



Scheme of Delegation

ATB Approved July 2026

Contents

1. Introduction	3
2. Vision and guiding principles	3
3. Trust Members	4
3.1 Responsibilities of members	4
4. The Board of Trustees	5
4.1 Responsibilities	5
4.2 Chair and Vice Chair of trustees	6
5. Sub committees of the Board	7
5.1 Finance, Audit & Risk Committee	7
5.2 Education Committee	7
6. The Executive team	8
6.1 Appointment of the Chief Executive Officer	8
7. Local Governing Bodies	9
7.1 Establishment of LGBs	9
7.2 Chair and Vice Chair of the LGB	9
8. Transition arrangements for schools joining the trust	10
8.1 Converter academies	10
8.2 Sponsored academies	10
8.3 New academies (presumption or free school)	10
9. Contract Signatures	11
Appendix A – Scheme of Delegation Matrix	12

1. Introduction

The Trust's Memorandum and Articles of Association set out the legal requirements in respect of Members and Trustees and some aspects of governance. This Scheme of Delegation defines the responsibilities and expectations of all levels of governance across Everychild Partnership Trust Schools.

2. Vision and guiding principles

Our Mission

We are a learning partnership who provide a high quality, inclusive education and help prepare every child for opportunities and challenges in life.

Our Vision

We Engage, Equip and Empower our communities through:

- Placing every child at the centre of what we do
- Cultivating leading edge talent
- Building a strong community
- Ensuring sustainability

Our Core Values

Courage, Responsibility, Compassion, Respect, Integrity

The Schools, and those responsible for the governance and management of the Trust and the Schools, have committed to working in partnership, supporting one another and there are clear underlying principles around how that partnership will work:

The governance structure for the Trust has been developed to support both the culture of Everychild Partnership Trust Schools and the effective governance of a large and growing organisation. It is based around the following principles:

- At Everychild Partnership Trust, we believe in:
 - Placing every child at the centre of what we do
 - Cultivating leading edge talent
 - Building a strong community
 - Ensuring sustainability
- The Trust Board is accountable to the Secretary of State for all schools within the Trust and responsible for compliance with government and DfE requirements, company law and charity law. Whilst the Trust Board will always remain accountable, this Scheme allows for the delegation of decision making where appropriate.
- The governance structure is designed to reinforce clearly defined roles and responsibilities through complementary and non-duplicative roles for the board, committees, local governance and Trust leaders in holding school-level leaders to account. Every level of governance must add value.
- All actions and decisions of, by and regarding all levels of governance must be undertaken to further the principles, vision and values of the Trust.
- Appointees at all levels of governance should conduct themselves in line with the Vision and Values of the Trust, and in accordance with the seven principles of public life.

3. Trust Members

The members are the founders of the Trust and play a limited but crucial role in safeguarding Trust governance. They should assure themselves that the governance of the trust is effective and that Trustees are acting in accordance with the Trust's charitable object(s).

In order to do this every Member must:

- Understand and support the vision and values of the Trust
- Understand the role that the Trust Board has in the effective operation of the Trust and all its schools and constituent entities
- Understand the skills, behaviour and knowledge trustees need to be effective
- Have sufficient experience of governance, accountability and/or education to make informed decisions

3.1 Responsibilities of members

The specific duties of Members are to:

- Ensure the Objects of the Trust are met, through receipt of the Annual Report and Accounts
- Appoint and remove members
- Appoint trustees
- Remove Trustees if such intervention is required
- exercising either a direct power under the Articles or a statutory power under the Companies Act 2006 to appoint and remove Trustees (noting the power of the Trust Board also to make such appointments) which should be exercised sparingly given the management responsibility is vested in the Trust Board.
- Oversee effective governance of the Trust through receipt of the annual accounts report.
- Determine the Trust's constitution and governance structure through responsibility for any changes to the Articles of Association, as required
- Change the Trust name if required.
- Approve the appointment of the external auditors
- Notwithstanding any provision of the Articles, the Members hereby delegate to the Trust Board a power and responsibility to appoint and remove Trustees, which appointments will be ratified at the next Annual General Meeting. Any removal by the Trust Board of a Trustee appointed by the Members shall only be undertaken with the consent of the Members.

4. The Board of Trustees

Trustees are responsible for the strategic oversight, administration and management of the Trust and all its schools and entities to develop and achieve the Trust's vision, and to ensure compliance with government and DfE requirements, company law and charity law.

They exercise their responsibilities through setting the vision and policies for the Trust, ensuring strong and effective governance, entering contractual relationships with third parties, and exercising powers of intervention if required. They have legal obligations through the Articles and Memorandum of Association of the Trust, and under company law as directors and under charity law as trustees, for the proper conduct of the business of the Trust.

