

## Appendix A: Scheme of Delegation

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**Key:**

Decision – Approve	Provide, support, advise and/or provide challenge
Review or Endorse	N/A - No delegated authority or supportive participation.

1. GOVERNANCE												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
1.1	Articles of Association  <i>(Source: 1.27/1.28 MFA)</i>	1.1A: <b>Review</b> and <b>approve</b> 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: <b>Review</b> the Articles of Association and <b>endorse</b> amendments to the Members and <b>notify</b> the Secretary of State <b>requesting</b> consent where any amendments relates to the appointment, resignation or removal of the Trustees or Members.	N/A	1.1C: <b>Review</b> the Articles of Association and, unless there is any amendment proposed to the appointment, resignation or removal of the Trustees or Members, <b>recommend</b> to the Board for endorsing.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.2	Charitable Object  <i>(Source: 4 Articles and 1.14 MFA )</i>	1.2A: <b>Approve</b> and set the charitable object of the Trust and ensure it is fulfilled	1.2B: <b>Oversee</b> the charitable object of the Trust and ensure that it is fulfilled at Board level and across the Trust	N/A	1.2C: <b>Oversee</b> the charitable object of the Trust	1.2D: <b>Monitor</b> and <b>Support</b> the charitable object of the Trust at Academy level.	1.2E: <b>Monitor</b> and <b>Support</b> the charitable object of the Trust at Academy level.	1.2F: <b>Oversee</b> the charitable object of the Trust at Academy level.	1.2G: <b>Monitor</b> the charitable object of the Trust at Academy level	1.2H: <b>Monitor</b> and <b>Support</b> the charitable object of the Trust at Academy level.	1.2I: <b>Oversee</b> the charitable object of the Trust at Academy level.	Chief Executive Officer

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Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
1.3	Name Change of the Trust	1.3A: <b>Approve</b> any change of name of the Trust.	1.3B: <b>Review, Endorse and Recommend</b> the change of name of the Trust to the Members for approval.	N/A	1.3C: <b>Review and Recommend</b> the change of name of the Trust to the Board for endorsement.	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer
1.4	Character, Mission and Ethos of the Trust	N/A	1.4A: <b>Approve</b> the religious and educational character, mission and ethos of the Trust with the Education Commission.	N/A	1.4B: <b>Develop</b> 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 <b>recommend</b> it to the Board for approval.	1.4C: <b>Monitor</b> the educational and religious character or mission of the Academy in collaboration with the Executive Principal/ Academy Principal.	N/A	1.4D: <b>Approve</b> the educational and religious character, mission and ethos of a particular Academy/Academies and ensure that it remains consistent with the Diocesan Trust Deed.	1.4E: <b>Monitor</b> the educational and religious character or mission of the Academy in collaboration with the Executive Principal/ Academy Principal.	1.4F: <b>Monitor</b> the educational and religious character or mission of the Academy in collaboration with the Executive Principal/ Academy Principal.	1.4G: <b>Approve</b> the educational and religious character, mission and ethos of a particular Academy and ensure that it remains consistent with the Diocesan Trust Deed.	Chief Executive Officer
1.5	Trust Shared Vision and Strategy	N/A	1.5A: <b>Approve</b> the Trust Shared Vision and Strategy	N/A	1.5B: <b>Draft</b> the Trust Shared Vision and Strategy and <b>recommend</b> it to the Board for approval.	1.5C: <b>Support</b> the Trust Shared Vision and Strategy and <b>approve</b> to the Academy/ set of Academies vision(s) in line with the Trust Shared Vision.	1.5D: <b>Support</b> and <b>Monitor</b> the Academy vision and ensure it is in line with the Trust Shared Vision and Strategy.	1.5E: <b>Support</b> the Trust Shared Vision and Strategy. <b>Endorse</b> the Academy vision and <b>Recommend</b> to the Executive Governing Body for approval.	1.15F: <b>Support</b> the Trust Shared Vision and Strategy. <b>Draft</b> the Academy vision in line with the Trust Shared Vision and <b>Recommend</b> to the Executive Principal for endorsement.	1.15G: <b>Support</b> the Trust Shared Vision and Strategy. <b>Approve</b> the Academy vision in line with the Trust Shared Vision.	1.15H: <b>Support</b> the Trust Shared Vision and Strategy. <b>Draft</b> the Academy vision in line with the Trust Shared Vision and <b>Recommend</b> to the Local Governing Body for approval.	Chief Executive Officer

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Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
1.6	Appointment of Members <i>(Source: 16. Articles and 1.24-1.26 MFA)</i>	1.6A: <b>Approve</b> the appointment of any new Members, by special resolution.	N/A	N/A	1.6B: <b>Notify</b> the Secretary of State of all new or replacement Members, within 14 days of appointment.	N/A	N/A	N/A	N/A	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: <b>Approve</b> , the removal of any Member, save for the Archbishop, unanimously in writing.	N/A	N/A	1.7B: <b>Notify</b> the Secretary of State of the removal of any Member, within 14 days of decision.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.8	Appointment of Foundation Directors <i>(Source: 1.24-1.26 MFA)</i>	1.8A: <b>Approve</b> the appointment of, and formally <b>recommend</b> that the Archbishop appoint, Foundation Directors to the Trust Board.	1.8B: <b>Endorse</b> applications for Foundation Directors and <b>recommend</b> prospective candidates to the Archbishop for appointment.	N/A	1.8C: <b>Support</b> the process of advertising and recruiting Foundation Directors and undertake the administrative paperwork for appointments. <b>Notify</b> 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	N/A	N/A	N/A	N/A	Company Secretary
1.9	Removal of Foundation Directors	1.9A: <b>Approve</b> the removal of Foundation	1.9B: <b>Endorse</b> and <b>recommend</b> the removal of any Foundation	N/A	1.9C: <b>Support</b> the process of removing Foundation	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary

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	(Source: 1.24-1.26 MFA)	Directors from the Trust Board.	Director from the Trust Board to the Members.		Directors and undertake the administrative paperwork for termination of appointments. <b>Notify</b> the Secretary of State of any removal 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	

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1.12	Appointment of Academy Director  (Source: 1.24-1.26 MFA)	N/A	1.12A: <b>Approve</b> the appointment of one Academy Director to the Trust Board, chosen from the nominations from the EGB and LGB.	N/A	1.12B: <b>Support</b> the process of appointing the Academy Director and undertake the administrative paperwork for the appointment. <b>Notify</b> the Secretary of State of the names of Directors, within 14 days of appointment.	N/A	N/A	N/A	N/A	1.12D: <b>Nominate</b> and <b>Endorse</b> a candidate from the Chair of Governors to be appointed to the Trust Board as Academy Director and <b>recommend</b> to the Board for approval.	N/A	Company Secretary
1.13	Appointment of Co-Opted or Parent Director  (Source: 58 Articles, 1.24-1.26 MFA)	N/A	1.13A: <b>Approve</b> the appointment of a Co-Opted or Parent Director to the Trust Board.	N/A	1.13B: <b>Support</b> the process of appointing a Co-Opted or Parent Director and undertake the administrative paperwork for the appointment. <b>Notify</b> the Secretary of State of the names of all new or replacement Directors, within 14 days of appointment.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.14	Appointment of Principal Director	N/A	1.14A: <b>Approve</b> the appointment of the Principal Director to the Trust Board.	N/A	1.14B: <b>Support</b> the process of appointing the Principal Director and undertake the administrative	N/A	N/A	1.15C: <b>Nominate</b> and <b>Endorse</b> a candidate from within the number of EP and HT to be	N/A	N/A	1.15D: <b>Nominate</b> and <b>Endorse</b> a candidate from within the number of EP and HT to be appointed to the Trust Board as	Company Secretary

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	(Source:47. 107 Articles, 1.24-1.26 MFA )				paperwork for the appointment. <b>Notify</b> the Secretary of State of the names of all new or replacement Directors, within 14 days of appointment.			appointed to the Trust Board as Academy Director and <b>recommend</b> to the Board for approval.			Academy Director and <b>recommend</b> to the Board for approval.	
1.15	Removal of any Director (other than Foundation/ Partnership Director)  (Source:65. Articles, 1.24-1.26 MFA)	N/A	1.15A: <b>Approve</b> the removal of any Director from the Trust Board, other than Partnership or Foundation Director.	N/A	1.15B: <b>Support</b> the process of removing Directors, except for Partnership or Foundation Director, and undertake the administrative paperwork for termination of appointments. <b>Notify</b> the Secretary of State of any removal of Directors, within 14 days of decision.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.16	Appointment of Chair of the Board	N/A	1.16A: <b>Nominate</b> and <b>Approve</b> a Board Director from within their number of Foundation Directors to act as Chair	N/A	1.16B: <b>Support</b> the appointment process of the Chair of the Board.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary

