

Put systems in place to ensure quality, safety and good practice		✓											
GOVERNANCE (continued)	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub Ctee	CEO	Regional Hub Lead	Headteache r/ Executive Headteache	Finance Director	Health & Safety Officer	Notes
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 (❖)			✓ (❖)			LGB sub-committee members can be drawn from across the Trust
Considering formal complaints (stage 3)		Chair or ctee (❖)					Chair or ctee (❖)						LGB sub-committee members can be drawn from across the Trust
Determination of Published Admission Policy and written consent to changes to admission criteria		✓											
Application of Admissions Policy		✓								✓			
Monitor and challenge pupil attendance of individual school						✓							
Monitor and challenge pupil attendance across the Regional Hub					✓								
Decision to expand any academy		✓											
Determining or changing the name of an academy		✓											
Power to exclude pupils										✓			
Consideration of representations from parents re. exclusions							✓						LGB sub-committee members can be drawn from across the Trust
Consideration of fixed term and permanent exclusions							✓						LGB sub-committee members can be drawn from across the Trust
Monitor use of exclusions and attendance rates across the Regional Hub					✓								
Determine school holidays		✓											
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	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher/ Executive Headteacher	Finance Director	Health & Safety Officer	Notes
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			✓		✓	✓		✓	✓	✓			
Receive and consider estate management strategy / plan		✓											
Execute/monitoring of estate management strategy/plans			✓										
Determine level of capital investment in buildings and facilities.			✓										
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						✓							
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								✓	✓	✓			
Monitor compliance of buildings across the Regional Hub					✓								
Monitor Health & Safety Action Plans				✓		✓							
Monitor Health & Safety action plans and hold Regional Hub Lead to account in relation to completion of any actions					✓								
Receive and challenge accident near miss reports across the Regional Hub					✓								
Incurring capital expenditure which is outside of that provided for within agreed budgets			✓										
Hire of premises – Complete appropriate paperwork in line with Lettings Policy										✓			
Hire of premises – approve compliance check												✓	
Hire of premises – approval									✓				
Take decisions on establishing costed childcare services											✓		

EMPLOYMENT	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	HR Director	Notes
Determine and adopt policies and set pay terms for all academy staff including contracts, terms and conditions		✓											
APPOINTMENTS & STAFFING STRUCTURE													
Determine all matters relating to appointment of Executive Headteachers and Headteachers/Heads of School across the Trust		✓											
Determine all matters relating to appointment of Leadership below Executive Headteachers and Headteachers across the Regional Hub (e.g. DHT, AHT)									✓				
Determine all matters relating to appointment of staff (Head Office/company wide)								✓					
Appointment of teaching and support staff at academy										✓ @			
Approve changes to staffing structure (Head Office and Leadership)		✓											
Determine staffing structure and approve changes to staffing structure (below Leadership – academy based staff)								✓					
Determine the start date of new employees and readiness to start employment after appropriate checks undertaken												✓	
Power to direct workforce to work across the Trust								✓					
Deployment of Academy staff										✓			
REDUCING STAFF & REDUNDANCY EARLY RETIREMENT													
Approve the need for staff reductions and determine the number and category of staff to be reduced and criteria to be used in making a selection (all staff)		✓											In line with the Redundancy and Early Retirement Policy
Initial consultation with trade unions								✓		✓			
Consider applications for voluntary redundancy Early Retirement (academy based staff) in line with policy										✓			
Select staff for redundancy according to agreed criteria (academy based staff) in line with policy										✓			
Consider representations from staff selected for redundancy (academy based staff)										✓			
Consider applications for voluntary redundancy (Executive Leadership Team/Head Office staff)								✓					
Select staff for redundancy according to agreed criteria (Executive Leadership Team/Head Office staff)								✓					
Select staff for redeployment								✓					
Hear appeals from staff affected by decision to reduce staff (All Staff)		✓ II											
REDEPLOYMENT													
Approve role and relocation (All Staff)								✓					

EMPLOYMENT (continued)	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	HR Director	Notes
SALARY ISSUES													
Arrange annual appraisal of CEO		✓											
Conduct annual appraisal of Executive 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										✓			
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 Executive Leadership Team			✓										
Consideration of re-grading claims from support staff (Head Office)								✓					
Consider salary appeals across the Trust		✓ II											
Consideration of Pay Protection								✓					
GRIEVANCE													In line with the Grievance Policy
Initial consideration of grievance (academy based staff – below Leadership)										✓			
Appeals against grievances (academy based staff- below Leadership)					✓								
Initial consideration of grievance (Leadership/Executive Leadership Team/Head Office staff)								✓					
Consideration of grievance where concerning CEO			✓										
Appeals against grievances (Leadership/Executive Leadership Team/Head Office staff)		✓ II											Committee members to be drawn Trustees
Initial consideration of grievance (CEO)		Chair											
Consideration of grievance (CEO) where Trustees already considered or where concerning Trustees		✓ II											Committee members to be drawn Trustees
DISCIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)													In line with Disciplinary Policy
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (academy based staff under Leadership)										✓			
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Leadership/Executive Leadership Team/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)								✓					
Initial determination on dismissal of CEO			✓										
Appeals from staff in respect of sanctions/dismissals previously considered (All academy under Leadership)					✓								
Appeals from staff in respect of sanctions/dismissals previously considered (Leadership/Executive Leadership Team/Head Office staff)		✓ II											Committee members to be drawn Trustees

