



Scheme Of Delegation – v 4.1

Approved by the Board of Directors
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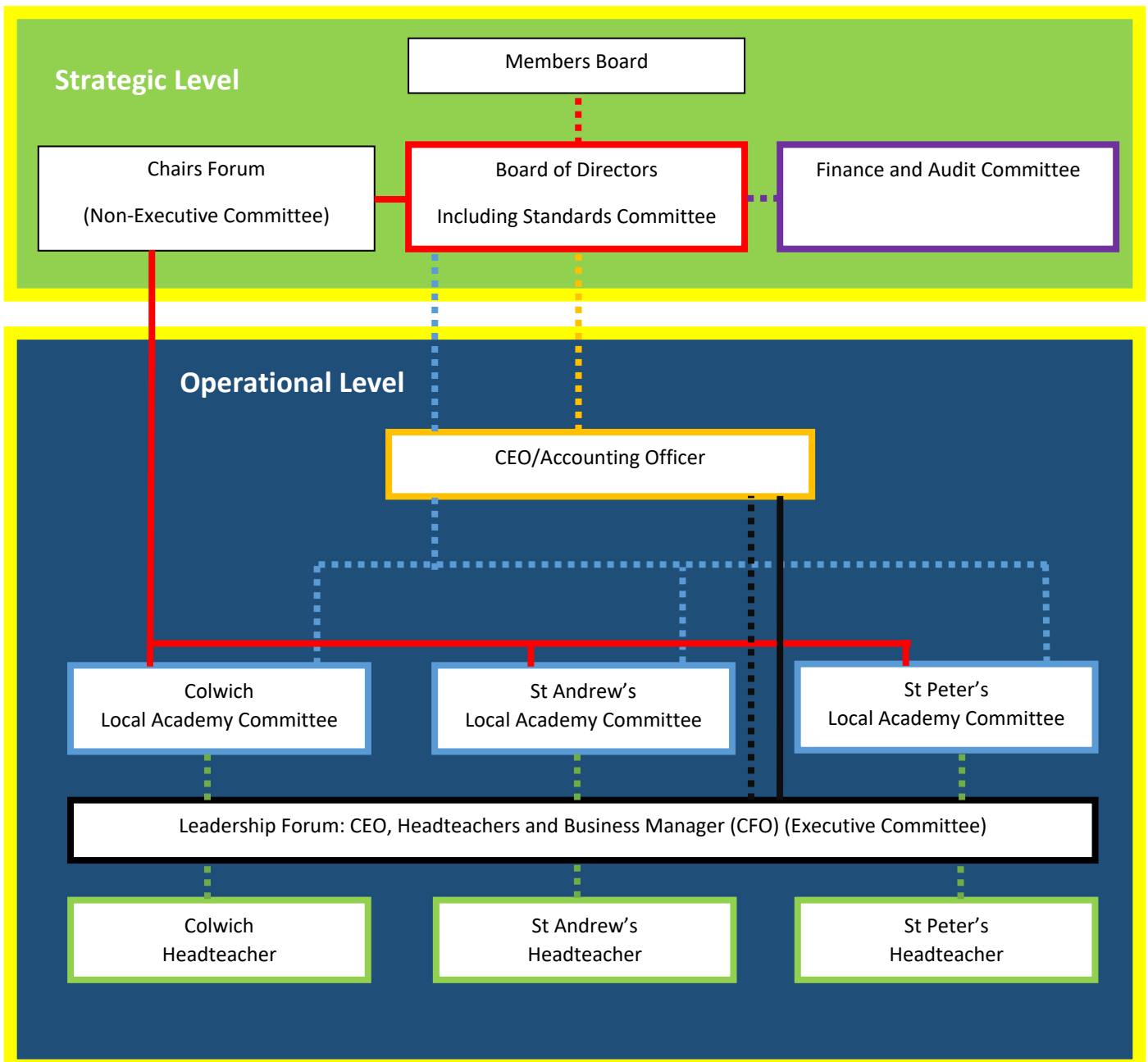
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1. Mid-Trent MAT Governance and Operations Structure



2. Key to Mid-Trent MAT Governance and Operations Structure

	Headteachers report to their Local Academy Committee
	Local Academy Committees report to the Board of Directors
	Discussion and information sharing between LAC chairs and the chair of the Board of Directors
	CEO/Accounting Officer reports to the board.
	Board of Directors report to the Members Board
	Headteachers/CFO reports to the CEO/Accounting Officer
	Discussion and information sharing between CEO, Headteachers and Business Manager (CFO)
	Finance and Audit Committee reports to the Board of Directors

3. Introduction

The Board of Directors of the Mid-Trent Multi-Academy Trust (hereafter called 'The Trust') is required to approve a Governance Structure for The Trust on an annual basis.

The Governance Structure must be:

- compliant with DfE requirements, company and charity law;
- scalable and so adaptable to growth or change in The Trust;
- capable of being serviced by the directors of The Trust and members of the Local Academy Committees.

4. Rationale

The proposed structure meets the minimum requirements stated in the Academies Financial Handbook and the Articles of Association.

5. Delegated Powers

The Mid-Trent Multi Academy Trust has a strategic role in the running of all academies within the Trust.

