

A: Approve, P: Propose, C: Consult

Item Reference	Task	Notes	Members	ESFA	Trust Board	Chair's Power to Act: where the calling of the full Board is not possible/practical but delay would have	Finance Committee	Audit & Risk Committee	Pay & Appraisal Committee	School Improvement Standards Scrutiny Committee	Disciplinary Committee	Appeals (Pay & Appraisal, Disciplinary & Dismissals - All staff) & Pupil exclusions Committee	Workforce Committee	CEO	CFOO	Director of Education	Strategic Lead	ET - Appropriate Department	Head teachers	School or Central Services budget holder	Support & Challenge Advocate	Safeguarding Advocate	Vulnerable Children Advocate	Community Advocate
<b>Governance</b>																								
1.1	Approve Trust Articles of Association	As per Articles	A		P	P								C										
1.2	Approve changes to funding agreement (with ESFA approval sought)		A		P	P								C										
1.3	Approve Terms of Reference for the Trust Board & its Committees				A	A								P				C						
1.4	Approve Scheme of Delegation				A	A								P	P			C						
1.5	Approval of Trust's overall vision, strategy & strategic objectives				A									P	C	C		C						
1.6	Approve changes to the governance structure	As per Articles			A	A								P	C			C						
1.7	Approve ordinary resolutions to allow the MAT to establish, maintain or carry on a School	As per Articles	A		P	P								C	C	C		C						
1.8	Approve the management or development of a School	As per Articles			A	A								P	C	C								
1.9	Appointment/Removal Trust Members	As per Articles	P/A		C	C								C										
1.10	Appointment/Removal Chair of Trust Board	As per Articles			A																			
1.11	Appointment/Removal Vice Chair of Trust Board	As per Articles			A																			
1.12	Appointment/Removal Trustees/Directors	As per Articles	A		P	P								C										
1.13	Appointment/Removal of Co-Opted Directors	As per Articles			A									P	C									
1.14	Appointment/Removal Chairs & Clerk of Advocate committees: Safeguarding Committee, Vulnerable Children Committee, Hub Committee				A	A								P	C									
1.15	Approve Membership of Trust Board Committees, taking into consideration appropriate skill set requirements				A	A								P										
1.16	Appointment/Removal ATLP Advocates				A	A													P					
1.17	Appointment/Removal Clerk to Trust Board & its Committees				A	A								P	C									
1.18	Appointment of patrons of the Trust or honorary office holders	As per Articles			A	A								P										
1.19	Appointment of internal & external auditors		A					P						C	C									
1.20	Management of the ATLP Risk Register				A			P						C	C	C		C						
1.21	Trust Business Plan Management				A									P	C	C		C	C					
1.22	Delivery of disclosure & barring (DBS) checks																	A						
1.23	Review performance of the Board		A		P	P																		
1.24	Approve & maintain oversight of governance training & compliance requirements				A	A								C				P	C					
1.25	Approve change of Trust name	As per Academy Trust Handbook	A		P	P																		
1.26	Approve Governance meetings calendar including the calling of General Meetings				A	A								P	C			C						
1.27	Approval of Trust-wide policies	*Per delegated remit			A	A	A	A		A			A	P	C	C		A	C					
1.28	Approval of school-level policies/appendices	*Advocates per remit												C		A		C	P					
1.29	Approval of press releases concerning matters decided by the Trust Board				C	C								A										
1.30	Use of the seal & signatories to instruments to which a seal is affixed	As per Articles			A	A								P										

