

Scheme of Delegation

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Revision History

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2.1	July 2022	Head of Governance	2.20 Expanded wording re related party transactions 2.28 added 'and gifts of appreciation' to wording

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TRUST CONTEXT, VISION AND VALUES

The Djanogly Learning Trust (the Trust) is a well-established multi-academy trust. As of July 2021, the Trust has eight schools (one secondary and seven primary), based in Nottingham City and Derbyshire. The Trust has several layers of governance: Members, Trust Board (the Board), Board Committees, Senior Executive Team and Local Governing Bodies that provide school-focused challenge and support.

This Scheme of Delegation is underpinned by **the Trust's vision:**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail.

This is a considerable responsibility and we take it very seriously.

Everyone within our Trust is fully committed to learning.

Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

GOVERNANCE STRUCTURE

The Trust's governance structure is shown in **Appendix A**.

- **Members** are the guardians of the governance of the Trust and must ensure it carries out its charitable objective. To do this they need an overview of governance arrangements, but responsibility for conducting the business of the Trust remains firmly with the Trustees. Members should therefore be 'eyes on, hands off'.
- The **Trust Board** has ultimate legal accountability for the Trust and is responsible for Trust policy and strategic decision-making. The Trustees oversee the management and administration of the Trust and its schools and delegate authority and responsibility to others, including executive officers and school leadership teams, to undertake the day to day management of the Trust and its schools. Key matters reserved to the Board include setting the strategic direction, vision and values of the Trust and approval of the Trust strategic plan, policies and educational targets. The Trustees act as both charity trustees and the directors of the company (the academy trust).

The Board is supported in its work by its committees for:

Achievement, Standards & Wellbeing;

Audit, Risk & Finance; and

HR & Remuneration.

The Trust **Articles of Association** set out the charitable objects of the Trust along with its governance composition and overarching procedures. They can be viewed on the [Trust website](#).

- The **Senior Executive Team** comprises the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) and a number of other senior Trust leaders. The Trustees delegate the day to day management of the Trust to the CEO, who is also the Accounting Officer (AO). The CEO is responsible for the leadership and management of the Senior Executive Team (SET) which, in turn, is responsible for the operational running of the Trust and for supporting the Trust schools.
- The **Academy Leaders (Principals and Headteachers)** of the Trust academies are responsible for the day to day management of the Trust's schools.
- The **Local Governing Body (LGB)** of each school is accountable to the Trust Board for ensuring that the academy leadership team fulfils its responsibility for educational outcomes for their pupils, safeguarding, health and safety and community engagement. They provide the governance role of challenge and support at academy level. The LGB Terms of Reference sets out the constitution, the process for appointment/removal of governors and how the LGB will operate.

CHAIR'S ACTION BETWEEN MEETINGS OF THE BOARD OF TRUSTEES

Appendix B sets out the circumstances in which the Board delegates to its Chair and to the Chairs of LGBs power to act on its behalf.

SCHEME OF DELEGATION FRAMEWORK

The Board has overall responsibility for governance of the Trust and all its academies. The Board delegates many of its governance functions to other layers of governance, including to the Board committees, Senior Executive Team, LGBs and Academy Leaders. This **Scheme of Delegation** defines these responsibilities and accountabilities.

This Scheme of Delegation is in line with the following documents:

- The Trust's Articles of Association, which set out, set out the charitable objects of the Trust along with its governance composition and overarching procedures.
- The Trust's Funding Agreements that set out the conditions upon which the Trust receives its funding.
- The Academy Trust Handbook which is issued by the Education and Skills Funding Agency (ESFA) and sets out the financial framework and governance requirements for academy trusts reflecting their status as companies, charities and public bodies.

