



Lingfield Education Trust

Scheme of Delegation

Policy Version Control	
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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:

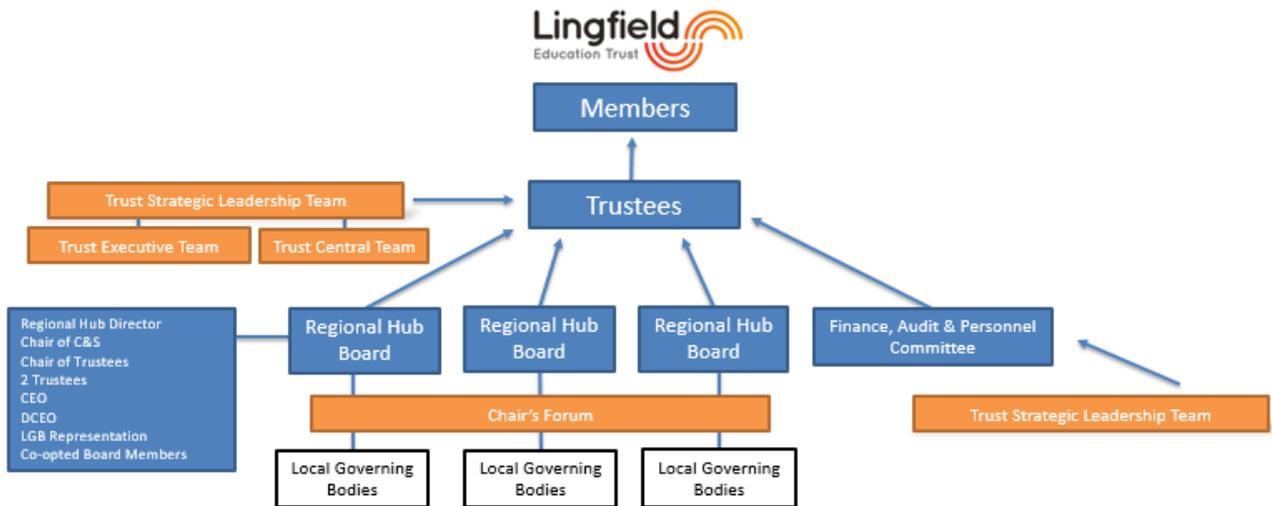
- **Members (M)**
- **Trustees (T)**
- **Finance Audit & Personnel Committee (FAP)**
- **Regional Hub Board (RHB)**
- **Local Governing Body (LGB)**
- **Local Governing Body Chairs' Forum (LGBCF)**
- **Chief Executive/Accounting Officer (CEO)**
- **Deputy Chief Executive Officer (DCEO)**
- **Chief Financial 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**



This remainder of this Scheme of Delegation consists of two parts:

- **Overview of Delegated Powers**
- **Overview of the Core Functions of Governance, for Local Governing Bodies**
- **Delegation of powers – Local Governing Body overview**

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			
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			
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			
Hold Annual General Meetings in accordance with Articles of Association	A	C									
Determine whether any of Trustees' powers be delegated to a committee, CEO or other holder of executive office		A				R					

GOVERNANCE (continued)	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Determining the constitution, membership and proceedings of the Local Governing Bodies		A				R					
Reviewing schemes of delegation		A				R					
Appointment of Trustees as set out in Articles of Association	A										
Co-opting up to 3 Trustees		A									
Making arrangements for election of Parent Members of Local Governing Bodies		A									
Suspension of Local Governors		A				R					
Power to co-opt and remove members to LGB (having any regard to views of Trustees)		A				R					
Approval of appointment of First Local Governors (i.e. newly established Local Governing Bodies & Regional Hub Board)		A				R					
Appointment of governance professional to the Trustees and to Committees		A						R			
Appoint Chair of Local Governing Body		A			R						
Appoint Vice-chair of Local Governing Body					A						
Appoint Chair and Vice-chair of Regional Hub Board				A		R					
Appoint Chair and Vice-chair of Finance, Audit and Personnel Committee			A								
Power to appoint committees, determine constitution, membership and proceedings of committees		A				R					
Determine functions and proceedings of Local Governing Bodies, Trustee Committees and Regional Hub Board		A				R					
Approving the Trust's Financial Scheme of Delegation			A			R		R			
Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object (as delegated by Trustees)		A				R					
Duty to comply with direction of Trustees					✓	✓	✓	✓	✓	✓	
Duty to comply with direction given by CEO / DCEO							✓	✓	✓	✓	
Duty to comply with direction given by Regional Hub Directors / Directors										✓	
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					
Duty to inform CEO / DCEO of any Ofsted visit or investigation										✓	
Responding to any investigation by a regulatory body (e.g. ESFA)		Chair				C					
Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)			A			R		M		R	