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	(Source: 82. Articles, 1.24-1.26 MFA)											
1.17	Appointment of Chair of a Board Committee  (Source: Terms of Reference)	N/A	1.17A: <b>Nominate</b> and <b>Approve</b> a Board Member from within their number to act as Chair of any Board Committees	N/A	1.17B: <b>Support</b> the appointment process of the Chair of any Board Committees	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.18	Appointment of Company Secretary  (Source: 81 Articles)	Refer to Section 10.3									Chief Executive Officer	
1.19	Removal of Company Secretary  (Source: 81 Articles)	Refer to Section 10.4									Chief Executive Officer	
1.20	Appointment of Foundation Governors  (Source: Education)	N/A		N/A	1.20A: <b>Support</b> and <b>Administer</b> the process for the appointment of Foundation Governors and liaise with the	1.20B: <b>Support</b> the process for the appointment of Foundation Governors	N/A	N/A	N/A	1.20C: <b>Support</b> the process for the appointment of Foundation Governors and liaise with the Trust Office.	N/A	Company Secretary



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	<i>Commission guidance</i>				Education Commission for appointment.	and liaise with the Trust Office.						
1.21	Appointment of Governors (other than Foundation)  <i>(Source: Trust Governance Handbook)</i>	N/A	N/A	N/A	1.21A: <b>Support</b> and <b>oversee</b> the appointment of all Governors to ensure that the Board have a Trust-wide view of governors skills, vacancies, leads and training requirements.	1.21B: <b>Monitor</b> the appointment of the Governors, in line with Trust guidance and <b>allocate</b> lead governor roles.	1.21C: <b>Monitor</b> the appointment of the Governors in line with Trust guidance and <b>allocate</b> lead governor roles.	1.21D: <b>Support</b> the appointment of all Governors in line with Trust guidance and <b>support</b> the Governing Body with the allocation of lead governor roles.	1.21E: <b>Support</b> the appointment of all Governors in line with Trust guidance and <b>support</b> the Academy Committee with the allocation of lead governor roles.	1.21F: <b>Monitor</b> the appointment of the Governors in line with Trust guidance and <b>allocate</b> lead governor roles.	1.21G: <b>Support</b> the appointment of all Governors in line with Trust guidance and <b>support</b> the Governing Body with the allocation of lead governor role.	Company Secretary
1.22	Appointment of Clerks  <i>(Source: Terms of Reference)</i>	N/A	N/A	N/A	1.22A: <b>Approve</b> the appointment of a Clerk to a Governing Body or Academy Committee	1.22B: <b>Endorse</b> and <b>Recommend</b> the appointment of a Clerk to the Governing Body and/or Academy Committee.	N/A	1.22C: <b>Support</b> the appointment process for the Clerk to the Governing Body	1.22D: <b>Support</b> the appointment process for the Clerk to the Academy Committee.	1.22E: <b>Endorse</b> and <b>Recommend</b> the appointment of a Clerk to the Governing Body and/or Academy Committee.	1.22F: <b>Support</b> the appointment process for the Clerk to the Governing Body or Academy Committee.	Company Secretary

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1.23	Appointment of Chair to a Governing Body  <i>(Source: Terms of Reference )</i>	N/A	1.34A: <b>Approve</b> the nominated Governor of the Chair of a Governing Body.	N/A	1.23B: <b>Endorse</b> the nomination of a Chair to an Executive or Local Governing Body and <b>Recommend</b> to the Board for approval.	1.23.C <b>Support</b> the nomination of a Chair to the Executive Governing Body and <b>Recommend</b> to the Trust office for endorsement.	N/A	1.23D: <b>Support</b> the process of the nomination of the appointment of Chair to the Executive Governing Body.	N/A	1.23.E <b>Support</b> the nomination of a Chair to the Local Governing Body and <b>Recommend</b> to the Trust office for endorsement.	1.23F: <b>Support</b> the process of the appointment of Chair Local Governing Body.	Company Secretary
1.24	Appointment of Chair to an Academy Committee / sub-committee  <i>(Source: Terms of Reference)</i>	N/A	N/A	N/A	N/A	1.24A: <b>Approve</b> the appointment of the Chair of the Academy Committee.	1.24B: <b>Endorse</b> the appointment of the Chair of the Academy Committee and <b>Recommend</b> to the Executive Governing Body for approval.	N/A	1.24C: <b>Support</b> the process of the recommendation of the appointment of Chair to the Executive Governing Body.	1.24D: <b>Approve</b> the appointment of a Chair to a sub-committee.	1.24E: <b>Support</b> the process of the recommendation of the appointment of Chair to the Governing Body.	Company Secretary

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1.25	Terms of Reference / Matters Arising for the Trust Board	N/A	1.25A: <b>Approve</b> the Matters Reserved for the Board.	N/A	1.25B: <b>Draft</b> the Matters Reserved for the Board and <b>recommend</b> them to the Board for approval.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.27	Terms of Reference for a Trust Board Committee  <i>(Source: Terms of Reference)</i>	N/A	1.27A: <b>Approve</b> the Terms of Reference for the relevant Board Committee.	1.27B: <b>Endorse</b> the relevant Terms of Reference and <b>recommend</b> to the Board for approval	1.27C: <b>Draft</b> the Terms of Reference for the Board Committee and <b>recommend</b> to the relevant Board Committee for endorsement.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
1.28	Terms of Reference for a Governing Body  <i>(Source: 100.Articles)</i>	N/A	1.28A: <b>Approve</b> the Terms of Reference for the Governing Bodies.	N/A	1.28B: <b>Draft</b> the Terms of Reference for the Governing Bodies and <b>recommend</b> to	1.28C: <b>Endorse</b> the Terms of Reference for the Executive Governing Body.	N/A	N/A	N/A	1.28D: <b>Endorse</b> the Terms of Reference for the Local Governing Body.	N/A	Company Secretary

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				the Board for approval.								
1.29	Terms of Reference for an Academy Committee / sub-committee  <i>(Source: 100.Articles)</i>	N/A	1.29A: <b>Approve</b> the template Terms of Reference for the Academy Committee.	N/A	1.29B: <b>Draft</b> the template Terms of Reference for the Academy Committees and <b>recommend</b> to the Board for approval.	1.29C: <b>Approve</b> the Terms of Reference for the Academy Committees (in line with the template set by the Board).	1.29D: <b>Endorse</b> the Terms of Reference for the Academy Committee and <b>recommend</b> them to the Executive Governing Body for approval	N/A	N/A	1.29E: <b>Approve</b> the Terms of Reference for the sub-Committees (in line with the template set by the Board).	N/A	Company Secretary
1.30	Trust wide insurance  <i>(Source: 5p, 6.3 Articles)</i>	N/A	1.30A: <b>Approve</b> Trust-wide insurance programmes and the appointment of	1.30B: (F&R) <b>Endorse</b> Trust-wide insurance and the appointment of the Trust-wide	1.30C: <b>Review</b> Trust-wide insurance in line with the recommendation set out in the	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR

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			the Trust-wide Insurance Broker.	Insurance broker and <b>Recommend</b> to the Board for approval. (4.7 MFA)	Academies Financial Handbook and <b>recommend</b> it to the F&R Committee for endorsement. (4.7 MFA)							
1.31	Conflicts of Interest  (Source: 97.Articles )  (In line with Conflict of Interest Policy)	N/A	1.31A: <b>Approve</b> any conflicts of interest which are outside of the Conflict of Interest Policy/guidance.	1.31B: (F&R) <b>Review</b> conflicts of interest and report to the Board on an annual basis and <b>recommend</b> any changes required to the Conflict of Interest Policy.	1.31C: <b>Monitor</b> conflicts of interest across the Trust and provide reports to the F&R Committee regularly for consideration.	1.31D: <b>Monitor</b> conflicts of interest of governors across the Governing Body and Committees and provide reports to the Executive Team regularly for consideration.	N/A	1.31E <b>Monitor</b> conflicts of interest of senior leaders across the Academies and provide reports to the Executive Team regularly for consideration.	1.31F: <b>Monitor</b> conflicts of interest of all staff across the Academy and provide reports to the Executive Team regularly for consideration.	1.31G: <b>Monitor</b> conflicts of interest of governors across the Governing Body and Committees and provide reports to the Executive Team regularly for consideration.	1.31H: <b>Monitor</b> conflicts of interest of all staff across the Academy and provide reports to the Executive Team regularly for consideration.	Company Secretary
1.32	Strategic/ Business Plan	N/A	1.33A: <b>Approve</b> the Strategic/	1.33B: (F&R) <b>Review</b> and <b>endorse</b> the	1.33C: <b>Prepare</b> the Strategic /Business Plan	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer

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			Business Plan of the Trust.	Strategic /Business Plan and <b>recommend</b> it to the Board for approval.	and <b>recommend</b> it to the F&R Committee for endorsement.							

2. FINANCIAL												
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2.1	Overall Annual Trust Budget (Source: 4.9 MFA)	N/A	2.1A: <b>Approve</b> the overall Annual Trust budget.	2.1B: (F&R) <b>Endorse</b> the overall Trust budget and <b>recommend</b> it to the Board for approval.	2.1C: <b>Prepare</b> the overall Trust budget and <b>recommend</b> it to the F&R Committee for approval.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR
				2.1D: (F&R) <b>Monitor</b> the Annual Trust Budget.	2.1E: <b>Monitor</b> the Annual Trust Budget and provide regular updates to the F&R Committee.							
2.2	Annual Trust Office Central Budget (Source: 4.9 MFA / 2.9 Academies Handbook)	N/A	2.2A: <b>Approve</b> Trust office central budget.	2.2B: (F&R) <b>Endorse</b> the Trust office budget and <b>recommend</b> it to the Board for approval.	2.2C: <b>Prepare</b> the Trust office budget and <b>recommend</b> it to the F&R Committee for approval.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR
				2.1D: (F&R) <b>Monitor</b> the Annual Trust Office Budget.	2.1E: <b>Monitor</b> the Annual Trust Office Budget and provide regular updates to the F&R Committee.							

