

Governance					
Members	Main Trust Board (MTB)	Finance & Resources Audit & Risk Staffing and Remuneration Committees	School Standards Committee - 'Guardians of Standards' (SSC)	Executive Leadership Team (ELT)	Headteacher (HT)
<p>To review and amend the Articles of Association</p> <p>To change the name of our Trust</p> <p>To receive an annual report from the MTB on the Trust's performance</p> <p>To appoint 6 Trustees</p>	<p>Set Trust vision and strategy</p> <p>To determine and ensure effective implementation of:</p> <ul style="list-style-type: none"> <li>• The Governance Charter</li> <li>• Schemes of Delegation</li> </ul> <p>To ensure compliance with our funding agreements</p> <p>To appoint a Company Secretary and a governance professional.</p> <p>To determine the educational character and ethos of our trust</p> <p>To establish Board Committees, including an Audit Committee</p> <p>To appoint members of all sub committees other than elected staff and parents to SSCs</p> <p>To remove the Chair or Vice-Chair of the SSC from office.</p> <p>To determine the terms of reference for all sub committees</p> <p>To ensure parental engagement takes place in our schools</p> <p>To approve trust policies in accordance with the policy matrix and receive reports on their implementation.</p> <p>To decide whether a school joins our trust</p>	<p>To approve trust policies (where ownership is allocated in the trust policy matrix)</p> <p>To appoint (and remove) from its number a Chair of the Committee.</p>	<p>To champion our trust vision and values in the school and to ensure the school collaborates so that pupils achieve high standards socially, academically, and personally.</p> <p>To determine the educational character and ethos of a particular school (to the extent that it is not inconsistent with that of our trust) in collaboration with the Headteacher.</p> <p>To ensure that the school has a medium to long-term educational vision for its future and that there is a robust strategy in place for achieving its vision</p> <p>To ensure the plans are achieved and a culture of continuous improvement exists in the school</p> <p>To appoint (and remove) from its number:</p> <ul style="list-style-type: none"> <li>• Governors with specific responsibilities for <ul style="list-style-type: none"> <li>o SEN</li> <li>o Safeguarding/Child Protection</li> <li>o Pupil premium</li> </ul> </li> </ul> <p>To appoint a Chair and Vice-chair to the SSC.</p> <p>To appoint a governance professional to the SSC.</p> <p>To implement our trust procedures for appointing SSC members on behalf of the MTB and recommend their appointment to the MTB.</p> <p>To approve school policies linked to educational standards (where ownership is allocated in the trust policy matrix)</p> <p>To engage meaningfully with pupils, parents, staff, and the wider community.</p> <p>Where desired, in the interests of standards, to propose wider responsibilities for the school. (for example, before and after school care)</p> <p>To report to the Board on the standards achieved by the school</p> <p>To agree any annex to our trust Complaints policy.</p> <p>To hear complaints at the relevant stage.</p> <p>To convene panels in accordance with trust policies.</p>	<p>To champion and lead the Trust so that its vision and values are put into practice in the interests of all stakeholders.</p> <p>To support the MTB in ensuring its sub committees are effective in their roles.</p> <p>To attend meetings of the MTB and committees where appropriate to provide reports coordinated by the CEO</p> <p>To support the appointment process for the Company Secretary and the Governance Professional.</p> <p>To secure professional advice on behalf of the MTB as may be requested</p> <p>To support the MTB and the schools in the implementation of Trust - wide and school specific policy requirements</p> <p>To design and implement systems so that management information freely flows between levels of governance enabling effectiveness.</p> <p>To review the level of complaints that are referred to the Headteachers across our trust.</p>	<p>To implement the educational character, and ethos of a particular school (to the extent that it is not inconsistent with that of our trust) as determined by the SSC</p> <p>To attend meetings of the SSC and report on standards in the school.</p> <p>To support the SSC to appoint the Governance Professional.</p> <p>To implement our trust and school policies</p> <p>To prepare a local annex to the trust complaints policy and provide to SSC for adoption.</p>

Quality of Provision - Quality of Education, Behaviour, Personal Development, Leadership and Management

