The Diocese of Gloucester Academies Trust

Minchinhampton Primary Academy

Scheme of Delegation

Authentically Christian

Boldly passionate about excellence in learning

Relentlessly driven in our aspiration for everyone

Effective Date: September 2022

Welcome to the Diocese of Gloucester Academies Trust. The purpose of this document is to set out transparent delegations for specific areas of activity or decision making within DGAT in a clear and accessible format. It is intended that this document will provide clarity for all involved in the governance of the Trust and secure consistency, avoid duplication and clearly define roles and responsibilities.

Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within this scheme of delegation are listed below. For a wider compendium of acronyms, you may come across in your time as a DGAT local governor please see our DGAT Acronym Buster which is available in the Local Governors' Member area on the DGAT website.

Acronym	Long form
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
HT	Headteacher
DHT	Deputy Headteacher
DGAT	Diocese of Gloucester Academies Trust
LGB	Local Governing Board
DfE	Department for Education
ESFA	Education, Skills and Funding Agency
ATH	Academy Trust Handbook
MAT	Multi Academy Trust
SIAMS	Statutory Inspection of Anglican and Methodist Schools

DGAT vision and values

Our vision is to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our core principles

These underpin all we do and all the decisions we take.

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- Within our DGAT family we cherish everyone as individuals, appreciating and celebrating diversity.
- We act with integrity; we are open to challenge, and we are reflective about our practice.
- We treat everyone with dignity and respect.
- Through collaboration, in a nurturing community, we grow, learn and achieve.

Our schools' ethos and vision

Each school will have its own distinctive vision which will be aligned with the Trust's vision. For Church of England schools within the Trust, the vision will be rooted in Biblical theology and distinctively Christian.

DGAT Governance Structure

Who we are: our roles and responsibilities:

The role and responsibilities of the Trust's Members and Trustees are set out in the Trust's Articles of Association, a copy of which can be found on the DGAT website.

Members

DGAT's Members are responsible for ensuring the governance of the Trust is effective and that Trustees govern in accordance with their statutory and charitable responsibilities. Members are responsible for:

- Amending the Trust's Articles of Association
- Appointing and Removing Trustees
- Appointing the Trust's auditors
- Receiving a copy of the Trust's annual accounts
- Maintaining oversight of the governance of the Trust

DGAT maintains clear separation between Members and the Trust Board to ensure transparent and effective oversight of the governance of the Trust.

Our current Members are:

- - The Diocesan of Gloucester Education Trust as a corporate Member
- - Mrs Sue Padfield
- - Dr Jo Grills
- - Mr Jon Millin
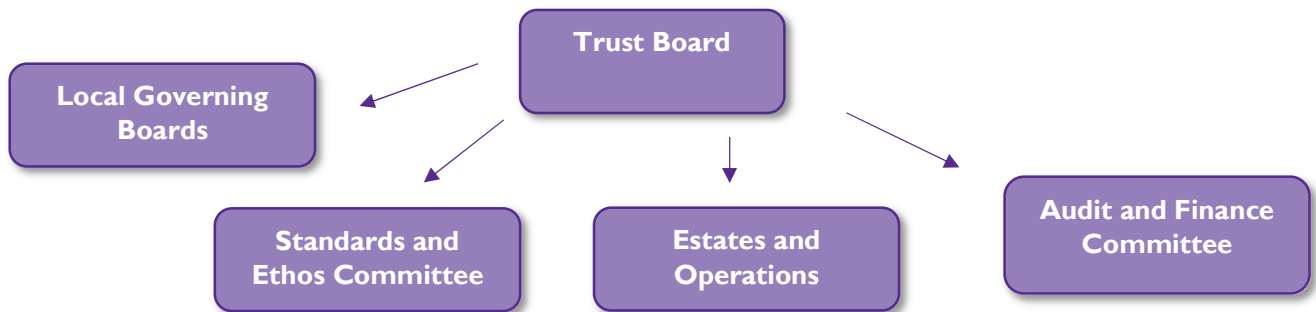- - Canon Andrew Braddock

The Trust Board

The Trust Board is responsible for the strategic direction, statutory policy framework and oversight of the Trust and all its schools. Trustees take decisions that are in the best interests of the Trust as a whole and are not representative of any one of the constituent schools. Trustees are also Directors of the Academies Trust which is a company limited by guarantee and registered as such at Companies House.