ROLES AND RESPONSIBILITIES

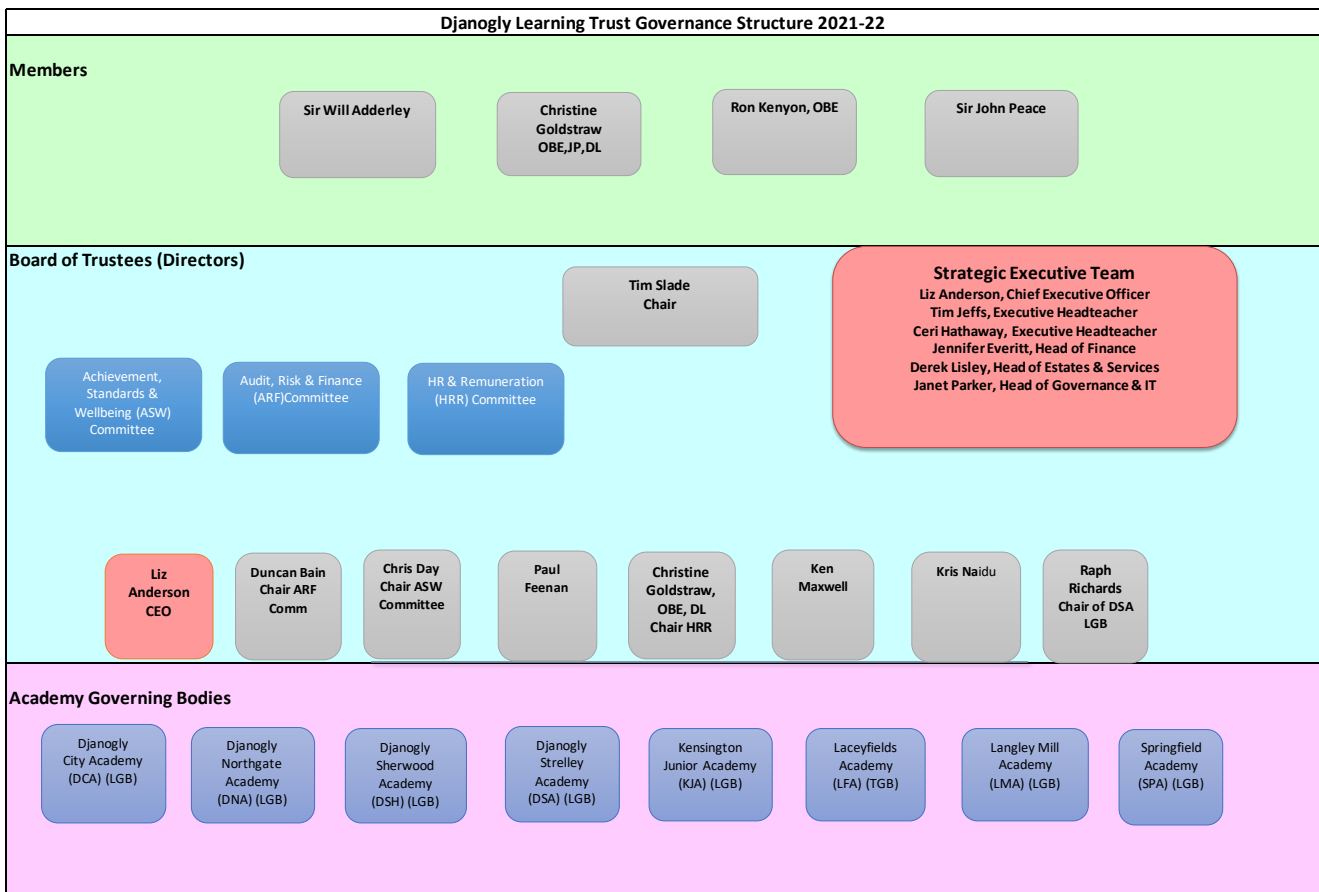
The following pages detail the specific responsibilities of the Board, Senior Executive Team, Local Governing Bodies and Academy Leaders in the areas of governance; budgets, finance and risk; staffing and HR; standards, curriculum and target setting; safeguarding; SEND; complaints; health, safety and estates, and information management, communication and marketing.

A sponsored academy, or an academy where there are concerns about leadership, governance or other areas, may have fewer delegated functions which will be determined on a case by case basis.