Members	Main Trust Board (MTB)	School Standards Committee - 'Guardians of Standards' (SSC)	Executive Leadership Team (ELT)	Headteacher (HT)
<p>To receive an annual report from the MTB that discusses standards of provision across our trust.</p>	<p>To receive a half-termly report from the CEO on pupil standards and school classifications.</p> <p>To ensure the school systems and approaches are effective at achieving the standards described in Ensuring Excellence.</p> <p>To determine the policies in place across the trust and ownership of those policies (policy matrix).</p> <p>To monitor the implementation and effectiveness of trust policies</p> <p>To ensure equality of provision for all in line with statutory requirements and Trust equality policies</p> <p>To determine Trust school term times that takes wider local communities into account</p> <p>To adopt a Trust-wide approach to safeguarding and child protection that coincides with policy and procedures of other agencies in the areas where our schools operate</p> <p>To appoint an individual trustee to take leadership responsibility for safeguarding arrangements, including the Prevent duty</p> <p>To review the risk that our schools do not achieve excellent outcomes for learners</p> <p>To ensure our trust school to school support addresses any areas identified.</p>	<p>To approve the relevant school policies to the extent that is consistent with and informed by our trust Values and Ethos and in accordance with the policy matrix.</p> <p>To ensure effective processes are in place for monitoring the quality assurance of standards in these areas across the school.</p> <p>To receive the school Self Evaluation Statement (SES) from the headteacher on a half-termly basis.</p> <p>To develop, monitor and approve the strategic school improvement plan.</p> <p>To report to the MTB on the quality of education provided via an agreed School Classification.</p> <p>To ensure a local equalities statement and policy compliant with Trust approach and Statutory requirements</p> <p>To ensure all policies related to vulnerable pupil groups are in place, monitored and published to meet statutory and trust requirements. To ensure the Trust safeguarding and child protection policy for the school is implemented and approve any local annexes.</p> <p>To ensure a safeguarding culture is evident in the school (consistent with our trust approach).</p> <p>To ensure that each school has appointed a designated teacher who leads all aspects of safeguarding including compliance and supports looked after children.</p> <p>To ensure the completion of the single central record, it's regular up dating and inspect it regularly.</p> <p>To review the school's approach to managing educational visits in terms of safeguarding, validity, and purpose of the educational visit.</p> <p>To review the extent to which the success criteria described in Ensuring Excellence are achieved in the school.</p> <p>To ensure pupils are safe when following the school curriculum.</p> <p>Where relevant, to ensure the EYFS curriculum is delivered in line with statutory requirements.</p>	<p>To provide oversight of the implementation of the quality of education policies across our schools.</p> <p>To provide a half-termly report to the MTB regarding quality of provision across our Trust</p> <p>To monitor the information provided in the SES and report to MTB.</p> <p>To provide periodic independent evaluation of school provision and reports for use in local and trust governance.</p> <p>To receive and review reports described in the trust's annual schedule of governance and leadership activity</p> <p>To lead so that the capacity for school improvement across our trust is used effectively</p> <p>To make arrangements for independent safeguarding reviews to be conducted in each school annually</p> <p>To report to the trustees on the procedures in place for safeguarding and on matters as they arise.</p>	<p>To ensure an education is provided that is consistent with our trust values and Ethos and compliant with our funding agreement requirements</p> <p>To monitor and evaluate the standards achieved in these areas</p> <p>To maintain a current accurate SES and report to the SSC the current position each half term.</p> <p>To prepare a draft strategic school improvement plan for approval by the SSC</p> <p>To plan specifically for vulnerable pupil groups, publishing reports, plans and offers and monitoring their impact in a way compliant with statutory and trust requirements</p> <p>To set times of the school sessions</p> <p>To appoint a designated teacher to support looked after children and lead safeguarding, ensuring the role is compliant with statutory guidance.</p> <p>To maintain the single central record.</p> <p>To put systems in place to safeguard children on school educational visits and make decisions linked to the validity of the activities</p> <p>To lead the school in a manner consistent with the headteacher standards and act as a professional trust-wide peer coach</p> <p>Where relevant, to deliver the EYFS curriculum in line with statutory requirements.</p>

