

IRONSTONE ACADEMY Trust (“the MAT”)

Scheme of Delegation

For

All Academies within the Trust

Approved by Trustees

Applies from: 18 July 2018

Date of next scheduled review:

Publication/communication requirements: The Board of Trustees should ensure that a copy is provided to Members, Board Committees (including the Local Governing Body), the Chief Executive Officer and the Headteachers. The Document should also be published on the Trust and Academy websites.

INTRODUCTION

1. Purpose of the Scheme of Delegation

- 1.1 The primary purpose of this Scheme of Delegation (Scheme) is to inform those involved with the governance of the Academy of where decision making, advisory and other responsibilities lie within the MAT.
- 1.2 The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Trust.
- 1.3 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential.
- 1.4 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook, which is a separate document.

2. Adoption of the Scheme

- 2.1 This Scheme has been approved by the Board of Trustees and shall apply to the Academy from the date shown on the front cover.

3. How it has been determined

- 3.1 In determining this Scheme, the Trustees have been mindful that:
 - a. The Board of Trustees is ultimately accountable for the way in which the academies managed by the MAT are run and as such must be satisfied that delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
 - b. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is hoped that this will reduce the burden on the individual academies, which already have a heavy workload, and in appropriate cases achieve economies of scale.
 - c. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, the academy LGBs and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.

4. Termination and amendment

4.1 The Scheme will be subject to formal review annually. However, where the Board deems it appropriate, changes will be made in year.

4.2 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).

4.3 As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):

- Changes may need to be made as a result of lessons learned and development of best practice;
- Academies joining the academy trust and deemed to be providing less than good education at the point of conversion may have restricted delegated powers, although as and when support extended by the academy trust brings about sufficient improvement over time additional responsibilities and powers may be delegated to those academies;
- Where weaknesses develop in an academy's leadership and governance, or in particular areas, the MAT may need to intervene and remove delegations.

4.4 The academy trust has established a Head Teacher board which plays a key role in developing policy and practice, as well as planning school to school support for improving the quality of provision. The board itself has no delegated powers but will be consulted on a number of issues, as well as providing advice to the relevant decision-making body.

4.5 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. Where practicable, the Board will give the LGB an opportunity to comment before determining the Scheme of Delegation.

Delegation Matrix

4.6 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

IRONSTONE ACADEMY TRUST – SCHEME OF DELEGATION

Section	Area covered	Page Number (Scheme of Delegation)
A	Overarching Governance	
A1	Member matters	05
A2	Board matters	06
A3	LGB and other committee matters	09
A4	Miscellaneous	11
A6	Website reporting- See H Below	12
B	Strategy and leadership	
B1	Strategic planning and oversight	13
B2	Trust Growth	14
B3	School organisation	15
B4	Risk management	15
C	Staffing	
C1	Staffing structures	16
C2	Trust level appointments	17
C3	Academy level appointments	18
D	Pupil/Student matters	
D1	Education provision	20
D2	Behaviour, attendance and welfare	21
D3	School meals	22
D4	Admissions	22
E	Accessibility	23
F	Finance and procurement	24
G	Health and safety, insurance and premises and extended schools	26
H	Communications, information and complaints	
H1	External communications	28
H2	Complaints	28
H3	Information management	29

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

A. Overarching Governance

A1 Member matters

1.	Review and Amendment of Articles of Association	Decide	<Advise				<ul style="list-style-type: none"> Clerk advise and support with process Legal advice (as required) 	<ul style="list-style-type: none"> DfE and/or Charity Commission consent required in certain cases Must be filed at Companies House along with copy of special resolution and any required forms
2.	Call Members' Meetings	Decide	Decide				<ul style="list-style-type: none"> Clerk advise and support with process 	<ul style="list-style-type: none"> As a minimum, Members should hold an AGM once a year. Extraordinary meetings may also be called by Trustees or Members. Decisions may be made by written resolution between meetings in line with the process set out in the Articles of Association.
3.	Appoint/remove Members	Decide	<Advise	<Advise			<ul style="list-style-type: none"> Clerk to advise and support process. Trustees/CEO to advise on skills gap 	<ul style="list-style-type: none"> New members can only be appointed by existing members. Clerk to liaise with Trust personnel to ensure <ul style="list-style-type: none"> appropriate DBS and related checks made Details of Member and their interests are uploaded on Trust website