Our current Trustees are:

- Hilary Dawson (Chair)
- Tim Brock (Vice Chair)
- Rob Stokes
- Mervyn Cowdrey
- Phillip Perks
- Charlotte Rawlings
- Rachel Howie
- Dr Robert Gwynne
- Stewart Hunter

The Trust Board meets six times a year and delegates specific Trust-wide and strategic oversight and responsibilities to its committees. The Trust Board currently has the following committee structure in place:

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                        ┌──────────────┐
                        │ Trust Board  │
                        └──────────────┘
        ┌──────────────┐    │    │    │
        │Local Governing│◄───┘    │    └──────────┐
        │   Boards      │         │               │
        └──────────────┘         ▼               ▼
    ┌─────────────┐      ┌──────────────┐  ┌──────────────────┐
    │Standards and│      │  Estates and │  │ Audit and Finance│
    │Ethos Committee│    │  Operations  │  │    Committee     │
    └─────────────┘      └──────────────┘  └──────────────────┘
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The Trust Board will convene the following committees or panels when required:

Complaints	Discipline and Grievance	Pay and Pay Appeals
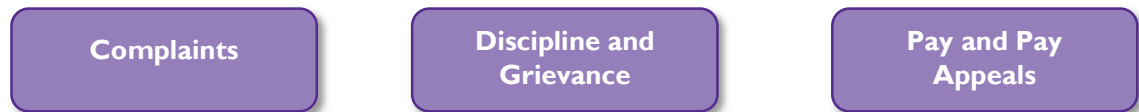
The Trust Board also delegates local oversight of its schools to local governing boards. Local governing boards are committees of the Trust Board. Currently, each school has a single local governing board which is delegated responsibilities through this scheme of delegation – the Trust Board retains the right, after discussion with the relevant local governing board to revoke or alter any aspect of this scheme of delegation for all schools within the Trust or for an individual school. Any decision to revoke or alter the scheme of delegation will be considered and voted on at a full Trust Board meeting.

The local governing board must establish a Finance and Resources Committee and it is strongly recommended that a Standards and Ethos committee is also in place. Terms of reference for these committees, and the local governing board are included as appendices.

Local governing boards may also be required to convene the following committees or panels as required and as per the delegated responsibilities set out in this scheme of delegation.

Complaints	Discipline and Grievance	Pay and Pay Appeals
Exclusions	Admission Appeals	
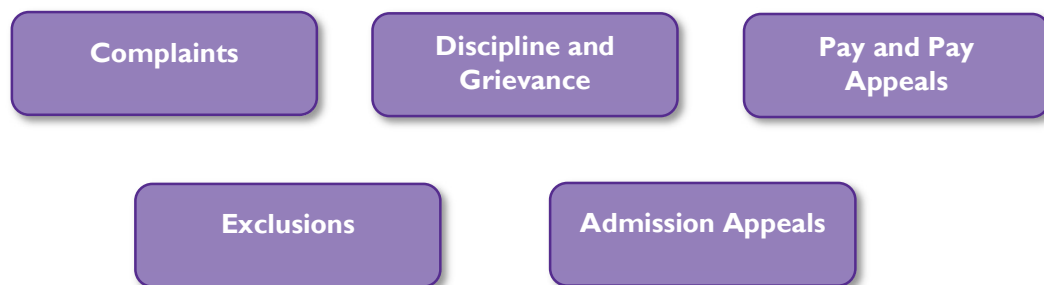
The LGB will ensure that Minchinhampton Primary Academy will:

Recognising its foundation and preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level, serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Membership

The LGB will have the following members:

Type of governor	Number required	Appointed or elected
Foundation Governor	2	Appointed by the Diocese Board of Education
Foundation Ex-officio Governor	1	Automatic appointment of the local incumbent or their substitute for duration of time in role.
Parent Governor	3	Elected by eligible members of the school parent body
Staff Governor	1	Elected by eligible members of the school staff body
Co-opted Governor	3	Appointed by the LGB
Headteacher ex-officio Governor	1	Automatic appointment for duration of time in role.
Trust Appointed Governor	0	Appointed by DGAT
Total number of local governors	**11**	

For schools new to the Trust, the Board of Trustees, in consultation with the existing governing body will determine the constitution of the local governing board prior to the school joining the Trust. Any future changes to the local governing board will be determined by the Board of Trustees after consultation with the local governing board.

