

Lingfield Education Trust Scheme of Delegation

Policy Version Control	
Policy prepared by (name and designation)	Nick Blackburn MBE CEO
Last review date	January 2025
Description of changes	<p>Summer 2025 - Separation of responsibilities to standalone Audit & Risk committee Expenditure and virement limits are reflective of policy updates Delegations between CEO/DCEO to ensure conflict of interest management</p> <p>Spring 2025 - Updated in line with changes to finance regulation policy and procurement policy</p>
Date of Board of Trustees approval	27 th January 2026
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Next review date	Summer 2026

Introduction

This Scheme of Delegation sets out the delegated powers between the different tiers involved in the governance and operation of Lingfield Education Trust and its schools.

The tiers of governance include:

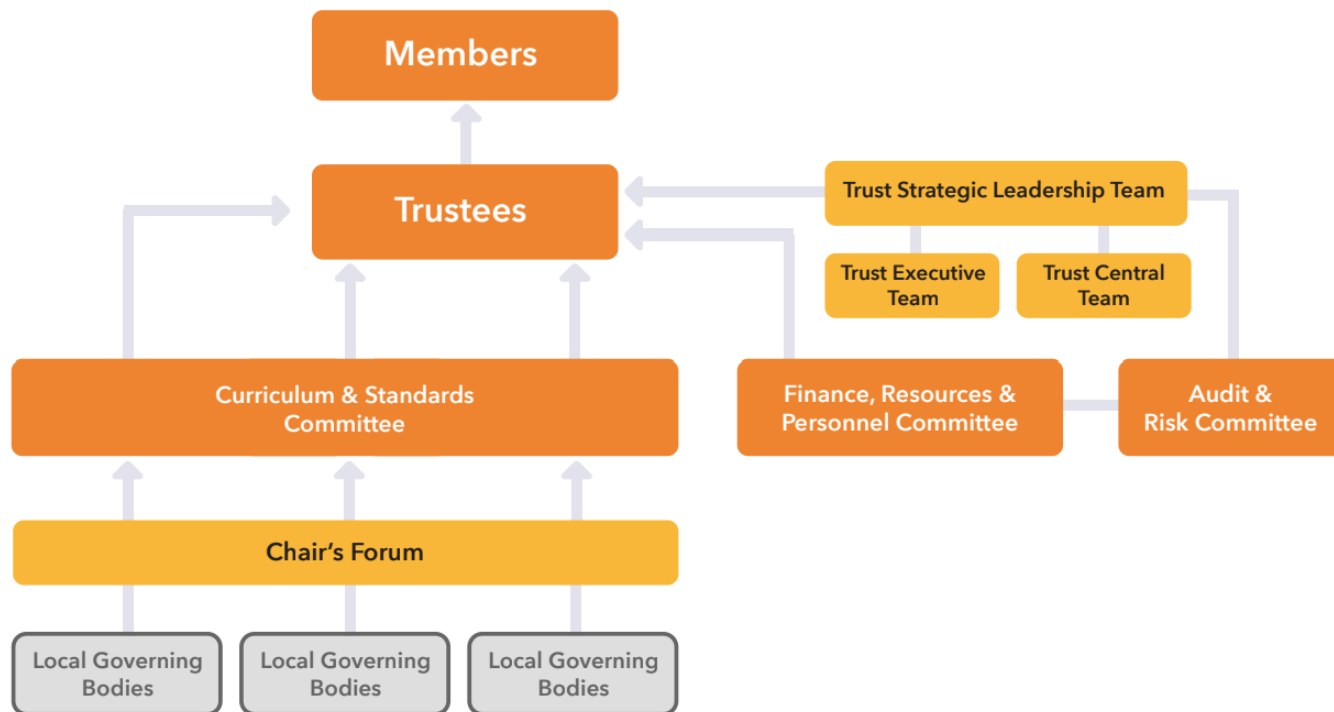
- Members (M)
- Trustees (T)
- Finance, Resources & Personnel Committee (FRP)
- Audit & Risk Committee (AR)
- Curriculum and Standards Committee (C&S)
- Local Governing Body (LGB)
- Local Governing Body Chairs' Forum (LGBCF)
- Chief Executive/Accounting Officer (CEO)
- Deputy Chief Executive Officer (DCEO)
- Chief Financial and Operating Officer (CFOO)
- Regional Hub Director (RHD)
- Executive Headteacher/Headteacher (EHT/HT)

