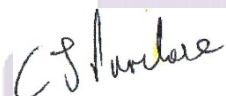


The logo features a large, light purple silhouette of a castle tower with three battlements at the top and a central arched opening. The text 'CASTLE Trust' is centered within the upper part of the tower, and 'SCHEME OF DELEGATION' is centered within the middle part. At the bottom of the tower, there is a smaller, white silhouette of a castle with two towers and a central archway.

CASTLE Trust

SCHEME OF DELEGATION

Review/Update By:	Emma Taaffe, Governance & Data Manager
Approved By Trust Board (signature):	 Chris Purchase, Trust Board Chair
Date Approved:	18 th July 2019
Next Review Due:	T6 2020

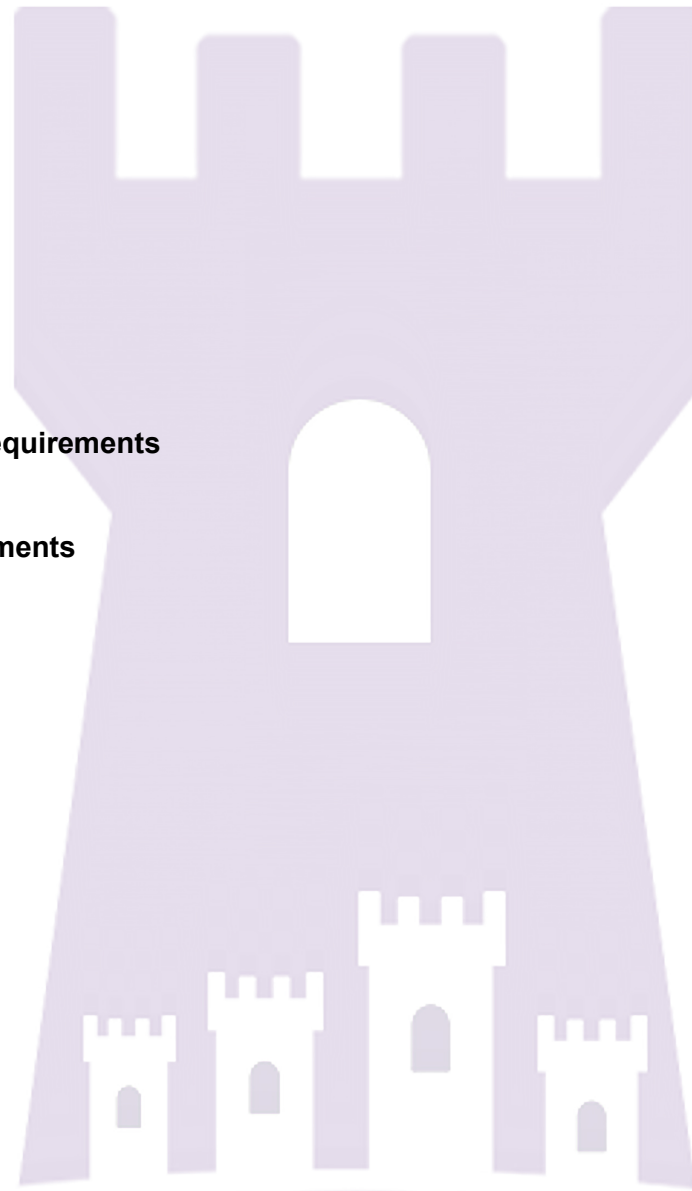
Scheme of Delegation - Record of Amendments

Amendment No.	Nature of Amendment	Page Number	Date of Amendment	Author	Amendments approved & re-issued
1	Inclusion of policy front sheets and record of amendments	1-4	16/7/19	EJT	
2	GAG Pooling changed to Central Funding and Appeals (GAG Pooling)	13	16/7/19	EJT	

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Contents:

- 1. Purpose**
- 2. Compliance**
 - 2.1. Is this a Statutory Policy?**
 - 2.2. Legal Framework**
 - 2.3. Sharing and Publication Requirements**
 - 2.4. Review and Update**
- 3. Links to Other Policies and Documents**
- 4. Scheme of Delegation**



1. Purpose

The Scheme of Delegation sets out delegated tasks and powers throughout the Trust. The majority of the tasks and powers are delegated by the Board to the Executive Team, Local Advisory Committees and Academy leadership to enable day to day running of the Trust and its academies.

2. Compliance

2.1. Is this a Statutory Policy?

No.

2.2. Legal Framework

It is an important document that the Trust must have in place and must publish on its website in accordance with the Education and Skills Funding Agency's Academies Financial Handbook and the Department for Education's Governance Handbook.

2.3. Sharing and Publication Requirements

The Scheme of Delegation must be published on the Trust website with links to it from the academy websites. It must also be shared with academies, the Trust Executive Team, Local Advisory Committees and Academy Senior Leaders.

2.4. Review and Update

This policy will be reviewed at least annually by the Trust Board.