The Trust may (subject to the Articles of Association) delegate to any forum, this includes the Local Academy Committees, Local Advisory Boards and any director holding an executive office such of their powers or functions as they consider desirable to be exercised by them.

The Trust has approved this Scheme of Delegation defining the powers and functions that is reserved for the Board, Committees and its forums. In addition, the Trust has approved a Financial Scheme of Delegation and this should be read in conjunction with these documents.

Any delegated decision must be reported to the next full directors' meeting but a decision taken under delegated powers is binding and immediately effective.

In exercising its strategic role, the Mid-Trent Multi Academy Trust Board will retain exclusive Accountability for the following.

6. Responsibilities of and Powers Retained by the MAT Board of Directors

Responsibilities of the MAT Board of Directors

The Mid-Trent MAT Board is responsible for meeting its obligations under the Master Funding Agreement entered into with the Secretary of State for Education, together with the Supplemental Funding Agreements established for each academy.

Powers Retained by the MAT Board of Directors

- Ensuring compliance with the Trust's duties under Company Law and Charity Law and agreements made with the DfE, including the Funding Agreement;
- Ensuring high standards of achievement for all children;
- The determination of the educational character and mission of the Trust;
- Ensuring the solvency of the Trust as a company and charity, safeguarding its assets and delivering its charitable outcomes;
- The appointment or dismissal of the Chief Executive Officer/Accounting Officer, Headteachers, Deputy Heads and Chief Finance Officer (CFO);
- Ensuring the continued charitable status of the company;
- Setting key strategic objectives and targets and reviewing performance against these;
- Determination of the establishment, constitution, membership, proceedings and delegated powers and functions of the Local Academy Committees, Local Advisory Boards and their annual review and revision;
- The approval of Trust policies;
- The approval of annual estimates of income and expenditure for the academies at the beginning of the academic year;
- To recommend the appointment/resignation of the auditors for the Trust as required;
- The approval of the Trust year end accounts;
- Entering into all contracts on behalf of the Trust;
- To authorise expenditure or income over the value of those described in the Trust Financial Scheme of Delegation;

- To authorise the opening of a bank account;
- To authorise the pay structure for the Trust;
- To receive reports from its trading subsidiary companies and to make recommendations to the Board regarding these companies.

7. Remit of the Leadership and Chairs forums, the Local Academy Committees and the Local Advisory Boards.

- 7.1 The CEO has responsibility for leading the Trust’s professional team and for making a substantial contribution to the strategic development of the Trust. The CEO is accountable to the Directors of the Trust for the overall performance of each academy.

The CEO is also responsible for providing professional advice to the Trust Directors and any relevant committee (including the LACs) about all matters of professional interest and concern that will contribute to the successful development and operation of the Trust and its Academies.

The CEO will have the delegated powers to:

- Monitor the standards of achievement and progress in the partner schools;
- Monitor the teaching profile and offer support in the performance management of staff, teaching and non-teaching;
- Encourage collaboration and moderation between the schools across the curriculum;
- Develop capacity for the Trust to support failing schools;
- Support succession planning for the leaders of the future through senior leadership development and middle leader development;
- Unify policies and risk assessments across the Trust with particular reference to safeguarding;
- Act as support, mentor and coach for Headteachers and other senior leaders especially for Headteachers and deputy Headteachers new to the role;

- 7.2 The Chairs Forum, consisting of the chair of the Board of Directors and chairs of LACs and LABs has the delegated powers to:

- Monitor and review Code of Conduct and other policies relating to governance;
- Ensure succession planning for non-executives within the Trust;
- Support Local Academy Committees in their annual review required for the annual report;
- Monitor Local Academy Committee training opportunities and needs across the Trust including in-house training;

- Undertake reviews of governance for new schools joining the Trust or when required by schools;
- Discuss current issues in governance e.g. recruitment, induction;
- Produce and monitor Induction Programmes for new people joining Local Academy Committees and provide a mentoring system for them;

7.3 The Local Academy Committees will have delegated power to monitor the role of the academies at an operational day-to-day level and review:

- To make payments within agreed financial limits
- To ensure that the school is compliant with the Christian Foundation requirement as per the school's articles
- To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements
- Responsible for standards and quality of teaching
- To implement a curriculum that is broad and balanced
- To ensure equality and diversity across the curriculum
- To provide effective provision for Spiritual, Moral, Social, Cultural development; for Relationship Education and to embed British Values
- Pupil Outcomes
- Comply with all Data Protection legislation and good practice
- To manage exclusion appeals processes.
- To direct reinstatement of excluded pupils (supplementary appeals)
- To implement the Trust's financial policies and procedures at school level
- To publish annual reports on the use of funding streams such as Pupil Premium and Sports Premium
- To apply, manage and record the use of funding streams such as Pupil Premium and Sports Premium
- To authorise the disposal of assets in line with Trust regulations and statutory requirements
- To authorise the acquisition of assets in line with Trust regulations and statutory requirements
- To appoint and remove members of the LAC
- To hold a full LAC meeting six times in a school year or a meeting of a local Advisory Board as often as required
- To establish a register of pecuniary interest for members of the LAC
- To hold the Headteacher and Senior Leaders of the school to account
- To ensure health and safety regulations are adhered to
- To implement all Trust policies and procedures
- To ensure premises security and premises management processes are in place
- Maintain buildings and facilities in line with funded maintenance plan
- Ensure the provision of RE is in line with statutory requirements
- To implement the Trust Safeguarding policy
- Maintain accurate and secure pupil records, ensuring secure transfer of pupil records when applicable, paying due regard to GDPR and confidentiality

