

Hope Sentamu Learning Trust ("the MAT") - Scheme of Delegation for All Academies within the Trust

Approved by Trustees on 27th September 2023; Applies from: 28th September 2023 Date of next scheduled review: 31st August 2024

INTRODUCTION

1. Purpose of the Scheme of Delegation

- 1.1 The primary purpose of this Scheme of Delegation (Scheme) is to inform those involved with the governance of the Academy of where decision making, advisory and other responsibilities lie within the MAT.
- 1.2 Where stated within the 'Diocese' column 'refer to advice/notes' there is detailed content relating to the Church of England Academies and Church of England/Methodist Academies ("Church School") and reflects their former Voluntary Aided or Voluntary Controlled Status.
- 1.3 The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Trust.
- 1.4 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential. It is hoped that the establishment of a Chairs Group and a Principals Group will aid communication in this respect and aid with effective governance more generally.
- 1.5 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook, which is a separate document.

2. Adoption of the Scheme

- 2.1 This Scheme has been approved by the Board of Trustees and shall apply to the Academy from the date shown on the front cover.

3. How it has been determined

- 3.1 In determining this Scheme, the Trustees have been mindful that:
- a. The Board of Trustees is ultimately accountable for the way in which the academies managed by the MAT are run and as such must be satisfied that delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
- b. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is hoped that this will reduce the burden on the individual academies, which already have a heavy workload, and in appropriate cases achieve economies of scale.
- c. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, the academy LGCs and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.

4. Termination and Amendment

- 4.1 The Scheme will be subject to formal review annually. However, where the Board deems it appropriate, changes will be made in year.
- 4.2 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).
- 4.3 As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):
- Changes may need to be made as a result of lessons learned and development of best practice;
- 4.4 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. Where practicable, the Board will give the LGC an opportunity to comment before determining the Scheme of Delegation.

5. Delegation Matrix

- 5.1 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

A Governance
A1 Member matters
A2 Board matters
A3 LGC and Other Committee matters
A4 Heads and Chair's Group
A5 Miscellaneous
A6 Website Reporting
B Strategy and Leadership
B1 Strategic planning and oversight
B2 School organisation
B3 Risk management
C Staffing
C1 Staffing Structures
C2 Trust level appointments
C3 Academy level appointments
D Pupil/Student Matters
D1 Education provision
D2 Behaviour, attendance and welfare
D3 School meals
D4 Admissions
E Accessibility
F Finance and procurement
G Health and safety, insurance and premises, extended schools
H Communications, information and complaints
H1 External communications
H2 Complaints
H3 Information management

A. OVERARCHING GOVERNANCE												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
<b>A1</b>	<b>Member Matters</b>											
1	Articles of Association - Amendments	Refer to advice/notes	DECIDE	RECOMMEND	ADVISE	ADVISE				See advice / comments		<ul style="list-style-type: none"> <li>Consent of York Diocesan Board of Education (YDBE) and (in certain instances) site trustees required.</li> <li>DfE and/or Charity Commission consent required in certain cases.</li> <li>Must be filed at Companies House along with copy of special resolution and any required forms.</li> </ul>
2	Members - Appoint / Remove	Refer to advice/notes	DECIDE							See advice / comments		<ul style="list-style-type: none"> <li>The Members are the Archbishop of York, the Chapter of York, The Diocese of York Educational Trust (DYET) and one person appointed by DYET, with any additional appointments to be made by Members with the written consent of the Diocesan Board of Education.</li> <li>YDBE guidance and training should be provided to those undertaking the role of Member and Members will be required to sign an appropriate CE ethos undertaking and enter into the Memorandum of Understanding (MoU) with YDBE prior to taking on the role.</li> <li>Company Secretary / Clerk to liaise with Trust personnel to ensure:               <ul style="list-style-type: none"> <li>appropriate DBS and related checks made</li> <li>GIAS notifications are made</li> <li>Details of Member and their interests are uploaded on Trust website</li> <li>Copies of completed ethos undertakings and Memorandum of Understanding to be provided to all Members and to be provided to the YDBE.</li> </ul> </li> </ul>
3	Members Register of Interests - Completion and Management		RESPONSIBLE	RECEIVE			ACTION			See advice / comments		<ul style="list-style-type: none"> <li>Company Secretary / Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website.</li> <li>Register of Member Interests should be brought to the attention of decision makers as appropriate (CEO to oversee).</li> <li>Updates on Companies House to be actioned by CFO.</li> </ul>
4	Members' Meetings - Schedule		DECIDE	DECIDE								<ul style="list-style-type: none"> <li>As a minimum, Members should hold an AGM once a year.</li> <li>Extraordinary meetings may also be called by Trustees or Members.</li> <li>Decisions may be made by written resolution between meetings in line with the process set out in the Articles of Association.</li> </ul>
<b>A2</b>	<b>Board Matters</b>											
5	Accounting Officer - Appoint / Remove			DECIDE			ACTION				CFO / Company Secretary to notify Secretary of State	<ul style="list-style-type: none"> <li>The Accounting Officer to be the CEO (the role will be supported by the COO and CFO).</li> <li>Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.</li> </ul>
6	Chair of Trustees - Appoint / Remove		RECEIVE	DECIDE			ACTION				Clerk advice and support with process	<ul style="list-style-type: none"> <li>Should not be an employee.</li> <li>CFO / Company Secretary to remove details from Companies House.</li> </ul>
7	CEO Reports to Trustees			RECEIVE, SCRUTINISE	RESPONSIBLE						<ul style="list-style-type: none"> <li>The CEO will be supported by others as appropriate e.g. COO, CFO/Company Secretary</li> </ul>	<ul style="list-style-type: none"> <li>The Trustees should agree with the CEO what reports are required, the required frequency and the content of those reports.</li> <li>The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up.</li> </ul>
8	Company Secretary - Appoint / Remove			DECIDE	ADVISE						Where applicable, HR advice to be obtained	<ul style="list-style-type: none"> <li>Should have relevant experience in school/company/charity governance. Reports directly to the Board</li> </ul>
9	Finance - Annual Report and Financial Statements		RECEIVE, SCRUTINISE	APPROVE	ADVISE		ACTION	RECEIVE	RECEIVE	See advice / comments	<ul style="list-style-type: none"> <li>CFO to co-ordinate draft, with input from CEO and COO</li> <li>Auditors to review and sign off</li> <li>Trustees and Accounting Officer must approve relevant sections</li> </ul>	<ul style="list-style-type: none"> <li>The Members should receive and scrutinise the accounts at their AGM.</li> <li>The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.</li> </ul>
10	Finance - Other company returns			APPROVE	RECOMMEND	ADVISE	ACTION				<ul style="list-style-type: none"> <li>Trustees to approve as required</li> <li>Trust staff to advise as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>To include key Companies House filings and DfE returns</li> </ul>
11	Finance - Setting up any subsidiary company or linked charity	Refer to advice/notes	DECIDE	RECOMMEND	ADVISE	ADVISE	ACTION				<ul style="list-style-type: none"> <li>Legal and financial advice required</li> </ul>	<ul style="list-style-type: none"> <li>Trustees must keep the need for a subsidiary company under review, based on the Trust's trading and related activities.</li> <li>*Advice should be sought from YDBE to ensure trading plans not at odds with site trusts</li> </ul>
12	Members - Supplemental Reports	Refer to advice/notes	RECEIVE, SCRUTINISE	APPROVE	ADVISE						<ul style="list-style-type: none"> <li>The CEO should co-ordinate the reports for input and approval by the Trustees.</li> <li>The CEO will be supported by others as appropriate e.g. COO, CFO/Company Secretary</li> </ul>	<ul style="list-style-type: none"> <li>The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports.</li> <li>The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up.</li> <li>*The reports should include an annual Church School Distinctiveness Report.</li> <li>Needs to dovetail with annual schedule of business (see above).</li> <li>Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place.</li> <li>Review of policies to be conducted in accordance with process and schedule.</li> <li>Where relevant, policies that reflect the Church Schools within the Trust.</li> </ul>
13	Policy review process and schedule - Setting	Refer to advice/notes		DECIDE	ADVISE	ADVISE		RECEIVE	RECEIVE	N/A	<ul style="list-style-type: none"> <li>Appropriate advice and input from CEO/COO (and other key employees) and those responsible for Committee policy review</li> </ul>	<ul style="list-style-type: none"> <li>The document will be reviewed every year or more frequently where the Trustees deem this to be desirable.</li> <li>Where practicable, the Board will consult with the Chair of the LGC's.</li> <li>The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time.</li> <li>The Board will ensure that the CE or joint Anglican/Methodist foundation and responsibilities to the YDBE and associated site trustees are properly reflected in any Scheme which applies to a relevant Church school. The YDBE will be consulted prior to first adoption and thereafter in the event that any proposed changes could impact on the CE or joint Anglican/Methodist foundation of the Academy.</li> </ul>
14	Scheme of Delegation - Setting / Review			DECIDE	ADVISE	ADVISE	RECEIVE	RECEIVE	RECEIVE	See advice / comments	<ul style="list-style-type: none"> <li>CEO / COO to advise and the CFO / Company Secretary / Clerk to support</li> </ul>	<ul style="list-style-type: none"> <li>Should be shared with LGC and other Committees to inform their work.</li> <li>Chair of Board to use to inform agenda setting with the support from the Clerk.</li> <li>Trustees should meet at least five times a year.</li> </ul>
15	Trust Board - Annual Schedule of Business			DECIDE	ADVISE	RECEIVE	RECEIVE	RECEIVE	RECEIVE	N/A	<ul style="list-style-type: none"> <li>Chair of the Trust Board to lead</li> <li>Appropriate advice and input from CEO and those responsible for planning LGC/other Committee Annual Schedule of Business</li> </ul>	<ul style="list-style-type: none"> <li>This should dovetail with the Committees' (including LGC's) reviews of their own effectiveness (see below).</li> <li>The outcome of the review may impact on the level of delegation to LGCs and others under the Scheme of Delegation or otherwise.</li> <li>Trustees to consider whether an external review of governance should take place.</li> </ul>
16	Trust Board and Governance Effectiveness - Review			RESPONSIBLE	ADVISE			ADVISE	ADVISE		<ul style="list-style-type: none"> <li>Chair of the Trust Board to lead</li> <li>CEO to advise</li> </ul>	