The delegated powers are broken down into different levels in line with the Lingfield Education Trust's governance, leadership and operational structure. (See diagram below)

The delegated autonomy for individual school is aligned with the need for Lingfield Education Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, ESFA, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined.

- A - delegated authority or approval rights
- R - recommends for approval or provides advice
- C - consulted prior to submission for approval
- M - Monitors, challenges and supports
- √ - responsible for completing the task



Overview of Delegated Powers

This is intended as a summary. It is not exhaustive and reference should be made to Articles of Association, Governance Handbook, Terms of Reference and relevant Trust/school policy documents.

Everyone within the Trust

- Ensure that income and property of the Company shall be applied solely towards the promotion of the Company Objects.
- Responsibility to ensure that academies are conducted in accordance with objects of company and promoting high standards.
- Duty to promote safeguarding requirements.
- Ensure compliance with the health and safety, buildings and other policies of Lingfield Education Trust (acting in accordance with appropriate professional advice and guidance).

The Trust Board have the right to withdraw the delegation of powers at any time.

Where any power or responsibility is not specifically itemised under this Scheme of Delegation, the CEO will make a determination, unless the funding agreement(s), DfE statutory guidance, company Ia or charity commission confirm otherwise.

In the event of the CEO's absence the Deputy CEO shall assume delegated responsibility for the day-to-day leadership and operational oversight of the Multi-Academy Trust.

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Governance – section A <ul style="list-style-type: none"> • A - delegated authority or approval rights • R - recommends for approval or provides advice • C- consulted prior to submission for approval • M - Monitors, challenges and supports • √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
A1	Determine the objects of the Company	A											
A2	Approve Deed of Variation and Articles	A											
A3	Approve Trust policies and ethos		A				M	R	R	R			With relevant delegation to Trust Board committees
A4	Approve Trust policies that are academy specific						A					R	
A5	Ensure that appropriate indemnity insurance is in place to cover the liability of Trustees	A								R			RPA covers governors / trustees up to £10 million
A6	Determine expenses policy for Trustees		A							R			
A7	Establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Company	A								R			
A8	Appoint external auditors	A								R			
A9	Receive audited accounts	A											
A10	Ensure that accounts are prepared in accordance with the relevant Statement of Recommended Practice as if the Company was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and filed with the Secretary of State and the Principal Regulator each Academy Financial Year		A		M/R					R			
A11	Approve Annual Report in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and file these with the Secretary of State and the Principal Regulator each Academy Financial Year		A	M						R			
A12	Comply with obligations under Part 24 of the Charities Act 2006 (or any statutory re- enactment or modification of that Act) with regard to the preparation of an annual return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and to the Secretary of State and the Principal Regulator each Academy Financial Year		A	M						R			
A13	Hold Annual General Meetings in accordance with Articles of Association	A	C										
A14	Determine whether any of Trustees' powers be delegated to a committee, CEO or other holder of executive office		A					R					
A15	Determining the constitution, membership and proceedings of the Local Governing Bodies		A					R					