- Ensure the Single Central Record at each school is complete and up to date
- To prohibit radicalisation and promote equality, diversity and tolerance
- Monitoring and evaluation of school development plans
- Pay progression authorised for members of staff (not including Headteachers)
- To implement the complaints policy
- To propose targets for pupil achievement
- To agree targets for pupil achievement
- To report Key Performance Indicators
- To report data requested by MAT board
- Ensure that safeguarding training is up to date and that a safeguarding matrix is maintained
- To ensure all school staff and stakeholders are aware of health and safety procedures and policies required to keep the children and themselves safe

7.4 The Local Advisory Board (LABs) will have delegated powers to consider **only** pupil welfare, site issues and extended school issues.

7.5 The Local Academy Committees and Local Advisory Boards will report to the Trust Board on decisions and will also provide advice and make recommendations to the Trust Board as applicable.

7.6 Finance issues which require further detailed consideration will be referred by the Local Academy Committees and the Local Advisory Boards to the Chief Finance Officer who will consult with the relevant persons to determine whether the matter is referred to the Finance and Audit Committee.

7.7 Local Academy Committees and Local Advisory Boards may elect to have committees for:

- a) ~~Setting and appraising a Headteacher's performance management targets and monitoring a Headteacher's performance.~~
- b) Discussing and authorising pay progression for staff, other than the CEO, Headteachers and the CFO.

All other duties should be completed within the twice termly LAC and LAB meetings.

N.B. It may also be necessary from time to time by agreement with the Chair of the Trust Board to establish a single purpose working party of the Local Academy Committee in order to deal with an issue that cannot be dealt adequately by the Local Academy Committee or the Local Advisory Board in one of its scheduled meetings. Any such working party will be disbanded as soon as its work is complete.

- 7.8 The 'normal' termly schedule of meetings should commence with the Local Academy Committees and the Local Advisory Boards (if applicable) meeting twice in a term, Finance and Audit Committee once a term, with the Trust Board meeting towards the end of the term. This allows actions and decisions made by the Local Academy Committees to be reported to the Trust Board as required by the Articles of Association and within a termly cycle. The Chairs Forum will be called as the chair of the Board of Directors sees fit, usually, once a term. The Leadership Forum will meet on a weekly basis where possible.
- 7.9 All forums will report directly to the Trust Board except approved sub committees of Local Academy Committees and Local Advisory Boards.

8. Constitution

- 8.1 Although members of the Trust Board act as both Trustees and Directors, they will be known as directors in accordance with Financial Academies Handbook for church academies. Members of Local Academy Committees/Local Advisory Boards will be known as local governors.
- 8.2 The Chief Executive Officer can attend all meetings of any forum established by the Trust (except the chairs forum) but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Chief Executive Officer s/he must, as with any other director/governor in a similar position, declare an interest and may be requested to physically withdraw from the meeting.
- 8.3 The legal minimum quorum for Finance and Audit Committee meetings is three voting directors. The Leadership and Chairs Forums have no legal minimum requirement of directors; however, no decisions can be made without at least a majority of members present except for Local Academy Committees and Local Advisory Boards.
- 8.4 Associate members may be appointed to a forum by the Trust Board and may be given voting rights. However, a majority of the members serving on the Forum must be directors, except in the case of the Local Academy Committees, Local Advisory Boards and Chairs Forum.
- 8.5 No vote, on any matter, shall be taken at a meeting of a forum of the directors, unless the majority of members of the forum present are directors except in the case of the Local Academy Committees, Local Advisory Boards and Chairs Forum.
- 8.6 The appointed clerk will undertake the clerking of the forums as required.

- 8.7 The minutes shall be included as an agenda item for the consideration at the next meeting of the full Trust Board where appropriate.
- 8.8 All decisions made by forums with delegated powers must be reported to the next full meeting of the Trust Board. If minutes are not finalised a brief statement of the conclusions reached should be given.
- 8.9 The Chair and Vice-Chair of the Trust Board will be elected in the autumn term.
- 8.10 The Chairs of the Local Academy Committees will be proposed annually in the autumn term, with responsibility for approval being held by the CEO and Board of Directors. The Chairs of any Local Advisory Boards (if required) will be appointed annually by the Trust Board. The Chair of the MAT Finance and Audit Committee will be appointed at the first Finance and Audit Committee meeting of the academic year.
- 8.11 All directors/governors are encouraged to attend training regularly and review training needs annually.
- 8.12 The Trust Board, Local Academy Committees and Local Advisory Groups will review their performance annually following a three-year cycle of review.
- 8.13 The term of office for any director or governor shall be 4 years, save that this time limit shall not apply to the Chief Executive Officer. Subject to remaining eligible to be a particular type of director or governor may be re-appointed or re-elected.

