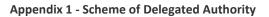


Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

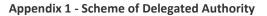
Key Function	No	Task	1	2	3	4	5a	5b	6	D
	1	Review, update and where necessary alter Academy Articles (with DFE approval), Governance structure, Terms of Reference and Schemes of Delegation documentation	~	$\checkmark$						~
	2	Approve changes to the Articles or Funding Agreement (with EFA approval sought)	$\checkmark$							$\checkmark$
	3	Appoint Directors	✓	$\checkmark$						
	4	Appoint the Chair and Vice Chair of the Board		$\checkmark$						
	5	Appoint the Chairs of Committees		$\checkmark$						
	6	Appoint the Chairs of Local Governing Bodies (LGB)		$\checkmark$						
Governance	7	Appoint the Internal Auditor		$\checkmark$						
Governance	8	Approve or remove the Company Secretary & Clerk		$\checkmark$						
	9	Remove Directors	$\checkmark$	$\checkmark$						
	10	Review performance of the Board	$\checkmark$							$\checkmark$
	11	Review performance of Board committees and LGBs		$\checkmark$						
	12	Take out Director indemnity insurance					$\checkmark$			
	13	Maintain risk registers			$\checkmark$			$\checkmark$		
	14	Approval of Trust policies		$\checkmark$						$\checkmark$
	15	Acquisitions and disposal of legal entities		$\checkmark$						
	16	Approves overall strategy of Trust		$\checkmark$	R					$\checkmark$
	17	Admission of new academies to the Trust		$\checkmark$	R					$\checkmark$
Stratogy	18	Admission of new sponsors to the Trust		$\checkmark$	R					$\checkmark$
Strategy	19	Entering into new funding agreements		$\checkmark$	R					
	20	Approval of Trust Improvement Plan and SEF		$\checkmark$	R					$\checkmark$
	21	Not used								
	22	Scrutinise all schools' budgets for the financial year		$\checkmark$						





Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D
	23	Approve the overall Trust budget for financial year								
	23	Review the Trust budget throughout the financial year	-	· ·						<u> </u>
	25	Review all schools' budgets throughout the financial year		√						<u> </u>
	26	Approve use of school reserves		$\checkmark$						<u> </u>
	<ul> <li>28 Approve use of school reserves</li> <li>27 Review and approve banking arrangements</li> <li>28 Propose financial and procurement policies</li> </ul>			$\checkmark$						
					√					
	29	Approve financial and procurement policies		✓						
	30	Enter into contracts over £20,000		~						
	31	Enter into contracts above school limit, up to £20,000			✓					
	32	Enter into contracts £10,000 or less (schools >1000 pupils)					$\checkmark$		$\checkmark$	
Finance	33	Enter into contracts £5,000 or less (schools 400-1000 pupils)					✓		$\checkmark$	
Finance	34	Enter into contracts £3,000 or less (schools <400 pupils)					√		$\checkmark$	
	35	Write off of debts over £1,000		$\checkmark$						
	36	Write off of debts under £1,000					$\checkmark$			
	37	Approve disposal of assets over £25,000		$\checkmark$						<u> </u>
	38	Approve disposal of assets between £5,000 and £25,000			$\checkmark$					
					-	-	P			<u> </u>
	39	Approve the appointment of external auditors	• •	v √			R			<u> </u>
	40	Approve any over-spend beyond the set budget	_	V						<u> </u>
	41	Produce regular financial reports to the board and LGBs					$\checkmark$	$\checkmark$		$\square$
	42	Authorise PAYE returns					$\checkmark$			
	43	Authorise to complete VAT returns					$\checkmark$			
	44	Loan of assets			$\checkmark$					





Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D
	45	Approve overtime within delegated budget							$\checkmark$	
	46	Approve all other overtime							$\checkmark$	
Payroll	47	Approve staff expenses							$\checkmark$	
	48	Approve monthly school payroll							$\checkmark$	
	49	Authorise payroll provider to make payroll payment			$\checkmark$		$\checkmark$			
	50	Appoint the Executive Headteacher / CEO		$\checkmark$						$\checkmark$
	51	Appoint Headteachers or senior staff			$\checkmark$					$\checkmark$
	52	Participate in appointment of Headteachers			$\checkmark$					$\checkmark$
	53	Participate in appointment of Academy leadership			~					$\checkmark$
	54	Performance review of Executive Headteacher / CEO		$\checkmark$						$\checkmark$
	55	Performance review of Headteachers/Associate Headteachers			$\checkmark$	$\checkmark$				$\checkmark$
	56	Performance review of all staff beneath the Headteacher in line with Trust policy				$\checkmark$				
Staff & Performance	57	Determine severance packages at all levels and across all schools in consultation with Trust Remuneration Committee and adhering to Academies Financial Handbook			~					
Management	58	Consider requests for early retirement and make necessary recommendations				$\checkmark$				
	59	Suspend CEO		$\checkmark$						
	60	Suspend Headteacher			$\checkmark$					
	61	End the suspension of the CEO		$\checkmark$						
	62	Dismiss the CEO		$\checkmark$						
	63	Dismiss a Headteacher			$\checkmark$					
	64	Participate in performance review of Headteachers			$\checkmark$	$\checkmark$				
	65	Determination of pay ranges, allocation of TLRs			$\checkmark$					
	66	Propose staff, HR, pay, performance and disciplinary policies			$\checkmark$					