Governance – section A continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
A16	Reviewing schemes of delegation		A					R					
A17	Appointment of Trustees as set out in Articles of Association	A											
A18	Co-opting up to 3 Trustees		A										
A19	Making arrangements for election of Parent Members of Local Governing Bodies		A										
A20	Suspension of Local Governors		A					R					
A21	Power to co-opt and remove members to LGB (having any regard to views of Trustees)		A					R					
A22	Approval of appointment of First Local Governors (i.e. newly established Local Governing Bodies & Curriculum and Standards Committee)		A					R					
A23	Appointment of governance professional to the Trustees and to Committees		A							R			
A24	Appoint Chair of Local Governing Body		M				A						
A25	Appoint Vice-chair of Local Governing Body						A						
A26	Appoint Chair to Trust Board committees	A											
A27	Appoint Vice-chairs to Trust Board committees			A	A	A							
A28	Power to appoint committees, determine constitution, membership and proceedings of committees		A					R					
A29	Determine functions and proceedings of Local Governing Bodies and Trustee Committees		A					R					
A30	Approving the Trust's Financial Scheme of Delegation			A				R		R			
A31	Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object		A					R					
A32	Duty to comply with direction of Trustees						√	√	√	√	√	√	
A33	Duty to comply with direction given by CEO / DCEO								√	√	√	√	
A34	Duty to comply with direction given by Regional Hub Directors												

Governance – section A continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
A35	Instituting, settling or compromising any legal proceedings instituted or threatened against the Academy or submitting to arbitration or alternative dispute resolution any dispute involving the Academy		A					R					
A36	Duty to inform CEO / DCEO of any Ofsted visit or investigation											√	
A37	Responding to any investigation by a regulatory body (e.g. ESFA)		Chair					C					
A38	Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)			A				R		M		R	
A39	Holding LGB to account for performance of schools					A					M		
A40	To review Key Performance Indicators across the region for identification of concern for referral to Trustees					A			R	R	R		
A41	Holding RHD to account for performance of Regional Hub							A					
A42	Schools' self-evaluation and resultant improvement planning						M				M	A	
A43	Quality Assurance of school evaluation								A		R		
A44	Responsibility for challenging and monitoring standards and reporting to Trustees							R	A		R		
A45	Setting and review of the curriculum, having regard to any views of the Trust strategic leadership team						M					A	
A46	Determining school session times		A					R					
A47	Considering formal complaints (stage 2)								√				
A48	Considering formal complaints (stage 3)		√					√					
A49	Determination of Published Admission Policy and written consent to changes to admission criteria		A				C	R		R		C	
A50	Monitor and challenge pupil attendance of individual school						M					R	
A51	Monitor and challenge pupil attendance across the Regional Hub or Trust					M			M		R		
A52	Decision to expand any academy		A										
A53	Determining or changing the name of an academy		A										

A54	Power to permanently exclude pupils								C				A
A55	Consideration of representations from parents re. permanent exclusions		✓							R			
A56	Consideration of fixed term suspensions												A
A57	Monitor use of suspension and exclusions across the schools					R	M					M	
A58	Review the analysis of the behaviour of pupils in school, helping to identify trends and issues to ensure that behaviour is as good as it can be. This includes bullying, sexual harassment and other form of poor and concerning behaviours					A	M					M	
A59	Determine school holidays		A						R				
A60	Authority to enter into Funding Agreements, leases and other legal processes relating to acquisition of academies into the Trust			A								R	

Premises Management – Section B <ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C- consulted prior to submission for approval M - Monitors, challenges and supports ✓ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFO	RHD	EHT/HT	Notes
B1	Ensure a suitable programme of estate compliance and strategy is in place			A						R			Supported by Estate Manager
B2	Ensure a sustainability and climate action plan is in and monitored - https://www.gov.uk/guidance/sustainability-leadership-and-climate-action-plans-in-education		A	M						R			Supported by Estates Manager
B3	Make recommendations to Trustee and Senior Leaders re. capital requirements /expenditure						R		✓		C		Supported by Estate Manager
B4	Exercise responsibilities for maintenance and improvement of the buildings and facilities (where delegated to do so)			A						R		R	Supported by Estate Manager
B5	Receive and consider estate management strategy / plan			A					✓				
B6	Execute/monitoring of estate management strategy/plans			A					✓				
B7	Determine level of capital investment in buildings and facilities.			A*			A*		R				CEO/DCEO & CFO collective approval up to 50k > 50k < 100k FRP 100K plus TB
B8	Determine priorities in relation to capital projects/expenditure			A			C		✓				
B9	Ensure all premises staff have received relevant training in line with their role											A	
B10	Disposal or acquisition of land and property			A						R			