The focus of the Board of Trustees is to provide:

- Strategic Leadership
- Accountability and assurance
- Strategic Engagement

The board has collective accountability and strategic responsibility for the Trust. It has a focus on ensuring the Trust delivers an excellent education to children/students while maintaining effective financial management and **must** ensure compliance with:

- the Trust's charitable objects
- regulatory, contractual and statutory requirements
- the Trust's funding agreement

The board also has strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the Trust ensuring the promotion of child/student welfare and for keeping the estates safe and well-maintained.

4.1 Responsibilities

The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and maintaining of the Schools (which includes taking existing schools into the Trust). The Trustees have the power to direct change where required.

The Trustees must act independently and in the best interest of the Trust even if those interests conflict with those of the body or organisation that might have appointed or nominated such Trustee to serve on the Trust Board, this will include a conflict of loyalty where there is no obvious benefit involved, as well as a conflict of interest. The Trust Board has adopted formal **Conflict of Interests procedures**, in order to assist all those involved in the running of the Trust at every level to avoid and manage conflicts. Specific attention must be given to any arrangement whereby a Member or Director will personally benefit from an arrangement and the Pecuniary Interest forms and related party transaction forms makes reference to both the restrictions in the Articles of Association and the ESFA's guidance on "related party transactions" which all those involved in the running of the Trust must have regard to. This does recognise however, the fundamental and necessary relationship between the Trust and the Schools in both governance and management terms and that the individuals may serve in a number of capacities and at numerous levels within the Trust.

The specific duties of Trustees are to:

- Establish and regularly review the vision of the Trust in consultation with all constituent schools and entities
- Ensure the quality of education provision and oversee standards and outcomes across the Trust, including:
 - Annual target setting for the Trust in general and for individual schools

- Overseeing key performance data on a Trust and individual school basis
- Challenging and monitoring the performance of the individual schools
- Performance management of the Chief Executive Officer (CEO)
- Manage the Trust's finance and property, including:
 - Agreeing each school's budget
 - Ensuring compliance with the Academy Trust Handbook
 - Overseeing the finances of each school in the Trust
 - Financial oversight of the Trust Central Team budget
 - Manage the Estates strategy for the Trust
- Determine the extent of services provided centrally and the allocation of cost
- Establish processes for the local management and maintenance of assets and appropriate registers
- Establish pay, appraisal and HR policies for the staff employed by the Trust.
- Ensure that the Trust complies with charity and company law
- Fulfil the role of admissions authority for all schools within the Trust
- Operate the Trust in accordance with the Funding Agreement that has been signed with the Secretary of State
- One of the Trustees will be the nominated Safeguarding Lead for the Trust

4.2 Chair and Vice Chair of trustees

The Chair and Vice Chair are elected each year by the Trustees.

The Chair (or the Vice Chair if the position of Chair is vacant) may exercise any function of the Trust Board which can be delegated to an individual only in one of the following circumstances:

(1) the Chair is of the opinion that a delay in exercising the function until the earliest practicable date when a meeting of the Board or relevant committee could be held would be likely to be seriously detrimental to the interests of:

- (a) the Trust and/or one or more of the schools
- (b) any child/student attending a school within the Trust, or their parent
- (c) a person who works in the Trust.

(2) the function has been explicitly delegated to the Chair by the Trust Board in writing, and the Chair is acting within the terms of that delegation.

5. Sub committees of the Board

5.1 Finance, Audit & Risk Committee

This committee provides assurances to the Trust Board that risks are being adequately identified and managed by reviewing the risks to internal financial and other controls at the Trust, and agreeing a programme of work to address, and provide assurance on, those risks. The outcome of the work informs the governance statement that accompanies the Trust's annual accounts and so far as is possible, provides assurance to the external auditors and other relevant external parties. Details of membership, operation and remit of the committee are documented in the relevant Terms of Reference/Governance Handbook.

With regard to the Trust, the Finance, Audit & Risk Committee is to maintain oversight of:

- Governance and internal control
- Risk management
- Financial management and value for money
- Premises Management
- Resource Management (including Human Resources)
- Internal and External audit
- Financial statements and annual reports.

In addition, the Committee will operate a Pay Review (Remuneration) function to receive, review and make decisions on the remuneration of senior trust executives (with the exception of the CEO) and Headteachers, as set out in the Pay Policy and Scheme of Delegation.

5.2 Education Committee

This committee provides oversight of the education provision of the Trust including curriculum, teaching and learning, safeguarding, child/student personal development and wellbeing, child/student. Details of membership, operation and remit of the committee are documented in the Terms of Reference/Governance Handbook.

