for approval.	Director of Finance and HR
2.15	Capital Grants (school level)	N/A	N/A	N/A	N/A	2.15A: Monitor and review any capital grants/projects for the school.	2.15B: Approve, oversee, and review any capital grant / project for the school with reference to the financial limits set out in the Financial Regulations.	Director of Finance and HR

2. FINANCIAL								
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Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committees (LGC)	Headteacher	Senior Exec Accountability
2.16	Capital Grants (Trust level)	N/A	N/A	2.16A: (F&R) Approve any capital grant/ project.	2.16B: Review and recommend any capital grants / projects to the F&R Committee for approval.	N/A	N/A	Director of Finance and HR
2.17	Annual Report and Accounts <i>(Source: Articles, 4.18-4.23 MFA, Academy Trust Handbook)</i>	N/A	2.17A: Approve the Annual Report and Accounts and recommend to the Members for Noting. .	2.17B: (F&R /Audit) Review the Annual Report and Accounts and recommend to the Board for endorsement.	2.17C: Draft and prepare the Annual Report and Accounts and recommend to the F&R and Audit Committees for endorsement.	N/A	N/A	Director of Finance and HR
2.18	Appointment of Auditors <i>(Source: Companies Act 2006 / Academy Trust Handbook)</i>	Note the appointment of the Auditors	2.18A: Appoint or Remove the Auditor based on the recommendation from the Audit Committee. Recommend to the Members for Noting.	2.18B: (Audit) Endorse the appointment and performance of the Auditor and make recommendations to the Board. 2.18C:(Audit) Approve the engagement letter of the Auditor.	2.18D: Advise on the appointment and performance of the Auditor and make recommendations to the Audit Committee.	N/A	N/A	Director of Finance and HR
2.19	Audit Programme	N/A	2.19A: Approve the internal and external Audit programmes	2.19B: (Audit) Endorse the internal and external Audit programmes and recommend it to the Board for approval.	2.19C: Review the Audit programmes and recommend to the Audit Committee for endorsement.	N/A	N/A	Director of Finance and HR
2.20	Audit Reports <i>(Source: 4.18-4.23 MFA)</i>	N/A	N/A	2.20A: (Audit) Review reports from Auditors and responses from Executive /School.	2.20B: Review the audit reports and School responses and recommend to the Audit Committee.	2.20C: Review reports from Auditors and responses from Headteacher and prepare feedback to the Executive Team.	2.20D: Review Audit reports and prepare responses and recommend to the Governance Committee.	Director of Finance and HR

2. FINANCIAL								
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Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committees (LGC)	Headteacher	Senior Exec Accountability	
2.21	Expenses	To be approved in accordance with the Expenses Policy.						Director of Finance and HR
2.22	Reserves / Donations (In line with Reserves/Donated Funds Policy)	N/A	N/A	N/A		2.22A: Approve how donations should be administered, ensuring at all times the administration is in accordance with the Trust's Charitable Object.	2.22B: Propose how voluntary donations should be administered and recommend it to the Governance Committee for approval.	Director of Finance and HR

3. CONTRACTS (Excluding HR/Recruitment)								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committees (LGC)	Headteacher	Senior Exec Accountability
3.1	Contracts up to £10,000 in total or in aggregate (Primary schools only)	N/A	N/A	N/A	3.1A: Review and Monitor the number of contracts below £10,000 being entered into across the Trust.	3.1B: Approve all contracts in the threshold limit and provide a copy of the contract to the Trust Office.	3.1D: Endorse the entering into any contract within the threshold limit for the school.	Director of Finance and HR
						3.1C: Review and Monitor the progress of the contract.		
3.2	Contracts over £10,000 in total or in aggregate (Primary schools only)	N/A	N/A	3.2A: Approve all contracts in the threshold limit	3.2B: Review and Monitor the number of contracts above £10,000 being entered into across the Trust.	3.2D: Endorse all contracts within the threshold limit and recommend these to the Trust Office for the Finance and Resources Committee to approve. Provide a copy of the contract to the Trust Office	3.2E: Endorse the entering into any contract within the threshold limit for school	Director of Finance and HR
					3.2C: Endorse all contracts in the threshold limit and recommend these to the Finance and Resources Committee for approval.		3.2F: Review and Monitor the progress of the contract.	