3. Links to Other Policies and Documents

The Local Advisory Committee Constitution and Terms of Reference

The Audit & Resources Committee Terms of Reference

The Trust Financial Procedures Manual

The Trust Governance Toolkit

The Policy Review Plan (Trust)

The Policy Review Plan (Academies)

The Local Advisory Committee Annual Planner

CASTLE Trust Scheme of Delegation

RESPONSIBILITY	Headteacher(s) (HT(s))	Local Advisory Committee (LAC) and Clerks	Executive Leadership Team (ELT) <small>(Chief Executive Officer (CFO), Governance & Data Manager (GDM), Director of Teaching & Learning (DT&L), Data Protection Officer (DPO), Executive Business Manager (EBM), HR Manager (HM))</small>	Chief Executive Officer (CEO)	Audit & Resources Committee (A&RC)	Trust Board (the Board)	Members
GOVERNANCE							
Articles of Association			<p>The Governance & Data Manager (GDM) will ensure that the Articles of Association are published on the Trust's website.</p> <p>Where changes are approved by the Members, the GDM will manage the amendment process and obtain approval from the DfE and/or Charity Commission as necessary.</p>			<p>The Board retains responsibility for ensuring that the Trust operates within its Articles of Association.</p> <p>The Board may make recommendations to the Members re changes to the Articles of Association.</p>	<p>The Members retain the responsibility for approving changes to the Articles of Association in accordance with Company and Charity Law. Changes to the Articles of Association will need to be approved by the Department for Education (DfE) and filed with Companies House.</p>
Scheme of Delegation (SoD)		<p>The LAC will adopt the SoD annually in Term 1 and ensure that the academy operates with in the SoD.</p>	<p>The GDM will update the SoD annually in consultation with the Board Chair, CEO and CFO. The updated SoD will then be submitted to the Board for review and approval by the end of Term 1.</p>			<p>The Trust Board will approve and review the SoD on an annual basis.</p>	

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Governance Toolkit		The LAC will adopt the Governance Toolkit in Term 1.	The GDM will update the Governance Toolkit annually in consultation with the Board Chair, CEO and CFO. The updated Toolkit will then be submitted to the Board for review and approval by the end of Term 1.			The Trust Board will approve and review the Governance Toolkit on an annual basis.	
Annual Planners		The LACs will adopt the LAC Annual Planner annually and may add any local tasks within the remit set by the SoD.	The GDM will review and update the Board and A&RC Annual Planners annually in consultation with the Board Chair, A&RC Chair, CEO and CFO. The updated planners will reflect the SoD. The GDM will review and update the LAC Annual Planner in consultation with the Board Chair, CEO, CFO, LAC Chairs and LAC Clerks on an annual basis. The planner will reflect the SoD.		The A&RC will approve its Annual Planner.		The Board will approve its Annual Planner.
Appointment of Members							The Members are responsible for appointing further Members in accordance with the Articles of Association.
Appointment of Directors						The Board may appoint Co-opted Directors	The Members appoint all other Directors,

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The Trust's Directors are also its Trustees and are referred to as such in the Articles of Association.						in accordance with the Articles of Association.	including the CEO as Director as applicable, in accordance with the Articles of Association.
Local Advisory Committee (LAC) Appointments	The LACs will be constituted in accordance with the LAC Terms of Reference and Constitution and Articles of Association. For avoidance of doubt, the LACs are the Trust's Local Governing Bodies and are referred to as such in the Articles of Association.						
Minutes		<p>The Clerks will minute LAC meetings and ensure that approved minutes are signed by the Chair and filed on the academy premises. Confidential minutes will be filed separately and locked away.</p> <p>The Clerks may also minute panel or working party meetings as required. These will be approved and signed as appropriate.</p> <p>The LAC will review and approve minutes as an accurate record at the meeting following that to which the minutes refer. The Chair for that meeting will sign the minutes.</p>	<p>The GDM will minute Members' meetings (General Meetings), Board meetings and A&RC meetings and ensure that approved minutes are signed by the relevant Chair and filed at the Trust offices. Confidential minutes will be filed separately and locked away.</p> <p>The GDM will provide copies of minutes or extracts from minutes, except confidential minutes, to stakeholders on request.</p> <p>The Clerks will provide copies of approved LAC minutes to the GDM, who will make them available to the Board.</p>		The A&RC will review and approve minutes as an accurate record at the meeting following that to which the minutes refer. The Chair for that meeting will sign the minutes.	The Board will review and approve minutes as an accurate record at the meeting following that to which the minutes refer. The Chair for that meeting will sign the minutes.	The Members will review and approve minutes as an accurate record at the meeting following that to which the minutes refer. The Chair for that meeting will sign the minutes.

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		<p>The Clerk will provide copies of minutes or extracts from minutes, except confidential minutes, to stakeholders on request.</p> <p>The Clerks will provide copies of approved minutes to the GDM, who will make them available to the Board.</p>					
FINANCE							
Accounting Officer				In accordance with DfE requirements, the CEO is the Trust's Accounting Officer.			
Budget Forecast Submission of consolidated Budget Forecast in July for the following financial year including capital projects			<p>The CFO and Executive Business Manager (EBM) will prepare the draft Budget Forecast in accordance with ESFA guidelines.</p> <p>Once approved by the Board, the CFO will submit the Budget Forecast to the ESFA by the July deadline.</p> <p>The CFO will file the Budget Forecast</p>		The A&RC will review the draft Budget Forecast and make a recommendation for approval to the Board	The Board will approve the Budget Forecast for the MAT including the individual academy budget prior to submission to the EFA by 31 July	

