



St Chad's

Academies Trust

Scheme of Delegation

St Chad's Academies Trust - Scheme of Delegation

The Scheme of Delegation provides a framework of delegated responsibility as defined by the Trust Board and provides for certain functions to be carried out by one or more of the following:

Acronym	Responsible Role
Mem	Members of St Chad's Academies Trust
TB	St Chad's Trust Board
LAC	Local Academy Committee
CEO	Chief Executive Officer; also the Accounting Officer for the Trust
Pr	Principal (all references to 'Principal' include Executive Principal roles and Headteacher terminology)

The delegated responsibilities are defined as the following:

Reference	Delegated responsibility
A	Accountable – body/person who is ultimately accountable and has yes/no veto
R	Responsible – body/person who performs an activity, or instructs relevant staff members to do so
C	Consulted – body/person that needs to contribute to the activity
I	Informed – body/person that needs to know of the decision or action
N	Not applicable – mainly used in relation to the Members in line with their governing role

The Scheme of Delegation should be read in conjunction with the Trust's Financial Regulations and Local Academy Committee Members Handbook. For clarity, a guide to the acronyms used throughout the Scheme is below;

Acronym	Denotation
BM	Business Manager
CFO	Chief Finance Officer
CO	Compliance Officer for the Trust
CoO	Chief of Operations
DCEO	Deputy Chief Executive Officer
DPO	Data Protection Officer for the Trust
ESFA	Education and Skills Funding Agency
ESFA ATH	ESFA Academy Trust Handbook (formerly the Academies Financial Handbook).
FAO	Financial Accounting Officer for the Trust
F,R&A	Finance, Risk and Audit Committee
HMRC	Her Majesty's Revenue and Customs
HRO	HR Officer for the Trust
ICO	Information Commissioners Office
JCNC	Joint Consultative and Negotiating Council
LA	Local Authority
LDBE	Lichfield Diocesan Board of Education
NGA	National Governors Association
RAB	Raising Achievement Board
SLT	Senior Leadership Team
TLR	Teaching and Learning Responsibility
SEN	Special Educational Needs

New to this edition:

A summary of the main changes is as follows:

- Changes to job titles and references for the Trust Executive Team throughout the document.
- Removal of references to the Compliance Committee
- To provide additional guidance notes throughout where necessary.
- To revise who is accountable, responsible, consulted and informed throughout the document.
- To remove 'within the parameters of the original budget set' from clause 3.5.
- Amendment to clause 3.6 to reference assuring viability and sustainability of the financial position of the academy.
- Addition of clause 4.30 relating to job evaluation/re-evaluation
- To clarify that clauses 9.2 and 9.3 refer to 'at academy level'.
- To delineate Significant Change Applications and academies joining the Trust and Free School applications within clause 16.3 and 16.4.
- To clarify that clause 16.5 refers to academy related data sources.
- Addition of clause 19.10 relating to attracting, advertising and electing members of the LAC
- To clarify and update clause 19.11 relating to appointment and removal processes for members of the LAC
- To update clause 19.12 in relation to the set up and maintenance of business and financial interests and skills audit.
- To provide clarity on clause 19.15 and change wording to 'manage and maintain' LAC procedures from 'regulate'.
- To amend clause 19.16 in relation to LAC training provision.
- To amend clause 19.17 and 19.18 to include additional reference documentation.
- To amend clause 19.22 in relation to LAC training.
- To include Committees in the referencing at clause 19.30
- To add to clause 20.2 and 20.3 in terms of safeguarding
- To update clause 20.10 in terms safeguarding audits.
- To include reference to 'regulatory requirements at clause 21.1.
- To provide further information relating to complaints management at clause 22.2 and 22.3.

- To amend clause 24 to GDPR
- To amend 24.1 from ACAS and ICO to General Data Protection ACT 2018 and UK GDPR
- Amendment to 23.2 from CEO to CO

