

## The Faringdon Learning Trust Scheme of Delegation 2022/2023

### For Schools with an Ofsted of 'Good' and 'Outstanding'

#### Introduction

The Trust's Board is accountable in law for all decisions about Faringdon Learning Trust (FLT) and its future. Through the delegation of tasks the board will enable local accountability and a sharing of responsibilities.

A decision grid has been used to show the level at which a task can or must be actioned and, if it can be delegated, to whom the board has delegated it to.

#### **The following guidance on delegation is summarised from our Articles of Association (*source Article is referenced*):**

The Trustees may delegate to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office, such of their powers or functions as they consider desirable. Any such delegation shall be made subject to any conditions the Trustees may impose, or it may be revoked or altered (**Article 105**).

The power of delegation exercised under **Article 105** in relation to the establishment of a Local Governing Body for a School shall be by way of a Scheme of Delegation (**Article 102**) and the functions and proceedings of the Local Governing Bodies shall be subject to regulations made by the Trustees (**Article 104**).

The Trustees may delegate to the Chief Executive Officer such powers and functions as they consider are required for the internal organisation, management and control of the Schools (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Schools) (**Article 107C**).

#### Roles and Responsibilities

The central purpose of the Scheme of Delegation is to ensure local governing bodies understand their role as a committee of the Trust board and that the roles and responsibilities and precise accountabilities are absolutely clear at all levels.

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All those with **governance and management responsibilities** **must** become familiar with this Scheme of Delegation to ensure appropriate steps can be taken to provide **sufficient and proper challenge** of those with leadership responsibilities and to hold **senior leaders to account for the performance of the Schools and there is financial stability within the Trust.**

### The Members

The Members are akin to shareholders and have ultimate control over the direction of the Trust. They ensure the charitable company achieves its objectives, signs off the financial accounts and annual report, and appoints some of the Trustees. The Members must not be employees of the Trust, nor unpaid volunteers in staff establishment roles within the Trust. The Members hold the responsibility for:

1. Changing the Articles of Association
2. Deciding on a change of school category
3. Amendments to the Funding Agreement
4. Appointing Trustees (Directors)
5. Appointing the external auditors

### The Trustees

The Trustees, appointed by the Members or the Diocesan Board of Education, hold delegated responsibility for the three core strategic functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Holding the Executive Leaders to account for educational performance of the schools and their pupils and the performance management of staff
3. Oversee and ensure the effective financial performance of the Trust

The Trustees have **overall responsibility for all the work of the Trust and therefore the ultimate decision-making authority.** These responsibilities are primarily exercised through strategic planning and the setting of policy and managed through the schedules of business, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes.

Trustees have the power to direct organisational and operational change where required. Trustees are accountable for any failures in governance of the Trust at Board and Local Governing body level.

The Trustees have a duty to act in the fulfilment of Faringdon Learning Trust's Multi Academy Trust Objects.

Trustees will have regard to the interests of all the Schools for which the Trust is responsible when deciding and implementing any policy or exercising any authority.

The Trust currently consists of:

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- Buckland C of E Primary School
- Faringdon Community College
- Folly View Primary School (Formally Faringdon Infant School)
- John Blandy Primary School
- Longcot and Fernham C of E Primary School
- Shrivenham C of E Primary School
- The Elms Primary School (formally Faringdon Junior School)
- Watchfield Primary School

### **Chief Executive Officer (CEO)**

The Chief Executive Officer has the delegated responsibility for the operation of the Trust including the performance of all its schools and the performance management of the Head teachers with the LGB Chair.

The Chief Executive Officer is also the Accounting Officer\*, so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure financial effectiveness and stability.

*\*The Accounting Officer should be employed by the Trust. If the Trust wishes to appoint an individual who is not a Trust employee this will require the approval of the Education and Skills Funding Agency.*

### **Chief Finance Officer (CFO)**

The Chief Finance Officer should be employed by the Trust. If the Trust wishes to appoint an individual who is not a Trust employee this will require the approval of the Education and Skills Funding Agency.

### **Clerk to the Board**

The Trust must appoint a clerk to the board.

### **Local Governing Bodies (LGB)**

The Trust is committed to the continued existence of Local Governing Bodies. It has therefore constituted Local Governing Bodies as a committee of the Board of Trustees to provide local accountability delivered through the appropriate discharging of the delegated responsibilities as set out in this document which are approved by the Board.

