Scheme of Delegation
2017/18

The scheme of delegation sets out who is responsible for which aspects of school leadership and governance within the academy trust.

Date of approval

6 September 2017

Introduction

The Discovery Schools Academy Trust Board has overall legal responsibility for the operation of the MAT and the schools within it. The Trust Board delegates authority to key groups to ensure and achieve effective leadership and governance of the Trust, this is set out in the Scheme of delegation. This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- Board of Trustees - The Board of Trustees may decide to form committees to carry out certain of its functions. The term 'Board of Trustee' will therefore include any such committees that may be formed from time to time.

- Chief Executive Officer (CEO) and Central Executive Team

- Cluster Governing Board (CGB)

- Cluster Executive Leader

- Advisory Board (AB)

- Headteacher of the school

While the Scheme is designed to be comprehensive it will not cover every task, it is an evolving document which is updated as changes occur to advisory and decision-making responsibilities. Any significant changes are referred to the Board of Trustees for agreement. The Central Executive Team will review the scheme of delegation annually and present it to the Board of Trustees for agreement.

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
Vision, values & strategy		• Set the DSAT vision and values *Kibworth CofE* • Preserve and promote the religious character of the school as determined by the Diocese of Leicester	• Communicate the DSAT vision and values to schools	• Contribute to the revision and development of vision, values & strategy through consultation • Monitor implementation of Trust vision, values and strategy	• Contribute to the revision and development of vision, values & strategy through consultation	• Contribute to the revision and development of the trust and school vision, values & strategy • Monitor and support the implementation of the vision and ethos of the school and the Trust at local level *Kibworth CofE* • Preserve and promote the religious character of the school as determined by the Diocese of Leicester • Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS	• Contribute to the revision and development of vision, values & strategy through consultation document • Develop, propose and implement the DSAT mission and vision strategy in the school context • Develop school ethos and values *Kibworth CofE* • Preserve and promote the religious character of the school as determined by the Diocese of Leicester • Attend any diocesan induction training as required by the Diocese • Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS
		• Approve Trust strategic objectives annually • Review and challenge progress of the Trust against its strategic objectives and KPIs • Approve Trust-wide school strategies • Approve a Trust Policy Framework	• Develop strategic objectives for the Trust • Deliver strategic objectives for the Trust in partnership with schools • Report progress against strategy and KPIs to the Board • Develop a Trust Policy Framework (Spring 2018)	• Monitor progress of each school against its strategic objectives and raising achievement plan • Review school risk plans and identify high risks that require mitigation plans • Review progress against 'high risk' mitigation plan	• Development and execution of a strategy area • Approve school strategic objectives and raising achievement plan • Review and challenge progress of the school against its strategic objectives and KPIs	• Consulted on school strategic objectives annually • Informed of progress against school strategy and KPIs termly. Escalation of concerns to the CGB.	• Develop school strategic objectives and raising achievement plan • Deliver the school strategic objectives • Report progress to the Advisory Board and Cluster Board • To tailor trust-wide policies to school policy as recommended by the Central Executive Team
		• Review mitigations plans from the Trust annual partnership survey	• Develop a Trust annual partnership survey • Review the data from the Trust annual partnership survey and identify mitigation plans to ensure vison values and aims are embedded in all schools	• Informed of outcome and actions from annual partnership survey	• Contribute to the development and review of the partnership survey.	• Informed of outcome and actions from annual partnership survey	• Complete Trust annual partnership survey

