



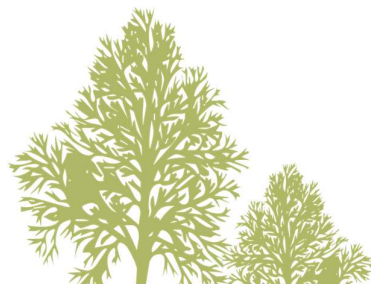
# LGB Scheme of Delegation

(with a focus on quality of education, vision and outcomes for children)

## St Johns CofE Academy

2024-2025

Our vision is to enable all to flourish



## Purpose of this document

Welcome to the Diocese of Gloucester Academies Trust. The purpose of this document is to set out transparent delegations for specific areas of activity or decision making within DGAT in a clear and accessible format. It is intended that this document will provide clarity for all involved in the governance of the Trust and secure consistency, avoid duplication and clearly define roles and responsibilities.

## Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within this scheme of delegation are listed below. For a wider compendium of acronyms, you may come across in your time as a DGAT local governor please see our DGAT Acronym Buster which is available in the Local Governance Member area on the DGAT website.

| Acronym | Long form  |
|---------|--|
| CEO     | Chief Executive Officer                                |
| DCEO    | Deputy Chief Executive Officer                         |
| HoGP    | Head of Governance and People                          |
| HT      | Headteacher  |
| DHT     | Deputy Headteacher                                     |
| DGAT    | Diocese of Gloucester Academies Trust                  |
| LGB     | Local Governing Board                                  |
| DfE     | Department for Education                               |
| ESFA    | Education, Skills and Funding Agency                   |
| ATH     | Academy Trust Handbook                                 |
| MAT     | Multi Academy Trust                                    |
| SIAMS   | Statutory Inspection of Anglican and Methodist Schools |

## DGAT vision and values

Our vision and values are deeply rooted in the Christian faith, and these permeate our decision-making, our relationships, our communication and our learning.

Our Trust is founded on shared values and principles. Together, Trust Board, local governing boards, central team and school communities form one organisation. We are focussed on providing children of all faiths, and none, with excellent educational provision in an aspirational, caring and supportive Christian ethos.

**OUR VISION IS  
TO ENABLE ALL  
TO FLOURISH**

## Our core principles

These underpin all we do and all the decisions we take.

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- Within our DGAT family we cherish everyone as individuals, appreciating and celebrating diversity.
- We act with integrity; we are open to challenge, and we are reflective about our practice.
- We treat everyone with dignity and respect.
- Through collaboration, in a nurturing community, we grow, learn and achieve.

## Our schools' ethos and vision

Each school will have its own distinctive vision which will be aligned with the Trust's vision. For Church of England schools within the Trust, the vision will be rooted in Biblical theology and distinctively Christian.

## DGAT Governance Structure

### Who we are: our roles and responsibilities:

The role and responsibilities of the Trust's Members and Trustees are set out in the Trust's Articles of Association, a copy of which can be found on the DGAT website.

### Members

DGAT's Members are responsible for ensuring the governance of the Trust is effective and that Trustees govern in accordance with their statutory and charitable responsibilities. Members are responsible for:

- Amending the Trust's Articles of Association
- Appointing and Removing Trustees
- Appointing the Trust's auditors
- Receiving a copy of the Trust's annual accounts
- Maintaining oversight of the governance of the Trust

DGAT maintains clear separation between Members and the Trust Board to ensure transparent and effective oversight of the governance of the Trust.

Our current Members are:

- The Diocesan of Gloucester Education Trust as a corporate Member
- Mrs Sue Padfield
- Dr Jo Grills
- Mr Jon Millin
- The Very Reverend Andrew Zihni

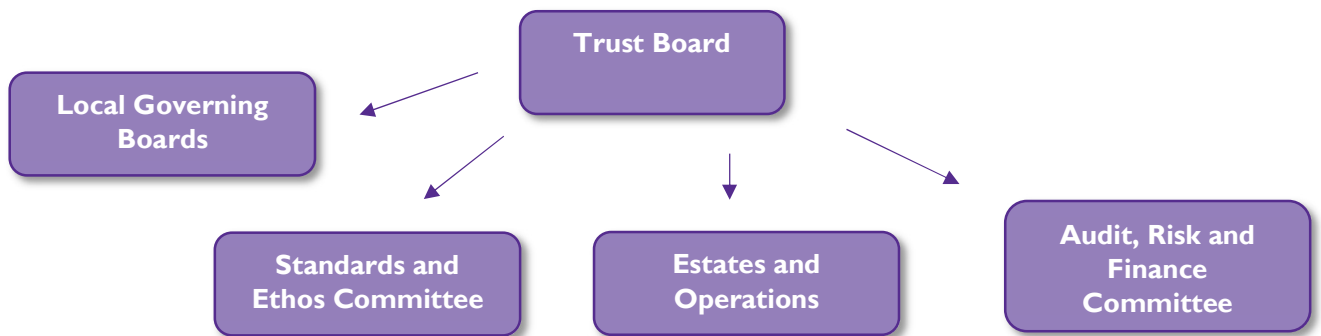
## The Trust Board

The Trust Board is responsible for the strategic direction, statutory policy framework and oversight of the Trust and all its schools. Trustees take decisions that are in the best interests of the Trust as a whole and are not representative of any one of the constituent schools. Trustees are also Directors of the Trust which is a company limited by guarantee and registered as such at Companies House.