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17	Trustees - Appoint / Remove	Refer to advice/notes	DECIDE	ADVISE			ACTION			See advice / comments	Chair of the Trust Board to call with Clerk to support with process. Trustees to advise on skills gaps to inform decision making	<ul style="list-style-type: none"> <li>The Archbishop of York and the Diocese of York Educational Trust (DYET) are entitled to appoint a Trustee each.</li> <li>The Members shall appoint a minimum of 3 Trustees following input as appropriate from the Board of Trustees.</li> <li>YDBE guidance and training should be provided to those undertaking the role.</li> <li>The application process (inc advert) should request information about the ability and commitment to preserve and develop the CE or joint Anglican/Methodist foundation ethos of Church Schools within the Trust, as well as other skills</li> <li>Code of Conduct should be agreed and all Trustees should be required to sign it</li> <li>The clerk, in conjunction with the HR team, will ensure that: <ul style="list-style-type: none"> <li>appropriate DBS and related checks are made</li> <li>GIAS notifications are made</li> <li>Details of Trustees and their interests are uploaded on Trust website</li> </ul> </li> <li>YDBE is informed of any changes to the Trustees</li> <li>Copies of completed ethos undertakings to be provided to Members, YDBE and Site Trustees.</li> </ul>
18	Trustees - Appoint / Remove Vice Chair		RECEIVE	DECIDE								
19	Trustees - Register of interests - Completion and Management		RECEIVE	RESPONSIBLE	RECEIVE	RECEIVE	ACTION	RECEIVE	RECEIVE	See advice / comments		<ul style="list-style-type: none"> <li>CFO to ensure details are uploaded on Trust website</li> <li>Register of Trustee Interests should be brought to the attention of decision makers as appropriate (CEO).</li> </ul>
20	Trustees - Roles - Determine and allocate			DECIDE								<ul style="list-style-type: none"> <li>There will be appointed Trustees with specific responsibilities for Safeguarding/Child Protection, Health and Safety, Special Educational Needs.</li> <li>Allocated Trustees should work with the LGCs representative(s) - the roles should dovetail.</li> </ul>
21	Trustees - Skills audit and training plan	Refer to advice/notes	RECEIVE	RESPONSIBLE							Chair of Trust Board to lead – Clerk advise and support with process	<p><b>NB: All Trustees continue to have responsibility for these areas, despite any allocation of specific roles.</b></p> <ul style="list-style-type: none"> <li>An interim executive committee to be established when an academy/school is graded inadequate or inadequate for leadership and management.</li> <li>Meetings to be scheduled one per month</li> <li>A composition for the IEB of a Church school will be agreed with YDBE and shall have an appropriate foundation presence in its membership.</li> <li>An experienced Chair should be appointed</li> <li>To include a minimum of one Trustee and a designated executive leader from the CST</li> <li>The YDBE or joint Anglican/Methodist foundation should be consulted for their associated schools</li> </ul>
A3	Local Governing Committees (LGC) and other Committee Matters											
22	Committee Composition - Setting / Review			DECIDE	ADVISE	ADVISE		RECEIVE	RECEIVE		<ul style="list-style-type: none"> <li>Clerk to aid formulation of LGC advice</li> </ul>	<ul style="list-style-type: none"> <li>Consideration will need to be given as to: <ul style="list-style-type: none"> <li>what Committees are required (under the Articles of Association/Funding Agreements/Academy Financial Handbook e.g. Audit/Finance).</li> <li>What additional Committees (Board and/or LGC) would be useful given the size of the MAT and the decision making functions that take place at each level of governance.</li> </ul> </li> <li>Membership, terms of reference, reporting requirements, decision making and other procedures etc. of each Committee (please see below).</li> <li>Under the Articles of Association: <ul style="list-style-type: none"> <li>The constitution, membership and proceedings of any committee must be determined by the Trustees.</li> <li>The establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months.</li> <li>The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGCs) a majority of members of any such committee shall be Trustees.</li> <li>Except in the case of a LGC, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.</li> </ul> </li> <li>Academy trusts are required to establish a Trustee committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Trustees.</li> </ul>
23	Interim Executive Board (IEB) for Academy/School - Establish / Disband	Refer to advice/notes		DECIDE	RECOMMEND							<ul style="list-style-type: none"> <li>An interim executive committee to be establish when an acacemy/school is graded inadequate or inadequate for leadership and management.</li> <li>Meetings to be scheduled one per month</li> <li>An experienced Chair should be appointed</li> <li>To include a minimum of one Trustee and a designated executive leader from the CST</li> <li>The YDBE or joint Anglican/Methodist foundation should be consulted for their associated Church schools</li> </ul>
24	LGC composition - Setting / Review	Refer to advice/notes		DECIDE	ADVISE			COMMENT	RECEIVE	See advice / comments		<ul style="list-style-type: none"> <li>LGC composition will be agreed with the CE or joint Anglican/Methodist foundation in relation to relevant Church Schools. Any changes to the number or proportion of Foundation Local Governors, or how they will be appointed, will require the consent of the CE or joint Anglican/Methodist foundation, as appropriate.</li> <li>The composition will be set out in the Governance Handbook.</li> </ul>