## Admissions and Exclusions

Members Main Trust Board (MTB)	School Standards Committee - 'Guardians of Standards' (SSC)	Executive Leadership Team (ELT)	Headteacher (HT)
<p>As the admissions authority, approve our trust wide approach to establishing school admissions policies.</p> <p>Approve our trust policy on Exclusions and play an active role in its implementation (including ad hoc panel requirements) where appropriate so that statutory expectations are complied with.</p>	<p>To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes in a manner that is not inconsistent with our trust ethos.</p> <p>To ensure that the impact of any proposed changes to a school's admission arrangements are considered in light of the other schools in their wider geographical area.</p> <p>To make arrangements for determining admissions and hearing admission appeals.</p> <p>To ensure effective arrangements are in place for pupil recruitment.</p> <p>To contribute to and approve the development of the school prospectus/website/information for prospective parents.</p> <p>Ensure compliance with our trust exclusions policy and practice, playing an active role in any ad hoc panel requirements</p>	<p>To propose a trust wide approach to establishing school admissions policies.</p> <p>To provide oversight of and support of the implementation of the admissions arrangements across our trust.</p> <p>To ensure statutory guidance in relation to excluding a pupil is followed, proposing a trust policy, and monitoring/evaluating its implementation.</p> <p>To liaise with the RSC and LA on behalf of the schools when determining changes to the schools (significant or otherwise) within our funding agreements.</p>	<p>To provide direction to the SSC as to requirements under the School Admissions and Appeals Codes.</p> <p>To ensure compliance with any trust wide approach.</p> <p>To carry out any consultation required to change the capacity or PAN of the school</p> <p>To make arrangements for determining admissions and hearing admission appeals.</p> <p>To participate in local admissions forums and related networks.</p> <p>To ensure participation in the fair access protocol (FAP) and any other locally agreed procedures between our trust schools in the hub.</p> <p>Make the decision to exclude a pupil within the guidance described in our trust policy and in consultation with our trust.</p>

Information management and communication

Main Trust Board (MTB)	Audit Committee	School Standards Committee	Executive Leadership Team (ELT)	Headteacher (HT)
<p>To adopt data protection policies and procedures so that all practice is compliant with data protection regulations.</p>	<p>To direct a programme of external scrutiny of compliance with data protection regulations and monitor outstanding assurance risks.</p> <p>Scrutinize arrangements for the security of trust IT systems and monitor outstanding assurance risks</p> <p>Ensure school and trust websites are compliant with statutory requirements.</p>	<p>Ensure systems are in place that are consistent with our trust ethos and values at the school for effective communication with pupils, parents or carers, staff and engagement of the wider community including the support of a local parent teacher association (if established).</p>	<p>To put measures in place to ensure compliance with all data protection legislation</p> <p>To support the individual schools on the effective management of data.</p> <p>To maintain accurate and secure staff records across whole trust systems</p> <p>To ensure registration with the Information Commissioner's Office is up to date.</p> <p>Put measures in place to ensure the security of IT systems.</p> <p>Publish trust information, ensuring that all communication, including web pages, are up to date and compliant with statutory requirements.</p> <p>Ensure effective communication with employees and governors consistent with our trust ethos and values.</p>	<p>To ensure compliance with all data protection legislation.</p> <p>To maintain accurate and secure pupil records.</p> <p>To maintain accurate and secure staff records.</p> <p>Ensure the security of all IT systems in school</p> <p>Publish school information, ensuring that all communication, including web pages, are up to date and compliant with statutory requirements.</p>