With regard to the Trust, the Education Committee is to maintain oversight of:

- Monitoring and evaluating pupil progress and attainment
- Ensuring consistently high quality of teaching and learning
- delivery of a broad and balanced curriculum in keeping with the Trust's aims and vision
- meeting all pupil needs and legal requirements.
- Monitor and review the Trust Self-Evaluation document as a live and dynamic ongoing assessment of progress against areas for development

6. The Executive team

The Executive team, led by the CEO, is accountable for the outcomes of the schools in the Trust whilst having an overview of the national system of education, the internal organisation, management and control of the schools (including the implementation of all policies approved by Trustees), and the direction of the teaching and curriculum in every school. The Executive team enables each school leadership team to focus on learning, teaching and child/student progress in their school, while working collaboratively with experienced practitioners.

As a non-executive body, the Trust Board must rely on others to fulfil the executive functions. For the most part, this responsibility will fall on the CEO and the Headteachers of the Schools, supported by the leadership teams. Certain strategic functions relating to the management of the Trust itself, the oversight of leadership or which relate to the activities of more than one School, may be undertaken by an “**Executive Team**”.

The need for and size of the Executive Team will be determined by the Trust Board. The Trust Board may seek to use external consultants or recruit to ensure the highest quality and appropriately experienced CEO and “**Accounting Officer**” is appointed. In conjunction with the CEO, this will include the identification of a person who will fulfil the role of “**Chief Financial Officer**” as required by the Schools Financial Handbook. For more information on these roles, please see the Financial Regulations Manual.

The Executive Team will operate under the leadership and direction of the CEO. The Executive Team works directly with the staff in each School and the Local Governing Bodies to ensure that the required outcomes are achieved, in accordance with the direction and vision of the Trust Board.

Specific responsibilities are to:

- Lead strategic school improvement and a drive for excellence within each school in the Trust, working with Headteachers and Local Governing Bodies
- Lead the appraisal of Headteachers
- Put in place and oversee processes for the professional development of all staff and the retention of excellent teachers and school leaders
- Ensure that all finance and operations functions run effectively and efficiently

6.1 Appointment of the Chief Executive Officer

The Chief Executive is appointed by the Board of Trustees. The appointment process will be determined for any given exercise and will involve members of the Executive team, school leaders and students.

7. Local Governing Bodies

The Trust Board delegates certain functions to Local Governing Bodies (LGBs) as set out in this Scheme of Delegation and the Terms of Reference/Governance Handbook. The LGB must comprise the right people with the right skills to make appropriate and informed decisions for a school, or group of schools.

7.1 Establishment of LGBs

The Board shall establish LGBs such that each school within the Trust is overseen by an LGB, whether individually or within a small group of local schools. The establishment of LGBs shall be reviewed annually and may be amended in the interests of effective governance. Any changes to the number of schools overseen by an LGB require formal approval of the Trust Board.

To fulfil the vision and ethos of the Trust in so far as it relates to the School, ensuring that the School achieves the aims and ambitions it has for its pupils, having regard in particular to the benefits of being part of a family of schools which stresses the importance of collaboration and mutual support;

To review from time to time and ensure the implementation of the School's strategy for improvement as set out in its development plan, focusing on the School's performance and achieving sustained school improvement and having regard to any locally agreed priorities identified by the Trust Board;

To provide support and challenge (and act as a critical friend) to the School's senior leadership team, being ready to challenge and hold senior leaders to account for all aspects of the School's performance;

In exceptional circumstances the Board may replace an LGB with a new LGB, or establish an interim governance committee.

An interim governance arrangement consists of members wholly appointed by the Board and would normally consist of some combination of Trustees, members of the executive team and experienced LGB members from elsewhere in the Trust. The aim of the interim governance committee is to re-establish effective governance at the school(s) it covers and then support the establishment of a new LGB. An interim governance committee will operate for no longer than 2 years except in exceptional circumstances.

7.2 Chair and Vice Chair of the LGB

The Chair and Vice-chair of the LGB are elected by the LGB and will be community or parent members. The appointment of the Chair must be approved by the Trust Board. Employees of the Trust should not normally be appointed Chair of an LGB except on an interim basis and where no other candidate is immediately available.

The Chair (or the Vice Chair in the event that the position of Chair is vacant) may exercise any function of the LGB which can be delegated to an individual only where the Chair is of the opinion that a delay in exercising the function until the earliest practicable date when a meeting of the SSB could be held would be likely to be seriously detrimental to the interests of

- (a) the school(s)
- (b) any child/student attending the school(s), or their parent
- (c) a person who works at the school(s)

In so acting, the Chair may only exercise functions which fall within the remit of the LGB as set out in the relevant Terms of Reference.

8. Transition arrangements for schools joining the trust

All schools joining the Trust will need to work within the governance structure set out above.