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			Outturn Return with the EFSA by the May deadline.				
In-year Budget Revisions			The CEO and CFO may make revisions to the Budget during the year as appropriate for approval by the A&RC		Approval of in year revisions to Budget, as recommended by the CEO and CFO. All material changes must be reported to the Board.		
Budgets of Newly converting academies/ schools joining the Trust						The initial Budget Forecast for a newly converting academy or school joining the Trust will be based on the Pre-Academy Report and must be approved by the Board before the school converts to academy status and joins the MAT.	
Purchase Order/Invoice Approval			Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	All amounts above the limits set in the Financial Procedures Manual	
Approval to accept a quotation from a minimum of 3 or from a formal tendering process			Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	All amounts above the limits set in the Financial	

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						Procedures Manual	
Authority to accept a quote/tender other than the lowest			Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	All amounts above the limits set in the Financial Procedures Manual	
Authority to write off bad debts			Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	All amounts above the limits set in the Financial Procedures Manual	
Approval for Capital Expenditure not included in the original budget			Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	Up to the limit set in the Financial Procedures Manual	All amounts above the limits set in the Financial Procedures Manual	
Approval for Virements between nominal codes and budget heads.			The CFO may request approval from the A&RC for virements between nominal codes and budget heads in the Budget	The A&RC will monitor the on- going expenditure against budget heads and may approve virements between nominal codes and budget heads. The Board must be kept informed of material changes/issues		The Board to consider material changes/issues and agree what action, if any, to be taken.	
Appointment of Auditors							The Members retain responsibility for

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							the appointment of the Auditors
Reporting and Monitoring	<p>The HT(s) are responsible for providing such information and assistance in relation to reporting and internal auditing as the Board and CFO may from time to time require.</p> <p>This may include reporting formally to the A&RC at regular intervals via the CFO.</p>		<p>The CFO and EBM will prepare management accounts on a monthly basis for the scrutiny of the Board Chair and A&RC Chair in accordance with the Academies Financial Handbook.</p> <p>The CFO and EBM will prepare budget monitoring reports for the scrutiny of the A&RC at regular intervals set out in the A&RC Annual Planner.</p>	<p>The CEO will provide oversight of financial matters including prudent and economical administration to ensure avoidance of waste and extravagance and secure value for money.</p> <p>The CEO will ensure regularity, propriety and compliance and the reporting of such as appropriate, including to the ESFA and Companies House.</p>	<p>The Board Chair and A&RC Committee Chair will scrutinize monthly management accounts and raise any material issues with the A&RC or Board as appropriate.</p> <p>The A&RC will monitor the management accounts supplied by the CFO and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the Board.</p> <p>The A&RC may appoint a Responsible Officer (RO) to conduct regular reviews of procedures and controls to provide assurance that these are efficient and effective. The RO's reports will be reviewed by the A&RC, which will escalate any material issues or concerns to the Board.</p>	<p>The Board will hold the CEO and CFO to account for the financial performance of the Trust.</p> <p>The Board will receive reports on financial performance from the A&RC Chair at each Board meeting.</p>	

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Annual Audit and Annual Report and Financial Statements	The HT(s) will provide such information and assistance in relation to statutory audit procedures as the Board and CFO may from time to time require.	The LAC is to provide such information and assistance in relation to statutory audit procedures as the Board and CFO may from time to time require.	<p>The CFO will co-ordinate the Annual Financial Audit and collate information and reports from the Board, LACs, ELT and HT(s) as necessary.</p> <p>The CFO and EBM will work with the Trust's Auditors to prepare the Audited Financial Statements for approval by the Board.</p> <p>The Governance and Data Manager (GDM), in consultation with the Clerks, will prepare the governance sections of the Annual Report and submit to the CFO.</p> <p>The CFO will ensure that the approved Annual Report and Financial Statements are submitted to the ESFA by 31st December and to Companies House by 31st May each year.</p> <p>The GDM will ensure that the approved Annual Report and Financial Statements are published on the Trust website by 31st January each year.</p>	The CEO will prepare the education sections of the Annual Report and submit to the CFO.	<p>The A&RC Chair will prepare the draft Trustees' Report for approval by the Board.</p> <p>The A&RC will review and recommend the Annual Report and Financial Statements to the Board for approval.</p>	<p>The Annual Report and Financial Statements are approved by the Board in good time for filing by 31st December and for publication on the Trust's website by 31st January.</p> <p>The Board will ensure that the Members receive a copy of the approved Annual Report and Financial Statements.</p>	

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Central Funding and Appeals (GAG Pooling)	<p>The HT(s) may apply for additional funds for time limited school improvement projects in accordance with the GAG Pooling Policy.</p> <p>If approved, the Headteacher will be responsible for managing the project and keeping the LAC and CEO informed of progress. They will provide a report evidencing impact in terms of pupil outcomes.</p> <p>The HT(s) may appeal if they feel their academy has been unfairly treated. The Appeals Procedure set out in the GAG Pooling Policy must be followed.</p>	<p>The LAC will hold the HT(s) to account for the successful completion of approved projects and their impact in terms of pupil outcomes.</p>	<p>The CFO and EBM will ensure that budgeted costs associated with the day-to-day running of the academies are met from the pooled funds.</p>	<p>The CEO will consider and approve applications for extra funds in accordance with the GAG Pooling Policies. Authorisation will be sought from the A&RC for projects costed in excess of the limits set out in the Financial Procedures Manual.</p> <p>The CEO will consider and respond to appeals in accordance with the GAG Pooling Policy.</p>	<p>Authorisation will be sought from the A&RC for projects costed in excess of the limits set out in the Financial Procedures Manual.</p> <p>The A&RC may consider appeals if the Headteacher is not satisfied with the CEO's response.</p>	<p>The Board will approve the GAG Pooling Policy and review it every three years.</p> <p>The Board will be the last resort within the Trust for appeals where the Headteacher is not satisfied with responses from the CEO or the A&RC. If the Headteacher is still not satisfied they may appeal to the Secretary of State via the Education and Skills Funding Agency.</p>	
HUMAN RESOURCES							
<p>For the avoidance of doubt, all appointments identified under this Human Resources section, whether internal or external, are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the CFO and/or HR Manager.</p>							
CEO Recruitment						The Board retains responsibility for	