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
Central Services	1.1	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy.	N	A	I	R	I	The Trust Charging policy outlines the Trust offer to academies; what is and isn't included from the central services function in consultation with the CEO, DCEO, CFO, and CoO.
	1.2	To identify which services are to be procured on behalf of the organisation.	N	A	I	R	C	To be managed via the Trust's Procurement Group Reference will be made to the Trust's central contracts register and preferred supplier list. Where the procurement relates to staff, TUPE regulations must be followed in line with the Trust Due Diligence policy. In all cases the CEO, DCEO, CFO, and CoO must be made aware to ensure reasonable and appropriate management of employment practice.
	1.3	To ensure centrally procured services provide value for money.	N	A	I	R	I	In line with Trust's Financial Regulations.
	1.4	To determine the scope of centralised services.	N	A	I	R	C	Principals will be consulted on centralised services and the impact on the academy will be assessed.
Financial Management	2.1	Develop risk management strategies for the Trust.	N	A	I	R	I	
	2.2	To implement risk management strategies developed and ratified by the Trust, including but not limited to Risk Register procedures, anti-fraud, anti-corruption, cybercrime, investment and insurance procedures/policies.	N	A	R	R	R	At academy level, Pr responsible for implementation; LAC responsible for monitoring
	2.3	To establish and review financial policies and procedures e.g. the Financial Regulations.	N	A	I	R	I	Delegated to the Trust's Director of Finance.
	2.4	To implement the Trust's Financial Regulations, policies and procedures at academy level.	N	A	R	I	R	Internal audit report informs the CFO and CEO; reported to F,R&A Trust Board. Pr responsible for implementation; LAC responsible for monitoring

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	2.5	To maintain proper financial records for the Academy in line with approved Trust Financial Regulations and ESFA and HMRC legislation.	N	A	R	I	R	Internal audit report informs the CFO and CEO; reported to F,R&A and Trust Board. Pr responsible for implementation; LAC responsible for monitoring
	2.6	To ensure compliance with approved Trust Financial Regulations and procedures, the ESFA Academy Trust Handbook, Accounts Direction and HMRC and Charities Commission legislation.	N	A	R	R	R	Internal audit report informs the CFO and CEO; reported to F,R&A and Trust Board. At academy level, Pr responsible for implementation; LAC responsible for monitoring.
	2.7	To appoint the internal auditors and recommend external auditors for appointment to the Trust.	N	A	I	R	I	In line with ESFA ATH and Trust's Financial Regulations
	2.8	To appoint the external auditors to the Trust	AR	C	I	I	I	In line with the requirements of the ESFA ATH.
	2.9	To prepare accounts for the Trust.	N	A	I	R	I	Delegated to CFO.
	2.10	To receive the annual accounts	R	I	I	I	I	
	2.11	To approve the annual accounts	I	AR	I	C	I	
	2.10	To report MAT wide use of Pupil Premium to relevant bodies.	N	A	C	R	C	
	2.11	To publish annual reports on academy use of funding streams such as but not limited to Pupil Premium and Sports Premium.	N	A	R	I	R	As per annual direction from ESFA. At academy level, Pr responsible for reporting, LAC responsible for monitoring.
	2.12	To apply, manage and record the use of Pupil Premium and Sports Premium funding.	N	A	I	I	R	Principal reports usage to CFO, CEO, RAB and LAC. Monitored monthly in management accounts pack.
	2.13	To authorise the disposal of assets in line with Trust regulations and statutory requirements.	N	A	R	R	R	In line with ESFA ATH and Trust's Financial Regulations.
	2.14	To authorise the acquisition of assets in line with Trust regulations and statutory requirements.	N	A	I	I	R	In line with ESFA ATH and Trust's Financial Regulations.
	2.15	Ensuring adherence to applicable Conflict of Interest, Fraud, Bribery and Corruption Prevention, other such policies, and to Trust, ESFA and other statutory requirements in relation to fraud prevention and reporting.	N	A	R	R	R	This list is not intended to be exhaustive and relates to all Anti- Fraud policies and procedures. See ESFA ATH and Trust's Financial Regulations.
	2.16	To safeguard the Trusts' assets and ensure adequate insurance is in place.	N	A	I	I	R	Insurance must be provided via Trust's appointed insurance broker.