8.1 Converter academies

The current full governing body will transition to a Local Governing Body (LGB) at the point that the school joins the Trust, adopting the LGB meeting structure and remit upon conversion. Existing parent and community members of the governing body may remain as part of an extended LGB initially, with a view to membership reducing over one academic year to the required composition. Terms of office will not be reset upon conversion, so members will serve their existing term of office.

8.2 Sponsored academies

A Local Governing Body will be put in place upon conversion, appointed by the Board, which may or may not include members of the previous governing body.

8.3 New academies (presumption or free school)

A Local Governing Body (LGB) will be put in place as soon as the school is approved for opening, initially comprising Trustees and/or members of the Executive Team only. The school leadership representative and parent and community members will join/be appointed when appropriate.

9. Contract Signatures

Factors to consider when signing contracts:

- Any individual who has been involved in negotiating the terms of a contract may not sign that contract
- It is for the individual(s) signing the contract/agreement to satisfy themselves that appropriate approvals have been given in accordance with the Finance Policy prior to signature. Failure to do so may be considered a disciplinary matter
- The default signatory should be the level of authority required to approve the proposed contract
- Where approval is required from the Trust Board, delegated authority can be sought at the time of contract approval to ensure timely finalisation of the contract process

For the avoidance of doubt, the following contracts can only be approved and signed by a Director/Trustee of Everychild Partnership Trust:

- Leases and other agreements relating to the purchase and disposal of land and building (subject to approval from the DfE).
- Agreements signed as a deed/under seal (where two signatories are required, the second may be a Director, or the Company Secretary)

Appendix A – Scheme of Delegation Matrix

M –	Monitor
A –	Approve
T –	Task
R –	Recommend
I –	Inform
C –	Consult

GOVERNANCE

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk	Ed C	LGB	CEO	CFOO	DoE	HT
G1.	Approve Trust Articles of Association	A	R			I	C			
G2.	Following & amending the Articles of Association	A	R							
G3.	Dissolving the Trust or amending its structure	A	R							
G4.	Approve Trust Board Terms of Reference/Governance Handbook	C	A				C	T		
G5.	Review, amend and approve Trust Scheme of Delegation		A	I	I	I	T	I	I	I
G6.	Approve Trust Strategic Plan		A		M		T	R	C	C
G7.	Setting and amending the policy schedule and approval responsibilities		I			I	A	T	T	I

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult											
		Members	Board	Finance, Audit & Risk	Ed C	LGB	CEO	CFOO	DoE	HT		
G8.	Approve new, converter or sponsored academies joining MAT	I	A	M			T	R	C	C		
G9.	Approve central spend/ management charge		A	C			R	C	C	T	T	I
G10.	Establish Trust Committees and membership		A				C					
G11.	Approve Trust Committee Terms of Reference		A				C	T	C	C		
G12.	Annual schedule of business for Trust Board		A				T					
G13.	Establish, amending and dissolving of Local Governing Bodies		A			I	R	T	C			I
G14.	Approve Local Governing Body (LGB) Terms of Reference		A			C	C	T				I
G15.	Establish LGB working groups or committees		M			A	C					C
G16.	Annual schedule of business for Local Governing Body		M				A			C	R	T
G17.	Appoint/re-appoint/Remove Members, Chair of Members and Chair of Trust Board	A	C				C	I				
G18.	Trustees: Appoint/re-appoint/ Remove	A	R	T	C		R	T	C			
G19.	Appoint/re-Appoint Chair of LGB		A			R	C					C

	Task											
	M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board	Finance, Audit & Risk	Ed C	LGB	CEO	CFOO	DoE		HT	
G20.	Remove Chair of LGB		A			C	C				I	
G21.	Appoint/re-appoint Vice Chair of LGB		A			R	C				C	I
G22.	Remove Vice Chair of LGB		A			C	C				I	
G23.	Appoint/re-appoint LGB members		A			R	C				C	
G24.	Remove LGB members		A			C	C				I	
G25.	Appoint Chair(s) of Trust Committees/Working Groups		A	R	R		C					
G26.	Remove Chair(s) of Trust Committees/Working Groups		A	C	C		C					
G27.	Appoint Trust Committee/Working Group Members		A				C					
G28.	Remove Trust Committee/Working Group Members		A				C					
G29.	Appoint external Board Advisors		A	C	C		T	R				
G30.	Appoint (& remove) Company Secretary		A			I	T	R	C		I	
G31.	Appoint (& remove) Clerk to Trust Board		A				T	R				
G32.	Appoint (& remove) Clerk to LGB		M			A	T	C			T	R
G33.	Appoint (& remove) Safeguarding and SEND lead Trustee		A		R		C	I	I			