Holding LGB to account for performance of schools				A					M		
To review Key Performance Indicators across the region for identification of concern for referral to Trustees				A			R	R	R		
Holding RHD to account for performance of Regional Hub						A					

GOVERNANCE (continued)	Members of Company	Trustees	Regional Hub Board	Finance and Personnel	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Schools self-evaluation and resultant improvement planning					M				M	A	
Quality Assurance of school evaluation							A		R		
Responsibility for challenging and monitoring standards and reporting to Trustees						R	A		R		
Setting and review of the curriculum, having regard to any views of the Trust strategic leadership team					M					A	
Determining school session times		A				R					
Considering formal complaints (stage 2)							✓				
Considering formal complaints (stage 3)		✓				✓					
Determination of Published Admission Policy and written consent to changes to admission criteria		A			C	R		R		C	
Monitor and challenge pupil attendance of individual school					M					R	
Monitor and challenge pupil attendance across the Regional Hub or Trust			M				M		R		
Decision to expand any academy		A									
Determining or changing the name of an academy		A									
Power to permanently exclude pupils						C				A	
Consideration of representations from parents re. permanent exclusions		✓					R				
Consideration of fixed term suspensions										A	
Monitor use of suspension and exclusions across the schools			A		M				M		
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		
Determine school holidays		A				R					
Authority to enter into Funding Agreements, leases and other legal processes relating to acquisition of academies into the Trust				A					R		

(□) – depending on nature of complaint

PREMISES MANAGEMENT	Members of Company	Trustees	Regional Hub Board	Finance and Personnel	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Ensure a suitable programme of estate compliance and strategy is in place				A				R			Supported by Estate Manager
Make recommendations to Trustee and Senior Leaders re. capital requirements / expenditure						R		✓		C	Supported by Estate Manager
Exercise responsibilities for maintenance and improvement of the buildings and facilities (where delegated to do so)				A				R		R	Supported by Estate Manager
Receive and consider estate management strategy / plan				A				✓			
Execute/monitoring of estate management strategy/plans				A				✓			
Determine level of capital investment in buildings and facilities.				A*		A*		R			CEO delegated to approve up to £20k, trustees approve above this amount
Determine priorities in relation to capital projects/expenditure				A		C		✓			
Ensure all premises staff have received relevant training in line with their role										A	
Disposal or acquisition of land and property				A				R			
Insuring the land and buildings used by the academies		A						R			
Ensure timely reports are produced to demonstrate statutory compliance in line with the Estate Strategy								A			Supported by Estate Manager
Incurring capital expenditure which is provided for within agreed budget in line with financial procedures				A		R		✓		C	
Monitor compliance of buildings across the Trust				A				M			Supported by Estate Manager
Monitor School Health & Safety Action Plans					M			M		A	
Receive and challenge accident near miss reports across the Trust				A				R			
Incurring capital expenditure which is outside of that provided for within agreed budgets				A		R		R			CEO up to £20k and Trustees >£20k
Hire of premises – Complete appropriate paperwork in line with Lettings Policy										✓	
Hire of premises – approve compliance check										✓	
Hire of premises – approval								A			