2. FINANCIAL												
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Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
2.3	Annual Academy Budgets <i>(Source: 2.1 Academies Financial Handbook )</i>	N/A	N/A	2.3A: (F&R) <b>Approve</b> each Academy's annual budget and three year forecast	2.3C: <b>Monitor</b> and <b>review</b> Academy and Trust budgets and make <b>recommend</b> amendments or action to the F&R Committee	2.3D: <b>Endorse</b> the Academies budget and three year plans and <b>recommend</b> to the Executive Team for review.	2.3F: <b>Note</b> Academy budget and three year plans.	2.3G: <b>Prepare</b> Academy budget and three year plan and <b>recommend</b> it to the Governing Body for review.	2.3I: <b>Manage</b> and <b>review</b> budget and <b>report</b> performance to the Executive Principal.	2.3J: <b>Endorse</b> Academy budget and three year plan and <b>recommend</b> to the Executive Team for review.	2.3L: <b>Prepare</b> Academy budget and three year plan and <b>recommend</b> it to the Governing Body to endorse.	Director of Finance and HR
				2.3B: (F&R) <b>Monitor</b> the Annual Academy Budgets and <b>recommend</b> amendments or actions to the Academy where necessary.		2.3E: <b>Monitor</b> and <b>review</b> performance against Academies annual budgets						
2.4	Partnership Cost Contribution (PCC)	N/A	2.4A: <b>Approve</b> the PCC on an annual basis.	2.4B: (F&R) <b>Endorse</b> the PCC and <b>recommend</b> it to the Board for approval.	2.4C: <b>Draft</b> the proposed PCC and <b>recommend</b> it to the F&R Committee to endorse.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR



2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
2.5	Accounting Officer (Source:4.3 MFA)	N/A	2.5A: <b>Appoint</b> an Accounting Officer	N/A	2.5B: <b>Notify</b> the Secretary of State of the appointment of the Accounting Officer.	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer
2.6	Change in Year End Position up to £25,000 (Primary only)	N/A	N/A	2.6A: (F&R) <b>Monitor</b> the variance in year end position	2.6B: <b>Report</b> variances in year end position to the F&R Committee.	2.6C: <b>Endorse</b> any change in year end up to £25,000 proposed by the Executive Principal.	N/A	2.6D: <b>Approve</b> any change in year-end up to £25,000 following endorsement from the Governing Body. <b>Notify</b> the Executive Team.	N/A	2.6E: <b>Endorse</b> any change in year end up to £25,000 proposed by the Executive Principal.	2.6F: <b>Approve</b> any change in year end up to £25,000 and following endorsement from the Governing Body. <b>Notify</b> the Executive Team.	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) <b>Monitor</b> the variance in year end position	2.7B: <b>Report</b> variances in year end position to the F&R Committee.	2.7C: <b>Endorse</b> any change in year end up to £25,000 proposed by the Executive Principal.	N/A	2.7D: <b>Approve</b> any change in year end up to £50,000 following endorsement from the Governing Body. <b>Notify</b> the Executive Team.	N/A	2.7E: <b>Endorse</b> any change in year end up to £25,000 proposed by the Executive Principal.	2.7F: <b>Approve</b> any change in year end up to £50,000 following endorsement from the Governing Body. <b>Notify</b> the Executive Team.	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
2.8	Expenditure above £25,000 (Primary only)	N/A	N/A	2.8A: (F&R) <b>Monitor</b> expenditure over £25,000 per Academy.	2.8B: <b>Approve</b> expenditure above £25,000	N/A	N/A	2.8C: <b>Endorse</b> and <b>recommend</b> expenditure over £25,000 to the Executive Team for approval.	N/A	N/A	2.8D: <b>Endorse</b> and <b>recommend</b> expenditure over £25,000 to the Executive Team for approval.	Director of Finance and HR
2.9	Expenditure above £50,000 (Secondary only)	N/A	N/A	2.9A: (F&R) <b>Monitor</b> expenditure over £50,000 per Academy.	2.9B: <b>Approve</b> expenditure above £50,000	N/A	N/A	2.9C: <b>Endorse</b> and <b>recommend</b> expenditure over £50,000 to the Executive Team for approval.	N/A	N/A	2.9D: <b>Endorse</b> and <b>recommend</b> expenditure over £50,000 to the Executive Team for approval.	Director of Finance and HR
2.10	Expenditure above £100,000	N/A	N/A	2.10A: (F&R) <b>Approve</b> expenditure above £100,000	2.10B: <b>Monitor</b> expenditure over £100,000 per Academy and <b>recommend</b> such expenditure to the F&R Committee for approval.	2.10C: <b>Endorse</b> and <b>recommend</b> expenditure over £100,000 prior to Executive Principal recommending for approval.	N/A	2.10D: <b>Endorse</b> and <b>recommend</b> expenditure over £100,000 to Executive Team to be submitted to the F&R Committee for approval.	N/A	N/A	2.10E: <b>Endorse</b> and <b>recommend</b> expenditure over £100,000 to Executive Team to be submitted to the F&R Committee for approval..	Director of Finance and HR
2.11	Adding signatories to	N/A	2.11A: <b>Approve</b> the addition or removal of any	N/A	2.11B: <b>Review</b> the addition or removal of any	N/A	N/A	2.11C: <b>Review</b> the addition or removal of any	N/A	N/A	2.11D: <b>Review</b> the addition or removal of any signatory	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
	any Trust Bank Account <i>(Source: 96.Articles)</i>		signatory on any Trust Bank Account.		signatory and <b>recommend</b> to the Board for approval.			signatory and <b>recommend</b> to the Board for approval.			and <b>recommend</b> to the Board for approval.	
2.12	Opening a Trust Bank Account (centrally or at Academy) <i>(Source: 96.Articles)</i>	N/A	2.12A: <b>Approve</b> the opening of any new Trust Bank Account	N/A	2.12B: <b>Review</b> the opening of any new Trust Bank Account and <b>recommend</b> to the Board for approval.	N/A	N/A	2.12C: <b>Review</b> the opening of any new Trust Bank Account and <b>recommend</b> to the Board for approval.	N/A	N/A	2.12D: <b>Review</b> the opening of any new Trust Bank Account and <b>recommend</b> to the Board for approval.	Director of Finance and HR
2.13	Petty Cash (up to £500 per Academy)	N/A	N/A	N/A	N/A	N/A	N/A	2.13A: <b>Approve</b> the expenditure and reconciliation of petty cash across Academies.	N/A	N/A	2.13B: <b>Approve</b> the expenditure and reconciliation of petty cash within the Academy.	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: <b>Approve</b> any lease or hire agreement which contractually binds the Trust.	N/A	N/A	2.14B: <b>Endorse</b> and <b>recommend</b> any lease or hire agreement which contractually binds the Trust and recommend	N/A	N/A	2.14C: <b>Endorse</b> and <b>recommend</b> any lease or hire agreement which contractually binds the Trust and recommend it to the Executive Team for approval.	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
								it to the Executive Team for approval.				
2.15	Capital Grants (Academy level) (Source: )	N/A	N/A	N/A	N/A	2.15A: <b>Monitor</b> and <b>review</b> any capital grants / projects for the Academy/set of Academies.	N/A	2.15B: <b>Approve</b> and <b>review</b> any capital grants / projects for the Academy/set of Academies with reference to the financial limits set out in the Financial Regulations.	N/A	2.15C: <b>Monitor</b> and <b>review</b> any capital grants/ projects for the Academy.	2.15D: <b>Approve, oversee</b> and <b>review</b> any capital grant / project for the Academy with reference to the financial limits set out in the Financial Regulations.	Director of Finance and HR
2.16	Capital Grants (Trust level) (Source: )	N/A	N/A	2.16A: (F&R) <b>Approve</b> any capital grant/ project.	2.16B: <b>Review</b> and <b>recommend</b> any capital grants / projects to the F&R Committee for approval.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR
2.17	Annual Report and Accounts (Source:129-130 Articles, 4.18-4.23 MFA, 2.6 Academies Financial Handbook)	N/A	2.17A: <b>Approve</b> the Annual Report and Accounts and <b>recommend</b> to the Members for Noting. .	2.17B: (F&R /Audit) <b>Review</b> the Annual Report and Accounts and <b>recommend</b> to	2.17C: <b>Draft</b> and <b>prepare</b> the Annual Report and Accounts and <b>recommend</b> to the F&R and	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
				the Board for endorsement.	Audit Committees for endorsement.							
2.18	Appointment of Auditors <i>(Source: Companies Act 2006 / 4.1 Academies Financial Handbook )</i>	N/A	2.18A: <b>Appoint</b> or <b>Remove</b> the Auditor based on the <b>recommendation</b> from the Audit Committee. <b>Recommend</b> to the Members for Noting.	2.18B: (Audit) <b>Endorse</b> the appointment and performance of the Auditor and make <b>recommendations</b> to the Board. 2.18C: (Audit) <b>Approve</b> the engagement letter of the Auditor.	2.18D: <b>Advise</b> on the appointment and performance of the Auditor and make <b>recommendations</b> to the Audit Committee.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR
2.19	Audit Programme	N/A	2.19A: <b>Approve</b> the internal and external Audit programmes	2.19B: (Audit) <b>Endorse</b> the internal and external Audit programmes and <b>recommend</b> it to the Board for approval.	2.19C: <b>Review</b> the Audit programmes and <b>recommend</b> to the Audit Committee for endorsement.	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR
2.20	Audit Reports	N/A	N/A	2.20A: <b>Review</b> reports from	2.20B: <b>Review</b> the audit reports	2.20C: <b>Review</b>	N/A	2.20D: <b>Review</b> Audit reports and	N/A	2.20E: <b>Review</b> reports from Auditors	2.20F: <b>Review</b> Audit reports and	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
	(Source: 4.18-4.23 MFA )		Auditors and responses from Executive and Academy responses.	and Academy responses and recommend to the Audit Committee.	reports from Auditors and responses from Academy Principal and <b>prepare</b> feedback to the Executive Team.		responses from Academy Principal and <b>recommend</b> to the Academy Committee.		and responses from Headteacher and <b>prepare</b> feedback to the Executive Team.	prepare responses and <b>recommend</b> to the Governing Body.		
2.21	Expenses	To be approved in accordance with the Expenses Policy.									Director of Finance and HR	
2.22	Reserves (Private Funds) (In line with Reserves Policy)	N/A	N/A	N/A	2.22A: <b>Approve</b> how voluntary private funds should be administered and used in line with the Trust's Charitable Object.	2.22B: <b>Endorse</b> how voluntary private funds should be administered and <b>recommend</b> to the	N/A	2.22C: <b>Propose</b> how voluntary private funds should be administered and <b>recommend</b> it to the Governing	N/A	2.22D: <b>Endorse</b> how voluntary private funds should be administered and <b>recommend</b> to the Executive Team for approval.	2.22E: <b>Propose</b> how voluntary private funds should be administered and <b>recommend</b> it to the Governing Body for endorsement.	Director of Finance and HR

