

Function	No	Task	Chair of Board	Board	Appropriate Committee	Academy advisory committee	CEO	Head teacher	Head of School	Head of service	Further clarification where appropriate
Governance	1	Approve changes to the Trust Governance structure, Terms of Reference, Articles or Funding Agreement	-	✓	-	-	-	-	-	-	
	2	Approve Trust Strategy	-	✓	-	-	-	-	-	-	
	3	Appoint the Chair and Vice Chair of the Board	-	✓	-	-	-	-	-	-	
	4	Appoint the Chairs of Committees	-	-	✓	-	-	-	-	-	
	5	Appoint the Academy Advisory Committee's Co-opted Education Governor	-	-	-	-	✓	-	-	-	
	6	Appoint the Academy Advisory Committee's Co-opted Community Governors	-	-	-	✓	✓	-	-	-	The CEO may assist or suggest appropriate appointments
	7	Appoint the CEO	-	✓	-	-	-	-	-	-	
	8	Appoint Company Secretary & Clerk	-	✓	-	-	-	-	-	-	The recruitment process will be delegated to the CEO
	9	Appoint Data Protection Officer	-	-	-	-	✓	-	-	-	
	10	Ensure DPA / FOI / EIR and associated legislation compliance	✓	✓	✓	✓	✓	✓	✓	✓	The Data Protection Officer will advise but everyone has a duty to comply
	11	Approve interim policies prior to board notification (where applicable)	-	✓	-	-	✓	✓	-	✓	Not all policies require full Board of Trustee approval
	12	Ensure compliance with statutory obligations and mandatory policies	-	-	-	-	✓	✓	✓	✓	
	13	Monitor and challenge local implementation of statutory obligations and mandatory policies	-	-	-	-	✓	-	-	-	
Finance	14	Propose academy / department budgets for financial year	-	-	-	✓	-	✓	✓	✓	Governors may have a view / suggestions but department heads will make proposals
	15	Approve academy / department budgets for financial year	-	✓	-	-	✓	-	-	-	
	16	Review Academy budget through financial year and report issues to CEO	-	-	-	-	-	✓	✓	✓	
	17	Review Academy budget through financial year and report issues to committee	-	-	-	-	✓	-	-	-	
	18	Propose Trust budget for financial year	-	-	✓	-	✓	-	-	✓	The CEO and Finance Director will present the budget to the Finance Risk and Audit Committee
	19	Approve Trust budget for financial year	-	✓	-	-	-	-	-	-	
	20	Review Trust budget through financial year	-	-	✓	-	✓	-	-	-	
	21	Propose Academy vires above delegated limits	-	-	-	-	✓	-	-	-	The CEO and Finance Director will present proposed vires to the Finance Risk and Audit Committee
	22	Approve Academy and Trust vires above delegated limits	-	-	✓	-	-	-	-	-	
	23	Propose revisions to Trust and Academy budgets above delegated limits	-	-	✓	-	-	-	-	-	
	24	Approve revisions to Trust and Academy budgets above delegated limits	-	✓	-	-	-	-	-	-	
	25	Propose financial and procurement policies	-	-	✓	-	-	-	-	-	
	26	Approve financial and procurement policies	-	✓	-	-	-	-	-	-	
	27	Authorise expenditure within delegated limits under scheme of financial delegation	-	-	-	-	✓	-	-	-	
	28	Enter into contracts between £50,000 and 'Find A Tender' (formerly OJEU) threshold	-	-	✓	-	-	-	-	-	
	29	Enter into contracts over 'Find A Tender' (formerly OJEU) threshold	-	✓	-	-	-	-	-	-	
	30	Propose the appointment of auditors	-	-	✓	-	-	-	-	-	
31	Approve the appointment of auditors	-	✓	-	-	-	-	-	-		
Safeguarding	32	Approve statutory child protection policy and procedures	-	✓	-	-	-	-	-	-	
	33	Ensure compliance with statutory safeguarding obligations and mandatory policies	✓	✓	✓	✓	✓	✓	✓	✓	The Head of Safeguarding will advise, but safeguarding is everyone's responsibility as per KCSIE