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25	LGC Governors - Appoint / Remove	Refer to advice/notes		DECIDE				ADVISE		See advice / comments	<ul style="list-style-type: none"> <li>Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises</li> </ul>	<ul style="list-style-type: none"> <li>The YDBE's Foundation Local Governor appointment processes should be followed when Foundation Local Governors are being appointed. The Trust Board and YDBE may remove foundation local governors</li> <li>The Trust's Ethos Statement and Code of Conduct should be agreed and all Local Governors should be required to sign it.</li> <li>All Local Governors in Church Schools should attend appropriate Church School Governance Training and complete an appropriately worded ethos undertaking. Clerk to liaise with appropriate staff to ensure:               <ul style="list-style-type: none"> <li>appropriate DBS and related checks are made.</li> <li>GIAS notifications are made.</li> <li>Details of Local Governors and their interests are uploaded on Academy website.</li> <li>Copies of ethos undertakings are sent to the YDBE and the Trustees.</li> </ul> </li> <li>Clerk, Principal and Chair of LGC (and others as appropriate) to lead induction.</li> </ul>
26	LGC - Staff and parent elections	Refer to advice/notes		APPROVE				RECOMMEND	RESPONSIBLE		<ul style="list-style-type: none"> <li>Clerk and Principal advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with any relevant provisions in the Articles of Association and Scheme of Delegation.</li> <li>LGC Members to flag need for skills and, where appropriate, the CE or joint Anglican/Methodist foundation ethos of the Academy as part of process. LGC to appoint in the event no-one puts themselves forward for election.</li> </ul>
27	LGC Chair - Appoint / Remove			APPROVE				RECOMMEND				<ul style="list-style-type: none"> <li>Should not be an employee.</li> <li>The CEO and a Trustee will meet with all proposed new LGC Chairs prior to approval of their appointment for an informal discussion around the role, their commitment and the values of the Trust.</li> </ul>
28	LGC Vice Chair - Appoint			APPROVE				DECIDE				<ul style="list-style-type: none"> <li>Should not be an employee.</li> </ul>
29	LGC Vice Chair or Governor - Remove			APPROVE	ADVISE			RECOMMEND				
30	LGC Chair - Developmental Management			RESPONSIBLE	ADVISE							Where the post holder is a foundation governor, input from YDBE or joint Anglican/Methodist foundation representative should be received.
31	LGC - Roles (Determine and allocate)							DECIDE	ADVISE		<ul style="list-style-type: none"> <li>Chair of LGC to lead, based on skills</li> <li>Trustees to specify certain required roles to dovetail with own link Trustees (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Allocated LGC members should work with Trustees allocated with specific responsibilities in their areas.</li> <li>LGC may choose to allocate additional link roles [e.g. Safeguarding/Child Protection, Health and Safety, Special Educational Needs].</li> <li>All LGC members continue oversight for these areas, despite any allocation of specific roles.</li> </ul>
32	Accounting Officer (Academy Level only) - Appoint / Remove			DECIDE	ADVISE						<ul style="list-style-type: none"> <li>Reports to CEO as overall Accounting Officer</li> </ul>	<ul style="list-style-type: none"> <li>Will generally be the Principal or equivalent (the role will be heavily supported by the Academy's Finance Manager or equivalent).</li> <li>Has responsibility for regularity, propriety and value for money at Academy level.</li> <li>Also responsibility for ensuring that proper financial records and accounts are kept.</li> </ul>
33	LGC - Register of interests - Completion and Management			RECEIVE	RECEIVE			RESPONSIBLE	RECEIVE	See advice / comments	<ul style="list-style-type: none"> <li>Clerk to liaise with appropriate Academy personnel to ensure uploaded on website</li> </ul>	<ul style="list-style-type: none"> <li>Register of LGC interests should be brought to the attention of decision makers as appropriate (Principal to oversee).</li> </ul>
34	LGC - Annual Schedule of Business	Refer to advice/notes		DECIDE	RECOMMEND						<ul style="list-style-type: none"> <li>Chair to lead with COO/Clerk advice and support with process</li> <li>Appropriate advice and input from CEO, Chair of LGC and those responsible for planning other Annual Schedules of Business</li> </ul>	<ul style="list-style-type: none"> <li>This needs to dovetail with the Board of Trustees' Schedule of Business.</li> <li>To include items as appropriate to reflect that the Academy is a CE or joint Anglican/Methodist Foundation representative, where applicable. Advice will be provided by YDBE upon request.</li> <li>Chair and COO incorporating the Clerk to inform agenda setting.</li> <li>LGC should meet, as standard, 4 times per year (Minimum of 3 is required).</li> </ul>
35	Academy level Reporting to Trustees	Refer to advice/notes		SCRUTINISE	RECEIVE	RECEIVE		RESPONSIBLE	ADVISE			<ul style="list-style-type: none"> <li>LGC minutes will be provided to Trustees as standard with escalated issues/points for review, consideration and/or action.</li> <li>The content and frequency of any additional LGC reports shall be specified by the Trustees. For Church Schools this includes the Church School Distinctiveness on a page document and Church School risk reporting.</li> <li>Additional Academy level reporting should be included in CEO reports, as appropriate.</li> <li>The Trustees should receive the minutes and any additional reports at Board Meetings to enable appropriate discussion and scrutiny.</li> </ul>
36	LGC Effectiveness - Review	Refer to advice/notes		RECEIVE, SCRUTINISE	ADVISE			RESPONSIBLE			<ul style="list-style-type: none"> <li>Chair of LGC to lead</li> </ul>	<ul style="list-style-type: none"> <li>This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template).</li> <li>Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation.</li> <li>LGC to participate as required in any external review of governance required by the Trustees.</li> </ul>
37	LGC - Skills audit and training plan annually			RECEIVE, SCRUTINISE	ADVISE			RESPONSIBLE			<ul style="list-style-type: none"> <li>Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>Trustees may set a template.</li> <li>Skills audit should include ability and commitment to preserve and develop the CE or joint Anglican/Methodist foundation ethos of the Academy.</li> <li>Trustees to receive details and may impact on areas of delegation.</li> <li>Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises.</li> </ul>
38	Governance Service / Clerk - Appoint / Remove			DECIDE	RECOMMEND	ADVISE						<ul style="list-style-type: none"> <li>Should have relevant experience in Trust and school/academy governance.</li> </ul>
39	Trust Board Committee Structure (including LGCs and Trust Board Sub-Committees) - Setting / Terms of Reference (ToR) / Procedures, etc.			DECIDE	ADVISE							<ul style="list-style-type: none"> <li>The Board of Trustees will have a sub-committee for Resources, Audit &amp; Risk, Standards and Distinctiveness &amp; Personal Development. Trustees to agree numbers, frequency of meetings and terms of reference.</li> </ul>
A4	Heads and Chairs Group											
40	Headteacher/Principal Group - Establishment and management				RESPONSIBLE				PARTICIPATE		<ul style="list-style-type: none"> <li>Supported by CST as required</li> </ul>	<ul style="list-style-type: none"> <li>CEO to establish and lead Heads Group to enable all Principals to share their feedback in relation to pertinent matters for their Academy and to enable co-ordinated reporting (via the CEO) to the Board.</li> </ul>
41	LGC Chairs Group - Establishment and management			RESPONSIBLE	PARTICIPATE	PARTICIPATE		PARTICIPATE (Chair only)			<ul style="list-style-type: none"> <li>Supported by CST as required</li> </ul>	<ul style="list-style-type: none"> <li>Chair and/or Vice Chair of the Trust Board to establish and lead Chairs Group to enable all LGC Chairs to share their feedback in relation to pertinent matters for their Academy</li> </ul>
A5	Miscellaneous											
42	Chair of the Trust Board - Chairs Action			APPROVE								<ul style="list-style-type: none"> <li>Protocols to be defined at the first Trust Board meeting of the academic year</li> <li>Chairs Actions undertaken will be reported to the Trust Board at the meeting following decision</li> </ul>
43	Governance policies and procedures - Setting / Review			APPROVE	RECOMMEND	ADVISE					<ul style="list-style-type: none"> <li>Clerk to support - COO primary contact</li> </ul>	<ul style="list-style-type: none"> <li>E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct.</li> <li>Policies must be in accordance with Articles of Association.</li> </ul>
44	Trustee and Officers insurance - Acquiring and monitoring			APPROVE			RESPONSIBLE					<ul style="list-style-type: none"> <li>Must be in accordance with Articles of Association.</li> </ul>

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A6	Website Reporting											
45	Governance details on trust website		RECEIVE	APPROVE	ADVISE	ADVISE	ADVISE	ADVISE (Clerk)	ADVISE	Compliance Officer		<ul style="list-style-type: none"><li>Trust to approve framework.</li><li>Compliance Officer responsible for ensuring information up to date.</li></ul>