	Task										
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk	Ed C	LGB	CEO	CFOO	DoE	HT	
G34.	Trust Governance Handbook (including Terms of Reference)		A			I	T	R		I	
G35.	Member, Trustee & Local Governing Body Code of Conduct	A	R			I	I			I	
G36.	Role descriptors for members	A	C				C				
G37.	Trust Board Skills audit: complete and identify gaps		A	T			C				
G38.	Local Governing Body Skills audit: complete and identify gaps		I			A	T	C		C	
G39.	Annual self-review/triannual external review of board effectiveness: submit to members	I	A	T			C				
G40.	Annual self-review of Local Governing Bodies and committees: complete annually		I			A	T		C	C	
G41.	Trustee attendance: review annually		A	R	T						
G42.	Local Governing Body attendance: review annually		I			A	R	T			
G43.	Trust Board Succession: plan		A	R	T		C				
G44.	Local Governing Body Succession: plan					A	R	T	C	C	
G45.	Register of Interests (Trust)		M					T			

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk	Ed C	LGB	CEO	CFOO	DoE	HT
G46.	Register of Interest (Schools)			M		M	I	T		I
G47.	Trust Risk Management Strategy and Risk Register		A	R M			T	T	T	
G48.	Undertake annual stakeholder surveys with staff (Trust)		M			M (school level data)	A	C	T	M (school level data)
G49.	Undertake annual stakeholder surveys with pupils, parents and staff (School)		M			M	A	C	C	T
G50.	Ensure publication on trust and schools' websites of all required details on governance arrangements		I			I M	A	M T	M	T
G51.	Annual report work of Local Governing Body: submit to trust and publish		I			A R T	C	I		C
G52.	Ensuring compliance (safeguarding, SEND, H&S, employment): agree auditing and reporting arrangements		A	R T		M	R C	R T		R T C
G53.	Complying with safeguarding policies in schools					R			M	R
G54.	Ensuring compliance with equalities legislation		A M			M	R C	R T		R T C
G55.	Convening a panel regarding Admissions appeals (could be delegated to Local Authority)		A				I	C		C

	Task												
	M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board	Finance, Audit & Risk	Ed C	LGB		CEO	CFOO	DoE	HT		
G56.	Convening of a panel regarding Stage 3 School based Complaints		I			A	T	I	I		R	T	C
G57.	Convening of a panel regarding Stage 3 Trust based Complaints		A	T				I					
G58.	Pupil Suspensions – decision to suspend a pupil									I	T	A	
G59.	Convening a panel regarding pupil suspensions (formerly known as fixed term exclusions)		I			A	T	I	I	I	R	T	
G60.	Pupil Exclusions – decision to permanently exclude a pupil							I		C	T	A	
G61.	Convening a panel regarding the Governing Board’s duty to remove a permanently excluded pupils name from the school register. (see DfE guidance) (PEX)		I			A	T	I	I	C	T	R	
G62.	Establish an independent review panel regarding a permanent exclusion				A			T	C	C			

M –	Monitor
A –	Approve
T –	Task
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C –	Consult

FINANCE & INFRASTRUCTURE

	Task												
	M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO		CFOO		DoE	HT	
F1	Trust & Academy Financial Regulations & Scheme of Financial Delegation		A	M		I	C	T	R	T		I	
F2	Appoint External Trust auditors	A	R	C			C	R	R	T			
F3	Agree internal scrutiny procedures		I	A									
F4	Managing conflicts of interest and related party transactions		A	R	M		M	C	T				
F5	Benchmarking and trust wide value for money: ensure robustness		M	M			C	T	R				
F6	Trust 3 year Budget Plan		A	R	M			C	R	T	R	C	I
F7	Trust 1 year Budget		A	R	M			C	R	T	R	C	I
F8	Budget Forecast Return		A	C				C	T	R			
F9	Opening a new bank account		A					R	T				
F10	Authorising bank signatories							A	T				

	Task												
	M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT			
F11	Trust Interim Year End Accounts		M	A			C	R	T	R			
F12	Trust Annual Accounts	I	A	R			T	C					
F13	Trustees Report for audited accounts		A	R			T	C					
F14	Trust Academies Accounts Return to EFA		A	R			T	C					
F15	Response to Auditor’s Management Letter	I	A	R			T	C					
F16	Benchmarking and school wide value for money: ensure robustness			M		M	C	T	C		T	C	
F17	Schools 3 year Budget Plan		A	R	M		C	R	T	R	C	I	
F18	Schools 1 year Budget		A	R	M		C	R	T	R	C	I	
F19	School YTD reports		A	M		M	I	T	R		M		
F20	Schools Interim Year End Accounts		M	A			C	R	T	R		M	
F21	Schools Accounts Return to EFA		A	R	M		T	C					
F22	Monitoring Pupil Premium spend, including PE and Sports Premium			I	M	M	C	M	M		R	T	C
F23	ICT Support – Strategic			I			A	C			I		

