

Function	No	Task	Board	Appropriate Committee	Academy advisory committee	Chair of Board	CEO	Head teacher	Head of service	Further clarification where appropriate
<b>Governance</b>	1	Approve changes to the Trust Governance structure, Terms of Reference, Articles or Funding Agreement	✓	-	-	-	-	-	-	
	2	Approve Trust Strategy	✓	-	-	-	-	-	-	
	3	Appoint the Chair and Vice Chair of the Board	✓	-	-	-	-	-	-	
	4	Appoint the Chairs of Committees	-	✓	-	-	-	-	-	
	5	Appoint the Academy Advisory Committee's Co-opted Education Governor	-	-	-	-	✓	-	-	
	6	Appoint the Academy Advisory Committee's Co-opted Community Governors	-	-	✓	-	✓	-	-	The CEO may assist or suggest appropriate appointments
	7	Appoint the CEO	✓	-	-	-	-	-	-	
	8	Appoint Company Secretary & Clerk	✓	-	-	-	-	-	-	The recruitment process will be delegated to the CEO
	9	Appoint Data Protection Officer	-	-	-	-	✓	-	-	
	10	Ensure DPA / FOI / EIR and associated legislation compliance	✓	✓	✓	✓	✓	✓	✓	The Data Protection Officer will advise but everyone has a duty to comply
	11	Approve interim policies prior to board notification (where applicable)	✓	-	-	-	✓	✓	✓	Not all policies require Board of Trustee approval
	12	Ensure compliance with statutory obligations and mandatory policies	-	-	-	-	✓	✓	✓	
	13	Monitor and challenge local implementation of statutory obligations and mandatory policies	-	-	✓	-	-	-	-	
<b>Finance</b>	14	Propose academy / department budgets for financial year	-	-	✓	-	-	✓	✓	Governors may have a view / suggestions but department heads will make proposals
	15	Approve academy / department budgets for financial year	✓	-	-	-	✓	-	-	
	16	Review Academy budget through financial year and report issues to CEO	-	-	-	-	-	✓	✓	
	17	Review Academy budget through financial year and report issues to committee	-	-	-	-	✓	-	-	
	18	Propose Trust budget for financial year	-	✓	-	-	✓	-	✓	The CEO and Finance Director will present the budget to the Finance Risk and Audit Committee
	19	Approve Trust budget for financial year	✓	-	-	-	-	-	-	
	20	Review Trust budget through financial year	-	✓	-	-	✓	-	-	
	21	Propose Academy vires above delegated limits	-	-	-	-	✓	-	-	The CEO and Finance Director will present proposed vires to the Finance Risk and Audit Committee
	22	Approve Academy and Trust vires above delegated limits	-	✓	-	-	-	-	-	
	23	Propose revisions to Trust and Academy budgets above delegated limits	-	✓	-	-	-	-	-	
	24	Approve revisions to Trust and Academy budgets above delegated limits	✓	-	-	-	-	-	-	
	25	Propose financial and procurement policies	-	✓	-	-	-	-	-	
	26	Approve financial and procurement policies	✓	-	-	-	-	-	-	
	27	Authorise expenditure within delegated limits under scheme of financial delegation	-	-	-	-	✓	-	-	
	28	Enter into contracts between £50,000 and 'Find A Tender' (formerly OJEU) threshold	-	✓	-	-	-	-	-	
	29	Enter into contracts over 'Find A Tender' (formerly OJEU) threshold	✓	-	-	-	-	-	-	
	30	Propose the appointment of auditors	-	✓	-	-	-	-	-	
31	Approve the appointment of auditors	✓	-	-	-	-	-	-		
<b>Safeguarding</b>	32	Approve statutory child protection policy and procedures	✓	-	-	-	-	-	-	
	33	Ensure compliance with statutory safeguarding obligations and mandatory policies	✓	✓	✓	✓	✓	✓	✓	The Head of Safeguarding will advise, but safeguarding is everyone's responsibility as per KCSIE
	34	Monitor and challenge local implementation of statutory safeguarding obligations and mandatory policies	-	-	✓	-	-	-	-	
<b>Communications</b>	35	Approve changes to Trust brand	✓	-	-	-	-	-	-	
	36	Lead on marketing for Academies	-	-	-	-	✓	-	✓	The CEO and Head of Marketing, Media and Planning will collaboratively lead
	37	Support parent communication and community engagement	-	-	✓	-	✓	✓	✓	A collaboration. The Head of Business and Administration leads the Community Outreach programme
	38	Monitor and review pupil enrichment	-	-	✓	-	-	✓	-	
	39	Lead on Local Authority communications	-	-	-	-	✓	✓	✓	The Head of Media, Marketing and Planning will support
<b>SEND</b>	40	Approve SEN Information Report	✓	-	-	-	-	-	-	
	41	Monitor and challenge implementation of SEND policies / performance of SEND pupils	-	✓	✓	-	-	-	-	Statistics regularly reported to governors at the Academy Advisory Committee(s)
	42	Address and monitor academy-specific SEND issues	-	-	✓	-	✓	✓	-	Governors will monitor. The academy SENDCOs report to the head teacher / head of school
	43	Appoint SENDCO	-	-	-	-	✓	✓	-	The CEO may fully delegate this task to the head teacher
	44	Accountable for all legal responsibilities	✓	-	-	-	-	-	-	
<b>Staff and performance management</b>	45	Monitor and review the quality of teaching, leadership and management	✓	✓	✓	-	✓	✓	-	
	46	Ratify appointment of Academy head teachers	✓	-	-	-	-	-	-	
	47	Ratify appointment of Academy Deputy Head teachers	-	✓	-	-	✓	-	-	The CEO will liaise with the Staffing Committee as appropriate
	48	Participate in appointment of Academy Head teachers	✓	-	-	-	✓	-	-	