**B. STRATEGY AND LEADERSHIP**

	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
<b>B1</b>	<b>Strategic Planning and Oversight</b>											
1	Academy Development Plan - Development, Review and Management inc strategic objectives and KPIs	Refer to advice/notes		RECEIVE	APPROVE			OVERSEE / ADVISE	ADVISE		• Principal leading role in formulating (in conjunction with the CEO)-	<ul style="list-style-type: none"> <li>• Must fit with Trust strategic objectives, KPIs and Plan (CEO to ensure) and reflect Ofsted and SIAMS outcomes</li> <li>• Development plan must be in line with strategic objectives</li> <li>• Should reflect CE or joint Anglican/Methodist Foundation Church School status</li> <li>• Board of Trustees may provide templates</li> </ul>
2	Academy Self Evaluation Form (or equivalent) - Complete			RECEIVE (Standards Cttee)	APPROVE			RECEIVE	RESPONSIBLE			<ul style="list-style-type: none"> <li>• SEF to reflect progress against Development Plan</li> <li>• Trust Board may provide templates</li> <li>• CEO to scrutinise and report on outcomes to the Board</li> </ul>
3	Academy SIAMS self-evaluation - Development, Review and Management	Refer to advice/notes		RECEIVE	APPROVE			RECEIVE	RESPONSIBLE	See advice / comments	• DPD Committee to advise Trustees and LGC	<ul style="list-style-type: none"> <li>• YDBE SLA Adviser will support through critical friend visits</li> <li>• This should be a working document kept under regular review</li> </ul>
4	Academy vision and ethos statement - Setting	Refer to advice/notes		RECEIVE	APPROVE			RECEIVE	RESPONSIBLE			<ul style="list-style-type: none"> <li>• Must fit with Trust vision and ethos (CEO to validate)</li> <li>• Vision and ethos should reflect CE or joint Anglican/Methodist Foundation Church School status (where applicable). Church Schools have a fixed ethos statement which should only be changed with consent of YDBE. Where this is a joint CE and Anglican/Methodist Foundation School, the Trustees have joint responsibility for both the CE and joint Anglican/Methodist Foundation character of the Church school</li> <li>• Principal responsible for implementation</li> </ul>
5	Inspections - Ofsted and SIAMS	Refer to advice/notes		RESPONSIBLE	RESPONSIBLE			RESPONSIBLE	RESPONSIBLE	See advice / comments		<ul style="list-style-type: none"> <li>• Trustees and LGC members will be involved as appropriate in Ofsted and SIAMS inspections. YDBE shall provide input during Ofsted and SIAMS inspection and related feedback for Church Schools.</li> <li>• The Principal will immediately notify the CEO/COO, Chair of the Trust Board and the Chair of the LGC that an inspection has been notified. CST protocols will be enacted.</li> </ul>
6	Trust Development Plan - Development, Review and Management inc strategic objectives and KPIs	Refer to advice/notes		APPROVE	RECOMMEND						• CEO leading role in formulating for Trustee scrutiny	<ul style="list-style-type: none"> <li>• CEO responsible for ensuring objectives are met and for progress against Development Plan</li> <li>• Development Plan must be in line with strategic objectives</li> <li>• Should reflect community and Church Schools in the Trust</li> </ul>
7	Trust Self Evaluation Form (or equivalent) - Complete			APPROVE	RECOMMEND	CONTRIBUTE	CONTRIBUTE		CONTRIBUTE		• CEO leading role in formulating for Trustee scrutiny	• SEF to reflect progress against the Trust Development Plan
8	Trust vision and ethos statement - Setting	Refer to advice/notes		DECIDE	RECOMMEND	CONTRIBUTE					• CEO leading role in formulating for Trustee decision	<ul style="list-style-type: none"> <li>• CEO responsible for implementation</li> <li>• Should reflect community and Church Schools in the Trust</li> </ul>
<b>B2</b>	<b>School Organisation</b>											
9	Academy - Change to Religious Designation	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE			CONTRIBUTE	See advice / comments	• Trustees will obtain appropriate specialist advice	<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist Foundation representatives should be consulted as soon as possible for advice. CE, joint Anglican/Methodist Foundation and/or site trustee consents will be required</li> <li>• DfE consent required</li> </ul>
10	Academy - Setting school session and term dates			DECIDE	RECOMMEND			OVERSEE / ADVISE	ADVISE			<ul style="list-style-type: none"> <li>• This allows Trustees to co-ordinate the schools in the Trust to the extent that this is desirable, whilst reflecting local needs</li> </ul>
11	Academy - Significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE		OVERSEE / ADVISE	ADVISE	See advice / comments		<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist Foundation representatives should be consulted as soon as possible for advice. CE, joint Anglican/Methodist Foundation and/or site trustee consents may be required</li> <li>• DfE consent may be required</li> </ul>
12	Academy Closure or Re-brokerage (inc termination of Funding Agreement)	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE	ADVISE	OVERSEE / ADVISE		See advice / comments	• Trustees will obtain appropriate specialist advice	<ul style="list-style-type: none"> <li>• DfE consent required</li> <li>• DfE may enforce closure or re-brokerage in appropriate circumstances</li> <li>• CE or joint Anglican/Methodist Foundation representatives should be consulted as soon as possible for advice. CE, joint Anglican/Methodist Foundation and/or site trustee consents may be required in the event closure or re-brokerage is proposed.</li> </ul>
13	Academy Conversions - Legal documentation approval	Refer to advice/notes		APPROVE	RECOMMEND	ADVISE				See advice / comments	• Trustees will obtain appropriate specialist advice	<ul style="list-style-type: none"> <li>• Trustees must understand the documentary framework and what is being agreed to by entering into it</li> <li>• YDBE will need to approve certain documents for a Church School conversion prior to giving its final consent</li> </ul>
14	Trust / Academy - Collaboration and partnership agreements	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE			ADVISE (Academy Level)	See advice / comments	• Trustees will obtain CEO/COO advice and appropriate legal / specialist support	<ul style="list-style-type: none"> <li>• Trust and academy level collaboration/partnership agreements to be entered into by Trustees with recommendation from CEO</li> <li>• CE or joint Anglican/Methodist Foundation representative should be advised if a collaboration/partnership agreement is proposed which involves a Church School – depending on the specifics advice may be given/consent will be required</li> </ul>
15	Trust Development - Decide to take on a new academy/open a free school	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE	ADVISE			See advice / comments	• Trustees will obtain CEO/COO advice and appropriate legal / specialist support	<ul style="list-style-type: none"> <li>• Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust. CE or joint Anglican/Methodist Foundation representatives should be consulted as soon as possible for advice. YDBE, joint Anglican/Methodist Foundation and/or site trustee consents may be required.</li> </ul>
16	Trust Development - Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)			DECIDE	RECOMMEND	ADVISE	ADVISE				• CEO leading role in formulating for Trustee scrutiny	<ul style="list-style-type: none"> <li>• CEO to manage process in accordance with agreed protocol</li> <li>• This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate specialist advice</li> </ul>
17	Trust Development - Trust / Academy Amalgamation and/or Merger	Refer to advice/notes	RECEIVE	DECIDE	RECOMMEND	ADVISE	ADVISE			See advice / comments	• Trustees will obtain appropriate specialist advice	<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist Foundation representative should be consulted as soon as possible for advice in the event amalgamation/merger is proposed involving a Church School. YDBE, joint Anglican/Methodist Foundation and/or site trustee consents will be required.</li> <li>• DfE consent required</li> </ul>
<b>B3</b>	<b>Risk Management</b>											
18	Risk Management policy - Setting inc procedures			DECIDE	OVERSEE	RECOMMEND					• COO to lead, advise and co-ordinate input from appropriate trust level staff	

B. STRATEGY AND LEADERSHIP												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
19	Risk Register (Academy) - Complete and review			RECEIVE	OVERSEE	RECOMMEND		OVERSEE / ADVISE	RESPONSIBLE		<ul style="list-style-type: none"><li>• COO to review and advise</li><li>• Principal to lead, advise and co-ordinate input from senior academy staff</li></ul>	<ul style="list-style-type: none"><li>• Using agreed risk register format</li><li>• To inform Trust risk register review</li></ul>
20	Risk Register (Trust) - Complete and review			RESPONSIBLE	OVERSEE	RECOMMEND					<ul style="list-style-type: none"><li>• COO to lead, advise and co-ordinate input from appropriate trust level staff</li></ul>	<ul style="list-style-type: none"><li>• Within the online risk management system</li></ul>