The specific responsibilities of the **Members** are as follows:

- Review, amend and agree the Articles of Association
- Change the name of the Trust
- Receive an Annual Report from the Board and the CEO on the Trust's performance (including standards)
- Appoint/remove Members
- Appoint up to eleven Trustees and remove any of these
- Receive the Trust's audited annual accounts
- Appoint external auditors for the Trust and academies
- Approve any service contracts for Trustees

Appendix A – Governance Structure



Appendix B – Delegated responsibilities

1. GOVERNANCE

GOVERNANCE	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
1.1 Approval of: <ul style="list-style-type: none"> Terms of reference for Trust Board committees LGB constitution and terms of reference 	N		Develop & recommend		
1.2 Approval of Trust Scheme of Delegation	N		Develop & recommend		
1.3 Determine the Board's reserved matters	N				
1.4 Appoint the Board committees	N				
1.5 Appoint and remove co-opted Trustees	N				
1.6 Elect a Chair and Vice-Chair of the Board each academic year and remove in accordance with the Articles of Association	N				
1.7 Appoint and remove Chairs to LGBs in accordance with LGB constitution and terms of reference	N		Recommend LGB Chair appointments		
1.8 Change delegated power or membership of LGBs	N		Make recommendations		
1.9 Appoint/remove the Trust's Company secretary	N		Manage the appointment process		
1.10 Appoint/remove the Clerk to the Board	N		Manage the appointment process		
1.11 Appoint/remove the Clerks to the LGBs	Y		Delegated authority (HoG)		
1.12 Publish on the Trust website required information on governance arrangements	Y		Delegated authority (HoG)		

1.13 Take out director indemnity insurance cover (as at 7/21 covered under RPA)	Y		Delegated authority (HoF)		
1.14 Acquisition of legal entities	N	Recommendations to the Board	Obtain professional advice		
STRATEGY					
1.15 Determine the vision and values of the Trust	N		Recommendations to Board	Champion DLT vision & values in the Academy	Champion DLT vision & values in the Academy
1.16 Determine the vision and values of individual academies, ensuring that it remains consistent with the overall vision and values and strategy of the Trust	Y	Ensure that this is in line with Trust vision and values		Delegated authority in collaboration with the Academy leader	Implement as determined by the LGB
1.17 Determine the Trust's strategic objectives and related success criteria/approve the Trust's 3 year business plan and monitor progress against this	N		Develop objectives and business plan and recommend to Board Report to Board on progress against objectives and business plan		
1.18 Ensure that academies have a medium to long term vision for their future and that there is a robust strategy in place for achieving this	Y			Delegated authority in collaboration with Academy leader	Collaborate with LGB
1.19 Approve school applications to join the Trust	N		Consider requests, conduct due diligence and make recommendations to Board		

1.20 Enter into, or withdraw from, a formal partnership	N	Make recommendations to Board			
DEVELOPMENT OF POLICY AND PROCEDURES					
1.21 Approve statutory and non-statutory Trust-wide policies	No – delegated to committees where appropriate		Develop policies	Monitor implementation	Tailor policies as directed and implement
1.22 Approve statutory and non-statutory Academy policies	Y			Delegated authority – approve, review & monitor implementation	Develop policies
ORGANISATION OF TRUST					
1.23 Determine academy term dates, length, organisation of academy day, age ranges, extended provision.	Y – significant changes as defined by DfE must be submitted for RSC approval following Board approval		Delegated authority – in consultation with Academy Leaders/LGB	Involved in consultation process with Academy Leader. Recommendations to SET via minuted meeting actions	Make recommendations to SET/LGB
1.24 Academy admissions policies and criteria	N – Trust is Admissions Authority		Undertake consultation, determine and publish admissions arrangements in accordance with Schools Admissions		Ensure compliance with the Trust Admissions Policy. Make arrangements for pupil recruitment

			Code. Ensure effective arrangements are in place for pupil recruitment		and academy prospectus. Ensure participation in the Fair Access Protocol
1.25 Free school meals	Y				Delegated authority – Ensure the provision of free school meals to eligible pupils

2. BUDGETS, FINANCE AND RISK

BUDGETS, FINANCE AND RISK	ESFA	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
STATUTORY REPORTING						
2.1 Complete and approve annual accounts/reports/returns to funding and regulatory bodies		N – via A,R&F	Review	Prepare and review for recommendation to CEO & Board. Work with auditors to prepare annual accounts and report (CFO)		
2.2 Complete and submit other accounting returns		Y		Delegated authority (CFO)		
2.3 Maintain a register of business interests for the Trust		Y		Delegated authority (HoG)		
2.4 Authorised to complete PAYE returns		Y		Delegated authority (CFO)		
2.5 Authorised to complete VAT returns		Y		Delegated authority (CFO)		