Premises Management – Section B continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
B11	Insuring the land and buildings used by the academies		A							R			
B12	Ensure timely reports are produced to demonstrate statutory compliance in line with the Estate Strategy									A			Supported by Estate Manager
B13	Incurring capital expenditure which is provided for within agreed budget in line with financial procedures			A				R	R	R		C	CEO/DCEO & CFO collective approval up to 50k > 50k < 100k FRP 100K plus TB
B14	Monitor compliance of buildings across the Trust			A						M			Supported by Estate Manager
B15	Monitor School Health & Safety Action Plans						M			M		A	
B16	Receive and challenge accident near miss reports across the Trust			A						R			
B17	Incurring capital expenditure which is outside of that provided for within agreed budgets			A				R	R	R			CEO/DCEO & CFO collective approval up to 50k > 50k < 100k FRP 100K plus TB
B18	Hire of premises – Complete appropriate paperwork in line with Lettings Policy											√	
B19	Hire of premises – approve compliance check											√	
B20	Hire of premises – approval									A			

Employment – Section C		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
C1	Determine and adopt policies and set pay terms for all staff including contracts, terms and conditions			A									
C2	Approval of staffing structures for schools and central team			A				R	R	R			
C3	Recommendation of appointment of Executive Headteachers and Headteachers/Heads of School across the Trust			A			C	R	R		R		1 Trustee, RHD and LGB Chair to support interview panel

Employment – Section C continued <ul style="list-style-type: none"> • A - delegated authority or approval rights • R - recommends for approval or provides advice • C - consulted prior to submission for approval • M - Monitors, challenges and supports • √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
C4	Approval of appointment of Executive Headteachers and Headteachers/Heads of School across the Trust		A										
C5	Appointment of all school staff in accordance with approved structures											A	Below Head Teacher and Head of School appointments
C6	Appointment of central team staff, in accordance with agreed central team staffing structure						A		√				
C7	Approve changes to school leadership structures and central team leadership			A						R			CFOO provides recommendation to Board/Committee HT carries out process
C8	Determine the start date of new employees and readiness to start employment after appropriate checks undertaken											A	
C9	Approve the need for staff reductions and determine the number and category of staff to be reduced and criteria to be used in making a selection (all staff)		A	R			R		R				HR to Lead on Process
C10	Select staff for redeployment		A										HR to Lead on process
C11	Consider applications for voluntary redundancy Early Retirement (academy based staff) in line with policy		A									R	HR to Lead on process
C12	Select staff for redundancy according to agreed criteria (academy based staff) in line with policy		A									R	
C13	Consider representations from staff selected for redundancy (academy based staff)		A									R	
C14	Hear appeals from staff affected by decision to reduce staff (All Staff)		A										
C15	Arrange annual appraisal of CEO		A										With support from external consultant
C16	Conduct annual appraisal of Executive Leadership Team						A						With support from external consultant
C17	Conduct annual appraisal of Headteachers and make recommendations on pay with engagement of the Chair of the LGB										A		
C18	Conduct annual appraisal of teachers and make recommendations on pay											A	
C19	Arrange annual appraisal of support staff and make recommendations on pay where appropriate											A	
C20	Annual determination of salary of CEO/DCEO/RHD		A										