2. FINANCIAL												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
						Executive Team for approval.		Body for endorsement.			2.22F: <b>Propose</b> how voluntary private funds should be administered and <b>recommend</b> it to the Governing Body for endorsement.	

3. CONTRACTS (Excluding HR/Recruitment)												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
3.1	Contracts up to £10,000 in total or in aggregate (Primary Academies only)	N/A	N/A	N/A	3.1A: <b>Review</b> and <b>Monitor</b> the number of contracts below £10,000 being entered into across the Trust.	3.1B: <b>Approve</b> all contracts within the threshold limit and provide a copy of the contract to the Executive Team.  3.1C: <b>Review</b> and <b>Monitor</b> the progress of the contract.	N/A	3.1D: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy or set of Academies. .	3.1E: <b>Review</b> and <b>Monitor</b> the progress of the contract.	3.1F: <b>Approve</b> all contracts in the threshold limit and provide a copy of the contract to the Executive Team.  3.1G: <b>Review</b> and <b>Monitor</b> the progress of the contract.	3.1H: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy.	Director of Finance and HR
3.2	Contracts over £10,000 in total or in aggregate (Primary Academies only)	N/A	N/A	3.2A: <b>Approve</b> all contracts in the threshold limit	3.2B: <b>Review</b> and <b>Monitor</b> the number of contracts above £10,000 being entered into across the Trust.	3.2D: <b>Endorse</b> all contracts within the threshold limit and <b>recommend</b> these to the	N/A	3.2E: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy or set of Academies. .	N/A	N/A	3.2G: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy.	Director of Finance and HR



3. CONTRACTS (Excluding HR/Recruitment)											
					Shared Leadership and Business Management				Single Academy Leadership and Business Management		
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
				3.2C: <b>Endorse</b> all contracts in the threshold limit and <b>recommend</b> these to the Finance and Resources Committee for approval.	Executive Team for the Finance and Resources Committee to approve. Provide a copy of the contract to the Executive Team.		3.2F: <b>Review</b> and <b>Monitor</b> the progress of the contract.			3.2H: <b>Review</b> and <b>Monitor</b> the progress of the contract.	
3.3	Contracts over £50,000 in total or in aggregate	N/A	N/A	3.3A: <b>Approve</b> all contracts in the threshold limit	3.3C: <b>Review</b> and <b>Monitor</b> the number of contracts above £50,000 being entered into across the Trust.	3.3E: <b>Endorse</b> all contracts within the threshold limit and <b>recommend</b> these to the Executive Team for the Finance and Resources Committee to approve. Provide a copy of the contract to the	N/A	3.3F: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy or set of Academies.	N/A	3.3H: <b>Endorse</b> the entering into any contract within the threshold limit for the Academy or set of Academies.	Director of Finance and HR
				3.3B: <b>Review</b> and <b>Monitor</b> expenditure for contracts.	3.3D: <b>Endorse</b> all contracts in the threshold limit and <b>recommend</b> these to the Finance and Resources	Executive Team for the Finance and Resources Committee to approve. Provide a copy of the contract to the		3.3G: <b>Review</b> and <b>Monitor</b> the progress of the contract.		3.3I: <b>Review</b> and <b>Monitor</b> the progress of the contract.	

3. CONTRACTS (Excluding HR/Recruitment)												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
				Committee for approval.	Executive Team.							
3.4	Tender and Procurement (Source: Financial Regulations)	N/A	N/A	N/A	N/A	3.4A: <b>Ensure</b> that procurement and tender processes are in line with the Trust's Financial Regulations.	N/A	3.4B: <b>Review</b> and <b>Monitor</b> the progress of the contract.	N/A	3.4C: <b>Ensure</b> that procurement and tender processes are in line with the Trust's Financial Regulations.	N/A	Director of Finance and HR
3.5	Related Party Transactions (up to £20k) (Source: 5.41 Academies Financial Handbook)	N/A	N/A	N/A	3.5A: <b>Review</b> and note related party transactions up to £20k across the Trust.	3.5B: <b>Approve</b> any contracts which constitute related party transactions in line with section 3.1 above and <b>notify</b> the Executive Team.	N/A	3.5C: <b>Review</b> any contracts which constitute related party transactions and <b>recommend</b> to the Governing Body for approval.	N/A	3.5D: <b>Approve</b> any contracts which constitute related party transactions in line with section 3.1 above and <b>notify</b> the Executive Team.	3.5E: <b>Review</b> any contracts which constitute related party transactions and <b>recommend</b> to the Governing Body for approval.	Director of Finance and HR
3.6	Related Party Transactions (over £20k)	N/A	N/A	3.6A: <b>Approve</b> contracts which constitute related	3.6B: <b>Review</b> any contracts which constitute	3.6C: <b>Endorse</b> any contract which	N/A	3.6D: <b>Review</b> any contract which	N/A	3.6E: <b>Endorse</b> any contract which constitutes a related	3.6F: <b>Review</b> any contracts which constitutes a	Director of Finance and HR

3. CONTRACTS (Excluding HR/Recruitment)											
					Shared Leadership and Business Management				Single Academy Leadership and Business Management		
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
(Source: 5.41 Academies Financial Handbook)			party transactions and report to the Board regularly.	related party transactions and <b>recommend</b> to the Board for approval.	constitutes a related party transaction over £20k and <b>recommend</b> to the Board for approval.		constitutes related party transaction over £20k and <b>recommend</b> to the Governing Body for endorsement.		party transaction over £20k and <b>recommend</b> to the Board for approval.	related party transaction over £20k and <b>recommend</b> to the Governing Body for endorsement.	

4. ACADEMY STANDARDS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
4.1	Annual Report on Standards	4.1A: <b>Review</b> the annual report on standards across Academies within the Trust.	4.1B: <b>Approve</b> the annual report on standards and <b>Prepare</b> the Board's annual report on standards and <b>recommend</b> it to the Members for review.	4.1C: <b>Endorse</b> the annual report on standards and recommend it to the Board for approval. (Ach Com)	4.1D: <b>Draft</b> the annual report on standards and recommend it to the Achievement Committee for endorsement.	N/A	N/A	N/A	N/A	N/A	N/A	Director of School Improvement
4.2	Standards	N/A	4.2A: <b>Review</b> a termly report on standards from the Director of School Improvement	4.2B <b>Endorse</b> the termly report on standards and recommend it to the Board for noting. (Ach Com)	4.2C <b>Draft</b> a termly report on standards and recommend it to the Achievement Committee for endorsement.	N/A	4.2D <b>Monitor</b> the Academy Principal review and progress to KPI targets on standards within the Academy every term and provide <b>challenge</b> where required.	4.2E: <b>Approve</b> the Academy Principal review and KPI targets on standards within the Academy every term and provide to the Academy Committee for review.	4.2F <b>Draft</b> a review and KPIs on standards within the Academy every term and provide to the Executive Principal for approval.	4.2H <b>Monitor</b> the Academy Principal review on standards within the Academy every term and provide <b>challenge</b> where required.	4.2I: <b>Draft</b> a review on standards within the Academy every term and provide to the Academy Committee for review.	Director of School Improvement
									4.2G <b>Monitor, evaluate</b> and <b>lead</b> standards of teaching and			

