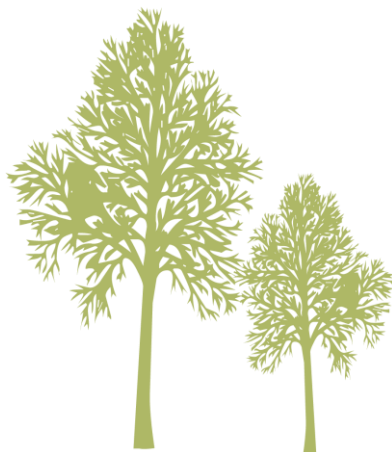




Scheme of Delegation  
Joint LGB  
Church of England and  
Community Schools  
2025-2026

Our vision is to enable all to flourish



## Purpose of this document

Welcome to the Diocese of Gloucester Academies Trust. The purpose of this document is to set out transparent delegations for specific areas of activity or decision making within the Trust in a clear and accessible format. It is intended that this document will provide clarity for all involved in the governance of the Trust and secure consistency, avoid duplication and clearly define roles and responsibilities.

## Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within this scheme of delegation are listed below. For a wider compendium of acronyms, you may come across in your time as a Trust local governor please see our Trust Acronym Buster which is available in the Local Governance Member area on the Trust website.

Acronym	Long form
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
COO	Chief Operating Officer
CFO	Chief Finance Officer
GHRO	Governance and HR Officer
HT	Headteacher
DHT	Deputy Headteacher
DGAT	Diocese of Gloucester Academies Trust
LGB	Local Governing Board
DfE	Department for Education
ATH	Academy Trust Handbook
MAT	Multi Academy Trust
SIAMS	Statutory Inspection of Anglican and Methodist Schools

## DGAT vision and values

Our vision and values are deeply rooted in the Christian faith, and these permeate our decision-making, our relationships, our communication and our learning both in the Trust's CofE and community schools.

Our Trust is founded on shared values and principles. Together, Trust Board, local governing boards, central team and school communities form one organisation. We are focussed on providing children of all faiths, and none, with excellent educational provision in an aspirational, caring and supportive Christian ethos.

# OUR VISION IS TO ENABLE ALL TO FLOURISH

## Our core principles

These underpin all we do and all the decisions we take.

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- Within our Trust family we cherish everyone as individuals, appreciating and celebrating diversity.
- We act with integrity; we are open to challenge, and we are reflective about our practice.
- We treat everyone with dignity and respect.
- Through collaboration, in a nurturing community, we grow, learn and achieve.

## Our schools' ethos and vision

Each school will have its own distinctive vision which will be aligned with the Trust's vision. For Church of England schools within the Trust, the vision will be rooted in Biblical theology and distinctively Christian.

## DGAT Governance Structure

### Who we are: our roles and responsibilities:

The role and responsibilities of the Trust's Members and Trustees are set out in the Trust's Articles of Association, a copy of which can be found on the Trust website.

### Members

The Trust's Members are responsible for ensuring the governance of the Trust is effective and that Trustees govern in accordance with their statutory and charitable responsibilities. Members are responsible for:

- Amending the Trust's Articles of Association
- Appointing and Removing Trustees
- Appointing the Trust's auditors
- Receiving a copy of the Trust's annual accounts
- Maintaining oversight of the governance of the Trust

The Trust maintains clear separation between Members and the Trust Board to ensure transparent and effective oversight of the governance of the Trust.