2.6 Appoint the Accounting Officer		N	Act as Accounting Officer			
BUDGET AND MANAGEMENT REPORTING						
2.7 Agree long term financial objectives of the Trust		N	Recommendations to Board	Recommendations to CEO		
2.8 Approve and monitor the annual budget for the Trust including Academies		N – via Chair & A,R&F	Endorsement as Accounting Officer	Prepare annual budget for recommendation to Board (CFO). Monitor budget (CFO)	Monitor Academy budget	
2.9 Determine the proportion of the overall Academy budget to be retained for central services		N		Recommendations to Board		
2.10 Revenue balances/carry forward		Y	Delegated authority – balances held over carry forward threshold			
2.11 Approve any significant changes to the approved budgets		N		Consider any variances to delegated budget for Board approval		
2.12 Approval of expenditure not provided for in the annual budget		Y – however board approval required for unbudgeted expenditure >£30k		Delegated authority – within agreed limits/requirements contained in the Trust's financial regulations <i>Spending over budget</i> <£30k AL/CFO/CEO >£30K AL/CFO/CEO/BoT		Delegated authority – within agreed limits/requirements contained in the Trust's financial regulations <i>Spending over budget</i> <£30k L/CFO/CEO >£30K AL/CFO/CEO/BoT

SYSTEMS OF INTERNAL FINANCIAL CONTROL						
2.13 Ensure proper financial controls are in place across the Trust		N – via A,R&F	Provide assurance to ESFA as Accounting Officer	Ensure adequate risk, financial and asset management systems are in place across the Trust		Ensure proper financial controls are in place at the Academy
2.14 Review risk management and maintain a Trust risk register		N – via A,R&F	Review Trust risk register and recommend changes to Board	Identify risks to inform Academy specific risk reg. Review any risks reported by academies and report to Board via Risk Management Group as appropriate	Review the Academy's risk register and report significant risks to SET via minuted meeting actions	
2.15 Adopt Trust financial regulations		N – via A,R&F		Develop regulations (CFO)		Comply with regulations
2.16 Appoint external auditors		N – via A,R&F for recommendation to Members		Manage appointment process for recommendation to A,R&F (CFO)		
2.17 Appoint internal auditors		N – via A,R&F		Manage appointment process for recommendation to A,R&F (CFO)		
2.18 External/internal audit recommendations		N – via A,R&F	Report to board	Review reports and ensure recommendations are addressed	Review progress against internal audit report where recommendations are specific to the Academy	Ensure Academy internal audit report recommendations are addressed

PURCHASING AND PROCUREMENT						
2.19 Adopt a Trust-wide procurement policy (inc. into Trust financial regulations)		N		Develop policy (CFO)		Comply with financial regulations
2.20 Approve that the Trust can continue to trade with an organisation in the event that it becomes a related party subject to compliance with the ESFA's related party declaration and approval limits	ESFA prior approval required for contracts or other agreements exceeding £20k in any financial year	N – via A,R&F		Make recommendations to Board (CFO)		
2.21 Orders for goods and services		Y	Delegated authority- Within an agreed budget	Delegated authority- Within an agreed budget		Delegated authority- Within an agreed budget,
2.22 Enter into contracts (central procurement and academy contracts)		Y	Delegated authority – enter into contracts within an agreed budget	Delegated authority – enter into contracts within an agreed budget		Delegated authority – enter into contracts within an agreed budget
2.23 Authority to accept other than the lowest quote (based on best value evidence)		Y		Delegated authority – up to agreed limits		Delegated authority – up to agreed limits
2.24 Ensure compliance with the tendering process		Y		Delegated authority (CFO)		
2.25 Determine scope of mandatory core services to be procured and delivered by the Trust on behalf of academies		Y		Delegated authority (CFO)		

2.26 Arrange provision of central Trust services including: Education Support, Estates & Services, Finance, Governance, HR, IT		Y		Delegated authority		
2.27 Determine which essential services should be procured by each academy e.g. utilities, waste collection		Y		Delegated authority		
2.28 Making of gifts		N Except in respect of compassionate gifts and gifts of appreciation only		Delegated authority – approve compassionate gifts and gifts of appreciation' up to the value of £25 only		
BANKING AUTHORITY AND CASH MANAGEMENT						
2.29 Approval to borrow money (bank or sponsor loan, overdraft)	ESFA approval required	N/A – submit to ESFA for approval	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.30 Cashflow management, treasury and investment		Y		Delegated authority (CFO) Investment details to be advised to A,R&F Comm		
2.31 Open a bank account and approve signatories		N	Can be approved signatory	Can be approved signatory		
2.32 Applications for business charge card accounts		N	Can be approved signatory	Can be approved signatory		