Meetings

Local Governing Board Meetings

The requirements for DGAT local governing board meetings are set out in the DGAT Local Governing Board Terms of Reference and these must be adopted at the start of each academic year by the Local Governing Board, following review and ratification by the Trust Board. This document should be read and used in conjunction with the DGAT Local Governing Board Terms of Reference.

Local Governing Boards must hold a minimum of three full meetings per academic year but must ensure they meet regularly enough to discharge effectively the responsibilities set out in the DGAT Scheme of Delegation.

Authority

The Board of Trustees have ultimate and overall responsibility for each school within the Trust and are the ultimate decision-making authority for each school and the Trust. Trustees are required to undertake this responsibility and duty within the requirements and statutory responsibilities set out within the Trust's Funding Agreement and Memorandum and Articles of Association. Trustees are also required to have regard to the advice of the Diocese Board of Education.

The Trust Board sets out the constitution, membership, proceedings and authority of local governing boards within each local governing board scheme of delegation. The scheme of delegation is reviewed every two years as a minimum but Trustees reserve the right to revoke or amend any aspect at any time it is considered relevant for an individual school or all schools within the Trust.

Chair's Action

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'DGAT Record of Chair's Action' form and share this with the local governing board and Governance Lead at the earliest opportunity.

Engagement with the Trust Board

At the present time the CEO and Governance Lead host a Chair of Governors forum on a termly basis which are open to all Chairs across the Trust. In these meetings, feedback is sought on local issues that are then shared with the Trust board to inform the Trust Board's strategic decision making and policy development. Updates from the Trust Board meeting are shared with this forum, with the intention that Chairs cascade information to the local governing board.

Raising a concern about the Trust

The views of the local governing body are sought through the Headteachers' Forum and the Chair of Governors' forum. In addition, the CEO or Governance Lead may attend a Local Governing Body meeting. These views are relayed to the Trust Board to aid them in their decision making. Should an individual governing body identify that the Trust is not meeting its obligations to the school, it may make representation directly to the Trust through the Chair of the Trust Board.

Ultimately a petition may be made to the Regional Schools Commissioner. The legal position is that a school cannot itself choose to leave a MAT as it has no separate legal entity status. This decision can only be taken by the Regional Schools Commissioner.

Concern about the performance of the school or local governance

Where there is evidenced cause for concern about the performance of the school or local governing board the Directors, acting reasonably, reserve the unfettered right to review or temporarily remove any power or responsibility delegated to the LGB under this Scheme of Delegation informing the LGB of their intention to do so immediately in writing. Such concerns may include, but shall not be limited to:

- Action which undermines the work of the Trust
- Significant concerns about the educational outcomes for pupils
- Insufficient progress being made against educational targets.
- Performance which is no longer good in an Ofsted Inspection
- Performance which is no longer good in a SIAMS inspection
- Ongoing safeguarding or health and safety issues
- Actions by the LGB which contravene the legal obligations of the Trust or undermine the effective operation of the Trust
- Concerns regarding financial irregularity (for example, but not limited to, fraud)
- Significant budgetary concerns
- Failure to comply with Trust or statutory policies

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Directors will have regard to and give due consideration of any views of the LGB.

If the Scheme of Delegation is rescinded, then the LGB may be removed. In these circumstances, the Directors will put in place an Interim Governing Board (IGB) which will address the areas of concern and govern the school. The longevity of the IGB will be determined by the Directors and may be subject to discussion with the Regional Schools' Commissioner.

Effective date and Review

This Scheme of Delegation shall operate from the Effective Date or any subsequent amended date in respect of Minchinhampton Primary Academy and will be reviewed bi-annually as a minimum, in consultation with the LGB.
The LGB must comply with any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State.

