



# **Trust Delegation of Responsibility Check List**

## **Terms of Reference for Local Governing Body at St Matthew's Church of England Primary School**

<b>Date Approved and Minuted</b>	<b>Trust Board</b>	
<b>Date of Next Review</b>	<b>Trust Board</b>	

- 1.1 The overarching responsibility for the governance of the Trust and its schools lies with the Board of Directors. The Directors are responsible for setting and monitoring strategic objectives, as well as compliance with charity and company law and the Trust's funding agreement.
- 1.2 The Board of Directors oversee the 5 pillars of academy trust quality:
  - High quality and inclusive education
  - School improvement
  - Workforce
  - Finance & Operations
  - Governance and leadership
- 1.3 Responsibility and accountability to the Trust Board of Directors for the pillars lies with the Chief Executive Officer and the day-to-day operational running of schools is delegated to the Headteacher of each school.
- 1.4 The responsibilities of the Trust Board, Chief Executive Officer, Chief Financial Officer and Headteachers are the main subject of this Trust Scheme of Delegation Check List. For the purposes of the check list 'Trust Board' includes the committees of the Trust Board where decisions have been delegated to them.
- 1.5 To enable the Directors to fulfil their responsibility, Local Governing Body's work on behalf of the Trust Board of Directors and undertake some delegated governance of their school or group of schools. This Decision Planner shows the levels to which responsibilities are delegated.
- 1.6 All policies referred to in this Scheme of Delegation means the current policy by that title as published at [www.cofesuffolkmat.org](http://www.cofesuffolkmat.org).
- 1.7 Where any uncertainty exists in the interpretation of this scheme of delegation or if any responsibility or decision making appears not to be covered then:
  - the CEO/CFO should consult with the Chair of the Board of Directors
  - the Headteacher or Chair of the Local Governing Body should consult with the CEO/CFO.

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

This scheme shows the primary delegated responsibility, responsibility for monitoring and responsibility for the operational aspect, often/usually the responsibility of the CEO or CFO and Headteacher. All accountability lies with the Trust Board of Directors even where delegated to the Local Governing Body that acts as a committee on behalf of the Board of Directors.