Those elected or appointed to serve on a Local Governing Body are appointed members of a committee of the Board as a Governors; 'Outstanding' and 'Good' Schools have been delegated the authority to appoint governors in accordance with their Instrument of Government and elect post-holders (including Chair), in line with the Trust's Policies and Procedures and this scheme of delegation.

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Members of Local Governing Bodies are not Trustees of the Trust (unless they hold those positions in their own right); **it is therefore important to remember that, even where responsibility has been delegated to a local level, it is the Trust as the legal entity which still holds the statutory accountability** not the Local Governing Body.

In certain circumstances the Trust may limit or withdraw delegation of responsibilities from a School and/or the Local Governing Body that is considered to be at risk of losing its good Ofsted rating at a future inspection or when as a result of an Ofsted inspection a school is graded 'Requires Improvement' or 'Inadequate' or there was a lack of effective financial management or probity.

### Head Teacher

The Head Teacher is responsible for the day-to-day management of their school and is accountable to and managed by the Chief Executive Officer but reports to the LGB on matters which have been delegated to the LGB.

### The Decision Planner

This document is agreed annually by the Board of Trustees.

This document will be sent to: Chair of the Board, Chief Executive Officer, Trustees, Chairs of LGB, Head teachers and Clerks, and will be published on the Trust's website.

### Key

Where the word **must** is used in this document it means the action required has to take place.

Where a task can be actioned by both the board and LGB or may involve more than one designated person or group they have been identified by an \* and additional information has been provided.

The following grid sets out the main Trust board, LGB and school functions and the level at which a decision, action or task is held or delegated to.

The levels are:

Level 1 – Decisions/Actions/Tasks which can only be made by the Trust Board or Trust Members or Chair of the Trustees

Level 2 – Decisions/Actions/Tasks delegated to a Local Governing Body or one of the Board committees

Level 3 – Decisions/Actions/Tasks delegated to or required of Chief Executive Officer/ Accounting Officer or Executive Head Teacher/Head Teacher/Head of school

Level 4 – Actions/Tasks which have been delegated to or are required of a nominated individual, specific post holder or specified panel

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Level 1: Trust Members (TM), Trust Board (TB), Chair of the Trust Board (CTB)

Level 2: Local Governing Body (LGB), Trust Committees: Resources (ARC), Quality of Education (QE), Independent Audit and Risk Committee (IARC), Trust Remuneration Committee (TRC)

Level 3: Chief Executive Officer (CEO), Accounting Officer (ACO), Chief Operations Officer (COO), Executive Head Teacher (EH), Head Teacher (HT), Head of School (HoS), Chief Financial Officer (CFO)

Level 4: School Board Chair (SBC), All Employees (AE), Specific Panel (SP), Head Teachers Team (ALT)

Key Function	No	Tasks	Level			
			1	2	3	4
FINANCE	1	Agree an annual written scheme of delegation for governance functions: financial powers, governance and legal direction with robust internal control arrangements	TB			
	2	Appoint the Chief Executive Officer as Accounting Officer <b>IF</b> the CEO is a Trust employee.	TB			
	3	Appoint Chief Operations Officer as Chief Financial Officer <b>IF</b> the COO is a Trust employee.	TB			
	4	Appoint External Auditors	TM			
	5	Remove External Auditors	TM			
	6	Approve the Audited Accounts	TB			
	7	Receive the Audited Accounts	TM			
	8	Agree Trustees' Annual Report and Financial statement	TB			
	9	Adopt Trustees' Annual Report and Financial statement	TM			
	10	Issue letter of delegation to Accounting Officer	CTB			
	11	Issue letter of delegation to Head Teachers and COO			ACO	
	12	Delegate budgets to individuals			EH/HT/HS/COO	
	13	Approve 3 and 5 year budget plans to inform budget forecast return	TB			
	14	Approve a 3 year Budget Forecast Return and submit to the ESFA	TB			