Governance					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
G.1	Review and agree the Trust's governing documents and any amendments.	Decide	Consulted	Consulted	Consulted	Consulted
G.2	Review and agree the Scheme of Delegation for each school and amend terms of reference for the Trust Board or LGB.		Decide	Deliver	Consulted	Consulted
G.3	Ensure compliance with the Scheme of Delegation.		Decide	Monitor	Deliver	
G.4	Appoint or remove the Chair of the LGB.		Decide	Consulted	Consulted	

Governance					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
G.5	Appoint the Trust Company Secretary.		**Decide**	**Consulted**		
G.6	Agree Trust-wide key performance indicators and strategic priorities for the Trust.		**Decide**	**Consulted**	**Consulted**	**Consulted**
G.7	Appoint the Clerk to the LGB.				**Decide**	
G.8	Maintain a register of interest for Members and Trustees.		**Decide**	Deliver Via the Company Secretary		
G.9	To maintain a register of interest for Local Governors.			**Monitor** Via the Governance Lead		
G.10	Action legal claims.		**Decide**	**Deliver**		
G.11	Dispose of or acquire land		**Decide**	**Deliver**	**Consulted**	

Governance					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
G.12	Appoint and remove members of the LGB (apart from ex-officio and Foundation Governors).		**Decide**	**Consulted**	**Consulted**	
G.13	Ratify and review all statutory and DGAT policies.		**Decide** As per the DGAT Policy arrangements and processes guidance.	**Consulted**	**Decide** As per the DGAT Policy arrangements and processes guidance.	
G.14	Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT Policy arrangements and processes guidance.		**Monitor** As per the DGAT Policy arrangements and processes guidance.	**Monitor** As per the DGAT Policy arrangements and processes guidance.	**Monitor** As per the DGAT Policy arrangements and processes guidance.	
G.15	Determine, on an annual basis,		**Decide**			

Governance					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	those policies which will be developed by the Trust and are mandatory for all Trust schools.					
G.16	Implement and monitor any policy addendum required in the event of extra-ordinary events or circumstances.		Monitor	Deliver	Monitor	
G.17	Evaluate the development needs of Local Governors and implement an appropriate training and development programme.		Monitor	Decide Deliver Monitor	Consulted Decide At school level and in consultation with the Governance Lead	
G.18	To consider requests from		Decide	Consulted Deliver		

Governance					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	other schools to join the Trust.					
G.19	To consider at school level further delegation of functions to committees or individuals, e.g. link Local Governors.				**Decide** **Deliver**	

	School Effectiveness				
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
SE.1	Determine the Trust Performance Management Policy.		**Decide**	**Consulted**		
SE.2	Implement the performance management policy for the Headteacher/Principal and other staff.		**Deliver** **Monitor** Lead the performance management process for the CEO and monitor across the Trust.	**Deliver** DCEO or CEO to lead the performance management process of the Headteacher/Principal in partnership with the LGB via the Chair of Governors or an appointed governor	**Deliver** **Monitor** DCEO or CEO to lead the performance management process of the Headteacher/Principal in partnership with the LGB via the Chair of Governors or an appointed governor Monitor the implementation of the Performance Management Policy at school level.	**Deliver** Implement the Performance Management Policy for school staff.
SE.3	Monitor, review and challenge the		**Decide**	**Monitor**	**Monitor**	**Deliver**

School Effectiveness					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	performance of groups of pupils Including SEND, pupil premium, EAL.		**Monitor** For all schools	Via school improvement team	At school level	
SE.4	Ensure the school offers a broad and balanced curriculum, in line with the requirements of the Trust's Funding Agreement.		**Monitor** For all schools	**Monitor** Via school improvement team	**Monitor** At school level	**Decide** and **Monitor**
SE.5	Ensure a curriculum is implemented which is broad and balanced and is designed to promote educational excellence for pupils.			**Monitor** **Consulted**	**Monitor**	**Deliver** **Monitor**
SE6	Review and challenge standards of teaching and pupil progress across the school.		**Monitor** For all schools	**Monitor** Via school improvement team	**Monitor** At school level	**Monitor**

School Effectiveness					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
SE.7	Be responsible for standards of teaching and pupil progress and to take remedial action where necessary.			**Monitor** Via the school improvement team	**Monitor**	**Decide** **Monitor**
SE.8	Monitor the quality of teaching and learning and ensure appropriate support, challenge and intervention.			**Decide** **Monitor** Via the school improvement team	**Monitor**	**Monitor**
SE.9	Implement and monitor a Behaviour Policy.			**Monitor** Via the school improvement team	**Monitor**	**Decide** **Deliver**
SE.10	Ensure excellent behaviour for learning.			**Monitor** Via the school improvement team	**Monitor**	**Decide** **Deliver** **Monitor**
SE.11	Discharge duties and ensure provision for all pupils with SEND			**Monitor**	**Monitor**	

