

**KEY – X means to be agreed by the Board**

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
<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					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					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		

Key function	Ref	Tasks	1	2	2a (i)	2a (ii)	2b	2c	3	4	5
		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		
<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		

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	56	To direct reinstatement of excluded students		X					X		
<b>Admissions</b>	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
<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							

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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	
<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
<b>Managing Risk</b>	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					
<b>Controls Assurance</b>	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.				X					
<b>Financial Accounting Policy</b>	116	Review significant accounting policies and monitor policy compliance				X					
	117	Review Trust Annual Accounts, and Audit Report and recommend to the Board				X					
	118	Approve the Trust's Governance Statement and provide assurance to inform the Accounting Officer's statement of regularity.				X					
<b>Marketing</b>	119	Establish and implement a Trust Marketing Policy for its academies							X	X	
<b>Press and Media Enquiries</b>	120	Coordinate any press or media enquiry		X					X	X	