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

A2 Board matters								
4.	Appoint/remove Trustees	Decide	<Advise				<ul style="list-style-type: none"> • Clerk advise and support with process • Trustees to advise on skills gaps to inform decision making 	<ul style="list-style-type: none"> • The Members can appoint up to 16 trustees. • Code of Conduct should be agreed and all Trustees should be required to sign it • The clerk to liaise with appropriate Trust personnel to ensure that <ul style="list-style-type: none"> • appropriate DBS and related checks are made • Details of Trustees and their interests are uploaded on Trust website • Return must be filed at Companies House by the Clerk. • Chair of Board, Chief Executive and Clerk and others as appropriate to provide induction. • Trust Finance and Business Manager to place trustee information on 'Getting information on schools'
5.	Complete Trust Board skills audit and training plan annually		Responsible	<Advise			<ul style="list-style-type: none"> • Chair of Board to lead <ul style="list-style-type: none"> – Clerk/ CEO advise and support with process - Clerk to advise on emerging training needs 	<ul style="list-style-type: none"> • Chair of Board to follow up with Trustees on training requirements • Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises
6.	Appoint/Remove Chair of Trustees	Receive	Decide				<ul style="list-style-type: none"> • Clerk advise and support with process 	<ul style="list-style-type: none"> • Must not be an employee
7.	Appointment Vice Chair of Trustees	Receive	Decide				<ul style="list-style-type: none"> • Clerk advise and support with process 	<ul style="list-style-type: none"> • Must not be an employee
8.	Determine and allocate specific trustee portfolios		Decide				<ul style="list-style-type: none"> • Clerk/ CEO to advise based on skills audit 	<ul style="list-style-type: none"> • There will be an appointed trustee with a specific responsibility for safeguarding/ child protection. Other roles will be determined as and when required. • Trustees with specific portfolios should liaise with local governors in similar roles.

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
9.	Confirm Accounting Officer		Decide				<ul style="list-style-type: none"> Trust Finance and Business Manager to support and notify Secretary of State 	<ul style="list-style-type: none"> The Accounting Officer to be the Chief Executive (the role will be heavily supported by the Trust Finance and Business Manager and the Academy Head Teachers). Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.
10.	Appoint/remove Company Secretary		Decide	<Advise			<ul style="list-style-type: none"> CEO to advise and support. 	<ul style="list-style-type: none"> Should have relevant experience in school/company/charity governance. Reports directly to the Board Company Secretary duties to be carried out by the Clerk
11.	Determine Scheme of Delegation		Decide	<Advise	<Advise	<Advise	<ul style="list-style-type: none"> Clerk and Chief Executive advice and support LGBs and other Committees to provide advice on amendment based on experience of operation Head Teacher board to advise and make recommendations where necessary. 	<ul style="list-style-type: none"> The document will be reviewed every year or more frequently where the Trustees deem this to be desirable. Where practicable, the Board will give the LGB and Committees an opportunity to comment before determining the Scheme of Delegation. The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time.
12.	Board of Trustees' Annual Schedule of Business		Decide	<Advise	Receive		<ul style="list-style-type: none"> Chair of Board to lead, with Clerk advice and support with process Appropriate advice and input from Chief Executive and those responsible for planning LGB/other Committee Annual Schedule of Business 	<ul style="list-style-type: none"> Should be shared with LGB and other Committees to inform their work Chair of Board and Clerk to use to inform agenda setting Trustees should meet at least every three times a year

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
13.	Determine policy review process and schedule		Decide	<Advise	Decide where not determined by trustees	<Advise	<ul style="list-style-type: none"> • Clerk advice and support with process • Appropriate advice and input from Chief Executive (and other key employees) and those responsible for LGB/other Committee policy review 	<ul style="list-style-type: none"> • Needs to dovetail with annual schedule of business (see above). • Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place. • Review of policies to be conducted in accordance with process and schedule.
14.	Annual Review of Governance and Trust Board Effectiveness		Responsible				<ul style="list-style-type: none"> • Chair of Board to lead. • Clerk and Chief Executive advice and support with process 	<ul style="list-style-type: none"> • This should dovetail with the Committees' (including LGB's) reviews of their own effectiveness (see below). • The outcome of the review may impact on the level of delegation to LGBs and others under the Scheme of Delegation or otherwise. • Trustees to consider whether an external review of governance should take place.
15.	Annual Report and Financial Statements	Receive and scrutinise	Approve	<Advise, Approve			<ul style="list-style-type: none"> • Trust Finance and Business Manager to co-ordinate draft, with input from Chief Executive and Clerk • Auditors to review and sign off • Trustees and Accounting Officer must approve relevant sections 	<ul style="list-style-type: none"> • The Members should receive and scrutinise the accounts at their AGM. • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.
16.	Other company returns			Approve			<ul style="list-style-type: none"> • Trust staff to advise as appropriate e.g. HR Director, Trust Finance and Business Manager, clerk 	<ul style="list-style-type: none"> • To include key Companies House filings and DfE returns • Clerk to submit the confirmation statement
17.	Supplemental Reports to Members	Receive, Scrutinise	Approve	Advise			<ul style="list-style-type: none"> • The Chief Executive should co-ordinate the reports for input and approval by the Trustees. • The Chief Executive and the Trustees will be supported by others as appropriate e.g. Clerk, Trust Finance and Business Manager 	<ul style="list-style-type: none"> • The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports. • The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

A3 LGB and other committee matters								
18.	Determine and keep under review Committee framework including but not limited to composition and terms of reference		Decide	<Advise	Advise	<Advise	<ul style="list-style-type: none"> Chief Executive, Academy Head Teachers and Clerk to advise and support 	<ul style="list-style-type: none"> Consideration will need to be given as to: <ul style="list-style-type: none"> what Committees are required (under the Articles of Association/Funding Agreements/Academies Financial Handbook e.g. Audit/Finance, LGB) What additional Committees (board and/or LGB and/or shared) would be useful given the size of the MAT and the decision making functions that take place at each level of governance. Membership, terms of reference, reporting requirements, decision making and other procedures etc. of each Committee (please see below) Under the Articles of Association: <ul style="list-style-type: none"> The constitution, membership and proceedings of any committee must be determined by the /Trustees. The establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGBs) a majority of members of any such committee shall be Trustees. Except in the case of a LGB, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees. Academy trusts are required to establish a Trustee committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Trustees. Ironstone trustees have established a trust Finance and General Purposes Committee, Curriculum, Standards and Pupil Welfare Committee and has established local governing bodies.