3. CONTRACTS (Excluding HR/Recruitment)								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committees (LGC)	Headteacher	Senior Exec Accountability
3.3	Contracts over £50,000 in total or in aggregate	N/A	N/A	3.3A: Approve all contracts in the threshold limit	3.3C: Review and Monitor the number of contracts above £50,000 being entered into across the Trust.	3.3E: Endorse all contracts within the threshold limit and recommend these to the Trust Office for the Finance and Resources Committee to approve. Provide a copy of the contract to the Trust Office	3.3F: Endorse the entering into any contract within the threshold limit for the school or set of schools.	Director of Finance and HR
				3.3B: Review and Monitor expenditure for contracts.	3.3D: Endorse all contracts in the threshold limit and recommend these to the Finance and Resources Committee for approval.		3.3G: Review and Monitor the progress of the contract.	
3.4	Tender and Procurement (Source: Financial Regulations)	N/A	N/A	N/A	N/A	3.4A: Ensure that procurement and tender processes are in line with the Trust's Financial Regulations.	3.4B: Review and Monitor the progress of the contract.	Director of Finance and HR
3.5	Related Party Transactions (up to £20k) (Source: Academy Trust Handbook)	N/A	N/A	N/A	3.5A: Review and note related party transactions up to £20k across the Trust.	3.5B: Approve any contracts which constitute related party transactions in line with section 3.1 above and notify the Executive Team.	3.5C: Review any contracts which constitute related party transactions and recommend to the Governance Committee for approval.	Director of Finance and HR
3.6	Related Party Transactions (over £20k) (Source: Academy Trust Handbook)	N/A	3.6A: Obtain prior approval of the ESFA where a contract or agreement exceeds £40K	3.6B: Approve contracts which constitute related party transactions and report to the Board regularly.	3.6C: Review any contracts which constitute related party transactions and recommend to the Board for approval.	3.6D: Endorse any contract which constitutes a related party transaction over £20k and recommend to the Board for approval.	3.6E Review any contracts which constitutes a related party transaction over £20k and recommend to the Governance Committee for endorsement.	Director of Finance and HR

4. ACADEMY STANDARDS								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
4.1	Annual Report on Standards	4.1A: Review the annual report on standards across Schools within the Trust.	4.1B: Approve the annual report on standards and Prepare the Board's annual report on standards and recommend it to the Members for review.	4.1C: (Ed Standards) Endorse the annual report on standards and recommend it to the Board for approval.	4.1D: Draft the annual report on standards and recommend it to the Education Standards Committee for endorsement.	N/A	N/A	Director of Education
4.2	Standards	N/A	4.2A: Review a termly report on standards from the Director of Education	4.2B (Ed Standards) Endorse the termly report on standards and recommend it to the Board for noting.	4.2C Draft a report on standards and recommend it to the Education Standards Committee for endorsement. 4.2D: Approve the Headteacher's KPI targets on standards within the School every term and provide to the Education Standards committee for review	4.2E Monitor the Headteacher review on standards within the school every term and provide challenge where required.	4.2F: Draft and review KPI's on standards within the school every term and provide to the LGC for review. 4.2G Monitor, evaluate and lead standards of teaching and learning in the school and identify when to make appropriate interventions	Director of Education
4.3	School Improvement	N/A	4.3A: Approve the School Improvement Framework for School Improvement across the Trust.	4.3B: Approve the School Improvement plan for the Trust	4.3C: Draft and review the School Improvement Framework for School Improvement across the Trust and recommend to the Education Standards Committee for endorsement. 4.3D: Draft and review the School Improvement plan for the Trust and recommend to the Education Standards	4.3E: Approve a School Improvement Plan for the school in line with the Trust School Improvement for the Trust .	4.3F: Draft a School Improvement Plan for the school in line with the School Improvement for the Trust .	Director of Education