4. ACADEMY STANDARDS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
									learning in the Academy and identify when to make appropriate interventions			
4.3	School Improvement	N/A	4.3A: <b>Approve</b> the Academy Improvement Framework for School Improvement across the Trust.	4.3B: <b>Endorse</b> the Academy Improvement Framework for School Improvement across the Trust and recommend to the Board for approval. (Ach Com)	4.3C: <b>Draft</b> and <b>review</b> the Academy Improvement Framework for School Improvement across the Trust and recommend to the Achievement Committee for endorsement.	N/A	4.3D: <b>Approve</b> a School Improvement Plan for the Academy in line with the Academy Improvement Framework.	N/A	4.3E: <b>Draft</b> a School Improvement Plan for the Academy in line with the Academy Improvement Framework.	4.3F: <b>Approve</b> a School Improvement Plan for the Academy in line with the Trust Academy Improvement Framework.	4.3G: <b>Draft</b> a School Improvement Plan for the Academy in line with the Academy Improvement Framework.	Director of School Improvement
4.4	Curriculum (Source: 2.23 MFA)		4.4A: <b>Approve</b> the Curriculum Statement of Intent across the Trust.	4.4B: <b>Endorse</b> the Curriculum Statement of Intent and recommend to the Board for approval.	4.4C: <b>Prepare</b> report confirming that appropriate curricula provisions are in place making recommendation as necessary.	N/A	4.4D: <b>Monitor</b> the curriculum set out by the Academy	N/A	4.4E: <b>Ensure</b> the Academy publishes information on its website about the content and approach to curriculum (including sex	4.4F: <b>Monitor</b> the curriculum set out by the Academy	4.4G: <b>Ensure</b> the Academy publishes information on its website about the content and approach to curriculum (including sex	Director of School Improvement

4. ACADEMY STANDARDS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
									education and British values) and, if applicable, the GCSE options and other Key Stage 4 qualifications offered by the Academy, the names of any phonics or reading schemes in place and how parents can obtain further information of the Academies curriculum.		education and British values) and, if applicable, the GCSE options and other Key Stage 4 qualifications offered by the Academy, the names of any phonics or reading schemes in place and how parents can obtain further information of the Academies curriculum.	
4.5	Quality of teaching and learning	N/A	N/A	N/A	4.5A: <b>Monitor</b> each academy via visits on a termly basis and <b>report</b> to the EP / HT / APs and Chair of Governors on	4.5B: <b>Review</b> termly reports on the quality of teaching and learning and challenge <b>and support accordingly.</b>	N/A	4.5C: <b>Monitor</b> the quality of teaching and learning, the curriculum, inclusion and the sharing of good	4.5D: <b>Monitor</b> and <b>report</b> to the Executive Principal on the quality of teaching and learning, the curriculum,	4.5E: <b>Monitor</b> the quality of teaching and learning, the curriculum, inclusion and the sharing of good practice across Academies.	4.5F: <b>Monitor</b> and <b>report</b> to the Governing Body on the quality of teaching and learning, the curriculum, inclusion and the	Director of School Improvement

4. ACADEMY STANDARDS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
					strengths, weaknesses and areas for development.			practice across Academies	inclusion and the sharing of good practice across Academies.		sharing of good practice across Academies.	
4.6	Pupil Achievement Targets	N/A	4.6A: <b>Review</b> reports, received at least once per annum, on the progress to targets and challenge and support accordingly.	4.6B: <b>Approve</b> overall academy and trust targets for pupil progress and attainment for the end of all key stages and for the phonics check	4.6C: <b>Set</b> overall academy and trust targets, for pupil progress and attainment for the end of all key stages and for the phonics check and <b>recommend</b> to the Achievement Committee for approval.	4.6D: <b>Approve</b> target setting for pupil achievement and progress by the Academy Principal(s) and monitor against targets	4.6E: <b>Monitor</b> target setting for pupil achievement and progress by the Headteacher and monitor against targets	4.6F: <b>Endorse</b> target setting for pupil achievement and progress by the Academy Principal and <b>recommend</b> to the Governing Body for approval,	4.6G: <b>Set</b> pupil achievement targets and <b>recommend</b> to the Executive Principal for endorsement.	4.6H: <b>Approve</b> target setting for pupil achievement and progress by the Headteacher and monitor against targets	4.6I: <b>Set</b> pupil achievement targets and <b>recommend</b> to the Governing Body for approval.	Director of School Improvement
4.7	Academy Performance	N/A	4.7A: <b>Oversight</b> and <b>accountability</b> for the performance of Academies within the Trust.	N/A	4.7B: <b>Support, monitor</b> and <b>challenge</b> the performance of each Academy as set out in the Framework for Continuous	4.7C: <b>Support</b> and <b>Challenge</b> the Executive Principal's leadership of the performance	N/A	4.7D: <b>Support</b> and <b>Challenge</b> the Academy Principal's leadership of the performance of the Academy.	N/A	4.7E: <b>Support</b> and <b>Challenge</b> the Headteacher's leadership of the performance of the Academy.	4.7F: <b>Support</b> and <b>Challenge</b> the performance of the Academy.	Director of School Improvement

4. ACADEMY STANDARDS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
					Improvement in line with its categorisation.	of the Academy.						
4.8	Catholicity	N/A	4.8A: <b>Approve</b> a Trust Catholicity Plan	N/A	4.8B: <b>Develop</b> a Trust Catholicity plan aligned to the Education Commission and wider diocese imperatives.	N/A	4.8C: <b>Oversee</b> the implementation of the Trust Catholicity plan	4.8D: <b>Oversee</b> and <b>ensure</b> the development of aims, policies and plans, rooted in Gospel values and teaching of the Catholic Church and maximise of staff, governors, parents/carers and clergy.	4.8E: <b>Foster</b> collective worship and spiritual development in partnership with the Parish church in a way which is open, inclusive and respectful of diversity and maximise of staff, governors, parents/carers and clergy.	N/A	4.8F: <b>Foster</b> 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 Director of School Improvement



5. SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)													
					Shared Leadership and Business Management				Single Academy Leadership and Business Management				
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Academy Committees	Headteacher	Senior Exec Accountability
5.1	Special Educational Needs and Disability	N/A	N/A	5.1A: <b>Review</b> updates on progress to be made to SEND priorities as part of regular, at least twice per annum, school improvement reporting.	5.1B: <b>Prepare</b> updates on progress to be made to SEND priorities as part of regular, at least twice per annum, school improvement reporting to the Achievement Committee.	N/A	5.1C: <b>Appoint</b> a Governor to oversee SEND and inclusion provisions.	5.1E: <b>Provide</b> experienced leadership which secures the delivery of high standards of attainment and progress, particularly to those pupils with SEND or socially disadvantaged backgrounds.	5.1F: <b>Appoint</b> a member of staff within the Academy responsible for co-ordinating SEND and inclusion provision.	5.1H: <b>Appoint</b> a Governor responsible for SEND and inclusion provisions.	N/A	5.1I: <b>Appoint</b> a member of staff within the Academy responsible for co-ordinating SEND and inclusion provision.	Director of School Improvement
							5.1D: <b>Review</b> and <b>Monitor</b> the requirements set out for pupils with Statement of SEND or Education, Health and Care Plan.		5.1G: <b>Ensure</b> the full delivery of requirements set out for pupils with a Statement of SEND or Education, Health and Care Plan.			5.1J: <b>Ensure</b> the full delivery of requirements set out for pupils with a Statement of SEND or Education, Health and Care Plan.	

## 6. SAFEGUARDING

6. SAFEGUARDING												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
6.1	Safeguarding Lead	N/A	6.1A: <b>Appoint</b> a dedicated member of the Board to act as Safeguarding Director for the Trust and <b>review</b> reports on a regular basis.	N/A	6.1B: <b>Appoint</b> a dedicated member of the Executive Team to act as DSL for the Trust and provide regular reports to the Trust Board.	6.1C: <b>Appoint</b> a Governor to oversee safeguarding and protection issues and <b>review</b> reports at each meeting.	N/A	N/A	6.1D: <b>Appoint</b> a Designated Safeguarding Lead (DSL) within the Academy to monitor day to day issues of safeguarding and provide a report to the Governing Body.	6.1E: <b>Appoint</b> a Governor to oversee safeguarding and protection issues and <b>review</b> reports at each meeting.	6.1F: <b>Appoint</b> a Designated Safeguarding Lead (DSL) within the Academy to monitor day to day issues of safeguarding and provide a report to the Governing Body.	Chief Executive Officer
6.2	Safeguarding Reports	N/A	6.2A: <b>Review</b> and <b>Monitor</b> safeguarding issues and the Trusts overall risks on the effectiveness of safeguarding across the Trust and <b>approve</b> recommendations where required.	N/A	6.2B <b>Review</b> and <b>Monitor</b> safeguarding issues and review regular reports on the effectiveness of safeguarding across the Trust making recommendations where required.	6.2C <b>Review</b> and <b>Monitor</b> safeguarding issues and provide regular reports to the Board on the effectiveness of safeguarding within the Academies	N/A	N/A	6.2D <b>Review</b> and <b>monitor</b> safeguarding issues and provide regular reports to the Governing Body on effectiveness of safeguarding within the Academy.	6.2E <b>Review</b> and <b>Monitor</b> safeguarding issues and provide regular reports to the Board on the effectiveness of safeguarding within the Academy	6.2F <b>Review</b> and <b>monitor</b> safeguarding issues of the day e.g. child sexual exploitation, radicalisation and provide regular reports to the Governing Body on effectiveness of safeguarding	Chief Executive Officer

