

The phrases used in the context of this document have the following meanings:

- Consult:** The individual or group should be consulted by Trustees as part of the process of completing the task
- Deliver:** The individual or group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery as appropriate In the case of the CEO this will be at Trust level.
- Monitor:** The group has responsibility for monitoring whether a particular task is being carried out to a satisfactory standard
- Recommend:** The individual or group that should make recommendations as to how a particular task should be completed. The CEO, and the sub-Committees of the Board will make recommendations to the Trust Board. The Headteachers will make recommendations to the CEO.
- Approve:** Final approval of policies or recommendations made by the CEO or appropriate group to the Trust Board.



Strategy and Leadership	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO / Appropriate Delegation where appropriate	Headteacher/s	Local Governance Groups
Appointment/removal of Trustees	Approve (up to 6)	Recommend					
issue direction to the Trustees to take an externally directed action*	Deliver by special resolution	Consult					
Annual report to Members	Approve	Recommend			Deliver		
Trust vision, ethos & values		Monitor Approve	Monitor		Recommend Deliver	Consult Deliver	
Trust Strategy & KPIs		Monitor Approve	Monitor		Recommend Deliver	Consult	
Trust Development Plan		Approve Monitor	Monitor		Recommend Deliver	Deliver	
Trust vision for each academy		Approve	Monitor		Recommend	Consult Deliver	Monitor
Governance structure for the Trust		Recommend Deliver Approve			Recommend	Consult	
Scheme of Delegation		Approve			Deliver Recommend	Consult	
Terms of reference for the Board		Deliver Approve			Recommend		



Appoint/remove Chair of the Board	Approve	Deliver					
Appoint/remove members to a Committee		Deliver					
Trustee Expenses Policy		Approve			Deliver Recommend		
Compliance with publishing requirements on Trust website/ academy website		Monitor			Deliver Monitor	Deliver	Monitor
Trust register of business interest, in compliance with the Academies Handbook		Monitor			Deliver		
Trust Complaints Policy		Approve	Recommend		Deliver		
Appointment of Governance Professional		Deliver			Deliver		



Academy Performance and curriculum	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO	Headteacher/s	Local Governance Groups
Academy improvement plan			S&C to Monitor		Approve Monitor	Deliver	
All Local Policies (statutory and non statutory)		Monitor	S&C to monitor			Recommend	Approve
Quality of the curriculum, teaching, learning and pupil progress		Monitor	S&C to monitor		Monitor	Deliver	Monitor
Pupil suspensions		Monitor- if over five days for a pupil per term			Monitor	Deliver	Monitor
Pupil exclusion- permanent		Approve- via an exclusions panel			Consult	Deliver	Monitor
Approve academy term dates and hours of the school day		Approve				Recommend	
Approve emergency school closures		Approve			Recommend	Consult	



Staffing	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO	Headteacher/s	Local Governance Groups
Performance management of the CEO		Approve- including executive pay decisions		Deliver Recommend			
Performance management of the headteachers		Approve		Recommend	Deliver		
Performance management of key management personnel as per published accounts		Approve		Recommend	Deliver		
Appoint/ remove headteacher		Consult Approve			Recommend Delivery		
Academy staffing restructures					Deliver	Consult	
Staff redundancy costs up to £30,000 (total cost of project)			Monitor		Approve	Deliver	
Staffing redundancy costs above £30,000 (total cost of project)		Approve	Monitor		Recommend	Consult Deliver	



Appointment of academy staff					Consult for appointment of SLT	Deliver	
Appointment of change of contract of the CFO		Approve		Recommend Consult			
Performance management of academy staff				Approve	Recommend	Recommend Deliver	
Dismissal or suspension of academy staff		Deliver appeals panel if required			Consult Approve	Recommend Deliver	
Gender pay gap reporting		Approve	Monitor		Recommend Deliver		
Monitoring of equality and diversity		Monitor			Deliver	Deliver	
Flexible working requests/ sabbatical requests (KPI)			RAR to Monitor		Consult	Deliver	



Financial governance and management	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO	Headteacher/s	Local Governance Groups
Ensure Trust Financial Regulations are in compliance with ESFA recommendations		Approve	RAR to Recommend		Deliver		
Scheme of financial delegation and agree top-slice to central funds		Approve	RAR to Recommend to BOT		Recommend to RAR	Consult	
Submit annual reports and accounts	Receive the accounts	Approve			Deliver		
Appoint external auditors	Approve	Recommend			Consult		
Response to audit management letter		Approve			Deliver		
Ensure Trust value for money	Monitor	Approve	Monitor	Monitor	Deliver	Deliver	
Annual approval of Trust balance budget and three year forecast in accordance with ESFA deadlines		Approve	RAR recommend to Board		Deliver	Deliver	
Approve Budget Forecast Return in accordance with ESFA Deadlines		Approve	RAR to recommend to the Board		Deliver		



To ensure that Trust and academy contractual arrangements comply with regulations		Approve	RAR to Recommend		Deliver		
Special payments to staff up to £50,000 (anything over £50,000 and all <i>ex gratia</i> payments be referred to ESFA)		Deliver Approve			Recommend	Consult	



Risk Management	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO	Headteacher/s	Academy Committee
Trust growth plan		Approve			Deliver Recommend	Consult	
Expansion or extension of provision for an academy		Approve			Recommend	Consult Deliver	
Ensuring Risk Management policies are in place and adhered to		Approve	RAR to Monitor		Recommend		
Trust Risk Register		Deliver Approve	RAR and AIC to Monitor				
Academy Risk Register		Approve	RAR to Recommend		Monitor	Deliver	
Trust-wide data protection policies and procedures		Approve	RAR Recommend to Board		Deliver Recommend to RAR	Deliver	
Trust Business Continuity Plan		Deliver Approve	RAR to Monitor		Monitor		
Academy Business Continuity Plan			RAR to Approve		Monitor	Deliver	



ICT, Premises, Health and Safety	Members	Trust Board	Resources, Audit & Risk Committee/ Standards & Culture Committee	Pay Committee	CEO	Headteacher/s	Local Governance Groups
Strategic oversight of effectiveness of premises applications for CIF bids		Approve	RAR to Recommend to Board		Deliver	Recommend to RAR	
Academy Health & Safety procedure in line with Trust Policy			RAR to Monitor		Monitor	Deliver	
Procurement and disposal of services and resources, complying with finance regulations		Approve Deliver	RAR to Monitor		Deliver (as AO)	Monitor	