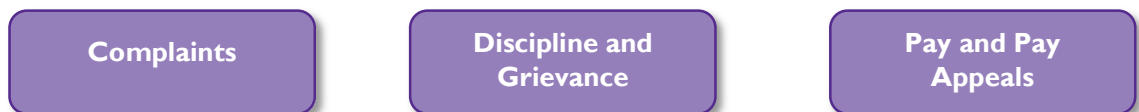
Our current Trustees are:

- Tim Brock (Chair)
- Rob Stokes
- Charlotte Rawlings (Vice chair)
- Dr Robert Gwynne
- Stewart Hunter
- Jane Borgeaud
- Mike Allen
- The Reverend Canon Craig Huxley-Jones

The Trust Board meets six times a year and delegates specific Trust-wide and strategic oversight and responsibilities to its committees. The Trust Board currently has the following committee structure in place:



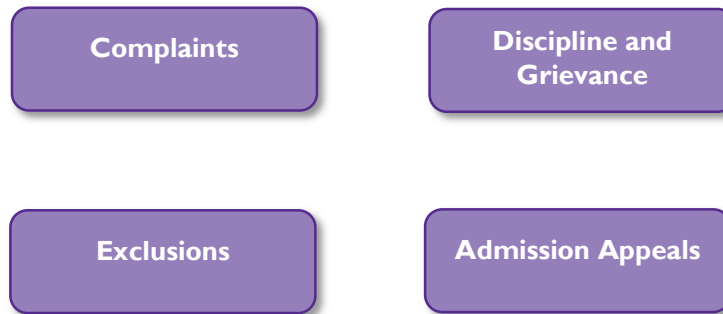
The Trust Board will convene the following committees or panels when required:



The Trust Board also delegates local oversight of its schools to local governing boards. Local governing boards are committees of the Trust Board. Currently, each school has a single local governing board which is delegated responsibilities through this scheme of delegation – the Trust Board retains the right, after discussion with the relevant local governing board to revoke or alter any aspect of this scheme of delegation for all schools within the Trust or for an individual school. Any decision to revoke or alter the scheme of delegation will be considered and voted on at a full Trust Board meeting.

The local governing board must establish a Finance and Resources Committee and it is strongly recommended that a Standards and Ethos committee is also in place. Terms of reference for these committees, and the local governing board are included as appendices.

Local governing boards may also be required to convene the following committees or panels as required and as per the delegated responsibilities set out in this scheme of delegation.



The ILGB will ensure that St Johns CofE Academy will:

Recognising its foundation and preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level, serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### Membership

The LGB will have the following members:

| Type of governor                       | Number required | Appointed or elected   |
|--|-----------------|--|
| Foundation governor                    | 1               | Appointed by the Diocese Board of Education  |
| Foundation Ex-officio governor         | 1               | Automatic appointment of the local incumbent or their substitute for duration of time in role. |
| Parent governor                        | 0               | Elected by eligible members of the school parent body  |
| Staff governor                         | 0               | Elected by eligible members of the school staff body   |
| Co-opted governor                      | 0               | Appointed by the LGB   |
| Headteacher ex-officio governor        | 1               | Automatic appointment for duration of time in role.  |
| Trust appointed governor               | 3               | Appointed by DGAT  |
| <b>Total number of local governors</b> | <b>6</b>        |  |

For schools new to the Trust, the Board of Trustees, in consultation with the existing governing body will determine the constitution of the local governing board prior to the school joining the Trust. Any future changes will be determined by the Board of Trustees after consultation with the local governing board.

## Meetings

### Local governing board meetings

The requirements for DGAT local governing board meetings are set out in the DGAT Local Governing Board Terms of Reference and these must be adopted at the start of each academic year by the Local Governing Board, following review and ratification by the Trust Board. This document should be read and used in conjunction with the DGAT Local Governing Board Terms of Reference.

Local Governing Boards must hold a minimum of three full meetings per academic year but must ensure they meet regularly enough to discharge effectively the responsibilities set out in the DGAT Scheme of Delegation.

### Authority

The Trust Board has ultimate and overall responsibility for each school within the Trust and are the ultimate decision-making authority for each school and the Trust. Trustees are required to undertake this responsibility and duty within the requirements and statutory responsibilities set out within the Trust's Funding Agreement and Memorandum and Articles of Association. Trustees are also required to have regard to the advice of the Diocese Board of Education.

The Trust Board sets out the constitution, membership, proceedings and authority of local governing boards within each local governing board scheme of delegation. The scheme of delegation is reviewed annually as a minimum but Trustees reserve the right to revoke or amend any aspect at any time it is considered relevant for an individual school or all schools within the Trust.

### Chair's action

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'DGAT Record of Chair's Action' form and share this with the local governing board and Head of Governance and People (HoGP) at the earliest opportunity.

### Engagement with the Trust Board

The chair of the Trust Board hosts a chairs' group meeting three times a year, and the Trust Board host an in-person event for local chairs and trustees once a year. The CEO and Head of Governance and HoGP attend and report to these meetings. In these meetings, feedback is sought on local issues that are then shared with the Trust board to inform the Trust Board's strategic decision making and policy development. Updates from the Trust Board meeting are shared with this forum, with the intention that chairs cascade information to the local governing board.

## Raising a concern about the Trust

The views of the local governing board are sought through the headteachers' forum and the chairs' group meeting. In addition, the CEO or HoGP may attend local governing board meeting to seek the views and hear feedback from local governors. These views are relayed to the Trust Board to aid Trustees in their decision making. Should an individual local governing board identify that the Trust is not meeting its obligations to the school, it may make representation directly to the Trust through the chair of the Trust Board.

Ultimately a petition may be made to the Diocesan Board of education or Regional Director. The legal position is that a school cannot itself choose to leave the Trust as it has no separate legal entity status. This decision can only be taken by the Regional Director.

