

Area	Decision	Delegation							
		Members	Trust Board	TB Finance Committee	TB Standards Committee	Senior Executive Lead	Headteachers' Board	Local Governing Board	Academy Headteacher
Governance framework									
People	Members: Appoint/Remove	✓					A		
	Trustees: Appoint/Remove	✓	✓				A		
	Role descriptions for members	✓							
	Role descriptions for trustees/chair/specific roles/committee/council members: agree		✓			A	A		
	Parent trustee/committee/council member: elected		✓					✓	
	Board committee chairs: appoint and remove		✓	✓	✓	A	A	A	
	Academy committee/council chairs: appoint and remove		✓			A			
	Clerk to board: appoint and remove		✓						
	Clerk to academy committee/council: appoint and remove		✓					✓	
	Articles of association: review and agree	✓	A				A	A	

Systems and structures	Governance structure (committees) for the trust: establish and review annually		✓			A	A		
	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓			A	A		
	Skills audit: complete and recruit to fill gaps		✓			A		✓	A
Systems and structures	Annual self review of trust board and committees: complete annually		✓						
	Annual self review of academy committees/councils: complete annually							✓	
	Chair's performance: carry out 360 review periodically		✓					✓	
	Trustee / academy committee/council member contribution: review annually		✓					✓	
	Succession: plan		✓			A		✓	A
	Annual schedule of business for trust board: agree		✓	✓	✓	A			
	Annual schedule of business for academy committee/council: agree					A		✓	A
Reporting									

Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓			A		✓	A
	Annual report on performance of the trust: submit to members and publish		✓			A			
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	A		A			
	Annual report work of academy committee/council: submit to trust and publish							✓	A
Being Strategic									
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	✓	A	A	A	

Being Strategic									
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve		✓		✓	A	✓	✓	A
	Central spend / top slice: agree		✓	A			A		
	Management of risk: establish register, review and monitor		✓	A	A	✓		✓	✓ For own schools register
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A	A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A		✓	✓

	Senior Executive Lead: appoint and dismiss		✓				✓	Involved as part of a stakeholder group	✓	Involved as part of a stakeholder group	
	Academy principal : appoint and dismiss					✓			✓		
	Budget plan to support delivery of trust key priorities: agree		✓	A		A					
	Budget plan to support delivery of school key priorities: agree					✓			✓		✓
	Trust's staffing structure: agree		✓	A	A	A	A				
	School staffing structure: agree					✓			✓		✓
Holding to account											
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓	A			✓		A-for Trust ✓-for own school
	Reporting arrangements for progress on key priorities: agree		✓	A	A	A	✓		✓		A
	Performance management of the Senior Executive Lead: undertake		✓								

	Performance management of academy Headteacher : undertake					✓		✓ 2 members of the LGB or extranal advisor where there is a conflict of interest	
	Trustee monitoring: agree arrangements		✓			A	A		
	Academy committee member monitoring: agree arrangements							✓	A
	Academy committee overall performance monitoring: agree arrangements		✓			A	A		
Ensuring financial probity									
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	A		A			
	Trust's scheme of financial delegation: establish and review		✓	✓		A			

	School's scheme of financial delegation: establish and review		✓		A	A	A	
	External auditors' report: receive and respond	✓	A		A	A	✓	A
	Trust staff pay policy: review and agree (following STPCD)	✓	A					
	Staff appraisal and pay progression procedure: review and agree	✓			✓	A		
	Senior Executive Leader pay award: agree	✓						
	Academy principal pay award: agree (following STPCD)				✓		✓	
	Teachers performance management pay award: agree				✓		✓	
	Benchmarking and trust wide value for money: ensure robustness		✓		A		A	A

	Benchmarking and academy value for money: ensure robustness							✓	A
	Develop trust wide procurement strategies and efficiency savings programme					✓	A		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓					



Blue box Function **cannot** be legally carried out at this level.

✓ Action to be undertaken at this level

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**A** Provide advice and support to those accountable for decision making

<> Direction of advice and support

## The role of the Headteacher

The Headteacher is responsible for the day to day management of the academy and is managed by the Senior Executive Lead but reports to the academy committee on matters which have been delegated to it which may include an element of monitoring and scrutiny of the school's management processes.