4. ACADEMY STANDARDS								
					Single School Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability	
				Committee for approval				
4.4	Curriculum (Source: 2.23 MFA)		4.4A: Approve the Curriculum Statement of Intent across the Trust.	4.4B: (Ed Standards) Endorse the Curriculum Statement of Intent and recommend to the Board for approval.	4.4C: Draft report confirming that appropriate curriculum provisions are in place making recommendations as necessary.	4.4D: Monitor the curriculum set out by the school	4.4E: Ensure the school publishes information on its website about the content and approach to curriculum (including RSHE and British values) and, if applicable, the GCSE options and other Key Stage 4 qualifications offered by the school, the names of any phonics or reading schemes in place and how parents can obtain further information of the school's curriculum.	Director of Education
4.5	Quality of teaching and learning	N/A	N/A	4.5A: (Ed Standards) Review and challenge termly reports on the quality of teaching and learning.	4.5B: Monitor each school via regular visits by the Area School Improvement Partner/SIAs and report to the Education Standards Committee on strengths, weaknesses and areas for development.	4.5C: Monitor and Review the quality of teaching and learning the curriculum and inclusion	4.5D: Monitor and report to the Governance Committee on the quality of teaching and learning, the curriculum and inclusion.	Director of Education
4.6	Pupil Achievement Targets	N/A	4.6A: Review reports, received at least once per annum, on the progress to targets and challenge and support accordingly.	4.6B: (Ed Standards) Approve overall school and Trust targets for pupil progress and attainment for the end of all key stages and for the phonics check	4.6C: Set overall school and Trust targets, for pupil progress and attainment for the end of all key stages and for the phonics check and recommend to the Education Standards	4.6E: Endorse target setting for pupil achievement and progress by the Headteacher and Monitor against targets.	4.6F: Set pupil achievement targets and recommend to the LGC for endorsement.	Director of Education

4. ACADEMY STANDARDS								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
					Committee for approval. 4.6D: Participate in target setting for pupil achievement and progress by the Headteacher and recommend to the Education Standards Committee for approval			
4.7	School Performance	N/A	4.7A: Oversight and accountability for the performance of schools within the Trust.	N/A	4.7B: Support, monitor and challenge the performance of each school as set out in the Framework for Continuous Improvement	4.7C: Support and Challenge the Headteacher's leadership of the performance of the school.	4.7D: Support and Challenge the performance of the school.	Director of Education

4. ACADEMY STANDARDS								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
4.8	Catholicity	N/A	4.8A: Approve a Trust Catholicity Plan 4.8B: Monitor the provision and impact of Catholic Life in the School(s) and across the Trust,	4.8C: Monitor the Denominational Inspection outcomes of School in the Trust.	4.8D: Develop a Trust Catholicity plan aligned to the Education Commission and wider diocese imperatives. 4.8E: Oversee and ensure the development of aims, policies, and plans, rooted in Gospel values and teaching of the Catholic Church.	4.8F: Appoint and review monitoring forms from a Catholic Character and Ethos Lead Committee Member. 4.8G: Oversee and ensure the development of aims, policies, and plans, rooted in Gospel values and teaching of the Catholic Church	4.8H: Foster collective worship and spiritual development in partnership with the Parish church in a way which is open, inclusive and respectful of diversity.	Chief Executive Officer

5. SPECIAL EDUCATION NEEDS AND DISABILITY								
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
5.1	Special Educational	N/A	5.1A: Review reports on the SEND priorities and the attainment and progress of SEND	5.1B: (Ed Standards) Review updates on progress to SEND pupils and to SEND priorities as part of	5.1C: Prepare updates on progress to be made to SEND priorities as part of regular school	5.1E: Appoint and review monitoring forms from a Lead Committee Member responsible for SEND and inclusion provisions.	5.1G: Appoint a qualified member of staff within the school responsible for co-	Director of Education

Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
Needs and Disability (Ed Standards Terms of Ref.) (The Special Educational Needs and Disability Regulations 2014)		pupils at least once per annum.	regular, school improvement reporting	improvement reporting to the Education Standards Committee 5.1D: Ensure high standards of attainment and progress and delivery of requirements for pupils with SEND across the cluster.	5.1F: Review and Monitor the requirements set out for pupils with SEND or Education, Health and Care Plans and support/challenge Headteacher where appropriate.	ordinating SEND and inclusion provision.	
						5.1H: Ensure the full delivery of requirements set out for pupils with SEND or Education, Health and Care Plans.	