Employment – Section C continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
C21	Annual determination of salary of Headteacher/Executive Head Teacher/ Head of School		A						R				Pay Review Committee
C22	Annual determination of salary of Teachers based on recommendation of Headteacher – inflationary pay award (As recommended by the STCPD)		A									R	Pay Review Committee
C23	Investigation and hearing of grievance (school-based staff – below Leadership)											A	Support from Head of HR
C24	Appeals against grievances (school-based staff- below Leadership)										A		Support from Head of HR
C25	Investigation and hearing of grievance (Leadership/Executive Leadership Team) staff)								A				Received by Head of HR and distributed accordingly (to ensure avoid of conflicts of interest) Panel including DCEO
C26	Investigation and hearing of grievance – Central Team staff									A			
C27	Appeals against grievances (Leadership/Executive Leadership Team)		A					A					Panel including CEO
C28	Appeals against grievances - wider Central Team staff		A					A					Panel including CEO
C29	Investigation and hearing of grievance (CEO)		Ch										
C30	Appeal of grievance (CEO) where Trustees already considered or where concerning Trustees		A										
C31	Investigation of disciplinary cases (school staff below Head of School)											A	Support from HR
C32	Investigation of disciplinary cases (Executive Leadership Team below DCEO)								A		A		Support from HR (to ensure avoidance of conflicts of interest)
C33	Investigation of disciplinary cases– non leadership Central Team									A			Support from HR
C34	Investigation of disciplinary cases (CEO)		Chair										Support from HR
C35	Hearing of disciplinary cases and issuing of sanctions up to and including final written warning (all school staff below Head of School)										A		Support from HR
C36	Hearing of disciplinary cases and issuing of sanctions up to and including final written warning (Executive Leadership Team below DCEO)								A				Support from HR (to ensure avoidance of conflicts of interest)

Employment – Section C continued <ul style="list-style-type: none"> • A - delegated authority or approval rights • R - recommends for approval or provides advice • C- consulted prior to submission for approval • M - Monitors, challenges and supports • √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
C37	Hearing of disciplinary cases and issuing of sanctions up to and including final written warning – wider Central Team						A						Support from HR
C38	Hearing of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)		A										Support from HR
C39	Dismissals of employees (All staff)						A						Support from HR
C40	Dismissal of CEO		A										Support from HR to seek external investigation process
C41	Appeals from staff in respect of sanctions/dismissals (All school Staff under Leadership)		A										
C42	Appeals from staff in respect of sanctions/dismissals (Executive Leadership Team/Central Team staff)		A										
C43	Suspend school staff										A	R	With advice from HR - Appropriate consultation to avoid any conflict of interest
C44	Suspend Headteacher						A						
C45	Suspend Executive Leadership Team						A						
C46	Suspend central team staff						C		A				
C47	Suspend CEO		Chair										
C48	Lift suspension staff (i.e. where no action)						C					A	
C49	Lift suspension of Headteacher (i.e. where no action)						A						
C50	Lift suspension of Executive Leadership Team						A						
C51	Lift suspension of central team						C		A				
C52	Lift suspension of CEO		Chair										
C53	Authorising of Settlement Agreements – up to £10,000k						A		R				
C54	Authorising of Settlement Agreements – between £10,001 - £50,000			A									

Financial Management Procedures – Section D <ul style="list-style-type: none"> • A - delegated authority or approval rights • R - recommends for approval or provides advice • C - consulted prior to submission for approval • M - Monitors, challenges and supports • √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
D1	Ensure that sound and appropriate financial governance are in place	A	A					A		R			
D2	Determination of level of central charges to individual academies		A					R		R			
D3	Review financial management arrangements and delegation of powers at least annually		A					C		R			
D4	Prepare and monitor budgets									A			
D5	Present draft school budget to committee of Trustees									A			
D6	Approve budget (school and Trust level)			A									
D7	Monitor individual school budget			A						M		M	
D8	Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook		A					A		A			
D9	Determine and review the Reserves Policy		A					C		R			
D10	Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		A					A		A			
D11	Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		A					A		A		A	
D12	Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account						A					R	
D13	Production of annual accounts									A			
D14	Overall responsibility for accounts of the company		A					A					
D15	Ensure appropriate procedures in place for safeguarding of funds (overall)			A						R			
D16	Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding							C		A			
D17	Responsibility to ensure that adequate financial risk management strategies are in place									A			
D18	Ensure that financial risk management strategies are adhered to									A			
D19	Approval of Annual Financial Statements	A	A										