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						the appointment of the CEO.	
CFO Recruitment						The Board retains responsibility for the appointment of the CFO in consultation with the CEO.	
Headteacher Recruitment Headteacher recruitment is governed by the Trust's Articles of Association and must be approved by the Board.		<p>The LAC will meet with the CEO to discuss the recruitment process.</p> <p>The LAC will constitute an Appointment Panel as a task group. The CEO will sit on the Appointment Panel</p> <p>Once the Appointment Panel has reached a decision it will make a recommendation to the Board for ratification.</p>		The CEO will appoint a consultant to support the LAC with the recruitment process following the meeting with the LAC and will sit on the appointment panel.		Unless the Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Appointment Panel.	
Academy Leadership Team Recruitment	<p>The HT(s) will notify the CEO as soon as they become aware of a potential vacancy in the Academy Leadership Team.</p> <p>The HT(s) will lead the recruitment and appointment process</p>			<p>The CEO, or his/her representative, will advise the HT(s) throughout the process</p> <p>Unless the CEO, acting in good</p>			

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	<p>following the MAT approved procedures.</p> <p>Once a decision has been made a recommendation will be referred to the CEO for ratification.</p> <p>The LAC will be advised of new appointments.</p>			<p>faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the HT(s).</p>			
Teacher Recruitment	<p>The HT(s) will lead the process for filling teacher vacancies in conjunction with the Academy Leadership Team following the MAT approved procedures.</p>			<p>The CEO, or his/her representative, will advise the HT(s), as required.</p>			
Academy Support Staff Recruitment	<p>The HT(s) will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team following the MAT approved procedures.</p>	<p>The Chair of the LAC will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.</p>					
Appointment of External Consultants	<p>HT(s) may submit proposals for the appointment of External Consultants based on Academy improvement needs. Proposals including full costings will be submitted to the CEO for approval.</p>		<p>If proposals are approved, the CFO will source and process the appointment of External Consultants in line with Trust procedures. All appointments will be made in the name of the Trust.</p>	<p>The CEO will approve the appointment of External Consultants based on Trust or Academy improvement needs and available funds in the budget.</p>			

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CEO Performance and Pay Review						The CEO Performance Review Panel, comprised of two Board members and an independent advisor, will conduct the CEO's performance and pay review annually. There will be at least three meetings in each cycle.	
Staff Performance and Pay Review (excluding the CEO)	To be conducted in accordance with the Trust's HR Policies including those relating to performance management and pay.						
Staff Pay Progression	HTs to make anonymised recommendations concerning academy staff pay progression to the LAC Pay Panel.	LACs to constitute a Pay Panel each year. LACs to consider anonymised reports from the HTs and make recommendations to the A&RC with regard to approval.			A&RC to approve staff pay progression taking into account the recommendations of the LACs, the Trust Pay Policy and the agreed budget. Report back to Board to confirm when staff pay progression has been approved.	Receive report from A&RC to confirm when staff pay progression has been approved.	
Terms of Employment	The HT(s) may make proposals to the CEO with regard to the terms of employment for an individual member of staff e.g.			The CEO will review and comment on any proposals that may involve a change to the		The responsibility for the contractual terms and conditions for all MAT employees	

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	flexible working request.			<p>terms of employment and will take professional HR advice as required. The CEO will ensure that HR policies are followed and consider the wider impact (if any) of the proposed change(s) to other MAT staff.</p> <p>If the CEO agrees that terms and conditions need to change, they will make recommendations to the Board for approval.</p>		<p>lies with the Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the Board.</p> <p>The Board will consider any representations made by the CEO, the HT(s) and/or the LAC.</p>	
Reductions in Staffing and Revisions to Staffing Structures	<p>The HT(s) will notify the LAC and CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>The HT(s) will be responsible for proposing a revised staffing structure for the academy, with the support of the CFO, and for referring this to the LAC.</p>	The LAC will discuss the proposals from the HT(s) and make recommendations for submission to the CEO for comment and referral to the Board.	If approved by the Board, the CEO and CFO will support the HT(s) throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate.	<p>The CEO will refer recommendations for revised staffing structures and possible redundancies to the Board for approval.</p> <p>If approved by the Board, the CEO and CFO will support the HT(s)</p>		<p>Decisions concerning the redundancies will lie with the Board.</p> <p>The Board will consider any representations made by the CEO, the HT(s) and/or the LAC.</p>	