## Concern about the performance of the school or local governance

Where there is evidenced cause for concern about the performance of the school or local governing board the Trust Board, acting reasonably, reserves the unfettered right to review or temporarily remove any power or responsibility delegated to the LGB under this Scheme of Delegation informing the LGB of their intention to do so immediately in writing. Such concerns may include, but shall not be limited to:

- Action which undermines the work of the Trust
- Significant concerns about the educational outcomes for pupils
- Insufficient progress being made against educational targets.
- Performance which is no longer good in an Ofsted Inspection
- Performance which is no longer good in a SIAMS inspection
- Ongoing safeguarding or health and safety issues
- Actions by the LGB which contravene the legal obligations of the Trust or undermine the effective operation of the Trust
- Concerns regarding financial irregularity (for example, but not limited to, fraud)
- Significant budgetary concerns
- Failure to comply with Trust or statutory policies

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trust Board will have regard to and give due consideration of any views of the LGB.

If the Scheme of Delegation is rescinded, then the LGB may be removed. In these circumstances, the Trust Board will put in place an Interim Governing Board (IGB) which will address the areas of concern and govern the school. The longevity of the IGB will be determined by the Trust Board and may be subject to discussion with the Regional Director.

## Effective date and Review

This Scheme of Delegation shall operate from the Effective Date or any subsequent amended date in Respect of **[Insert name of school]** and will be reviewed bi-annually as a minimum, in consultation

with the LGB.

The LGB must comply with any advice or recommendations made by the Trust Board in the event that intervention is either threatened or is carried out by the Secretary of State.



Monitoring delegations within this scheme of delegation are intended to always be focussed on monitoring the implementation and impact of a decision or action.

- Trustee monitoring will be focussed strategically for all schools, with consideration of the Trust’s strategic plan and risk management strategy.
- Executive leadership team monitoring will be focussed on specific areas of the Trust’s strategic priorities as determined by the Trust Board.
- Local governing board monitoring will be focussed strategically at individual school level with consideration of the school’s individual vision and context.
- Headteacher monitoring will be focussed operationally at individual school level with consideration of the school’s individual vision and context.

| Governance      |  |   |                  |                           |                       |                  |
|-----------------|--|---|------------------|---------------------------|-----------------------|------------------|
| Decide          |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                  |                           |                       |                  |
| Consulted       |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                  |                           |                       |                  |
| Deliver         |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                  |                           |                       |                  |
| Monitor         |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                  |                           |                       |                  |
| Decision/Action |  | Members   | Trust Board      | Executive leadership team | Local governing board | Headteacher      |
| G.1             | Review and agree the Trust’s governing documents and any amendments.   | <b>Decide</b>   | <b>Consulted</b> | <b>Consulted</b>          | <b>Consulted</b>      | <b>Consulted</b> |
| G.2             | Review and agree the scheme of delegation for each school and amend terms of reference for the Trust Board or LGB. |   | <b>Decide</b>    | <b>Deliver</b>            | <b>Consulted</b>      | <b>Consulted</b> |

| Governance      |   |   |               |  |   |                  |
|-----------------|---|---|---------------|--|---|------------------|
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| Consulted       |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |               |  |   |                  |
| Deliver         |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |               |  |   |                  |
| Monitor         |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |               |  |   |                  |
| Decision/Action |   | Members   | Trust Board   | Executive leadership team  | Local governing board   | Headteacher      |
| G.3             | Ensure compliance with the scheme of delegation.                                    |   | <b>Decide</b> | <b>Monitor</b>   | <b>Deliver</b>  |                  |
| G.4             | Appoint or remove the chair of the LGB.   |   | <b>Decide</b> | <b>Consulted</b>   | <b>Consulted</b>  |                  |
| G.5             | Appoint the Trust company secretary.  |   | <b>Decide</b> | <b>Consulted</b>   |   |                  |
| G.6             | Agree Trust-wide key performance indicators and strategic priorities for the Trust. |   | <b>Decide</b> | <b>Consulted</b>   | <b>Consulted</b>  | <b>Consulted</b> |
| G.7             | Appoint the clerk to the LGB.   |   |               | <b>Consulted</b><br>Please discuss all clerk appointments with the Head of Governance and People | <b>Decide</b><br>If the clerk is not employed by the central clerking service |                  |
| G.8             | Maintain a register of interest for Members and Trustees.                           |   | <b>Decide</b> | <b>Deliver</b>   |   |                  |
| G.9             | To maintain a register of interest for local governors.                             |   |               | <b>Monitor</b>   | <b>Deliver</b>  |                  |
| G.10            | Action legal claims.  |   | <b>Decide</b> | <b>Deliver</b>   |   |                  |

| Governance       |  |   |   |   |   |                                  |
|------------------|--|---|---|---|---|----------------------------------|
| <b>Decide</b>    |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |   |   |   |                                  |
| <b>Consulted</b> |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |   |   |   |                                  |
| <b>Deliver</b>   |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |   |   |   |                                  |
| <b>Monitor</b>   |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |   |   |   |                                  |
| Decision/Action  |  | Members   | Trust Board   | Executive leadership team   | Local governing board   | Headteacher                      |
| G.11             | Dispose of or acquire land   |   | <b>Decide</b>   | <b>Deliver</b>  | <b>Consulted</b>  |                                  |
| G.12             | Appoint and remove members of the LGB (apart from ex-officio and foundation governors).  |   | <b>Decide</b>   | <b>Consulted</b>  | <b>Consulted – co-opted appointments only</b>                                 |                                  |
| G.13             | Ratify and review all statutory and DGAT policies.   |   | <b>Decide</b><br>As per the DGAT Policy arrangements and processes guidance.  | <b>Consulted</b>  | <b>Decide</b><br>As per the DGAT Policy arrangements and processes guidance.  |                                  |
| G.14             | Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT Policy arrangements and processes guidance. |   | <b>Monitor</b><br>As per the DGAT Policy arrangements and processes guidance. | <b>Monitor</b><br>As per the DGAT Policy arrangements and processes guidance. | <b>Monitor</b><br>As per the DGAT Policy arrangements and processes guidance. | <b>Deliver</b><br><b>Monitor</b> |
| G.15             | Determine, on an annual basis, those policies which will be developed by the   |   | <b>Decide</b>   |   |   |                                  |