EMPLOYMENT (continued)	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Arrange annual appraisal of CEO		A									With support from external consultant
Conduct annual appraisal of Executive Leadership Team						A					With support from external consultant
Conduct annual appraisal of Headteachers and make recommendations on pay with engagement of the Chair of the LGB									A		With support from external consultant
Conduct annual appraisal of teachers and make recommendations on pay										A	
Arrange annual appraisal of support staff and make recommendations on pay where appropriate										A	
Annual determination of salary of CEO/DCEO/RHD		A									Pay Review Committee – with scrutiny from external consultant
Annual determination of salary of Headteacher/Executive Head Teacher/ Head of School		A					R				Pay Review Committee
Annual determination of salary of Teachers based on recommendation of Headteacher		A								R	Pay Review Committee
Investigation and hearing of grievance (school based staff – below Leadership)										A	Support from HR Manager
Appeals against grievances (school based staff- below Leadership)									A		Support from HR Manager
Investigation and hearing of grievance (Leadership/Executive Leadership Team staff)							A				Received by HR manager and distributed accordingly Panel including DCEO
Investigation and hearing of grievance – Central Team staff								A			
Appeals against grievances (Leadership/Executive Leadership Team)		A				A					Panel including CEO
Appeals against grievances - wider Central Team staff		A				A					Panel including CEO
Investigation and hearing of grievance (CEO)		Chair									
Appeal of grievance (CEO) where Trustees already considered or where concerning Trustees		A									
Investigation of disciplinary cases (school staff below Head of School)										A	Support from HR
Investigation of disciplinary cases (Executive Leadership Team below DCEO)							A		A		Support from HR
Investigation of disciplinary cases– non leadership Central Team								A			Support from HR
Investigation of disciplinary cases (CEO)		Chair									Support from HR
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
Hearing of disciplinary cases and issuing of sanctions up to and including final written warning (Executive Leadership Team below DCEO)							A				Support from HR
Hearing of disciplinary cases and issuing of sanctions up to and including final written warning – wider Central Team						A					Support from HR
Hearing of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)		A									Support from HR

FINANCIAL MANAGEMENT PROCEDURES	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Ensure that sound and appropriate financial governance are in place	A	A				A		R			
Determination of level of central charges to individual academies		A				R		R			
Review financial management arrangements and delegation of powers at least annually		A				C		R			
Prepare and monitor budgets								A			
Present draft school budget to committee of Trustees								A			
Approve budget (school and Trust level)			A								
Monitor individual school budget			A					M		M	
Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook		A				A		A			
Determine and review the Reserves Policy		A				C		R			
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		A				A		A			
Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		A				A		A		A	
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	
Production of annual accounts								A			
Overall responsibility for accounts of the company		A				A					
Ensure appropriate procedures in place for safeguarding of funds (overall)			A					R			
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding						C		A			
Responsibility to ensure that adequate financial risk management strategies are in place								A			
Ensure that financial risk management strategies are adhered to								A			
Approval of Annual Financial Statements	A	A									
Determining cost of school meals/extended services						C		A			
Approve cost of school meals/extended services			A			C		R			
Ensure that asset register is in place in line with financial procedures								A		A	

INVESTMENTS	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Recommend the opening of new bank or building society accounts to Trustees			A								
Approve the opening of new bank or building society accounts		A									
Recommend approval to any investment product other than with a bank or building society to Trustees			A								
Approval to any investment product other than with a bank or building society		A									

FINANCIAL MANAGEMENT PROCEDURES	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Authorise disposal of equipment in line with financial procedures as follows:-											
Assets with original purchase price <£10,000 and market value <£1,000 less than £1,000								A			
Assets with original purchase price <£10,000 and market value exceeding £1,000			A								
Assets with original purchase price £10,000 or more			A								

PURCHASING GOODS OR SERVICES	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Authorise expenditure up to £10,000										A	Must have 3 quotes for goods and services more than £5,000
Authorise expenditure between £10,000 and £20,000						A	A	A			
Authorise expenditure above £20,000			A								
Approve all Trust Service Level Agreements up to £20,000						A		A			
Authorised signatory for entering into contracts, variation or terminating contracts (above £20,000)			A					A			

RISK MANAGEMENT/INTERNAL ASSURANCE	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
At least annually review the Local risk register and focus on key risks throughout the year (academy level)					A			R			
Ensure that Trust risk management arrangements are in place			A					R			
Responsibility to develop risk management strategies								✓			
Agree the internal assurance work programme			A								
Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues			A								
Monitor the implementation of agreed recommendations relating to Internal Assurance reports			A					M			
Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor	A	A						R			
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								
Recommend the annual financial statements to the Academy Trust for approval.		A	R								Reviewed by FA&P approved by full board
Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.			A								
Implementation of Risk Management procedures								A			
Monitoring of Risk Management procedures							A				
Review the Academy Trust's anti-fraud arrangements			A					✓			
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed			A					✓			
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								✓			
Prepare / contribute to Trust Risk Register						✓	✓	✓	✓	✓	
At least annually review the Trust's risk register and focus on key risks throughout the year			A					✓			
Ensure school website is compliant and fit for purpose				A	M				R	✓	LGBs monitor against the ethos and values of the school and specific issues, such as SEND or equalities. RHB ensure full compliance, based on RHD audit.
Ensuring that data protection/GDPR compliance		A				✓	✓	✓	✓	✓	