School Effectiveness					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	by appointing a "responsible person" and ensuring needs are met.			Via the school improvement team		**Decide**
SE.12	Appoint a Local Governor responsible for SEN and inclusion.			**Monitor** Via the Governance Lead	**Decide** **Deliver**	
SE.13	Ensure compliance with the Equality Act 2010 requirements within the school e.g. policy development, recruitment procedures.		**Decide** Across the Trust	**Monitor** **Deliver**	**Decide** At school level **Monitor**	**Deliver**
SE.14	Adopt and review Home-School agreements.				**Decide** **Monitor**	**Deliver**
SE.15	Monitor exclusions.		**Monitor** For all schools	**Monitor** Via the DCEO	**Monitor** At school level	
SE.16	Convene a panel to consider any permanent exclusion			**Monitor via DCEO**	**Decide**	

	School Effectiveness				
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	of a pupil or any number of fixed-term exclusions which exceed a total of 15 days per term.			**Consulted** Via Governance Lead		
SE.17	Monitor the use of Pupil Premium and the impact on learning and standards.			**Monitor**	**Monitor**	
SE.18	Appoint a Local Governor responsible for Pupil Premium.			**Monitor** Via the Governance Lead	**Decide** **Deliver**	
SE.19	Consider and approve off-site visits for pupils of more than 24 hrs.			**Monitor**	**Decide**	**Deliver**
SE.	Ensure high attendance levels for all pupils within the school.		**Monitor** For all schools	**Monitor**	**Monitor** At school level	**Deliver** **Monitor**

Safeguarding					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
S.1	Determine the Trust Safeguarding Policy.		**Decide**	**Deliver**		
S.2	Ensure compliance with all safeguarding policy and practice.		**Monitor** Strategically for all schools	**Monitor** Via the school improvement team	**Monitor** Strategically at school level	**Deliver Monitor** Operationally at school level
S.3	Appoint a safeguarding Local Governor.			**Monitor** Via the Governance Lead	**Decide Deliver**	
S.4	Ensure safer recruitment policy. processes and practice.		**Decide Monitor** Strategically across the Trust	**Deliver Monitor** Via the school improvement team	**Monitor** Strategically at school level	**Deliver Monitor** Operationally at school level
S.5	Ensure diversity is respected, including the upholding of the Prevent agenda			**Monitor** Via the school improvement team	**Monitor**	**Deliver**

Safeguarding					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	prohibiting political indoctrination and ensuring the balanced treatment of political issues.					
S.6	Ensure a compliant single central record is maintained.		**Monitor** Strategically across the Trust	**Monitor** Via the school improvement team **Consulted** **Deliver (Trust single central record)**	**Monitor** Strategically at school level	**Decide** **Deliver** **Monitor** Operationally

Christian Character					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
CC.1	Ensure and protect the Christian character of the school (as monitored by Section 48 inspections Statutory Inspection of Anglican and Methodist Schools (SIAMS).	**Decide**	**Monitor** Strategically across the Trust	**Monitor** Via the school improvement team **Deliver**	**Monitor** Strategically at school level	**Deliver** **Monitor** Operationally at school level
CC.2	Ensure the provision of collective worship and the provision of RE in line with school's curriculum.		**Monitor** Strategically across the Trust	**Consulted** **Monitor** Via the school improvement team	**Monitor** Strategically at school level	**Deliver** **Monitor** Operationally at school level
CC.3	Develop and implement an individual school vision.				**Decide** In partnership with the Headteacher and the school community **Monitor** Strategically at school level	**Decide** In partnership with the LGB and school community **Deliver** **Monitor**

Christian Character					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
						Operationally at school level
CC.4	Ensure that all pupils take part in a high quality daily act of collective worship.			**Monitor** Via the school improvement team	**Monitor** Strategically at school level	**Deliver** **Monitor** Operationally at school level
CC.5	Ensure the Christian values and character of the school is embedded in all practice, including through the provision of high quality RE teaching and learning.			**Monitor** Via the school improvement team	**Monitor** Strategically at school level	**Deliver** **Monitor** Operationally at school level