Financial Management Procedures – Section D continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
D20	Determining cost of school meals/extended services							C		A			
D21	Approve cost of school meals/extended services			A				C		R			
	Ensure that asset register is in place in line with financial procedures									A		A	
D22	Authorise disposal of equipment in line with financial procedures as follows:-												
D23	Assets with original purchase price <£10,000 and market value <£1,000 less than £1,000									A			
D24	Assets with original purchase price <£10,000 and market value exceeding £1,000			A									
D25	Assets with original purchase price £10,000 or more			A									

Investments – Section E		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
E1	Recommend the opening of new bank or building society accounts to Trustees			A									
E2	Approve the opening of new bank or building society accounts		A										
E3	Recommend approval to any investment product other than with a bank or building society to Trustees			A									
E4	Approval to any investment product other than with a bank or building society		A										

Purchasing Goods or services – Section F		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD/HoF	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
F1	Authorise expenditure up to £10,000										A	A	Must have 3 quotes for goods and services more than £5,000.
F2	Authorise expenditure between £10,000 and £50,000							A	A	A			CEO/DCEO & CFO collective approval up to 50k > 50k < 100k FRP 100K plus TB
F3	Authorise expenditure between £50,000 and £100,000			A									
F4	Authorise expenditure above £100,000		A										
F5	Approve all Trust Service Level Agreements up to £20,000							A		A			
F6	Authorised signatory for entering into contracts, variation or terminating contracts (above £20,000)			A						A			

Risk Management/Internal Assurance – Section G		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
G1	At least annually review the Local risk register and focus on key risks throughout the year (academy level)						A			R			
G2	Ensure that Trust risk management arrangements are in place				A					R			
G3	Responsibility to develop risk management strategies									√			
G4	Agree the internal assurance work programme				A								
G5	Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues				A								
G6	Monitor the implementation of agreed recommendations relating to Internal Assurance reports				A					M			
G7	Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor	A	A							R			

Risk Management/Internal Assurance – Section G continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C- consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
G8	Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter.				A								
G9	Recommend the annual financial statements to the Academy Trust for approval.		A		R								Reviewed by AR approved by full board
G10	Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.				A								
G11	Implementation of Risk Management procedures									A			
G12	Monitoring of Risk Management procedures								A				
G13	Review the Academy Trust's anti-fraud arrangements				A					✓			
G14	Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed				A					✓			
G15	Produce reports for the Academy Trust and Accounting Officer, which should include advice on the effectiveness of the Academy's risk management, control and governance processes, and any significant matters arising from the work of internal and external auditors									✓			
G16	Prepare / contribute to Trust Risk Register							✓	✓	✓	✓	✓	
G17	At least annually review the Trust's risk register and focus on key risks throughout the year				A					✓			
G18	Ensure school website is compliant and fit for purpose – C&S Trust website to SIT WITH A&R					A	M				R	✓	LGBs monitor against the ethos and values of the school and specific issues, such as SEND or equalities. C&S ensure full compliance, based on RHD audit.
G19	Ensuring that data protection/GDPR compliance		A					✓	✓	✓	✓	✓	