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
F24	ICT Infrastructure - Strategic			I			A	C		I

M –	Monitor
A –	Approve
T –	Task
R –	Recommend
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C –	Consult

TEACHING & LEARNING/STANDARDS/SCHOOLS PERFORMANCE

	Task	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult									
T1	Trust Strategic Plan		A		M		T R	C	C	I
T2	Determine Trust Vision, strategy and key priorities		A	C	C	I	R T C	C	C	C
T3	Determine schools' vision, strategy and key priorities					R T C	A	C	C	R T C
T4	Agree Trust Curriculum Principles		A		C	I	R T		T	C
T5	Agree Trust Behaviour Principles		A		C	I	R T		T	C
T6	Agree Trust Assessment Principles		A		C	I	R T		T	C
T7	Set School Curriculum Policy in line with Trust Principles					A	C		C	R T
T8	Set School Behaviour Policy in line with Trust Principles					A	C		C	R T
T9	Set School Assessment Policy in line with Trust Principles (Trust wide MIS System)					A	C		C	R T

	Task	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult									
T10	Termly CEO Trustee Report (reporting on the development Progress and attainment of pupils)		M		M		T		C	
T11	Academic Performance Targets		M		M	M	A M		M R	T R
T12	School Performance Review <i>e.g.</i> <i>Headteacher Report/Self- Evaluation and evaluated School Improvement Plan</i>		M		M	M	I		A	T R
T13	School 3 year Improvement Plan					M	I		A	T R
T14	School 1 Year Improvement Plan					M	I		A	T R
T15	SEN Plan & Quality of Provision in line with statutory requirements					R	I		A	T R
T16	Pupil Premium and Sports Premium - Strategy & Evaluation					R	I		A	T R

M –	Monitor
A –	Approve
T –	Task
R –	Recommend
I –	Inform
C –	Consult

STAFFING

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
S1	Trust Staff structure		A	C			M R T	C		
S2	CEO appointment and pay grade	I	A T	I	I	I	I	I		I
S3	CEO Pay progression		A	T R				I		
S4	Headteacher appointment and pay grade		A	I	I	C T R	C T R	I	C	
S5	Headteacher Pay progression			A		T R	C R	I	C	
S6	Senior Trust Executives (except CEO): appointment and pay grade		A				T R	I		
S7	Senior Trust Executives (except CEO) Pay progression			A			T R	I		
S8	Trust Central Team staff (non senior executives) – appointment and pay grade						A	*T/R R	*T/R R	
S9	Trust Central Team staff (non senior executives) – pay progression						A	*T/R R	*T/R R	

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
S10	School Senior Leadership appointments and pay grade (not Headteacher)					T R	A C	I	C	T R
S11	School Senior Leadership Pay progression (not Headteacher)			I			A	I		T R
S12	School staff structure including leadership structure (if no redundancies)		I			C	A	C	C	T R
S13	Staff Pay progression (non leadership teachers)						A	I	C	T R
S14	School Staff Pay progression (support staff)							I		A T
S15	Teaching (non leadership) and support staff appointments and pay grades					T R		A		T R
S16	Performance Management of the Chief Executive Officer: Undertake (with external adviser support)		A T (delegated to two members of the trust board)							
S17	Performance Management of Trust Senior Executives						A R T			
S18	Headteacher Appraisal (with DoE adviser support)					T R (2 members of LGB)	A		T (adviser to LGB panel)	
S19	Pay Appeals		A T							
S20	Suspension of CEO		(delegated to two members of the trust board)							

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board		Finance, Audit & Risk Comm	Ed Comm	LGB	CEO		CFOO	DoE		HT		
S21	Return of CEO after suspension		A	T											
S22	Dismissal of CEO	I	A	T											
S23	Suspension of Senior Trust Executives		C - Chair					A	T						
S24	Return of Senior Trust Executives after suspension		C – Chair					A	T						
S25	Dismissal of Senior Trust Executives		C - Chair					A	T						
S26	Suspension of Headteacher		I				I	A	T			T	R		
S27	Return of Headteacher after suspension		I				I	A	T			T	R		
S28	Dismissal of Headteacher		C (Chair)				I	A	T			T	R		
S29	Suspension of School Senior Leadership member		I				I	I				A		T	R
S30	Return of School Senior Leadership member		I				I	I				A		T	R
S31	Suspension and dismissal of teaching and support staff		I				I	I				A		T	R
S32	Return of teaching and support staff after suspension		I				I	I				A		T	R
S33	Convening of a panel (see policy for panel models) regarding Disciplinary, Capability, Absence or Probation for school based staff (except Headteachers)							A				C (supported by HR Support Partner)		T	R