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	If approved by the Board, the HT(s) will be responsible for leading and managing the redundancy process with the support of the CEO and CFO.			throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate.			
Allegations of Gross Misconduct	<p>The HT(s) will notify the CEO and LAC Chair as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure that may be deemed to be Gross Misconduct.</p> <p>The HT(s) will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the HT(s) will refer the matter to a Disciplinary Hearing</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction, members of the LAC may be asked to sit on the panels for the Disciplinary or Appeal hearings, which will be conducted in accordance with the Disciplinary Procedure.</p> <p>If an allegation of gross misconduct has been made against a Headteacher then the LAC will be responsible for informing the CEO and Board Chair and for organising an investigation into the allegation under the Disciplinary Procedure. The LAC will be responsible for keeping the CEO and Board Chair informed.</p>		The CEO/CFO will be responsible for arranging the constitution of panels consisting of members of the Board and/or members of the LAC if this is deemed appropriate for the Disciplinary and Appeal Hearings. Independent reviewers and a clerk from outside of the organisation may need to be appointed.		Decisions concerning the dismissal of any employees lie with the Board. Directors will be asked to sit on panels for Disciplinary and Appeal Hearings.	

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	in accordance with the procedure.						
Disciplinary Allegations that fall short of Gross Misconduct	<p>The HT(s) will notify the CFO as soon as possible after becoming aware of an allegation.</p> <p>The HT(s) will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the HT(s) will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p> <p>The HT(s) are responsible for keeping the CFO informed at all stages of the procedure.</p>	<p>Members of the LAC will form panels for Disciplinary and Appeal Hearings for staff other than the HT(s), as may be required, and will have the authority to impose sanctions up to, but not including, dismissal.</p> <p>Where an allegation of a less serious nature has been made against a Headteacher then the LAC will be responsible for informing the CEO and the Board Chair and for conducting the investigation into the allegation under the Disciplinary Procedure. The LAC will be responsible for keeping the CEO and Board Chair informed.</p>				<p>Decisions concerning the imposition of a disciplinary sanction in respect of the HT(s) will lie with the Board. Directors will form the panels of Disciplinary and Appeal Hearings in the case of allegations against HT(s).</p>	
Capability Proceedings	Where a capability issue is identified the HT(s) will lead and manage the process set out in the appraisal and capability procedures.	Where a Headteacher is subject to a capability procedure, the CEO and LAC together are responsible for leading and managing the process set out in		The CEO is responsible for keeping the Board informed regarding proceedings		<p>Decisions concerning the dismissal of any employees lie with the Board.</p> <p>Directors will be asked to sit on panels for final</p>	

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	<p>The HT(s) are responsible for keeping the CEO and LAC informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to a panel of the Board</p>	the appraisal and capability procedures.				stage Capability and Appeal Hearings	
Probationary Period Procedure	<p>The HT(s) are responsible for following the probationary period procedure with every member of staff, excluding headteachers, and confirming them in post. If an employee does not satisfactorily complete their probationary period, the HT(s) will be responsible for informing the CFO.</p>	<p>The HT(s) will keep the Chair of the LAC informed regarding members of staff that are unlikely to satisfactorily complete their probationary period.</p> <p>Appeals against termination will be heard by a panel of the LAC.</p>	<p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld, the CFO will write to the employee on behalf of the MAT terminating their employment.</p>	<p>The CEO is responsible for following the probationary period for Headteachers. The CEO will keep the Board informed regarding a headteacher who is unlikely to satisfactorily complete their probationary period.</p>		<p>Where a Headteacher does not satisfactorily complete their probationary period, an appeal against termination will be heard by a panel of MAT Directors.</p>	

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SAFEGUARDING AND WELLBEING							
Safeguarding	<p>The HT(s) will ensure that:</p> <ul style="list-style-type: none"> a Senior Designating Safeguarding member of staff, has been appointed for their Academy they have sufficient resources to enable them to undertake the role all staff have access to and have read the Safeguarding policy and Keeping Children Safe in Education (KCSIE) guidance that all staff attend Safeguarding training annually that all staff complete Disclosure and Barring Service (DBS) checks on appointment and every three years thereafter 	<p>The LAC is responsible for:</p> <ul style="list-style-type: none"> Appointing one of its members as Safeguarding Champion to liaise with the HT(s) regarding safeguarding matters and to undertake academy visits to monitor the implementation of safeguarding policies and practices, including training records and ensuring that the DBS record is up-to-date. All LAC Governors will complete safeguarding training, including PREVENT and Female Genital Mutilation (FGM) e-learning modules provided by Government Taking collective responsibility for 	<p>The GDM will keep a record of safeguarding training undertaken by Members and Directors and will liaise with the HRM to ensure that DBS checks are completed and kept up-to-date by Members and Directors and that they are recorded.</p> <p>The GDM will share the annual report of Governor Safeguarding Visits to the Academy with the Board.</p>	<p>The CEO is to inform the Board of any safeguarding allegation raised in respect of the HT(s), any member of the Senior Leadership Team or any other key employee of the Academy. They will inform the Board of any such allegation made against a member of the ELT.</p>		<p>The Board carries overall responsibility for ensuring that safeguarding policies are implemented and is responsible for ensuring that safeguarding arrangements are fully embedded across the Trust and within the Trust and the Academies' ethos and reflected in day to day safeguarding practices.</p> <p>A Trust Director will address any allegations made against the CEO in conjunction with the Vice Chair.</p> <p>A Trust Director will address any allegations made against a Headteacher in</p>	