General – Section H <ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C- consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
H1	To develop the School Development Plan/SEF					R					A		
H2	To monitor the School Development Plan/SEF					M				M			
H3	Understand school level outcomes and support in the identification of school based curriculum targets					M				R	A		
H4	Monitor and evaluate the school's performance – outcomes for pupils				A	M				R	√		
H5	Setting challenging targets for each academy within the hub							R		A	R	With external data consultant support	
H6	Engage with parents, carers and other stakeholders and agencies to support all pupils					M					A		
H7	Take into consideration views with pupils, parents and staff to support all pupils across the school					M				R	A		
H8	Take into consideration views with pupils, parents and staff to support all pupils across the Trust		A				A	R		R			
H9	Work effectively with leaders to communicate the vision, ethos and strategic direction of the Trust and develop a culture of ambition		A				A						
H10	Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition					A							
H11	Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school					M				A			
H12	Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school		A			M				R			
H13	Authorisation to make statements in response to media enquiries						A						
H14	Contribute to / determine marketing strategies for academies					C					A		
H15	Take decisions on unavoidable closure/ emergency closure of academies										A		
H16	Authorise changes to the name of the company	A											
H17	Determining the name of academies		A										
H18	Take decisions on the logo / branding of the company		A										

H19	Take decisions on the logo / branding of the academies						C						A	
H20	Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		A					R	R					

Curriculum – Section I <ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C- consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
I1	Set the Mission Statement of the Trust		A				R						
I2	Reflect the Trust ethos and values of the curriculum at local level					M					A		
I3	Ensure that the breadth of the National curriculum is taught across the Trust.		A							M			
I4	Implement the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare					M				M	A		
I5	Evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare				A	R				R			
I6	Ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage 2					M				M	A		
I7	Ensure that the curriculum, focuses of safeguarding, protected characteristics of equality, PSHE and cultural capital themes are implemented through the curriculum to ensure that pupils have developed knowledge and understanding.					M				R	A		
I8	Ensure that extra-curricular opportunities support the formal curriculum for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities					M				R	A		
I9	Ensure that continuing professional development for staff is aligned with the curriculum					M				R	A		

Safeguarding – Section J		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
J1	Consider and approve the strategic safeguarding framework		A										
J2	Monitor the strategic safeguarding plan, through annual safeguarding report to Trustees		M										
J3	Review findings of external safeguarding review of Trust practice		M										
J4	Consider and approve the Trust's Safeguarding /Child Protection Policy and procedures for the Trust.		A										
J5	Consider and endorse academy-specific Safeguarding/Child Protection Policy contextual information						A						
J6	Ensure that safeguarding procedures are effectively implemented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
J7	Monitor safeguarding actions following annual safeguarding audit						M				R		
J8	Complete an annual safeguarding governance visit						✓						Safeguarding governor must be involved
J9	Duty to report safeguarding concerns	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
J10	Reporting on compliance with safeguarding requirements to those responsible for governance					M	M				✓	✓	In partnership with Trust Strategic Lead for Safeguarding
J11	Receive annual report and termly school dashboard(from DSL) regarding safeguarding compliance and monitor challenge						A						
J12	Be aware of any Local Authority Designated Officer (LADO) referrals / significant breaches of safeguarding							A	A		A	A	
J13	Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
J14	Hold the Headteacher to account on all matters involving safeguarding					M	M				A		In partnership with Trust Strategic Lead for Safeguarding
J15	Ensure that all school personnel complete relevant annual declarations											A	

J16	Maintaining up to date training records for academy personnel and ensuring compliance with safeguarding requirements						M					M	A	
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Safeguarding – Section J continued		Members	Trustees	FRP	AR	C & S	LGB	CEO	DCEO	CFOO	RHD	EHT/HT	Notes
	<ul style="list-style-type: none"> A - delegated authority or approval rights R - recommends for approval or provides advice C - consulted prior to submission for approval M - Monitors, challenges and supports √ - responsible for completing the task 												
J17	Ensuring that all staff and volunteers have appropriate pre-employment checks in place before their first day of employment/placement						M*			R**	M	A	*Part of some recruitment panels to monitor **Refers to Head of HR
J18	Ensuring the Single Central Record is up to date and compliant with requirements, checked at least termly or when any new additions are made.						M*				M	A	*Via annual check at Trust level
J19	Verify that single central record is kept up to date, noting when it was last checked for compliance						A*				M		*Through HR Reports / Audits