Financial Delegations					
Skills and Experience	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Skills and Experience	Ensure the Board has at least one trustee with specific relevant skills and experience of financial matters.  Appoint the CEO as Accounting Officer for the trust  Appoint the Executive Director finance and operations as CFO for the trust.				
Budget & Accounts	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Set annual balanced budget	Approve trust budget and set overall strategy as regards holding of reserves and school contributions to central costs	Approve budgets for each school/ finance entity within the trust	Review budgets presented by the HT and present their recommendations to the F&R	Prepare budget for school in accordance with school improvement priorities and take to ELT. Advice on preparation to be sought from school support team.  Recommend school budget for presentation to F&R which is either balanced or sustainably uses reserves to achieve priorities.	Prepare budget for their budget responsibilities only and submit to HT School Support Manager supports all schools with budget preparation and reports to ELT on their opinion on whether the proposed budget can be achieved and sustained
School in deficit or setting a deficit budget when all school reserves taken into account		Approve deficit recovery plan. Review termly progress reports	Recommend to F&R that deficit recovery plan should be approved, and review termly reports	Prepare deficit recovery plan with support from school support team and ED. Prepare termly reports and report any concerns to the CFO	School Support Manager supports school with deficit recovery plan and reports to ELT on whether the plan is achievable and sustainable.
Budget monitoring - Revenue	Chair reviews monthly budget monitoring reports  Receive reports on overall financial position of trust from F&R	Review budget monitoring reports for the trust and individual schools. 6 meetings per year  Receive monthly KPI reports	Prepare monthly budget monitoring reports for the trust and individual schools and present to Chair  Review monthly budget monitoring reports for individual schools and challenge and support HT on plans to return to planned outturn if required.	Prepare monthly monitoring reports with support from school support team and propose plans to ensure the budget for the current year is met.	Manage spend within the budget set and review at least termly School Support Manager collates monthly budget monitoring and reports to ELT on any deviations from budget
Change budget in year - within original budget envelope set.			Approve changes to budget in year where the school remains within the overall budget set and approved by trustees.	Recommend changes in line with school improvement plan and model financial implications. Approve changes up to £5,000 (budgets <£1m) £10,000 (budgets > £1m) and recommend larger changes to ELT	
Budget & Accounts	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Change budget in year which would result in an individual school spending more than originally budget	Receive reports on overall financial position of trust from F&R	Approve use of trust reserves to support school budget.	ELT review changes in budgets that would result in the overall budget position of the trust deteriorating. Recommend use of reserves to the F&R	Propose changes to budget that result in the budget position of the school deteriorating from the position set at the start of the year	School Support Manager collates any proposed use of reserves and reports to CFO

Capital budgets	Receive reports on overall financial position of trust from F&R	Approve budget for School Condition Allocation and monitor expenditure against budget	Recommend SCA spend and report to F&R. Procure in line with Procurement policy and scheme of delegation	Determine budget for Devolved Formula Capital Grant in line with school Asset Management Plan and ICT plan. Procure in line with Procurement policy and scheme of delegation	HOC monitors budget for SCA projects and reports to ELT.
Future year budgets		Review 5 year budgets termly Approve budget assumptions Benchmark expenditure	Prepare 5 year budgets termly for the trust and individual schools and present to directors. Challenge HTs where future year deficits are not being resolved. Propose budget assumptions Prepare benchmarking analysis for F&R	Prepare monthly 5 year budget forecasts with support from school support team and propose plans to ensure school has a balanced budget in future years	

Budget & Accounts	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Approve Annual Accounts and ESFA returns by appropriate deadlines	Approve accounts and returns as required by the Academy Trust Handbook		AO approves and ensures submitted by relevant deadlines. CFO prepares and approves where required. CFO files all statutory financial documents		
Appoint auditors	Members appoint. Audit Committee recommends		Procure, produce reports for Audit Committee & recommend		
Income	Main Trust Board (MTB)	Audit Committee (AC)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Set a remissions and charging Policy		Approve		Prepare school policy in line with trust ethos. Implement, making local decisions in accordance with policy.	
Debt recovery policy		Approve	Prepare Trust policy	Implement, making local decisions in accordance with policy	
Accept customer as a suitable person or business to have on site, to sponsor or advertise in school publications			Provide guidance to HT on request	Approve (can delegate to SBM)	
Raise sales invoice within 30 days				Responsible for ensuring is requested (can delegate)	Trust finance staff raise all invoices
Issue credit note			AO approves if over £1,000, CFO authorizes up to £1,000	Approve up to £100 per customer per annum. Recommend over that amount	
Write off debt		Approve over £1,000. NB over £45,000 must be approved by ESFA	AO approves up to £1,000 following recommendation of CFO	Approve up to £100 per customer per annum. Recommend over that amount to ELT	
Bank	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Investment Policy		Approve	Prepare trust policy		
Set up bank account		Approve need for additional accounts	CFO recommends need for additional accounts		Carried out by Trust Accountant
Reconciliation of main bank account			CFO reviews monthly.		Carried out by trust finance staff
Reconciliation of any other bank accounts held			CFO reviews termly.		Carried out by trust finance staff
Making payments using banking software			AO approves bank signatories and limits following recommendation of CFO		Carried out by trust finance staff
Setting up standing orders or direct debits					Trust Accountant
Cash position		Receive report on cash position each half term	Prepare reports on cash position and forecast		
Bank	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Operate Petty Cash account		Approve need for additional accounts	CFO ensures regular reconciliation, set individual school limits. Can remove facility if not used in accordance with policy.	Identify need and if required apply to MTB	School staff maintain transactions and reconcile at least monthly.