GENERAL	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
To develop the School Development Plan/SEF					R					A	
To monitor the School Development Plan/SEF					M				M		
Understand school level outcomes and support in the identification of school based curriculum targets					M				R	A	
Monitor and evaluate the school's performance – outcomes for pupils				A	M				R	✓	
Setting challenging targets for each academy within the hub							R		A	R	With external data consultant support
Engage with parents, carers and other stakeholders and agencies to support all pupils					M					A	
Take into consideration views with pupils, parents and staff to support all pupils across the school					M				R	A	
Take into consideration views with pupils, parents and staff to support all pupils across the Trust		A				A	R		R		
Work effectively with leaders to communicate the vision, ethos and strategic direction of the Trust and develop a culture of ambition		A				A					
Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition					A						
Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school					M				A		
Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school		A			M				R		
Authorisation to make statements in response to media enquiries						A					
Contribute to / determine marketing strategies for academies					C					A	
Take decisions on unavoidable closure/ emergency closure of academies										A	
Authorise changes to the name of the company	A										
Determining the name of academies		A									
Take decisions on the logo / branding of the company		A									
Take decisions on the logo / branding of the academies					C					A	
Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		A				R	R				

CURRICULUM	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Set the Mission Statement of the Trust		A				R					
Reflect the Trust ethos and values of the curriculum at local level					M					A	
Ensure that the breadth of the National curriculum is taught across the Trust.		A							M		
Implement the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare					M				M	A	
Evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare				A	R				R		
Ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage 2					M				M	A	
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	
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	
Ensure that continuing professional development for staff is aligned with the curriculum					M				R	A	

SAFEGUARDING	Members of Company	Trustees	Trustees - FAP	Regional Hub Board	Local Governing Body	CEO	DCEO	CFOO	Regional Hub Director / Director	Headteacher/ Executive Headteacher	Notes
Consider and approve the strategic safeguarding plan		A									
Monitor the strategic safeguarding plan		M									
Review findings of external safeguarding report from consultant				M	M					A	
Consider and approve the Trust's Safeguarding /Child Protection Policy and procedures for the Trust.		A									
Consider and endorse academy-specific Safeguarding/Child Protection Policy and procedure					A						
Ensure that safeguarding procedures are effectively implemented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Monitor safeguarding actions following annual safeguarding audit				A	M				R		
Complete an annual safeguarding self-assessment audit				A	M				R	✓	Safeguarding governor must be involved
Review and monitor Trust safeguarding self-assessment action plan		A									In partnership with Trust Strategic Lead for Safeguarding
Duty to report safeguarding concerns	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Reporting on compliance with safeguarding requirements to those responsible for governance				A					R	✓	In partnership with Trust Strategic Lead for Safeguarding
Receive termly reports (from DSL) regarding safeguarding compliance and monitor challenge					A						
Be aware of any Local Authority Designated Officer (LADO) referrals / significant breaches of safeguarding						A	A		A	A	
Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Hold the Headteacher to account on all matters involving safeguarding				M	M				A		In partnership with Trust Strategic Lead for Safeguarding
Ensure that all school personnel complete relevant annual declarations										A	
Maintaining up to date training records for academy personnel and ensuring compliance with safeguarding requirements					M				M	A	
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 recruitment panels to monitor **Refers to HR Manager
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	
Verify that single central record is kept up to date, noting when it was last checked for compliance					A						Through HR Reports / Audits

Overview of the Core Functions of Governance, for Local Governing Bodies

Governance within a Multi-academy Trust is structured so that responsibilities are delegated to different levels. Trustees of LINGFIELD Academies delegated some of their functions to Local Governing Bodies. This document provides examples of what happens at each level of governance in relation to the three core functions:-