9. Terms of Reference of the Trust Board, Forums, Local Governing Boards and Local Advisory Boards

9.1 Membership.

9.1.1 Members

- 4 Members sit on the committee
- 1 Member is a representative of CECET (Church of England Central Education Trust)

9.1.2 Directors

- 9 Directors
- CEO (ex officio director)
- Chief Finance Officer / Business Manager (non voting)

- Staff directors must not exceed one third the number of directors
- There may be up to two co-opted directors
- CECET shall appoint no fewer than two directors (foundation) provided that the total number of directors appointed does not exceed 25% of the total number of directors.
-

9.1.3 Finance And Audit Committee

- At least 3 Directors (Chair of Board of Directors cannot chair the Audit Committee)
- Chief Finance Officer
- CEO

9.1.4 Leadership Forum (Executive Committee)

- CEO
- Headteacher of each school
- Chief Finance Officer/Business Manager

9.1.5 Chairs Committee (Non-Executive Committee)

- Chair of the Board of Directors
- Chairs and/or Vice Chairs from each Local Governing Body

9.1.6 Local Academy Committees

- Up to 9 governors can sit on a Local Academy Committee
- Parents of the Local Academy Committees or Advisory Bodies shall be elected or appointed by the parents of registered pupils at one or more of the Academies and each parent governor must be a parent of a child at an academy at the time when he or she is elected or appointed*.
- Up to 2 parents* may be elected to join each Local Academy Committee.
- Each Local Academy Committee may appoint up to
- Up to 25% of Local Academy Committee governors shall be appointed by CECET (foundation).

9.2 The Trust Board will be made up as required in the Trust Articles of Association.

9.3 The membership of the Trust Forums should be as follows:

- Finance and Audit Committee must always include the CEO and CFO and a majority of directors.
- Leadership Forum will include the Headteachers and senior leaders – as applicable – of the Trust schools, the CFO and will be Chaired by the CEO.
- The Chairs Forum will include the Chairs or Vice-Chairs of the Local Academy Committees of the Trust schools, and will be led by the Chair of the Trust Board.

- 9.4 The Trust Board will be responsible for approving the appointment of governors to each Local Academy Committee and retains effective oversight of all Local Academy Committee matters.
- 9.5 The membership of Local Academy Committees will be agreed on an annual basis.
- 9.6 Attendance at Local Academy Committee meetings.
 - 9.6.1 Any director may attend meetings of any of the Local Academy Committee.
 - 9.6.2 The Local Academy Committees may invite attendance at meetings from persons who are not directors/governors to assist or advise on a particular matter or range of issues, including parents and members of Trust staff.
- 9.7 Quorum.
 - 9.7.1 The Quorum is three members of the Local Academy Committee.
- 9.8 Voting at Local Academy Committee meetings.
 - 9.8.1 Only governors of the Local Academy Committees may vote at its meetings.
 - 9.8.2 The Local Academy Committee Chair will have a casting vote.
- 9.9 Appointment of Chair
 - 9.9.1 The Chairs of the Local Academy Committees will be elected on an annual basis at the autumn term meeting of the Local Academy Committees and ratified by the Trust.
 - 9.9.2 No director/governor who is employed by the Trust will act as Chair to the Local Academy Committees.
 - 9.9.3 In the absence of the Chair, the Local Academy Committee will elect a temporary replacement from among the Directors/Governors present at the meeting subject to 9.9.2 above.

9.10 Appointment of Clerk.

9.10.1 The clerk/s of the Local Academy Committees will be specifically appointed by the Trust Board to serve the Local Academy Committees.

9.10.2 In the absence of the clerk, the Local Academy Committees will appoint a replacement clerk for the meeting. The clerk will issue an agenda and papers for each meeting at least a week, if possible, two weeks before the Local Academy Committee meeting.

9.11 Recording and reporting the proceedings of Local Academy Committee meetings.

9.11.1 The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk/s to the Local Academy Committees to the clerk of the Trust Board in sufficient time for it to be included in the agenda and papers for the next meeting of the Trust Board. This is to meet the statutory requirement to provide information to the whole Trust Board and to seek ratification of decisions and recommendations.

9.12 Frequency of meetings and programme of work.

9.12.1 The Chairs or Vice-Chairs of the Local Academy Committees will meet with the Trust Chair and the Trust Vice-Chair termly as the Chairs Forum to develop and monitor strong governance within the partner schools of the Trust.

9.12.2 The Local Academy Committees will meet twice a term and when necessary as set by the board.

9.13 Review Date.

9.13.1 The Local Academy Committees' meeting arrangements and terms of reference will be reviewed annually by the Trust Board.

10 Local Advisory Board

10.1 Purpose.

- 10.1.1 A Local Academy Committee may have its delegated powers removed and a Local Advisory Board appointed by the Trust Board – if obligations within 7.3 above are not met.

10.2 Membership.

- 10.2.1 The membership of the Local Advisory Board will be agreed on an annual basis as applicable.
- 10.2.2 See 9.1.6

10.3 Attendance at Local Advisory Board meetings.

- 10.3.1 Any Director may attend meetings of a Local Advisory Board.
- 10.3.2 The Local Advisory Board may invite attendance at meetings from persons who are not directors/governors to assist or advise on a particular matter or range of issues, including parents and members of academy staff.