C. STAFFING												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
<b>C1</b>	<b>Staffing Structures</b>											
1	HR (Trustwide) - Terms and conditions of employment, policies and procedures - Setting and review	Refer to advice/notes		DECIDE	RECOMMEND	RECOMMEND / REVIEW				HR Director	• Trust Board's Resources Committee to support Board	<ul style="list-style-type: none"> <li>• Need to ensure local differences and TUPE considerations taken into account.</li> <li>• Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses.</li> <li>• COO to report to CEO/Trustees on any material concerns about operation of policies and procedures.</li> <li>• CE or joint Anglican/Methodist Foundation guidance to be considered in relation to ability to ask for faith commitment /ability and fitness to preserve and develop the religious character of the academy in the appointment of certain members of staff.</li> </ul>
2	Single Central Record - Complete, maintain and review inline with Trust procedures.			SCRUTINISE (Safeguarding Trustee)	REVIEW	RECOMMEND		OVERSEE / ADVISE	RESPONSIBLE (Academy staff)	HR Director	• CEO responsible for Trust-wide staff, Principal responsible for Academy staff (HR Director to advise and manage)	
3	Staff (Academy level) - Register of interests (Completion and maintenance)			RECEIVE	RECEIVE	REVIEW	ADVISE		RESPONSIBLE			• Interests should be brought to the attention of decision makers as appropriate.
4	Staff (Trust level) - Register of interests (Completion and maintenance)			RECEIVE	RECEIVE	REVIEW	RESPONSIBLE			HR Director		<ul style="list-style-type: none"> <li>• Interests should be brought to the attention of decision makers as appropriate.</li> <li>• Interests relating to the COO/CFO will exclude them from their delegated responsibility and will be forward to the CEO</li> <li>• Interests relating to the CEO will exclude them from their delegated responsibility and will be forward to the Chair of the Trust Board.</li> </ul>
5	Staffing Structure–Academy level (including organisational restructuring)			DECIDE (Resources Ctee if outside agreed budget parameters)	APPROVE (within agreed budget parameters)	RECOMMEND	RECOMMEND		ADVISE			<ul style="list-style-type: none"> <li>• This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions.</li> <li>• Trustee Resources Committee to approve restructure proposals where this is outside of the agreed budget parameters.</li> <li>• Where a restructure is within agreed budget parameters, the COO and CFO will work with the academy and make a recommendation to the CEO for approval.</li> </ul>
6	Staffing Structure – Trust level (including organisational restructuring)			DECIDE (Resources Ctee if outside agreed budget parameters)	APPROVE (within agreed budget parameters)	RECOMMEND	RECOMMEND					
<b>C2</b>	<b>Trust Level Appointments</b>											
7	Chief Executive Officer - Appoint / Dismiss	Refer to advice/notes		DECIDE						See advice / comments	• External HR Adviser to support and advise	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies , the Articles of Association and the Memorandum of Understanding.</li> <li>• YDBE should be contacted when it is clear a recruitment process is required for a CEO, for advice on YDBE's involvement in the process. YDBE consent is required prior to any appointment being confirmed.</li> <li>• A Foundation Director to be included on the interview panel.</li> </ul>
8	Chief Executive Officer - Performance management and pay review	Refer to advice/notes		DECIDE, RESPONSIBLE						See advice / comments	• Appropriately skilled independent advisor should support appraisal process	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Panel of minimum 2 Trustees (including the Chair) should be selected by the Board to carry out the performance management.</li> </ul>
9	Chief Operating Officer - Appoint / Dismiss				DECIDE							• Must be in accordance with Trust approved HR policies.
10	Chief Finance Officer - Appoint / Dismiss				DECIDE	RECOMMEND						• Must be in accordance with Trust approved HR policies.
11	HR Director - Appoint / Dismiss				APPROVE	RECOMMEND					• External HR Adviser to support and advise	• Must be in accordance with Trust approved HR policies
12	Central Team Support staff (non STPC) - Appoint / Dismiss					RESPONSIBLE						• Must be in accordance with Trust approved HR policies
13	Central Team Educational staff (STPC) - Appoint / Dismiss				RESPONSIBLE	ADVISE						• Must be in accordance with Trust approved HR policies
<b>C3</b>	<b>Academy Level Appointments</b>											
14	Academy level staff - Appoint / Dismiss					APPROVE			RECOMMEND	HR Team	Trust recruitment authorisation process to be undertaken prior to commencement.	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Appointment decisions may be delegated to the Principal (or further delegated where reflected in agreed policy).</li> </ul>
15	Academy level staff - Performance management and pay review (other than Headteacher/Principal)			APPROVE	ADVISE			OVERSEE / ADVISE	RECOMMEND		Trust recruitment authorisation process to be undertaken prior to commencement.	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Where Principal is not line manager, the Principal may be involved in process (as appropriate).</li> <li>• Summary report to the Trust Resources Committee for approval by agreed date.</li> </ul>
16	Academy level staff - Restructures			APPROVE (Outside agreed budget)	APPROVE (within agreed budget)	RECOMMEND	ADVISE		REQUEST	HR Director		<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Where Principal is not line manager, the Principal may be involved in process (as appropriate).</li> <li>• Report to the submitted to the CFO/HR Director, in the first instance, for validation.</li> </ul>
17	Academy level staff - Financial agreements inc. training, settlement, etc.			APPROVE (Over Academy Financial handbook thresholds)	APPROVE (Under Academy Financial handbook thresholds)	APPROVE (Under Academy Financial handbook thresholds)	ADVISE		REQUEST	HR Director		<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Where Principal is not line manager, the Principal may be involved in process (as appropriate).</li> <li>• Report to the submitted to the CFO/HR Director, in the first instance, for validation.</li> </ul>
18	Assistant Headteacher / Assistant Principal - Appoint / Dismiss	Refer to advice/notes			DECIDE			SUPPORT	RECOMMEND	See advice / comments	Trust recruitment authorisation process to be undertaken prior to commencement.	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies</li> <li>• The CEO can transfer existing Deputy Principal/Deputy HT/Vice-Principals and Assistant Headteachers/Assistant Principals between schools within the Trust.</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert.</li> <li>• CEO may delegate the responsibility for CST representation on the interview panels to a member of CST leadership team.</li> <li>• CE or joint Anglican/Methodist Foundation representatives (as appropriate) should be contacted when it is clear a recruitment process is required for a Deputy Principal, for advice and to arrange CE or joint Anglican/Methodist Foundation representatives' involvement in the process.</li> </ul>
19	Central team staff - Structural Restructures / Financial Impact			APPROVE (Outside agreed budget)	APPROVE (within agreed budget)	RECOMMEND	ADVISE			HR Director		<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Business case to be created by the school with validation from the associated Finance and HR Officer.</li> <li>• Validated business case to be submitted to the CFO/HR Director for review; this will then be sent for decision to the CEO.</li> <li>• HR to oversee restructure process</li> </ul>
20	Central team staff (CEO only) - Financial agreements inc. training, settlement, etc.			APPROVE								<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Report to the submitted to the CFO/HR Director, in the first instance, for validation.</li> </ul>
21	Central team staff (COO & CFO only) - Financial agreements inc. training, settlement, etc.			APPROVE	RECOMMEND							<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Where Principal is not line manager, the Principal may be involved in process (as appropriate).</li> <li>• Report to the submitted to the CFO/HR Director, in the first instance, for validation.</li> </ul>
22	Central team staff (ec. CEO/COO/CFO) - Financial agreements inc. training, settlement, etc.			APPROVE (Over Academy Financial handbook thresholds)	APPROVE (Under Academy Financial handbook thresholds)	RECOMMEND	ADVISE					<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Line manager to run process.</li> <li>• Where Principal is not line manager, the Principal may be involved in process (as appropriate).</li> <li>• Report to the submitted to the CFO/HR Director, in the first instance, for validation.</li> </ul>
23	Deputy Headteacher / Vice Principal - Appoint / Dismiss				DECIDE			SUPPORT	RECOMMEND	See advice / comments	Trust recruitment authorisation process to be undertaken prior to commencement.	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• The CEO can transfer existing Deputy Principal/Deputy HT/Vice-Principals and Assistant Headteachers/Assistant Principals between schools within the Trust. The final decision rests with the Trust Board.</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert.</li> <li>• CEO and designated LGC panel to interview and recommend. Trustees will send one of their members to sit on the panel. At least one Foundation Local Governor (one MAST and one YDBE in the case of Church Schools) to be on panel.</li> <li>• YDBE/MAST (as appropriate) should be contacted when it is clear a recruitment process is required for a Deputy Principal, for advice and to arrange YDBE/MAST involvement in the process.</li> </ul>



