

GOVERNANCE (continued)	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees' Audit Ctee	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher/ Executive Headteacher	Finance Director	Facilities & Compliance Manager
Appointment and Removal of ATC Members to Local Governing Bodies		✓									
Power to co-opt and remove members to LGB (having any regard to views of Trustees)					✓						
Approval of appointment of First Local Governors (i.e. newly established Local Governing Bodies)		✓									
Appointment of Secretary to the Trustees and to Committees		✓									
Appoint Chair and Vice-chair of Local Governing Body		✓									
Power to appoint committees, determine constitution, membership and proceedings of committees		✓									
Determine functions and proceedings of Local Governing Bodies		✓									
Power to manage the business of the Company and exercise all the powers of the Company		✓									
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)			✓								
Power to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object (as delegated by Trustees)			✓								
Ability to give views on suitability of appointments to LGB membership (not elected categories)		✓									
Power to appoint and remove co-opt members of Local Governing Body from office		✓									
Duty to comply with direction of Trustees			✓	✓	✓	✓	✓	✓	✓	✓	✓
Duty to adhere to instructions given by CEO								✓	✓	✓	✓
Duty to adhere to instructions given by Regional Hub Leads									✓		
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			✓				✓				
Duty to inform CEO of any Ofsted visit or investigation					✓			✓	✓		
Responding to any investigation by a regulatory body (e.g. ESFA)		Chair					✓				
Determination membership and roles of sub-committees of Local Governing Bodies (having regard to any views of Trustees)					✓						
Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)					✓						
Holding LGB to account for performance of schools		✓									
Obligation to ensure high standards overall		✓									
Put systems in place to ensure quality, safety and good practice		✓									
Schools self-evaluation and quality assurance					✓						
Responsibility for challenging and monitoring standards and reporting to Trustees					✓						
Setting and review of the curriculum, having regard to any views of the Trustees /CEO					✓						
Determining school session times					✓						
Considering formal complaints (stage 2)						Chair or ctee (✳)			✓ (✳)		
Considering formal complaints (stage 3)		Chair or ctee (✳)				Chair or ctee (✳)					
Determination of Published Admission Policy and written consent to changes to admission criteria		✓									
Application of Admissions Policy					✓				✓		

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Monitor and challenge pupil attendance					✓						
Decision to expand any academy		✓									
Determining or changing the name of an academy		✓									
Power to exclude pupils									✓		
Consideration of representations from parents re. exclusions						✓					
Consideration of fixed term and permanent exclusions						✓					
Determine school holidays with view of LGB		✓									
Authority to enter into Funding Agreements, leases and other legal processes relating to acquisition of academies into the Trust		✓					✓				

(❖) – depending on nature of complaint

PREMISES MANAGEMENT	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees' Audit Ctee	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher/ Executive Headteacher	Finance Director	Facilities & Compliance Manager
Prepare reports in relation to buildings and facilities											✓
Ensure a suitable programme of estate compliance and strategy is in place							✓	✓			✓
Make recommendations to Trustee and Senior Leaders re. capital requirements / expenditure										✓	✓
Exercise responsibilities for maintenance of the buildings and facilities, having due regard to the safety of the users and the legal responsibilities of the Trustees in relation to buildings and facilities			✓		✓		✓	✓	✓		
Receive and consider estate management strategy / plan		✓									
Execute/monitoring of estate management strategy/plans			✓								
Determine level of capital investment in buildings and facilities taking account of feedback from local governance			✓								
Determine priorities in relation to capital projects/expenditure			✓								
Ensure all premises staff have received relevant training in line with their role									✓		✓
Disposal or acquisition of land and property		✓									
Insuring the land and buildings used by the academies		✓								✓	✓
Participate in inspections of academy premises alongside representative of WISE Estates Team (i.e. in relation to H&S) and monitor actions in line with Trust policies					✓						
In conjunction with the Trustees contribute to the estate management strategy.					✓						
Ensure timely reports are produced to demonstrate statutory compliance in line with the Estate Strategy											✓
Incurring capital expenditure which is provided for within agreed budget in line with financial procedures							✓	✓	✓		

EMPLOYMENT	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	HR Director
SALARY ISSUES											
Arrange annual appraisal of CEO		✓									
Conduct annual appraisal of Regional Hub Leaders							✓				
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									✓		
Arrange annual appraisal of Head Office Staff/ and make recommendations on pay							✓				
Arrange annual appraisal of other academy staff and make recommendations on pay where appropriate									✓		
Annual determination of salary of CEO			✓								
Annual determination of salary of Headteacher and other leadership group staff			✓								
Annual determination of salary of other Teachers based on recommendation of Headteacher			✓								
Consideration of re-grading claims from support staff (Academy based staff)								✓			
Consideration of re-grading claims from support staff (staff in Head Office)			✓								
Consider salary appeals across the Trust		✓ II									
GRIEVANCE											
Initial consideration of grievance (academy based staff)									✓		
Appeals against grievances (academy based staff)						✓					
Initial consideration of grievance (HTs or Head Office staff)							✓				
Consideration of grievance where concerning CEO			✓								
Appeals against grievances (HT or Head Office staff)		✓ II									
Initial consideration of grievance (CEO)		Chair									
Consideration of grievance (CEO) where Trustees already considered or where concerning Trustees		✓ II									
DISCIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)											
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (staff in academies)									✓		
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Head Office staff)							✓				
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)			✓								
Initial determination on dismissals of employees (All staff at academies and Head Office)							✓				
Initial determination on dismissals of CEO			✓								
Appeals from staff in respect of sanctions/dismissals previously considered (All academy and Head Office staff)		✓ II				✓					