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO		CFOO		DoE		HT
S34	Convening an appeal panel regarding Disciplinary, Capability, Absence or probation for school based staff (except Headteachers)					C	T	R	C		C		
S35	Convening of a panel (See policy for panel models) regarding Disciplinary, Capability or Absence for Headteachers					C (Chair of LGB) in consultation with HR Support Partner	A				T	R	
S36	Convening an appeal panel (See policy for panel models) regarding Disciplinary, Capability or Absence for Headteachers					C	T	R	C		C		
S37	Convening a panel regarding Disciplinary, Capability, Absence or probation of trust based staff						A		T	R	T	R	
									(if they are the line manager) in consultation with HR Support Partner		(if they are the line manager) in consultation with HR Support Partner		

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT
S38	Convening an appeal panel(See policy for panel models) regarding Disciplinary, Capability, Absence or probation for Trust based staff						A	T (if they are the line manager)	T (if they are the line manager)	
S39	Convening a panel (see policy for panel models) regarding Disciplinary, Capability, Absence or probation of Senior Trust Executives		A (panel) C (Chair) supported by HR Support Partner				T	R		
S40	Convening an appeal panel (See policy for panel models) regarding Disciplinary, Capability, Absence or probation of Senior Trust Executives		A (panel)				T	R		
S41	Convening a panel regarding Disciplinary, Capability, Absence or probation of the CEO *in consultation with HR Support Partner		C (Chair) supported by HR Support Partner T – Chair * R – Chair *							
S42	Convening an appeal panel (See policy for panel models) regarding Disciplinary, Capability, Absence or probation for the CEO *in		A ATB T – Chair * R – Chair *							

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Comm	Ed Comm	LGB	CEO	CFOO	DoE	HT		
	consultation with HR Support Partner											
S43	Redundancy of trust based staff		A	R			T	R				
S44	Restructuring of trust based senior executive staff		A	R			T	R				
S45	Restructuring of trust based non senior executive staff						A	T	T	I		
S46	Redundancy of school based staff		A			C	T	R	C	C	T	R
S47	Restructuring of school staff (no redundancies)						A	C	C	C	T	R
S48	Administer disclosure and barring service (DBS) checks					M	M	T			C	I
S49	Single Central Record List (Trust): admin of			M			M	T				
S50	Single Central Record List (Schools): admin of					M	M	T			T	
S51	Staff Code of Conduct		A			I	T	R	C	C	C	I
S52	Convening a panel for Flexible Working appeals (school based staff) Panel consisting of 1 or more Governors					A				I	T	R
S53	Convening a panel for Flexible Working appeals (Trust Central Office based staff) Panel consisting of 1 or more Trustees		A				I			T	R	

M –	Monitor
A –	Approve
T –	Task
R –	Recommend
I –	Inform
C –	Consult

PROCEDURES

	Task	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult									
P1	Determination of admissions arrangements		A			C	C	T		T
P2	Consultation of changes to admissions arrangements		A			C	C	T		TE
P3	Admissions – Deferred Entry						A		C	T/R R
P4	Admission – Accelerated Entry						A		C	T/R R
P5	Appraisal (Teachers)					I	A		T	C R
P6	Assessment Principles & Trust wide MIS System				A	I	C R	C	T R	C
P7	Trust Curriculum Principles				A	I	C		T R	C
P8	GDPR: Administration of SAR and FOI requests and logging of breaches for schools and trust			M		M	A	T		T R
P9	School times, term dates, INSET & holidays		I			C	A	C	C	T R

	Task											
	M – Monitor A – Approve T – Task R – Recommend I – Inform C - Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO		CFOO	DoE	HT	
P10	School Closures (short term, e.g. weather related, strike action etc)		I			I	I		A		T	R
P11	Changes to School Age Range		A			C	C	M	C	C	T	R
P12	Changes to PAN		A			C	C	M	C	C	T	R
P13	School prospectus					I	A		C	C	T/R	
P14	School website					I	A		C	C	T/R	
P15	School logo, branding & advertising		C			C	A		C		T/R	
P16	School uniform		C			C	A		C		T/R	
P17	Barring as a result of Workplace violence or assault						A		I		T/R	

POLICIES

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P1	Accessibility					C	I		A	T/R (in conj with Head Trust Inc)
P2	Admissions Arrangements		A			C	C/R	T		C
P3	Allergens (TBC)									
P4	School Assessment Policy (aligned to Trust Principles)					A	C		C	T/R
P5	Attendance Policy					I			A	T/R (in conj with Head Trust Inc)
P6	Trust Behaviour Principles				A	I	C/R		T/R	C
P7	School Behaviour for Learning Policy (aligned to Trust Behaviour Principles)					A	C		C	T/R
P8	Capability (Staff)		A			I	C/R	T		I
P9	Charging & Remissions			A		I	C/R	T		I
P10	Children missing from Education Covered in Safeguarding/Child Protection/Attendance		I			A	I	I	C	T/R