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
Admissions		• Determine and approve the Trust-wide admissions policy	• Develop the Trust-wide admissions policy for adoption by the Trustees • Consult on the admissions policy for the Trust as required in accordance with the School Admissions and Appeals Codes • Determine arrangements for hearing admission appeals • To provide oversight of and support of the implementation of the admissions arrangements across • To ensure that the impact of any proposed changes to a school's admission arrangements are considered considering the other schools in the Trust	• Ensure effective arrangements are in place for pupil recruitment • Monitor to ensure admissions arrangements are adhered within the cluster group		• Consulted on the Trust admissions policy • Contribute to the development of the school prospectus	• Consulted on Trust the admissions policy • Ensure compliance with the Trust-wide admissions policy • Publish admissions arrangements as required in accordance with the School Admissions and Appeals Codes • Participate in the fair access protocol • Development of the school prospectus • Ensure school website and prospectus is up to date and available
Pupil Attendance		• Review Trust attendance and pupil absences as part of the key performance indicators	• Monitor the levels of attendance across the Trust including unauthorised absence and report to the Trustees	• Review attendance and pupil absences as part of the key performance indicators for schools in cluster		• Review attendance and pupil absences as part of the key performance indicators	• Maintain a register of pupil attendance • Report on attendance and absence as part of key performance indicators • Develop attendance strategies and policy to promote good levels of attendance

Curriculum, performance & standards	• To receive an annual report from the Trustees and the CEO on Trust performance	• To appoint an Education Standards Committee
		
		• To approve a Trust-wide curriculum statement to ensure provision of a balanced and broad curriculum (Curriculum & Assessment Strategy)
		
		• To approve a Trust strategy for:
		  - Quality Assurance and School Improvement
		  - Curriculum and Assessment strategy
		  - Teaching and Learning Strategy
			• Develop effective processes for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the schools in the trust
			
			• To co-ordinate the development of Trust strategy for:
			  - Quality Assurance and School Improvement
			  - Curriculum and Assessment strategy
			  - Teaching and Learning Strategy
			
			• Report on progress towards KPIs from Trust Strategies to the Trustees
			
			• To provides a half termly report to the Trustees on performance
			
			• Monitor the KPI figures relating to school and trust performance
			
			• To identify mitigation plans for underperformance in areas of concern
				• Monitor Key Performance Indicators (KPIs) across the cluster for identification of any areas of concern for referral to the Trustees
				
				• Monitor progress and impact of teaching and learning strategies
				
				• Monitor the effectiveness of the curriculum and how it is matched to learners needs
				
				• Monitor the progress of the school risk plans within this area and identify mitigation plans as required
					• Development and execution of a strategy area for the Trust to include: Teaching and learning, Curriculum and assessment, Quality Assurance and School Improvement
					
					• To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the values of the Trust)
					
					• Review the quality the school curriculum and its design to meet the needs of its learners
					
					• To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets
					
					• Review the quality and accuracy of the school self-evaluation information
					
					• Approve individual school's raising achievement plans
						• Review school performance
						
						• Consulted on key priorities for whole school development areas
						
						• Consulted on Trust strategies (T&L, QA & C&A)
						
						• Consulted on Trust Attendance Policy
						
						• Consulted on curriculum enrichment and equality of access for all groups
							• To ensure the curriculum delivery consistent with the Trust curriculum statement.
							
							• To set targets for pupil achievement and progress and monitor against targets
							
							• To report half-termly KPI figures to the Central Executive Team and the Cluster Board relating to standards
							
							• To prepare a school raising achievement plan for approval by Cluster Executive Lead
							
							• To ensure all curriculum areas are well led and developed to meet the local needs of their children
							