Finance					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
	Decision/Action	Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
F.1	Appoint external auditors for the Trust.	**Decide**				
F.2	Appoint internal auditors for the Trust.		**Decide**			
F.3	Prepare annual accounts.			**Deliver**		
F.4	Determine the Trust Finance Policy and Pay Policy and approve financial schemes of delegation and all relevant Terms of Reference.		**Decide**			
F.5	Appoint an Accounting Officer.		**Decide**			
F.6	Determine salaries of staff and pay awards within the school in line with the Trust's pay policy.		**Decide**	**Consulted** **Deliver** Via the Finance Team	**Consulted**	
F.7	Determine the proportion of the					

Finance					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	overall Trust budget to be delegated to individual schools.		**Decide**			
F.8	Ensure proper financial controls are in place.		**Decide**	**Deliver** **Monitor** Via the Finance Team		**Deliver**
F.9	Establish an LGB Finance and Resources Committee (required).			**Monitor** Via the Governance Lead	**Decide** **Deliver**	
F.10	Propose the individual school budget.			**Consulted** Via Finance Team	**Decide**	
F.11	To approve the budget each financial year.		**Decide**			
F.12	Ensure school expenditure is in keeping with the budget and adheres to the Trust Finance Policy			**Consulted** **Monitor** Via Finance Team	**Monitor** Strategically at school level	**Deliver**
F.13	Open and oversee the operation of the			**Deliver** **Monitor**		

				Finance		
Decide		**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted		**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
	Decision/Action	**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	school's bank account and ensure financial management systems and accounting records are administered in accordance with the finance policy.			Via Finance Team		
F.14	Authorise financial expenditure outside of the agreed budget in line with the Finance Policy.			**Decide**		
F.15	Approve contracts up to the limits of delegation and within an agreed budget and in line with the Trust's Finance Policy.			**Monitor** **Consulted** Via Finance Team	**Decide**	
F.16	Ensure provision of free school meals to those pupils meeting the criteria.				**Monitor**	**Deliver**

Finance					

Decide	Decide - Has primary responsibility for decision making related to the decision or action.
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
F.17	Set up and approve Local Governor expenses.			Monitor Via Finance Team	Deliver	

Central Services					

Decide	Decide - Has primary responsibility for decision making related to the decision or action.
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
CS.1	Determine the scope of mandatory core services to be delivered by the Trust on behalf of its schools.		Decide	Deliver	Consulted	Consulted

Central Services					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
CS.2	Determine a Trust-wide procurement policy and set the delegated levels of authority for such contracts.		**Decide**	**Deliver**		
CS.3	Approve contracts which constitute related party transactions.			**Decide**		
CS.4	Enter into contracts up to the limits of Delegation, within an agreed budget and in accordance with the Finance Policy.			**Decide** Up to delegated limits within the Financial Procedures Policy	**Decide** Up to limit of LGB delegation	**Consulted**
CS.5	Identify additional services to be procured on behalf of the school (Traded Services).				**Decide**	**Consulted**
CS.6	Ensure centrally procured services			**Monitor**	**Monitor**	

Central Services					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action	**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
provide value for money.				Strategically at school level	

Human Resources						
Decide		**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted		**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
	Decision/Action	**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
HR.1	Define any overarching leadership structures across schools.			**Decide**	**Consulted**	
HR.2	Undertake the process to appoint the Headteacher/Principal.			**Decide**	**Consulted**	

Human Resources					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
				CEO sits as part of the selection panel and has the power of veto		
HR.3	Appoint other senior staff (selection panel).			**Monitor** **Consulted** for DHT appointments	**Decide** LGB to support the Headteacher/Principal with recruitment as appropriate and requested.	**Decide** All local senior leader appointments.
HR.4	Appoint all other staff.			**Monitor**	**Decide** LGB to support the Headteacher/Principal with recruitment as appropriate and requested.	**Decide** All local staff appointments
HR.5	Appoint staff working across multiple schools.			**Decide**		**Consulted**
HR.6	Ensure compliance with terms and conditions of			**Decide**		**Monitor**