Purchasing and Procurement	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Placing an order or entering into a contract			AO or ED(ED) approve over £10,000	Up to £10,000 (Budgets over £1,000,000) £5000 (Budgets up to £1,000,000) and within budget. Secondary up to £5,000 can be authorized by SBM and Primary up to £2,000.  HT can authorize all orders/ invoices for catering provision or exam fees  Recommend to ELT above limits	Up to £1,000 and within budget
Entering into a contract or lease of over 1 year		Approve all contracts over £100,000 total value.  Review contracts to ensure value for money	CFO signs all contracts over 1 year irrespective of value.  Report to F&R on contracts entered into.	Recommend contracts to ELT up to values above.	HOC maintains a contracts register for school and trust
Bring facilities provision (e.g.: catering, cleaning) currently sub-contracted in house		Approve all occasions where service provision is brought in house.	Consider risk to the trust and recommend action to F&R. Consider TUPE and pension risk.	Recommend provision to ELT. Detail TUPE and pension risk.	
Authorising an invoice as payable as goods or services are received, suitable and priced as ordered				Any value or over £1,000 if responsibility of budget holder In Secondary up to £5,000 can be authorised by SBM, in Primary up to £2,000 can be authorised by SBM	Up to £1,000
Making a payment from a school petty cash account					Finance staff in school can authorize payments up to £50.
Using the school/ Trust charge card			CFO approves spend by budget holders/ finance staff in central team up to £5,000 per month  CEO charge card spend authorised by CFO.	Approve spend by budget holders/ finance staff in school up to £5,000 per month.  Headteacher charge card spend authorised by Finance staff in school.	In line with the Business charge card Policy



Staffing	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Authorisation of expense claims		For AO the CFO signs monthly expenses and reports to F&R for approval	AO approves for ED (ED) and CFO. CFO approves trust SLT. Trust SLT approve line managed staff. AO and ED (ED) approve headteacher expenses.	Teaching and support staff in school. Can delegate to SBM where in post	
Authorisation of overtime or supply payments			CFO approves overtime central trust staff.	Teaching and support staff in school. Can delegate to SBM where in post	
Creation of additional position or restructure not included in original budget			Approve, having considered impact on annual and 5-year budget, and obtained necessary authorizations if there needs to be a change to the budget envelope.	Recommend	School Support Manager provides report to ELT on affordability of additional post
Staff severance payments, compensation payments or ex gratia payments		Remuneration Committee approve all over £50,000. Note that non- contractual and all ex gratia payments require ESFA approval	Approve payments equal to or below contractual notice.  Approve payments above contractual notice but below six months' pay and below £50,000.	Recommend staff severance.	Head of HR provides report and business case and recommends approval.
Bonuses		Approve Bonus Policy and approve all bonuses awarded in line with Policy	AO approves award of TLR 3	Recommend award of TLR 3.	
Assets	Main Trust Board (MTB)	Finance and Resources Committee (F&R)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Inventory				Maintain an inventory of assets held in school	
Disposal	Review all sales or disposals over £10,000		Approve sale or disposal over £1,000	Approve sale or disposal up to £1,000 value	
Probity	Main Trust Board (MTB)	Audit Committee (AC)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Internal Audit		Appoints internal auditors. Direct priorities and receive reports.	CFO receives reports and recommends action. ELT monitors actions.	Receives reports and responds with proposed action. Reports to Trust Accountant on progress	Trust Accountant commissions internal auditor, receives reports and recommendations and shares these with headteacher of school.
Whistleblowing Policy		Approve policy	CFO receives reports	Makes available to all staff. Receives reports.	
Risk Management	MTB approve full risk register annually	Review key risks and measures implemented to mitigate.	Identify key risks & implement measures to mitigate		Trust SLT regularly review risk register related to their area of operation.
Insurance		Approve Insurance arrangements	Procure appropriate insurance for the Trust	Make claims where required	Make claims where required
Commission an investigation under HR policies	Where the investigation involves a member of ELT with independent advice		Where the investigation involves a headteacher or central trust staff with advice from the Head of HR	Where the investigation involves a member of school staff, in own school or another trust school, with advice from the Head of HR.	