							• To design and implement a curriculum enrichment outside of the school day

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
Safeguarding		• To approve the Safeguarding & Wellbeing Strategy and reviews its' effectiveness • Approve Trust-wide policies on Safeguarding/Child Protection Policy, Educational Visits, Supporting Pupils with Medical Conditions, Visitors, Safer Working Practice for Staff • The Chair of the Board manages allegations against the CEO • Appoint a designated Board member for safeguarding • Ensure safeguarding is a high priority on all board agenda items	• Develop the Trust Safeguarding & Wellbeing Strategy and report to the Trustees on its' effectiveness. • Develop key policies to include: on Safeguarding/Child Protection Policy, Educational Visits, Supporting Pupils with Medical Conditions, Visitors, Safer Working Practice for Staff • Conduct an annual compliance and effectiveness audit within each school • Analyse trends and concerns across the trust, report findings to trustees and direct remedial action • Provide rapid response support for staff allegations	• To appoint a designated governor for safeguarding • To review KPIs across the cluster for identification of any areas of concern for referral to the Trustees and Central Executive Team • Monitor progress of the Safeguarding Action Plan. • The Chair of the Cluster Board will receive and deal with allegation made against the headteacher and work with CEO to resolve this • Members of the Cluster Board involved in recruitment must undertake safer recruitment training	• Monitor schools in cluster are dealing with issues appropriately and provide support to headteachers, and Designated Safeguarding Leads • Liaise with the Trust Safeguarding lead professional to tackle and target areas of poor practice or non-compliance	• Adopt the trust Safeguarding/Child Protection Policy • Review the effectiveness of safeguarding procedures. • Review safeguarding issues that are affecting the operation and development of the school • Review Safeguarding Audit report and action plan • Pupil voice survey to feed in to annual safeguarding audit.	• Establish and maintain single central record (SCR) • The headteacher and other recruiting staff must complete and update safer recruitment training • The headteacher must ensure the school complies with the safeguarding policies and report all serious incidents to the LA, children's social care or LSCB as appropriate • Report incidents, trends, referral frequency and training needs to CE and the Cluster Boards • To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance • Establish a robust staff training plan • Complete an annual safeguarding action plan from Trust internal audit • Develop a targeted safeguarding curriculum aligned to key areas of need locally and nationally.
SEN		• Review and assess the impact of SEN provision across the Trust	• Develop a Trust SEN Strategy and report to the Trustees on its' effectiveness. • To review KPIs across the Trust for identification of any areas of concern for referral to the Trustees	• To review KPIs across the Cluster for identification of any areas of concern for referral to the Central Executive Team		• Review the school SEN policy • Review and approve the SEN Information Report and ensure compliance with the SEND Code of Practice • Review school accessibility plan and its implementation • To provide oversight of the implementation of the policy within school and compliance with the Disability Discrimination Act requirements	• To make provision for SEND pupils with or without a statement or Educational Health Care Plan • Develop the school SEN policy for review by AB prior to adoption • Report to the AB on the impact and effectiveness of the SEN policy • Appoint a SENCO • Produce the school 'School Information Report' for review by the AB and publication • Work with the local authority in respect of students who have (or might have) SEN • Make provision for SEN pupils with or without a statement or Education, Health and Care plan • Ensure compliance with the Disability Discrimination Act requirements within the school
Behaviour & Exclusions		• Approve a Trust Behaviour Strategy (September 2018) and review its' effectiveness • To review KPIs and trends across the Trust.	• Develop a Trust Behaviour Strategy (September 2018) and reports of its' effectiveness to trustees • To review KPIs and trends across the Trust and report to the Trustees.	• To review KPIs across the Cluster for identification of trends • Review data on barred parents	• Review the effectiveness of the school behaviour policy	• Approve the school behaviour policy and anti-bullying policy • Review KPIs for identification of any areas of concern	• Develop the behaviour policy and anti-bullying policy for the school for review adoption by the Advisory Board • Publish the school's behaviour policy, including the anti-bullying strategy online • Power to bar parents from the school site for unreasonable conduct

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
		• To review the use of exclusions across the Trust	• To review the overall pattern of exclusions and to report to the Trustees • Arrange an Independent Review Panel to review the decision of a discipline committee not to reinstate a permanently excluded pupil.	• To review the overall pattern of exclusions across the Cluster • Convene a pupil discipline committee to review any exclusion of a pupil	• Case review pupils at risk of permanent exclusion	• Participate in pupil discipline committee meetings • Appraise the overall pattern of exclusions.	• Comply with DfE guidance - *Exclusion from maintained schools, Academies and pupil referral units in England* • Publish exclusion policy online • Power to exclude a pupil for a fixed term or permanently • Report exclusion decisions to the Advisory Board, Trust and LA • Refer 'potential' permanent exclusions to Cluster Executive Leader for case review prior to exclusion
Complaints Stage 1: Class teacher Stage 2: Head Stage 3: AB Chair Stage 4: Panel		• Review complaints trends across the Trust	• Develop a Trust Complaints Policy and Procedure for schools (Spring 2018) • Review complaints trends across the Trust report to the Trust Board	• Review complaint trends for Cluster and agree remedial strategies to address common issues • Participate in panel to review escalated complaints (Stage 4)	• Participate in panel to review escalated complaints (Stage 4)	• Review complaints trends for school and report concerns to Cluster Board • Review complaints escalated to the Advisory Board (Stage 3)	• Prepare a school complaints policy compliant with trust policy • Publicise complaints policy on school website • Manage complaints in line with the Trust Complaints Policy and Procedure. (Stage 1-2) • Report complaints trends to the AB (stage2 & 3).