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15	Approve school budgets on consideration of Resources Committee recommendations	TB			
16	Approve Trust central budget proposal on consideration of Resources Committee recommendations	TB			
17	*Recommend individual school contributions to fund Trust central budgets		ARC		
18	Consider outcome of ALT central budget contribution consultation and any individual school's appeal related to their level of contribution		ARC		
19	Approve the 3-5 year central budget plans and annual budget allocations		ARC		
20	Monitor performance of Trust Budgets and scrutinise individual school budgets		ARC		
21	Produce the school's annual budget and 3-5yr budget plans			EH/HT/HS	
22	Agree the school's budget plan for the financial year		LGB		
23	Ratify individual school budget plans		ARC		
24	Monitor performance of a school's budget and submit in-year revision requests		LGB		
25	Authorise in-year revisions to an approved school budget		ARC		
26	Approve FLT Financial Manual		ARC		
27	Adopt and comply with FLT Financial Manual	TM/TB	All committees	CEO/HT	AE
28	*Investigate financial irregularities as set out in the FLT Finance Manual			CEO/AO/HT	CFO/SP
29	Authorise the advertising and awarding of tenders worth £50,000+	TB/CARC			
30	Approve the FLT strategic risk register	TB			
31	Approve a school's strategic risk register		LGB		
32	Maintain and monitor a risk register	TB	LGB/ARC/QE /IARC		
33	Maintain a Trust fixed asset register	TB			CFO
34	Complete the School Resource management self-assessment tool and submit the completed checklist to the EFSA annually	TB		ACO	CFO
35	Establish an independent audit and risk committee to achieve internal scrutiny to cover both financial and non-financial controls which meets 3 times per year	TB			
36	Develop a programme of internal security		IARC		
37	Appoint an external peer reviewer		ARC		

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	38	Receive Audit and Risk Committee and Auditor reports and approve any required action plans		ARC		
	39	Monitor action plans following Independent Audit & Risk Committee and Auditor reports		ARC		
	40	Prepare monthly management reports				CFO
	41	Provide monthly management accounts to the Chair of the Board				CFO
	42	Provide management accounts monthly to ARC				CFO
	43	Recommend write-offs		LGB		
	44	Ratify write-offs		ARC		
	45	Authorise severance and compensation payments up to £25,000			CEO	COO
	46	Authorise severance and compensation payments between £25,000 - £49,999		ARC		
	47	Authorise severance and compensation payments £50,000 + prior to submission to ESFA.	TB			
	48	Authorise disposal of fixed assets below £5,000				CFO
	49	Authorise disposal of fixed assets above £5,000		ARC		
	50	Authorise as co-signatory operating leases for equipment and vehicles up to £25,000			CEO	COO
	51	Authorise as co-signatory operating leases for equipment and vehicles over £25,000	CTB	C-ARC		
	52	Authorise finance leases prior to ESFA submission for approval	TB			
	53	Review and sign off Trust Central Hospitality register		C-ARC		
	54	Review and sign off School Hospitality register		C-LGB		
<b>STAFFING</b>	55	Establish FLT recruitment, appointment and employment policies and procedures	TB			
	56	*Adopt and comply with FLT recruitment, appointment and employment policies and procedures ensuring they are applied and adhered to at their school		LGB	CEO/EH/HT/HS	AE
	57	Set FLT staffing structures for the Trust's executive and central teams and schools	TB			
	58	*Consider and approve 'new schools' staffing structures or whole leadership reviews	TB			
	59	Recommend to the board for ratification the outcome of consultation on adjustments to a school staffing structure		LGB		

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60	Determine the appropriate school's staffing structures, including TLR structures			CEO/EH/HT/HS	
61	*Ratify the grade, salary range and title of any new SLT or equivalent post and review posts when vacancies arise		ARC	CEO	
62	Run Chief Executive Officer recruitment exercise and recommend appointment				TB SP
63	Ratify Chief Executive Officer Terms and Conditions (including pay) and appointment	TB			
64	*Run Headteacher recruitment exercise and recommend appointment		LGB	CEO	
65	Authorise the advertising of a Headteacher vacancy confirming the leadership group and salary range to be applied. Ratify the appointment offer		ARC		
66	Authorise the advertising of a Deputy and Assistant Headteacher vacancy and salary range. Ratify the appointment offer		ARC		
67	*Appoint Deputy Headteachers and Assistant Headteachers		LGB	CEO/EH/HT/HS	
68	*Appoint Lead Practitioners and teaching staff			CEO/EH/HT/HS	Dir of Education
69	Appoint class-based support staff (i.e. TA's and Technicians)			EH/HT/HS	
70	Appoint school specific administration and site staff			EH/HT/HS	
71	*Appoint any staff member to be deployed across the Trust or engaged as a core employee			CEO/COO	Dir of Education
72	Establish FLT pay policies for teaching staff and all non-teaching staff	TB			
73	Trust Remuneration Committee to consider pay awards for all senior school and trust posts		TRC		
74	Trust Remuneration Committee to annually review the application of Trust's pay policy for compliance in Central Trust Team		TRC		
75	Annually review the application of Trust's pay policies for compliance in own school		LGB		
76	Ensure FLT pay policies are followed when any new appointment is made or if there is any change to the terms and conditions of employment of an existing member of staff	TB	ARC/LGB	CEO/COO/ EH/HT/HS	Dir of Education
77	Monitor impact of FLT pay policies and recommend any changes required		ARC		
78	Make recommendations to award recruitment and retention awards			CEO/COO/ EH/HT/HS	
79	Consider recommendations to award recruitment and retention awards		ARC		