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
19.	Appointing LGB governors- Non-elected		Decide	<Advise and Recommend	<Advise and recommend		<ul style="list-style-type: none"> • Clerk advise and support with process • Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises 	<ul style="list-style-type: none"> • Code of Conduct should be agreed and all Local Governors should be required to sign it • Clerk to liaise with appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • Details of Local Governors and their interests are uploaded on Academy website • Clerk, Academy Head Teacher and Chair of LGB (and others as appropriate) to lead induction.
20.	Appointing LGB governors-elected		Receive and Ratify	Decide and Report to board of trustees	<Advise and recommend		<ul style="list-style-type: none"> • Clerk advise and support with process 	<ul style="list-style-type: none"> • Code of Conduct should be agreed and all Local Governors should be required to sign it • Clerk to liaise with appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • Details of Local Governors and their interests are uploaded on Academy website • Clerk, Academy Head Teacher and Chair of LGB (and others as appropriate) to lead induction.
21.	Carry out staff and parent elections for LGB				Responsible	<Advise	<ul style="list-style-type: none"> • Clerk and Academy Head Teacher advise and support with process 	<ul style="list-style-type: none"> • Must be in accordance with any relevant provisions in Articles of Association, Scheme of Delegation and LGB Terms of Reference. • LGB to appoint, subject to trustee ratification in the event no-one puts themselves forward for election.
22.	Appoint Chair of LGB		Approve	<Advise and Recommend	Recommend		<ul style="list-style-type: none"> • Clerk advise and support with process 	<ul style="list-style-type: none"> • Must not be an employee.
23.	Appoint vice Chair of LGB			<Advise and Recommend	Decide		<ul style="list-style-type: none"> • Clerk advise and support with process 	<ul style="list-style-type: none"> • Must not be an employee
24.	Allocate specific local governor roles		Advise>	Advise>	Decide	<Advise	<ul style="list-style-type: none"> • Chair of LGB to lead, based on skills • Trustees to specify certain required roles to dovetail with own link Trustees (if applicable) 	<ul style="list-style-type: none"> • Allocated LGB members should work with Trustees allocated with specific responsibilities in their areas • LGB may choose to allocate additional link roles [e.g. Safeguarding/Child Protection, Health and Safety, Special Educational Needs, Pupil Premium] • All LGB members continue to have responsibility for these areas, despite any allocation of specific roles

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
25.	Determine LGB annual schedule of business		Advise	<Advise>	Responsible	<Advise	<ul style="list-style-type: none"> Chair to lead with Clerk advice and support with process Appropriate advice and input from Chief Executive, Academy Head Teachers and those responsible for planning other Annual Schedules of Business 	<ul style="list-style-type: none"> This needs to dovetail with the Board of Trustees' Schedule of business Chair and Clerk to use to inform agenda setting LGB should meet at least once each term
26.	Academy level Reporting to Trustees		Receive, Scrutinise	<Advise	Responsible		<ul style="list-style-type: none"> Clerk to advise. 	<ul style="list-style-type: none"> LGB minutes will be provided to Trustees as standard. The co-ordinated schedule of business should mean that this enables LGB advice to get to the Board in a timely manner to inform their decision making. The content and frequency of any additional LGB reports shall be specified by the Trustees. Additional Academy level reporting should be included in Chief Executive reports as appropriate (see above). The Trustees should receive the minutes and any additional reports at Board Meetings to enable appropriate discussion and scrutiny.
27.	Review of LGB effectiveness		Receive, Scrutinise	<Advise	Responsible	<Advise	<ul style="list-style-type: none"> Chair of LGB to lead, Clerk advice and support with process 	<ul style="list-style-type: none"> This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template). Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation. LGB to participate as required in any external review of governance required by the Trustees.
28.	LGB skills audit		Receive, Scrutinise	<Advise	Responsible	<Advise	<ul style="list-style-type: none"> Clerk advice and support with process 	<ul style="list-style-type: none"> Trustees may set a template. Trustees to receive details and may impact on areas of delegation Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises
A4	Miscellaneous							
29.	Determine governance policies and procedures for Trustees and Local Governors		Approve				<ul style="list-style-type: none"> Clerk to advise and support 	<ul style="list-style-type: none"> E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct Policies must be in accordance with Articles of Association

28.	Complete register of interests and keep under regular review	To complete	Responsible	To complete	To complete	To complete	<ul style="list-style-type: none"> • Clerk advice and support with process • Clerk to liaise with appropriate Academy personnel to ensure uploaded on website 	<ul style="list-style-type: none"> • Register of Interests should be brought to the attention of decision makers as appropriate. • Relevant staff members should also be identified and asked to complete
A5 Website reporting (See H1 Below)								