10.4 Quorum.

- 10.4.1 The Quorum is three members of the Local Advisory Board.

10.5 Voting at Local Advisory Board Meetings.

- 10.5.1 Only members of the Local Advisory Board may vote at its meetings.
- 10.5.2 The Chair will have a casting vote.

10.6 Appointment of Chair.

- 10.6.1 The Chair of a Local Advisory Board will be elected by the Trust Board as applicable.
- 10.6.2 No director/governor who is employed by the Trust will act as Chair to a Local Advisory Board.
- 10.6.3 In the absence of the Chair/Vice-chair a Local Advisory Board will elect a temporary replacement from among the Directors/Governors present at the meeting subject to 8.6.2 above.

10.7 Appointment of Clerk.

- 10.7.1 The clerk of a Local Advisory Board will be specifically appointed by the Trust Board to serve the Local Advisory Board.
- 10.7.2 In the absence of the clerk a Local Advisory Board will appoint a replacement clerk for the meeting.
- 10.7.3 The clerk will circulate an agenda and papers for each meeting at least a week, if possible, two weeks before a Local Advisory Board meeting.

10.8 Recording and reporting the proceedings of Local Advisory Board meetings.

- 10.8.1 The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the Local Advisory Board to the clerk of the Trust Board in sufficient time for it to be included in the agenda and papers for the next meeting of the Board of Directors. This is to meet the statutory requirement to provide information to the whole Trust Board and to seek ratification of decisions and recommendations.

10.9 Frequency of meetings and review.

- 10.9.1 The Local Advisory Board will meet as often as necessary to fulfil its responsibilities on a temporary basis. The aim is to revert to Local Academy Committee status as soon as possible.

- 10.9.2 The Trust Board will review the status of the Local Advisory Board at regular intervals and will determine when delegated powers should be restored.

10.10 Review Date.

- 10.10.1 The Local Advisory Boards' meeting arrangements and terms of reference will be reviewed annually.

11 The Roles and Responsibilities of Academy Headteachers

Each academy Headteacher will report directly to the CEO in relation to the direction and operation of their academy, whilst also retaining a substantial degree of autonomy and flexibility in carrying out their delegated responsibilities. S/he will be responsible to his/her Local Academy Committee for the following matters:

- 11.1 The leadership and management of the academy;
- 11.2 Implementing the agreed policies and procedures set down by the Trust Board, including the implementation of all statutory regulations;
- 11.3 Appointing all academy staff as per the scheme of delegation and determining their salary grading, allocation of duties and appraisal and discipline procedures, in line with Trust policies and practices;
- 11.4 Arranging for the admission of pupils in accordance with Trust admissions arrangements and other policies and relevant statutory requirements;
- 11.5 Managing the delegated budgets and resources as agreed with the Trust and the LAC;
- 11.6 Ensuring that all aspects of current best practice in relation to matters of health and safety are properly implemented and consistently adhered to across the relevant academy;
- 11.7 Advising the Local Academy Committee on strategic direction, forward planning and quality assurance, including the devising, implementation and monitoring of the MAT Development Plan, including:
- 11.8 Ensuring the delivery of an appropriate academy curriculum, together with the development and implementation of effective measures to secure the highest possible standards of teaching and learning, and student progress and achievement; and:
- 11.9 Ensuring the development and implementation of measures to secure effective support for pupils together with the delivery of high standards of pupil behaviour, safety and well-being;
- 11.10 Responsible for reporting items stipulated in the escalation list.
- 11.11 All such additional functions as may be assigned under the job description or contract of employment.
- 11.12 In the absence of a Headteacher, a deputy will take on the responsibility of Headteacher for the short term eg if a Headteacher attends a conference or is sick for a day or two.
- 11.13 Where a Headteacher is off long-term, a deputy may be asked by the CEO and board of directors to "act up" as temporary Headteacher for the duration of the absence.

- 11.14 In the case of schools that do not have deputy Headteachers, when the Headteacher leaves site, the most senior staff member will deal with any issues should they arise. The Headteacher should be contactable at all times. The senior member of staff will only be expected to act within their usual responsibilities. They are not authorised to take on the responsibilities and decision making of the Headteacher.
- 11.15 If an incident arises, while the Headteacher is off site, that requires immediate attention, the Headteacher must be contacted. If the Headteacher cannot be contacted, the senior member of staff must contact either the CEO or a Headteacher from one of the other Trust schools to seek further advice and assistance.

12 RASCI Table

Key

R = Responsible

Those responsible for the task, who ensure it is done

A = Accountable

Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. These are the decision makers and so can say Yes, No or Veto.

S = Support

Resources allocated to responsible. Unlike consulted, who may provide input to the task, support, help complete the task.

C = Consulted

Those whose opinions are sought, and with whom there is two way communication

I = Informed

Those who are kept up to date on progress.

Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Academy Organisation Governance	1.1	To set the times of school sessions and the dates of school terms and holidays		A	R	C	C	Headteachers will have input through leadership forum. INSET days aligned across the MAT.
	1.2	To ensure that the school meets the statutory requirements for teaching sessions in a school year		A	R	I	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Admissions	2.1	To consult before setting / amending an admissions policy		A	R	C	R	Relevant Local Authority policies and processes to be followed.
	2.2	Admissions: application decisions		A	I	C	R	
	2.3	If appropriate to appeal against LA directions to admit pupils		A	I	C	R	Headteacher to inform CEO.

Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Budgets Budgets (cont.)	3.1	To determine the proportion of top-slice of the overall school's budget to be retained by Mid-Trent MAT.		A	R	C	I	
	3.2	To develop and propose the individual school budget		A	S	C	R	
	3.3	To develop and propose staffing complement against proposed budget		A	S	C	R	
	3.4	To approve the formal budgets each financial year		A R	I	I	I	Initially considered by MAT Finance and Audit Committee.
	3.5	Managing school budgetary changes within the original approved budget total		A	I	S	R	
	3.6	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend / underspend		A	I	S	R	Supported by Chief Financial Officer (Trust Business Manager)
	3.7	To approve changes to the budget outside the parameters of the original budget set		A R	I	I	I	Business case to be made to the board if trust schools want to propose changes.
	3.8	To prepare monthly accounts for the school		A I	I	I	C	CFO Responsible
	3.9	To approve entry into additional unforeseen contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months		A R	R	I	C	
	3.10	To make payments within agreed financial limits		A	R	R	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Christian Distinctiveness	4.1	To ensure that the school is compliant with the Christian Foundation requirement as per the school's articles		AR	SR	R	R	Foundation LAC
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Collective Worship	5.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements		AR	RS	R	R	Foundation LAC
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Curriculum	6.1	To implement the curriculum policy		A	R	C	R	
	6.2	Responsible for standards and quality of teaching		A R	R	R	R	

	6.3	To implement a curriculum that is broad and balanced		A	R	R	R	
	6.4	To ensure equality and diversity across the curriculum		A	R	R	R	
	6.5	To provide effective provision for Spiritual, Moral, Social, Cultural development; for Relationship Education and to embed British Values.		A	R	R	R	
	6.6	Pupil Outcomes		A	R	R	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Data	7.1	To ensure that data retention of pupils' records meets statutory Government requirements		A	S	I	R	
	7.2	Comply with all Data Protection legislation and good practice		A R	R	R	R	ICO registration held and updated by Trust
	7.3	To ensure that data retention of employee records meets statutory regulations as per ACAS and ICO requirements		A R	R	I	R	
	7.4	Ensure data for pupil assessment and other returns is completed		A	I	I	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Exclusions	8.1	To manage temporary exclusions of pupil/s. To manage permanent exclusions of pupil/s		A I AI	I C	C C	R R	Headteacher to consult with chair of LAC prior to exclusion. Headteacher to inform CEO of any permanent exclusion.
	8.2	To manage exclusion appeals processes.		A I	I	R	S	
	8.3	To direct reinstatement of excluded pupils (supplementary appeals)		A I	S	R	I	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Financial Management	9.1	To establish and review financial policies and procedures e.g. the Financial Regulations		A R	I	I	I	
	9.2	To implement the Trust's financial policies and procedures at school level		A	I	R	R	
	9.3	To establish and review financial decision levels and authorisation limits		A R	I	I	I	

Financial Management (Cont.)	9.4	Authorise staffing structure or changes to the agreed staffing structure, including establishment of a new post		A R	R	I/C	S/C	Business case can be presented to the board for proposed changes.
	9.5	To collect income due to the school		A	I	I	R	
	9.6	To recommend the appointment/ resignation of the auditors for the Trust as required;		A R	R	I	I	
	9.7	The approval of the Trust year end accounts;		A R	R	-	-	
	9.8	To publish annual reports on the use of funding streams such as Pupil Premium and Sports Premium		A	I	R	R	
	9.9	To apply, manage and record the use of funding streams such as Pupil Premium and Sports Premium		A	I	R	R	
	9.10	To maintain proper financial records for the school in line with approved Trust Financial Regulations, the ESFA and HMRC legislation		A	R	I	R	Accounting officer
	9.11	To monitor compliance with approved financial procedures		A R	R	S	S	
	9.12	Develop risk management strategies		A R	R	I	I	
	9.13	To authorise the disposal of assets in line with Trust regulations and statutory requirements		A	I	R	R	See Financial Scheme of Delegation
	9.14	To authorise the acquisition of assets in line with Trust regulations and statutory requirements		A	R	R	R	Within the limits of Financial Scheme of Delegation
	9.15	To safeguard the Trust's assets and ensure adequate insurance is in place		A R	R	I	I	
	9.16	To establish a charging and remissions policy		A R	R	C	C	
	Function	No.	Tasks	M	TB	CEO	LAC	H
Governance	10.1	To appoint and remove Members	A R	-	-	-	-	
	10.2	To appoint and remove directors	A R	AR	-	-	-	TB – Co-opted directors only
	10.3	To appoint and remove the chair of the LAC		A R	R	C	C	
	10.4	To appoint and dismiss the clerk to		A R	R	C	I	Chairs Forum