Our current Members are:

- The Diocesan of Gloucester Education Trust as a corporate Member

- Mrs Sue Padfield
- Dr Jo Grills
- Mr Jon Millin
- The Very Reverend Andrew Zihni

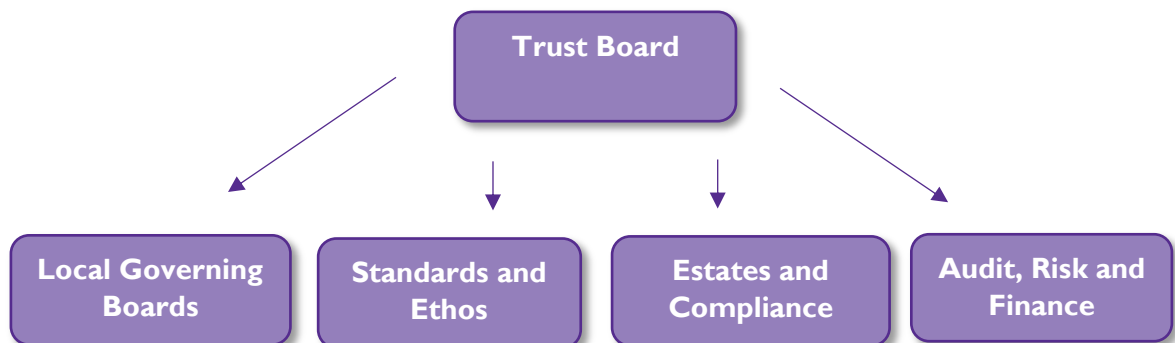
## The Trust Board

The Trust Board is responsible for the strategic direction, statutory policy framework and oversight of the Trust and all its schools. Trustees take decisions that are in the best interests of the Trust as a whole and are not representative of any one of the constituent schools. Trustees are also Directors of the Trust which is a company limited by guarantee and registered as such at Companies House.

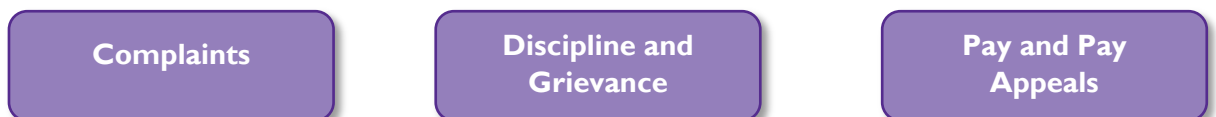
Our current Trustees are:

- The Reverend Canon Craig Huxley-Jones (Chair)
- Mrs Charlotte Rawlings (Vice chair)
- Mr Tim Brock
- Mr Rob Stokes
- Mr Stewart Hunter
- Dr Robert Gwynne
- Ms Jane Borgeaud
- Mrs Catherine Leahy
- Mr Andy Aram (from 1 November 2025)

The Trust Board meets six times a year and delegates specific Trust-wide and strategic oversight and responsibilities to its committees. The Trust Board currently has the following committee structure in place:



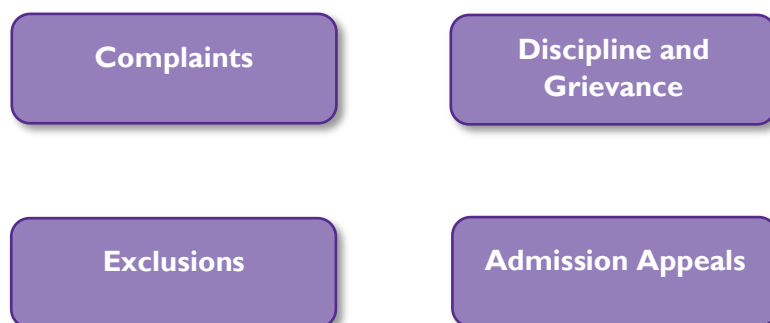
The Trust Board will convene the following committees or panels when required:



The Trust Board also delegates aspects of local oversight and monitoring of its schools to local governing boards. Local governing boards are committees of the Trust Board.

Local governing boards are able to determine their own committee structure, but this must reflect the responsibilities delegated to the local governing board and consider the workload and wellbeing of school staff and local governors.

Local governing boards may also be required to convene the following committees or panels as required and as per the delegated responsibilities set out in this scheme of delegation.



#### **Each local governing board will:**

- Serve its community by providing an education of the highest quality within the context of Christian belief and practice, recognising its foundation in preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.
- Encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience it offers to all its pupils.