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	<p>and that these are recorded on the Single Central Register (SCR)</p> <ul style="list-style-type: none"> the LAC and CEO are notified immediately of any allegation made against a member of staff. 	<p>safeguarding in the academy and providing support and challenge to the HT(s)</p> <ul style="list-style-type: none"> Ensuring that all LAC Governors have completed DBS checks on appointment and every three years thereafter. Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is against the HT(s). <p>The Clerks will keep a record of safeguarding training undertaken by LAC Governors and will liaise with the Academy staff to ensure that DBS checks are completed and kept up-to-date by</p>				<p>conjunction with the LAC Chair.</p> <p>The Board will receive an annual report recording visits conducted by the LAC Governors.</p>	

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		<p>Governors and that they are recorded.</p> <p>The Clerk will keep a record of safeguarding visits to the Academy and will keep a file of visit reports, which will be shared at LAC meetings.</p> <p>The Clerks will report annually to the GDM on the safeguarding visits undertaken by LAC Governors to the Academy.</p>					
Health and Safety	<p>The HT(s) are responsible for:</p> <p>Developing a health and safety culture throughout the Academy</p> <p>Ensuring that staff are aware of their responsibilities</p> <p>Ensuring that the Trust Health & Safety Policy is implemented, including conducting risk assessments, as appropriate.</p> <p>Drawing up site specific health and</p>	<p>The LAC will appoint a Health & Safety Champion</p> <p>The LAC will ensure implementation of and review the effectiveness of local health and safety procedures</p> <p>The LAC will hold the HT(s) to account for the maintenance of Health & Safety records in accordance with GDPR.</p> <p>The LAC will NOT undertake frequent safety walks around</p>	<p>The CFO will provide a verbal Health & Safety Report to the A&RC at every meeting and an annual written report in Term 1.</p> <p>The CFO will draft the Trust Health & Safety Policy and any revisions thereof for the approval of the Board.</p> <p>The CFO will provide model procedures to assist the HT(s) with putting academy specific health and safety procedures in place.</p>	<p>The CEO will ensure, through line management of the Headteachers and CFO, that health and safety policies are implemented, and that health and safety arrangements are fully embedded across the Trust and within its ethos and reflected in the Academies' day to day practices.</p>	<p>The A&RC will hold the CEO to account for ensuring that health and safety policies are implemented, and that health and safety arrangements are fully embedded across the Trust and within its ethos and reflected in the Academies' day to day practices</p> <p>The A&RC will report any concerns or issues to the Board.</p>	<p>The Board will approve the Trust Health & Safety Policy and revisions thereof. The Board will review the policy annually.</p> <p>The Board carries overall responsibility for ensuring that the Trust Health and Safety policy is implemented and will hold the CEO to account for ensuring that health and safety</p>	

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	<p>safety procedures (with the support of the CFO as appropriate) ensuring staff are aware of their responsibilities</p> <p>Reporting to the LAC and CFO on Health & Safety issues and incidents.</p>	<p>site. It will, however, ensure that regular checks are undertaken by trained staff at the Academy, as directed by the HT(s) and CFO.</p> <p>The LAC will consider Health & Safety issues and incidents and make recommendations to the A&RC via the Chairs' Working Party (urgent matters should be reported directly to the A&RC Chair).</p>		<p>The CFO will ensure that all Trust academies have adequate resources available for Health and Safety.</p>		<p>arrangements are fully embedded across the Trust and within its ethos and reflected in the Academies' day to day practices.</p> <p>The Board will consider any issues or concerns relating to Health & Safety and ensure that robust measures are put in place to address them and to ensure that they will not occur again in future.</p>	
Pupil Wellbeing	<p>The HT(s) are responsible for ensuring that all Academy pupils benefit from a safe learning environment and will encourage healthy practices that promote learning and wellbeing.</p>			<p>Through line management of the Headteachers, the CEO will ensure that all pupils across the Trust benefit from a safe learning environment and will encourage healthy practices that promote learning and wellbeing.</p>	<p>The A&RC will hold the CEO to account for the provision of safe learning environments and healthy practices across the Trust to promote pupil wellbeing.</p> <p>The A&RC will report any concerns or issues to the Board.</p>	<p>The Board will consider any issues or concerns relating to pupil wellbeing and ensure that robust measures are put in place to address them and to ensure that they will not occur again in future.</p>	

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Staff Wellbeing	The HT(s) are responsible for ensuring that all Academy staff members benefit from a safe work place and will encourage healthy working practices that promote staff wellbeing.		The CFO is responsible for ensuring that all ELT members benefit from a safe work place and will encourage healthy working practices that promote staff wellbeing.	Through line management of the Headteachers and CFO, the CEO will ensure that all Trust staff members benefit from a safe work place and will encourage healthy working practices that promote staff wellbeing.	The A&RC will hold the CEO to account for the provision of safe workplaces and healthy working practices across the Trust to promote staff wellbeing. The A&RC will report any concerns or issues to the Board.	The Board will consider any issues or concerns relating to staff wellbeing and ensure that robust measures are put in place to address them and to ensure that they will not occur again in future.	
EDUCATIONAL PERFORMANCE							
Academy Improvement Plan (including curriculum and standards)	The HT(s) will draft an Academy Improvement Plan and share it with the DTL and LAC prior to submitting it to the Board via the CEO. The draft Academy Improvement Plan should be costed with the support of the CFO and the expenditure built into the Budget Forecast. The Headteachers will share best practice guidance and experience through the Headteachers'	The LAC is responsible for monitoring the implementation of the approved Academy Improvement Plan, including conducting targeted visits to the Academy. The LAC will raise any concerns in relation to educational performance and/or implementation of the Academy Improvement Plan at the Chairs' Working Party.	The GDM will share the annual report of Governor Visits to the Academy with the Board.	The CEO will approve the draft Academy Improvement Plans, ensuring that they reflect the Trust's strategic aims and ethos as set by the Board. The CEO will ensure that copies of the approved Academy Improvement Plans are shared with the Board.		The Board will receive Academy Improvement Plans. The Board Chair will share any concerns raised at the Chairs' Working Party meetings with the Board. The Board will receive an annual report recording visits conducted by the LAC Governors.	