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HTs	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	-------------	--------	----------

B. Strategy and Leadership

B1 Strategic planning and oversight

1.	Set Trust vision and ethos statement		Decide	<Advise			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny Head Teachers board to advise where appropriate 	<ul style="list-style-type: none"> Chief Executive responsible for implementation In accordance with memorandum and objectives of the trust.
2.	Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process		Decide	<Recommend			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny 	<ul style="list-style-type: none"> Chief Executive responsible for ensuring objectives are met and for progress against Development Plan Development Plan must be in line with strategic objectives
3.	Set Academy vision and ethos statement		Advise>	Advise>	Decide	<Advise	<ul style="list-style-type: none"> Academy Head Teacher leading role in formulating for LGB scrutiny 	<ul style="list-style-type: none"> Must fit with Trust vision and ethos (Chief Executive to ensure) Academy Head Teacher responsible for implementation
4.	Set Academy's strategic objectives and determine Academy Development Plan and review process		Receive	<Advise>	Responsible	<Advise	<ul style="list-style-type: none"> Academy Head Teacher leading role in formulating (in conjunction with the Chief Executive) for LGB scrutiny 	<ul style="list-style-type: none"> Must fit with Trust strategic objectives, KPIs and Plan (Chief Executive to ensure) and reflect Ofsted outcomes Development plan must be in line with strategic objectives Board of Trustees may provide templates

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
5.	Complete Academy Self-Evaluation		Receive	Scrutinise	Responsible	<Advise	<ul style="list-style-type: none"> Academy Head Teacher leading role in formulating for LGB scrutiny 	<ul style="list-style-type: none"> Self-evaluation to reflect progress against Development Plan Trust board may provide templates Chief Executive to scrutinise and report on outcomes to the Board
6.	Involvement in Ofsted inspections		Responsible	Responsible	Responsible	Responsible		<ul style="list-style-type: none"> Trustees and LGB members will be involved as appropriate in Ofsted inspections The Academy Head Teacher will notify the Chief Executive, Chair of the Board and the Chair of the LGB that an inspection has been notified and what involvement is needed from the Board and the LGB.
B2 Trust Growth								
7.	Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)		Decide	<Advise			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny. Trust Finance and Business Manager to support and advise. 	<ul style="list-style-type: none"> Chief Executive to manage process in accordance with agreed protocol This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate HR, Finance, buildings, legal etc advice
8.	Decide to take on a new academy/open a free school	Receive	Decide	<Advise			<ul style="list-style-type: none"> Trustees to obtain appropriate legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust
9.	Approve legal documentation associated with academy conversions		Approve	<Advise			<ul style="list-style-type: none"> Trustees will obtain appropriate Legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> Trustees must understand the documentary framework and what is being agreed to by entering into it.
10.	Agreeing significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range, re-brokerage , academy	Receive	Decide	<Advise	Consult	<Advise		<ul style="list-style-type: none"> DfE consent may be required Trustees will obtain appropriate legal advice

	amalgamation and closure)							
B3 School Organisation								
11.	Determining school session and term dates		Receive	Advise>	Decide	<Advise		<ul style="list-style-type: none"> Trustees will monitor and from time to time issue instruction
12.	Collaboration and partnership agreements		Decide (See comments)	Decide				<ul style="list-style-type: none"> When requires entering into formal/ legal agreement, decision making would rest with trustees.
B4 Risk Management								
12.	Determine overall risk management policy and processes		Decide	<Advise			<ul style="list-style-type: none"> Chief Executive to lead, advise and co- ordinate input from Trust Finance and Business Manager and other trust level staff. Finance & General Purposes Committee to advise. 	<ul style="list-style-type: none"> To include template risk register and frequency of review
13.	Review and complete Trust risk register		Responsible	<Advise			<ul style="list-style-type: none"> Chief Executive to lead, advise and co- ordinate input from Trust Finance and Business Manager and trust level staff. Finance & General Purposes Committee to advise. 	<ul style="list-style-type: none"> Using agreed risk register template To reflect major Academy specific risks as appropriate
14.	Review and complete academy level risk register		Receive	Oversee	Responsible	<Advise	<ul style="list-style-type: none"> Academy Head Teacher to lead, advise and co- ordinate input from senior Academy staff 	<ul style="list-style-type: none"> Using agreed risk register template To inform Trust risk register review
15.	Ensuring adequate insurance arrangements in place to mitigate against identified risks – including insurance for land and trust & academy operations		Decide (Finance & General Purposes Committee to recommend)	Recommend <Advise		<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to advise and support 	<ul style="list-style-type: none"> To include Trustee & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc. as required Chief Executive to ensure details of insurance policy requirements appropriately disseminated Must be in accordance with the Articles of Association