Governance (Cont.)		the LAC						
	10.5	To appoint and remove members of the LAC		A R	R	R	C	
	10.6	To hold a full LAC meeting six times in a school year or a meeting of a local Advisory Board as often as required		A	C	R	S	
	10.7	To appoint the Interim Local Advisory Board and disband an ineffective governing body		A R	R	I	I	
	10.8	To establish a register of pecuniary interest for members of the LAC		A	C	R	S	
	10.9	To establish and approve a governors' expenses scheme (if deemed necessary)		A	R	I	I	
	10.10	To regulate the LAC procedures		A	R	I	I	
	10.11	To determine the development needs of LACs and establish an appropriate programme		A R	C	C	S	
	10.12	To hold the Headteacher and Senior Leaders of the school to account		A	R	R	S	
	10.13	To hold the LAC to account		A R	R	-	S	
	10.14	The approval of Trust policies		A	R	I	S	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Health and Safety	11.1	To provide a Health and Safety policy		A R	R	C	C	
	11.2	To ensure health and safety regulations are adhered to		A R	R	R	R	
	11.3	Ensure employer's liability insurance is in place		A R	R	I	I	
	11.4	Reporting accidents and incidents		A I R	I	I	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Policies	12.1	To determine, create and provide, in line with statutory guidance, those policies which will be developed by the Trust		A	R	I	S	
	12.2	To implement all Trust policies and procedures		A	R	R	R	
	12.3	To review policies in line with statutory guidance		A	R	S	C	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes

Premises	13.1	To ensure premises security and premises management processes are in place		A	I	R	R	
	13.2	To approve a school buildings and facilities maintenance plan		A R	R	S	C	
	13.3	Maintain buildings and facilities in line with funded maintenance plan		A	I	R	R	
	13.4	Ensure buildings insurance and public liability insurance is in place		A	R	I	I	
	13.5	Developing school buildings and facilities estate long term strategy		A	R	C	C	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Religious Education	14.1	Ensure the provision of RE is in line with statutory requirements		A	R	R	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Safeguarding	15.1	To develop a Safeguarding policy statement in line with statutory requirements and best practice		A R	R	I	S	
	15.2	To implement the Trust Safeguarding policy		A R	R	R	R	
	15.3	To Review the Trust Safeguarding policy and review in line with published guidance		A R	R	C	S	
	15.4	Maintain accurate and secure pupil records, ensuring secure transfer of pupil records when applicable, paying due regard to GDPR and confidentiality		A R	R	R	R	
	15.5	To prohibit radicalisation and promote equality, diversity and tolerance		A R	R	R	R	
	15.6	To ensure the Single Central Record is maintained and up to date		A	R	R	R	Director for Safeguarding to carry out spot checks
	15.7	Ensure the names of all key safeguarding personnel are displayed clearly throughout each school and accessible to all stakeholders		A	R	I	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
School development plan	16.1	Creation and implementation of school development plan in line with the Trust Development Plan		A	C	C	R	

	16.2	Monitoring and evaluation of school development plans		A	R	R	R	
	16.3	Post-inspection action plan		A	R	S	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Services Services (Cont.)	17.1	To determine the scope of central services to be delivered by the Trust to and on behalf of each school.		A R	R	I	S	
	17.2	To identify which services are to be procured on behalf of the school		A	R	I	S	
	17.3	To ensure centrally procured services provide value for money		A	R	I	S	
	17.4	To review additional services and to decide what form these should take whilst ensuring budgetary requirements are met and ensure effective delivery		A	R	C	S	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Staffing Management	18.1	To review recruitment requests and give authorisation prior to adverts being placed		A R	R	I	S	All senior leadership positions to be authorised by the Board of Directors
	18.2	Appointment of CEO and conduct pre-recruitment checks (through a selection panel).		A R	I	I	I	Pre-recruitment checks to be carried out by Trust Business Manager.
	18.3	To carry out CEO's appraisal and performance management		A R	I	-	-	Chair of Directors to lead.
	18.4	Appointment of Chief Finance Officer (Trust Business Manager) and conduct pre-recruitment checks (through a selection panel).		A R	R	I	I	
	18.5	To carry out Chief Finance Officer's (Trust Business Manager) appraisal and performance management		A R	R	-	-	
	18.6	Appointment of school Headteacher and conduct pre-recruitment checks		A R	R	C	I	Interview panel is at the discretion of the Trust and in line with the Articles of Association. CEO will lead the appointment process and be

Staffing Management (Cont.)								supported by the Trust Board and members of the LAC.
	18.7	Conduct the appraisals/performance management of a Headteacher		A	R	C/S	I	
	18.8	To exercise pay progression of Headteacher based on performance		A	R	C/S	I	
	18.9	To appoint a Deputy/Vice/Assistant Headteacher and conduct pre-recruitment checks (through a selection panel).		A R	R	C	R	If post agreed by Board (See 18.1)
	18.10	Appointment of other teaching staff or teaching support staff and conduct pre-recruitment checks		A	S/I	S/I	R	Where possible, at least one member of the LAC should sit on the panel. See 18.1
	18.11	Appointment of non-teaching staff and conduct pre-recruitment checks		A	R	I	R	See 18.1 Business manager to lead where appropriate (Office staff and clerk)
	18.12	Conduct the appraisals/performance management of a Deputy/Vice/Assistant Headteacher		A	I	S	R	
	18.13	To recommend pay progression of a Deputy/Vice/Assistant Headteacher based on performance		A	C	S	R	
	18.14	Pay progression authorised for members of staff (not including Headteachers)		A R	I	R	R	Business manager responsible for office staff and clerk.
	18.15	Proposal of staffing structure or changes to the agreed staffing structure, including establishment of a new post, restructures and redundancies.		A R	R	C	R	
	18.16	Approval of staffing structure or changes to the agreed staffing structure - including grades and pay ranges.		A R	R	I	S	CEO must approve in consultation with Board of Directors.