EMPLOYMENT Continued.....	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	HR Director
SUSPENSION											
Suspend academy staff									✓		
Suspend Headteacher/Regional Hub Leads/Head Office staff							✓				
Suspend CEO		Chair									
Lift suspension academy staff (i.e. where no action)									✓		
Lift suspension of Headteacher/Regional Hub Leads/Head Office staff (i.e. where no action)							✓				
Lift suspension of CEO		Chair									
GENERAL											
Consider requests for flexible working (academy staff –other than Leadership)								✓			
Consider requests for flexible working (Leadership/Director of Leads/Head Office staff/CEO)			✓								
Appeals against Flexible working (All staff)		✓ II									
Appeals against Flexible working (Leadership /Head office staff)		✓									
Consider conflicts Code of Conduct declarations/disclosures							✓				
Authorising of Settlement Agreements – up to £20,000							✓				
Authorising of Settlement Agreements – between £20,001 - £50,000			✓								
Authorising of Settlement Agreements – Over £50,000 *											
Ensure that all personnel records are passed to Head Office team for inclusion in central employment records							✓	✓	✓		

II denotes Committee of Trustees to be formed if needed

@ may include Local Governing Body representation

* EFA approval

FINANCIAL MANAGEMENT PROCEDURES continued.....	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees' Audit Ctee	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher/ Executive Headteacher	Finance Director	Facilities & Compliance Manager
PURCHASING GOODS OR SERVICES											
Authorise expenditure up to £5,000									✓		
Authorise expenditure between £5,001 - £10,000								✓			
Authorise expenditure between £10,001 - £20,000							✓				
Authorise expenditure over £20,000			✓								
Approve all Trust Service Level Agreements			✓								
Authorised signatory for entering into contracts, variation or terminating contracts (up to £20,0000)							✓				
Authorisation of contracts, variation or terminating contracts (over £20,0000)			✓								

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RISK MANAGEMENT/INTERNAL ASSURANCE											
Ensure that Trust risk management arrangements are in place		✓								✓	✓
Responsibility to develop risk management strategies							✓			✓	✓
Agree the internal assurance work programme				✓							
Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues				✓							
Monitor the implementation of agreed recommendations relating to Internal Assurance reports				✓							
Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor				✓							
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.				✓							
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.				✓							
Recommend the annual financial statements to the Academy Trust for approval.				✓							
Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.				✓							
Monitor and implementation of Risk Management procedures				✓							
Duty to ensure that appropriate risk management systems are in place external (Residential) visits Category 2									✓		
Duty to ensure that appropriate risk management systems are in place external (Residential) visits Category 3								✓			
Review the Academy Trust's anti-fraud arrangements				✓							
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed				✓							
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										✓	✓
Prepare / contribute to Local Risk Registers									✓		✓
At least annually review the Trust's risk register and focus on key risks throughout the year				✓							✓
At least annually review the Local risk register and focus on key risks throughout the year (academy level)				✓	✓						
Approve and review Business Continuity Plans				✓			✓				
Keep under review risk management plans – academy level					✓			✓			✓
Ensure school website is compliant and fit for purpose								✓	✓		
Monitoring of the website compliance					✓						
Ensuring that data protection/GDPR compliance				✓			✓	✓	✓		✓

GENERAL	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	Facilities & Compliance Manager
Ensure the self-assessment tool and Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development					✓						
Hold the Headteacher to account on all matters involving safeguarding					✓						
Monitor and evaluate the use of Pupil Premium funding and PE Sports Grant and hold the Headteacher to account					✓						
To develop, monitor and approve the School Development Plan/SEF					✓						
Monitor and evaluate the schools performance – outcomes for pupils		✓			✓						
Monitor Health & Safety Action Plans				✓	✓						
Engage with parents, carers and other stakeholders and agencies to support all pupils					✓						
Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism		✓			✓						
Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition		✓			✓						
Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school		✓			✓						
Provide support for an effective Headteacher or are hindering school improvement because of lack of understanding of the issues facing the school					✓						
Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school		✓			✓						
Authorisation to make statements in response to media enquiries		Chair					✓				
Contribute to / determine marketing strategies for academies					✓		✓	✓	✓		
Take decisions on unavoidable closure/ emergency closure of academies							✓	✓			
Authorise changes to the name of the company	✓										
Determining the name of academies		✓									
Take decisions on the logo / branding of the company		✓									
Take decisions on the logo / branding of the academies		✓									
Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		✓									