Estate Delegations					
	Main Trust Board (MTB)	Finance and Resources Committee (F&R) Audit Committee (AC)	Executive Leadership Team (ELT) Accounting Officer (AO) Chief Finance Officer (CFO)	Headteacher (HT)	Budget Holder/ trust employee
Estate Strategy	Receive reports from F&R	F&R approve and monitor progress.	Recommend & report on progress	Implement	Estate manager develops and implements
Condition of estate		F&R consider condition information when approving decision on where to spend School Condition Allocation grant.	Ensure a condition survey is procured for each school on a regular basis.  Receive condition survey of estate and asset management plan, targeting DFC and revenue funding appropriately.  Consider condition information when proposing where to spend SCA grant	Review condition survey of estate and ensure there is an asset management plan in place to tackle condition issues	Estate's manager procures and provides advice to Headteacher and ELT. Recommends options for spending SCA grant
Health and Safety		AC approve trust policy.  AC Receive reports on level of compliance with H&S risk assessments and training (through Smartlog) and monitor progress.  AC review H & S audit and action plans and monitor progress against actions	Recommend trust health & safety policy  Receive Health & Safety audits and ensure action plan is delivered.  Receive report on accidents from HT and manage response.  Receive reports on level of compliance with H&S risk assessments and training (through Smartlog).	Implement trust policy, tailoring where necessary to reflect local priorities.  Review Health & Safety audit and ensure an action plan is implemented to deal with matters raised.  Ensure school has an accessibility plan.  Ensure school has a record of accidents and report to ELT.  Ensure staff in school are trained in their H&S responsibilities according to their role and this is recorded on Smartlog.  Ensure Risk assessments are in place and understood.	Complete H&S training and record on Smartlog.  Ensure risk assessments are kept up to date in area of responsibility and recorded on Smartlog.  Estate Manager to maintain Smartlog or alternative system and extract reports for ELT.
Projects		F&R receive reports on projects.	Ensure significant projects funded by SCA are carried out in accordance with our Estate strategy  Approve significant projects funded by DFC or revenue funds and ensure these are carried out in accordance with school Asset Management Plan	Recommend and implement projects carried out using DFC or Revenue funds in accordance with school asset management plan.	Estate Manager ensures projects funded by SCA are implemented in accordance with our Estate strategy.
Compliance		AC receives reports on levels of compliance with statutory checks	Report on compliance checks to MTB.  Receive reports from Estate Manager on compliance checks and challenges individual schools appropriately	Ensure school procures or carries out, records on Smartlog and follows up on required compliance checks	Record compliance checks and reports on trust estate management system  Estate Manager maintains Smartlog and extracts reports for ELT

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Preventative Maintenance			Receive reports from Estate Manager on preventative maintenance and challenges individual school appropriately	Ensure school procures or carries out, records on Smartlog and follows up on preventative maintenance checks	Estate manager reviews completion of preventative maintenance checks from Smartlog records and reports to ELT.
Business Continuity Policy		Approve	Recommend Trust Business Continuity Plan	Ensure School has a compliant Business Continuity Plan	
Energy Efficiency		Approve trustwide energy efficiency projects	Procure Energy on behalf of trust.  Recommend and implement trustwide energy efficiency projects.	Ensure school considers use of energy in day to day operations.	Estate manager leads trust energy efficiency projects
Disposal of estate by sale or lease		Approve all disposals having obtained ESFA approval where required.	Negotiate disposal. Take legal advice to ensure all legal and regulatory conditions are complied with.	Draw up business case for disposal and recommend to ELT.	