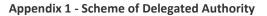
Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D
	67	Approve staff, HR, pay, performance and disciplinary policies		✓						
	68	Approve changes to school staffing structures including recruitment (within agreed budget)							$\checkmark$	
	69	Approve changes to school staffing structures including recruitment (outside of agreed budget)			$\checkmark$					
	70	Approve re-grading of job roles			$\checkmark$		$\checkmark$	$\checkmark$		
	71	Initial approval and recommendation to Trust of redundancies					$\checkmark$	$\checkmark$		
	72	Approve redundancies and staff restructures		$\checkmark$		$\checkmark$				
	73	Approve appointments of central Trust posts			$\checkmark$					
	74	Signing employment contracts			$\checkmark$		$\checkmark$	$\checkmark$		
	75	Handling of all Pension matters					$\checkmark$			
	76	Propose School Improvement Plan				$\checkmark$			$\checkmark$	
	77	Approve School Improvement Plan			$\checkmark$					
	78	Review progress against School Improvement Plan				$\checkmark$			$\checkmark$	
	79	Review progress across against all School Improvement Plans			$\checkmark$					
	80	Propose Trust Strategic Plan			$\checkmark$					
Performance &	81	Approve Trust Strategic Plan		$\checkmark$						
Curriculum	82	Propose the school curriculum plan							$\checkmark$	
cumculum	83	Review each school curriculum plan				$\checkmark$				
	84	Approve the school curriculum plan			$\checkmark$	$\checkmark$				
	85	Review results of the Trust		$\checkmark$	$\checkmark$					
	86	Review results of individual Academies (required at different levels in the organisation)		$\checkmark$	$\checkmark$	$\checkmark$			$\checkmark$	
	87	Propose school performance targets							$\checkmark$	
	88	Agree school performance targets (set at a minimum of top 20% of schools nationally)				$\checkmark$				
	89	Prepare results for the LGB using the Trust standardised template							$\checkmark$	



Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D
	90	Discuss regularly performance and standards of Trust schools with CEO				$\checkmark$			$\checkmark$	
	91	Attend where requested to do so, Trust meetings to discuss school performance				$\checkmark$			$\checkmark$	
	92	Propose pupil behaviour policies							$\checkmark$	
	93	Approve pupil behaviour policies				$\checkmark$				
Discipline /	94	Monitor implementation of pupil behaviour policies							$\checkmark$	
Exclusions	95	Exclude a pupil more than 15 days or permanently				$\checkmark$				
	96	Review exclusion on appeal				$\checkmark$				
	97	Direct reinstatement of excluded students				$\checkmark$				
	98	Consult before setting an Admissions Policy				$\checkmark$				$\checkmark$
	99	Propose admissions policy				$\checkmark$				$\checkmark$
Admissions	100	Approve admissions policy		$\checkmark$						$\checkmark$
Aumissions	101	Admissions: application decisions.							$\checkmark$	$\checkmark$
	102	Admissions appeals				$\checkmark$				$\checkmark$
	103	Approve admissions prospectus			$\checkmark$	$\checkmark$				$\checkmark$
	104	Propose premises-related polices				$\checkmark$		$\checkmark$		$\checkmark$
	105	Approve premises-related policies		$\checkmark$						$\checkmark$
Premises &	106	Propose school premises & capital strategy			$\checkmark$	$\checkmark$		$\checkmark$		$\checkmark$
Insurance	107	Approve a school premises & capital strategy		$\checkmark$						$\checkmark$
	108	Approve appropriate insurance cover for all schools in the Trust		$\checkmark$						$\checkmark$
	109	Propose a Health & Safety Policy			$\checkmark$			$\checkmark$		
Health & Safety	110	Approve a Health & Safety Policy		$\checkmark$						
nealth & Salety	111	Monitor implementation of H&S Policy			√	·		$\checkmark$		
	112	Develop a Risk Management Plan (Fire, Asbestos)						$\checkmark$		





Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D
	113	Approve a Risk Management Plan (Fire, Asbestos)			~					
	114	Report on Risks to Board			$\checkmark$					
	115	Health and Safety accident reporting							$\checkmark$	
	116	Critical incident planning			$\checkmark$			$\checkmark$		
	117	General monitoring and action plans in relation to safety of sites including buildings conditions			✓			$\checkmark$		
	118	Monitor the Trust safeguarding policy & procedures				$\checkmark$				
	119	Ensure the school meets the Trust requirements for safeguarding			$\checkmark$					
Safeguarding	120	Annual Safeguarding audits and report taken to the board			$\checkmark$					
	121	Ensure all employees receive required training			$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	
	122	Ensure Safer recruitment procedures are implemented and adhered to					$\checkmark$	$\checkmark$	$\checkmark$	
School	123	Propose changes to the school day or dates of term times				$\checkmark$			$\checkmark$	
Organisation	124	Approve times of school day and dates of school terms and holidays			$\checkmark$					