#### **FEBRUARY 2019 REVISIONS**

Key:

Level 1: Members

Level 2: Trust Board

Level 3: Trust Board Committee

Level 4: Local Academy Committee (Academy Board)

Level 5: Head of School

COLUMN TICKED √: Action to be undertaken at this level

COLUMN <A : Provide advice and support to those accountable

COLUMN R : Recommend

COLUM		Recommend					
Key Function	No	Task	1	2	3	4	5
	1.	Articles of Association review and agree	✓	<a< td=""><td></td><td></td><td></td></a<>			
	2.	Sign Memorandum and Articles of Association	<b>√</b>				
	3.	Determine the name of the TRUST	<b>√</b>				
	4.	Dissolve the TRUST	✓				
	5.	Ensure the success of the TRUST	<b>✓</b>				
	6.	Receive the annual report on the performance of the TRUST from the Trust Board	✓				
	7.	Appoint and remove the Auditors	<b>✓</b>				
	8.	Governance structure (committees) for the Trust establish and review		<b>✓</b>			
	9.	Terms of reference for board committees and scheme of delegation for academy committees agree and approve		✓			
	10.	Recommend changes to the Scheme of Delegated Authority		✓		<a< td=""><td></td></a<>	
	11.	Members: appoint/remove	✓				
Governance	12.	Decide when Members should meet	<b>✓</b>				
ver	13.	Trustees: appoint/remove	✓	✓			
na.	14.	Appoint the Chair and Vice Chair of the Trust Board		$\checkmark$			
Inc	15.	Appoint the Chairs of TRUST Committees		<b>✓</b>	<a< td=""><td></td><td></td></a<>		
Ф	16.	Elect the Chairs of Academy Boards				$\checkmark$	
	17.	Appoint Clerk to the Academy Boards		<b>✓</b>			
	18.	Ensure the appointment of appropriate Academy Board Members		>			
	19.	Appoint staff and Academy Board Members				$\checkmark$	
	20.	Review performance of Academy Boards		<b>✓</b>		$\checkmark$	
	21.	Suspend and/or dismiss Academy Board Members		✓		$\checkmark$	
	22.	Approve and set up Members, Trustees and Academy Board Members Expenses Scheme		>			
	23.	Appoint an Executive Headteacher		$\checkmark$			
	24.	Appoint Company Secretary		✓			
	25.	Appoint Responsible Officer or equivalent		✓			
Finance	26.	Approval of changes impacting the ethos and vision of the TRUST		<b>✓</b>			
	27.	Approve New Academies joining the TRUST		✓			
	28.	Approve TRUST and Academy Budget plans for financial year		<b>√</b>			
	29.	Recommend TRUST Budget plan for financial year			✓		
	30.	Approve Academy Budget Plan for financial Year		✓	$\checkmark$		
	31.	Recommend Academy Budget Plan for financial Year		✓	$\checkmark$		

