

	Task	Notes	Members	Trust Board	Trust Committee	Finance Committee	Audit Committee	HGB	CEO	Directors of Education	Finance Director	ET - appropriate department	LGB	Headteachers
	Key: Approve (A) = Final Approval, Propose (P) = Propose for Approval, Consultation (C) = required before Proposing													
1.	Governance													
1.1.	Approve Trust Articles of Association	Members only	A	P					C					
1.2	Approve Changes to Funding Agreement (with ESFA approval sought)		A	P					C					
1.3	Risk Management plan (MAT Risk Register)			A			P		C		C			
1.4	Appointment of Finance Director			A					P					
1.5	Appointment of Auditor		A				P		C					
1.6	Approve Trust Board Terms of Reference for the Trust			A					P			C		
1.7	Drawing up the Trust Business Plan			A					P	C	C	C	C	C
1.8	Approve changes to Governance structure			A					P	C	C	C	C	C
1.9	Approve Trust Scheme of Delegation			A					P			C		
1.10	Approve new academies joining the Trust			A					P			C		
1.11	Appoint (and remove) Chair of Trust Board	As per Articles		A										
1.12	Appoint (and remove) Vice Chair of Trust Board	As per Chair		A										
1.13	Appoint (and remove) Trust Board Members		P/A	C										
1.14	Appoint (and remove) Trustees		A	P					C					
1.15	Appoint (and remove) Chair of HGB			A										
1.16	Appoint (and remove) Chair of LGB	As per Articles		A					P				C	C
1.17	Appoint (and remove) member of LGB			A					P	C			C	C
1.18	Appoint (and remove) Finance, Audit and any other Trust board committees			A					P			C		
1.19	Appoint (and remove) HGB Committees			A					P				C	
1.20	Appoint (and remove) Clerk to Trust Board			A					P			C		
1.21	Appoint (and remove) Clerk to the HGB			A					P			C		
1.22	Appoint (and remove) Clerk to LGB			A					P			C		
1.23	Review performance of the board	Members	A											
1.24	Review committee membership to ensure each have a diverse and appropriate skill set			A					C					
1.25	Responsibility for governance training plan			A					P			C	C	
1.26	Change of Trust name		A	P					C					
1.27	Approve calendar of Trust wide governance meetings			A				C	P			C		
1.28	Approve Trust Polices	See Appendix 2 of Terms of Reference		A					P			C		C
1.29	Approve School level appendices								A			C		P
2.	Academy Performance, Curriculum and Teaching													
2.1.	Academy Performance Targets			A					P	C			C	C
2.2.	Academy Performance Review e.g. SEF			A				C	P	P			C	C
2.3.	Academy 3 year development plan			A						P			C	C
2.4	Review low, medium and high risk areas of progress against school development plan									A			P	C
2.5	Review medium and high risk areas of progress against schools development plans within hub							A		P			C	C
2.6	Review high risk areas of progress against all schools development plans			A					P			C	C	C