C. STAFFING												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
24	Executive Principal - Appoint / Dismiss	Refer to advice/notes		APPROVE	RECOMMEND						External HR Consultancy	<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies, Articles and MoU.</li> <li>• Trust-wide position - CEO and Trustees to sit on panel to interview and recommend to Board for approval. YD&amp;E consent is required prior to any appointment which will include oversight of a Church School being confirmed.</li> <li>• CE or joint Anglican/Methodist Foundation representatives should be contacted for advice on the process, when it is clear a recruitment process is required for an Executive Principal who will have oversight of a Church School.</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert.</li> <li>• Line managed by CEO.</li> </ul>
25	Headteacher / Principal - Appoint / Dismiss	Refer to advice/notes		APPROVE	RECOMMEND			SUPPORT		See advice / comments		<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• The CEO can transfer existing Deputy Principals/Deputy HTs/Vice-Principals and Assistant Headteachers/Assistant Principals between schools within the Trust. The final decision rests with the Trust Board.</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert.</li> <li>• CEO and designated <del>166</del> panel to interview and recommend. Trustees will send one of their members to sit on the panel. At least one Foundation Local Governor (one MAST and one YD&amp;E in the case of Church Schools) to be on panel.</li> <li>• YD&amp;E/MAST (as appropriate) should be contacted when it is clear a recruitment process is required for a Deputy Principal, for advice and to arrange YD&amp;E/MAST involvement in the process.</li> </ul>
26	Headteacher / Principal - Performance management and pay review	Refer to advice/notes		DECIDE	RECOMMEND							<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• CEO to performance manage.</li> </ul>
27	Job Descriptions - Approval of implementation of new job evaluated posts					APPROVE			ADVISE	Executive Support Manager		
28	Job Descriptions - Changes or new posts					APPROVE			REQUEST	Executive Support Manager		
29	Safeguarding / Child protection officer (Designated senior person) and associated Deputy - Appoint							OVERSEE	RESPONSIBLE			
30	School Group Site - Set and review			APPROVE	RECOMMEND	ADVISE				HR Director		
31	Senior Leadership Team positions ( <b>Alternative Provision or Secondary phase</b> ) – Appoint / Dismiss (those appointed to or currently on the Leadership Scale other than colleagues stated within the Scheme of Delegation			INFORMED (Report to Chair / Chair of Standards Ctte)	APPROVE				RECOMMEND (Where an Executive Principal is in post, this responsibility remains with the most senior post holder)			<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies</li> <li>• Principal to identify vacancy with CEO/HR and work together to see if there is a suitable candidate internally who can be appointed to the position</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert</li> <li>• Principal to interview along with CEO and member of the LGC</li> <li>• Line managed by Principal</li> </ul>
32	Senior Leadership Team positions ( <b>Primary phase</b> ) – Appoint / Dismiss (those appointed to or currently on the Leadership Scale other than colleagues stated within the Scheme of Delegation			INFORMED (Report to Chair / Chair of Standards Ctte)	APPROVE				RECOMMEND (Where an Executive Principal is in post, this responsibility remains with the most senior post holder)			<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies.</li> <li>• Principal to identify vacancy with Exec Principal for Primary/HR and work together to see if there is a suitable candidate internally who can be appointed to the position.</li> <li>• Where it is deemed that there is no suitable internal candidate, the Trust will go to a national advert.</li> <li>• Principal to interview along with cnetral team representative and member of the LGC.</li> <li>• Line managed by Principal.</li> </ul>
33	Special Needs Co-ordinator (SENCO) - Appoint				APPROVE				RECOMMEND	Trust SENCO		<ul style="list-style-type: none"> <li>• LGC panel plus Principal to interview and decide unless LGC delegate particular appointment to Principal.</li> <li>• Any allocated SEND local governor to be involved as appropriate</li> </ul>
34	Staff (Trustwide) - Working agreements outside the standard HR operating procedures					APPROVE			REQUEST (Academy Level)	RECOMMEND - HR Director		<ul style="list-style-type: none"> <li>• In order to maintain fair and equitable employment for all.</li> </ul>
35	Support Service Manager - Appoint / Dismiss					APPROVE			RECOMMEND	Trust Operations Manager to advise		<ul style="list-style-type: none"> <li>• Must be in accordance with Trust approved HR policies</li> <li>• Panel to include: <ul style="list-style-type: none"> <li>- Principal</li> <li>- Trust's Operations Manager or COO</li> </ul> </li> </ul>

D. PUPIL / STUDENT MATTERS												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY / OTHER	ADVICE	COMMENTS
<b>D1</b>	<b>Education Provision</b>											
1	Careers Advice - Provision				OVERSEE	ADVISE		OVERSEE / ADVISE	RESPONSIBLE			
2	Collective Worship - Provision	Refer to advice/notes			APPROVE			ADVISE	RESPONSIBLE, ADVISE		<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist foundation representatives provide advice regarding provision</li> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to implement agreed policy</li> <li>• Provision should be in line with the Church of England Collective Worship in Church of England Schools Guidance Document (2021)</li> </ul>
3	Collective Worship policy - Setting	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			ADVISE	ADVISE		<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist foundation representatives provide advice regarding provision</li> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Must be in accordance with any provision of the trust deed and/or tenets and practices of the CE or joint Anglican/Methodist foundation.</li> <li>• Key involvement of Foundation Local Governors.</li> <li>• Provision should be in line with the Church of England Collective Worship in Church of England Schools Guidance Document (2021)</li> </ul>
4	Community and after school (extended schools) - Provision				OVERSEE	ADVISE		OVERSEE / ADVISE	RESPONSIBLE			
5	Curriculum - Provision			APPROVE (Standards Committee)	RECOMMEND			OVERSEE	ADVISE			<ul style="list-style-type: none"> <li>• Principal to implement in line with policy, overseen by CEO.</li> </ul>
6	Curriculum - Principles			APPROVE (Standards Committee)	RECOMMEND			OVERSEE	ADVISE			<ul style="list-style-type: none"> <li>• Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board.</li> </ul>
7	Examination Board - Selection				APPROVE				ADVISE			
8	Examinations - Local Management and Administration							OVERSEE	RESPONSIBLE			<ul style="list-style-type: none"> <li>• Principal to ensure appropriate arrangements put in place for examinations</li> </ul>
	Pupil Progress and Attainment			OVERSEE (Standards Cttee)	RESPONSIBLE, ADVISE			OVERSEE	RESPONSIBLE, ADVISE		<ul style="list-style-type: none"> <li>• Advice and support from School Improvement Lead as required</li> <li>• Analysis of progress and attainment to be provided by Principal to LGC and Chief Executive to enable appropriate local scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Principal responsible for progress and attainment and securing improvement at Academy level, under oversight of Chief Executive and LGC.</li> <li>• Trustees &amp; Members to receive agreed level of reporting (see section A above).</li> <li>• Key role for Trust Standards Committee.</li> </ul>
9	Religious Education (RE) policy - Setting	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			ADVISE	ADVISE		<ul style="list-style-type: none"> <li>• YDBE provides advice regarding policy and syllabus</li> <li>• DPD Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Must comply with the terms of any curriculum policy/requirements determined by the Board.</li> <li>• Must ensure academy is meeting the relevant statutory requirements for RE and (for a Church school) satisfying the requirements of the National Church of England Statement of Entitlement.</li> <li>• Denominational syllabus to be followed in former VA schools.</li> <li>• The locally agreed syllabus should be followed in all other schools (although reserved teachers may be needed to teach RE in accordance with the Academy's trust deed/tenets of the CE or joint Anglican/Methodist Foundation in certain cases. YDBE's guidance should be sought).</li> </ul>
10	Religious Education (RE) - Provision	Refer to advice/notes			DECIDE			ADVISE	ADVISE	See advice / comments	<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist foundation representatives provide advice regarding provision</li> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to implement agreed policy, overseen by the CEO</li> <li>• Key involvement of Foundation Local Governors in monitoring</li> </ul>
11	Sex Education - Provision	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			OVERSEE	RESPONSIBLE		<ul style="list-style-type: none"> <li>• Consider any CE or joint Anglican/Methodist Foundation for guidance/advice</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to implement agreed policy</li> </ul>
12	Sex Education policy - Setting	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			ADVISE	ADVISE		<ul style="list-style-type: none"> <li>• Consider any CE or joint Anglican/Methodist Foundation for guidance/advice</li> </ul>	
13	Spiritual, Moral, Social and Cultural (SCMC) - Provision			APPROVE (DPD Committee)	OVERSEE			OVERSEE / ADVISE	RESPONSIBLE, ADVISE		<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist Foundation representatives provide advice regarding provision</li> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to implement agreed policy</li> <li>• Key involvement of Foundation Local Governors in monitoring</li> </ul>
14	Spiritual, Moral, Social and Cultural (SCMC) Principles	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			OVERSEE	ADVISE			<ul style="list-style-type: none"> <li>• CE or joint Anglican/Methodist Foundation representatives provide advice regarding provision</li> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>
15	Visits (Off-site) policy - Setting				APPROVE	RECOMMEND		OVERSEE / ADVISE	RESPONSIBLE	Trust Operations Manager		<ul style="list-style-type: none"> <li>• Principal to implement agreed policy at Academy level</li> <li>• Should dovetail with health and safety policy</li> <li>• Policy should require that potentially hazardous activities are referred to the Board for approval</li> <li>• CEO/COO to report to Trustees on any material concerns about operation of policy</li> </ul>
16	Uniform and Subsidy Strategy			APPROVE	RECOMMEND							
17	Uniform Items, Equipment and Subsidy				APPROVE	RECOMMEND	REVIEW		ADVISE			On a school/academy basis
<b>D2</b>	<b>Behaviour, Attendance and Welfare</b>											
18	Attendance; Pupils			OVERSEE	OVERSEE			OVERSEE	RESPONSIBLE			<ul style="list-style-type: none"> <li>• Trustees to receive agreed level of reporting (see Section A above)</li> </ul>
19	Behaviour and Discipline policy (including exclusions) - Setting	Refer to advice/notes		APPROVE (DPD Committee)	RECOMMEND			OVERSEE	CONSULT		<ul style="list-style-type: none"> <li>• Distinctiveness and Personal Development Committee to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to implement, overseen by CEO</li> <li>• CEO to report to Trustees on any material concerns about operation of policy</li> </ul>
20	Exclusions – Decision to exclude			RESPONSIBLE	OVERSEE			OVERSEE	RESPONSIBLE (Notification to CST required)			<ul style="list-style-type: none"> <li>• May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.</li> <li>• The Principal may withdraw an exclusion that has not been reviewed by the LGC.</li> </ul>
21	Exclusions - Establish independent appeals panel			RESPONSIBLE	ADVISE			OVERSEE	RESPONSIBLE	Executive Support Manager		<ul style="list-style-type: none"> <li>• Must be in line with exclusions statutory guidance</li> </ul>
22	Exclusions - Reporting				OVERSEE			OVERSEE	RESPONSIBLE (Notification to CST required)			<ul style="list-style-type: none"> <li>• Principal to notify LGC/CST and others in accordance with Exclusions Code.</li> <li>• Depending on exclusion, this will be either without delay or once a term.</li> <li>• Notifications must include the reasons and duration.</li> </ul>