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	80	*Identify and set out the reasons for a TLR 1, 2 or 3 and the scope of the additional responsibilities to be undertaken			CEO/EH/HT/HS	
	81	Agree the awarding of a TLR 1, 2 or 3 within an approved staffing structure		LGB		
	82	Establish FLT disciplinary/capability/grievance/absence procedures	TB			
	83	Ensure the school/trust central team is adhering to all Trust HR policies		LGB	CEO/COO/ EH/HT/HS	
	84	*Implement disciplinary/capability/grievance/absence procedures	TB	LGB	CEO/COO/ EH/HT/HS	Line Manager
	85	*Suspend CEO, HT, SLT or equivalent	TB	ARC/LGB	CEO	
	86	*End suspension of CEO, HT, SLT member	TB	ARC/LGB		
	87	*Suspend any other member of staff/employee			CEO/HT	
	88	*End suspension of all other staff/employees		ARC/LGB		
	89	Dismiss a Headteacher or the Chief Executive Officer	TB			
	90	Dismiss any other member of staff/employee on the recommendation of the Chief Executive Officer, Head Teacher or LGB		ARC		
	91	Determine dismissal payments/early retirement payments for CEO/HT	TB			
	92	Determine dismissal payments/early retirement for all other staff		ARC		
	93	Determine redundancy payments for CEO/ HT	TB			
	94	Determine redundancy payments for all other staff		ARC		
	95	Publish the annual Gender Pay Gap report on the website			COO	
	96	Ensure accuracy and completeness of the Single Central Record School / central			CEO/EH/HT/HS	
	97	Verify accuracy and completeness of the Single Central Record		LGB/ARC		
<b>Performance Management</b>	98	To agree an appraisal policy for teachers and an appraisal policy for all other staff	TB			
	99	To adopt the appraisal policies for teaching and all other staff		LGB		
	100	To implement the appraisal policy				All line managers
	101	To ensure FLT appraisal policies have been applied appropriately and fairly at their school		LGB		
	102	To review impact (including financial) of policy across FLT		ARC		

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	103	To review policy and receive statutory reports relating to Early Careers Teachers		QE			
	104	To annually review FLT pay and appraisal policies		ARC			
	105	Carry out the Performance Management of the Headteacher and Executive Headteacher for their school		LGB	CEO		
	106	Carry out the Performance Management of the Chief Executive Officer	TB				
	107	Review Headteacher appraisals to ensure consistent application of FLT appraisal policy.		TRC	CEO		
<b>SCHOOL ORGANISATION</b>	108	Establish an Admission Policy (review every 3 years unless changes required)	TB				
	109	Consult stakeholders before setting an admissions policy	TB				
	<b>Admissions</b>	110	Approve any in-year admissions			EH/HT/HS	
		111	Approve Admissions Appeals procedure			CEO	
		112	Keep register of pupils' admissions to school			EH/HT/HS	
		113	Conduct termly review of pupil number projections	TB	ARC/LGB		
		114	Appeal against Local Authority admission number and directions to admit pupil(s)			CEO/EH/HT/HS	
		115	Update Accessibility Plan on website			EH/HT/HS	
<b>Operation</b>	116	Establish the times of school sessions and the dates of school terms and holidays	TB				
	117	Set inset dates and approve school closures			CEO		
	118	Ensure a school meets the 380 sessions in a school year		LGB			
	119	Recommend any changes to school hours, terms and holidays for Board approval		QE			
	120	Establish nutritional standards for meals provided at FLT schools	TB				
	121	*Ensure the meals provided at each site comply with FLT nutritional standard			EH/HT/HS		
	122	Keep a register of Pupils' attendance			EH/HT/HS		
	123	Ratify 'Protection of Biometric Information of Children in Schools and Colleges Policy' and ensure that all pupils who meet the criteria for Free School Meals are identified			EH/HT/HS		
	124	Establish the trusts education visit principles and policy	TB				
	125	Receive and agree an annual programme of school trips and visits ensuring compliance with Trust principle and policy.		LGB			