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

C. Staffing

C1 Staffing structures

1.	Determining staffing structure– Trust level (including organisational restructuring)		Decide	<Advise			<ul style="list-style-type: none"> Chief Executive and Trust Finance and Business Manager to advise Advice from head teacher board Trust Board’s Finance and General Purposes Committee to support the board HR provider to advise 	<ul style="list-style-type: none"> This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions.
2.	Determining staffing structure – Academy level (including organisational restructuring)		Decide	<Advise>	Recommend	<Advise	<ul style="list-style-type: none"> Chief Executive to lead and advise with academy level input Trust Finance and Business Manager advises Trust Board’s Finance and Resources Committee to support Board 	<ul style="list-style-type: none"> This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions. The academy head teacher can appoint to fixed term and temporary staff.
3.	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook including appraisal and capability procedures		Decide	<Advise			<ul style="list-style-type: none"> Chief Executive to lead and advise Trust Board’s Finance and Resources Committee to support Board HR provider to advise 	<ul style="list-style-type: none"> Need to ensure local differences and TUPE considerations taken into account Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses Chief Executive to report to Trustees on any material concerns about operation of policies and procedures

4.	Carry out and maintain central record of recruitment and vetting checks on staff		Scrutinise (Safeguarding Trustee)	Responsible – Trust level staff Oversee – Academy staff	Scrutinise ACADEMY LEVEL (Safeguarding LGB member)	Responsible – Academy staff	<ul style="list-style-type: none"> Chief Executive responsible for Trust wide staff, Academy Head Teacher responsible for Academy staff (Trust Finance and Business Manager to advise and manage) 	Individual schools to ensure all checks are carried out.
----	--	--	-----------------------------------	--	--	-----------------------------	--	--

C2 Trust level appointments

5.	Appoint and dismiss of Chief Executive		Decide				<ul style="list-style-type: none"> HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Head teacher board may be invited to engage with the recruitment process.
6.	Performance Management and pay review of Chief Executive		Responsible				<ul style="list-style-type: none"> Chair of the Board HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Panel of should be selected to carry out the performance management. Mr R Carter will be a trustee on the panel. Two governors from Normanby Primary School will also make up the panel.
7.	Appoint and dismiss of Chief Financial Officer (or equivalent)		Decide	<Advise			<ul style="list-style-type: none"> HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Chief Executive To act as chief financial officer for delivery of Trust's detailed accounting requirements This individual should attend board meetings (and committee meetings as appropriate)
8.	Appoint and dismiss of other senior trust wide posts		Decide	<Advise			<ul style="list-style-type: none"> HR provider advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Chief Executive No other posts identifies at the moment. Presently school improvement expertise sourced from within the trust, according to identified strengths.
9.	Performance management and pay review of senior trust wide appointments		Receive	Responsible			<ul style="list-style-type: none"> HR provider advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

C3 Academy level appointments								
10.	Appointment / dismissal of Academy Head Teacher		Decide	<Advise	Recommend		<ul style="list-style-type: none"> HR Provider Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Chief Executive and trustee panel to interview and recommend. Chair of LGB (or nominated person) will sit on panel. Line managed by Chief Executive.
11.	Performance management of Academy Head Teacher			Decide	<Advise		<ul style="list-style-type: none"> HR Provider to support and advise Independent advisor should support appraisal process 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Advisory panel made up of LGB members to recommend to chief executive (also present)
12.	Pay Review of Academy Head Teacher		Responsible	<Advise	<Advise		<ul style="list-style-type: none"> HR Provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Pay Review Committee made up of 3 trustees
13.	Appoint and dismiss senior academy leaders (including deputies and SENCO if part of the senior academy leaders)			Recommend >	Decide	<Recommend	<ul style="list-style-type: none"> HR Provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGB panel plus Academy Head Teacher to interview and decide in liaison with CEO. Line managed by Academy Head Teacher
14.	Pay Review/ Progression of Academy Senior leaders			Recommend >	Decide	<Advise/recommend	<ul style="list-style-type: none"> HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Subject to cross multi academy trust moderation
15.	Appointment of academy business manager or equivalent			Advise>	Decide		<ul style="list-style-type: none"> HR Provider, Trust Finance and Business Manager and CEO to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Appointment Panel made up of LGB and Trust Finance and Business Manager: <ul style="list-style-type: none"> Head of Academy Trust's Trust and Finance Business Manager Chair of Local Governors/Chair of Finance & General Purposes Committee Line managed by Academy Head Teacher

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
16.	Appointment other Academy staff positions				Receive	Decide	<ul style="list-style-type: none"> HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Academy Head Teacher may invite LGB governors to sit on interview panels Line managed by Academy Head Teacher or other SLT member
17.	Dismissal of other Academy staff positions					Decide	<ul style="list-style-type: none"> HR provider to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies A panel of local governors may undertake if cannot be carried out by academy head teacher because of prior involvement.
18.	Performance management and pay review of Academy level appointments (other than Academy Head Teacher)		Responsible (if outside of Pay Policy Guidelines)	Decide (unless outside Pay Policy Guidelines)	Recommend	Recommend	<ul style="list-style-type: none"> HR Provider and External Advisor to support and advise CEO to advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line manager to run process and submit recommendations to the Academy Head Teacher Where the Academy Head Teacher is not the line manager, the Academy Head Teacher may be involved in process (as appropriate)