TRANSACTION PROCESSING						
2.33 Payroll – starters, leavers, amendments		Y	Delegated authority – authorise changes	Delegated authority (HoHR) – oversee systems of internal control ; authorise changes		Delegated authority – authorise changes
2.34 Payroll administration		Y	Delegated authority – authorisation of Trust payroll			
2.35 Purchasing – authorised to create vendors on accounting system		Y		Delegated authority (CFO)		
2.36 Income		Y		Delegated authority (CFO)		
2.37 Authorisation of expenses claims (cannot authorise own expenses)		Y	Delegated authority – for SET	Delegated authority – for CSS Team/Academy Leaders		Delegated authority – for Academy staff
2.38 Control account reconciliation		Y		Delegated authority (CFO)		
2.39 Write off bad debts	ESFA prior approval required over certain limits	Y – up to ESFA limits		Delegated authority (CFO) – up to ESFA limits Submit annual report to the Board		
FIXED ASSETS						
2.40 Management of capital projects		Y		Delegated authority – ensure management arrangements are		

				appropriate and report to Board		
2.41 Acquiring a freehold on land and buildings	ESFA approval required	N/A	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.42 Disposal of a freehold on land and buildings	ESFA approval required	N/A	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
Review and maintain a capital plan		N		Recommend to Board		
2.44 Disposal of heritage assets	ESFA approval required	N/A	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.45 Disposal of assets (not land, buildings or heritage)		Y		Delegated authority – up to agreed limits		Delegated authority – up to agreed limits
2.46 Acquisition of assets		Y	Delegated authority – up to agreed limits	Delegated authority – up to agreed limits		Delegated authority – up to agreed limits
2.47 Asset register/security/loan of assets		Y		Delegated authority (CFO)		Maintain asset register
INSURANCES						
2.48 Approve insurance arrangements		N – via A,R&F		Recommend to Board (CFO)		
LEASING						
2.49 Take up a finance lease	ESFA approval required	N/A	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		

2.50 Take up a leasehold on land and buildings	ESFA approval for lease > 7 yrs	No		Recommend approval to Board for leases >7 yrs		
2.51 Take up any other lease		Y	Delegated authority – up to agreed limits	Delegated authority – up to agreed limits		
2.52 Grant a lease on land and buildings	ESFA approval required	N/A		Recommend approval to Board for submission to ESFA		
SPECIAL PAYMENTS						
2.53 Non statutory/non contractual severance and compensation payments to staff	Approval over 50k	Y	Delegated authority – up to £50k (all payments reported to HR & Rem committee for oversight)			
2.54 Ex gratia payments	ESFA approval required	N/A				
2.55 Adopt a Trustee and Governor expenses policy		N – via A,R&F		Develop policy	Comply with policy	

3. STAFFING & HR

STAFFING & HR	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
STAFF STRUCTURE					
3.1 Approve Trust senior management structure (and budget)	N		Recommend to Board		
3.2 Approve Academy senior management structure	Y		Delegated authority		Agree with SET

3.3 Approve Academy annual staffing plan in line with ICFP principles as appropriate	Y		Delegated authority		Agree with SET
3.4 Job description sign-off	Y		Delegated authority		
GRADE OF POSTS					
3.5 Authorised to evaluate job families and payscales	Y	Delegated authority	Responsible for oversight		
3.6 Authorised to agree/vary basic employment terms and conditions	N		Ensure consistent application of T&Cs		
RECRUITMENT					
3.7 Appointment of staff	Y (except CEO,CFO, Clerk to the Board)	Delegated authority – appoint SET and Academy Leaders in consultation with SET	Delegated authority – appoint members of the central support team	Participate in the process to appoint Academy Leader	Delegated authority – appoint academy staff
3.8 Recruitment processes	Y		Delegated authority – carries out recruitment in line with DLT policies. Ensures legislative/ best practice compliance Involved in SLT appointments	Participate in recruitment processes as required	Delegated authority – carries out academy recruitment in line with DLT policies.
3.9 Signing of offer of employment letters	Y (Chair must sign CEO contract)	Delegated authority – in respect of SET, central staff and Academy Leaders			Delegated authority – in respect of academy staff
3.10 Approve requests for early retirement or secondment	Y (Chair approves CEO requests)	Delegated authority			
3.11 Approve requests for flexible working or leave of absence	Y	Delegated authority - in respect of SET,			Delegated authority – in