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	Working Party to ensure that all Trust academies can benefit from these.	<p>The Clerks will keep a record of visits to the Academy and will keep a file of visit reports, which will be shared at LAC meetings.</p> <p>The Clerks will report annually to the GDM on the visits undertaken by LAC Governors to the Academy.</p>					
Educational Performance and Pupil Outcomes	The HT(s) will be responsible for educational performance and pupil outcomes at their Academy and for sharing best practice guidance and experience via the HTs' Working Party to ensure that all Trust academies can benefit from these.	<p>The LAC will hold the HT(s) to account for educational performance pupil outcomes in their Academy and report successes and concerns to the Board via the Chairs' Working Party. The LAC will consider third-party data and will conduct visits to the Academy to triangulate data with evidence in-school.</p> <p>The LAC will follow the LAC Annual Planner to ensure that all areas of educational performance are considered during each academic year.</p>		The CEO will be responsible for educational performance and pupil outcomes at all of the Trust's Academies and will hold the HTs to account for their Academy. The CEO will run the HTs' Working Party and will ensure that best practice is shared across the Trust.		The Board will hold the CEO to account for educational performance pupil outcomes of all of the Trust's Academies, taking into account the CEO's reports, information reported via the Chairs' Working Party and third party data.	
Academy Hours						The Board is responsible for	

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						setting the opening and closing times for Academies taking into consideration the views of the CEO, HT(s) and LAC.	
Term Times						The Board is responsible for setting the term times for Academies taking into consideration the views of the CEO, HT(s) and LAC.	
Trust Policies e.g. Safeguarding, HR, Data Protection and Financial Procedures Manual <i>Reference: Policy and Key Document Review Plan</i>	The HT(s) will be responsible for ensuring that Trust policies and procedures are applied across the Academy.	The LAC the adopt the Trust policies formally in meetings and monitor their implementation. The Clerks will evidence the adoption of policies in meeting minutes and will keep a record of targeted Governor visits to ensure implementation. They will keep a file of visit reports, which will be shared at LAC meetings. The Clerks will report annually to the GDM on the visits	The GDM will share the annual report of Governor Visits to the Academy with the Board.	Policies requiring consistency across all the academies in the MAT will be drafted by the CEO, CFO and/or other Executive Leadership Team members in accordance with the Trust Policy and Key Document Review Plan		The Board will approve policies and any amendments to them in accordance with the Trust Policy and Key Document Review Plan. The Board will receive an annual report recording targeted visits conducted by the LAC Governors.	

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		undertaken by LAC Governors to the Academy.					
Central Operational Policies set by CEO and ELT <i>Reference: Policy and Key Document Review Plan</i>	The HT(s) will be responsible for ensuring that Central Operational policies and procedures are up-to-date and applied across the Academy in accordance with the Trust Policy and Key Document Review Plan			The CEO will approve all such policies and any amendments to them in accordance with the Trust Policy and Key Document Review Plan.			
Other Academy Policies <i>Reference: Policy and Key Document Review Plan</i>	The HT(s) will have responsibility, with the involvement of the LAC as necessary, for developing Academy specific policies in accordance with the Trust Policy and Key Document Review Plan.	The LAC will have responsibility for approving certain Academy specific policy and monitoring implementation of all such policies in accordance with the Trust Policy and Key Document Review Plan and the LAC Annual Business Planner.					
PREMISES AND FACILITIES							
Negotiation and renegotiation of Contracts, HP, Leasing, Services and other Agreements	The HT(s) will inform the LAC and the CFO of any proposal to negotiate or renegotiate any	The LAC will have the final decision concerning any such negotiation or renegotiation within		If the contract has a significant impact on the wider MAT family of Academies or is within the limits set in the Financial Procedures Manual, the consent of the		Orders for contracts above the limits set in the Financial Procedures	

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Processes and procedures must be in accordance with the Financial Procedures Manual	external contracts, leases or other service agreements. The HT(s) may approve quotations up to the limit set in the Financial Procedures Manual.	the limits set by the Financial Procedures Manual unless this has a significant impact on the wider MAT family of Academies.		CEO or MAT A&RC will be required as relevant.		Manual must be authorised by the Board.	
Disposal of Assets Processes and procedures must be in accordance with the Financial Procedures Manual	The HT(s) may authorise the disposal of assets up to the limit set in the Financial Procedures Manual and excluding those for which the Trust has received a capital grant in excess of £20,000, having first consulted the CFO for advice. Records must be kept of all disposals.	The LAC is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.	The CFO will advise the HT(s) regarding disposals, ensure these are accounted for correctly and keep the Board informed as appropriate.		The A&RC must authorise the disposal of any items with the limits set by the Financial Procedures Manual.	The Board with authorise the disposal of assets above the limits set in the Financial Procedures Manual and must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid.	
Premises Maintenance Programme	Each year the HT(s), in conjunction with the CFO and EBM, will ensure that a Premises Maintenance Programme has been drawn up, taking into consideration the most recent Condition Survey. This will be added to the AIP and	The LAC will receive a copy of the Programme as part of the Academy Improvement Plan	The CFO will monitor implementation of the Premises Maintenance Programme and report any material issues to the A&RC along with proposals for remedial measures.		The A&RC will consider any major issues arising out of the Premises Maintenance Programme and consider the remedial measures proposed by the CFO. The A&RC will report to the Board as necessary.		