School Organisation
 	
Includes:
Uniform
Pre & after school offer
School meals
School hours – start & finish times
Length of school day
Term dates
Home school agreement – if adopted
				• Approve changes to 'school organisation' relating to:
				  o Uniform
				  o Pre & after school offer
				  o School meals
				  o School hours – start & finish times
				  o Length of school day
				  o Term dates
						• Consulted on proposals and make recommendations to Cluster Board for approval
						• Approve home school agreement if adopted by the school
							• Propose changes to areas identified under 'school organisation'
							• Review and maintain a Home school agreement if adopted by the School

Pay & Performance Management		• Approve pay, PM arrangements for all staff across the Trust • CEO performance management and salary review • Approval of Central Executive Team and Cluster Executive Headteacher pay progression recommended by CEO • Review pay & performance across the trust • Convene appeals panels for Headteacher, Executive Cluster Lead and CEO pay appeals	• Develop pay and performance management policies and consult with recognised Trade Union groups through the Joint Consultative Group. • CEO to review Cluster Executive Headteacher pay recommendations and present to the Board • CEO to review and agree Headteacher and deputy pay recommendations • Monitor and challenge outcomes of performance management or panel meetings • Trust senior Central Executive team, Cluster Executive Headteacher and	• Participate in the performance management of Cluster Executive Headteacher, including interim and final reviews of targets (in conjunction with the CEO) • Convene panels for pay appeals, and any appeals panels for staff in cluster	• Headteacher performance management with AB participation and recommend pay progression to the CEO	• [Advisory Board Chair] participates in Headteacher performance management (in conjunction with Cluster Executive Headteacher) • Monitor staff PM targets - receive anonymised overview of staff PM outcomes and review pay recommendations	• Ensure all staff are performance managed • Comply with DSAT pay, performance management policies • Provide overview outcomes of staff performance and pay recommendations to Advisory Board • Provide overview outcomes of staff performance and pay recommendations to CEO

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
			staff with cross trust responsibility performance management by CEO and/or DCEO				
Recruitment		• Approve terms and condition of employment.	• Develop terms and condition of employment and carry out formal consultation with recognised Trade Unions and affected stakeholders. • Develop annual Staff Handbook • Develop staffing structure models	• Approve exceptions to staffing structure models		• Recommend exceptions to staffing structure models to Cluster Board	• Design school staffing structure • Propose changes to model staffing structure to Advisory Board for first stage approval
		• Appoint the CEO and support the recruitment of other senior central posts • To succession plan for the Trust Board and Executive Team	• Central Trust staff appointments, supported by the Board for senior posts. • Approve the recruitment and deployment of staff with cross Trust responsibilities • Appoint executive headteachers, headteachers and deputies (supported by members of Cluster Board, Advisory Board and Executive Headteacher where applicable) • To succession plan for Trust Executive Team and Headteachers	• Review recruitment process followed for Headteacher and deputy appointments	• Representative on recruitment panel for headteacher and deputy appointments • Report recruitment processes followed for Headteacher and deputy appointments to the Cluster Board	• Representative on recruitment panel for headteacher and deputy appointments • At the request of the headteacher, support in the recruitment of staff.	• Appoint teaching and support staff within agreed school staffing structure • Appoint deputies in conjunction with Cluster Executive Leader and advisory board

HR Policies:
 	
Disciplinary & capability
Attendance Management
Dignity at Work / Grievance
		• Approve HR policy for all staff across the Trust for:
		  o Disciplinary & capability
		  o Attendance Management
		  o Dignity at Work / Grievance
		• Implement policy in respect of the CEO
		
		• Convene panels for appeals in respect of CEO
			• HR policy development and consultation with recognised Trade union groups.
			