### **FEBRUARY 2019 REVISIONS**

32. Monitor TRUST Budget at least termly  33. Monitor Academy Budget at least termly  34. Approve local requests for resources  35. adjustments to £50,000  36. Propose and agree TRUST virements and budget adjustments to £50,000  37. Propose and agree Academy virements and budget adjustments to £10,000  38. Propose and agree Academy virements and budget adjustments to £10,000  39. Propose Academy virements and budget adjustments from £10,001 to £50,000  40. Agree Academy virements and budget adjustments over £50,000  41. Propose Academy virements and budget adjustments over £50,000  42. Approve financial and procurement policies  43. Adopt financial and procurement policies  44. Propose and approve procurement policies  45. Adopt financial and procurement policies  46. Enter into contracts (between £50,000)  47. Enter into contracts (between £50,000)  48. Approve the writing off of debts in excess of £500  49. Disposal of equipment and materials (between £1,000  and £5,000) in conjunction with Trust Business Manager  50. Disposal of equipment and materials (between £5,000)  51. Propose the appointment of Heads of School  52. Head of Academy appointments  53. Participate in appointments  54. Academy Leadership appointments  55. Advise and approve the SLT  56. Appointment of TRUST Staff  57. Participate in the appointments  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve staff, HR, pay, performance and disciplinary policies  62. Approve staff, HR, pay, performance and disciplinary policies  63. Approve staff, HR, pay, performance and disciplinary policies  64. Approve staff, HR, pay, performance and disciplinary policies  65. Approve changes to Academy staffing structure (within agreed budget)  66. Approve changes to TRUST staffing structure including recutiment  66. Enter the suspension of the Executive Headteacher  67. Suspend the Executive Headteacher  68. Enter the suspension of the Executive Headteacher	Key Function	No	Task	1	2	3	4	5
34. Approve local requests for resources Propose and agree TRUST virements and budget adjustments to £50,000 36. Propose and agree TRUST virements and budget adjustments over £50,000 37. Propose and agree Academy virements and budget adjustments to £10,000 38. adjustments to £10,000 39. Over £50,000 40. Propose and agree Academy virements and budget adjustments for £10,001 to £50,000 40. Agree Academy virements and budget adjustments over £50,000 41. Propose financial and procurement policies 42. Approve financial and procurement policies 43. Adopt financial and procurement policies 44. Propose and approve procurement policies 45. Adopt procurement policy 46. Enter into contracts (between £5,001 and £50,000) 47. Enter into contracts (between £5,001 and £50,000) 48. Approve the writing off of debts in excess of £500 49. Disposal of equipment and materials (between £1,000 and £50,000) in conjunction with Trust Business Manager 50. Disposal of equipment and materials (above £5,000) 52. Head of Academy appointments 53. Participate in appointment of Heads of School 54. Academy Leadership appointments 55. Advise and approve the SLT 56. Appointment of TRUST Staff 57. Participate in the appointment of TRUST Staff 58. Teaching staff appointments 59. policies 61. Approve changes to Academy staffing structure (within agreed budget) 62. Approve changes to Academy staffing structure (within agreed budget) 63. Approve changes to TRUST staffing structure (within agreed budget) 64. Approve changes to TRUST staffing structure (within agreed budget) 65. Suspend the Executive Headteacher 66. Suspend the Executive Headteacher		32.	Monitor TRUST Budget at least termly			✓		
35. Propose and agree TRUST virements and budget adjustments to £50,000  36. Propose and agree TRUST virements and budget adjustments over £50,000  37. Propose and agree Academy virements and budget adjustments to £10,000  38. adjustments for £10,001 to £50,000  39. Propose Academy virements and budget adjustments over £50,000  40. Agree Academy virements and budget adjustments over £50,000  41. Propose financial and procurement policies  42. Approve financial and procurement policies  43. Adopt financial and procurement policies  44. Propose and approve procurement policy  45. Adopt procurement policy  46. Enter into contracts (between £5,001 and £50,000)  47. Enter into contracts (between £5,001 and £50,000)  48. Approve the writing off of debts in excess of £500  49. Disposal of equipment and materials (between £1,000 and £5,000) in conjunction with Trust Business Manager  50. Disposal of equipment and materials (above £5,000)  51. Propose the appointment of Auditors  52. Head of Academy appointments  53. Participate in appointment of Heads of School  54. Academy Leadership appointments  55. Advise and approve the SLT  56. Appointment of TRUST Staff  57. Participate in the appointments  58. Teaching staff appointments  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to TRUST staffing structure (within agreed budget)  63. Approve changes to Rust Staffing structure (within agreed budget)  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		33.	Monitor Academy Budget at least termly		<b>√</b>	<b>✓</b>		
adjustments to £50,000  Propose and agree TRUST virements and budget adjustments over £50,000  37. adjustments to £10,000  38. Propose and agree Academy virements and budget adjustments to £10,000  39. Propose Academy virements and budget adjustments from £10,001 to £50,000  40. Agree Academy virements and budget adjustments over £50,000  41. Propose financial and procurement policies  42. Approve financial and procurement policies  43. Adopt financial and procurement policies  44. Propose and approve procurement policy  45. Adopt procurement policy  46. Enter into contracts (between £5,001 and £50,000)  47. Enter into contracts (between £5,001 and £50,000)  48. Approve the writing off of debts in excess of £500  49. Disposal of equipment and materials (between £1,000 and £5,000) in conjunction with Trust Business Manager  50. Disposal of equipment and materials (above £5,000)  51. Propose the appointment of auditors  52. Head of Academy appointments  53. Participate in appointment of Heads of School  54. Academy Leadership appointments  55. Advise and approve the SLT  56. Appointment of TRUST Staff  57. Participate in appointments  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Racdemy staffing structure (within agreed budget)  63. Approve changes to TRUST staffing structure (within agreed budget)  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		34.	11					✓