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

D. Pupil/Student matters

D1 Education provision

1.	Standards of teaching		Oversee	Responsible (Trust wide) <Advise	Responsible	Responsible (Academy level) <Advise	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required Analysis of standards information to be provided by Academy Head Teacher to LGB and Chief Executive to enable appropriate scrutiny 	<ul style="list-style-type: none"> Academy Head Teacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Chief Executive. Trustees & Members to receive agreed level of reporting (see section A above).
2.	Pupil progress and attainment		Responsible	Responsible <Advise	Oversee,	Responsible <Advise	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required Analysis of progress and attainment to be provided by Academy Head Teacher to LGB and Chief Executive to enable appropriate local scrutiny 	<ul style="list-style-type: none"> Academy Head Teacher responsible for progress and attainment and securing improvement at Academy level, under oversight of Chief Executive and LGB. Trustees & Members to receive agreed level of reporting (see section A above) Key role for Trust Curriculum, Standards and Pupil Welfare Committee.
3.	Agree curriculum policy and provision		Oversee	Approve	Recommend	<Advise	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required 	<ul style="list-style-type: none"> Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board Academy Head Teacher is to implement the policy
4.	Collective Worship and Sex Education curriculum		Oversee	Approve	<Advise			<ul style="list-style-type: none"> Policies may vary depending on needs of academy, providing statutory requirements are met

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
5.	Examinations					Responsible		<ul style="list-style-type: none"> Academy Head Teacher to ensure appropriate arrangements put in place for examinations
6	Careers advice provision				Oversee	Responsible		
7.	Community and after school provision (extended schools)				Oversee	Responsible	<ul style="list-style-type: none"> See section G below in relation to use of school premises 	
D2 Behaviour, attendance and welfare								
8.	Determining behaviour and discipline policy (including exclusions)		Approve	Oversee	<Advise	Recommend		<ul style="list-style-type: none"> Academy Head Teacher to implement, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy Trustees agree general behaviour principles
9.	Exclusions – decision to exclude and notification of exclusions				Receive	Responsible		<ul style="list-style-type: none"> Must be in accordance with the Exclusions Guidance
10.	Exclusions – to review overall pattern and use of exclusions			Oversee	Responsible	<Advise		<ul style="list-style-type: none"> Trustees to receive agreed level of reporting
11.	Exclusions – arrange alternative provision				Oversee	Responsible		<ul style="list-style-type: none"> Arrange alternative provision in accordance with Exclusions Guidance
12.	Exclusions – to review exclusion decisions and consider reinstatement in applicable cases				Responsible			<ul style="list-style-type: none"> Can be delegated to sub-committee of at least 3 LGB members Can be delegated to Chair of LGB where permitted by statutory guidance
13.	Exclusions – Determine Arrangements for independent appeals panel		Responsible	<Advise			<ul style="list-style-type: none"> Advice and support from Clerk. 	<ul style="list-style-type: none"> Must be in line with exclusions statutory guidance

14.	Pupil attendance		Receive report	Oversee	Oversee	Responsible		<ul style="list-style-type: none"> Trustees to receive agreed level of reporting
15.	Attendance Policy		Decide	<Recommended	Oversee	Implement	<ul style="list-style-type: none"> Advice from head teacher board 	
16.	Safeguarding and child protection policy		Approve	Recommend Oversee	Oversee ACADEMY LEVEL			<ul style="list-style-type: none"> Academy Head Teacher to implement at academy level, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy
17.	Home School Agreement				Approve	<Recommended	<ul style="list-style-type: none"> Head teacher board to advise and support 	<ul style="list-style-type: none"> Academy Head Teacher responsible for coordinating and managing
D3 School meals								
18.	Provision of school meals				Oversee	Responsible		<ul style="list-style-type: none"> Must include provision of free school meals to those eligible Must be in accordance with nutritional standards
D4 Admissions								
19.	Determining admissions policy		Approve	<Advise	<Advise	<Advise	<ul style="list-style-type: none"> Head teacher board to advise Clerk to advise 	<ul style="list-style-type: none"> Must be in line with the Statutory Code of Practice
20.	Admissions application decisions				Responsible	<Advise		<ul style="list-style-type: none"> Academy Head Teacher responsible for coordinating and managing process Must be in accordance with published admission arrangements Can be carried out by LGB sub-committee
21.	Arrangement of independent appeals panel			Advise>	Responsible	<Advise	<ul style="list-style-type: none"> Support and advice is provided by Redcar and Cleveland admissions team 	<ul style="list-style-type: none"> Must be an independent panel established in accordance with the Admissions Appeals Code
22.	Appeals against LA directions to admit pupils			Advise >	Responsible	<Advise		Academy Head Teacher responsible for managing process and in accordance with published admission arrangements

DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
----------	---------	-------------------	-----------------	-----	------------	--------	----------

