

08.10.18

Task		Notes	Members	Trust Board	Trust Committee	Finance Committee	Audit Committee	HGB	CEO	Executive Headteachers	Finance Director	BST - appropriate dept	LGB	Headteachers
Key: Approve (A) = Final Approval, Propose (P) = Propose for Approval, Consultation (C) = required before Proposing														
<b>1.</b>	<b>Governance</b>													
1.1.	Approve Trust Articles of Association	Members only	A	P					C			C		
1.2	Approve Changes to Funding Agreement (with ESFA approval sought)		A	P		C			C		C			
1.3	Risk Management plan (MAT Risk Register)			A			P		C		C	C		
1.4	Appointment of Finance Director			A					P			C		
1.5	Appointment of Auditor		A						P		C			
1.6	Approve Trust Board Terms of Reference for the Trust		A	P					C		C	C		
1.7	Drawing up the Trust Business Plan			A					P	C	C	C	C	C
1.8	Approve changes to Governance structure			A				C	P	C		C		
1.9	Approve Trust Scheme of Delegation			A					P	C	C	C		
1.10	Approve new academies joining the Trust			A					P	C	C	C		
1.11	Appoint (and remove) Chair of Trust Board	As per Articles		A										
1.12	Appoint (and remove) Vice Chair of Trust Board	As per Chair		A										
1.13	Appoint (and remove) Trust Board Members		A	P					C					
1.14	Appoint (and remove) Chair of HGB			A				P	C	C				
1.15	Appoint (and remove) Chair of LGB	As per Articles		A					C	C			P	C
1.16	Appoint (and remove) member of LGB			A					P	C			C	C
1.17	Appoint (and remove) Finance, Audit and any other Trust board committees			A					P		C			
1.18	Appoint (and remove) HGB Committees							A						
1.19	Appoint (and remove) Clerk to Trust Board			A					P			C		
1.20	Appoint (and remove) Clerk to the HGB								A			P		
1.21	Appoint (and remove) Clerk to LGB								A			P		
1.22	Review performance of the board	Members	A											
1.23	Review committee membership to ensure each have a diverse and appropriate skill set			A					C					
1.24	Responsibility for governance training plan			A					P	C		C		
1.25	Change of Trust name		A	P					C					
1.26	Approve calendar of Trust wide governance meetings			A					P			C		
1.27a	Approve Trust Polices	See Appendix 2 of Terms of Reference		A					P	C	C	C		C
1.27b	Approve School level appendices								C	A	C	C/A		P
<b>2.</b>	<b>Academy Performance, Curriculum and Teaching</b>													
2.1.	Academy Performance Targets			A					P	C				
2.2.	Academy Performance Review e.g. SEF							A	P	C				C
2.3.	Academy 3 year development plan							A	P	C			C	C
2.4	Review low, medium and high risk areas of progress against school development plan									A			P	C
2.5	Review medium and high risk areas of progress against schools development plans within hub							A		P			C	C
2.6	Review high risk areas of progress against all schools development plans			A					P	C				
2.7	School curriculum plan								C	A	C	C		P
2.8	Pupil premium plan							C		C			A	P
<b>3.</b>	<b>Staff Policies and Pay</b>													
3.1	Changes to Employee Terms & Conditions or Collective Agreements			A					P			C		