			• Implement policy in respect of central Trust staff
			
			• Convene panels for appeals from central Trust staff and Cluster Executive Leader (supported by Chair or other appropriate member of the Board of Trustees).
			
			• Give guidance and support to individual schools
				• Representative on appeals panels for staff in cluster	• At the request of the Central Executive Team, give representation on hearing panels and support investigation procedures.	• Implement the specified HR policy in respect of Headteachers & Senior Leadership Team
						
						• Convene panels for appeals for staff in school (supported by Chair or another appropriate member of the Cluster Board)
							• Implement the specified HR policies for all staff.
							
							• Communicate significant HR matters to the Central Executive Team for further support and guidance.

Operational risk management		• Oversee, review and challenge DSAT risk register and mitigation plans.	• Execute and oversee risk mitigation and related actions • Create and maintain DSAT-wide risk register • Create and maintain individual school risk registers • Develop and monitor risk management processes across all schools and support schools to take appropriate action • Clearly communicate standard risk management expectations, including	• Oversee the school's risk register and mitigation plans to ensure appropriate action is taken.	• Contribute to the school's risk register	• Informed of school risk register and mitigation plans	• Contribute to the risk register for school and ensure potential risks are communicated to Central Executive Team and Advisory Board, and are mitigated in school procedures/ improvement plans

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
			a standardised approach				
		• Receive and challenge headline and critical incident reports	• Monitor health and safety issues and incidents, provide support at Trust level when necessary • Ensure the overall health and safety procedures of schools, oversee documentation is up to date. • Report critical incident to trustees	• Monitor health and safety issues and incidents/critical incidents		• Review critical incidents and action plans to mitigate future incidents	• Maintain school's facilities and ensure H&S requirements are adhered to • Report incidents to Central Executive Team in a timely manner
		• Approve business continuity strategy	• Review and gain trustee approval of business continuity arrangements				• Develop, gain (trust) approval and implement a business continuity plan for the school
Data Protection		• Approve the Data Protection Strategy • Review annual report on data security in the trust	• Develop and implement the Trust Data Protection Strategy. (Easter 2018)				• Implement Data Protection Policy and procedures • Report any data protection breaches to the Central Executive Team.
Website Compliance		• Review annual report of website compliance for schools and the trust website	• Monitor school website compliance with regulations including local governance structure/governor details. • After termly audits are complete, monitor that remedial actions have taken place.			• Review termly website audit report and progress against actions to ensure that the school website is compliant with DfE requirements	• Review website audit review and ensure remedial actions are put in place.
Finance – Compliance and Risk	• To receive statutory accounts at the AGM	• Appointment of Accounting Officer • Appoint a committee with responsibility for finance audit and risk • Approval of audited financial statements • Approve annual Trustee report as part of statutory accounts • Approve annual governance statement as part of statutory accounts • Review and challenge Trust financial risks	• Appointment of Finance Director (Chief Financial Officer) • Submit audited accounts • Must publish annual accounts on website and file annual account with Companies House. • Complete annual statement on regularity, propriety and compliance • Submit Land and Buildings Return • Submit Annual Accounts Return • Develop, monitor and mitigate Trust Financial Risk Register • To maintain a register of business interests	• Review, Challenge and agree Pupil Premium spend and impact report • Review, challenge and agree Sports Premium spend and impact report • Review and challenge schools on financial risks	• Monitor impact and use of Pupil Premium funding • Monitor impact and use of Sports premium funding	• Provide comment and challenge using Trust benchmarking tools on budget areas • Consulted on pupil premium spending and strategy, reviewing the impact of this additional funding. • Consulted sports premium spending and strategy, reviewing the impact of this additional funding.	• Ensure effective deployment of the pupil premium and monitor and report on impact • Develop and publish Sports Premium impact report • Review and mitigate against school financial risks
Finance policies		• Approve financial regulations and key finance policies as detailed in the Trust Policy Framework	• Develop Financial Regulations Manual • Develop financial policies as detailed in the Trust Policy Framework, to include reserves and investment, conflicts of interests, expenses, fraud, gifts and hospitality, whistleblowing (this is not an exhaustive list) • Monitor the impact of pupil premium across schools and report to the	• Review Schools Charges and Remission Policy, ensuring it is consistent with the trust vision and values. Review internal audits of schools to ensure schools are adhering to trust policies	• Raise any concerns about the equity of schools charging policy, financial probity and compliance with the trust financial regulations	• Approve the school Charges and Remissions policy	• Read and comply with all financial policies • Develop and publish schools Charges and Remissions Policy

