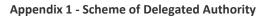


Level 1:	Members	Level 5a:	Director of Finance	Кеу
Level 2:	Trust Board	Level 5b:	Director of Services	R – recommends
Level 3:	CEO	Level 6:	Headteacher/Associate Headteacher	D – Diocese/Foundation Member/Director
Level 4:	Local Governing Body			COLUMN TICKED: Action to be undertaken at this level

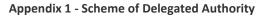
Key Function	No	Task	1	2	3	4	5a	5b	6	D
	1	Review, update and where necessary alter Academy Articles (with DFE approval), Governance structure, Terms of Reference and Schemes of Delegation documentation	~	\checkmark						~
	2	Approve changes to the Articles or Funding Agreement (with EFA approval sought)	\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						





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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>
	 28 Approve use of school reserves 27 Review and approve banking arrangements 28 Propose financial and procurement policies 			\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					





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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					



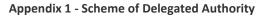
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Key Function	No	Task	1	2	3	4	5a	5b	6	D
	67	Approve staff, HR, pay, performance and disciplinary policies		✓						
	68	Approve changes to school staffing structures including recruitment (within agreed budget)							\checkmark	
	69	Approve changes to 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	



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	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		





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	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					