| Governance       |   |             |                           |   |   |                |
|------------------|---|-------------|---------------------------|---|---|----------------|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |   |   |                |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |   |   |                |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |   |   |                |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |   |   |                |
| Decision/Action  | Members   | Trust Board | Executive leadership team | Local governing board                             | Headteacher   |                |
|                  | Trust and are mandatory for all Trust schools.  |             |                           |   |   |                |
| G.16             | Implement and monitor any policy addendum required in the event of extraordinary events or circumstances.   |             | <b>Monitor</b>            | <b>Deliver</b>                                    | <b>Monitor</b>  | <b>Deliver</b> |
| G.17             | Evaluate the development needs of local governors and implement an appropriate training and development programme.  |             | <b>Monitor</b>            | <b>Decide</b><br><b>Deliver</b><br><b>Monitor</b> | <b>Consulted</b><br><b>Decide</b><br>At school level and in consultation with the Head of Governance and People |                |
| G.18             | To consider requests from other schools to join the Trust.  |             | <b>Decide</b>             | <b>Consulted</b><br><b>Deliver</b>                |   |                |
| G.19             | To consider at school level further delegation of functions to committees or  |             |                           |   | <b>Decide</b><br><b>Deliver</b>   |                |

| Governance       |   |   |             |                           |                       |             |
|------------------|---|---|-------------|---------------------------|-----------------------|-------------|
| <b>Decide</b>    |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |             |
| <b>Consulted</b> |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |             |
| <b>Deliver</b>   |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |             |
| <b>Monitor</b>   |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |             |
| Decision/Action  |   | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher |
|                  | individuals, e.g. link local governors. |   |             |                           |                       |             |

| School Effectiveness |  |   |                                 |                           |                                  |                |
|----------------------|--|---|---------------------------------|---------------------------|----------------------------------|----------------|
| <b>Decide</b>        |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                                 |                           |                                  |                |
| <b>Consulted</b>     |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                                 |                           |                                  |                |
| <b>Deliver</b>       |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                                 |                           |                                  |                |
| <b>Monitor</b>       |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                                 |                           |                                  |                |
| Decision/Action      |  | Members   | Trust Board                     | Executive leadership team | Local governing board            | Headteacher    |
| SE.1                 | Determine the Trust performance management policy. |   | <b>Decide</b>                   | <b>Consulted</b>          |                                  |                |
| SE.2                 | Implement the performance management policy        |   | <b>Decide</b><br><b>Monitor</b> | <b>Deliver</b>            | <b>Deliver</b><br><b>Monitor</b> | <b>Deliver</b> |

| School Effectiveness |  |   |   |  |   |   |
|----------------------|--|---|---|--|---|---|
| <b>Decide</b>        |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |   |  |   |   |
| <b>Consulted</b>     |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |   |  |   |   |
| <b>Deliver</b>       |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |   |  |   |   |
| <b>Monitor</b>       |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |   |  |   |   |
| Decision/Action      |  | Members   | Trust Board   | Executive leadership team  | Local governing board   | Headteacher   |
|                      | for the headteacher and other staff.   |   | Lead the performance management process for the CEO and monitor across the Trust. | DCEO to lead the performance management process of the Headteacher in partnership with the LGB via the chair of governors or an appointed governor | DCEO to lead the performance management process of the Headteacher in partnership with the LGB via the chair of governors or an appointed governor.<br><br>Monitor the implementation of the performance management policy at school level. | Implement the performance management policy for school staff. |
| SE.3                 | Monitor, review and challenge the outcomes of groups of pupils Including SEND, pupil premium, EAL. |   | <b>Decide</b><br><b>Monitor</b>   | <b>Monitor</b>   | <b>Monitor</b>  | <b>Deliver</b><br><b>Monitor</b>                              |
| SE.4                 | Ensure the school offers a broad and balanced curriculum   |   | <b>Monitor</b>  | <b>Monitor</b>   | <b>Monitor</b>  | <b>Decide</b><br><b>Monitor</b>                               |

| School Effectiveness |  |   |             |                           |                       |                              |
|----------------------|--|---|-------------|---------------------------|-----------------------|------------------------------|
| Decide               |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |                              |
| Consulted            |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |                              |
| Deliver              |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |                              |
| Monitor              |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |                              |
| Decision/Action      |  | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher                  |
| SE.5                 | Ensure a curriculum is implemented which is broad and balanced and is designed to promote educational excellence for pupils. |   |             | Monitor<br>Consulted      | Monitor               | Deliver<br>Monitor           |
| SE.6                 | Review the quality of education and pupil progress across the school and challenge where necessary                           |   | Monitor     | Monitor                   | Monitor               | Monitor<br>Deliver           |
| SE.7                 | Monitor the quality of teaching and learning and ensure appropriate support, challenge and intervention.                     |   |             | Decide<br>Monitor         |                       | Monitor                      |
| SE.8                 | Implement and monitor the Trust behaviour policy.  |   | Decide      | Monitor                   | Monitor               | Deliver<br>Monitor           |
| SE.9                 | Ensure excellent behaviour for learning.   |   |             | Monitor                   | Monitor               | Decide<br>Deliver<br>Monitor |