6. SAFEGUARDING								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
6.1	Safeguarding (KCSIE Part 2.80)	N/A	6.1A: Appoint a dedicated member of the Board to act as Safeguarding Director for the Trust and review annual report .	6.1C: (Ed Standards) Monitor regular reports from Safeguarding & Wellbeing Manager.	6.1D: Appoint a dedicated member of the Executive Team to act as DSL for the Trust. DSL to provide annual reports to the Trust Board.	6.1G: Appoint a Lead Committee Member responsible for safeguarding including filtering & monitoring and review regular monitoring visit forms.	6.1J: Appoint a Designated Safeguarding Lead (DSL) within the school to monitor day to day issues of safeguarding including filtering & monitoring.	Chief Executive Officer
			6.1B: Review and Monitor safeguarding issues and the Trusts overall risks on the effectiveness of safeguarding across the Trust and approve recommendations where required.		6.1E: Appoint Safeguarding and Wellbeing Manager to review and monitor safeguarding issues and provide regular reports to Education Standards Committee and the Board on the effectiveness of safeguarding across the Trust, making recommendations where required.	6.1H: Provide regular reports to the Board on the effectiveness of safeguarding within the school.		
6.2	Safeguarding Audits	N/A	6.2A: Monitor the outcomes of the safeguarding audits and overall responsibilities across the Trust as part of a regular review.		6.2B: Approve safeguarding audits at schools, to be conducted by independent personnel, including scrutiny of safeguarding issues.	6.3C: Ensure all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children in need or with a protection plan or looked after or previously looked after. '	6.3D: Ensure all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children in need or with a protection plan or looked after or previously looked after.	Chief Executive Officer

6. SAFEGUARDING								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
6.3	Single Central Record (Source: KCSIE, SCR and Safeguarding Procedure)	N/A	N/A	N/A	6.3A: Maintain and Monitor the single central record for employees in the Trust Office.	6.4B: Ensure monitoring of the SCR is undertaken by the Headteacher Monitor the single central record via the Safeguarding Lead Committee Member.	6.3C: Monitor and Maintain the single central record ensuring that it is always up to date.	Chief Executive Officer

7. BEHAVIOUR, ATTENDANCE AND EXCLUSION								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
7.1	Behaviour	N/A	N/A	7.1A: (Ed Standards) Review regular reports on behaviour within schools e.g., exclusion data, pupil and staff safety and refer any matters of concern to the Directors.	7.1B: Monitor via visit to each school termly and report to the Link Director and appropriate Chair of Governors on standards of all aspects of schools (including behaviour) as detailed in the Ofsted Education Inspection Framework.	7.1C: Review regular reports on behaviour within schools e.g., attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Education Standards Committee.	7.1D: Prepare regular reports on behaviour within the school e.g., attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Governance Committee. 7.1E: Model, encourage and develop standards of staff and pupil behaviour to maintain a safe learning environment.	Director of Education
7.2	Attendance	N/A	N/A	7.2A: (Ed Standards) Review regular reports on attendance within schools e.g., attendance profiles, exclusion data, pupil and staff safety and refer any matters of concern to the Trust Board.	7.2B: Monitor each school by visiting termly and report to the Education Standards Committee on standards of all aspects of schools, including attendance, as detailed in the Ofsted School Inspection Handbook	N/A	7.2C: Ensure the school has a compliant register of pupil attendance.	Director of Education
7.3	Suspension	N/A	N/A	7.3A: (Ed Standards) Receive reports on behaviour, attendance, and exclusions as part of regular reporting.	7.3B: Monitor by visiting each school termly and report to the Education Standards Committee ,	7.3C: Monitor and Review any temporary pupil suspension approved by the Headteacher and provide support where required 7.3D	7.3E: Approve any temporary pupil suspension in accordance with the Trust and school policy.	Director of Education