	(Chair approves CEO requests)	central staff and Academy Leaders			respect of academy staff
PAY POLICY					
3.12 Adopt a Trust- wide Pay policy in accordance with affordability envelope	N				
3.13 Determination of pay ranges in accordance with affordability envelope	Y (except for CEO)		Delegated authority		
3.14 Appointment outside range in salary structure in accordance with affordability envelope	Y		Delegated authority – report to Board		
3.15 Allocation of TLR values in accordance with the affordability envelope	Y		Delegated authority		
3.16 Value of other discretionary allowances	Y (except for CEO)	Delegated authority	Review and recommend to CEO		Recommend to SET
PENSION POLICY & DISCRETIONS					
3.17 Handling of all pension matters	Y		Delegated authority (HoHR/CFO)		
3.18 Approval of the use of pension discretions (discretions that can be made at the employer's discretion)	N	Make recommendations to Board	Make recommendations to CEO		
OPERATION OF POLICIES					
3.19 Adopt Trust-wide HR policies and procedures	N – via HR&Rem		Develop policies and procedures Ensure effective implementation/compliance across the Trust		Implement policies and procedures in the academy

3.20 Performance management (Journey 2 Excellence)	Y (except for CEO)		Delegated authority	Participate in the performance management of the Academy Leader (Chair) Review performance management process in line with Trust policy and confirm compliance to the Board	Delegated authority – conduct or delegate to staff the performance management of academy staff
3.21 Approval of formal staff restructure plans	Y		Delegated authority		Create formal restructure plan to recommend to SET
3.22 Approval of severance/settlement or redundancy agreements	Y		Delegated authority – up to approved limits		
3.23 Authority to issue warnings or other disciplinary measures except dismissal	Y	Delegated authority – may issue warnings across the Trust and attend panels	Delegated authority – may issue warnings in own teams/across the Trust and attend panels. HoHR to advise	Monitor academy staff disciplinary matters and levels of action	Delegated authority – may issue warnings to academy staff in consultation with SET. HoHR to advise
3.24 Suspension and dismissal	Y (except for CEO)	Delegated authority – part of formal panels	Delegated authority – part of formal panels	Be informed of suspension/dismissal of staff. Part of formal panels	Delegated authority – academy staff in consultation with SET. HOHR to advise
3.25 Appeals	Y (except where CEO has heard)	Delegated authority	Delegated authority		

	original case)				
3.26 Act on behalf of the Trust in legal disputes, employee complaints and grievances	Y (except those escalated to Trustees)	Delegated authority	Delegated authority		

4. STANDARDS, CURRICULUM AND TARGET SETTING

STANDARDS, CURRICULUM & TARGET SETTING	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
4.1 Approve and monitor Trust and Academy priorities alongside impact of actions for quality of teaching and learning and around pupil wellbeing	N – via A,S&W	Propose & recommend priorities to Trustees Review progress and report to Board on standards		Monitor priorities reported by the Academy Leader and hold to account	Set & recommend priorities to SET/LGB. Report progress to SET/LGB
4.2 Approve and monitor Trust and Academy targets for pupil achievement, progress and attainment	N – via A,S&W	Propose targets to Board, hold SET & academy leaders to account and provide appropriate reporting	Provide oversight of target setting provided by Academy Leaders and hold to account	Monitor academy targets and hold Academy Leader to account	Set & recommend academy targets and monitor progress. Report to SET/LGB
4.3 Review impact of academy improvement actions against priorities	No – via A,S&W	Hold EHTs & academy leaders to account	Approve academy improvement plans & report to ASW (EHT)	Monitor progress of the academy improvement plan	Develop the academy improvement plan for approval by SET. Implement plan. Report progress to SET/LGB