#### **Schools new to the Trust**

For schools new to the Trust, the Chief Operating Officer (COO), in consultation with the existing governing body will determine the constitution of the local governing board prior to the school joining the Trust. Any future changes will be determined by the COO after consultation with the local governing board.

#### **Authority**

The Trust Board has ultimate and overall responsibility for each school within the Trust and is the ultimate decision-making authority for each school and the Trust. Trustees are required to undertake this responsibility and duty within the requirements and statutory responsibilities set out within the Trust's Funding Agreement and Memorandum and Articles of Association. Trustees are also required to have regard to the advice of the Diocese Board of Education.

The Trust Board sets out the constitution, membership, proceedings and authority of local governing boards within a scheme of delegation. The scheme of delegation is reviewed annually as a minimum, but Trustees reserve the right to revoke or amend any aspect at any time it is considered relevant for an individual school or all schools within the Trust.

### **Chair's action**

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff. This is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'Trust Record of Chair's Action' form and share this with the local governing board and Governance and HR Officer (GHRO) at the earliest opportunity.

### **Effective date and review**

This Scheme of Delegation shall operate from the effective date or any subsequent amended date and will be reviewed annually as a minimum, in consultation with the LGB.

The LGB must comply with any advice or recommendations made by the Trust Board in the event that intervention is either threatened or is carried out by the Secretary of State.

Monitoring delegations within this scheme are intended to always focus on monitoring the implementation and impact of a decision or action.

- Trustee monitoring will be strategic and Trust wide, with consideration of the Trust’s strategic plan and risk management strategy.
- Executive leadership team monitoring will be focussed on specific areas of the Trust’s strategic priorities as determined by the Trust Board.
- Local governing board monitoring will be focussed strategically at individual school level with consideration of the school’s individual vision and context.
- Headteacher monitoring will be focussed operationally at individual school level with consideration of the school’s individual vision and context.

Governance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. The contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily or, where appropriate, requires action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.1	Develop and implement the Trust’s vision and monitor its impact to enable all to flourish.	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>
G.2	Review and agree the Trust’s governing documents and any amendments.	<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>		

Governance						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.3	Appoint external auditors for the Trust.	<b>Decide</b>				
G.4	Comply with all obligations set out in the Trust funding agreement	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Deliver</b>	<b>Deliver</b>	<b>Deliver</b>
G.5	Comply with all statutory regulations affecting the Trust, including all charity law, company law, employment law and health and safety requirements.	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b>	<b>Deliver</b>
G.6	Compliance with statutory requirements such as health and safety. Fire management, safeguarding,	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b>	<b>Deliver</b>

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	governance and data protection.					
G.7	Appoint internal auditors for the Trust.		<b>Decide</b>			
G.8	Review and agree the scheme of delegation for each school and amend terms of reference for the Trust Board or LGB.		<b>Decide</b>	<b>Deliver</b>	<b>Consulted</b>	<b>Consulted</b>
G.9	Ensure compliance with the scheme of delegation.		<b>Decide</b>	<b>Monitor</b>	<b>Deliver</b>	
G.10	Appoint or remove the chair of the LGB.		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>	
G.11	Appoint the Trust company secretary.		<b>Decide</b>	<b>Consulted</b>		

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.12	Agree Trust-wide key performance indicators and strategic priorities for the Trust.		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>	<b>Consulted</b>
G.13	Appoint the clerk to the LGB			<b>Decide</b>	<b>Consulted</b>	
G.14	Maintain a register of interest for Members and Trustees		<b>Decide</b>	<b>Deliver</b>		
G.15	To maintain a register of interest for local governors			<b>Monitor</b>	<b>Deliver</b>	
G.16	Action legal claims		<b>Decide</b>	<b>Deliver</b>		
G.17	Dispose of or acquire land		<b>Decide</b>	<b>Deliver</b>	<b>Consulted</b>	
G.18	Appoint and remove members of the LGB (apart from ex-officio and foundation)		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b> – co-opted appointments only	