	49	Participate in appointment of Academy Deputy Head teachers	-	-	-	-	✓	✓	-	The CEO and / or Head teacher and / or / Head of school will attend the interview panel
	50	Participate in appointment of Academy Deputy Head teachers (if required)	-	✓	-	-	-	-	-	Governors may be asked to form part of the interview panel
	51	Participate in appointment of Academy leadership	-	-	-	-	✓	✓	-	The CEO and / or Head teacher and / or / Head of school will attend the interview panel
	52	Participate in appointment of Academy leadership (if required)	-	✓	-	-	-	-	-	Trustees may be asked to form part of the interview panel or recruitment process
	53	Participate in appointment of Trust Senior Manager	-	-	-	-	✓	-	-	
	54	Participate in appointment of Trust Senior Manager (if required)	✓	-	-	-	-	✓	-	Trustees or Head teachers may be asked to form part of the interview panel or recruitment process

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	55	Authorise the performance review of CEO conducted by a panel of at least three Trustees	-	-	-	✓	-	-	-	
	56	Suspend the CEO	✓	-	-	-	-	-	-	
	57	End a suspension of the CEO	✓	-	-	-	-	-	-	
	58	Dismiss the CEO	✓	-	-	-	-	-	-	
	59	Performance review of academy head teachers	-	✓	-	-	✓	-	-	Trustees will form part of the review panel
	60	Initially suspend an academy head teacher	-	-	-	-	✓	-	-	
	61	Suspend an academy head teacher	✓	-	-	-	-	-	-	
	62	End a suspension of an academy head teacher	✓	-	-	-	-	-	-	
	63	Dismiss an academy head teacher	✓	-	-	-	-	-	-	
	64	Initially suspend a SMT Member (including head of school)	-	-	-	-	✓	-	-	
	65	Suspend a SMT Member	-	-	-	✓	-	-	-	
	66	End a suspension of a SMT member	-	-	-	✓	-	-	-	
	67	Dismiss a SMT member	✓	-	-	-	-	-	-	
	68	Propose staff, HR, pay, performance and disciplinary policies	-	✓	-	-	-	-	✓	
	69	Approve staff, HR, pay, performance and disciplinary policies	✓	-	-	-	-	-	-	
	70	Approve strategic changes to Trust and academy staffing structure including recruitment	✓	-	-	-	-	-	-	
	71	Approve operational changes to Trust and academy staffing structure including recruitment	-	-	-	-	✓	-	-	
<b>Performance and curriculum</b>	72	Implement local Academy Development Plan objectives and targets	-	-	-	-	-	✓	-	
	73	Monitor and review progress against local Academy Development Plan objectives and targets	-	-	✓	-	✓	✓	-	
	74	Review progress across Trust against all Academy Development Plans	✓	✓	-	-	✓	-	-	
	75	Approve Trust Academy Development Plans	-	✓	-	-	-	-	-	The Education Performance Committee will oversee the ADPs
	76	Approve performance and curriculum policies	-	-	-	-	✓	-	-	
<b>Discipline / exclusions</b>	77	Approve pupil / student behaviour policies	-	-	-	-	✓	-	-	
	78	Monitor implementation of pupil / student behaviour policies	-	-	✓	-	-	✓	-	The Education Performance Committee will review
	79	Consider reinstatement of permanently excluded pupil	-	-	✓	-	-	-	-	Via a panel of governors
	80	Consider reinstatement of pupil when total fixed term exclusion days exceeds 15 per term	-	-	✓	-	-	-	-	Via a panel of governors
	81	Investigate parental complaint at Stage 2.5 when required by the CEO	-	-	✓	-	-	-	-	Either the Chair or designated governor as per the parental complaints procedure
	82	Convene Stage 3 Complaints Review Panel	-	-	✓	-	-	-	-	The governance team will objectively convene the panel as per the parental complaints procedure
<b>Admissions</b>	83	Consult community before setting an Admissions Policy	✓	-	-	-	✓	-	✓	The Head of Business and Administration will lead on the proposals
	84	Approve admissions policy	✓	-	-	-	-	-	-	
	85	Admissions: application decisions	-	-	-	-	✓	-	✓	The CEO will delegate day-to-day to the Head of Business and Administration
<b>Premises</b>	86	Approve premises-related policies	✓	✓	-	-	✓	-	-	CEO will approve unless escalation to Trust committee and / or Board is required
	87	Monitor local academy implementation of premises-related policies	-	-	✓	-	-	-	✓	The Head of Facilities will lead however academy advisory committees may make observations
	88	Approve an Academy premises & capital strategy	✓	-	-	-	-	-	-	
<b>Health and safety</b>	89	Approve a Health & Safety Policy	-	-	-	-	✓	-	✓	Drafting is delegated to the Head of Facilities for the CEO to approve
	90	Monitor implementation of Trust Health & Safety Policy	-	✓	-	-	✓	-	✓	
	91	Monitor local academy implementation of Trust Health & Safety Policy	-	-	✓	-	-	✓	✓	
	92	Regularly review / make recommendations with regard to the Accessibility Plan	-	-	✓	-	-	✓	-	Accessibility plans are primarily drafted and reviewed by the Head teacher / Head of school
	93	Approve a Risk Management Plan	✓	-	-	-	-	-	-	
	94	Assess Risks	✓	✓	✓	-	✓	✓	✓	
<b>School organisation</b>	95	Approve Business Continuity Plan	✓	-	-	-	-	-	-	
	96	Approve Trust ICT Strategic Development Plan	✓	-	-	-	-	-	-	
	97	Approve times of Academy day and dates of Academy terms and holidays	-	-	-	-	✓	-	-	