| School Effectiveness |   |   |             |                           |                       |                    |
|----------------------|---|---|-------------|---------------------------|-----------------------|--------------------|
| Decide               |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |                    |
| Consulted            |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |                    |
| Deliver              |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |                    |
| Monitor              |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |                    |
| Decision/Action      |   | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher        |
| SE.10                | Discharge duties and ensure provision for all pupils with SEND by appointing a "responsible person" and ensuring needs are met. |   |             | Monitor                   | Monitor               | Decide             |
| SE.11                | Determine and monitor the Trust SEND Policy   |   | Decide      | Monitor                   | Monitor               | Monitor<br>Deliver |
| SE.12                | Appoint a local governor responsible for SEN and inclusion.   |   |             | Monitor                   | Decide<br>Deliver     |                    |
| SE.13                | Ensure compliance with the Equality Act 2010 requirements within the school e.g. policy development, recruitment procedures.    |   | Decide      | Monitor<br>Deliver        | Monitor               | Deliver            |
| SE.14                | Monitor exclusions.   |   | Monitor     | Monitor                   | Monitor               |                    |



| School Effectiveness |   |             |                               |  |             |
|----------------------|---|-------------|-------------------------------|--|-------------|
| <b>Decide</b>        | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                               |  |             |
| <b>Consulted</b>     | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                               |  |             |
| <b>Deliver</b>       | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                               |  |             |
| <b>Monitor</b>       | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                               |  |             |
| Decision/Action      | Members   | Trust Board | Executive leadership team     | Local governing board                                    | Headteacher |
| SE.15                | Convene a panel to consider any permanent exclusion of a pupil or any number of fixed-term exclusions which exceed a total of 15 days per term.   |             | Monitor via DCEO<br>Consulted | Decide   |             |
| SE.16                | Monitor the use of Pupil Premium and the impact on pupil outcomes.  |             | Monitor                       | Monitor  |             |
| SE.17                | Appoint a local governor responsible for Pupil Premium.   |             | Monitor                       | Decide<br>Deliver  |             |
| SE.18                | Consider and approve off-site visits for pupils of more than 24 hrs. and ensure appropriate risk assessments in place.  |             | Monitor                       | Consulted<br>Monitor<br>use of SHE unit risk assessments | Decide      |

| School Effectiveness |   |   |             |                           |                       |                    |
|----------------------|---|---|-------------|---------------------------|-----------------------|--------------------|
| <b>Decide</b>        |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |                    |
| <b>Consulted</b>     |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |                    |
| <b>Deliver</b>       |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |                    |
| <b>Monitor</b>       |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |                    |
| Decision/Action      |   | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher        |
| SE.19                | Ensure high attendance levels for all pupils within the school. |   | Monitor     | Monitor                   | Monitor               | Deliver<br>Monitor |

| Safeguarding     |  |   |             |                           |                       |             |
|------------------|--|---|-------------|---------------------------|-----------------------|-------------|
| <b>Decide</b>    |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |             |
| <b>Consulted</b> |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |             |
| <b>Deliver</b>   |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |             |
| <b>Monitor</b>   |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |             |
| Decision/Action  |  | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher |
| S.1              | Determine the Trust safeguarding policy. |   | Decide      | Deliver                   |                       |             |

| Safeguarding    |  |   |                   |                                 |                       |                              |
|-----------------|--|---|-------------------|---------------------------------|-----------------------|------------------------------|
| Decide          |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                   |                                 |                       |                              |
| Consulted       |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                   |                                 |                       |                              |
| Deliver         |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                   |                                 |                       |                              |
| Monitor         |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                   |                                 |                       |                              |
| Decision/Action |  | Members   | Trust Board       | Executive leadership team       | Local governing board | Headteacher                  |
| S.2             | Ensure compliance with all safeguarding policy and practice.   |   | Monitor           | Monitor                         | Monitor               | Deliver<br>Monitor           |
| S.3             | Appoint a safeguarding local governor.   |   |                   | Monitor                         | Decide<br>Deliver     |                              |
| S.4             | Ensure safer recruitment policy. processes and practice.   |   | Decide<br>Monitor | Deliver<br>Monitor              | Monitor               | Deliver<br>Monitor           |
| S.5             | Ensure diversity is respected, including the upholding of the Prevent agenda prohibiting political indoctrination and ensuring the balanced treatment of political issues. |   |                   | Monitor                         | Monitor               | Deliver                      |
| S.6             | Ensure a compliant single central record is maintained.  |   | Monitor           | Monitor<br>Consulted<br>Deliver | Monitor               | Decide<br>Deliver<br>Monitor |

| Safeguarding     |   |             |                               |                       |             |
|------------------|---|-------------|-------------------------------|-----------------------|-------------|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                               |                       |             |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                               |                       |             |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                               |                       |             |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                               |                       |             |
| Decision/Action  | Members   | Trust Board | Executive leadership team     | Local governing board | Headteacher |
|                  |   |             | (Trust single central record) |                       |             |

| Christian Character  |   |                |                                  |                       |                                  |
|--|---|----------------|----------------------------------|-----------------------|----------------------------------|
| <b>Decide</b>  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                |                                  |                       |                                  |
| <b>Consulted</b>   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                |                                  |                       |                                  |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                |                                  |                       |                                  |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                |                                  |                       |                                  |
| Decision/Action  | Members   | Trust Board    | Executive leadership team        | Local governing board | Headteacher                      |
| CC.1<br>Ensure and protect the Christian character of the school (as monitored by Section 48 inspections Statutory Inspection of | <b>Decide</b>   | <b>Monitor</b> | <b>Monitor</b><br><b>Deliver</b> | <b>Monitor</b>        | <b>Deliver</b><br><b>Monitor</b> |

