

	TASK Approve (A) Recommend (R) Propose (P) Be consulted (C)	NOTES	MEMBERS	TRUST BOARD	LGB	HEAD TEACHER / HEAD of SCHOOL	CEO / ACCOUNTING OFFICER
1.	Governance						
1.1.	Approve Trust Articles of Association		A	R			C
1.2.	Approve Trust Scheme of Delegation		A	R			C
1.3.	Approve new academies joining the Trust		A	R			P
1.4.	Establish Trust Committees		A	R			
1.5.	Approve Trust Committee Terms of Reference		A	R			
1.6.	Approve Local Governing Body (LGB) Terms of			A	R	P	
1.7.	Establish LGB committees	As per LGB ToRs			A	C	
1.8.	Appoint Chair of Trust Board	As per Articles	A	P/R			
1.9.	Appoint Chair of LGB	As per LGB ToRs		A	P		
1.10.	Remove the Chair of LGB	As per LGB ToRs		A	C		
1.11.	Appoint (and remove) Clerk to LGB	As per LGB ToRs		A	P	C	
1.12.	Organise calendar of LGB meetings	As per LGB ToRs			A	R	
1.13.	Approve LGB Expenses Policy		A	R	C		
2.	Academy Performance, Curriculum and Teaching						
2.1.	Academy Performance Targets			A	C	P	R
2.2.	Academy Performance Review			A	R	P	R
2.3.	Academy 3 year plan			A	C	P	R
2.4.	Academy 1 Year development Plan			A	C	P	R
2.5.	Curriculum Policy			A	R	P	C
2.6.	Teaching & Learning Policy			A	R	P	C
2.7.	Sex Education policy			A	R	P	C
2.8.	Religious Education policy			A	R	P	C
3.	Staff Policies and Pay						
3.1.	Pay & Remuneration Policy			A	C	P	R
3.2.	Job Role Salary & Grading Policy			A	C	P	R
3.3.	Changes to Employee Terms & Conditions or Collective			A	C	P	R
3.4.	Adoption of Transferring Policies and Collective			A	C	P	R
3.5.	Teachers Annual Pay Award			A	C	P	R
3.6.	Support Staff Annual Pay Award			A	C	P	R
3.7.	Individual Performance Pay Awards			A	C	P	R
3.8.	Performance Management & Appraisal Review Policy			A	C	P	R
3.9.	Disciplinary Policy			A	C	P	R
3.10.	Grievance Policy			A	C	P	R
3.11.	Capability Policy			A	C	P	R
3.12.	Whistleblowing Policy			A	C	P	R
3.13.	Re-structuring & Redundancy Policy			A	C	P	R
3.14.	Employee Health & Safety Policy			A	C	P	R
4.	Staff Appointments						
4.1.	Staff complement, structure and grades			A	R	P	C
4.2.	Appointment of CEO			A			
4.3.	Role and appointment of trust level staff			A	C		R
4.4.	Headteacher/Head of School appointment				R		A
4.5.	Deputy Headteacher appointment				A	R	C

4.6.	Senior leadership appointments	Local Governor of the Academy to be involved in interview process			A	R	C
4.7.	Teaching and support staff appointments					A	
4.8.	Suspension of Headteacher/Head of School			A	P		C
4.9.	Return of Headteacher/Head of School after suspension			A	P		C
4.10.	Dismissal of Headteacher/Head of School			A	P		C
4.11.	Appeal of Headteacher/Head of School against dismissal		A	R	P		C
4.12.	Suspension of Deputy Headteacher				A	R	C
4.13.	Return of Deputy Headteacher after suspension				A	R	C
4.14.	Suspension of teaching and support staff					A	C
4.15.	Return of teaching and support staff after suspension				A	R	C
4.16.	Dismissal of Deputy Headteacher or teaching and support				A	R	C
4.17.	Appeal of staff against dismissal			A	R	P	C
4.18.	Review and validation of the business case for staff redundancy programmes			A	C	C	P
5.	Financial Governance & Management						
5.1.	Trust & Academy Financial Regulations (inc. key policies)			A	C		P
5.2.	Trust & Academy Financial Procedures			A	C		P/R
5.3.	Trust Procurement Policy			A	C		P/R
5.4.	Trust 3 year Budget Plan			A		C	P
5.5.	Trust 1 year Budget			A		C	P
5.6.	Trust Consolidated Budget Updates			A		C	P
5.7.	Trust Consolidated Financial Statements			A		C	P
5.8.	Trustees' Report			A		C	P
5.9.	Trust Academies Accounts Return to EFA			A		C	P
5.10.	Academy 3 year Budget Plan			A	R	P	P
5.11.	Academy 1 year Budget			A	R	P	P
5.12.	Academy Budget Updates			A	R	P	P
6.							
6.1.	Expenditure or award of contracts up to HT limit				C	A	P
6.2.	Expenditure or award of contracts from HT limit to LGB				C	A	P
6.3.	Expenditure or contracts from LGB Limit to OJEU[2] limit			A	R		P
6.4.	Expenditure over OJEU limit			A	R		P
6.5.	Disposals or write off of stock, assets or debts up to HT					A	P
6.6.	Disposals or write off of stock, assets or debts from HT				A	P	R
6.7.	Disposals or write off of stock, assets or debts from LGB			A	R	P	C
6.8.	Compensation payments up to £10,000					A	C
6.9.	Compensation payments from £10,001 to £49,999 (AFH)				A	P	C
6.10.	Compensation payments of £50,000 and over	EFA consent required – see 3.7.6 of	A subject to	R	P	C	C
7.	Academy Policies & Procedures						
7.1.	Academy times, terms and holidays			A	R	P	
7.2.	Child Welfare & Safeguarding Policy			A	P	R	
7.3.	Attendance Policy & Plan			A	P	R	
7.4.	Pupil Behaviour & Exclusions Policy			A	P	R	
7.5.	Fixed term Exclusion				A	R	
7.6.	Permanent Exclusions				A	R	
7.7.	Appeals against Permanent Exclusion	Independent		A	P	R	
7.8.	Complaints Policy			A	P	R	
7.9.	Admissions Policy			A	P	R	
7.10.	Allocation of places against Admissions Policy				A	R	

7.11	Admissions Appeals	Independent			A	R	
7.12	Academy website			A	P	R	
7.13	Academy logo & branding			A	P	R	
7.14	Academy uniform				A	R	
7.15	Academy Trips Policy				A	R	
7.16	Extended services on-site				A	R	
7.17	Pupil Premium Policy				A	R	
7.18	Pupil Premium Plan				A	R	
8.	Premises & Assets						
8.1.	Asset Management Policy & Plan			A	C	P	R
8.2.	Health & Safety Policy			A	C	P	R
9.							
9.1.	Expansion of Academy (physical expansion rather than PAN)	EFA approval required		R	R	P	C
9.2.	Extension of age range	EFA approval required		R	R	P	C
9.3.	Extension of Academy provision (Nursery)	EFA approval required		R	R	P	C