7. BEHAVIOUR, ATTENDANCE AND EXCLUSION								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
						Establish a panel if required as per policy		
7.4)Permanent Exclusion	N/A	N/A	7.4A: (Ed Standards) Receive reports on permanent exclusion	7.4B: Monitor and Review permanent exclusion and report to the Education Standards Committee.	7.4C: Establish a panel to review any permanent exclusion decision made by the Headteacher in accordance with the Trust and school Policy.	7.4D: Approve in consultation with the CEO any permanent exclusion in accordance with the Trust and school policy.	CEO

8. ADMISSIONS								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
8.1	Admissions (including PAN) <i>(Source: DFE guidance)</i>	N/A	8.1A: Approve any increase or decrease to the number to the Pupil Admission Number (PAN) within a school, whether temporary or permanent.	N/A	8.1B: Endorse any increase or decrease to the Pupil Admission Number (PAN) within a school, whether temporary or permanent and recommend changes to the Board following consultation with the Diocese and Local Authority			Director of Finance and HR
8.2	Admission Appeals	N/A	N/A	N/A	N/A	8.2A: Review and Monitor the application of admissions criteria to ensure equity	8.2B: Support the Governance Committee with oversight of admissions and processes.	Director of Education

9. OTHER PUPIL RELATED MATTERS								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
9.1	Complaints	N/A	9.1A: Review serious complaints escalated from the Education Standards Committee.	9.1B: (Ed Standards) Review regular reports on complaints received to the Trust and complaints received from schools escalating any serious complaints to the Trust Board for noting.	9.1C: Review the levels of complaints received across the Trust escalating all summaries of complaints to the Education Standards Committee for noting. 9.1D: Support Headteacher/ in resolving complaints in line with Complaints Policy. Report regular reports on complaints received to schools escalating all summaries of complaints to the Director of Education	9.1E: Monitor and Review complaints at the relevant stage in accordance with the Complaints Policy. If necessary, support complaints process as complaints panel member.	9.1F: Resolve complaints in line with Trust/school Complaints Policies. Report on complaints to the Executive Team and Governance Committee.	Company Secretary
9.2	Pupil Premium (Source: 2.13 MFA)	N/A	9.2A: Oversight of the Pupil Premium funding and its impact for pupils and similar oversight of other discrete vulnerable groups.	9.2B: (Education Standards) Review performance of pupils eligible for pupil premium and other discrete vulnerable groups.	9.2C: Monitor each school by visiting termly and provide a report to the LGC of on standards of all aspects of schools, including Pupil Premium, as detailed in the Ofsted Inspection Handbook	9.2D: Appoint a Lead Committee Member responsible for pupil premium and monitor the impact of pupil premium in the school.	9.2E: Ensure the effective deployment of pupil premium and monitor its impact and ensure similar scrutiny across other discrete vulnerable groups.	Director of Education
9.3	Pupil Premium Allocation (Source: 2.13 MFA)	N/A	N/A	N/A	9.3A: Undertake website compliance monitoring, and ensure schools have published three-year plan for pupil premium spending in line with the DfE's requirements	N/A	9.3B: Ensure the school's three-year plan for pupil premium spending is completed in line with the DfE's requirements and published on the school's website	Director of Education
9.4	School Session times	N/A	N/A	N/A	N/A	9.4A: Monitor to ensure the times of school sessions meet statutory requirements.	9.4B: Approve the times of school session times and the dates of school terms and holidays.	Chief Executive Officer