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<b>Curriculum</b>	126	Determine application of National Curriculum or any variations to it having regard to resources and the flexibility available to Schools and in the curriculum	TB			
	127	Set out a curriculum statement			CEO	
	128	Implement FLT curriculum policy		LGB		
	129	*Annually review curriculum provision		LGB	ALT	
	130	Set teaching standards expected of FLT teachers			CEO	
	131	Determine which subject options can be taught (including activities outside school day)			CEO/EH/HT/HS	
	132	Responsible for individual children's education			EH/HT/HS	
	133	Establish and keep up to date a written policy on the provision of Sex and Relationships Education (SRE)		LGB		
	134	Ensure the provision of RE in all FLT schools is in line with the locally agreed syllabus				
<b>Religious Character and Education</b>	135	*Ensure the Christian Character of Church schools is protected and promoted appropriately through policy and procedures	TB	LGB		
	136	*Ensure SIAMS requirements are met by FLT Church of England schools		LGB	CEO/EH/HT/HS	
<b>Pupil Outcomes</b>	137	Establish FLT targets for progress and achievement	TB			
	138	Access and use 'Analyse School Performance (ASP) and Fisher Family Trust for Governors'		LGB		
	139	Scrutinise progress and achievement of FLT pupils against Trust targets		QE		
	140	Agree and publish school specific targets for pupil to achieve FLT progress and achievement targets		LGB		
	141	Hold the school to account for pupil progress and achievement		LGB		
	142	Hold the school to account for outcomes specific to the use of pupil premium and any other ring-fenced money		LGB		
	143	Scrutinise and evaluate impact of pupil premium strategies across all Trust schools		QE		
	144	Establish a FLT Behavioural Principles Written Statement			CEO	

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<b>Discipline/ Exclusions</b>	145	Develop a Behavioural Policy for a School			EH/HT/HS	
	146	Approve the behaviour policy for the school		LGB		
	147	Implement disciplinary and behaviour policy			EH/HT/HS	
	148	Monitor application of a school's behaviour policy, use of suspensions, exclusions, bullying and discriminatory incidents		LGB		
	149	Review the level of pupil suspensions, exclusions, bullying and discrimination incidents across FLT		QE		
	150	Review suspensions and permanent exclusions as per current guidance		LGB		
	151	Determine if a permanently excluded pupil should be reinstated		LGB		GDP
	152	Present the Governors Disciplinary Panel's reasons for not reinstating a pupil at an IRP hearing (can be delegated to other panel members if necessary)				Chair GDP
<b>Information for Parents/Carers</b>	153	Establish an FLT school introduction for a school prospectus		CEO		
	154	Produce a school specific prospectus which includes the FLT introduction		LGB		
	155	Ensure at least 2 pupil and parent surveys each school year – reviewing and monitoring results and follow up actions.		LGB		
<b>Participation</b>	156	Establish a charging and remissions policy for activities		QE		
	157	Consider any disapplication for pupils			EH/HT/HS	
	158	Receive an annual report on the number of withdrawals and reasons		LGB		
<b>FACILITIES</b>	<b>Insurance</b>	159	Ensure insurance cover is in place and adequate for all areas, inc. Buildings and Personal liability			CEO/COO
		160	Approve adoption of FLT Business Continuity Plan	TB		
		161	Recommend and review FLT Business Continuity Plan		ARC	
<b>Premises</b>	162	Develop FLT estate strategy or master plan		ARC		
	163	Develop a repairs and maintenance strategy and annual budget for schedule of work			CEO	COO
	164	Ensure local needs have been captured in the repairs and maintenance strategy		LGB		
	165	Procure new buildings and development of existing site -major new commitments	TB			