| Christian Character |  |   |                |                              |   |   |
|---------------------|--|---|----------------|------------------------------|---|---|
| <b>Decide</b>       |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                |                              |   |   |
| <b>Consulted</b>    |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                |                              |   |   |
| <b>Deliver</b>      |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                |                              |   |   |
| <b>Monitor</b>      |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                |                              |   |   |
| Decision/Action     |  | Members   | Trust Board    | Executive leadership team    | Local governing board   | Headteacher   |
|                     | Anglican and Methodist Schools (SIAMS).  |   |                |                              |   |   |
| CC.2                | Ensure the provision of collective worship and the provision of RE in line with school's curriculum. |   | <b>Monitor</b> | <b>Consulted<br/>Monitor</b> | <b>Monitor</b>  | <b>Deliver<br/>Monitor</b>  |
| CC.3                | Develop and implement the school's distinctive Christian vision.                                     |   |                | <b>Monitor</b>               | <b>Decide</b><br>In partnership with the headteacher and the school community<br><b>Monitor</b> | <b>Decide</b><br>In partnership with the LGB and school community<br><b>Deliver<br/>Monitor</b> |
| CC.4                | Ensure that all pupils take part in a high quality daily act of collective worship.                  |   |                | <b>Monitor</b>               | <b>Monitor</b>  | <b>Deliver<br/>Monitor</b>  |
| CC.5                | Ensure the Christian values and character of the school are embedded in all                          |   |                | <b>Monitor</b>               | <b>Monitor</b>  | <b>Deliver<br/>Monitor</b>  |

| Christian Character |   |   |             |                           |                       |             |
|---------------------|---|---|-------------|---------------------------|-----------------------|-------------|
| Decide              |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |             |
| Consulted           |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |             |
| Deliver             |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |             |
| Monitor             |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |             |
| Decision/Action     |   | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher |
|                     | practice, including through the provision of high quality RE teaching and learning.   |   |             |                           |                       |             |
| CC.6                | Ensure the school community understands the impact of the Trust's Christian vision and how this relates to the school's own distinctive Christian vision. |   | Monitor     | Monitor                   | Monitor               | Deliver     |
| CC.7                | Ensure the school develops and maintains successful links with the church and parish and that impact of this is identified within the school community.   |   | Monitor     | Monitor                   | Monitor               | Deliver     |

| Finance          |   |   |               |                              |                       |                            |
|------------------|---|---|---------------|------------------------------|-----------------------|----------------------------|
| <b>Decide</b>    |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |               |                              |                       |                            |
| <b>Consulted</b> |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |               |                              |                       |                            |
| <b>Deliver</b>   |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |               |                              |                       |                            |
| <b>Monitor</b>   |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |               |                              |                       |                            |
| Decision/Action  |   | Members   | Trust Board   | Executive leadership team    | Local governing board | Headteacher                |
| F.1              | Appoint external auditors for the Trust.  | <b>Decide</b>   |               |                              |                       |                            |
| F.2              | Appoint internal auditors for the Trust.  |   | <b>Decide</b> |                              |                       |                            |
| F.3              | Prepare annual accounts.  |   |               | <b>Deliver</b>               |                       |                            |
| F.4              | Implement the Trust Finance Policy and Pay Policy.  |   | <b>Decide</b> | <b>Deliver<br/>Monitor</b>   |                       | <b>Deliver<br/>Monitor</b> |
| F.5              | Appoint an Accounting Officer.  |   | <b>Decide</b> |                              |                       |                            |
| F.6              | Determine the proportion of the overall Trust budget to be delegated to individual schools. |   | <b>Decide</b> |                              |                       |                            |
| F.7              | Ensure proper financial controls are in place.  |   | <b>Decide</b> | <b>Deliver<br/>Monitor</b>   |                       | <b>Deliver</b>             |
| F.8              | To approve the budget each financial year.  |   | <b>Decide</b> |                              |                       |                            |
| F.9              | Ensure school expenditure is in keeping with the  |   |               | <b>Consulted<br/>Monitor</b> |                       | <b>Deliver</b>             |

| Finance         |  |   |               |                                  |                       |                |
|-----------------|--|---|---------------|----------------------------------|-----------------------|----------------|
| Decide          |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |               |                                  |                       |                |
| Consulted       |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |               |                                  |                       |                |
| Deliver         |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |               |                                  |                       |                |
| Monitor         |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |               |                                  |                       |                |
| Decision/Action |  | Members   | Trust Board   | Executive leadership team        | Local governing board | Headteacher    |
|                 | budget and adheres to the Trust finance policy   |   |               |                                  |                       |                |
| F.10            | Open and oversee the operation of the school's bank account and ensure financial management systems and accounting records are administered in accordance with the finance policy. |   |               | <b>Deliver</b><br><b>Monitor</b> |                       |                |
| F.11            | Authorise financial expenditure outside of the agreed budget in line with the finance policy.  |   | <b>Decide</b> | <b>Decide</b><br><b>Monitor</b>  |                       | <b>Deliver</b> |
| F.12            | Authorise the spending of reserves   |   | <b>Decide</b> | <b>Deliver</b><br><b>Monitor</b> |                       | <b>Deliver</b> |



| Finance          |   |               |   |                       |   |
|------------------|---|---------------|---|-----------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |               |   |                       |   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |               |   |                       |   |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |               |   |                       |   |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |               |   |                       |   |
| Decision/Action  | Members   | Trust Board   | Executive leadership team   | Local governing board | Headteacher   |
| F.13             | Approve contracts up to the limits of delegation and within an agreed budget and in line with the Trust's finance policy.   | <b>Decide</b> | <b>Monitor</b><br><b>Consulted</b><br><br><b>Decide</b><br>as per agreed limits for LGB in the Trust finance policy (note this LGB is piloting reduced financial delegations) |                       | <b>Decide</b><br>as per agreed limits in the Trust finance policy<br><br><b>Deliver</b> |
| F.14             | Ensure the promotion and provision of free school meals to those pupils meeting the criteria.   |               | <b>Monitor</b>  |                       | <b>Deliver</b>  |
| F.15             | Implement a policy for the approval and payment of trustee and governor expenses  | <b>Decide</b> | <b>Monitor</b>  |                       |   |

