

## Key

Level 1: Trust Board

Level 2: Chief Executive

Level 3: Chief Financial Officer (CFO)

Level 4: Local Governing Body (LGB)

Level 5: Head of School, in consultation with CEO, CFO, EHT and local CoG where appropriate

Although decisions may be delegated to the Local Governing Body or Head of School, the Trust Board as a whole remains responsible for any decision made under delegation and may overrule the Local Governing Body/Head of School where appropriate.

	Tasks	Trust Board	Finance Cttee	Chief Executive	CFO	LGB	Head of School
<b>1.</b>	<b>Financial Governance &amp; Management</b>						
<b>1.1</b>	Trust and School Financial Regulations (including key policies)	X	X		X		
<b>1.2</b>	Trust and Financial Procedures	X	X		X		
<b>1.3</b>	Trust Procurement Policy	X	X		X		
<b>1.4</b>	Trust 3 Year Budget Plan	X	X		X		
<b>1.5</b>	Trust 1 Year Budget Plan	X	X		X		
<b>1.6</b>	Trust Consolidated Financial Statements	X	X		X		
<b>1.7</b>	Trustees' Report	X		X			
<b>1.8</b>	Appoint Trust auditors	X	X				
<b>1.9</b>	Response to Auditor's Management Letter	X					
<b>1.10</b>	School 3 Year Budget Plan		X		X		
<b>1.11</b>	School 1 Year Budget Plan		X		X		
<b>1.12</b>	Financial Returns to ESFA			X	X		
<b>2.</b>	<b>Governance</b>						
<b>2.1</b>	Trust Scheme of Delegation	X		X	X		
<b>2.2</b>	New Academies Joining Trust	X		X	X		
<b>2.3</b>	Local Governing Body (LGB) Terms of Reference	X		X		X	
<b>2.4</b>	Appointment of Chair of Trust Board*	X					
<b>2.5</b>	Appointment (and removal) of Chair of LGBs	X					
<b>2.6</b>	Appointment (and removal) of Vice Chair of LGBs					X	
<b>2.7</b>	Appointment of Board Sub Committees, if any	X					
<b>2.8</b>	Appointment (and removal) of Clerk to the Trust Board	X					
<b>2.9</b>	Appointment (and removal) of Clerk to LGBs	X					
<b>2.10</b>	Calendar of Trust Board and LGB Meetings			X			

	Tasks	Trust Board	Finance Cttee	Chief Executive	CFO	LGB	Head of School
<b>3.</b>	<b>Financial Authorisation</b>						
<b>3.1</b>	Budgeted Expenditure (Excluding Contracts) up to £5,000						X
<b>3.2</b>	Budgeted Expenditure (Excluding Contracts) Between £5,000 and £40,000			X	X		
<b>3.3</b>	Budgeted Expenditure (Excluding Contracts) Between £40,000 and OJEU Limit		X				
<b>3.4</b>	Budgeted Expenditure (Excluding Contracts) over OJEU limit	X					
<b>3.5</b>	All Contracts			X	X		
<b>3.6</b>	Disposals or Write-Off of Stock, Assets or Debts Up To £1,000				X		X
<b>3.7</b>	Disposals or Write-Off of Stock, Assets or Debts Over £1,000			X	X		
<b>3.8</b>	All Settlements/Compensation Payments Up To £50,000 (AFH Limit)	X					
<b>3.9</b>	Settlements/Compensation Payments Over £50,000	X					
<b>3.10</b>	Capital Projects	X					
<b>4.</b>	<b>School Performance, Curriculum &amp; Teaching</b>						
<b>4.1</b>	School Performance Targets			X			
<b>4.2</b>	Annual School Development Plans					X	X
<b>4.3</b>	Curriculum						X
<b>4.4</b>	Teaching & Learning Policy			X		X	X
<b>4.5</b>	Sex Education & Relationships Policy			X		X	X
<b>4.6</b>	Religious Education Policy			X		X	X
<b>5.</b>	<b>Staff Policies and Pay</b>						
<b>5.1</b>	Pay and Remuneration Policy	X					
<b>5.2</b>	Job Role Salary and Grading			X	X		
<b>5.3</b>	Changes to Employees Terms and Conditions or Collective Agreements	X					
<b>5.4</b>	CEO/CFO Annual Pay Award	X					
<b>5.5</b>	Head of School Annual Pay Award			X			
<b>5.6</b>	Teachers' & Support Staff Pay Progression			X			
<b>5.7</b>	Statutory Teacher and Support Staff Pay Award				X		
<b>5.8</b>	Central Office Staff Annual Pay Award				X		
<b>5.9</b>	Performance Management and Appraisal Review Policy	X		X			
<b>5.10</b>	Disciplinary Policy	X		X			
<b>5.11</b>	Grievance Policy	X		X			

	Tasks	Trust Board	Finance Cttee	Chief Executive	CFO	LGB	Head of School
5.12	Capability Policy	X		X			
5.13	Whistleblowing Policy	X		X			
5.14	Restructuring and Redundancy Policy	X		X	X		
5.15	Employee Health and Safety Policy	X			X		
6.	<b>Staff Management</b>						
6.1	School Organisation Structure	X		X	X		
6.2	Central Office Organisation Structure			X	X		
6.3	Staff Recruitment – Posts Included in Current Structure and Budget						X
6.4	Staff Recruitment – Posts Not Included in the Current Structure and Budget			X	X		
6.5	Head of School Appointment			X		X	
6.6	Deputy Head of School Appointment			X		X	X
6.7	Senior Leadership Appointment					X	X
6.8	Teaching and Support Staff Appointment						X
6.9	Suspension Procedures for CEO	X					
6.10	Dismissal of CEO	X					
6.11	Appeal of CEO Against Dismissal	X					
6.12	Suspension Procedures for the Head of School and Central Office Employees			X	X		
6.13	Dismissal of Head of School	X		X			
6.14	Appeal of the Head of School Against Dismissal	X					
6.15	Suspension of Any Teaching or Support Staff			X			
6.16	Dismissal of Any Teaching or Support Staff			X			
6.17	Appeal of Any Teaching or Support Staff Against Dismissal	X		X		X	
7.	<b>School Policies and Procedures</b>						
7.1	School Day			X			
7.2	Term Time and Holidays			X			
7.3	Inset Days			X			
7.4	School (PAN)	X		X			
7.5	Change of Age Range	X		X			
7.6	Child Protection and Safeguarding Policy	X		X			X
7.7	Attendance Policy	X		X			
7.8	Student Behaviour & Exclusions Policy	X		X			

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<b>7.9</b>	Fixed-Term Exclusion			X			X
<b>7.10</b>	Permanent Exclusion			X			
<b>7.11</b>	Complaints Procedure	X		X	X		
<b>7.12</b>	Admissions Policy	X		X			
<b>7.13</b>	School Prospectus			X			
<b>7.14</b>	School Website			X			
<b>7.15</b>	School Logo and Branding			X			
<b>7.16</b>	School Uniform			X			
<b>7.17</b>	School Trips Policy			X			
<b>7.18</b>	Pupil Premium Report						X
<b>7.19</b>	Year 7 Catch Up Report						X
<b>7.20</b>	Accessibility Plan						X
<b>7.21</b>	Travel Plan						X
<b>8.</b>	<b>Premises and Assets</b>						
<b>8.1</b>	Asset Management Policy and Plan	X			X		
<b>8.2</b>	Health and Safety Policy	X			X		
<b>8.3</b>	Estates Management Strategy	X			X		

NB:

X\* in Item 2.4 refers to the fact that up to 5 Directors may be appointed by the Members by ordinary resolution.