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	166	Set a security policy for a school site		LGB			
	167	Set a Trust letting and charging policy		ARC			
	168	Recommend the school's letting policy and chargeable rates			EH/HT/HS		
	169	Approve the school's letting policy and chargeable rates		LGB			
	170	Establish and monitor impact of an Accessibility Plan		LGB			
<b>Health &amp; Safety</b>	171	Ratify FLT Health and Safety Policy Statement	TB				
	172	Develop FLT Health & Safety policy and procedures		ARC			
	173	Adopt and comply with FLT Health & Safety policy and procedures		LGB		All Employees	
	174	Monitor impact of the policy and response to H & S concerns and issues across FLT sites		ARC			
	175	Monitor Health and Safety compliance on school sites		LGB			
	176	Ensure staff pupils and visitors comply with health and safety requirements			EH/HT/HS		
<b>Safeguarding</b>	177	Monitor implementation and impact of a whole school approach to safeguarding		QE/LGB			
	178	Ensure online safety is an integrated theme across the schools approach & policies		LGB			
	179	Verify safeguarding compliance checks on external provides and user of school facilities		LGB			
	180	Ensure the DSL post is appropriately funded to allow sufficient dedicated time and to carry out their role effectively		LGB	EH/HT/HS		
<b>THE BOARD &amp; LOCAL GOVERNING BODY</b>	181	Identify and propose any amendments required to FLT Funding Agreement (inc. Articles of Association)	TB				
	182	Ratify changes to the Master Funding Agreement and Articles of Association	TM				
	183	Identify and consider opportunities to expand the Trust	TB				
	184	Annually approve the Scheme of Delegation	TB				
	<b>Legal Functions</b>	185	Approve the Whistleblowing Policy (every 3 years unless changes req'd)	TB			
		186	Annually review Statutory Policy requirements and delegate to committees or the ALT as is appropriate	TB			

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	187	Have oversight of risk and the Trust risk register	TB			
	188	Appoint a Trustee and a staff member to whom other staff can report concerns	TB			
	189	Publish any proposal to change the membership of FLT	TB			
	190	*Develop Equality Information and Objectives for the Trust and monitor the impact on Staff and Pupils	TB	All committees		
	191	Monitor school-specific equality information and objectives		LGB		
	192	Develop, monitor and publish school equality information and objectives			EH/HT/HS	
	193	Maintain FLT Data Protection Policy		QE		
	194	Accountable for the compliance to GDPR	TB			
	195	Responsible for the compliance of GDPR within their school			EH/HT/HS	
	196	Monitor the compliance of GDPR within their School		LGB		
	197	Appoint Financial Auditors	TB			
	198	Publish Trustee and governor information through 'Get Information about Schools' (GIAS)	TB		EH/HT/HS	
	199	Ensure required Trust information is published on the Trust website			COO	
	200	Ensure required School information is published on the School website		LGB		
	201	Establish FLT policy on expenses for Trustees and Governors		ARC		
<b>Governance</b>	202	Determines the Trust's vision, ethos and strategic aims	TB			
	203	Determines the school's vision, ethos and strategic aims – applying local context to the Trust's strategic aims		LGB		
	204	Appoint or remove Trustees in accordance with Articles	TM			
	205	Appoint a clerk to support the board of trustees			COO	
	206	Establish an Instrument of Government framework and approve LGB submissions	TB			
	207	Appoint the chair and vice-chair of a Local Governing Body		LGB		
	208	Remove the chair or vice-chair of a Local Governing Body	TB			
	209	Request removal of Governors in accordance with FLT procedures		LGB		
	210	Remove Governors in accordance with FLT procedures	TB			
	211	*Agree committee terms of reference and review annually	TB	LGB		
	212	Appoint or remove associate members at LGB		LGB		
	213	Appoint or remove co-opted directors from the Board	TB			