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
			Trustees				
Finance - Budgets		• Annual approval of budgets Trust-wide. • Ensure effective financial management of the Trust. • Agree budget virement £10k> • Agree the mechanism for schools' central contribution charge to schools	• Analyse, benchmark and agree annual school budget for each school for submission to Board. • Approve annually all school staffing structure proposals • Monitor schools against budget and address variances swiftly. • Set, monitor and challenge progress towards financial targets • Forecast financial budget outcomes. • Submit Budget Forecast Return • Submit Budget Forecast Outturn Return • Authorise expenditure in line with policy • Develop and monitor core Trust budget and recommend central contribution charging mechanism. • Calculate and inform schools of Trust wide purchased goods/services	• Approve school budget for submission to the Central Executive Team • Monitor the school budget expenditure, challenging variances • Authorise expenditure in line with policy • Gain Central Executive Team approval for expenditure out of approved overall budget or if in deficit • Approve school staff structure for submission to Central Executive Team	• Identify cross school efficiencies. • Authorise expenditure in line with policy	• Appraised of the financial position of the school • Provide comments and consultation on identified school budgets • Compare and challenge Headteacher about school expenditure using Trust bench marking tools	• Propose school budget for Cluster Board approval annually. • Maintain expenditure within budget • Seek Cluster Board approval for expenditure out of approved budget or if in deficit position • Review staffing structure for efficiency and affordability • Meet financial targets and report any financial vulnerabilities to Central Executive Team • Authorise expenditure in line with policy • Agree budget virement of up to £10k
Finance – Capital and Assets		• Approve the Trust Capital Strategy • Approve the DSAT overall strategic plan for capital expenditure taking into account the strategic plans of each school • Agree disposal of assets £5,000>	• To draw up and gain approval of priorities for capital expenditure across the Trust • Develop and maintain a building maintenance plan to ensure that all property remains 'fit for purpose' • To specify project management arrangements for major capital projects • Maintain Trust asset register	• Review capital expenditure priorities for cluster • Agree disposal of assets £2,501 - £5,000	• Appraise Capital bids across Cluster for economies of scale and if support schools development plan. • Approve use of DFC in line with Trust Capital Strategy, School 3- year Premises Development Plan and Conditions Survey	• Provide guidance and support on viability of capital projects • Approve 3-year Premises Development Plan • First level review of capital bids	• Contribute to the development of a 3-year Premises Development Plan and ensure proposed capital expenditure priorities are submitted to the Trust. • Propose use of DFC in line with Trust Capital Strategy, School 3-year Premises Development Plan and Conditions Survey • Agree disposal of assets £501 - £2,500
Audit	• To appoint external auditors	• Recommended appointment and removal external auditor to Members • Receive reports from audit inspections and the review the resulting Action Plan	• Recommend internal and external audit requirements • Lead and coordinate internal and external audits • Establishing and maintaining procedures for effective audit in accordance with Trust and EFSA requirements • Action and respond to external and internal audit report requirements	• Review and challenge audit reports and recommendations		• Review and monitor progress against actions and timescales for implementation from Audits	• Comply with requirements of internal and external audits • Respond and action audit recommendations
Finance - Procurement		• Agree Expenditure over £100,000	• Develop a procurement and tendering process • Ensure procurement policies are adhered to across the Trust • Achieve Best Value by purchasing at a	• Agree Expenditure of between £20,001 to £50,000	• Consider cluster wide purchases to achieve best value	• Ensure Best Value is achieved at all time	• Ensure Best Value is achieved at all time • Agree Expenditure of up to £20,000 • Comply with Procurement guidance in Financial Regulations Manual