	34	Monitor and challenge local implementation of statutory safeguarding obligations and mandatory policies	-	-	-	✓	-	-	-	-	
Communications	35	Approve changes to Trust brand	-	✓	-	-	-	-	-	-	
	36	Lead on marketing for Academies	-	-	-	-	✓	-	-	✓	The CEO and Head of Marketing, Media and Planning will collaboratively lead
	37	Support parent communication and community engagement	-	-	-	✓	✓	✓	✓	✓	A collaboration. The Head of Business and Administration leads the Community Outreach programme
	38	Monitor and review pupil enrichment	-	-	-	✓	-	✓	✓	-	
	39	Lead on Local Authority communications	-	-	-	-	✓	✓	✓	✓	The Head of Media, Marketing and Planning will support
SEND	40	Approve SEN Information Report	-	✓	-	-	-	-	-	-	
	41	Monitor and challenge implementation of SEND policies / performance of SEND pupils	-	-	✓	✓	-	-	-	-	Statistics regularly reported to governors at the Academy Advisory Committee(s)
	42	Address and monitor academy-specific SEND issues	-	-	-	✓	✓	✓	✓	-	Governors will monitor. The academy SENDCOs report to the head teacher / head of school
	43	Appoint SENDCO	-	-	-	-	✓	✓	-	-	The CEO may fully delegate this task to the head teacher
	44	Accountable for all legal responsibilities	-	✓	-	-	-	-	-	-	
Staff and performance management	45	Monitor and review the quality of teaching, leadership and management	-	✓	✓	✓	✓	✓	✓	-	
	46	Ratify appointment of Academy head teachers	-	✓	-	-	-	-	-	-	
	47	Ratify appointment of Academy Deputy Head teachers	-	-	✓	-	✓	-	-	-	The CEO will liaise with the Staffing Committee as appropriate
	48	Participate in appointment of Academy Head teachers	-	✓	-	-	✓	-	-	-	
	49	Participate in appointment of Academy Deputy Head teachers	-	-	-	-	✓	✓	✓	-	The CEO and / or Head teacher and / or / Head of school will attend the interview panel
	50	Participate in appointment of Academy Deputy Head teachers (if required)	-	-	✓	-	-	-	-	-	Governors may be asked to form part of the interview panel
	51	Participate in appointment of Academy leadership	-	-	-	-	✓	✓	✓	-	The CEO and / or Head teacher and / or / Head of school will attend the interview panel
	52	Participate in appointment of Academy leadership (if required)	-	-	✓	-	-	-	-	-	Trustees may be asked to form part of the interview panel or recruitment process
	53	Participate in appointment of Trust Senior Manager	-	-	-	-	✓	-	-	-	
	54	Participate in appointment of Trust Senior Manager (if required)	-	✓	-	-	-	✓	-	-	Trustees or Head teachers may be asked to form part of the interview panel or recruitment process
	55	Appoint interim Head teacher / Head of School / Senior Manager for business continuity only	-	✓	-	-	✓	-	-	-	CEO (or board where appropriate) appointment of temporary posts ahead of formal recruitment process
	56	Authorise the performance review of CEO conducted by a panel of at least three Trustees	✓	-	-	-	-	-	-	-	
	57	Suspend the CEO	-	✓	-	-	-	-	-	-	
	58	End a suspension of the CEO	-	✓	-	-	-	-	-	-	
	59	Dismiss the CEO	-	✓	-	-	-	-	-	-	
	60	Performance review of academy head teachers	-	-	✓	-	✓	-	-	-	Trustees will form part of the review panel

Scheme of delegated authority

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	61	Initially suspend an academy head teacher	-	-	-	-	✓	-	-	-	
	62	Suspend an academy head teacher	-	✓	-	-	-	-	-	-	
	63	End a suspension of an academy head teacher	-	✓	-	-	-	-	-	-	
	64	Dismiss an academy head teacher	-	✓	-	-	-	-	-	-	
