

	Task / Stakeholders	Members	Trustees	Finance Committee/ Audit and Risk	Remunerations Committee	Standards committee	CEO	EFO	Heads	Gov Prof	EDO
<b>Governance</b>											
	Appointment and removal of Members	A/ R	I				I	I		I	
	Appointment and removal of Trustees	A/R	C			I	C	I		I	
	Appointment and removal of the Chair of the Trust Board		A/R			I	C	I		I	
	Appointment and removal of Trust Committee Chairs		A/R Chair of board appoints and removes				C	I		I	
	Appointment of Safeguarding Trustee		A/R			I	C	I	I	I	
	Appointment of Special Educational Needs Trustee		A/R			I	C	I	I	I	
	Foster equality , diversity and inclusion in building diverse board. Equality Objective Policy		A/R				C	I		I	
	Set expectations of Trustee conduct		A/R			I	I	I		I	
	Appointment and removal of members of the standard committee		A			R	C	I	C	I	
	Approval of parent and staff members of the standards committee		A			R	C	I	C	I	I
	Appointment and removal of the standards committee Chair		A			R	C	I	I	I	I
	Ratify changes to Articles of association	A	C								
	Review, agree and adhere to Articles of Association		A/R			I	C	I		C	
	Ensure transparency of information		A			R	R	R		R	
	Appointment of Governance professional		A/R			I	C	I	I	I	I
	Conduct appraisal of Governance professional		A/R				C				
	Maintain register of interests	R for declaring	A			I	R for declaring	R for declaring	R for declaring	maintains	R for declaring
	Review statutory Policies		A/R			C	C	C	C	I	C
	Determine powers of chair of trustees in urgent situations		A/R				I	I			
	Agree equality information and objectives (public sector equality duty) statement and monitor		A			C	R	C	C		C
<b>Systems &amp; Structures</b>											

	Review and agree Scheme of Delegation		A/R			I	C	I		R Rafting / updating	I
	Establish and review trust governance structure including terms of reference of the trust Board and its committees		A/R	C for terms of ref	C for terms of ref	C for terms of ref	C	C	I	R drafting / updating	I
	Training Programme for Trustees and Governors	I	A/R			I	C	I		R Co-ordination / delivery	
	Agree schedule of Governance business		A/R	C for own schedules	C for own schedule	C for own schedule	C	I	I	R for drafting	I
	Annual Review of Trust Board and self evaluation, including financial skill set		A / R			I	C	C		R coordinates process	
	Annual Review and skills audit of standards committee		A			R	I			R coordinates process	
	Review of standards committee performance		A / R			R	C	I	I	R coordinates process	
	Commission external review of trust board effectiveness every three years	I	A/R				C	C		R coordinates comissioning	
	Attend Trust Inspections	I	I / R			I	A/ R	I	R	I	C
<b>Strategic Leadership</b>											
	Setting the vision, values and strategic direction of the trust		A			I	R	C	I	I	C
	Approval of trust strategy and priorities for the Trust each academic year		A			I	R	C	C	I	C
	Monitor the effectiveness of Trust in delivering its objectives		A			R	R	supports		I	R
	Academy Improvement Plans / strategic objectives		A			R	R		R		R
	Review and challenge progress against strategic objectives of the Trust		A/R			R	R	C	C		R
	Review and approval of Trust wide policies for governance (data protection, code of conduct, complaints, grievance and capability)		A		R	C	R	R Data policies	C	R	C
	Review and appropval of Trust wide policies to include attendance, child protection and safeguarding, SEN, supporting pupils with medical needs		A			R	R		C		C