Level 1: Trust Board

Level 2: CEO of the Trust

Level 3: CFO of the Trust

Level 4: Local Governing Body

Level 5: Headteacher/Executive Headteacher

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>1: Church School, Religious Education and Collective Worship</b>					
1.1	<b>Reference and apply the Church of England Vision for Education in all discussions and decisions</b>					
1.2	To establish a Trust policy on Religious Education					
1.3	<b>To ensure provision of RE in line with the Trust's policy</b>					
1.4	To establish a Trust policy on Collective Worship					
1.5	<b>To ensure provision of Collective Worship in line with the Trust's policy</b>					
1.6	<b>To maintain and develop the Christian distinctive foundation of the school including links with the linked church(es).</b>					
1.7	<b>To ensure the school maintains the clarity of vision, ethos and strategic direction set by the Trust Board alongside the individual school vision.</b>					
1.8	<b>To ensure the school teaches RE in line with the Trust-agreed syllabus</b>					
1.9	<b>To ensure that all pupils take part in a daily act of Collective Worship in line with the Trust's policy and current legislation.</b>					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>2: School Improvement</b>					
2.1	To agree Key Performance Indicators (KPIs) for the Trust					
2.2	<b>To agree targets for pupil achievement in line with the Board's targets</b>					
2.3	<b>To be responsible for pupil outcomes</b>					
2.4	To appoint Specialist Leaders in Education					
2.5	<b>To ensure each school is providing at least a 'good' level of education to all pupils.</b>					
2.6	<b>To ensure the National Curriculum is taught to all students and to consider any disapplication.</b>					
2.7	<b>To agree a Curriculum policy</b>					
2.8	To review and challenge ongoing pupil assessment and pupil outcomes data					
2.9	To agree an overarching Trust Relationships and Sex Education Policy					
2.10	<b>To agree a Relationships and Sex Education Policy for the school in line with the Trust policy</b>					
2.11	<b>To ensure the implementation of British Values</b>					
2.12	To implement a CPD programme that supports the school improvement aims of the Trust					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>3: Safeguarding</b>					
3.1	To ensure that safeguarding is compliant and effective in all schools					
3.2	<b>To approve a Safeguarding and Child Protection Policy for the school</b>					
3.3	<b>To ensure the school Safeguarding policy is implemented and safer recruitment practices are followed</b>					
3.4	To ensure that records are kept securely and in one place					
3.5	<b>To ensure that there are appropriate safeguards in place for students placed with Alternative Providers</b>					
3.6	<b>To ensure that there is appropriate monitoring and tracking in place for vulnerable students</b>					
3.7	<b>To ensure that the curriculum for safeguarding reflects the risks for the young people in the area</b>					
3.8	<b>To ensure each school maintains a compliant Single Central Record of recruitment and vetting checks</b>					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>4: Staffing</b>					
4.1	To appoint the CEO					
4.2	To appoint central Trust staff					
4.3	<b>To appoint Headteachers, Heads of School, and Exec Headteachers (selection panel includes a Director and, usually, the LGB Chair)</b>					
4.4	<b>To appoint Deputy Heads</b>					
4.5	To appoint teachers and school support staff					
4.6	To determine the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges					
4.7	To agree a Trust Pay Policy annually					
4.8	To agree a Trust Staff Appraisal Policy					
4.9	To ensure performance management is carried out for all central Trust staff					
4.10	<b>To undertake performance management of Headteacher (Trust CEO, or suitable qualified person on their behalf, with members of LGB)</b>					
4.11	<b>To undertake performance management of all school staff</b>					
4.12	<b>To approve Headteacher pay progression</b>					
4.13	To receive annual recommendations on central Trust staff pay, in line with the Pay Policy					
4.14	<b>Receive annual recommendations on school teaching and support staff salary increases in line with the Pay Policy</b>					
4.15	To review pay appeals for central Trust staff and Headteachers					
4.16	<b>To review pay appeals for school staff</b>					
4.17	To support the wellbeing of Executive Headteachers/Headteachers					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
4.18	<b>To support the wellbeing of staff and children in each school</b>					
4.19	To agree a Trust Staff Disciplinary and Capability procedure					
4.20	To hold formal meetings for central Trust staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment					
4.21	To apply formal warnings and dismissal decisions for central Trust staff					
4.22	Formal meetings for school-based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment					
4.23	Formal warnings and dismissal decisions for school-based staff					
4.24	To dismiss a Headteacher					
4.25	To suspend or end suspension of a Headteacher					
4.26	To dismiss other school-based staff on grounds of ill health and capability subject to Trust and HR advice and policies					
4.27	To suspend or end suspension of school-based staff					
4.28	To determine central Trust staff complement within agreed budget					
4.29	<b>To determine school staff complement within the agreed budget</b>					
4.30	To review staff complement in each school against budget constraints and benchmarking					
4.31	To approve staff appointments that increase a school's staffing expenditure above their approved budget					
4.32	<b>To determine the complement of any staff shared between schools</b>					
4.33	To agree a Premature Retirement and Redundancy policy and procedure, including payments					
4.34	<b>To determine need for school-level redundancy</b>					
4.35	To approve initiation of a school-level redundancy process					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
4.36	<b>To select for school-level redundancy</b>					
4.37	<b>To dismiss school-based staff on grounds of redundancy, subject to Trust and HR advice and policies</b>					
4.38	<b>To receive concerns from whistle blowers</b>					
4.39	To determine whether a whistle blowing investigation is appropriate					