2.7	School curriculum plan								C	A		C	C	P
2.8	Pupil premium plan							C		A			C	P
3.	Staff Policies and Pay													
3.1	Changes to Employee Terms & Conditions or Collective Agreements			A					P			C		
3.2	Changes to academy staffing structures			A					P			C	C	C
3.3	Changes to academy staffing structures resulting in job loss and or pay reduction (redundancy)			A					P			C	C	C
3.4	Changes to Central team staffing structures including job loss and or pay reduction (redundancy)			A					P			C		
3.5a	Staff expenses & Overtime (Standard)													A
3.5b	Staff expenses & Overtime (Non-standard)											C		A
3.6a	Staff expenses & Overtime (Central Staff) Standard								A			P		
3.6b	Staff expenses & Overtime (Central Staff) (Non-Standard)								A			P		
3.7	Monthly school payroll (BACS Authorisation)										A	P		
4.	Staff Management													
4.1	CEO appointment			A										
4.2	Executive Team appointment			C					A					
4.3	Headteacher and senior leader appointments								A			P	C	
4.4	Academy staff appointments below HT level - Authority to appoint								C			C	C	A
4.5	Appointments (Centralised Services)								A			P		
4.6	Performance review of CEO			A	P									
4.7	Performance review of Executive Team				A				P					
4.8	Performance review of Headteachers				A					P		C	C	
4.9	Performance review of academy staff							A						P
4.10	Performance review of centralised staff				A							P		
4.11	Suspension of CEO	*Excluding Appeals Committee		*A								C		
4.12	Return of CEO after suspension			A								C		
4.13	Dismissal of CEO			A								C		
4.14	Appeal of CEO against dismissal	Appeal committee of Trust			A							C		
4.15	Suspension of a member of Executive Team or Central Services								A			C		
4.16	Return of member of Executive Team or Central Services after suspension	Chair of board to lift suspension		A					P			C		
4.17	Dismissal of a member of Executive Team or Central Services				A				P			C		
4.18	Appeal of a member of Executive Team or Central Services against dismissal				A							C		
4.19	Suspension of Headteacher	Chair of LGB to be advised							A	P		C		
4.20	Return of Headteacher after suspension	Chair of LGB approves		A					P			C		
4.21	Dismissal of Headteacher			A					P			C		
4.22	Appeal of Headteacher against dismissal				A				C	C		C		
4.23	Suspension of Academy based staff	Advise Chair of LGB							A	C		C		P
4.24	Return of Academy based staff after suspension								A			C		P
5.	Financial Governance & Management													
5.1.	Trust & Academy Financial Regulations (inc. key policies)			A		P			C			C		
5.2.	Trust 3 Year Budget Plan			A		P			C			C		
5.3.	Trust Consolidated Financial Statements			A			P		C			C		
5.4	Central Services 3 year Budget Plan			A		P			C			C		

5.5	Trustees Report			A			P		C		C			
5.6	Response to Auditor's Management Letter			A			P		C		C			
5.7	Academy 3 year Budget Plan			A		P			C			C	C	
5.8	School Deficit Budget	If deficit budget then Trust Board to authorise		A		P			C		C		C	
5.90	School Budget Monitoring			A		P					C		C	
5.10	Monitoring of financial efficiency						A		C		C			
5.11	Academy Accounts Return to EFA						C		A		P			
6.	Financial Authorisation													
6.1.	Purchases under £7,500 (outside of agreed budget)	H/T DELEGATED									C		Report	A
6.2.	Purchases/contracts between £20,000 £25,000- £49,999 £60,000 (already within approved budget)	See Finance Policy									A			
6.3	Purchases/contracts over between £50,000 £60,000 - £100,000 (already within approved budget)	See Finance Policy									A			
6.4.	Purchases/contracts over £50,000 £100,000 (outside approved budget)	See Finance Policy		A										
6.5	Collective purchase/contracts over £172K (EU regulations apply)	See Finance Policy		A										
6.6	Budget Allocation Changes								C		A			p
6.7	Use of Reserves			A		P			C			C		C
6.8	Staff recruitment											A		P
6.9	Staff recruitment (Central Services)								A			C/P		
6.10	Disposals or write off of stock, assets or debts up to £5000	See Finance Policy				A								
6.11	Disposals or write off of stock, assets or debts from £5,000 to AFH limit (+£50,000)	See Finance Policy				A								
6.12	Settlements/Compensation payments up to £50,000 (AFH Limit)	See Finance Policy		A										
6.13	Settlements/Compensation payments over £50,000 - To EFA	See Finance Policy												
6.14	Capital projects					A			P		C			C
7.	Academy Procedures													
7.1.	School day times											A	C	P
7.2	Expansion of School (PAN)			A					P			C	C	C
7.3	Change of age range			A					P			C	C	C
7.4	Extension of School provision (Nursery)			A								C	P	C
7.5	Fixed term Exclusion									C				A
7.6	Permanent Exclusions									A		C	C	P
7.7	Appeals against Permanent Exclusion	Independent												
7.8	Trust prospectus			A					P			C		
7.9	Trust website			A					P			C		
7.10	Trust logo and branding			A					P			C		
7.11	School prospectus									A		C	C	P
7.12	School website											A	C	P
7.13	School logo & branding											A	C	P
7.14	School uniform											A	C	P
7.15	Extended services on site											A		P
8.	Premises & Assets													
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
8.4	Insurance cover for the Trust and all schools					A			P		C			