	65	Initially suspend a SMT Member (including head of school)	-	-	-	-	✓	-	-	-	
	66	Suspend a SMT Member	✓	-	-	-	-	-	-	-	
	67	End a suspension of a SMT member	✓	-	-	-	-	-	-	-	
	68	Dismiss a SMT member	-	✓	-	-	-	-	-	-	
	69	Propose staff, HR, pay, performance and disciplinary policies	-	-	✓	-	-	-	-	✓	
	70	Approve staff, HR, pay, performance and disciplinary policies	-	✓	-	-	-	-	-	-	
	71	Approve strategic changes to Trust and academy staffing structure including recruitment	-	✓	-	-	-	-	-	-	
	72	Approve operational changes to Trust and academy staffing structure including recruitment	-	-	-	-	✓	-	-	-	
Performance and curriculum	73	Implement local Academy Development Plan objectives and targets	-	-	-	-	-	✓	✓	-	
	74	Monitor and review progress against local Academy Development Plan objectives and targets	-	-	-	✓	✓	✓	✓	-	
	75	Review progress across Trust against all Academy Development Plans	-	✓	✓	-	✓	-	-	-	
	76	Approve Trust Academy Development Plans	-	-	✓	-	-	-	-	-	The Education Performance Committee will oversee the ADPs
	77	Approve performance and curriculum policies	-	-	-	-	✓	-	-	-	
Discipline / exclusions	78	Approve pupil / student behaviour policies	-	-	-	-	✓	-	-	-	
	79	Monitor implementation of pupil / student behaviour policies	-	-	-	✓	-	✓	✓	-	The Education Performance Committee will review
	80	Consider reinstatement of permanently excluded pupil	-	-	-	✓	-	-	-	-	Via a panel of governors
	81	Consider reinstatement of pupil when total fixed term exclusion days exceeds 15 per term	-	-	-	✓	-	-	-	-	Via a panel of governors
	82	Investigate parental complaint at Stage 2.5 when required by the CEO	-	-	-	✓	-	-	-	-	Either the Chair or designated governor as per the parental complaints procedure
	83	Convene Stage 3 Complaints Review Panel	-	-	-	✓	-	-	-	-	The governance team will objectively convene the panel as per the parental complaints procedure
Admissions	84	Consult community before setting an Admissions Policy	-	✓	-	-	✓	-	-	✓	The Head of Business and Administration will lead on the proposals
	85	Approve admissions policy	-	✓	-	-	-	-	-	-	
	86	Admissions: application decisions	-	-	-	-	✓	-	-	✓	The CEO will delegate day-to-day to the Head of Business and Administration
Premises	87	Approve premises-related policies	-	✓	✓	-	✓	-	-	-	CEO will approve unless escalation to Trust committee and / or Board is required
	88	Monitor local academy implementation of premises-related policies	-	-	-	✓	-	-	-	✓	The Head of Facilities will lead however academy advisory committees may make observations
	89	Approve an Academy premises & capital strategy	-	✓	-	-	-	-	-	-	
Health and safety	90	Approve a Health & Safety Policy	-	-	-	-	✓	-	-	✓	Drafting is delegated to the Head of Facilities for the CEO to approve
	91	Monitor implementation of Trust Health & Safety Policy	-	-	✓	-	✓	-	-	✓	
	92	Monitor local academy implementation of Trust Health & Safety Policy	-	-	-	✓	-	✓	✓	✓	
	93	Regularly review / make recommendations with regard to the Accessibility Plan	-	-	-	✓	-	✓	✓	-	Accessibility plans are primarily drafted and reviewed by the Head teacher / Head of school
	94	Approve a Risk Management Plan	-	✓	-	-	-	-	-	-	
	95	Assess Risks	-	✓	✓	✓	✓	✓	✓	✓	
School organisation	96	Approve Business Continuity Plan	-	✓	-	-	-	-	-	-	
	97	Approve Trust ICT Strategic Development Plan	-	✓	-	-	-	-	-	-	
	98	Approve times of Academy day and dates of Academy terms and holidays	-	-	-	-	✓	-	-	-	