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	214	Hold at least 6 Board and 6 full governing body meetings each academic year	TB	LGB		
	215	Complete a Register of Interests at the start of each academic year and ensure it is updated as is required over the course of the year	TB	LGB		
	216	Publish on the Trust/School website a summary of the register of interests	TB		EH/HT/HS	
	217	Effectively listen to the views of pupils and parents/carers	TB	LGB		
	218	Discharge the SEND, pupil premium, CLA/CPLA, health and safety, safeguarding and equality duties	TB	LGB	CEO	
	219	Identify and approve the statutory policies which apply across all the Trust's schools	TB			
	220	Prevent establishment of extremism and or political indoctrination and ensure the balanced treatment of any issue	TB	LGB		
	221	Receive annual SEND, Pupil Premium (PP), CLA/CPLA and Safeguarding reports to monitor impact of provision and sign off		LGB		
	222	Scrutinise and evaluate impact and quality of challenge of annual reports on statutory provision across all Trust schools		QE		
	223	Maintain minutes of, and papers considered at, meetings of the Board/ governing body/ committees maintained	TB	LGB		Clerk
<b>Independent Audit and Risk Committee</b>	224	Investigate anything that threatens or adversely affects the accomplishment of the Trust's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments		IARC		
	225	Direct the Trust's programme of internal scrutiny and security and report to the board on the adequacy of the Trust's financial and other controls, and management of risk to make sure that they are being appropriately addressed.		IARC		
	226	Work within a written Terms of Reference		IARC		
	227	Seek any information it requires from the independent reviewer, the external auditor (including oversight of), Governors, Committees and Trust employees;		IARC		
	228	Obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the Board		IARC		

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<b>School Inspections</b>	229	Ensure all the Early Years Foundation Stage (EYFS) policies and procedures are in place			ALT	
	230	Ensure the designated Trustees and Governors understand Ofsted inspection criteria		QE	CEO	
	231	Ensure a school's self-evaluation accurately reflects its position		LGB	CEO	
	232	Ratify actions plans to address any issues raised by Ofsted, SIAMS, HMI's or the Trust School Improvement Team		LGB		

### Additional information

FUNCTION	No	Task	Detail
Finance	17	*Recommend individual school contributions to fund Trust central budgets	ARC agrees the calculation to be used to determine the individual school contributions.
	30	*Investigate financial irregularities as set out in the FLT Finance Manual	CEO/HT - would investigate financial irregularities in the first instance if a teacher, classroom or school support member of staff was involved. The CEO/HT should involve the COO at the earliest opportunity. COO – would investigate irregularities in the first instance if the finance team or a central support member of staff was involved. A Special Panel (SP) would be convened to look into a matter if it involved the CEO/HT, any SLT member of staff or the COO.
Staffing	58	*Consider and approve 'new schools' staffing structures or whole leadership reviews	CEO with the DfE and COO to bring forward staffing structures for a new school which could be consulted on. CEO with the DfE and COO to bring forward proposal for a new leadership structure at a school where one or all of the following may apply: <ul style="list-style-type: none"> <li>significant concerns have been identified following a review of leadership and management which cannot or have not been addressed through targeted support,</li> </ul>

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		<ul style="list-style-type: none"> <li>• where there are significant concerns about pupil progress and outcomes at a school or</li> <li>• where a school structure is no longer fit for purpose due to increasing or reducing pupil numbers or financial sustainable</li> </ul>
56	*Adopt and ensure FLT recruitment, appointment and employment policies and procedures are being applied and adhered to at their school	LGB - <b>must</b> adopt these policies and procedures and ensure all employees and governors involved in the recruitment and appointment process know these policies exist. All staff and governors <b>must</b> comply with the policies and procedures.
61	*Ratify the grade, salary range and title of any new SLT or equivalent post and review when post vacancies arise  N.B - Senior Leadership positions include Principal, Head of a school, Associate Headteacher, Deputy Headteacher, Assistant Headteacher Equivalent posts would include Director, Deputy or Assistant Director	ARC - ratification will be based on the recommendation of the Chief Executive Officer. CEO - will provide recommendations to the ARC which have taken into account compliance with FLT policy, budgetary positions and the local and national context in both the Trust and maintained sector. HT - would provide the CEO with the case for any new post or the continuation of any existing post which would report to them. CEO - would provide the case for posts which report directly to them. LGB - would provide the case for a Head of their school.
<b>All Senior Leadership or equivalent positions must be advertised.</b>		
<b>Ratification of the post and salary range must take place before an advert is placed even if a post/role is only being advertised internally</b>		
64	*Run Headteacher recruitment exercise and recommend appointment	ARC must approve the advertising of the post and the salary range to be used on consideration of a recommendation from the CEO/LGB. Head teacher recruitment <b>MUST</b> be run in line with the FLT Head teacher Recruitment procedure. Headteacher recruitment will be led by the CEO working with the LGB.
67	*Appoint Deputy/Assistant Headteacher	ARC must approve the advertising of the post and the salary range to be used on consideration of a recommendation from the CEO/HT HT - with the CEO would be responsible for producing the job pack, setting the interview day(s) and setting up the interview panel(s). The CEO, Headteacher and at least 2 governors must sit on the interview panel. The HT should chair the appointment panel. The LGB must ratify the panel's recommendation of appointee.