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.19	Ratify and review all statutory and DGAT policies		<b>Decide</b> In line with the DGAT Policy arrangements and processes guidance.	<b>Deliver</b>	<b>Deliver</b> As per the DGAT Policy arrangements and processes guidance.	
G.20	Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT Policy arrangements and processes guidance		<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Deliver</b> <b>Monitor</b>
G.21	Determine, on an annual basis, those policies which will be developed by the Trust and are mandatory for all Trust schools		<b>Decide</b>			

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.22	Implement and monitor any policy addendum required in the event of extraordinary events or circumstances		<b>Monitor</b>	<b>Deliver</b>	<b>Monitor</b>	<b>Deliver</b>
G.23	Evaluate the development needs of local governors and implement an appropriate training and development programme		<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Decide</b> At school level and in consultation with the Governance and HR Officer	
G.24	To consider requests from other schools to join the Trust		<b>Decide</b>	<b>Consulted</b> <b>Deliver</b>		
G.25	To consider at school level further delegation of functions to committees or			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	individuals, e.g. link local governors					
G.26	Determine the Trust risk register		<b>Decide</b> <b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>		
G.27	Determine the school risk register		<b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
G.28	Ensure suitable local risk assessments are prepared and appropriate actions taken.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

School Effectiveness						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.1	Monitor, review and challenge the outcomes of groups of pupils including SEND, pupil premium, EAL.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
SE.2	Ensure high quality support and provision for looked After Children and Previously Looked After Children		<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
SE.3	Ensure a curriculum is implemented which is broad and balanced and is designed to promote educational excellence for pupils and the impact of this.		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.4	Monitor the impact of the school's commitment to upholding British Values and how these are embedded within the curriculum.		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.5	Ensure an early years curriculum is implemented in line with the EYFS Foundation Stage Framework and the impact of this.		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
SE.6	Review the quality of education and pupil progress across the school and challenge where necessary		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>

**School Effectiveness**

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.7	Monitor the quality of teaching and learning and ensure appropriate support, challenge and intervention.			<b>Decide</b> <b>Monitor</b>		<b>Monitor</b>
SE.8	Implement and monitor the Trust behaviour policy.		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
SE.9	Ensure excellent behaviour for learning.			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.10	Discharge duties and ensure provision for all pupils with SEND by appointing a "responsible person" and			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b>

**School Effectiveness**

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Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	ensuring needs are met.				
SE.11	Determine and monitor the Trust SEND Policy.		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>
SE.12	Appoint a local governor responsible for SEN and inclusion.			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>
SE.13	Ensure compliance with the Equality Act 2010 requirements within the school e.g., policy development, recruitment procedures.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Deliver</b>
SE.14	Monitor exclusions.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>
SE.15	Convene a panel to consider any			<b>Monitor</b>	

**School Effectiveness**

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Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher
permanent exclusion of a pupil or any number of fixed-term exclusions which exceed a total of 15 days per term or when parent representation is requested.			<b>Consulted</b>	<b>Deliver</b>	
SE.16 Monitor the use of Pupil Premium and the impact on pupil outcomes.			<b>Monitor</b>	<b>Monitor</b>	
SE.17 Monitor the use of PE and Sports Premium and the impact on pupils.			<b>Monitor</b>	<b>Monitor</b>	
SE.18 Appoint a local governor responsible for Pupil Premium.			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	

**School Effectiveness**

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<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.19	Consider and approve off-site visits for pupils of more than 24 hrs. and ensure appropriate risk assessments in place.		<b>Monitor</b>	<b>Consulted</b> <b>Monitor</b> use of SHE unit risk assessments	<b>Decide</b>
SE.20	Ensure school meals are provided to appropriate nutritional standards to all children, including those eligible for free school meals.	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.21	Ensure high attendance levels for all pupils within the school.	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>

School Effectiveness						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.22	Implement and monitor the RSHE policy		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>