4.4 Monitor the impact of premia funding (Pupil Premium/Year 7 Literacy and Numeracy Catch –up (secondary) and Sports (primary) etc) across the Trust	N – via A,S&W		Conduct annual reviews and report to the Board	Review deployment and impact. Review and approve information to be published on academy website	Ensure effective deployment and monitor impact. Report to SET/LGB. Ensure information is published on academy website
4.5 Curriculum: planning, implementation and review, including compliance with any funding agreement requirements	Y		Delegated authority	Develop knowledge of curriculum and monitor effectiveness of plans through 3I's of the Ofsted framework May 2019	Develop academy curriculum for approval by SET
4.6 Post Ofsted action plan – sign off for any Academy judged Requires Improvement or Special Measures	N	Make recommendations to the Board	Create and recommend		
BEHAVIOUR					
4.7 Ensure each Academy has an effective Behaviour policy in place and monitor behaviour in academies	Y		Delegated authority (EHT) – report areas of concern to the Board	Approve behaviour policy. Monitor implementation of policy and levels of behaviour	Develop and implement policy
4.8 Exclusions	Y		Review the overall patterns of exclusions and report to Board	Delegated authority – for reviewing exclusions. Monitor exclusions at the Academy. Convene a panel to review an exclusion in line with statutory requirements	Delegated authority – for making exclusions. Take the decision to exclude a pupil for a fixed term or permanently and report to LGB
4.9 Direct a pupil to alternative provision	Y				Delegated authority

5. SAFEGUARDING

SAFEGUARDING	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
5.1 Adopt a Trust-wide template Safeguarding and Child Protection policy that is compliant with statutory guidance	N	Develop policy and review annually		Monitor implementation of policy	Add academy specific details Ensure implementation
5.2 Adopt and monitor procedures related to safeguarding	N	Review and report to the Board. Refer any areas of concern to the Board as they arise			
5.3 Review overall outcomes of annual Academy safeguarding audits conducted by Trust personnel	N	Ensure annual safeguarding audits are conducted on each academy by Trust personnel and report to the Board on overall outcomes		Receive the Academy safeguarding audit and monitor to ensure that areas identified for improvement are addressed swiftly	Receive the Academy safeguarding audit and ensure that areas identified for improvement are addressed swiftly
5.4 Complete and submit the annual LA Governor's Safeguarding Report for academies and ensure that any areas identified for improvement are addressed	Y		Monitor		Delegated authority
5.5 Appoint a Board member as Safeguarding Trustee	N				

5.6 Appoint a Safeguarding LGB Governor	Y			Delegated authority	
5.7 Ensure the Single Central Record (SCR) for the Trust and academies is complete and regularly updated	Y	Report any concerns to the Board	Delegated authority – annual audit of academy SCRs by Trust HR Team		Ensure SCR is maintained and address any actions identified by audit
5.8 Ensure academies have an appropriate number of trained Designated Safeguarding Leads (DSLs) and that their details are published on the Academy website	Y		Delegated authority		
5.9 Ensure Academy staff and the Trust central team receive regular and appropriate safeguarding training	Y		Delegated authority – for central team		Delegated authority – for academy staff
5.10 Ensure appropriate members of staff, trustees and governors are trained in safe recruitment	Y		Delegated authority (HoHR) – ensure at least one member of every recruitment panel has completed training		Complete training and regularly update knowledge in this area
5.11 Ensure that each academy has appointed a designated member of staff to support Looked After Children	Y		Monitor	Delegated authority	Appoint a designated member of staff for the academy
5.12 Approve off-site visits for pupils of more than 24 hours duration	Y				Delegated authority
5.13 Consider any staff, trustee, governor, volunteer DBS returns with disclosed information with the CEO/Exec Head	Y		Delegated authority – for central staff, trustees and governors		Delegated authority – for staff and volunteers
5.14 Monitor attendance and roll movement within academies				Delegated authority	

6. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
6.1 Monitor overall educational performance of SEND pupils	N – via A,S&W		Review SEND provision across the Trust and report to the Board particularly on any areas of concern	Monitor effectiveness of the academy's SEND provision	Implement and monitor effective SEND provision
6.2 Adopt a Trust wide template SEND policy	N-via A,S&W		Develop policy and review annually	Monitor implementation of policy	Add academy specific details to policy and ensure implementation
6.3 Ensure compliance with the Disability Discrimination Act (DDA) requirements within the academies	Y		Delegated authority		
6.4 Designate a teacher to be responsible for co-ordinating SEND provision (SENCO)	Y				Delegated authority
6.5 Liaise with local authority in respect of pupils who have (or might have) SEND	Y				Delegated authority
6.6 Make provision for SEND pupils with or without an Education, Health & Care Plan (EHCP)	Y				Delegated authority

