

<p>Key for Delegated Responsibilities of Trust</p> <p>RA = Responsible for action and accountable</p> <p>R = Responsible for action</p> <p>CR = Consult and recommend</p> <p>C = Consult in advisory capacity</p>	<p>The hierarchy flows from left to right. Where the same code is used twice it implies that decisions are taken jointly involving relevant parties.</p> <p>Where R or RA are used once alongside the C codes, the decision rests with the R code after appropriate consultation which could be up or down the hierarchy.</p>
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Area	Decision	Delegation					
		Members	Trust Board	School Board	Resources Committee	School Improvement and Student Welfare	Headteacher
Governance framework							
People	Members: Appoint/Remove	R					
	Trustees: Appoint/Remove	R	R				
	Role descriptions for members	R					
	Role descriptions for trustees/chair/specific roles/committee members: agree		R	C			
	Committee chairs: appoint and remove		R	R			
	Clerk to board: appoint and remove		R				CR
Systems and structures	Articles of association: agree and review	R	CR				
	Governance structure (committees) for the trust: establish and review annually		R				CR
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		R	C			CR

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	Skills audit: complete and recruit to fill gaps		R				
	Annual self-review of trust board and committee performance: complete annually		RA				
	Chair's performance: carry out 360 review periodically		R				
	Trustee contribution: review annually		R				
	Succession: plan		R				
	Annual schedule of business for trust board: agree		R	C		C	C
Reporting							
Reporting	Trust governance details on trust website: ensure		RA	C	C	C	C
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish	R	R	R			
	Annual report on performance of the trust: submit to members and publish		RA	C			C
	Annual report and accounts including accounting policies, signed statement on		RA	C	CR		C

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	regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit						
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		R	C	C	C	C
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)			R		R	
Being Strategic							
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		R	C	C	C	C
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		R		CR		CR
	Determine trust policy for complaints, health and safety, accessibility plan,		R	R	CR		C

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	premises management, data protection and FOI: approve						
	Establish trust policy for sex education, careers guidance					R	CR
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave			R		CR	C
	To draft content of school behaviour policy and publicise it to staff, students and parents.					R	CR
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		R	R			
	Ensure a broad and balanced curriculum is in place		R	R		R	R
	To set the times of school sessions and the dates of school terms and holidays		R				R
	Agree enrichment/extra-curricular offer including any additional services required					R	R
	Embed agreed curriculum and enrichment offer within the day to day operation of the academy trust					R	R
To establish and agree a Pay policy		R	R	R			

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	Management of risk: establish register, review and monitor		R	R	CR		CR
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		R	CR			CR
	Headteacher: Appoint and dismiss		R				
	Decide changes to the structure of the multi-academy trust		R	C			C
	Budget plan to support delivery of trust key priorities: agree		RA	C	CR		CR
	Academy staffing structure: agree		R		C		CR
	Appoint teaching staff						RA
	Appoint non-teaching staff						RA
Holding to account							
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		RA	CR	CR	CR	CR
	To produce and maintain a central record of recruitment and vetting checks						RA

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	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy		R			C	RA
	Reporting arrangements for progress on key priorities: agree		R	R	R	R	
	Performance management of the Principal: undertake		RA				
	Performance management of staff: undertake						RA
	Establish and review procedures for addressing staff discipline, conduct and grievance		R		CR		C
	Trustee monitoring: agree arrangements		R	R			
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.					R	

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	To ensure that health and safety regulations are followed				R	R	R
	Ensure that school lunch nutritional standards are met					R	R
	Maintain a register of pupil attendance					R	R
	To ensure provision of free meals to those pupils meeting the criteria					R	R
	Analyse school results and agree plans for improvement			R		R	R
Ensuring financial probity							
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		R				
	Trust's scheme of financial delegation: establish and review		R		CR		C
	External auditors' report: receive and respond		R		R		R
	Headteacher pay award: agree		R				
	Staff appraisal procedure and pay progression: monitor and agree		R			R	CR

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	Benchmarking and academy trust value for money: ensure robustness		R			CR	
	Develop trust procurement strategies and efficiency savings programme					R	
	To approve the first formal budget plan each financial year		R		R	R	CR
	To agree annual action plans and monitor how school premiums are spent		R		R		RA
	To establish and agree charging and remissions policy				R	R	
	Buildings insurance and personal liability		R			R	