1.31	Setting Trust safeguarding practices, with regard to statutory guidance including appointing designated safeguarding lead				A	A							P		C			C	C				C			
1.32	Ensuring delivery of support programme for looked after children									A				C		C			C	C				C		
1.33	Approve the wind-up of the Company/Trust	As per Academy Trust Handbook	A		P																					
<b>School Performance, Curriculum &amp; Teaching</b>																										
2.1	School Performance Targets & Performance Review				A						C			C	C	P	C		C			C				
2.2	School 3 year development plan				A						C			C	C	C	P		C			C				
2.3	Review low, medium & high risk areas of progress against school development plan				A						C			C	C	C	c	C				C				
2.4	Monitor School curriculum plan									A				C		C	P		C							
2.5	Monitor pupil premium plan						A				C			C	C	C	C		C			C		C	c	
<b>Staff Policies &amp; Pay</b>																										
3.1	Approve changes to employee terms & conditions or collective agreements				A	A								P	C	C			C							
3.2	Approve changes to school staffing stuctures, including those that may result in job loss and/or pay reduction (redundancy)				A	A								P	C	C	C	C	C	C						
3.3	Approve changes to central team staffing stuctures including those that may result in job loss and/or pay reduction (redundancy)				A	A								P	C				C							
3.4	Approve school-based staff expenses & overtime	Consult with HR if non-standard																		A						
3.5	Approve central staff expenses & overtime *No staff to approve their own expenses														A	A				P						
3.6	Approval of major changes to group pension schemes				A	A	P							C		C	C		C							
3.7	Approve monthly school payroll (BACS Authorisation)															A				P						
<b>Staff Management</b>																										
4.1	CEO: Appointment	As per Articles	A		A																				C	
4.2	CEO: Dismissal/Suspension/Return from Suspension	*excludes Appeals Committee			A																					C
4.3	CEO: Performance Review				A						P															
4.4	CEO: Appeal against dismissal											A														C
4.5	CFOO: Appointment				A											P										C
4.6	CFOO: Dismissal/Suspension/Return from Suspension	*excludes Appeals Committee			A											P										C
4.7	CFOO: Performance Review									A						P										
4.8	CFOO: Appeal against dismissal																									C
4.9	Dir HR, Dir O&E, Dir Ed & Wider ET: Appointment										C															A
4.10	Dir HR, Dir O&E, Dir Ed & Wider ET: Dismissal	To consult CFOO/DoE as required by role																								A
4.11	Dir HR, Dir O&E, Dir Ed & Wider ET: Performance Review											A				P	C									
4.12	Dir HR, Dir O&E, Dir Ed & Wider ET: Suspension				A											P										C
4.13	Dir HR, Dir O&E, Dir Ed & Wider ET: Return from Suspension				A											P										C
4.14	Dir HR, Dir O&E, Dir Ed & Wider ET: Appeal against dismissal																									A
4.15	Headteacher: Appointment/Suspension																									A
4.15b	Headteacher: Dismissal																									A
4.16	Headteacher: Appointment of Headteacher for newly converted schools that had immediately prior to conversion been a Voluntary Controlled school	As per Articles	A		A																					P
4.17	Headteacher: Suspension																									A

4.18	Headteacher: Return from Suspension				A								P		C	C	C				
4.19	Headteacher: Performance Review								A						P	C		C			
4.20	Headteacher: Appeal against dismissal									A			C		C		C				
4.21	Central Services Team: Appointment/Suspension												A	P			C				
4.22	Central Services team: Dismissal									A			P	C			C				
4.23	Central Services Team: Return from Suspension				A								P				C				
4.24	Central Services Team: Performance Review								A					P			C				
4.25	Central Services Team: Appeal against dismissal									A							C				
4.26	School staff below HT level: Appointment															C	C		A		
4.27	School staff below HT level: Suspension & Return from suspension												A			C	C		P		
4.28	School staff below HT level: Dismissal									A					P	C			C		
4.29	School staff below HT level: Appeal against dismissal										A				C						
<b>Financial Governance &amp; Management</b>																					
5.1	Approval of Trust & School Financial Regulations implementation (incl. accounting policies & practices, internal controls framework and key organisational policies)				A										C	C					
5.2	Approval of Trust 3 year budget plan				A										C	C	C	C	C		
5.3	Approval of central services 3 year budget plan				A	A									C	C			C		
5.4	Approval of school 3 year budget plan & monitoring of budget (incl. School deficit budgets)				A	A									C	C	C	C	C	C	
5.5	Approval of annual report & accounts, with regard to accounts consolidation exercises	Members to receive the audited annual report & accounts	C		A	A									C	C					
5.6	Approval of Trust response to Auditor's management letter				A	A									C	C					
5.7	Approval and monitoring of Financial efficiency									A					C	C					
5.8	Submission of schools accounts return to ESFA accompanied by a statement of regularity, propriety & compliance														A	P					
<b>Financial Authorisations</b>																					
6.1	Purchase of goods & services below £60,000	See finance policy	See finance policy																		
6.2	Purchase of contracts below £60,000	See finance policy																			
6.3	Approving purchases of goods, services & contracts over £60,000	See finance policy			A											C	P				
6.4	Approving formal tenders over £100,000	See finance policy			A	A										C	C				
6.5	Collective purchase of goods or services over: - goods – £213,477 - works – £5,336,937 - most services – £213,477 Using UK Find a Tender service	Per Public Contracts Directive [2014] and Public Contract Regulations [2015] [PCR]. Thresholds will be subject to review in January 2024			A	A										C	C				
6.6	Approving severance and compensation payments, and obtaining ESFA approval for severance and compensation payments over £50,000 where an exit package which includes a special severance payment is at, or above, £100,000; and/or the employee earns over £150,000.			A	P	P										P	C			C	
6.7	Approving ex-gratia payments. ESFA Agreement required	See finance policy			A	A										P				C	
6.8	Approving novel, contentious & repercussive transactions. ESFA agreement required	See finance policy			A	A										P					
6.9	Approving property lettings over one year and/or over £25,000.	See finance policy			A	A										P	C				