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	the CFO will be kept informed. The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast.						
Land and Buildings Collection Tool			The CFO will complete and submit the Land and Buildings Collection Tool to the ESFA for all Trust academies by the November deadline.				AGEMENT
STRATEGY AND LEGAL							
Trust Strategic Direction				The CEO is responsible for delivering the Trust's strategy.		The Board is responsible for setting the strategic direction of the Trust and will hold the CEO to account for its delivery.	
Legal Claims	The HT(s) will notify the CEO and LAC Chair any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them. The HT(s) will act on any instructions	The LAC will act on any instructions received from the CEO/and/or Board.	The CFO will ensure that insurers are updated as appropriate.	The CEO will take appropriate advice (legal/insurance etc) and direct the LAC and/or HT(s) as appropriate in line with this guidance,		The Board may instruct the CEO and/or the HT(s) and/or the LAC to take such action as it may reasonably require in relation to the defence or prosecution of	

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	received from the CEO and/or the Board.			keeping the Board informed		any claim or proceedings. The Board will consider any professional advice provided by lawyers and/or insurers.	
<p>Expansion of existing facilities/ taking on new premises</p> <p>Processes and procedures must be in accordance with the Financial Procedures Manual, the GAG Pooling Policy, the DfE Academies Financial Handbook and all statutory requirements</p>	<p>The HT(s) will submit any proposal to expand any existing facilities at the Academy to the CEO for consideration in accordance with budget preparations and/or the GAG Pooling Policy.</p> <p>The HT(s) are responsible for drawing up a business case for the expansion proposal in consultation with the LAC and CFO prior to submission to the CEO.</p>	<p>The LAC is to take the lead in developing the Academy's strategy on the use of existing facilities and any plans for expansion.</p>		<p>In accordance with the GAG Pooling Policy, the CEO will consider proposals and business cases to support them in the context of the Trust's strategic aims, the Trust's financial position and any academy/Trust improvement needs for the timebeing. If funds are available, the CEO may approve proposals up to the limit set in the Financial Procedures Manual.</p>		<p>The Board will review any Business Case for costed in excess of the limit set in the Financial Procedures Manual and decide whether to approve it or not.</p>	
<p>Other major strategic decisions</p>	<p>The HT(s) is to notify the CEO of any proposal of a major strategic nature.</p>	<p>The LAC is to take the lead generally in developing the Academy's strategy.</p>		<p>The CEO will assess the viability of any proposal put forward by the HT(s) and make</p>		<p>The Board will be responsible for approving any major strategic proposal.</p>	<p>STRATEGY</p>

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	The HT(s) will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal.			recommendations to the Board.			
Data and information	The HTs will be responsible for ensuring that the Data Protection Policy is followed within their Academy, including the reporting/resolution of incidents, taking advice from the Data Protection Officer as necessary and keeping them informed.	The LAC will follow the Data Protection Policy and will hold the HTs to account for its implementation across the Academy.	<p>The Data Protection Officer will be responsible for ensuring that the Trust complies with Data Protection and Freedom of Information Legislation and that the Data Protection Policy is implemented across the Trust.</p> <p>The DPO will be advised of any Data Protection/Freedom of Information issues or breaches and will guide HTs/ELT Members with regard to their resolution. Serious issues and breaches will be reported to the CEO and Board.</p> <p>The DPO will review and update the Data Protection Policy and IT security policies/procedures. The DPO will ensure that</p>	<p>The CEO will hold the Data Protection Officer to account for ensuring that the Trust complies with Data Protection Legislation and that the Data Protection Policy is implemented across the Trust.</p> <p>The CEO will be advised of any serious Data Protection/Freedom of Information issues and will hold the DPO to account for their resolution, including reporting to the Information Commissioner's Office.</p>		<p>The Board will follow the Data Protection Policy and will hold the CEO to account for its implementation across the Academy.</p> <p>The Board will receive periodic reports on Data Protection.</p> <p>The Board will consider any serious Data Protection/Freedom of Information issues, including those reported to the Information Commissioner's Office and will hold the CEO to account for their resolution.</p>	

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			Acceptable Use Policies and Mobile Device Policies are received and signed by all staff and volunteers across the Trust.				
Business Continuity and Disaster Recovery	The HTs are responsible for ensuring that the Business Continuity Plan is implemented within their Academy.	The LAC will hold the HTs to account for the implementation of the Business Continuity Plan within their Academy.	The CFO is responsible for reviewing and updating the Business Continuity Plan and ensuring that it covers the threats that could impact on the sustainability of the Trust and any or all of its Academies.				