Christian Character - for CofE schools only						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
CC.1	Ensure and protect the Christian character of the school (as		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>

	monitored by Section 48 inspections Statutory Inspection of Anglican and Methodist Schools (SIAMS).	<b>Decide</b>				
CC.2	Ensure the provision of collective worship and the provision of RE in line with school's curriculum.		<b>Monitor</b>	<b>Consulted Monitor</b>	<b>Monitor</b>	<b>Deliver Monitor</b>
CC.3	Develop and implement the school's distinctive Christian vision.			<b>Monitor</b>	<b>Decide</b> In partnership with the headteacher and the school community <b>Monitor</b>	<b>Decide</b> In partnership with the LGB and school community <b>Deliver Monitor</b>
CC.4	Ensure the Christian values and character of the school are embedded in all practice, including through the provision of high quality RE teaching and learning.			<b>Monitor</b>	<b>Monitor</b>	<b>Deliver Monitor</b>
CC.5	Ensure the school community understands the impact of the Trust's Christian vision and how this relates to the school's own		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

	distinctive Christian vision.					
CC.6	Ensure the school develops and maintains successful links with the church and parish and that impact of this is identified within the school community.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

Vision and values - for community schools only						
<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.					
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.					
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.					
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.					
Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher	
VV.1	Ensure the provision of collective worship and the provision of RE in line with school's curriculum.	<b>Monitor</b>	<b>Consulted Monitor</b>	<b>Monitor</b>	<b>Deliver Monitor</b>	
VV. 2	Develop and implement the school's vision and associated values.		<b>Monitor</b>	<b>Decide</b>  In partnership with the headteacher and the school community	<b>Decide</b>  In partnership with the LGB and school community	

					<b>Monitor</b>	<b>Deliver Monitor</b>
v v. 3	Ensure the school's vision and values are embedded in all practice, including through the provision of teaching and learning.			<b>Monitor</b>	<b>Monitor</b>	<b>Deliver Monitor</b>
v v. 4	Ensure the school community understands the impact of the Trust's Christian vision and how this relates to the school's own distinctive Christian vision.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
v v. 5	Ensure the school develops and maintains successful links with its community, including faith leader and that impact of this is identified within the school community.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

Safeguarding						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
S.1	Determine the Trust safeguarding policy.		<b>Decide</b>	<b>Deliver</b>		
S.2	Ensure compliance with all safeguarding policy and practice.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
S.3	Appoint a safeguarding local governor.			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	
S.4	Ensure safer recruitment policy. processes and practice.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
S.5	Ensure diversity is respected, including the upholding of the Prevent agenda prohibiting political indoctrination and ensuring the			<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

Safeguarding						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	balanced treatment of political issues.					
S.6	Ensure a compliant central team single central record is maintained.		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>		
S.7	Ensure a compliant school single central record is maintained.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>

Finance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
F.1	Implement appropriate financial controls and policies to ensure regularity, probity and value for money in relation to the management of public funds.	<b>Monitor</b>	<b>Decide</b> <b>Monitor</b>	<b>Monitor</b>		<b>Deliver</b>
F.2	Prepare annual accounts.			<b>Deliver</b>		
F.3	Implement the Trust Finance Policy and Pay Policy.		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
F.4	Appoint an Accounting Officer.		<b>Decide</b>			
F.5	Set the Trust budget		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		
F.6	Set individual school budgets		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		<b>Deliver</b> <b>Monitor</b>

Finance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
F.7	Determine the proportion of the overall Trust budget to be delegated to individual schools and the amount retained for central support services		<b>Decide</b>			
F.8	Determine pay awards in accordance with Trust Pay Policy		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>		
F.9	Ensure proper financial controls are in place.		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		<b>Deliver</b>
F.10	Ensure school expenditure is in keeping with the budget and adhere to the Trust finance policy		<b>Monitor</b>	<b>Monitor</b>		<b>Deliver</b> <b>Monitor</b>
F.11	To approve capital grant spending		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		

Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
F.12	To approve the Trust's investment policy and arrangements		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		
F.13	Approve use of Trust Apprenticeship Levy			<b>Decide</b> <b>Monitor</b>		
F.14	Open and oversee the operation of the Trust bank account and ensure financial management systems and accounting records are administered in accordance with the finance policy.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>		
F.15	Open and oversee the operation of the school's bank account and ensure financial management systems and accounting records are administered in			<b>Deliver</b> <b>Monitor</b>		

Finance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	accordance with the finance policy.					
F.16	Authorise financial expenditure outside of the agreed budget in line with the finance policy.		<b>Decide</b>	<b>Decide</b> <b>Monitor</b>		<b>Deliver</b>
F.17	Authorise the spending of reserves		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		<b>Deliver</b>
F.18	Approve contracts up to the limits of delegation and within an agreed budget and in line with the Trust's finance policy.		<b>Decide</b>	<b>Decide</b> <b>Monitor</b> <b>Consulted</b>		<b>Decide</b> as per agreed limits in the Trust finance policy  <b>Deliver</b>
F.19	Ensure the promotion and provision of free school meals to those pupils meeting the criteria.			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
F.20	Implement a policy for the approval and		<b>Decide</b>			

Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	payment of trustee and governor expenses			<b>Monitor</b>		

**Central Services**

<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.					
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.					
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.					
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.					
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
CS.1	Determine the scope of mandatory core services to be delivered by the Trust on behalf of its schools.		<b>Decide</b>	<b>Deliver</b>	<b>Consulted</b>	<b>Consulted</b>
CS.2	Determine a Trust-wide procurement policy and set the delegated levels of authority for such contracts.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b>		
CS.3	Approve contracts which constitute related party transactions.			<b>Decide</b>		
CS.4	Enter into contracts up to the limits of delegation, within an agreed budget and in accordance			<b>Decide</b> Up to delegated limits within the financial procedures policy	<b>Decide</b> Up to limit of LGB delegation	<b>Consulted</b>

Central Services						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	with the finance policy.					

Human Resources						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
HR.1	Determine any overarching leadership structures across schools.			<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b> <b>Deliver</b>

Human Resources						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
HR.2	Determine school staffing structure within agreed budget		<b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
HR.3	Determine school staffing budget outside of agreed budget		<b>Monitor</b>	<b>Decide</b> <b>Consulted</b> <b>Monitor</b>		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
HR.4	Appoint the headteacher			<b>Decide</b>	<b>Consulted</b>	
HR.5	Appoint other senior staff (selection panel).			<b>Monitor</b> <b>Consulted</b> for DHT appointments	<b>Decide</b> LGB to support the headteacher with recruitment as appropriate and requested.	<b>Decide</b> All local senior leader appointments.
HR.6	Appoint all other staff.			<b>Monitor</b>	<b>Decide</b> LGB to support the headteacher with	<b>Decide</b> All local staff appointments

**Human Resources**

<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
					recruitment as appropriate and requested.	within the agreed budget
HR.7	Appoint staff working across multiple schools.			<b>Decide</b>		<b>Consulted</b>
HR.8	Approve flexible retirement requests		<b>Monitor</b>	<b>Decide Monitor</b>		<b>Deliver</b>
HR.9	Determine the Trust performance management policy.		<b>Decide</b>	<b>Deliver Monitor</b>	<b>Monitor</b>	<b>Deliver Monitor</b>
HR.10	Implement the performance management policy for the headteacher and other staff.		<b>Decide Monitor</b> Lead the performance management process for the CEO	<b>Deliver</b> DCEO to lead the performance management process of the Headteacher in partnership with the	<b>Deliver Monitor</b> DCEO to lead the performance management process of the Headteacher in partnership with the	<b>Deliver</b> Implement the performance management policy for school staff.