10. HUMAN RESOURCES INCLUDING RECRUITMENT								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
10.1	Appointment of Chief Executive Officer	N/A	10.1A: Approve the appointment of the Chief Executive Officer on recommendation from the Pay and Performance Committee (including a representative from the Education Commission) and notify the Members.	10.1B: Endorse and recommend the appointment of the Chief Executive Officer to the Board for approval.	N/A	N/A	N/A	Company Secretary supporting the Chair of the Trust Board
10.2	Removal of Chief Executive Officer (KCSP /Diocesan Protocol)	N/A	10.2A: Approve the removal, or suspension or summary dismissal of the Chief Executive Officer on recommendation from the Pay and Performance Committee.	10.2B: (P&P) Recommend the removal, or suspension or summary dismissal of the Chief Executive Officer and recommend to the Board for approval.	N/A	N/A	N/A	Company Secretary supporting the Chair of the Trust Board
10.3	Appointment of Company Secretary	N/A	10.3A: Approve the appointment of the Company Secretary on recommendation from the Executive Team.	N/A	10.3B: Support the Board members where required with the appointment of the Company Secretary and recommend candidate for appointment.	N/A	N/A	Chief Executive Officer supporting the Chair of the Trust Board
10.4	Removal of Company Secretary	N/A	10.4A: Approve the removal, or suspension or summary dismissal of the Company Secretary on recommendation from the Pay and Performance Committee.	10.4B: (P&P) Recommend the removal, or suspension or summary dismissal of the Company Secretary and recommend to the Board for approval.	N/A	N/A	N/A	Chief Executive Officer supporting the Chair of the Trust Board

10. HUMAN RESOURCES INCLUDING RECRUITMENT								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
10.5	Appointment of a Headteacher (Source: Articles and KCSP/Diocesan Protocol)	N/A	N/A	10.5A: (P&P) Approve the appointment of an Headteacher.	10.5B: Support the process of appointment of the Headteacher in conjunction with the Education Commission.	10.5C: (Chair) Support the process of appointment of the Headteacher.	N/A	Director of Finance and HR
10.6	Appointment of a Deputy Headteacher (Source: Articles and KCSP/Diocesan Protocol)	N/A	N/A	10.6A: (P&P) Approve the overall appointment process of the Deputy Headteacher in conjunction with the Education Commission.		10.6B: (Chair) Participate in the selection and appointment, of a Deputy Headteacher	10.6C: Participate in the selection and appointment, of a Deputy Headteacher	Director of Finance and HR
10.7	Appointment of a Head of RE (Secondary) (Source: Articles and KCSP/Diocesan Protocol)	N/A	N/A	10.7A: (P&P) Approve the overall appointment process of the Head of RE or equivalent in conjunction with the Education Commission.		10.7B (Chair) Participate in the selection and appointment, of the Head of RE or equivalent	10.7C: Participate in the selection and appointment, of the Head of RE or equivalent	
10.8	Appointment of a RE Lead (Primary) (Source: Articles and KCSP/Diocesan Protocol)	N/A	N/A	N/A	N/A	N/A	10.8A: Approve the appointment of the RE Lead and notify the Trust Office.	
10.9	Appointment of Area Business Manager/ Business Manager	N/A	N/A	N/A	10.9A: Approve the recruitment of an Area Business Manager or Business Manager.	10.9B: Participate in the recruitment of an Area Business Manager/ Business Manager where appropriate	10.9C: Approve the appointment of an Area Business Manager/ Business Manager.	Director of Finance and HR
10.10	Appointment of any member of staff not in a senior leadership position	N/A	N/A	N/A	N/A	N/A	10.10A: Approve the appointment of any other member of staff within the school.	Director of Finance and HR

10. HUMAN RESOURCES INCLUDING RECRUITMENT								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
10.11	Removal / dismissal of any member of staff	Refer to the relevant Trust HR Policy.						Director of Finance and HR
10.12	Settlement Agreements (up to £25,000 per member of staff)	N/A	N/A	N/A	10.12A (CEO / Dir of F&HR) Approve the entering into any settlement agreement (COT3) or employment tribunal awards	N/A	10.12B: Notify the Executive Team prior to entering settlement negotiations.	Director of Finance and HR
10.13	Settlement Agreements (up to £49,999 per member of staff)			10.13A (F&R) Approve the entering into any settlement agreement (COT3) or employment tribunal awards			10.13B: Notify the Executive Team prior to entering settlement negotiations.	Director of Finance and HR
10.14	Settlement Agreements (over £50,000 per member of staff)		10.14A Approve the entering into any settlement agreement (COT3) or employment tribunal awards and request approval from the ESFA				10.12B: Notify the Executive Team prior to entering settlement negotiations.	Director of Finance and HR
10.15	Performance Management of Headteacher Deputy Headteacher /Business Manager	N/A	N/A	N/A	10.15A: Undertake the performance management of the Headteacher	10.15B: Participate in the performance management of the Headteacher (Chair only). Monitor the ongoing performance management process of the Headteacher.	10.15C: Undertake the performance management of the Deputy Headteacher and Business Manager.	Director of Finance and HR
10.16	Performance management of all other staff.	N/A	N/A	N/A	10.16A: Undertake the performance management of Trust Office staff and make a recommendation on pay to the CEO in line with the Pay Policy.	10.16B: Monitor and challenge the performance management outcomes and pay adjustments.	10.16C: Undertake the performance management and approve pay adjustments in line with Pay Policy. Refer to the LGC for monitoring	Director of Finance and HR