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P11	Children with health needs who cannot attend school					A	I	I	C	T/R
P12	Complaints Policy (external)					I	A	T		C
P13	Code of Conduct (Staff)/Staff Behaviour Policy		A			I	C	T		C
P14	Trust Curriculum Principles				A	I	C		T/R	C
P15	School Curriculum Policy (aligned to Trust Curriculum Principles)					A	C		C	T/R
P16	Depreciation (held in Finance Policy)		A	M			C/R	T		
P17	Designated Teacher for Looked After & Previously Looked After Children					A	I	C		T/R
P18	Disciplinary (Staff)		A			I	C/R	T		C
P19	Drugs (Misuse) (Local Authority directed)						A	T		I
P20	Early Career Teachers Policy					I	A		T	I
P21	Educational Visits and Off-Site Activities					A	C	C	C	T/R
P22	Emergency Evacuation & Fire Drill					I	I	A		T/R
P23	Emergency Plan - All Schools (Local Authority directed)					I	A	T		T/C

	Task M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P24	Equality and Community Cohesion Policy		A			I	C		C	T/R
P25	Trust Equality Objectives		A			I	C		T/R	C
P26	School Equality Objectives					C	I		A	T/R
P27	Feedback & Marking					I	I		A	T/R
P28	Finance Policy		A			I	C	T		I
P29	Flexible Working Policy					I	A	T		I
P30	GDPR Policy inc. Information Security Policy, Data Protection & SAR, Data Retention, Freedom of Information, Information & Communications (Directed Policies)					I	A	T		I
P31	GDPR Policy inc: CCTV Policy, Data Breach Policy, Social Media, Acceptable Use Policy, Cookie Policy Homeworking Policy, Privacy Notices (Directed Policies)					I	A	T		I
P32	Gifts & Hospitality Policy			A		I	C	T/R		I
P33	Grievance (Staff) Policy		A			I	C/R	T		I
P34	Health and Safety Policy		A			I	C/R	T		I
P35	Home School Agreement (under curriculum folder)					A			C	T/R

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P36	Intimate Care Policy					A				T/R
P37	Lettings Policy			A		I	C	T		C
P38	LGPS Discretionary Pension			A		I	C	T		I
P39	Maternity Information Pack - All staff					I	A	T		I
P40	Maternity Support Leave Information pack (was paternity)					I	A	T		I
P41	Menstruation & Menopause Policy						A	T		I
P42	Minibus Policy					A	C	C		T/R
P43	Out of School Hours Learning					A	C	C	C	T/R
P44	Pay Policy (exc Teacher Appraisals)		A			I	C/R	T		I
P45	Positive Handling					A	C		C	T/R
P46	Premises Management Policy					I	A	T		
P47	Radicalisation		I			A	C		C	T/R/C
P48	Reserves Policy		A					T		
P49	Restrictive Interventions Policy						A		T/R	
P50	Safeguarding/Child Protection Policy		I			A	C		C	T/R/C

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P51	Safer Recruitment & Selection Policy		A			I	C	T		I
P52	School Industrial Injury			A		I	C	T		I
P53	SEND and Inclusion				I	A	C		C	T/R (in conj with) Head Trust Inclusion
P54	RSHE					A	C		C	T/R/C
P55	Shared Parental Leave					I	A	T		I
P56	Staff Attendance (Sickness) Absence Policy					I	A	T		I
P57	Social Media Policy (Judicium directed)					I	A	T		I
P58	Special (Discretionary) Leave					I	A	T		I
P59	Support Staff Probation Policy						A	T		I
P60	Supporting Pupils with Medical Conditions (including First Aid Policy)		A			C	I	C	C	T/R
P61	Risk Assessment Policy					I	A	T		I
P62	Teaching & Learning				I	A	C		C	T/R/C
P63	Trustees & Governors Allowances and Expenses		A			I	R/C	T		I

	Task									
	M – Monitor A – Approve T – Task R – Recommend I – Inform C – Consult	Members	Board	Finance, Audit & Risk Committee	Education Committee	LGB	CEO	CFOO	DoE	HT
P64	Trust Staff Wellbeing Definition & Policy		A			I	C		T	C
P65	Children & Family Wellbeing Principles				A		I		T/R	I
P66	Children & Family Wellbeing Policy					A	I		T/R	I
P67	Whistleblowing (Confidential Reporting)		A			I	R/C	T		I
P68	Workplace Violence/Assault Policy (NEU source)		A				C	T		I