6. SAFEGUARDING												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
										within the Academy.		
6.3	Safeguarding Audits	N/A	6.3A: <b>Review</b> the outcomes of the safeguarding audits as part of a regular review and monitor overall responsibilities across the Trust.	N/A	6.3B: <b>Approve</b> safeguarding audits at Academies, to be conducted by independent personnel, including scrutiny of safeguarding issues of the day e.g. child sexual exploitation, radicalisation.	6.3C: <b>Ensure</b> all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children 'looked after' and children 'in need'.	N/A	6.3D: <b>Ensure</b> all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children 'looked after' and children 'in need'.	6.3E: <b>Ensure</b> all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children 'looked after' and children 'in need'.	6.3F: <b>Ensure</b> all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children 'looked after' and children 'in need'.	6.3G: <b>Ensure</b> all safeguarding accountabilities are met and exceeded where possible, particularly the learning, social and faith needs of children 'looked after' and children 'in need'.	Chief Executive Officer
6.4	Single Central Record (Source: KCSIE)	N/A	N/A	N/A	6.4A <b>Maintain</b> the single central record for employees in the Trust Office ensuring that	N/A	N/A	6.4C <b>Monitor</b> the completion of the single central record ensuring that it is	6.4D <b>Maintain</b> the single central record ensuring that it is always up to date.	6.4E <b>Monitor</b> the completion of the single central record ensuring that it is	6.4F <b>Maintain</b> the single central record ensuring that it is always up to date.	Chief Executive Officer

6. SAFEGUARDING												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
					it is always up to date.			continuously up to date.		continuously up to date.		
					<u>6.4B: Monitor</u> the single central record for the Trust.							

## 7. BEHAVIOUR, ATTENDANCE AND EXCLUSION

7. BEHAVIOUR, ATTENDANCE AND EXCLUSION												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
7.1	Behaviour	N/A	N/A	7.1A: <b>Review</b> regular reports on behaviour within Academies e.g. exclusion data, pupil and staff safety and refer any matters of concern to the Directors.	7.1B: <b>Monitor</b> via visit to each Academy termly and report to the EP / HT / APs and appropriate Chair of Governors on standards of all aspects of academies (including behaviour) as detailed in the Ofsted Education Inspection Framework.	N/A	7.1C: <b>Review</b> regular reports on behaviour within Academies e.g. attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Achievement Committee.	N/A	7.1D: <b>Prepare</b> regular reports on behaviour within the Academy e.g. attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Academy Committee.  7.1E: <b>Model, encourage and develop</b> standards of staff and pupil behaviour to maintain a safe learning environment.	7.1F: <b>Review</b> regular reports on behaviour within Academies e.g. attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Achievement Committee.	7.1G: <b>Prepare</b> regular reports on behaviour within the Academy e.g. attendance profiles, exclusion data, pupil and staff safety and provide a regular update to the Governing Body.	Director of School Improvement
7.2	Attendance	N/A	N/A	7.2A: <b>Review</b> regular reports on attendance within Academies e.g. attendance profiles, exclusion data, pupil and staff	7.2B: <b>Monitor</b> each Academy by visiting termly and report to the EP / HT / APs and appropriate Chair of Governors on standards of all	N/A	N/A	N/A	7.2C: <b>Ensure</b> the Academy has a compliant register of pupil attendance.	N/A	7.2D: <b>Ensure</b> the Academy has a compliant register of pupil attendance.	Director of School Improvement

## 7. BEHAVIOUR, ATTENDANCE AND EXCLUSION

7. BEHAVIOUR, ATTENDANCE AND EXCLUSION												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
				safety and refer any matters of concern to the Directors and the Executive Principal.	aspects of academies, including attendance, as detailed in the Ofsted School Inspection Handbook							
7.3	Exclusions (Temporary)	N/A	N/A	7.3A: <b>Report</b> on behaviour, attendance and exclusions as part of regular reporting to Achievement Committee.	7.3B: <b>Monitor</b> by visiting each academy termly and report to the EP / HT / APs and appropriate Chair of Governors on standards of all aspects of academies, including exclusions, as detailed in the Ofsted School Inspection Handbook	N/A	7.3C: <b>Monitor</b> and <b>Review</b> temporary pupil exclusions.	7.3D: <b>Monitor</b> and <b>Review</b> any temporary pupil exclusion approved by the Academy Principal and provide support where required.	7.3E: <b>Approve</b> any temporary pupil exclusion in accordance with the Trust and Academy policy.	7.3F: <b>Monitor</b> and <b>Review</b> any temporary pupil exclusion approved by the Headteacher and provide support where required.	7.3G: <b>Approve</b> any temporary pupil exclusion in accordance with the Trust and Academy policy.	Director of School Improvement

## 7. BEHAVIOUR, ATTENDANCE AND EXCLUSION

7. BEHAVIOUR, ATTENDANCE AND EXCLUSION												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
7.4	Exclusions (Permanent or fixed term)	N/A	N/A	N/A	7.4A: <b>Monitor</b> and <b>Review</b> permanent or fixed term pupil exclusions and report to the Achievement Committee.	N/A	7.4B: <b>Monitor</b> and <b>Review</b> any permanent or fixed term pupil exclusion approved by the Academy Principal and provide support where required.	7.4C: <b>Establish</b> a panel to review any fixed term or permanent exclusion decision made by the Academy Principal in accordance with the Trust and Academy Policy.	7.4D: <b>Approve</b> any permanent or fixed term pupil exclusion in accordance with the Trust and Academy policy.	7.4E: <b>Establish</b> a panel to review any fixed term or permanent exclusion decision made by the Headteacher in accordance with the Trust and Academy Policy.	7.4F: <b>Approve</b> any permanent or fixed term pupil exclusion in accordance with the Trust and Academy policy.	Director of School Improvement

8. ADMISSIONS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
8.1	Admissions (including PAN) <i>(Source: DFE guidance)</i>	N/A	8.1A: <b>Approve</b> any increase or decrease to the number to the Pupil Admission Number (PAN) within an Academy, whether temporary or permanent.	N/A	8.1B: <b>Endorse</b> any increase or decrease to the Pupil Admission Number (PAN) within an Academy, whether temporary or permanent and recommend changes to the Board following consultation with Kent County Council.	8.1C: <b>Endorse</b> the Academy Admission Policy in accordance with the Trust requirements and recommend to the Board for approval.	N/A	N/A	N/A	8.1D: <b>Endorse</b> the Academy Admission Policy in accordance with the Trust requirements and recommend to the Board for approval.		Director of Finance and HR
8.2	Admission Appeals	N/A	N/A	N/A	N/A	8.2A: <b>Ensure</b> that there are provisions in place for hearing Admission appeals	N/A	8.2B: <b>Support</b> the Governing Body with provisions in place for hearing Admission appeals	N/A	8.2C: <b>Ensure</b> that there are provisions in place for hearing Admission appeals	8.2D: <b>Support</b> the Governing Body with provisions in place for hearing Admission appeals	Director of School Improvement



## 9. OTHER PUPIL RELATED MATTERS

9. OTHER PUPIL RELATED MATTERS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
9.1	Complaints	N/A	9.1A: <b>Review</b> serious complaints escalated from the Achievement Committee.	9.1B: <b>Review</b> regular reports on complaints received to the Trust and complaints received from Academies escalating any serious complaints to the Trust Board for noting.	9.1C: <b>Review</b> the levels of complaints received across the Trust escalating all summaries of complaints to the Achievement Committee for noting.	9.1D: <b>Monitor</b> and <b>Review</b> complaints at the relevant stage in accordance with the Complaints Policy.	9.1E: <b>Monitor</b> and <b>Review</b> complaints at the relevant stage in accordance with the Complaints Policy.	9.1F: <b>Review</b> regular reports on complaints received to Academies escalating all summaries of complaints to the Executive Team.	9.1G: <b>Review</b> complaints received and prepare reports for the Executive Principal.	9.1H: <b>Monitor</b> and <b>Review</b> complaints at the relevant stage in accordance with the Complaints Policy.	9.1K: <b>Review</b> regular reports on complaints received to Academies escalating all summaries of complaints to the Executive Team.	Company Secretary
9.2	Pupil Premium (Source: 2.13 MFA)	N/A	9.2A: <b>Oversight</b> of the Pupil Premium funding and its impact for pupils and similar oversight of other discrete vulnerable groups.	9.2B: <b>Review</b> performance of pupils eligible for pupil premium and other discrete vulnerable groups.	9.2C: <b>Monitor</b> each Academy by visiting termly and report to the EP / HT / APs and appropriate Chair of Governors on standards of all aspects of academies, including Pupil Premium, as	N/A	9.2D: <b>Appoint</b> a Governor responsible for pupil premium and <b>monitor</b> the impact of pupil premium in the academy.	N/A	9.2E: <b>Ensure</b> the effective deployment of pupil premium and monitor its impact and ensure similar scrutiny across other discrete vulnerable groups.	9.2F: <b>Appoint</b> a Governor responsible for pupil premium and <b>monitor</b> the impact of pupil premium in the academy.	9.2G: <b>Ensure</b> the effective deployment of pupil premium and monitor its impact and ensure similar scrutiny across other discrete vulnerable groups.	Director of School Improvement