**Human Resources**

<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher
		and monitor across the Trust.	LGB via the chair of governors or an appointed governor	LGB via the chair of governors or an appointed governor.  Monitor the implementation of the performance management policy at school level.	
HR.11	Ensure compliance with terms and conditions of employment and staff handbooks.			<b>Decide</b> <b>Monitor</b>	<b>Monitor</b>
HR.12	Implementation of Trust HR Policies for school staff		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Monitor</b> <b>Deliver</b>
HR.13	Implementation of Trust HR Policies for central team staff		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	
HR.14	Hear HR cases via an appropriate panel and in		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>

**Human Resources**

<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.					
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.					
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.					
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.					
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	line with Trust policies for school staff.			<b>Consulted</b>		
HR.15	Oversee effective engagement with unions and professional associations.			<b>Decide</b> In conjunction with HR provider		
HR.16	Determine DGAT training and development in line with distinctive ethos, aims and vision of the Trust.			<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>
HR.17	Be accountable for ensuring the training and development of individual school staff.				<b>Decide</b>	
HR.18	Monitor the implementation and impact of the Staff Wellbeing Policy		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>

## Pupil Admissions

<b>Decide</b>	<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.
<b>Consulted</b>	<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
<b>Deliver</b>	<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
<b>Monitor</b>	<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trust Board	Executive leadership Team	Local governing board	Headteacher
PA.1	Consult with all key stakeholders before determining an admissions policy.		<b>Decide</b>	<b>Deliver</b>	<b>Deliver</b> At the direction of the Trust Board	<b>Consulted</b>
PA.2	Be accountable for all admission application decisions.				<b>Deliver</b>	
PA.3	Make arrangements for determining admissions and hearing admission appeals.					<b>Decide</b> <b>Deliver</b>
PA.4	Appeal when appropriate, against LA directions to admit pupil(s).			<b>Consulted</b>	<b>Consulted</b>	<b>Decide</b> <b>Consulted</b>
PA.5	Propose a change to the school pupil admission number				<b>Decide</b>	<b>Decide</b>

Decision/Action		Members	Trust Board	Executive leadership Team	Local governing board	Headteacher
PA.6	Approve any changes to the Pupil Admission Number.		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>	<b>Consulted</b> <b>Deliver</b>

Estates and compliance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
EC.1	Procure buildings insurance and personal liability.			<b>Decide</b> <b>Deliver</b>		
EC.2	Develop an estates strategy or master plan.		<b>Decide</b>	<b>Deliver</b>		<b>Consulted</b> for own school
EC.3	Maintain buildings, including implementing a premises and development plan.			<b>Consulted</b> <b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>

Estates and compliance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
EC.4	Determine Trust Health and Safety policy.		<b>Decide</b>			
EC.5	Ensure the Trust Health and Safety policy is implemented.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
EC.6	Review security of school premises and equipment.		<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Consulted</b> <b>Deliver</b>
EC.7	Draw up, agree and monitor an Accessibility Plan for the school.		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
EC.8	Determine a Trust Lettings Policy.		<b>Decide</b>	<b>Consulted</b> <b>Deliver</b>		
EC.9	Ensure the appropriate implementation and use of the accident book and				<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>

Estates and compliance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	agree appropriate actions.					
EC.10	Implement and monitor the school's climate action plan and its impact			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>

Administration						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher

Administration						
A.1	Set compliant times of school sessions and the dates of school terms and holidays and notify the Trust.				<b>Consulted Monitor</b>	<b>Decide Deliver</b>
A.2	Ensure that school is open for 380 sessions for pupils in an academic year. Set compliant times and inform the Trust			<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
A.3	Ensure that the school website is compliant.			<b>Monitor</b>	<b>Deliver Monitor</b>	<b>Deliver</b>
A.4	Ensure 'Get information about schools' is up-to date and compliant.			<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
A.5	Ensure that a compliant data protection policy is implemented.		<b>Decide</b>	<b>Deliver Monitor</b>	<b>Monitor</b>	<b>Deliver</b>