10. HUMAN RESOURCES INCLUDING RECRUITMENT								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
10.17	Recruitment of staff (within budget)	N/A	N/A	N/A	10.17A: Approve recruitment of Trust Office staff within budget.	10.17B: Note the recruitment of staff for the school within budget	10.17C: Approve recruitment of staff for the school within budget and participate in the recruitment of senior leaders within the school.	Director of Finance and HR
10.18	Recruitment of staff (outside of budget)	N/A	N/A	10.18A: (F&R) Approve recruitment of Trust Office staff outside of Trust Office budget.	10.18B: Approve recruitment of staff for each school outside of the school budget.	10.18C: Endorse recruitment of staff for each school outside of the school budget and escalate to the Executive Team for approval.	10.18D: Review recruitment of staff for each school outside of the school budget and escalate to the Governance Committee for endorsement.	Director of Finance and HR
10.19	Disciplinary and Grievances	To be dealt with in line with Disciplinary and Grievances Policies						Director of Finance and HR
10.20	Appeals	To be dealt with in line with the relevant Appeals Policy / process						Director of Finance and HR

11. IT AND SOFTWARE (INCLUDING WEBSITES)								
					Single School Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
11.1	IT Systems	N/A	11.1A: Approve the Trust strategy on shared IT systems across the Trust	11.1B: (F&R) Endorse the Trust strategy on shared IT systems across the Trust	11.1C: Draft the Trust strategy on shared IT systems across the Trust and recommend it to the Finance and Resources Committee for endorsement.	N/A	N/A	Chief Executive Officer
11.2	Trust Website (Source: DFE guidance / Companies Act 2006)	N/A	N/A	N/A	11.2A: Approve the Trust website	N/A	N/A	Company Secretary
					11.2B: Monitor and review the Trust Website to ensure that it remains compliant with statutory legislation and requirements.			
11.3	School Website (Source: DFE guidance)	N/A	N/A	N/A	11.3A: Undertake annual compliance checks of school websites to ensure that they remain compliant with statutory legislation and requirements.	N/A	11.3B: Draft and approve the school website and ensure that it remains compliant with statutory legislation and requirements.	Company Secretary

12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT								
						Single School Leadership and Business Management		
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
12.1	Risk Register & Business Continuity Plan (BCP) (Source: 2.7 Academy Trust Handbook)	N/A	12.1A: Approve the Risk Register and BCP for the Trust on an annual basis.	12.1B: (A&R) Endorse the Risk Register and BCP for the Trust on an annual basis and recommend to the Board for approval.	12.1C: Draft and maintain a Risk Register and BCP for the Trust and recommend it to the Audit & Risk Committee for endorsement.	12.1D: Review and monitor a Risk Register and BCP for the school annually.	12.1E: Draft, Maintain and Approve a Risk Register and BCP for the school and share with the Executive Team annually.	Director of Finance and HR
12.2	Health and Safety (including Accident Reporting) (Source: HSE)	N/A	12.2A: Review the Health and Safety Report for the Trust on an annual basis. Ensure schools are able to fulfil their H&S obligations and conform to HSE guidance.	12.2B: (A&R) Review and Endorse the Health & Safety report for the Trust on an annual basis	12.2C: Draft a Trust Wide Health and Safety Report and present to the Board for Noting.	12.2D: Appoint a Committee Member to monitor and review health and safety matters within the school escalate issues (including accidents) to the Executive team	12.2F: Ensure schools are compliant with health and safety regulations. Monitor daily health and safety issues within the school escalating to the LGC where required Member responsible for H&S where required.	Director of Finance and HR
						12.2E: Monitor and review the health and safety issues within the school and escalate issues (including accidents) to the Executive Team.		
12.3	Estates Management	N/A	N/A	12.3A: Review and approve the buildings and asset management planning arrangements having due regard to all relevant advice and guidance.	12.3B: Maintain the Trust buildings and asset management planning arrangements having due regard to all relevant advice and guidance.	N/A	12.3C: Manage the school estate management and asset management plan and report to the Executive Team.	Director of Finance and HR