4.40	To review appeals at Trust level					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>5: Behaviour and Discipline</b>					
5.1	<b>To agree a Behaviour and discipline policy</b>					
5.2	<b>To ensure the school's Behaviour Policy is being implemented.</b>					
5.3	<b>To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit public examinations (can be delegated to chair/vice-chair in cases of emergency)</b>					
5.4	<b>To direct reinstatement of excluded pupils (can be delegated to chair/vice-chair in cases of emergency)</b>					
5.5	<b>To obtain support from the Trust in arranging a panel hearing when an exclusion is appealed</b>					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>6: Admissions</b>					
6.1	To establish a Trust Admissions policy annually					
6.2	<b>To ensure the school's Admissions policy is determined annually by 28 February</b>					
6.3	<b>To consult before amending a school's Admissions Policy or every 7 years, including with the Trust Board</b>					
6.4	<b>To propose oversubscription criteria, subject to compliance with the current School Admissions Code</b>					
6.5	<b>To make decisions on pupil admission applications, including out of year group applications</b>					
6.6	<b>To appeal against LA directions to admit pupils</b>					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>7: Finance</b>					
7.1	To determine the proportion of the overall Trust budget to be delegated to individual schools					
7.2	To develop the individual school budget, supported by the Trust					
7.3	To scrutinise the individual school budget and recommend it to the Trust Board					
7.4	To approve the formal budget plan for the Trust and its schools in each financial year and prepare the annual Budget Forecast Return					
7.5	To approve interim/revised budget plans					
7.6	To monitor monthly income and expenditure against budget plans					
7.7	To review and monitor individual school budget projections					
7.8	To monitor the impact of Pupil Premium and PE and Sport Premium funding					
7.9	To ensure that the MATs financial procedures and governance comply with government requirements					
7.10	To agree a Trust Finance Policy and procedures and associated Trust Financial Approval Levels annually					
7.11	To agree a Trust Charging and Remissions policy					
7.12	To agree a Trust Investment Policy					
7.13	To approve the Trust's Financial Approval Levels for entering into contracts and making payments					
7.14	To work with the Head of Estates to support the finance of capital programmes					
7.15	To approve and monitor bids for CIF funding					
7.16	To maximise appropriate opportunities for income generation					
7.17	To make investments in line with the Trust Investment policy					
7.18	To ensure centrally procured services provide value for money					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
7.19	To accept and implement all Trust financial policies					
7.20	To notify the Trust's Chief Financial Officer (CFO) of any financial concerns/vulnerabilities.					
7.21	To support the headteacher in responding to budget concerns raised by the CFO					
7.22	To ensure financial controls are sufficiently robust to manage risk and prevent fraud					
7.23	To ensure appropriate 'due diligence' is carried out for schools hoping to join the Trust					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>8: Estates</b>					
8.1	To ensure the Trust is covered by appropriate insurance (RPA) for buildings, and public liability					
8.2	To develop an Estates strategy including Trust Asset Management Planning arrangements					
8.3	<b>To maintain the buildings including developing a properly funded maintenance plan</b>					
8.4	To agree a Trust Health and Safety policy					
8.5	<b>To ensure the implementation of the Health &amp; Safety policy and regulations &amp; review annual professional reports</b>					
8.6	<b>To ensure that the school Risk Register is reviewed and updated at least termly</b>					
8.7	<b>To ensure that the central Trust and schools have appropriate Business Continuity plans</b>					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>9. Governance</b>					
9.1	To appoint and remove the Chair of the LGB					
9.2	<b>To appoint and dismiss the clerk to the LGB</b>					
9.3	<b>To hold a full LGB meeting at least three times per year</b>					
9.4	To appoint and remove members of the LGB other than staff or parents					
9.5	<b>To arrange for the election of parent and staff governors by parents and staff respectively</b>					
9.6	<b>Chair to receive any complaints under the Trust's Complaints Procedure, report them to the CEO, and process as appropriate</b>					
9.7	<b>To provide panel members for complaints and other panels when possible for any school in the Trust</b>					
9.8	<b>To maintain a register of governors' Business and Pecuniary Interests</b>					
9.9	<b>To agree a Governors Expenses Policy</b>					
9.10	<b>To consider whether or not to exercise delegation of functions to individuals or committees</b>					
9.11	To agree a Trust Complaints Procedure					

# Trust Delegation of Responsibility Check List

In this scheme colour coding is used to show:

who is accountable and who must give approval - who is responsible for monitoring - who has delegated responsibility for delivery

Key Functions		1 Trust Board	2 CEO	3 CFO	4 LGB	5 Headteacher
	<b>10: Organisation and Operation</b>					
10.1	<b>To set the times of school sessions, term dates and holidays in line with Trust guidance.</b>					
10.2	<b>To ensure that the school meets for 380 sessions in the school year</b>					
10.3	<b>To ensure the provision of free school meals to those pupils meeting the criteria</b>					
10.4	To determine the scope of the core services to be delivered by the Trust on behalf of its academies					
10.5	To identify and procure services to be used across all schools in the Trust					
10.6	To ensure the school meals provided are nutritious					
10.7	<b>To prepare and publish the school prospectus</b>					
10.8	<b>To prepare and adopt the school's Home School Agreement</b>					
10.9	<b>To maintain the school website to ensure compliance with all legislative requirements</b>					
10.10	To determine which policies will be developed by the Trust and mandatory for all Trust schools.					
10.11	<b>To ensure appropriate risk management controls are in place</b>					