7. COMPLAINTS

COMPLAINTS	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
7.1 Adopt a Trust-wide complaints procedure and monitor complaints	N	Report concerns to the Board	Develop policy. Monitor the level of formal complaints across the Trust and report to the Board	Monitor the level of formal complaints at the Academy	Report on formal complaints to SET/LGB
7.2 Respond to and hear complaints	Y		Delegated authority – hear complaints at the relevant stage in accordance with the Complaints Procedure	Delegated authority – hear complaints at the relevant stage in accordance with the Complaints Procedure	Delegated authority – respond to complaints in accordance with Complaints Procedure

8. HEALTH & SAFETY AND ESTATES

HEALTH & SAFETY AND ESTATES	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
8.1 Adopt a Trust-wide health and safety policy to ensure that the Trust operates within all relevant health and safety legislation and that all pupils and staff are kept safe at all times within the procedures and practices of the Trust	N	Report concerns to the Board	Develop policy and monitor implementation across the Trust	Monitor implementation of policy. Ensure academy arrangements are adequate. Appoint a link governor as part of the academy H&S committee	Implement policy and review health & safety arrangements annually. Report to SET/LGB

8.2 Ensure all staff receive statutory health and safety training	Y		Delegated authority – for central team		Delegated authority – for academy staff
8.3 Emergency planning and business continuity planning	Y		Delegated authority – develop central and academy plans and review as appropriate		Implement academy response tactics, practice, test and report to SET as required
8.4 Health and safety accident reporting (inc. RIDDOR)	Y		Delegated authority – monitor and report to the Board. Ensure RIDDOR reporting is in place	Monitor at the academy	Implement reporting, monitor and act on reviews
8.5 Statutory compliance testing	Y		Delegated authority – implement, monitor and report to the Board		Implement and monitor academy statutory compliance testing
8.6 Risk assessments	Y	Report concerns to the Board via Risk Management Group	Delegated authority – ensure, via oversight, valid risk assessments are in place across the Trust	Monitor the impact of operational risk assessments	Delegated authority – ensure operational risk assessments are in place and effective. Review annually
8.7 Ensure academies have a designated member of staff who has overall responsibility for every aspect of health and safety	Y				Delegated authority
8.8 Ensure the Trust's estate is maintained so it is fit for purpose and provides a safe, attractive and appropriate environment	Y		Delegated authority		Ensure for own site
8.9 General monitoring and actions plans in relation to safety of sites and buildings conditions			Delegated authority		Ensure operational arrangements are in place and effective

9. INFORMATION MANAGEMENT, COMMUNICATION AND MARKETING

INFORMATION MANAGEMENT, COMMUNICATION & MARKETING	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
INFORMATION MANAGEMENT					
9.1 Adopt a Trust-wide data protection policy and monitor Trust compliance with GDPR	N – via A,R&F		Develop policy and ensure compliance with GDPR legislation. Investigate data breaches (DPO) Support academies on the effective safe storage of data. Ensure registration with the Information Commissioner's Office is up to date		Comply with policy. Report data breaches to DPO. Maintain accurate and secure pupil and staff records for the academy.
COMMUNICATION					
9.2 Ensure Trust and Academy websites are compliant with statutory guidance	Y		Delegated authority		Ensure website information is up to date and accurate. Address any actions identified by website audits

9.3 Ensure the Trust and academies communicate effectively with pupils, parents, carers, staff and the wider community	N		Develop communication strategy	Actively seek to receive pupil, parent and staff feedback and respond accordingly. Establish and maintain a relationship with the local community	Ensure academy systems/communication channels are in place that are in line with the Trust's strategy
BRANDING & MARKETING					
9.4 Ensure that all branded items follow Trust branding guidelines (e.g. stationary, staff ID badges, email signatures)	Y		Delegated authority		Comply with Trust guidelines
9.5 Review and approve any long-life academy marketing materials (e.g. logo, website, prospectus, items published in newspapers and magazines, videos, radio adverts)	Y		Delegated authority		Gain SET approval and permission for any interviews, photography or filing by media and for any marketing materials