

KEY

Level 1: Members

Level 2: Trust Board

Level 2a(i): Finance and Premises Sub-Committee

Level 2a(ii): Audit and Risk Sub-Committee

Level 2b: Staff and Pay Sub-Committee

Level 2c: Curriculum and Standards Sub-Committee

Level 3: CEO

Level 4: Director of Finance & Operations

Level 5: Principal

Key function	Ref	Tasks	1	2	2a (i)	2a (ii)	2b	2c	3	4	5
Budget	1	To approve the first formal budget plan in each financial year		X							
	2	To monitor monthly expenditure		X	X					X	
	3	To establish a charging and remissions policy		X							
	4	To enter into contracts							X	X	
	5	To make payments								X	
	6	Miscellaneous financial decisions								X	
Staffing	7	Principal appointments (selection panel)					X		X		
	8	Deputy appointments (selection panel)							X		
	9	Appointment of school based teaching and all support staff							X		X
	10	Appointment of central Trust staff (shared services). Director posts ratified by the Board							X	X	
	11	Agree a pay policy		X			X				
	12	Implement pay policy							X	X	
	13	Receive annual recommendations on salary		X			X				
	14	Decisions/appeals arising out of pay and performance management policies					X		X		
	15	Undertake Principal's performance review							X		
	16	Establish staff disciplinary and capability procedure							X		
	17	Dismissal of principal		X					X		
	18	Dismissal of other school based staff							X		
19	Suspension of principal/associate principal		X					X			
20	Suspension of school based staff							X			
21	Suspension of central Trust staff		X								
22	Ending suspension of principal/associate principal		X					X			
23	Ending suspension of school based staff (except principal)							X			
24	Ending suspension of central staff		X								
25	Determining staff complement in each school							X			
26	Determining staff complement – central Trust services							X	X		
27	Determining dismissal payments/early retirement								X		
28	Formal meetings for academy based staff re discipline, sickness absence and capability,							X	X		

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		grievance, special leave of absence, staffing adjustment									
	29	Lead Academy case where principal has a grievance							X		
	30	Formal warnings and dismissal decisions							X		
	31	Receive concerns from whistle blowers		X					X	X	X
	32	Determine whether a whistle blowing investigation is appropriate. (Board for CEO investigation)		X					X	X	
	33	Determine application from employee for special leave									X
	34	Determine pay policy for unqualified teachers and support staff		X	X						
	35	Staffing adjustment decision to consult academy staff consider response					X		X		
	36	Staffing adjustment decisions following consultation					X		X		
Curriculum	37	Ensuring national curriculum taught to all students and to consider any disapplication							X		X
	38	Establish a curriculum policy						X	X		X
	39	Implement curriculum policy									X
	40	Monitor implementation of curriculum policy						X	X		X
	41	Implement action to maintain teaching standards						X	X		X
	42	Monitor action to maintain teaching standards						X	X		X
	43	Determination of which subject options are to be taught, given the available resources									X
	44	Responsibility for each child's education									X
	45	Determine sex education policy for each school									X
	46	Monitor implementation of sex education policy									X
	47	To monitor for any political indoctrination						X	X		X
Performance Management	48	Determine a performance management policy		X			X		X		
	49	Implement performance management policy							X		X
	50	Annual review of performance management policy							X		
	51	Appraisal of principal							X		
Target setting	52	To set and publish targets for student achievement							X		X
Discipline and exclusions	53	To establish a student discipline policy							X		X
	54	To review the level of exclusions in each school		X					X		
	55	To review any permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination							X		

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	56	To direct reinstatement of excluded students		X					X		
Admissions	57	To consult annually before setting an admissions policy		X					X		
	58	To establish an admissions policy							X		
	59	Admissions: application decisions							X		
	60	Admissions: appeals							X		X
Religious Education	61	Responsibility for ensuring provision of RE in line with school's basic curriculum									X
Collective worship	62	Arrangements for collective worship (schools without religious character)									X
Premises and insurance	63	Buildings insurance, public liability, and employers liability insurance		X	X					X	
	64	Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements		X	X				X	X	
	65	Procuring and maintaining buildings including developing a properly funded maintenance plan		X	X					X	
	66	Determine health and safety policy		X			X			X	
	67	Monitor implementation of H&S policy								X	
	68	Ensure H&S regulations are followed								X	X
Academy organisation	69	Setting times of school sessions, term dates and holidays							X		X
	70	To ensure school meets for 380 sessions in the school year									X
	71	To ensure the school meals where provided are nutritious and value for money									X
Information for parents	72	Prepare and publish school prospectus								X	X
	73	To ensure the provision of FSM to qualifying students									X
	74	Adopt home-school agreements							X		X
Gov Body procedures	75	Determine terms of reference and any amendments		X							
	76	Appoint/remove Directors	X								
	77	Appoint local governors if applicable		X							
	78	Appoint/dismiss local clerk to Governors							X		
	79	Convene at least three Directors' meetings in any year		X							
	80	Establish and maintain Trust register of business interests		X							
	81	To approve and set up a Directors' Expenses Policy		X							
	82	To monitor SEN provision		X				X	X		X
	83	To consider whether or not to exercise delegation of functions to individuals or committees		X							
	84	To regulate the Board procedures (where not set out in law)		X					X		
	85	Establish LGB code of conduct (If applicable)		X							

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	86	Establish complaints policy							X	X	
	87	Monitor implementation of complaints policy							X	X	
	88	Establish FOI request policy		X						X	
	90	Implement FOI policy where relevant								X	
	91	Monitor implementation of FOI request policy								X	
Equalities Act	92	Establish single Equality Act policy		X						X	
	93	Implement single equality act policy (and objectives) at Trust level via equality action plan								X	
	94	Implement single equality act policy at academy level via academy equality action plan									X
	95	Monitor implementation of equality act policy at Trust and local level		X						X	
Data Protection	96	Establish data protection policy		X						X	
	97	Implement data protection policy in each school								X	X
	98	Monitor implementation of data protection policy in each school		X						X	
Safeguarding	99	Establish a safeguarding policy		X					X		
	100	Implement safeguarding policy and procedures									X
	101	Monitor implementation of safeguarding policy							X		
	102	Refer allegations of abuse against staff to LADO							X		X
IT	103	Establish acceptable use policy							X		
	104	Implement acceptable use policy							X		
	105	Monitor implementation of acceptable use policy							X		X
Social media usage	106	Establish social media policy							X		
	107	Implement social media policy									X
	108	Monitor implementation of social media policy							X		X
Managing Risk	109	Maintain an up to date risk register				X					
	110	Scrutinise and review actions to mitigate identify high risk areas				X					
	111	Manage financial probity within the Trust financial procedures				X					
Controls Assurance	112	Make recommendation to the members regarding the appointment/dismissal/retendering of internal and external auditors and their fees.				X					
	113	Develop Trust's internal scrutiny strategy				X					
	114	Approve and monitor the Trust's annual internal scrutiny programme for financial and non-financial risks and the associated budget				X					

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	115	Monitor the effectiveness of Trust internal controls through review internal scrutiny reports and provide assurance to the Board and Accounting Officer.									
Financial Accounting Policy	116	Review significant accounting policies and monitor policy compliance									
	117	Review Trust Annual Accounts, and Audit Report and recommend to the Board									
	118	Approve the Trust's Governance Statement and provide assurance to inform the Accounting Officer's statement of regularity.									