12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT								
						Single School Leadership and Business Management		
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
12.4	Acquisition or Disposal of Land (Source: 4.27 MFA / 5.23 Academy Trust Handbook) KCSP / Diocesan Protocol	N/A	12.4A: Approve the acquisition or disposal of freehold land, following notification to the Secretary of State and approval from ESFA – with the Education Commission land and building team	12.4B: (F&R) Endorse the acquisition or disposal of freehold land and recommend it to the Board for approval.	12.4C: Review the proposed acquisition or disposal of freehold land and recommend it to the Finance and Resources Committee for endorsement, also notifying the Secretary of State giving 30 days' notice of the Trust's intention.	N/A	N/A	Director of Finance and HR
12.5	Granting or acquiring a lease of Land (Source: 4.27 MFA, 5.26 Academy Trust Handbook) KCSP/Diocesan Protocol	N/A	12.5A: Approve the granting or acquiring of a lease of land, following notification to the Secretary of State and approval from ESFA. Work with the Education Commission Land and Building team.	12.5B: (F&R) Endorse the granting or acquiring of a lease of land and recommend it to the Board for approval.	12.5C: Review the proposed granting or acquiring of a lease of land and recommend it to the Finance and Resources Committee for endorsement, also notifying the Secretary of State giving 30 days' notice of the Trust's intention.	N/A	N/A	Director of Finance and HR

13. Policies								
						Single School Leadership and Business Management		
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Local Governance Committee (LGC)	Headteacher	Senior Exec Accountability
13.1	Mandatory Trust-Wide Policies and directives. (Source: DFE guidance)	N/A	13.1A: Approve Trust-wide policies and Directives in line with the Religious Authority	13.1B: Endorse Trust-wide policies and Directives in line with the Religious Authority	13.1C: Draft Trust-wide policies and Directives in line with the Religious Authority and recommend to the Board or Board Committee for endorsement.	13.1D: NOTE Trust wide policies.	13.1E: Implement Trust-wide policies and Directives from the Religious Authority to the school as approved by the Board	Company Secretary
13.2	School specific policies (Source: DFE guidance)	N/A	N/A	N/A	N/A	13.2A: Approve - school wide policies in accordance with the Scheme of Delegation and ensure that the Policy is implemented across the school, including Uniform Policy	13.2B: Draft school wide policies in accordance with the Scheme of Delegation and recommend to the Governance Committee for approval. Maintain an overview of the implementation of policies.	Company Secretary

13. Policies								
						Single School Leadership and Business Management		
13.3	Trust and School Equality Objectives	n/a	13.3A: Approve Trust Equality Objectives at least every 4 years.	13.3C: (Ed Standards) Endorse Trust Equality Objectives for approval at least every 4 years.	13.3D: Review and Recommend the Trust Equality Objectives to the Trust Board at least every 4 years.	13.3E: Approve the school Equality Objectives at least every 4 years.	13.3G: Draft and Endorse the School Equality Objectives to the LGC at least every 4 years. Publish school specific Equality Objectives.	Chief Executive Officer
			13.3B: Review progress towards the overall equality objectives annually			13.3F: Review the equality information published by the school annually.	13.3H: Monitor and update the equality information published by the school annually.	