

## KEY

Level 1: Members

Level 2: Trust Board

Level 2a: Finance, Premises and Audit 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	2b	2c	3	4	5
<b>Budget</b>	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	
<b>Staffing</b>	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, grievance, special leave of absence, staffing adjustment						X	X	

Key function	Ref	Tasks	1	2	2a	2b	2c	3	4	5
	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		
<b>Curriculum</b>	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
<b>Performance Management</b>	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		
<b>Target setting</b>	52	To set and publish targets for student achievement						X		X
<b>Discipline and exclusions</b>	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		
	56	To direct reinstatement of excluded students		X				X		
<b>Admissions</b>	57	To consult annually before setting an admissions policy		X				X		

Key function	Ref	Tasks	1	2	2a	2b	2c	3	4	5
	58	To establish an admissions policy						X		
	59	Admissions: application decisions						X		
	60	Admissions: appeals						X		X
<b>Religious Education</b>	61	Responsibility for ensuring provision of RE in line with school's basic curriculum								X
<b>Collective worship</b>	62	Arrangements for collective worship (schools without religious character)								X
<b>Premises and insurance</b>	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
<b>Academy organisation</b>	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
<b>Information for parents</b>	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
<b>Gov Body procedures</b>	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						
	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	

Key function	Ref	Tasks	1	2	2a	2b	2c	3	4	5
	91	Monitor implementation of FOI request policy							X	
<b>Equalities Act</b>	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	
<b>Data Protection</b>	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	
<b>Safeguarding</b>	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
<b>IT</b>	103	Establish acceptable use policy						X		
	104	Implement acceptable use policy						X		
	105	Monitor implementation of acceptable use policy						X		X
<b>Social media usage</b>	106	Establish social media policy						X		
	107	Implement social media policy								X
	108	Monitor implementation of social media policy						X		X