	Set Uniform Policy		A			R	R		C		C
	Trust Management of Board Assurance Framework and Risk Management		A	R		R	R	R	C		C
	Academy Management of Risk including Academy Risk Register		I	I		I	A	R	R		C
	Engagement with stakeholders		I			R	R		R		R
<b>Growth Strategy</b>											
	Set vision and targets for Trust Growth		A			I	R	R			I
	Undertake due diligence review process on potential schools joining the Trust	I	A	R financial diligence		R education perf. Safeguarding	R	R			R
	Approve new schools joining the Trust	I	A	C		C	R	C	I	R Legal compliance	C
<b>Governance Reporting</b>											
	Trust website - content and compliance including governance arrangements		A			I	R	C	I	R	
	Academy websites - content and compliance		I			A	R		R	R	C
	Maintain GIAS and Companies House	I	A	R			R	R		R	
	Approve Trust Board annual report and accounts	A	A	R			C	R		R coordination and compliance	
	Financial returns		A	R			C	R			
	Educational Data returns Census, performance		I			A			R		R
	Safeguarding returns		A			R	R		C		C
	Academy performance reports		A	I		R	R		R	I	R
<b>Financial Accountability</b>											
	Appointment of external auditors	A	R	R			C	C			
	Appointment of Audit and risk committee	A	R				C	C			
	Agree programme of internal scrutiny to ensure the effective use of external third-parties to support the trust	I	A	R			C	C		R	
	Deliver a programme of internal scrutiny		I	C			A	R		R	
	Appointment of accounting officer	A	R				I			R	

Agree Financial Scheme of Delegation	A	R	C			C	C			
Benchmarking value for money		I	I	I		C	R			
Manage conflict of interests and related party transactions	I	A	C			R	R			
Ensure compliance with ATH / DFE (ESFA) requirements	I	A	R			R	R		R	
Maintain Trustee expenses policy	I	A	C			I			R	
Agree risk management policy	I	Trust to approve	R			C	C			
Oversee the risk register and undertake a full review at least annually		A	R							
Undertake termly review of risk register		I	R			R				
Maintain Trust risk register						A	R			
Maintain Academy risk register					I	C	C	A		
Determine use of pupil premium and sports premium					I	C		A		
monitor impact of pupil and sports premium		A			R			R for reporting		
Produce trust's financial manual to further expand on processes relating to delegated financial powers		Board to approve	I			C	R			
Produce annual report and accounts		Board to approve	I			C	R			
Submit required financial reports and returns	I	I	I			A	R			
Agree budget plan to support delivery of trust strategic priorities 3-5 Years	I	A	R			C	R		R	
Agree budget plan to support delivery of academy strategic priorities		A	C			R	R			
Monitor trust budget		A	R	R		R	R			
Develop and submit three-year budget forecast		I	C			A	R			
Agree reporting and monitoring arrangements for trust and academy budgets		A	R			R	R			
Prepare management accounts every month setting out the trusts financial performance and position		I To be circulated to chair of trustees every month	C			A	R			
Approve expenditure/contracts above a specified threshold		A								
Finance and Resources										

	Receive external Auditors report	A								I	
	Set Trust and Academy Budgets		A	R		I	R	R	R		
	Manage cash position and bank accounts		A	I			R	R	R		
	Develop finance policies charging , remission, competitive prcurement procedure, gifts and hospitality, health and safety, investment, premises management, reserves		A	R			C	R	I	C	I
	Use of Academy facilities by external groups		A	I		I	A	R	R		
<b>Standards, Curriculum and Assessment</b>											
	Set Academy day time, terms and holidays	I	A	C	C	C	R		R	I	C
	Trust approach to curriculum and assessment regarding statutory requirements	I	A			C	R		R		R
	Develop statutory curriculum policies (RSE, Health education, EYFS)		A			R	C		R	R	R
	Trust and Academy academic targets		A			R	R	I	R	I	R
	Set targets for pupil outcomes across trust and monitor in-year data termly		C			R	A		R		R
	Academy self-evaluation		I			I	A		R		C
	Delivery of Careers Guidance and work experience		A			R	R		R		R
	Delivering EYFS in line with statutory requirements		A			R	R		R		R
	Monitor and assess quality of teaching		I			R	A		R		R
	Ensuring strategic oversight and accountability		A	R		R	R		R		R
	Review of suspension of a student for more than 15 days or permanently		A			R	C		C	C	
	Ensure provision of religious education		A			R	R		R		R
	Ensure delivery of collective worship		A			R	R		R		R
	Monitor the inclusiveness of the curriculum		A			R	R		R		R
<b>Safeguarding, Inclusion and Admissions</b>											
	Setting of Safeguarding practices and policies	I	A	I		R	R		R	I	C
	Support for CIC, Disadvantaged and SEN Students	I	A	I		R	R		R	I	R