E. Accessibility							
1.	Accessibility plan				Responsible	Recommend	<ul style="list-style-type: none"> Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information)
2.	Equality information and objectives statement and equality objectives		Approve	Recommend	Advise	<Advise	<ul style="list-style-type: none"> Chief Executive to co-ordinate process with input from Academy Head Teacher and others as required Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.
3.	Determine SEND and inclusion policies		Approve	Recommend	Recommend	<Advise Responsible	<ul style="list-style-type: none"> Advice from SENCO To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums Trustees may provide templates for tailoring at local level There should be a member of the LGB with specific oversight of the school's arrangements for SEN and disability Academy Head Teacher to implement at Academy level (overseen by Chief Executive) Chief Executive to report to Trustees on any material concerns about operation of policy
4.	Reviewing and challenging effectiveness of SEND and inclusion policies and decisions		Responsible (Trust wide)	<Advise	Responsible (Academy level), Advise	<Advise	<ul style="list-style-type: none"> Review to be completed at least annually
5.	SEN information report		Approve	<Advise	Recommend	<Advise	<ul style="list-style-type: none"> The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible Contains details about the implementation of the SEN policy Trust Board may provide templates to enable co-ordinated reporting

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

F. Finance and procurement								
1.	Appoint/remove auditors	Decide	Recommend				<ul style="list-style-type: none"> Trust Finance and Business Manager to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee To be appointed annually at the AGM
2.	Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party		Decide (Finance and General Purposes Committee to recommend)				<ul style="list-style-type: none"> Trust Finance and Business Manager to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee Finance and General Purposes Committee to determine the scope of work for the Internal Audit/Responsible Officer/Additional Assurance report, ensure relevant standards are met and is compliant with relevant guidelines.
3.	Respond to auditors' report/advice		Oversee (Trust level) Responsible (Finance & General Purposes Committee)	Responsible (Trust level) <Advise	Oversee (Academy level matters)	Responsible (Academy level matters) <Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to support, with assistance from Academy Finance Manager at Academy level 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee.
4.	Annual Report and Accounts	Receive, scrutinise	Approve (Finance & General Purposes Committee to scrutinise and recommend)	<Advise, Approve			<ul style="list-style-type: none"> Trust Finance and Business Manager to co-ordinate draft, with input from Chief Executive and Clerk Auditors to review and sign off Trustees and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee The Members should receive and scrutinise the accounts at their AGM The document should be filed with Companies House and the DfE and uploaded onto the Trust's website
5.	Establish financial policies, procedures, regulations and internal financial		Approve (Finance and General Purposes Committee to	Recommend <Advise			<ul style="list-style-type: none"> Trust Finance and Business Officer to support and advise 	<ul style="list-style-type: none"> Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy, expenses policy etc and reflect who can sign off on financial reporting etc. Key role for Finance and General Purposes Committee to provide assurance to Trust Board on compliance with AFH

	controls		recommend)					<ul style="list-style-type: none"> Academy Head Teachers to implement at Academy level, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy
6.	Agree a funding model for Trust (including academies)		Approve	Recommend	<Advise	<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee LGB and Trust Board to consider and assess implications of DfE indicative funding of Academies when agreeing a funding model.
7.	Set Trust budget		Approve	<Advise			<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee
8.	Monitor trust wide expenditure		Responsible	<Advise			<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee
9.	Set academy budget		Approve	<Advise	Recommend	<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise LGB to make recommendations with support and advice from academy business managers 	<ul style="list-style-type: none"> Must be in line with overall Trust budget Key role for Finance and General Purposes Committee Trust Board to approve budget headings and areas of expenditure, including the level and use of contingency funds or balances.
10.	Monitor academy expenditure		Oversee	<Advise	Responsible	<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> Expenditure must be in line with agreed budget Regular reporting to take place by Trust Finance and Business Manager to inform Trust wide monitoring
11.	Determine central services provision, establish own central operations and/or procure from third parties		Approve	<Advise	Recommend	<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> Key role for Finance and General Purposes Committee LGB to recommend services they wish to procure from third parties as part of their budget recommendations.
12.	Agree banking arrangements		Approve				<ul style="list-style-type: none"> Trust Finance and Business Manager to support and advise 	<ul style="list-style-type: none"> All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
13.	Agree corporate and trust wide contracts for services		Approve	Recommend				<ul style="list-style-type: none"> Head Teacher board to advise on requirements and specification

14.	Agree local academy contracts or other binding agreements		Approve	<Advise	Recommend		<ul style="list-style-type: none"> • Authorities and limits as contained in the MAT Financial Regulation Manual
15.	Approve Capital Programme and funding bids		Receive	Responsible	<Advise		<ul style="list-style-type: none"> • Key role for Finance and General Purposes Committee to monitor and advise
16.	Asset register			Responsible – TRUST WIDE		Responsible – ACADEMY LEVEL	<ul style="list-style-type: none"> • Trust Finance and Business Manager to support and advise

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

G. Health and safety, Premises and Extended Schools

1.	Approval of Health and safety policy and arrangements		Approve, Oversee (Finance & General Purposes Committee to recommend)	Responsible	Oversee	Responsible		<ul style="list-style-type: none"> Chief Executive responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively Academy Head Teachers to implement policy at Academy level and oversee operation of procedures (overseen by Chief Executive and advising Chief Executive in relation to significant issues). Policy to include appropriate reporting mechanisms at Member, Trustee and LGB level.
2.	Agree site strategy and development plan		Decide	<Advise	Advise	<Advise	<ul style="list-style-type: none"> CEO and Trust Finance and Business Manager to advise and support 	
3.	Maintenance of premises				Oversee	Responsible		
4.	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)		Oversee	Oversee	Oversee	Responsible		<ul style="list-style-type: none"> Academy Head Teachers to ensure appropriate documents in place (overseen by the Chief Executive). Chief Executive to report any material concerns to Trust Board and LGB
5.	Approving Capital projects/building works		Decide		<Advise		<ul style="list-style-type: none"> CEO to advise and support 	<ul style="list-style-type: none"> LA lease should be checked prior to any works on LA land and any necessary consents obtained All necessary DfE approvals should be obtained

