

A: Approve, P: Propose, C: Consult

| Item Reference | Task | Notes | Members | Trust Board | Chair's Power to Act where the calling of the full Board is not possible/practical but delay would have negative | 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 Education Lead Secondary | ET - Appropriate Department | Head teachers | School or Central Services budget holder | Support & Challenge Advocate | Safeguarding Advocate | Vulnerable Children Advocate | Community Advocate |
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| Governance | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | |
| 1.20 | Management of the ATLP Risk Register | | | A | | | | | | | | | 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 | | | | | | | | | | | | | | | | | |

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| 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 Financial 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 | | | | C | C | |
| 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 Financial Handbook | A | P | | | | | | | | | | | | | | | | | | | |
| School Performance, Curriculum & Teaching | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | School Performance Targets & Performance | | | A | | | | | C | | | | C | C | C | | C | | | C | | | |
| 2.2 | School 3 year development plan | | | A | | | | | C | | | | C | C | C | | C | | | C | | | |
| 2.3 | Review low, medium & high risk areas of progress against school development plan | | | A | | | | | C | | | | C | C | C | C | | | | C | | | |
| 2.4 | Monitor School curriculum plan | | | | | | | | A | | | | C | | C | | | | | | | | |
| 2.5 | Monitor pupil premium plan | | | | | A | | | C | | | | C | C | C | | C | | | C | | c | |
| Staff Policies & Pay | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Approve changes to employee terms & conditions or collective agreements | | | A | A | | | | | | | P | C | C | | C | | | | | | | |
| 3.2 | Approve changes to school staffing structures, including those that may result in job loss and/or pay reduction (redundancy) | | | A | A | | | | | | | P | C | C | C | C | C | | | | | | |
| 3.3 | Approve changes to central team staffing structures 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 | | | | | | | | | | | | | 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 | | | | | | | |

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| Staff Management | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | A | | | C | | | C | | | | | | |
| 4.9 | Dir HR, Dir O&E, Dir Ed & Wider ET: Appointment | | | C | | | | | | | | | A | C | | | | | | | | |
| 4.10 | Dir HR, Dir O&E, Dir Ed & Wider ET: Dismissal | *excludes Appeals Committee | | A | | | | | | P | | | C | C | | | | | | | | |
| 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 | | | C | | | | | | |
| 4.13 | Dir HR, Dir O&E, Dir Ed & Wider ET: Return from Suspension | | | A | | | | | | C | | | P | | | C | | | | | | |
| 4.14 | Dir HR, Dir O&E, Dir Ed & Wider ET: Appeal against dismissal | | | | | | | | | | A | | | | | C | | | | | | |
| 4.15 | Headteacher: Appointment/Suspension | | | | | | | | | | | | A | | P | C | | | | | | |
| 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 | | | C | | | | | | |
| 4.17 | Headteacher: Suspension | | | | | | | | | | | | A | | P | C | | | | | | |
| 4.18 | Headteacher: Return from Suspension | | | A | | | | | | | | | P | | C | C | | | | | | |
| 4.19 | Headteacher: Performance Review | | | | | | | A | | | | | | | P | | 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 | 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 | | | | | |
| 4.29 | School staff below HT level: Appeal against dismissal | | | | | | | | | | A | | | | C | | | | | | | |

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| Financial Governance & Management | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Approval of Trust & School Financial Regulations implementation (incl. accounting policies & practices, internal controls framework and key organisational policies) | | | A | | P | | | | | | | C | C | | | | | | | | |
| 5.2 | Approval of Trust 3 year budget plan | | | A | | P | | | | | | | C | C | | C | | | | | | |
| 5.3 | Approval of central services 3 year budget plan | | | A | A | P | | | | | | | C | C | | C | | | | | | |
| 5.4 | Approval of school 3 year budget plan & monitoring of budget (incl. School deficit budgets) | | | A | A | P | | | | | | | 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 | | P | | | | | | C | C | | | | | | | | |
| 5.6 | Approval of Trust response to Auditor's management letter | | | A | A | | P | | | | | | 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 | | | | | | C | | | | | | A | P | | | | | | | | |
| Financial Authorisations | | | | | | | | | | | | | | | | | | | | | | |
| 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 | P | | | | | | | 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 | P | | | | | | | 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. | See finance policy | | A | A | | | | | | | | P | | | 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 | | | | | | | | | |

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| 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 | | | | | | | C | P | | | | | | | | | |
| 6.13 | Acquisition & disposal of fixed assets | See finance policy | | A | A | | | | | | | | C | P | | | | | | | | | |
| 6.14 | Entering into an operating or finance lease, or bank or sponsor loan. ESFA agreement required under certain conditions | See finance policy | | 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 | C | C | | | | | | |
| 6.20 | Approval of staff recruitment (Schools) | | | | | | | | | | | | | | A | C | P | | | | | | |
| 6.21 | Approval of staff recruitment (Central services) | | | | | | | | | | | | | A | | C/P | | | | | | | |
| School Procedures | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | School day times | | | A | A | | | | | | | | P | | C | C | C | | C | C | C | C | C |
| 7.2 | Expansion of School (PAN) | | | A | A | | | | | | | | P | | C | C | C | | C | C | C | C | C |
| 7.3 | Change of age range | | | A | A | | | | | | | | P | | C | C | C | | C | C | C | C | C |
| 7.4 | Extension of school provision (nursery) | | | A | A | | | | | | | | | | C | C | P | | C | C | C | C | C |
| 7.5 | Fixed term exclusion (suspension) | | | | | | | | | | | | | | C | | A | | | | | | |
| 7.6 | Permanent exclusion | Safeguarding/LAC consulted if relevant. | | | | | | | | | | | | | A | C | P | | | | | | |
| 7.7 | Appeals against permanent exclusion or suspension (subject to statutory provisions) | Appeals Committee to comprise Trustees and Advocates | | | | | | | | | A | | | | | | | | C | C | C | C | C |
| 7.8 | Trust prospectuses, website & branding | | | A | A | | | | | | | | P | | | | C | | | | | | |
| 7.9 | School prospectus | | | | | | | | | | | | | | A | C | C | | | | | | |
| 7.10 | School website | | | | | | | | | | | | | | | A | P | | | | | | |
| 7.11 | School logo & branding | | | | | | | | | | | | | | | A | P | | C | | | | C |
| 7.12 | School uniform | | | | | | | | | | | | | | | A | P | | | | | | |
| 7.13 | Extended services on site | | | | | | | | | | | | | | | A | P | | | | | | |
| 7.14 | In-year school admissions | Chair to ratify decision proposed by ET | | | A | | | | | | | | P | P | P | | C | | | | | | |
| 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 | | C | | | | | | |

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| 8.4 | Insurance cover for the Trust & schools | | | | | A | | | | | | | P | C | | | | | | | | | |