Setting and monitoring of Behaviour Policy		A			R	R		R	I	C
Monitoring of Single Central Record		A	I		R	R		R	R	
Statutory safeguarding employment checks		A	I	I	I	R	C	R	R	
Setting Admissions Policies		A	C		C	R	C	C	R	
Setting Attendance Policies		A			C	R		R	R	C
Monitor attendance and persistent absence of pupils		A	I		R	R	I	R	I	R
Keep admissions and attendance registers		A			I	I		R	C	
Ensuring compliance with SEND Code of Practice		A	I		R	R	C	R	C	C
Monitor pupil behaviour data across different pupil groups		A			R	R	C	R	C	R
Ensure careers provider access across trust		A			R	R		R	C	C
Ensure free school meal provision is adequately implemented		A	R		I	R		R		
Ensure the provision of universal infant free school meals		A	R		I	R	C	R	C	
Deliver inclusive extra-curricular activities		A	I		R	R	C	R	C	C
Monitor children's wellbeing and how this is actively supported		A	I		R	R	C	R	I	R
Monitor provision and outcomes for EAL pupils		A	I		R	R	C	R	C	R
Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.		A	I	I	R	R	I	R	R	C
Monitor rates of suspension and exclusion across the trust		A	I		R	R	I	C	C	R
Ensure school food standards are met for pupils		A	R		I	R	R	R	C	

**Estates and Operational Compliance**

Approval of significant capital projects		A	R		I	R	R			
Set Health and Safety and Estate management strategy		A	R			R	R	C		
Manage and report on risk mitigation strategies		A	R			R	R	R		
Ensure that there is suitable expert support on health and safety		A	R		C	R	R			R
Maintain trust contingency and business continuity plans		A	R		R	R	R	R		R

	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level		A	I		R	R	R	R		
	Ensure adequate insurance cover is in place		A	R			R	R			
	Develop a cyber security framework		A	R			A	R	C		C
	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes		A	R			R	R			
	Ensure there is adequate company secretarial support		A	R			R	R			
	Appoint a data protection officer (DPO)		A	R			R	R			
	Cyclical Maintenance report						A	R	R		
	Site Compliance report			C		I	A	R	R		
	Fire Risk Assessment report			C		I	A	R	R		
	Asbestos Management report			C		I	A	R	R		
	Water Management report			C		I	A	R	R		
	Catering Compliance report			C			A	R	R		C
	<b>Pay, People and Performance</b>										
Appointing / dismissing	Set staffing structure		A			R	C	C			C
	CEO / Accounting Officer	I	A/R	I	I	I					
	Academy headteachers		A	I	I	C	R		I		
	SLG		A		I	I	C		R		C
	EFO	I	A		C	I	C	C	I		C
Performance development and determining pay progression	Central Services Team		A			R	I	R	C		I
	other staff (in staffing/ pay structure)		A			R	I	C			
	Set approach to Performance Management and professional development (appraisal)		A		I	I	R	I			I
	CEO		A		R		I	C			
Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters	Academy Headteachers and Central Service Team		A			R	I				
	Other staff members of executive team		A/R			I	I	I			I
	Academy Headteacher		A			R	C	R	C		C
	Academy level staff		A			R	I	R	I		

Set HR Policies, including whistleblowing				A	I	R		R		I
Determine executive team staffing structure		A/R			I					
Determine academy level staffing structure				A		R	R	C		R
Ensure appointment of DSLs and deputy DSLs		A			R	R	R	R		R
Ensure there is effective school improvement capacity within, or accessed by, the trust		A			R	R	I	R		R
Monitor compliance with safer recruitment requirements					A	R	I	R		R
Monitor staff wellbeing and workload		A			I	I		R		R
Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD		A		R		A		A/R		R