**9. OTHER PUPIL RELATED MATTERS**

9. OTHER PUPIL RELATED MATTERS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
				detailed in the Ofsted School Inspection Handbook								
9.3	Pupil Premium Allocation (Source: 2.13 MFA)	N/A	N/A	N/A	N/A	N/A		<b>9.3A: Ensure</b> that the Academy websites contain, for each Financial Year, the amount of pupil premium allocated it will receive, how it intends to spend the pupil premium, what it spent the previous pupil premium allocation on, the impact of the previous year pupil premium allocation. (2.13 MFA)	<b>9.3B: Ensure</b> that the Academy website contains, for each Financial Year, the amount of pupil premium allocated it will receive, how it intends to spend the pupil premium, what it spent the previous pupil premium allocation on, the impact of the previous year pupil premium allocation. (2.13 MFA)	N/A	<b>9.3C: Ensure</b> that the Academy website contains, for each Financial Year, the amount of pupil premium allocated it will receive, how it intends to spend the pupil premium, what it spent the previous pupil premium allocation on, the impact of the previous year pupil premium allocation. (2.13 MFA)	Director of School Improvement

**9. OTHER PUPIL RELATED MATTERS**

9. OTHER PUPIL RELATED MATTERS												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
9.4	Academy Session times	N/A	N/A	N/A	N/A	N/A	<b>9.4A:Monitor</b> and <b>review</b> the times of Academy sessions times and the dates of school terms and holidays.	<b>9.4B:Approve</b> the times of Academy session times and the dates of school terms and holidays.	<b>9.4C:Propose</b> the times of Academy session times and the dates of school terms and holidays.	<b>9.4D:Monitor</b> and <b>review</b> the times of Academy sessions times and the dates of school terms and holidays.	<b>9.4E:Approve</b> the times of Academy session times and the dates of school terms and holidays.	Director of Finance and HR

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
10.1	Appointment of Chief Executive Officer (Source: 107 Articles)	N/A	10.1A: <b>Approve</b> the appointment of the Chief Executive Officer on recommendation from the Pay and Performance Committee and <b>notify</b> the Members.	10.1B: <b>Endorsement and recommend</b> the appointment of the Chief Executive Officer to the Board for approval.	10.1C: <b>Support</b> the Board members where required with the appointment of the Chief Executive Officer.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary supporting the Chair of the Trust Board
10.2	Removal of Chief Executive Officer	N/A	10.2A: <b>Approve</b> the removal, or suspension or summary dismissal of the Chief Executive Officer on recommendation from the Pay and Performance Committee.	10.2B: <b>Recommend</b> the removal, or suspension or summary dismissal of the Chief Executive Officer and <b>recommend</b> to the Board for approval.	10.2C: <b>Support</b> the Board members where required with the removal, or suspension or summary dismissal of the Chief Executive Officer.	N/A	N/A	N/A	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: <b>Approve</b> the appointment of the Company	N/A	10.3B: <b>Support</b> the Board members where	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer supporting the

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
			Secretary on recommendation from the Executive Team.		required with the appointment of the Company Secretary and <b>recommend</b> candidates for appointment.						Chair of the Trust Board	
10.4	Removal of Company Secretary	N/A	10.4A: <b>Approve</b> the removal, or suspension or summary dismissal of the Chief Executive Officer on recommendation from the Pay and Performance Committee.	10.4B: <b>Recommend</b> the removal, or suspension or summary dismissal of the Chief Executive Officer and <b>recommend</b> to the Board for approval.	10.4C: <b>Support</b> the Board members where required with the removal, or suspension or summary dismissal of the Company Secretary.	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer supporting the Chair of the Trust Board	
10.5	Appointment of an Executive Principal / Headteacher (Source: 107 Articles)	N/A	N/A	10.5A: <b>Approve</b> the appointment of an Executive Principal/ Headteacher.	10.5B: <b>Support</b> the process of appointment of the Executive Principal/ Headteacher.	10.5C: <b>Support</b> the process of appointment of the Executive Principal/ Headteacher.	N/A	N/A	N/A	10.5D: <b>Support</b> the process of appointment of the Executive Principal/ Headteacher.	Director of Finance and HR	

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
10.6	Appointment of an Academy Principal / Deputy Headteacher	N/A	N/A	N/A	10.6A: <b>Approve</b> the overall appointment process of the Academy Principal.	10.6B: <b>Support</b> the appointment of an Academy Principal.	N/A	10.6C: <b>Participate</b> in the selection and appointment, deployment and management of Academy Principals to ensure continuous improvement of learning and faith outcomes.	N/A	10.6D: <b>Approve</b> the appointment of a Deputy Headteacher.	10.6D: <b>Participate</b> in the selection and appointment, deployment and management of a Deputy Headteacher to ensure continuous improvement of learning and faith outcomes	Director of Finance and HR
10.7	Appointment of Area Business Manager/ Business Manager	N/A	N/A	N/A	10.7A: <b>Approve</b> the recruitment of an Area Business Manager or Business Manager.	10.7B: <b>Participate</b> in the recruitment of an Area Business Manager/ Business Manager where appropriate.	N/A	10.7C: <b>Approve</b> the appointment of an Area Business Manager/ Business Manager.	N/A	10.7D: <b>Participate</b> in the recruitment of an Area Business Manager/ Business Manager where appropriate	10.7E: <b>Approve</b> the appointment of an Area Business Manager/ Business Manager.	Director of Finance and HR
10.8	Appointment of any member of	N/A	N/A	N/A	N/A	N/A	N/A	10.8A: <b>Approve</b> the appointment of any	10.8B: <b>Participate</b> in the recruitment process where appropriate	N/A	10.8C: <b>Approve</b> the appointment of any other	Director of Finance and HR

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
	staff not in a senior leadership position						other member of staff within the Academy.			member of staff within the Academy.		
10.9	Removal / dismissal of any member of staff not in a senior leadership position	Refer to the relevant Trust HR Policy.									Director of Finance and HR	
10.10	Removal / dismissal of any senior member of staff	Refer to the relevant Trust HR Policy.									Director of Finance and HR	
10.11	Performance Management of CEO (Source: 2.4.3 Academies Financial Handbook)	N/A	10.11A: <b>Undertake</b> the performance management of the CEO and make a recommendation on pay to the Pay and Performance Committee.	10.11B: <b>Review</b> the performance management of the CEO and <b>approve</b> pay adjustments in line with the Pay Policy.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary with Chair of the Trust Board	

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
10.12	Performance Management of Company Secretary	N/A	10.12A: <b>Undertake</b> the performance management with input from the CEO and make a recommendation on pay to the Pay and Performance Committee.	10.12B: <b>Review</b> the performance management of the and <b>approve</b> pay adjustments in line with the Pay Policy.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer
10.13	Performance Management of Director of Finance and HR and Director of School Improvement	N/A	N/A	10.13A: <b>Review</b> the performance management and <b>approve</b> pay adjustments in line with the Pay Policy.	(CEO) 10.13B: <b>Undertake</b> the performance management and make a recommendation on pay to the Pay and Performance Committee.	N/A	N/A	N/A	N/A	N/A	N/A	Chief Executive Officer
10.14	Performance Management of an Executive Principal /	N/A	N/A	10.14A: <b>Review</b> the performance management and <b>approve</b> pay adjustments	10.14B: <b>Undertake</b> the performance management with input from	10.14C: <b>Participate</b> in the performance management	N/A	N/A	N/A	10.14D: <b>Participate</b> in the performance management	N/A	Chief Executive Officer



10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
	Headteacher / Area Business Manager			in line with the Pay Policy.	the Chair of the Governing Body and make a recommendation on pay in line with the Pay Policy.	of the Executive Principal. (Chair only)				of the Headteacher. (Chair only)		
10.15	Performance Management of an Academy Principal / Deputy Headteacher /Business Manager	N/A	N/A	N/A	10.15A: Participate in the performance management.	10.15B: Approve the ongoing performance of the Academy Principal.	10.15C: Participate in the performance management (Chair only)	10.15D: Undertake the performance management of the Academy Principal and make a recommendation on pay in line with the Pay Policy to the EGB.	N/A	10.15E: Undertake the performance management of the Deputy Headteacher or Business Manager and make a recommendation on pay to the Pay and Performance Committee	10.15F: Undertake the performance management of the Deputy Headteacher and Business Manager and make a recommendation on pay in line with the Pay Policy to the LGB.	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	N/A	N/A	10.16B: Review the performance management and approve pay	10.16C: Undertake the performance management and make a recommendation on pay in line with the Pay Policy.	10.16D: Review the performance management and endorse	10.16E: Undertake the performance management and make a	Director of Finance and HR