**Central Services**

|                  |   |
|------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |

| Decision/Action |   | Members | Trust Board   | Executive leadership team  | Local governing board | Headteacher  |
|-----------------|---|---------|---------------|--|-----------------------|--|
| CS.1            | Determine the scope of mandatory core services to be delivered by the Trust on behalf of its schools.                   |         | <b>Decide</b> | <b>Deliver</b>   | <b>Consulted</b>      | <b>Consulted</b>   |
| CS.2            | Determine a Trust-wide procurement policy and set the delegated levels of authority for such contracts.                 |         | <b>Decide</b> | <b>Deliver</b>   |                       |  |
| CS.3            | Approve contracts which constitute related party transactions.  |         |               | <b>Decide</b>  |                       |  |
| CS.4            | Enter into contracts up to the limits of delegation, within an agreed budget and in accordance with the finance policy. |         |               | <b>Decide</b><br>Up to delegated limits within the financial procedures policy (note this LGB is piloting reduced financial delegations) |                       | <b>Decide</b><br>Up to delegated limits within the financial procedures policy |

### Human Resources

|                  |   |
|------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |

| Decision/Action |  | Members | Trust Board | Executive leadership team  | Local governing board  | Headteacher  |
|-----------------|--|---------|-------------|--|--|--|
| HR.1            | Define any overarching leadership structures across schools. |         |             | <b>Decide</b>  |  | <b>Consulted</b><br><b>Deliver</b>                     |
| HR.2            | Undertake the process to appoint the headteacher             |         |             | <b>Decide</b><br>CEO or DCEO sits as part of the selection panel and has the power of veto | <b>Consulted</b>   |  |
| HR.3            | Appoint other senior staff (selection panel).                |         |             | <b>Monitor</b><br><b>Consulted</b><br>for DHT appointments                                 | <b>Decide</b><br>LGB to support the headteacher with recruitment as appropriate and requested. | <b>Decide</b><br>All local senior leader appointments. |
| HR.4            | Appoint all other staff.                                     |         |             | <b>Monitor</b>   | <b>Decide</b><br>LGB to support the headteacher with recruitment as                            | <b>Decide</b><br>All local staff appointments          |

## Human Resources

|                  |   |
|------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |

| Decision/Action |  | Members | Trust Board | Executive leadership team                        | Local governing board      | Headteacher      |
|-----------------|--|---------|-------------|--|----------------------------|------------------|
|                 |  |         |             |  | appropriate and requested. |                  |
| HR.5            | Appoint staff working across multiple schools.   |         |             | <b>Decide</b>                                    |                            | <b>Consulted</b> |
| HR.6            | Ensure compliance with terms and conditions of employment and staff handbooks.                                 |         |             | <b>Decide</b><br><b>Monitor</b>                  |                            | <b>Monitor</b>   |
| HR.7            | Oversee effective engagement with unions and professional associations.  |         |             | <b>Decide</b><br>In conjunction with HR provider |                            |                  |
| HR.8            | Determine DGAT 'family' training and development in line with distinctive ethos, aims and vision of the Trust. |         |             | <b>Decide</b>                                    | <b>Consulted</b>           | <b>Consulted</b> |
| HR.9            | Be accountable for ensuring the training and development of individual school staff.                           |         |             |  | <b>Decide</b>              |                  |
| HR.10           | Dismiss the Headteacher  |         |             | <b>Decide</b>                                    | <b>Consulted</b>           |                  |

## Human Resources

|                  |   |
|------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |
| <b>Deliver</b>   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |
| <b>Monitor</b>   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |

| Decision/Action                        | Members | Trust Board | Executive leadership team                            | Local governing board  | Headteacher  |
|--|---------|-------------|--|--|--|
| HR.11<br>Dismiss other staff.          |         |             |  | <b>Decide</b><br>A Trust representative will be part of the decision-making panel. | <b>Decide</b>  |
| HR.12<br>Suspend the headteacher       |         |             | <b>Decide</b>  | <b>Consulted</b>   |  |
| HR.13<br>Suspend other staff.          |         |             |  | <b>Consulted</b> (CoG)<br>CEO to be informed prior to suspension.                  | <b>Decide</b><br>In consultation with the CoG. CEO to be informed prior to suspension. |
| HR.14<br>End suspension (headteacher). |         |             | <b>Decide</b><br>Joint decision making with Trustees | <b>Consulted</b>   |  |
| HR.15<br>End suspension (other staff). |         |             |  | <b>Consulted</b>   | <b>Decide</b>  |

### Human Resources

| <b>Decide</b>    |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |  |  |                       |                |
|------------------|--|---|--|--|-----------------------|----------------|
| <b>Consulted</b> |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |  |  |                       |                |
| <b>Deliver</b>   |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |  |  |                       |                |
| <b>Monitor</b>   |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |  |  |                       |                |
| Decision/Action  |  | Members   | Trust Board                                  | Executive leadership team                            | Local governing board | Headteacher    |
| HR.16            | Determine dismissal payments/early retirement. |   | <b>Decide</b><br>In partnership with the CEO | <b>Decide</b><br>In partnership with the Trust Board |                       |                |
| HR.17            | Monitor and report on the attendance of staff. |   | <b>Monitor</b>                               | <b>Monitor</b><br><b>Deliver</b>                     | <b>Monitor</b>        | <b>Deliver</b> |