adjustments over £50,000  37. Propose and agree Academy virements and budget adjustments to £10,000  38. Propose and agree Academy virements and budget adjustments for £10,001 to £50,000  39. Propose Academy virements and budget adjustments over £50,000  40. Agree Academy virements and budget adjustments over £50,000  41. Propose financial and procurement policies  42. Approve financial and procurement policies  43. Adopt financial and procurement policies  44. Propose and approve procurement policy  45. Adopt procurement policy  46. Enter into contracts (between £5,001 and £50,000)  47. Enter into contracts (between £5,001 and £50,000)  48. Approve the writing off of debts in excess of £500  49. Disposal of equipment and materials (between £1,000 and £5,000) in conjunction with Trust Business Manager  50. Disposal of equipment and materials (between £1,000 and £5,000) in conjunction with Trust Business Manager  50. Disposal of equipment and materials (above £5,000)  51. Propose the appointment of auditors  52. Head of Academy appointments  53. Participate in appointments  54. Academy Leadership appointments  55. Advise and approve the SLT  56. Appointment of TRUST Staff  57. Participate in the appointments  58. Teaching staff appointments  59. Propose staff, HR, pay, performance and disciplinary policies  60. Approve changes to Academy staffing structure (within agreed budget)  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		35.	adjustments to £50,000			✓		
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### Staffing  Staffing  Staffing  Staffing  ### Enter into contracts (above £50,00)  ### Enter into contracts (above £50,00)  ### Approve the writing off of debts in excess of £500  ### Disposal of equipment and materials (between £1,000 and £5,000) In conjunction with Trust Business Manager  ### 50. Disposal of equipment and materials (above £5,000)  ### 51. Propose the appointment of auditors  ### 52. Head of Academy appointments  ### 53. Participate in appointment of Heads of School  ### 54. Academy Leadership appointments  ### 55. Advise and approve the SLT  ### 56. Appointment of TRUST Staff  ### 57. Participate in the appointment of TRUST staff  ### 58. Teaching staff appointments  ### 59. Propose staff, HR, pay, performance and disciplinary policies  ### 60. Approve changes to Academy staffing structure (within agreed budget)  ### 62. Approve changes to Academy staffing structure (outside agreed budget)  ### 63. Approve changes to TRUST staffing structure including recruitment  ### 64. Performance review of Executive Headteacher  ### 65. Suspend the Executive Headteacher		45.	Adopt procurement policy		✓			
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Staffing  Staffi		50.	Disposal of equipment and materials (above £5,000)			✓		
Staffing  Staffi		51.	Propose the appointment of auditors			✓		
Staffing  54. Academy Leadership appointments  55. Advise and approve the SLT  56. Appointment of TRUST Staff  57. Participate in the appointment of TRUST staff  58. Teaching staff appointments  59. Propose staff, HR, pay, performance and disciplinary policies  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Academy staffing structure (outside agreed budget)  63. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		52.	Head of Academy appointments			<b>✓</b>		
Staffing  Staffi		53.	Participate in appointment of Heads of School		✓		<	
Staffing  Staffi		54.	Academy Leadership appointments		✓		$\checkmark$	
57. Participate in the appointment of TRUST staff  58. Teaching staff appointments  59. Propose staff, HR, pay, performance and disciplinary policies  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Academy staffing structure (outside agreed budget)  63. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		55.	Advise and approve the SLT		✓			
58. Teaching staff appointments  59. Propose staff, HR, pay, performance and disciplinary policies  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Academy staffing structure (outside agreed budget)  63. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		56.	Appointment of TRUST Staff		✓			
Propose staff, HR, pay, performance and disciplinary policies  60. Approve staff, HR, pay, performance and disciplinary policies  61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Academy staffing structure (outside agreed budget)  63. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher		57.	Participate in the appointment of TRUST staff		✓		$\checkmark$	<b>✓</b>
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61. Approve changes to Academy staffing structure (within agreed budget)  62. Approve changes to Academy staffing structure (outside agreed budget)  63. Approve changes to TRUST staffing structure including recruitment  64. Performance review of Executive Headteacher  65. Suspend the Executive Headteacher	affin	60.			✓			
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63. recruitment 64. Performance review of Executive Headteacher 65. Suspend the Executive Headteacher		62.	agreed budget)		<b>√</b>			
65. Suspend the Executive Headteacher ✓		63.			<b>✓</b>			
co. Cappina the Executive Fleatisation		64.	Performance review of Executive Headteacher			✓		
66. End the suspension of the Executive Headteacher ✓		65.	Suspend the Executive Headteacher		✓			
		66.	End the suspension of the Executive Headteacher		<b>√</b>			