EMPLOYMENT Continued.....	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher/ Executive Headteacher	Finance Director	HR Director	Notes
SUSPENSION													
Suspend academy staff										✓			
Suspend Headteacher									✓				
Suspend Executive Leadership Team/Head Office staff								✓					
Suspend CEO		Chair											
Lift suspension academy staff (i.e. where no action)										✓			
Lift suspension of Headteacher (i.e. where no action)									✓				
Lift suspension of Executive Leadership Team/Head Office staff (i.e. where no action)								✓					
Lift suspension of CEO		Chair											
GENERAL													
Consider requests for flexible working (academy based staff below Leadership)									✓				
Consider requests for flexible working (Leadership/Executive Leadership Team/Director of Learning/CEO)			✓										
Consider requests for flexible working (Head Office)								✓					
Appeals against Flexible working (Leadership/Executive Leadership Team/Head Office)		✓ II											Committee members to be drawn Trustees
Appeals against Flexible working (academy based staff under Leadership)					✓								
Authorising of Settlement Agreements – up to £20,000								✓					
Authorising of Settlement Agreements – between £20,001 - £50,000			✓										
Authorising of Settlement Agreements – Over £50,000 *													

II denotes Committee of Trustees to be formed if needed

@ may include Local Governing Body representation

* ESFA approval

FINANCIAL MANAGEMENT PROCEDURES	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher Executive Headteacher	Finance Director	Health & Safety Officer	Notes
Ensure that sound and appropriate financial governance are in place	✓	✓						✓			✓		
Determination of level of central charges to individual academies		✓											
Review financial management arrangements and delegation of powers at least annually		✓											
Prepare and monitor budgets											✓		
Contribute to the financial priorities						✓				✓			
Present draft academy budget to committee of Trustees											✓		
Approve budget (academy and Trust level)			✓										
Monitor individual academy budget			✓						✓	✓	✓		
Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook		✓									✓		
Determine use of prior year reserves			✓										
Determine and review the Reserves Policy		✓											
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		✓	✓					✓	✓	✓	✓		
Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		✓	✓					✓			✓		
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 Regional Hub level					✓								
Production of annual accounts											✓		
Overall responsibility for accounts of the company		✓						✓					
Ensure appropriate procedures in place for safeguarding of funds (overall)		✓						✓			✓		
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding								✓			✓		
Responsibility to ensure that adequate financial risk management strategies are in place				✓									
Ensure that financial risk management strategies are adhered to				✓									
Determine how CEO's financial powers will be exercised where the substantive post holder is absent		✓											
Approval of Annual Financial Statements	✓	✓											
Determining cost of school meals/extended services											✓		
Approve cost of school meals/extended services			✓										
Setting charges for extended services or other activities provided by or through academies											✓		
Approve charges for extended services or other activities provided by or through academies			✓										
Ensure that asset register is in place in line with financial procedures											✓		

RISK MANAGEMENT/INTERNAL ASSURANCE	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Hub Lead	Headteacher Executive Headteacher	Finance Director	Health & Safety Officer	Notes
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						✓			✓		✓		
Keep under review risk management plans across the Regional hub					✓								
Ensure school website is compliant and fit for purpose									✓	✓			
Monitoring of the website compliance						✓							
Ensuring that data protection/GDPR compliance				✓				✓	✓	✓		✓	

CURRICULUM	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	Health & Safety Officer	Notes
Set the Mission Statement of the Trust		✓											
Define the WISE rationale for the curriculum for the organisation		✓											
Reflect the WISE rationale of the curriculum at local level									✓	✓			
Ensure that the WISE rationale is addressed in the context of the school						✓				✓			
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 WISE rational of Reading, Writing, Maths and Early Years approaches are delivered consistently		✓						✓		✓			
Ensure that the 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					✓	✓			✓	✓			

SAFEGUARDING	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Hub Lead	Headteacher/Executive Headteacher	Finance Director	Health & Safety Officer	Notes
Consider and approve the strategic safeguarding plan		✓											
Monitor the strategic safeguarding plan				✓									
Review findings of external safeguarding report from consultant		✓		✓		✓							
Approve Safeguarding Key Performance Indicators (KPI's)		✓											
Monitor safeguarding compliance through KPI document				✓									
Consider and approve the Trust's Safeguarding /Child Protection Policy and procedures for the Trust.		✓											
Consider and endorse academy-specific Safeguarding/Child Protection Policy and procedure						✓							
Ensure that safeguarding procedures are effectively implemented		✓				✓		✓	✓	✓		✓	
Accountable for ensuring the effectiveness and compliance of the Safeguarding/Child Protection Policy		✓											
Complete an annual safeguarding self-assessment audit										✓			
Review and monitor safeguarding self-assessment action plan						✓							
Duty to report safeguarding concerns/breaches to CEO						✓			✓	✓		✓	
Reporting on compliance with safeguarding requirements to those responsible for governance								✓	✓	✓			
Receive termly reports (from DSL) regarding safeguarding compliance and monitor challenge						✓							
Be aware of any Local Authority Designated Officer (LADO) referrals / significant breaches of safeguarding						✓			✓				
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						✓			✓				
Ensure that all personnel complete relevant annual declarations								✓		✓			
Maintaining up to date training records for academy personnel and ensuring compliance with safeguarding requirements										✓			
Monitor academy-specific safeguarding training matrix (half-yearly) ensuring that all staff/volunteers have had appropriate training and induction						✓							
Ensuring that all staff and volunteers have appropriate pre-employment checks in place before their first day of employment/placement								✓	✓	✓			
Ensuring the Single Central Record is up to date and compliant with requirements, checked at least twice-yearly or when any new additions are made.										✓			
Verify that single central record is kept up to date, noting when it was last checked for compliance						✓							