Staffing Management (Cont.)	18.17	Proposal of changes to staff terms and conditions of employment.		A R	R	I	I	
	18.18	Approval of changes to staff terms and conditions of employment.		A R	R	I	I	CEO must approve in consultation with Trust senior leaders. Trust's HR advisors to lead any such procedure.
	18.19	To establish disciplinary/capability procedures		A R	R	I	I	
	18.20	Suspension process of CEO in line with Mid-Trent policies and procedures		A R	I	I	I	
	18.21	Suspension process of Headteacher in line with Mid-Trent policies and procedures		A R	R	C	I	
	18.22	Suspension process of Deputy/Vice/Assistant Headteacher in line with Mid-Trent policies and procedures		A I	R	C	R	
	18.23	Suspension process of other staff in line with Mid-Trent policies and procedures		A I	S	C	R	Responsibility for office / clerk staff lies with the Business Manager
	18.24	Suspension process of Business Manager in line with Mid-Trent policies and procedures		A	R	I	I	
	18.25	Dismissal process of CEO in line with Mid-Trent policies and procedures		A R	I	I	I	
	18.26	Dismissal process of Headteacher in line with Mid-Trent policies and procedures		A R	R	S	I	
	18.27	Dismissal process of other staff in line with Mid-Trent policies and procedures		A	R	I	S	Responsibility for office staff / clerk lies with the Business Manager
	18.28	Dismissal process of Business Manager in line with Mid-Trent policies and procedures		A	R	I	I	
	18.29	Propose dismissal/severance payments/early retirements in line with statutory requirements		A R	I	I	I	Follow the Academies Financial Handbook

Staffing Management (Cont.)	18.30	Determining/Approving dismissal/severance payments/early retirements in line with statutory requirements		A R	R	I	I	Follow the Academies Financial Handbook
	18.31	Management of staff disputes in school		A	S	I	R	Business Manager responsible for office staff and clerk
	18.32	To implement the complaints policy		A R	R	R	R	
	18.33	To lead complaints in relation to the CEO		A R	I	-	-	
	18.34	To lead complaints in relation to the Headteacher		A	R	S/I	I	
	18.35	To lead complaints procedure in relation to other staff		A	S	-	R	Business Manager responsible for office staff and clerk
	18.36	To lead complaints procedure in relation to the Business Manager		A	R	-	-	
	18.37	The reporting of resignations from SLT positions		I	I	I	R	Headteacher to inform Chair of LAC, CEO and Trust Director of HR. Resignation of a Headteacher and Business Manager must be submitted to CEO as line manager.
	18.38	To determine the pay policy for Mid-Trent MAT employees on an annual basis		A R	R	I	I	Consultation with staff members will take place as stated in policy
	18.39	To determine the performance management policy for Mid-Trent MAT employees on an annual basis		A R	R	I	I	Consultation with staff members will take place as stated in policy
	18.40	To authorise TLRs, SEN and any other school teacher pay and conditions approved allowances		A R	R	S	S	
18.41	To recommend pay progression of all support staff relating to incremental progression		A	C	S	R	Business Manager responsible for office staff and clerk	

Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Strategy Strategy (cont.)	19.1	Creation and implementation of the Mid-Trent MAT strategic development plan.		A R	R	I	S	
	19.2	To consider requests from other schools to join Mid-Trent MAT.		A R	R	I	I	Following any approaches from other primary schools, the Chair of Directors will be informed. CEO to liaise with Regional Schools Commissioner.
	19.3	To create and provide all Mid-Trent policies, guidance, handbooks and procedures.		A	R	I	S	
	19.4	To prepare and publish the school prospectus		A	C	S	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Target Setting and reporting	20.1	To propose targets for pupil achievement		A R	R	R	R	
	20.2	To agree targets for pupil achievement		A R	R	R	S	
	20.3	To determine Key Performance Indicators		AR	R	I	I	
	20.4	To report Key Performance Indicators		A	R	R	R	
	20.5	To determine Data to be reported within the MAT		A	R	I	I	
	20.6	To report data requested by MAT board		A	R	R	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Training	21.1	Ensure that safeguarding training is up to date and that a safeguarding matrix is maintained		A R	R	R	R	
	21.2	To ensure all school staff and stakeholders are aware of health and safety procedures and policies required to keep the children and themselves safe		A R	R	R	R	
Function	No.	Tasks	M	TB	CEO	LAC	H	Notes
Websites	22.1	To ensure the Mid-Trent MAT website is compliant		A R	R	I	I	
	22.2	To ensure each Mid-Trent MAT school websites are compliant		A	I	S	R	