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			The ARC must ratify the panel's recommendation of appointee, including any salary variation.
68/71	*Appointment of all other staff		The <b>EH/HT/HS</b> or the <b>CEO/COO</b> are responsible for these types of appointments. To whom the appointee is to report and the type of post being advertised will dictate which of these two employees <b>must</b> lead the process. The CEO <b>must</b> be involved if a teacher is being engaged to support multiple Trust schools or engaged as a core employee who is yet to be assigned to a specific school. The Trust HR Team <b>must</b> be advised of <b>all</b> positions which are to be advertised.
80	*Identify and set out the reasons for a TLR 1, 2 and 3 and the scope of the additional responsibilities to be undertaken		The school's head <b>must</b> produce a written case for a TLR award and it <b>must</b> reflect discussion with and input from the CEO. If a new TLR 1 or 2 is being introduced a staffing structure review must be considered. The Trust has established a supervision of staff threshold which has to be met before a TLR1 can be applied.
84	*Implement disciplinary/capability procedures  SLT or equivalent is considered to be Associate Head, Deputy Head, Assistant Head, COO		TB - would implement procedures against CEO CEO - would implement procedures against COO and DofE staff COO - in conjunction with the line manager would implement against central staff LGB - would implement procedures against the Headteacher in conjunction with the CEO EH/HT/HS with CEO would implement procedures against a member of the school's Senior Leadership Team EH/HT/HS – in conjunction with the line manager would implement procedures against any teacher, classroom or support staff member at their school.  A disciplinary hearing against Head teacher must be constituted from a Trust Board Committee A disciplinary hearing against a SLT member must be constituted from the LGB with 1 Director  <b>All disciplinary appeals are convened by ARC or Trust Board.</b>
85	*Suspend CEO, EH, HT, HS, SLT member or equivalent		TB – would suspend the CEO LGB – would suspend a Head teacher in conjunction with the CEO LGB – would suspend an SLT member in conjunction with the HT

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	86	*End suspension of CEO, HT, SLT member or equivalent	ARC would be responsible for ending a suspension of the CEO ARC/LGB – would be responsible for ending the suspension of HT/SLT member or equivalent
	87	*Suspend any other member of staff/employee	HT – would suspend any teacher, classroom or support staff member at their school. CEO – would suspend any central admin or premises member of staff.
	88	*End suspension of any other member of staff/employee	LGB – would end suspension any teacher, classroom or support staff member at their school. ARC – would end suspension any central admin or premises member of staff.
Operation	121	*Ensure the meals provided at each site comply with FLT nutritional standard	HT – would monitor provision COO - would have responsibility for raising concerns and issues with providers and ensuring contract compliance.
Curriculum	129	*Annually review curriculum provision	LGB – would consider provision at school ALT – would provide scrutiny of provision across all FLT schools.
Religious Character	135	**Ensure the Christian Character of Church schools is protected and promoted appropriately through policy and procedures	LGB - Ensure through the school's Vision, Values, Curriculum and school-specific policies and procedures that the Christian character of a school is properly reflected and sustained. TB – <b>Must</b> ensure the way in which the Trust operates and develops its ethos, objectives and policies appropriately reflects the needs of its Church of England schools.
SIAM	136	*Ensure SIAMs requirements are met by FLT Church of England schools	LGB – <b>Must</b> ensure the SIAM's inspection requirements are understood by all governors and Foundation Governors in particular. HT – must ensure staff understand and are able to meet SIAM'S requirements.
Governance	190	*Develop Equality Information and Objectives for the Trust and monitor the impact on Staff and Pupils	TB – Responsible for development of trust wide objectives. Designated committees of the board are responsible for monitoring and reporting back to the board on the impact of the objectives
	211	*Agree committee terms of reference and review annually	Where a LGB has decides to appoint designated Lead Governors rather than convene a committee they <b>must</b> set out and annually review terms of reference for the role
TB – Responsible only for the Board governance related matters and committees. LGB – Responsible only for Local governance related matters and committees			

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