### Pupil Admissions

|                  |  |   |  |  |  |  |
|------------------|--|---|--|--|--|--|
| <b>Decide</b>    |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |  |  |  |  |
| <b>Consulted</b> |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |  |  |  |  |
| <b>Deliver</b>   |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |  |  |  |  |
| <b>Monitor</b>   |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |  |  |  |  |

| Decision/Action |   | Members | Trust Board   | Executive leadership Team | Local governing board                                 | Headteacher                        |
|-----------------|---|---------|---------------|---------------------------|---|------------------------------------|
| PA.1            | Consult with all key stakeholders before determining an admissions policy.  |         | <b>Decide</b> |                           | <b>Deliver</b><br>At the direction of the Trust Board | <b>Consulted</b>                   |
| PA.2            | Be accountable for all admission application decisions.                     |         |               |                           | <b>Deliver</b>  |                                    |
| PA.3            | Make arrangements for determining admissions and hearing admission appeals. |         |               |                           | <b>Decide</b>   | <b>Deliver</b>                     |
| PA.4            | Appeal when appropriate, against LA directions to admit pupil(s).           |         |               |                           | <b>Decide</b>   | <b>Consulted</b>                   |
| PA.5            | Approve any changes to the Pupil Admission Number                           |         | <b>Decide</b> | <b>Consulted</b>          | <b>Consulted</b>                                      | <b>Consulted</b><br><b>Deliver</b> |

| Premises and Insurance |   |   |                                 |                                  |                                 |                                    |
|------------------------|---|---|---------------------------------|----------------------------------|---------------------------------|------------------------------------|
| Decide                 |   | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |                                 |                                  |                                 |                                    |
| Consulted              |   | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |                                 |                                  |                                 |                                    |
| Deliver                |   | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |                                 |                                  |                                 |                                    |
| Monitor                |   | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |                                 |                                  |                                 |                                    |
| Decision/Action        |   | Members   | Trust Board                     | Executive leadership team        | Local governing board           | Headteacher                        |
| P.1                    | Procure buildings insurance and personal liability.                         |   |                                 | <b>Decide</b>                    |                                 |                                    |
| P.2                    | Develop an estates strategy or master plan.                                 |   | <b>Decide</b>                   | <b>Deliver</b>                   | <b>Consulted for own school</b> | <b>Consulted for own school</b>    |
| P.3                    | Maintain buildings, including implementing a premises and development plan. |   |                                 | <b>Consulted</b>                 | <b>Decide</b><br><b>Monitor</b> | <b>Deliver</b>                     |
| P.4                    | Determine Trust health and safety policy.                                   |   | <b>Decide</b>                   |                                  |                                 |                                    |
| P.5                    | Ensure that a compliant health and safety policy is implemented.            |   | <b>Decide</b><br><b>Monitor</b> | <b>Deliver</b>                   | <b>Monitor</b>                  | <b>Deliver</b>                     |
| P.6                    | Review security of school premises and equipment.                           |   | <b>Monitor</b>                  | <b>Deliver</b><br><b>Monitor</b> | <b>Monitor</b>                  | <b>Consulted</b><br><b>Deliver</b> |



| Premises and Insurance |  |   |             |                           |                       |                      |
|------------------------|--|---|-------------|---------------------------|-----------------------|----------------------|
| <b>Decide</b>          |  | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |             |                           |                       |                      |
| <b>Consulted</b>       |  | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.   |             |                           |                       |                      |
| <b>Deliver</b>         |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |                      |
| <b>Monitor</b>         |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |                      |
| Decision/Action        |  | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher          |
| P.7                    | Draw up, agree and monitor an accessibility plan for the school.                   |   | Monitor     | Monitor                   | Decide                | Consulted<br>Deliver |
| P.8                    | Determine a Trust lettings policy.   |   | Decide      | Consulted<br>Deliver      |                       |                      |
| P.9                    | Ensure suitable local risk assessments are prepared and appropriate actions taken. |   | Monitor     | Monitor                   | Monitor               | Deliver              |
| P.10                   | Monitor the accident book and agree appropriate actions.                           |   |             |                           | Monitor               | Consulted<br>Deliver |

| Administration   |   |
|------------------|---|
| <b>Decide</b>    | <b>Decide</b> - Has primary responsibility for decision making related to the decision or action.   |
| <b>Consulted</b> | <b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision. |

| Administration  |  |   |             |                           |                       |                   |
|-----------------|--|---|-------------|---------------------------|-----------------------|-------------------|
| Deliver         |  | <b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.   |             |                           |                       |                   |
| Monitor         |  | <b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately. |             |                           |                       |                   |
| Decision/Action |  | Members   | Trust Board | Executive leadership team | Local governing board | Headteacher       |
| A.1             | Set compliant times of school sessions and the dates of school terms and holidays and notify the Trust.              |   |             |                           | Consulted<br>Monitor  | Decide<br>Deliver |
| A.2             | Ensure that school is open for 380 sessions for pupils in an academic year. Set compliant times and inform the Trust |   |             | Monitor                   | Monitor               | Deliver           |
| A.3             | Ensure that the school website is compliant.   |   |             | Monitor                   | Monitor               | Deliver           |
| A.4             | Ensure 'Get information about schools' is up-to date and compliant.  |   |             | Monitor                   | Monitor               | Deliver           |
| A.5             | Ensure that a compliant data protection policy is implemented.   |   | Decide      | Deliver<br>Monitor        | Monitor               | Deliver           |