10. HUMAN RESOURCES INCLUDING RECRUITMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
					and make a recommendation on pay to the CEO in line with the Pay Policy.			adjustments in line with the Pay Policy.		pay adjustments in line with the Pay Policy.	recommendation on pay.	
10.17	Recruitment of staff (within budget)	N/A	N/A	N/A	<b>10.17A: Approve</b> recruitment of Trust Office staff within budget.	<b>10.17B: Note</b> the recruitment of staff for the Academy within budget	N/A	<b>10.17C: Approve</b> recruitment of staff for each Academy within budget and <b>participate</b> in the recruitment of senior leaders within the Academy.	N/A	<b>10.17D: Note</b> the recruitment of staff for the Academy within budget	<b>10.17E: Approve</b> recruitment of staff for the Academy within budget and <b>participate</b> in the recruitment of senior leaders within the Academy.	Director of Finance and HR
10.18	Recruitment of staff (outside of budget)	N/A	N/A	<b>10.18A: Approve</b> recruitment of Trust Office staff outside of Trust Office budget.	<b>10.18B: Approve</b> recruitment of staff for each Academy outside of the Academy budget.	<b>10.18C: Endorse</b> recruitment of staff for each Academy outside of the Academy budget and escalate to the Executive Team for approval.	N/A	<b>10.18D: Review</b> recruitment of staff for each Academy outside of the Academy budget and escalate to the Executive Governing Body for endorsement.	N/A	<b>10.18E: Endorse</b> recruitment of staff for each Academy outside of the Academy budget and escalate to the Executive Team for approval.	<b>10.18F: Review</b> recruitment of staff for each Academy outside of the Academy budget and escalate to the Governing Body for endorsement.	Director of Finance and HR

<b>10. HUMAN RESOURCES INCLUDING RECRUITMENT</b>												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
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)												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
11.1	IT Systems	N/A	11.1A: <b>Approve</b> the Trust strategy on shared IT systems across the Trust	11.1B: <b>Endorse</b> the Trust strategy on shared IT systems across the Trust	11.1C: <b>Draft</b> the Trust strategy on shared IT systems across the Trust and <b>recommend</b> it to the Finance and Resources Committee for endorsement.	N/A	N/A	N/A	N/A	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: <b>Approve</b> the Trust website 11.2B: <b>Monitor</b> and <b>review</b> the Trust Website to ensure that it remains compliance with statutory legislation and requirements.	N/A	N/A	N/A	N/A	N/A	N/A	Company Secretary
11.3	Academy Website (Source: DFE guidance)	N/A	N/A	N/A	11.3A: <b>Undertake</b> monthly compliance checks of Academy	N/A	N/A	N/A	11.3B: <b>Draft</b> and <b>approve</b> the Trust website and ensure that it remains compliant with statutory legislation and requirements.	N/A	11.3C: <b>Draft</b> and <b>approve</b> the Trust website and ensure that it remains compliant with	Company Secretary

11. IT AND SOFTWARE (INCLUDING WEBSITES)												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
					websites to ensure that it remains compliant with statutory legislation and requirements.						statutory legislation and requirements.	

## 12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT

12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
12.1	Risk Register & Business Continuity Plan (BCP) (Source: 2.6 Academies Financial Handbook)	N/A	12.1A: <b>Approve</b> the Risk Register and BCP for the Trust on an annual basis.	12.1B: <b>Endorse</b> the Risk Register and BCP for the Trust on an annual basis and <b>recommend</b> to the Board for approval.	12.1C: <b>Draft</b> and <b>maintain</b> a Risk Register and BCP for the Trust and <b>recommend</b> it to the Audit Committee for endorsement.	12.1D: <b>Review</b> and <b>monitor</b> the Risk Register and BCP for the Academies annually.	12.1E: <b>Review</b> and <b>monitor</b> the Risk Register and BCP for the Academy annually.	12.1F: <b>Approve</b> a Risk Register and BCP for the Academy / set of Academies and share with the Executive Team annually.	12.1G: <b>Draft</b> and <b>maintain</b> a Risk Register and BCP for the Academy and share with the Executive Principal.	12.1H: <b>Review</b> and <b>monitor</b> a Risk Register and BCP for the Academy annually.	12.1I: <b>Draft</b> , <b>maintain</b> and <b>approve</b> a Risk Register and BCP for the Academy 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: <b>Review</b> the Health and Safety Report for the Trust on an annual basis.	N/A	12.2B: <b>Draft</b> a Trust Wide Health and Safety Report and present to the Board for Noting.	12.2C: <b>Monitor</b> and <b>review</b> the health and safety issues within the Academy / Set of Academies and escalate issues	12.2D: <b>Appoint</b> a Governor to monitor and review health and safety matters within the Academy.	12.2E: <b>Monitor</b> health and safety issues within the Academy / Set of Academies escalating to the the appointed Governor responsible for H&S where required.	12.2F: <b>Ensure</b> academies are a safe and healthy environment.	12.2G: <b>Appoint</b> a Governor to monitor and review health and safety matters within the Academy.	12.2I: <b>Monitor</b> daily health and safety issues within the Academy escalating to the Local Governing Body where required/ or the appointed	Director of Finance and HR

## 12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT

12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
					(including accidents) to the Executive Team.				12.2H: <b>Monitor</b> and <b>review</b> the health and safety issues within the Academy / Set of Academies and escalate issues (including accidents) to the Executive Team.	Governor responsible for H&S where required.		
12.3	Estates Management	N/A	N/A	12.3A: <b>Review</b> and <b>approve</b> the buildings and asset management planning arrangements having due regard to all relevant advice and guidance.	12.3B: <b>Maintain</b> the Trust buildings and asset management planning arrangements having due regard to all relevant advice and guidance.	N/A	N/A	12.3C: <b>Manage</b> the Academy / Set of Academies estate management and asset management plan and report to the Executive Team.	N/A	12.3D: <b>Manage</b> the Academy / Set of Academies estate management and asset management plan and report to the Executive Team.	Director of Finance and HR	
12.4	Acquisition or Disposal of Land	N/A	12.4A: <b>Approve</b> the acquisition or disposal of	12.4B: <b>Endorse</b> the acquisition or disposal of	12.4C: <b>Review</b> the proposed acquisition or	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR	

**12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT**

12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT												
					Shared Leadership and Business Management				Single Academy Leadership and Business Management			
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability	
(Source: 4.27 MFA / 3.5 Academies Financial Handbook)		freehold land, following notification to the Secretary of State and approval from ESFA.	freehold land and <b>recommend</b> it to the Board for approval.	disposal of freehold land and <b>recommend</b> it to the Finance and Resources Committee for endorsement, also notifying the Secretary of State giving 30 days' notice of the Trust's intention.								
12.5 Granting or acquiring a lease of Land (Source: 4.27 MFA, 3.6 Academies Financial Handbook)	N/A	12.5A: <b>Approve</b> the granting or acquiring of a lease of land, following notification to the Secretary of State and approval from ESFA.	12.5B: <b>Endorse</b> the granting or acquiring of a lease of land and <b>recommend</b> it to the Board for approval.	12.5C: <b>Review</b> the proposed granting or acquiring of a lease of land and <b>recommend</b> it to the Finance and Resources Committee for endorsement, also notifying the Secretary of State giving 30	N/A	N/A	N/A	N/A	N/A	N/A	Director of Finance and HR	



**12. HEALTH AND SAFETY INCLUDING ESTATE MANAGEMENT**

					Shared Leadership and Business Management				Single Academy Leadership and Business Management		
Matter	Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Headteacher	Senior Exec Accountability
				days' notice of the Trust's intention.							

13. POLICIES													
					Shared Leadership and Business Management				Single Academy Leadership and Business Management				
Matter		Members	Directors ('Trust Board')	Board Committees	Executive Team ('Trust Office')	Executive Governing Bodies	Academy Committees	Executive Principals	Academy Principals	Local Governing Bodies	Academy Committees	Headteacher	Senior Exec Accountability
13.1	Mandatory Trust-Wide Policies and directives. (Source: DFE guidance)	N/A	13.1A: <b>Approve</b> Trust-wide policies and Directives from the Religious Authority	13.1B: <b>Endorse</b> Trust-wide policies and Directives from the Religious Authority	13.1C: <b>Draft</b> Trust-wide policies and Directives from the Religious Authority and recommend to the Board or Board Committee for endorsement.	N/A	N/A	13.1D: <b>Implement</b> Trust-wide policies and Directives from the Religious Authority to the Academy as approved by the Board	13.1E: <b>Implement</b> Trust-wide policies and Directives from the Religious Authority to the Academy as approved by the Board	N/A	N/A	13.1F: <b>Implement</b> Trust-wide policies and Directives from the Religious Authority to the Academy as approved by the Board	Company Secretary
13.2	Academy specific policies (Source: DFE guidance)	N/A	N/A	N/A	N/A	13.2A: <b>Approve</b> Academy-wide policies in accordance with the Scheme of Delegation	N/A	13.2B: <b>Endorse</b> Academy-wide policies in accordance with the Scheme of Delegation and <b>ensure</b> that the Policy is implemented across the Academy.	13.2C: <b>Draft</b> Academy-wide policies in accordance with the Scheme of Delegation and <b>recommend</b> to the Executive Principal for endorsement.	13.2D: <b>Approve</b> Academy-wide policies in accordance with the Scheme of Delegation and <b>ensure</b> that the Policy is implemented across the Academy.	N/A	13.2E: <b>Draft</b> Academy-wide policies in accordance with the Scheme of Delegation and <b>recommend</b> to the Governing Body for endorsement.	Company Secretary