Human Resources					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
	employment and staff handbooks.			**Monitor**		
HR.7	Oversee effective engagement with unions and professional associations.			**Decide** In conjunction with HR provider		
HR.8	Determine DGAT 'family' training and development in line with distinctive ethos, aims and vision of the Trust.			**Decide**	**Consulted**	**Consulted**
HR.9	Be accountable for ensuring the training and development of individual school staff.				**Decide**	
HR.10	Dismiss the Headteacher/Principal.			**Decide**	**Consulted**	
HR.11	Dismiss other staff.				**Decide** A Trust representative will be part of the decision-making panel.	**Decide**

Human Resources					

Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
HR.12	Suspend the Headteacher/Principal.			**Decide**	**Consulted**	
HR.13	Suspend other Staff.				**Decide** Joint decision making with Headteacher/Principal CEO to be informed prior to suspension.	**Decide** Joint decision making with LGB. CEO to be informed prior to suspension.
HR.14	End suspension (Headteacher/Principal).			**Decide** Joint decision making with Trustees	**Consulted**	
HR.15	End suspension (other Staff).				**Decide** Joint decision making with Headteacher/Principal	**Decide** Joint decision making with LGB.
HR.16	Determine dismissal payments/early retirement.		**Decide**	**Decide**		

Human Resources	
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
			In partnership with the CEO	In partnership with the Trust Board		
HR.17	Monitor and report on the attendance of staff.		**Monitor** Strategically across the Trust	**Monitor** **Deliver**	**Monitor** Strategically at school level.	**Deliver**

Pupil Admissions	
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.

	Decision/Action	Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
PA.1	Consult with all key stakeholders before determining an Admissions Policy.		**Decide**		**Deliver** The LGB will be responsible for consulting on changes and request Directors' written approval.	**Consulted**
PA.2	Be accountable for all admission application decisions.				**Decide**	
PA.3	Make arrangements for determining admissions and hearing admission appeals.				**Decide**	**Deliver**
PA.4	Appeal when appropriate, against LA directions to admit pupil(s).				**Decide**	**Consulted**
PA.5	Approve any changes to the Pupil Admission Number.		**Decide**	**Consulted**	**Consulted**	**Consulted** **Deliver**

	Premises and Insurance				

Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				

Decision/Action		Members	Trustees	Executive Leadership Team	Local Governing Board	Headteacher/Principal
Pl.I	Procure buildings insurance and personal liability.			**Decide**		
P.2	Develop a school buildings strategy or master plan.		**Decide**	**Consulted** **Deliver**	**Consulted**	**Consulted**
P.3	Maintain buildings, including developing a properly funded maintenance plan.			**Consulted**	**Decide** **Monitor**	**Deliver**
P.4	Determine Trust Health and Safety policy.		**Decide**			
P.5	Ensure that health and safety regulations are followed.		**Monitor** Strategically across the Trust	**Deliver**	**Monitor** Strategically at school level	**Deliver**
P.6	Review security of school premises and equipment.		**Monitor** Strategically across the Trust	**Deliver**	**Monitor** Strategically at school level	**Consulted** **Deliver**

Premises and Insurance					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
P.7	Draw up, agree and monitor an Accessibility Plan for the school.				**Decide**	**Consulted** **Deliver**
P.8	Determine a Trust Lettings Policy.		**Decide**	**Consulted** **Deliver**		
P.9	Ensure suitable local risk assessments are prepared and appropriate actions taken.				**Decide** **Monitor**	**Deliver**
P.10	Monitor the accident book and agree appropriate actions.				**Monitor**	**Consulted** **Deliver**

Administration					
Decide	**Decide** - Has primary responsibility for decision making related to the decision or action.				
Consulted	**Consulted** - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				

	Administration					
Deliver	**Deliver** - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.					
Monitor	**Monitor** - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.					
	Decision/Action	**Members**	**Trustees**	**Executive Leadership Team**	**Local Governing Board**	**Headteacher/Principal**
A.1	Set the times of school sessions and the dates of school terms and holidays and notify the Trust.				**Decide**	
A.2	Ensure that school is open for 380 sessions for pupils in an academic year.				**Monitor**	**Deliver**
A.3	Ensure that the school website is compliant.			**Monitor** Monitor across all schools	**Monitor**	**Deliver**
A.4	Ensure 'Get information about schools' is up-to date and compliant.			**Monitor** Monitor across all schools	**Monitor**	**Deliver**
A.5	Comply with all data protection legislation and good practice.		**Decide**	**Deliver** **Monitor**	**Monitor**	**Deliver**