D. PUPIL / STUDENT MATTERS												
	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY / OTHER	ADVICE	COMMENTS
D1	Education Provision											
23	Exclusions – Contractual and Arrangement of External Alternative Provision(s) (AP)				APPROVE		RECOMMEND	OVERSEE	ADVISE			• Arrange alternative provision in accordance with Exclusions Code
24	Exclusions – Review exclusion decisions and consider reinstatement, where applicable			RESPONSIBLE	OVERSEE			OVERSEE	RECOMMEND			• Can be delegated to sub-committee of at least 3 LGC members from across the Trust • Can be delegated to Chair of LGC where permitted by Exclusions Code
25	Exclusions – Review overall pattern and use of exclusions				OVERSEE			OVERSEE	RESPONSIBLE			• Trustees to receive agreed level of reporting
26	Home School Agreements (if required)							OVERSEE	RESPONSIBLE			• Principal responsible for co-ordinating and managing
27	Safeguarding and Child Protection Policy - Setting			APPROVE	RESPONSIBLE	RECOMMEND		OVERSEE	ADVISE			• Principal to implement at academy level • CST to report to Trustees on any material concerns about operation of policy
D3	School Meals											
28	School meals - Provision				APPROVE	RECOMMEND	ADVISE		RESPONSIBLE			• Must include provision of free school meals to those eligible • Must be in accordance with nutritional standards
D4	Admissions											
29	Admissions Applications - Decisions inc external provision				OVERSEE			OVERSEE	RESPONSIBLE			• Principal responsible for co-ordinating and managing process • Must be in accordance with published admission arrangements • LGC to oversee the process with documented minutes
30	Admissions - Appeals against LA direction				DECIDE			OVERSEE	ADVISE		• Advice and support from Governance Officer / Local Authority	
31	Admissions - Arrangement of independent appeals panel				DECIDE			OVERSEE	ADVISE	Executive Support Manager	• Advice and support from Governance Officer / Local Authority	• Must be an independent panel established in accordance with the Admissions Appeals Code
32	Admissions policy - Setting	Refer to advice/notes		APPROVE	RECOMMEND			OVERSEE	ADVISE	see advice / comments	• Distinctiveness and Personal Development Committee to advise and support	• YDBE guidance and advice should be sought for former CE VA and Foundation schools. YDBE must be consulted prior to any public consultation to amend a Church School policy.

E. ACCESSIBILITY											
	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY / OTHER	ADVICE	COMMENTS
1	Accessibility Plan				OVERSEE		OVERSEE	RECOMMEND	ADVISE - TRUST OPERATIONS MANAGER		<ul style="list-style-type: none"> <li>Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information).</li> </ul>
2	Equality - Statement and objective setting		APPROVE	RECOMMEND	ADVISE		OVERSEE	RECEIVE			<ul style="list-style-type: none"> <li>Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.</li> </ul>
3	SEN - Information report		APPROVE	RECOMMEND			OVERSEE	ADVISE			<ul style="list-style-type: none"> <li>The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible.</li> <li>Contains details about the implementation of the SEN policy.</li> <li>Trust Board may provide templates to enable co-ordinated reporting.</li> <li>To be produced by Trust-wide Director for SEN.</li> </ul>
4	SEND and Inclusion policies - Review and challenge of effectiveness		RESPONSIBLE (Trust-wide)	RECOMMEND			OVERSEE	ADVISE			<ul style="list-style-type: none"> <li>Review to be completed at least annually</li> </ul>
5	SEND and Inclusion policies - Setting		APPROVE	RECOMMEND			OVERSEE	ADVISE	Director of SEN		<ul style="list-style-type: none"> <li>To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums.</li> <li>Trustees may provide templates for tailoring at local level.</li> <li>There should be a member of the LGC with specific oversight of the school's arrangements for SEN and disability.</li> <li>Principal to implement at Academy level.</li> <li>Chief Executive to report to Trustees on any material concerns about operation of policy.</li> </ul>

F. Finance and Procurement											
	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY	ADVICE	COMMENTS
1	Academy budget - Monitor		RECEIVE	OVERSEE	OVERSEE	RESPONSIBLE (Trust level)		RESPONSIBLE (Academy level)		• Local Finance Officer to support and advise	• Expenditure must be in line with agreed budget • Regular reporting to take place to CFO to inform Trust-wide monitoring
2	Academy budget - Setting		APPROVE (Resources Cttee to recommend)	RECOMMEND	OVERSEE	RESPONSIBLE (Trust level)		RESPONSIBLE (Academy level)		• CFO to support and advise	• Must be in line with overall Trust budget • Key role for Trust Resources Committee
3	Annual Report and Accounts	RECEIVE, SCRUTINISE	APPROVE	REVIEW		RECOMMEND				• Trust CFO to co-ordinate draft, with input from CEO and COO • Auditors to review and sign off • Trustees and Accounting Officer must approve relevant sections	• Key role for Resources Committee • The Members should receive and scrutinise the accounts at their AGM • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website
4	Appoint / remove auditors	DECIDE	RECOMMEND RESPONSIBLE (Audit & Risk Committee)	OVERSEE	ADVISE	ADVISE					• Key role for Audit and Risk Committee • To be appointed annually at the AGM
5	Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party		DECIDE	OVERSEE	RECOMMEND	ADVISE					• Key role for Audit and Risk Committee
6	Asset Register - Implementation and management		RECEIVE (Audit & Risk Committee)	OVERSEE	ADVISE	RESPONSIBLE (Trust-wide)	RECEIVE	RESPONSIBLE (Academy level)			
7	Bank Accounts - Opening / Closing		APPROVE	RECOMMEND	ADVISE	RESPONSIBLE					• All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
8	Finance policies, procedures, regulations and internal financial controls - Setting and monitoring		APPROVE (Resources Cttee to recommend)	RECOMMEND	ADVISE	RESPONSIBLE		RESPONSIBLE (Academy level)			• Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on financial reporting etc. • Key role for Resources Committee • CFO to report to Trustees on any material concerns about operation of policy
9	Respond to auditors' report/advice		OVERSEE (Trust level), RESPONSIBLE (Audit & Risk Committee) RECEIVE (Resources)	RESPONSIBLE (Trust level), ADVISE	RECOMMEND	ADVISE	OVERSEE / ADVISE	RESPONSIBLE (Academy level matters), ADVISE		• CFO to support, with assistance from Trust Finance Manager and team of Finance Officers	
10	Trust - Service provision (central function and external procurement)		APPROVE (Resources Cttee)	OVERSEE	RECOMMEND	RESPONSIBLE		RECEIVE		• CFO to support and advise	
11	Trust budget - Monitor		RESPONSIBLE (Resources Cttee)	OVERSEE	ADVISE	RESPONSIBLE					
12	Trust budget - Setting		APPROVE (Resources Cttee to recommend)	RECOMMEND	ADVISE	RESPONSIBLE					
13	Trust funding model (including academies)		APPROVE (Resources Cttee to recommend)	RECOMMEND	ADVISE	RESPONSIBLE		RECEIVE		• CFO to support and advise	