Ensure clarity of vision, ethos and strategic direction						
	Trustees	CEO / DCEO	Regional Hub Director	Headteacher	Local Governing Body	Supporting Evidence (Examples)
Define the LINGFIELD vision and values for the organisation						<ul style="list-style-type: none"> • Curriculum documentation • Effective sequencing of curriculum • SEF/SDP • Behaviour & Discipline Policy • Incidents of Poor Behaviour • Analysis of Suspensions and Exclusions • Safeguarding arrangements • Extra curriculum offer • Pupil Premium & Sports Funding
Reflect the LINGFIELD vision and values at local level						
Ensure that the individual school has a clear vision and identified values						
Ensure that the breadth of the National curriculum is taught across the Trust						
Implement and evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare						
Ensure that the LINGFIELD curriculum expectations for Reading, Writing, Maths and Early Years approaches are delivered consistently						
Ensure that the individual school curriculum is well mapped and sequenced from Early Years to the end of Key Stage						
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						
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						

Ensure that continuing professional development for staff is aligned with the curriculum						<ul style="list-style-type: none"> Strategy & Impact Policies Records of staff training
Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff						
Holding Regional Hub Boards to account for performance of Regional Hub						<ul style="list-style-type: none"> Data External reviews Peer reviews LINGFIELD People Strategy Pay and Appraisal Policies
Holding Regional Hub Directors to account for performance of Headteachers within their Hub						
Holding Headteachers to account for performance of their school						
Monitor and evaluate the school's performance – outcomes for pupils						
Arrange annual appraisal of CEO						
Conduct annual appraisal of Trust Strategic Leadership Team						
Conduct annual appraisal of Headteachers and make recommendations on pay with engagement of the Chair of the LGB						
Conduct annual appraisal of other teachers and make recommendations on pay						
Overseeing the financial performance of the organisation and making sure that its money is well spent						
Ensure that sound and appropriate financial governance are in place						<ul style="list-style-type: none"> Ensuring compliance with Academy's Financial Handbook Internal and external audit reports CFOO Financial Reports
Identify individual school's financial priorities						
Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account						
Review financial benchmarking at Trust level						

Delegation of powers – Local Governing Body overview

This is intended as a summary. It is not exhaustive and reference should be made to Articles of Association, the above Overview of Delegated Powers and Terms of Reference for Individual Committees.

Everyone within the Trust

- Ensure that income and property of the Company shall be applied solely towards the promotion of the Object.
- 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)

Where any power or responsibility is not specifically itemised under this Scheme of Delegation, the CEO will make a determination.

GENERAL GOVERNANCE

- Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition
- Review and approve policies that are academy specific
- Offer advice about the appointment of Executive Headteachers and Headteachers/Heads of School across the Trust
- Duty to comply with direction of Trustees
- Responsibility for challenging and monitoring standards and reporting to Trustees through minutes of meetings
- To support the development and monitoring of the School Development Plan/SEF
- Engage with parents, carers and other stakeholders and agencies to support all pupils
- Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school
- Contribute to / determine marketing strategies for academies

PREMISES MANAGEMENT

- Monitor Health & Safety Action Audit Action Plans

FINANCIAL MANAGEMENT PROCEDURES

- Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account

RISK MANAGEMENT/INTERNAL ASSURANCE

- At least annually review the Local risk register and focus on key risks throughout the year (academy level)
- Monitoring of the website compliance, in relation to specific roles, e.g. SEND, equalities, curriculum

SAFEGUARDING / ATTENDANCE / BEHAVIOUR

- Consider and endorse academy-specific child protection policies and procedures

- Review findings of external safeguarding reports and monitor the actions resulting from annual audits – ensuring action to progress areas of weakness or development
- Ensure that safeguarding procedures are effectively implemented at school level
- Duty to report safeguarding concerns
- Receive termly reports (from DSL) regarding safeguarding compliance and monitor challenge
- Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism
- Hold the Headteacher to account on all matters involving safeguarding
- Monitor training records for academy personnel and ensuring compliance with safeguarding requirements
- Be assured that the single central record is kept up to date, noting when it was last checked for compliance
- Offer advice to monitor and challenge pupil attendance of individual school
- 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
- Review school suspension and exclusion rates, helping to identify trends and issues to ensure that behaviour is as good as it can be and that pupils are receiving the support that they require

CURRICULUM

- Monitor and evaluate the school's performance – outcomes for pupils
- Understand school level outcomes and support in the identification of school based curriculum targets
- Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school
- Offer advice in the implementation and evaluation of the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare
- Offer advice and monitoring to ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage
- Offer advice and monitoring to 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.
- Offer advice and monitoring to 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
- Offer advice and monitoring to ensure that continuing professional development for staff is aligned with the curriculum