Changes to Employee Terms & Conditions or Collective Agreements				A					r					
3.2	Changes to academy staffing structures			A					P	P	C	C		C
3.3	Changes to academy staffing structures resulting in job loss and or pay reduction (redundancy)			A					P	C	C	C		C
3.4	Changes to Central team staffing structures including job loss and or pay reduction (redundancy)			A					P	C	C	C		
3.5a	Staff expenses & Overtime (Standard)													A
3.5b	Staff expenses & Overtime (Non-standard)											C		A
3.6a	Staff expenses & Overtime (Central Staff) Standard											A		
3.6b	Staff expenses & Overtime (Central Staff) (Non-Standard)								A			C		
3.7	Monthly school payroll (BACS Authorisation)										A	P		
<b>4.</b>	<b>Staff Management</b>													
4.1	CEO appointment			A										
4.2	Executive Team appointment								A					
4.3	Headteacher appointment								A	P			C	
4.4	Academy staff appointments below HT level - Authority to appoint									C		C		A
4.5	Appointments (Centralised Services)								C		C	A		
4.6	Performance review of CEO			A	P							C		
4.7	Performance review of Executive Team				A				P			C		
4.8	Performance review of Headteachers				A				C	P		C		
4.9	Suspension of CEO	*Excluding Appeals Committee		*A								C		
4.10	Return of CEO after suspension			A								C		
4.11	Dismissal of CEO			A								C		
4.12	Appeal of CEO against dismissal	Appeal committee of Trust			A							C		
4.13	Suspension of a member of Executive Team or Central Services								A			C		
4.14	Return of member of Executive Team or Central Services after suspension	Chair of board to lift suspension		A					P			C		
4.15	Dismissal of a member of Executive Team or Central Services				A				P			C		
4.16	Appeal of a member of Executive Team or Central Services against dismissal				A							C		
4.17	Suspension of Headteacher	Chair of LGB to be advised							A	P		C		
4.18	Return of Headteacher after suspension	Chair of LGB approves		A					P	C		C		
4.19	Dismissal of Headteacher			A					P	C		C		
4.20	Appeal of Headteacher against dismissal				A				C	C		C		
4.21	Suspension of Academy based staff	Advise Chair of LGB							C	C		C		A
4.22	Return of Academy based staff after suspension								C	C		C	A	P
<b>5.</b>	<b>Financial Governance &amp; Management</b>													
5.1.	Trust & Academy Financial Regulations (inc. key policies)			A		P			C		C			
5.2.	Trust & Academy Financial Policy & Procedures			A		P			C		C			
5.3.	Trust 1 year Balanced Budget			A		P			C		C			
5.4.	Trust Consolidated Financial Statements			A			P		C		C			
5.5	Central Services 3 year Budget Plan			A		P			C		C			
5.6	Trustees Report			A			P		C		C			
5.7	Response to Auditor's Management Letter			A			P		C		C			
5.8	School 3 year Budget Plan			A		P			C		C			C
5.9	School Deficit Budget	If deficit budget then Trust Board to authorise		A		P			C		C		C	C
5.10	School Budget Monitoring			A		P			C		C		C	C

5.11	Monitoring of financial efficiency							A			C		C			
5.12	Academy Accounts Return to EFA							C			A		P			
<b>6.</b>	<b>Financial Authorisation</b>															
6.1.	Purchases under <b>£7,500</b> (outside of agreed budget)	H/T DELEGATED											C		Report	A
6.2	Purchases over <b>£7500</b> (outside of agreed budget)										A		C		P	
6.3.	Purchases between <b>£7,501</b> and <b>£20,000</b> (already within approved budget)	See Finance Policy														
6.4.	Purchases between <b>£20,000 - £49,999</b> (already within approved budget)	See Finance Policy														
6.5.	Purchases over <b>£50,000</b> (already within approved budget)	See Finance Policy														
6.6	Purchases over <b>£50,000</b> (outside approved budget)	See Finance Policy														
6.7	Budget Allocation Changes										C		A			p
6.8	Use of Reserves			A				P			C		C	C		C
6.9	Staff recruitment										A	C	C	C		P
6.10	Staff recruitment (Central Services)			A							P	C	C	C		
6.11	Disposals or write off of stock, assets or debts up to £5000	See Finance Policy														
6.12	Disposals or write off of stock, assets or debts from £5,000 to AFH limit (+£50,000)	See Finance Policy														
6.13	Settlements/Compensation payments up to £50,000 (AFH Limit)	See Finance Policy														
6.14	Settlement/Compensation payments up to £50,000 (AFH Limit) (Central Services Staff)	See Finance Policy														
6.15	Settlement/Compensation payments up to £50,000 (AFH Limit) (CEO)	See Finance Policy														
6.16	Settlements/Compensation payments over £50,000 - To EFA	See Finance Policy														
6.17	Capital projects							A			P		C	C		C
6.18	Signing of contracts below <b>£7,500</b>	See Finance Policy														
6.19	Signing of contracts between <b>£7,501</b> and <b>£50,000</b>	See Finance Policy														
6.20	Signing of contracts over <b>£50,000</b>	See Finance Policy														
<b>7.</b>	<b>Academy Procedures</b>															
7.1.	School day times										A	C		C	C	P
7.2	Expansion of School (PAN)			A							P	C	C	C		C
7.3	Change of age range			A							P	C				C
7.4	Extension of School provision (Nursery)			A							P	C	C	C		C
7.5	Fixed term Exclusion															A
7.6	Permanent Exclusions										C	C			A	P
7.7	Appeals against Permanent Exclusion	Independent														
7.8	Trust prospectus			A							P					
7.9	Trust website			A							P	C		C		
7.10	Trust logo and branding			A							P	C		C		
7.11	School prospectus											A		C		P
7.12	School website										C	C		A		P
7.13	School logo & branding										A	C		C		P
7.14	School uniform										A	C		C		P
7.15	Extended services on site										C	C		A		P
<b>8.</b>	<b>Premises &amp; Assets</b>															
8.1.	Asset Management Plan							A			P		C	C		
8.2	Estates Management Strategy							A			P		C	C		
8.3	SCA & Devolved Capital Strategy							A			P		C	C		C
8.4	Insurance cover for the Trust and all schools							A			P		C	C		