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
6.	Managing Academy capital projects/building works/maintenance				Decide	<Advise	<ul style="list-style-type: none"> CEO/ Trust Finance and Business Manager/ Academy Business Managers to advise and support 	<ul style="list-style-type: none"> All necessary DfE processes should be followed
7.	Security of Premises and equipment: oversee and monitor Academy activities				Responsible	Responsible		<ul style="list-style-type: none"> Chief Executive to oversee overarching arrangements across Trust.
8.	Acquiring and disposing of land (including leases, licences and easements)		Decide	<Advise	Recommend (Academy specific)	<Advise	<ul style="list-style-type: none"> Trust Finance and Business Manager to advise and support 	<ul style="list-style-type: none"> LA lease should be checked prior to making any disposal of LA land All necessary DfE approvals should be obtained
9.	Determining permissible external and community use policy (letting/licencing/ shared use arrangements)			Decide				<ul style="list-style-type: none"> Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents Policy should reflect what happens to any revenue generated from such use.
10.	Managing external and community use			Oversee	Oversee	Responsible	<ul style="list-style-type: none"> Local business manager to advise and support 	<ul style="list-style-type: none"> Must be in accordance with agreed policy

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

H. Communications, Information and Complaints

H1 Communications

1.	Trust prospectus		Oversee	Responsible				
2.	School prospectus/ or website			Accountable	Oversee	Responsible	<ul style="list-style-type: none"> Trust will provide advice and support for the schools to audit 	<ul style="list-style-type: none"> Chief Executive to ensure prospectus in line with Trust requirements (templates will be provided)
3.	Trust website		Oversee	Responsible			<ul style="list-style-type: none"> Clerk to support on compliance 	<ul style="list-style-type: none"> Chief Executive to ensure legally compliant and that it dovetails appropriately with Academy websites
4.	Academy website			Oversee	Oversee	Responsible	<ul style="list-style-type: none"> Clerk to support on compliance 	<ul style="list-style-type: none"> Academy Head Teacher to ensure legally compliant, overseen by Chief Executive Chief Executive to ensure dovetails appropriately with Trust website.
5.	Freedom of Information policy, publication scheme and guide to information		Approve	Recommend			<ul style="list-style-type: none"> DPO to support and advise 	
6.	Approving press statements		Approve (Chair, as appropriate)	Approve (Trust matters)		Approve (Academy matters)		<ul style="list-style-type: none"> Press statements that are of a controversial nature should be referred to the CEO for their approval (and the Chair where appropriate)
7.	Engagement with stakeholders		Oversee and Agree processes	Responsible (Trust wide)	Oversee and Agree processes	Responsible (academy)		<ul style="list-style-type: none"> Report to LGB termly

H2 Complaints

8.	Determining complaints policy and procedure statement		Approve	Recommend				<ul style="list-style-type: none"> Policy to provide for local management of complaints, with escalation to Trust Board where necessary. Policy to include appropriate reporting at Trustee and LGB level.
----	---	--	---------	-----------	--	--	--	--

9.	Implementation of complaints policy and procedures			Responsible Oversee (Trust wide)	Oversee (Academy level)	Responsible (Academy level)		<ul style="list-style-type: none"> • Chief Executive to implement in relation to trust wide complaints, Academy Head Teacher to implement in relation to Academy complaints, overseen by Chief Executive • Chief Executive to report to Trustees on any material concerns about operation of policy
10.	Information reporting – e.g trends to inform other policies		Receive and review	Report to Trustees (trust wide)	Receive	Report to LGB (academy level)	<ul style="list-style-type: none"> • Clerk to support process 	<ul style="list-style-type: none"> • Clerk to support process for managing and hearing complaints

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	ACADEMY HT	ADVICE	COMMENTS
--	----------	---------	-------------------	-----------------	-----	------------	--------	----------

H3 Information Management								
11.	Data protection and document management policy		Approve	Recommend < Advise			<ul style="list-style-type: none"> DPO to advise 	<ul style="list-style-type: none"> Policy to include appropriate reporting at Trustee and LGB level.
12.	Implementation of data protection policy and procedures		Oversee	Responsible Oversee	Oversee (Academy level)	Responsible (Academy level)	<ul style="list-style-type: none"> DPO to support and advise. 	<ul style="list-style-type: none"> Academy Head Teacher to notify LGB and Chief Executive of any material concerns/breaches to Chief Executive. Chief Executive to report any material concerns/breaches to Trust Board
13.	Pupil records (including attendance register)			Oversee	Oversee	Responsible	<ul style="list-style-type: none"> DPO to support and advise. 	