#### **FEBRUARY 2019 REVISIONS**

Key Function	No	Task	1	2	3	4	5
	67.	Dismiss the Executive Headteacher		✓			
	68.	Suspend a Head of Academy		✓		<a< td=""><td></td></a<>	
	69.	End the suspension of a Head of Academy		✓		<a< td=""><td></td></a<>	
	70.	Dismiss a Head of Academy		✓		<a< td=""><td></td></a<>	
	71.	Suspension of other staff					<b>✓</b>
	72.	Dismissal of other staff					<b>✓</b>
	73.	Dismissal payments / early retirement			$\checkmark$		
	74.	Performance review of other staff					<b>✓</b>
	75.	Establish and implement Curriculum Policy					<b>✓</b>
	76.	Approve TRUST Development Plan		✓	<a< td=""><td><a< td=""><td><a< td=""></a<></td></a<></td></a<>	<a< td=""><td><a< td=""></a<></td></a<>	<a< td=""></a<>
Per	77.	Review progress against TRUST Development Plan		✓		<b>✓</b>	
·fo	78.	Approve Academy Action Plan		✓		$\checkmark$	
Ē	79.	Review progress against Academy Action Plan		✓		$\checkmark$	
Performance and Curriculum	80.	Review progress across TRUST against all Academy Development Plans		✓			
a	81.	Approval of Curriculum Policy		✓		<a< td=""><td></td></a<>	
Ъ	82.	Propose Performance and Curriculum Policies		✓	$\checkmark$	$\checkmark$	<b>✓</b>
Cu	83.	Responsibility for standards of teaching					<b>✓</b>
፭.	84.	Provision of sex education					<b>✓</b>
<u>cu</u>	85.	Appoint SEN lead on Academy Board				$\checkmark$	
un	86.	Arrangements for collective worship					<b>✓</b>
3	87.	Propose targets for pupil achievement					<b>✓</b>
	88.	Approve targets for pupil achievement					<b>✓</b>
	89.	Monitor targets for pupil achievement		$\checkmark$	$\checkmark$	$\checkmark$	<a< td=""></a<>
	90.	Approve pupil behaviour policies		✓		<a< td=""><td></td></a<>	
	91.	Monitor implementation of pupil behaviour policies				$\checkmark$	
Dis	92.	Monitor issues associated with each Academy's implementation of pupil behaviour policies		✓		<b>✓</b>	
<u>ci</u> p	93.	Exclude pupil more than 15 days or permanently				<a< td=""><td>R</td></a<>	R
ii n	94.	Review exclusion on appeal		✓		$\checkmark$	
cipline / Exclusions	95.	Direct reinstatement of excluded pupils		✓		<b>✓</b>	
<u> </u>	96.	Consult on an Admissions Policy		<b>√</b>			
su	97.	Propose Admissions Policy		✓			
<u> </u>	98.	Agree Admissions Policy		✓			
S	99.	Agree PAN annually		✓			
	100.	Admissions: application decisions.					<b>✓</b>
	101.	Approve Admissions Prospectus				$\checkmark$	
-	102.	Provision of appropriate Buildings and other relevant insurance (including Governors)			✓		
re. Ins	103.	Approve Premises related policies			✓	$\checkmark$	
ı mi	104.	Develop and approve Academy Maintenance Strategy			✓	<a< td=""><td></td></a<>	
Premises & Insurance	105.	Develop and approve TRUST Premises and Capital Strategy		✓	<b>√</b>		

#### **FEBRUARY 2019 REVISIONS**

Key		KEVIOIONO						
Function	No	Task	1	2	3		4	5
Health & Safety	106.	Propose and Approve Health & Safety Policy		<b>✓</b>		4	<a< td=""><td></td></a<>	
	107.	Appoint Health & Safety lead on Academy Board					$\checkmark$	
Eth	108.	Monitor Implementation of Health & Safety Policy		✓			✓	
δο	109.	Approve an Academy Risk Management Plan		✓		4	<a< td=""><td></td></a<>	
Sa	110.	Monitor Academy Risk Management Plan		<b>✓</b>			$\checkmark$	
fet	111.	Approve TRUST Risk Management Plan		$\checkmark$				
y	112.	Monitor TRUST Risk Management Plan			$\checkmark$			
	113.	Approve Business Continuity Plans		✓	✓			
D	114.	Monitor implementation of Academy Business Continuity Plans		<b>√</b>	✓			
Academy Organisation	115.	Review TRUST wide implementation of Academy Continuity Plans			✓			
emy	116.	Recommend times of Academy day and dates of Academy terms and holidays		<b>√</b>		•	<a< td=""><td><a< td=""></a<></td></a<>	<a< td=""></a<>
Orga	117.	Set times of Academy day and dates of Academy terms and holidays		<b>✓</b>			<a< td=""><td><a< td=""></a<></td></a<>	<a< td=""></a<>
nisa	118.	Ensure that Academy meets a minimum number of sessions in a Academy year					<b>✓</b>	<b>✓</b>
ion	119.	Ensure provision of free Academy meals to those pupils meeting the criteria						<b>✓</b>
	120.	Ensure the provision of Universal Free Academy Meals offering to Infant age pupils						✓
Academies	121.	Decide to offer additional activities and what form these should take					✓	✓
	122.	Put in place and ensure delivery of services to be provided						<b>✓</b>
	123.	Monitoring of Extended Services					$\checkmark$	
	124.	Cease providing extended Academy provision			<b>✓</b>			<b>✓</b>
Safeguarding	125.	Complete and maintain Single Central Record (with TBM and EHT)						<b>✓</b>
	126.	Appoint Safeguarding Lead on Academy Board					✓	
	127.	Annual approval of Academy safeguarding review		✓			✓	
	128.	Undertake annual review of Academy safeguarding					✓	