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)	Headteacher
			Trust level • Agree Expenditure of between £50,001 to £100,000 • Comply with Procurement guidance in Financial Regulations Manual				
Insurance		• Approve insurance arrangements.	• To procure suitable insurance cover that includes premises/material damage, contents, business interruption, governing body and employer liability, 3rd party liability, professional indemnity, cash, personal accident and UK travel.				• Ensure school displays appropriate certificates and contacts Central Executive School if claims need to be made.
Health & Safety		• Approve a Trust Health and Safety policy.	• Create and maintain schedule for Health and Safety policy review. • Develop Health and Safety policy and linked risk assessments and consult with recognised Trade union groups • Monitor actions on action plans and ensure any actions which incur capital/revenue funding are incorporated into the trust building development plan.				• Implement Health and Safety policy and procedures for all staff. • Disseminate Health and Safety Policy to all staff in their schools. • Ensure all staff are aware of their Health and Safety responsibilities. • Ensure mandatory and statutory training is carried out with respect of Health and safety. • Ensure Educational Visits Co-ordinator is identified in school and they are given responsibilities for keeping Evolve up to date with all trips and activities. • Ensure Health and Safety action places are actioned from workplace inspections
ICT		• Approve the Trust ICT strategy	• Develop and implement the Trust ICT strategy. (December 2017) • Report to the Board annually on the effectiveness of the ICT strategy.				• Consulted on the Trust ICT Strategy • Comply with the principles in the Trust ICT strategy

Governance	• Review and amend the Articles of Association
	• Change the name of the Academy Trust
	• To receive an annual report from the Trustees and the CEO on the Academy Trust's performance.
		• To approve:
		  o Governance Strategy and Scheme of Delegation
		  o Terms of reference for the Trust Board and committees
			• Review and develop:
			  o Governance Strategy and Scheme of Delegation
			  o Terms of reference for the Trust Board and committees
			• To attend meetings of the Trustees and to provide a CEO/Principal report
			• To make clerking arrangements for the Trust Board
			• To secure professional advice on behalf of the Trustees as may be requested
			• Establish and maintain a register of all interests (pecuniary business and loyalty) of the senior Executive Team and publish this in accordance with regulation
				• Consulted on the Governance Strategy
				• To carry out a skills audit and annual self-review of Cluster Board performance setting out priorities for improvements in the next academic year
				• Establish and maintain a register of all interests (pecuniary business and loyalty) of Cluster Governors and publish this in accordance with regulation
					• Consulted on the Governance Strategy	• Consulted on the Governance Strategy
						• To carry out a skills audit and annual self-review of Advisory Board performance setting out priorities for improvements in the next academic year
						• Establish and maintain a register of all interests (pecuniary business and loyalty) of Advisory Board Members and publish this in accordance with regulation
							• Consulted on the Governance Strategy
							• To attend meetings of the Advisory Board and when applicable the Cluster Board and to provide information and reports as required
							• Establish and maintain a register of all interests (pecuniary business and loyalty) of staff and publish this in accordance with regulation

	Members	Board of Trustees (or a committee of the board)	Central Executive Team (CE)	Cluster Governing Board (CGB)	Cluster Executive Leader	Advisory Board (AB)		Headteacher
	• Appoint/remove Members • Appoint/remove Trustees	• Recommend trustees for appointments to Members or the Board (P&G Committee) • Approve appointments and chairing arrangements for Cluster Board (P&G Committee) • Powers to remove Cluster Board Governors and Advisory Board Members (other than non-attendance)	• Support recruitment to the Trust Board, Cluster Board and Advisory Boards	• Remove Cluster Board Governors for non-attendance		• Appoint chair and vice chair of Advisory Board • Remove Advisory Board members for non-attendance		