6.10	Authorising the disposal of assets between £500 and £5000 – Finance manager to be advised	See finance policy														A/C	A						
6.11	Authorising the disposal of assets over £5000	See finance policy				A								C	P								
6.12	Writing off bad debts over £500 & Obtaining ESFA approval if exceeds: h 1% of annual income or £45,000 individually; or h 2.5% or 5% of annual income cumulatively [5.19 AFH]	See finance policy	A				P							C	P								
6.13a	Acquisition of fixed assets	See finance policy		A	A									C	P								
6.13b	Disposal of fixed assets beyond any limit in the funding agreement		A	P	P									C	P								
6.13c	Disposal of fixed assets underneath any limit in the funding agreement			A	A									C	P								
6.14	Entering into an operating or finance lease, or bank or sponsor loan. ESFA agreement required under certain conditions		A	A	A									P	C								
6.15	Approval of bank account signatories	As per Articles				A								P	C								
6.16	Management of ATLP credit cards	See finance policy													C		A						
6.17	Approval of capital projects			A	A	P		C						C	C	C		C					
6.18	Approval of budget allocation changes													C	A								
6.19	Approve use of ATLP reserves			A	A	P								C	C	C							
6.20	Approval of staff recruitment (Schools)																A	C	C	P			
6.21	Approval of staff recruitment (Central services)														A			C/P					
6.21	Approval of GAG-pooling arrangements & carry forward of any unspent GAG from one year to the next beyond any limit in the funding agreement		A	P	P	C								C	C								
6.22	Entering into guarantees, indemnities or letters of comfort		A	P	P	C								C	C								
6.23	Approval of removal or adjustment of headteacher or budget holders's financial authority	See Finance Policy		A	A	P								C	C	C	C	C	C				
<b>School Procedures</b>																							
7.1	School day times			A	A									P		C	C	C	C		C	C	C
7.2	Expansion of School (PAN)			A	A									P		C	C	C	C		C	C	C
7.3	Change of age range			A	A									P		C	C	C	C		C	C	C
7.4	Extension of school provision (nursery)			A	A											C	C	C	P		C	C	C
7.5	Fixed term exclusion (suspension)																C		A				
7.6	Permanent exclusion	Safeguarding/LAC consulted if relevant.														A	C	C	P				
7.7	Appeals against permanent exclusion or suspension (subject to statutory provisions)	Appeals Committee to comprise Trustees and Advocates							A														
7.8	Trust prospectuses, website & branding			A	A									P				C					
7.9	School prospectus																C	C	C				
7.10	School website																	A	A				
7.11	School logo & branding													C		C	C	C	A		C		C
7.12	School uniform													C		C	C	A	A		C		C
7.13	Extended services on site																	A	A				
7.14	In-year school admissions	Chair to ratify decision proposed by ET			A									C	C	C	P		P				
<b>Premises &amp; Assets</b>																							
8.1	Asset management plan					A								P	C								
8.2	Estates management strategy					A								P	C								
8.3	SCA & Devolved capital strategy					A								P	C	C			C				
8.4	Insurance cover for the Trust & schools					A								P	C								