HR Delegations			
Appointments	Panel Members must comprise at least 2 people - at least 3 for Leadership posts		
	Must	Should	Could
CEO	3 Trustees Must seek RSC advice in advance of recruitment		
ELT other than CEO	CEO + 2 Trustees		
Headteacher or Executive Headteacher (EHT)	CEO or ED	Chair of SSC SSC/ EAB member(s) Governors or Headteachers from another trust school	Member of trust SLT When required CAT will seek advice from the DFE and/or LA
Staff on Leadership Scale	EHT/HT Governors or Headteachers from another trust school or CEO or ED	Chair of SSC SSC/ EAB member(s)	Member of trust SLT
Other leadership posts e.g. TLR holders	HT School Leadership Team Member(s) Line Manager	EHT SSC/ EAB Member(s)	Staff from other schools in our Trust
Teacher	HT Leadership Team Member(s) Line Manager	EHT	SSC/EAB Staff from other schools in our Trust
All other school posts	School Business Manager or Bursar School Leadership Team Member (if educational support role) Line Manager	EHT/HT	SSC/EAB Staff from other schools in our Trust
Trust SLT member	ELT Director	Member of trust SLT	Staff from other schools in our Trust
All other Central Services Staff	Member of trust SLT Line Manager	Member of trust SLT	Staff from other schools in our Trust
<b>Signature of letter confirming appointment or dismissal</b>			
Chief Executive Officer	Chair of MTB		
ELT other than CEO	CEO		
Headteacher or Executive Headteacher (EHT)	ELT member		
All staff in schools	EHT/HT		
All staff in central team	ELT member		
<b>Decision to dismiss (following advice from trust HR team)</b>			
Chief Executive Officer	Chair of MTB		
ELT other than CEO	CEO or Chair of MTB		
Headteacher or Executive	ELT member		

Headteacher (EHT)	
All staff in schools	EHT/ HT of school or Chair of SSC
All staff in central team	ELT member or Chair of MTB
End of Fixed term contract	Line Manager (no need for panel)
Dismissal when probation period not successfully completed	Line Manager (no need for panel)

Dismissal Panel		Panel Members must comprise at least 3 people and exclude the person who made the decision to dismiss	
		Dismissal Panel Members	HR Advice
Chief Executive Officer	3 trustees		Independent
ELT other than CEO	CEO + 2 trustees		Independent
Executive Headteacher /Headteacher	CEO or ED Trustee SSC/EAB Chair		Head of HR
All staff in schools	EHT/HT from a trust school SSC/EAB Chair from school Governor from a trust school		Trust HR Team
Trust SLT member	1 ELT 2 trustees		Independent
Central Team Members	One ELT Two SLT		Trust HR Team

Appeals Panel		Panel Members must comprise at least 3 people and exclude people who made or heard the previous decision	
		Appeals Panel Members	HR Advice
Chief Executive Officer	3 trustees		Independent
ELT other than CEO	3 trustees		Independent

Appeals Panel		Panel Members must comprise at least 3 people and exclude people who made or heard the previous decision	
		Appeals Panel Members	HR Advice
Executive Headteacher /Headteacher	2 trustees SSC/EAB member		Head of HR
All staff in schools	SSC/ EAB member(s) from the school SSC/ EAB members from a trust school		Trust HR Team
Trust SLT member	1 ELT 2 trustees		Independent
Central Team Members	1 ELT 2 SLT SSC/ EAB members from trust school		Trust HR Team

Stage 3 Grievance Appeal		Panel Members must comprise at least 3 people and exclude people who made or heard the previous decision	
		Grievance Panel Members	HR Advice
Chief Executive Officer	3 trustees		Head of HR

ELT other than CEO	CEO + 2 trustees	Head of HR
Executive Headteacher /Headteacher	SSC/ EAB Chair ELT member(s) Governors or Headteachers from another trust school	Head of HR
All staff in schools	EHT/ HT SSC/ EAB member(s) SSC/ EAB members from a trust school	Trust HR Team
Central Team Members	Two ELT One SLT SSC/ EAB members from a trust school	Trust HR Team