## G. HEALTH AND SAFETY, INSURANCE AND PREMISES, EXTENDED SCHOOLS

	DECISION	DIOCESE	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY / OTHER	ADVICE	COMMENTS
1	Approval of Health and safety policy and arrangements			APPROVE, OVERSEE (Resources Committee to recommend)	RESPONSIBLE	RECOMMEND		OVERSEE-	RESPONSIBLE (Academy Level)	Trust Operations Manager		<ul style="list-style-type: none"> <li>• CEO responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively.</li> <li>• Principals to implement policy at Academy level and oversee operation of procedures (overseen by COO and advising CEO in relation to significant issues).</li> <li>• Policy to include appropriate reporting mechanisms at Member, Trustee and LGC level.</li> </ul>
2	Obtaining insurance for land and trust & academy operations	Refer to advice/notes		DECIDE	OVERSEE	RECOMMEND	RESPONSIBLE					<ul style="list-style-type: none"> <li>• To include Director &amp; Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc as required.</li> <li>• Where appropriate, must include insurance required to comply with Church Supplemental Agreement (or otherwise as agreed in any RPA side letter applicable to the Academy).</li> <li>• CEO to ensure details of insurance policy requirements appropriately disseminated.</li> </ul>
3	Agree site strategy and development master plan	Refer to advice/notes		APPROVE (Resources Committee to recommend)		RECOMMEND			ADVISE	Trust Operations Manager	• CFO, COO and Trust Operations Manager to advise and support	• CE or joint Anglican/Methodist foundation advice should be obtained in relation to Church Schools.
4	Maintenance of premises			OVERSEE (Resource Committee)		RECOMMEND			RESPONSIBLE (Academy Level)	Trust Operations Manager		• For Church schools, the site and buildings must be kept in the condition required by the Church Supplemental Agreement
5	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)			OVERSEE (Resource Committee)		RECOMMEND			RESPONSIBLE (Academy Level)	Trust Operations Manager		<ul style="list-style-type: none"> <li>• Principal to ensure appropriate documents in place</li> <li>• COO to report any material concerns to Trust Board and LGC</li> </ul>
6	Approving Capital projects/building works	Refer to advice/notes		DECIDE (Resource Committee) - Over £40,000		RECOMMEND			RECEIVE	Trust Operations Manager		<ul style="list-style-type: none"> <li>• Where appropriate, CE or joint Anglican/Methodist foundation advice and any necessary site trustee consents should be obtained in relation to land and/or buildings prior to work beginning.</li> <li>• LA lease should be checked prior to any works on LA land and any necessary consents obtained.</li> <li>• All necessary DfE approvals should be obtained.</li> </ul>
7	Managing Academy capital projects/building works/maintenance			OVERSEE (Resource Committee) - Over £40,000		OVERSEE (over £5,000)			ADVISE	Trust Operations Manager		• All necessary DfE processes should be followed
8	Site security							OVERSEE	RESPONSIBLE (Academy level)	Trust Operations Manager		
9	Acquiring and disposing of land (including leases, licences and easements)	Refer to advice/notes		DECIDE	RECOMMEND	ADVISE			RECEIVE	See advice / comments		<ul style="list-style-type: none"> <li>• LA lease should be checked prior to making any disposal of LA land</li> <li>• All necessary DfE approvals should be obtained</li> <li>• Only the Site Trustees can dispose of or encumber their land – YDBE (and MAST in the case of joint Anglican/Methodist foundation Schools) advice should be obtained in relation to Church School sites.</li> <li>• YDBE consents will be required, where appropriate.</li> </ul>
10	Determining permissible external and community use policy (letting/licencing/ shared use arrangements)	Refer to advice/notes		DECIDE	OVERSEE (Trust-wide strategy)	RECOMMEND (Trust-wide strategy)			RECEIVE	Trust Operations Manager		<ul style="list-style-type: none"> <li>• Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents. Where appropriate, the use should not conflict with the ethos/aims of CE or joint Anglican/Methodist foundation Church Schools or will be in breach of the Trust</li> </ul>
11	Managing external and community use					RESPONSIBLE (Trust-wide strategy)			RESPONSIBLE (Academy level)	Trust Operations Manager	• Local Support Service Manager to advise and support	• Must be in accordance with agreed policy
12	Accident and Incident Reporting			OVERSEE (Resources Committee)		ADVISE			RESPONSIBLE	Trust Operations Manager		
13	Acquisition of livestock/animals					APPROVE			RECOMMEND	Trust Operations Manager		
14	Creation/installation of high risk provisions; ponds, sandpits, new sport/exercise provision, etc					APPROVE			RECOMMEND	Trust Operations Manager		

H. COMMUNICATIONS, INFORMATION AND COMPLAINTS											
	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OPERATING OFFICER (COO)	CHIEF FINANCE OFFICER / COMPANY SECRETARY (CFO)	LGC	ACADEMY PRINCIPAL	THIRD PARTY / OTHER	ADVICE	COMMENTS
<b>H1</b>	<b>External Communications</b>										
1	Approving press statements		APPROVE (Chair, as appropriate)	APPROVE	RESPONSIBLE (Trust Level)			ADVISE (Academy Level)		• COO to support and advise	• Press statements that are of a controversial nature should be referred to the CEO for their approval (and the Chair where appropriate).
2	Freedom of Information policy and publication scheme		APPROVE		RESPONSIBLE (Trust Level)			RESPONSIBLE (Academy Level)			
3	Prospectus - Academy / Department			APPROVE	RECOMMEND			RECOMMEND (Academy Level)			• CEO to ensure prospectus in line with Trust requirements (templates will be provided).
4	Prospectus - Trust		OVERSEE	RESPONSIBLE	ADVISE						
5	Website - Provision, design and structure		OVERSEE		APPROVE					Compliance Officer to ensure compliance of website	• CEO to ensure legally compliant and that it dovetails appropriately with Academy websites.
6	Website (Academy Level) - Content			APPROVE	RECOMMEND			RESPONSIBLE (Academy Level)		Compliance Officer to ensure compliance of website	• Principal to ensure legally compliant, overseen by CEO. • CEO to ensure dovetails appropriately with Trust website (all academy website should follow agreed HSLT template) and be hosted by the Trust approved partner.
<b>H2</b>	<b>Complaints</b>										
7	Complaints policy and procedure statement - Setting		APPROVE	APPROVE	RECOMMEND					• COO and Clerk to support and advise	• Policy to provide for local management of complaints, with escalation to Trust Board where necessary. • Policy to include appropriate reporting at Trustee and LGC level.
8	Complaints policy and procedures - Implementation and monitoring			OVERSEE	ADVISE		OVERSEE	RESPONSIBLE (Academy level)			• CEO to implement in relation to Trust-wide complaints, Principal to implement in relation to Academy complaints, overseen by COO. • CEO to report to Trustees on any material concerns about operation of policy.
<b>H3</b>	<b>Information Management</b>										
9	Data protection and document management policy - Setting		APPROVE	OVERSEE	RECOMMEND						• Policy to include appropriate reporting at Trustee and LGC level. Implementation of data protection policy and procedures.
10	Data protection and document management policy - Implementation and monitoring		OVERSEE (Resources Cttee)	OVERSEE	RECOMMEND			RESPONSIBLE (Academy level)			• All data breaches to be reported to the Data Protection Officer (COO) in line with the data protection policy. • COO to report any material concerns/breaches to Trust Board.
11	Pupil Records (including attendance register) - Administration and management			OVERSEE				RESPONSIBLE (Academy level)			