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	2.17	To ensure adherence to the ESFA Academy Trust Handbook, the Accounts Direction, Pensions regulatory guidance and other statutory guidance.	N	A	R	R	R	At academy level, Pr responsible for management; LAC responsible for monitoring.
	2.18	To rescind management of financial operations at academy level.	N	A	I	R	I	CEO and CFO to report and concerns to FR&A who make the decision on behalf of the TB.
	2.19	To ensure the appropriate use of public money as per ESFA, Trust and other regulatory guidance.	N	A	R	R	R	At academy level, Pr responsible for management; LAC responsible for monitoring.
	2.20	To ensure an up to date and effective Risk Register is in place; 1) Trust level*; 2) Academy level.	N N	A A	I C	R I	I R	* CEO to work in collaboration with CFO; report to F,R&A. Principal to report Risk Register to CEO and LAC no less than annually. Trust template to be used. Executive team to collaborate on completion of the Trust Risk Register and report to F,R&A / TB.
	2.21	To ensure academy based procured services provide Value for Money.	N	A	R	C	R	Financial Regulations to be followed.
	2.22	To consult with the Trust when procuring external support for HR, Finance and School Improvement.	N	A	I	C	R	Support should always be sought from the Trust in the first instance. The Trust reserves the right to veto additional support provision external to the Trust.
	2.23	To manage the Trust's School Condition Allocation in line with the terms and conditions of the grant.	N	A	I	R	I	CFO to assess all estates priorities and make recommendations for approval in line with the Financial Regulations
	2.24	To ensure that information submitted to DfE / ESFA which generates/affects funding, including pupil number returns and funding claims, are accurate and compliant with funding criteria.	N	A	C	I	R	Ensuring census returns are accurate and compliant particularly relating to (but not limited to) funded number of role and Free School Meals/Pupil Premium etc.
	2.25	To maintain effective oversight relating to funding generated by pupil numbers (both revenue and capital grants) to ensure that funding claims are accurate and compliant with funding criteria.	N	A R	I	R	I	Finance, Risk and Audit Committee preforms this action in behalf of the Trust Board; Internal Audit to inform on compliance.

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	2.26	To propose the use of budget surplus/ reserves for spend in areas such as (but not limited to) capital (land and buildings), ICT, one off development / resource investment. 1) Academy based 2) Trust HQ based	N N	A A	C N	C R*	R N	Trust template Business Case must be used and Trust Business Case Procedure must be followed. Proposals must be in line with the delegated authority levels as per the Financial Regulations. *CEO delegates to the CFO
	2.27	The approve business cases for the use of budget surplus/reserves.	N	AR*	I*	R*	I*	*All approvals must be in line with the delegated authority levels as per the Financial Regulations. Trust Business Case Procedure must be followed.
	2.28	To utilise a proportion of budget surplus/reserves for dedicated school improvement purposes.	N	A	I	R	I	Amount of budget surplus/reserves available to must be approved by the CFO in the first instance. This arrangement requires agreement by the full Exec Team. Use of budget surplus/reserves to be monitored by the FAO and in line with the Trust's School Improvement Strategy. Records of spend and impact must be retained.
Budgets	3.1	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy.	N	A	I	R	I	
	3.2	To develop and propose the individual Academy budget.	N	A	C	C	R	Pr must liaise with BM and assigned FAO when setting budget. The Trust reserves the right to veto the budget following review by the CFO and/or FR&A and/or TB.
	3.3	To approve the formal budgets each financial year.	N	AR	I	I	I	F,R&A reviews and approves all budgets on behalf of the TB; TB ratifies decision of F,R&A. Trust finance team to submit consolidated budget return to ESFA.
	3.4	Managing academy budgetary changes within the original approved budget total.	N	A	C	C	R	In line with Trust's Financial Regulations and in liaison with CFO.
	3.5	To approve areas of cost centre overspend and/or underspend	N	AR	C	R	R	In line with Trust's Financial Regulations.

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	3.6	To ensure the viability and sustainability of the financial position of the academy	N	A	R	R	R	In line with Trust's Financial Regulations. Pr responsible for appropriate management of the delegated budget. LAC responsible for monitoring. CEO to delegate scrutiny oversight and associated interventions to CFO.
	3.7	To plan, manage and monitor expenditure and ensure the production and submission of monthly management accounts, identifying actual or potential items of budget overspend/underspend.	N	A	R	I	R	In line with Trust's Financial Regulations. Management accounts to be submitted to Chair of TB via CFO monthly and to TB via CFO 6 monthly. LAC to receive Management Accounts at every meeting; to be presented by Pr/BM.
	3.8	To enter into additional unforeseen contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months.	N	AR	C	R	C	In line with Trust's Financial Regulations; usually to maintain business continuity only.
	3.9	Determining staffing spend percentage of ESFA income against agreed budget.	N	A	I	R	I	In line with Trust's Financial Regulations.
	3.10	To make payments within agreed financial limits (see Trust's Financial Regulations) and procedures.	N	A	I	R	R	In line with Trust's Financial Regulations. Trust's online banking facility to be used. Supplier set up and maintenance procedures to be followed and anti-fraud measures taken in all payments.
	3.11	To collect income due to the Academy*.	N	A	R	I	R	*If locally generated.
Staffing Management	4.1	Pre-employment checks; 1) Principal* 2) Other staff.	N N	A A	I I	R I	I R	*HRO to act in relation to Principal appointments. Pr responsible for all other staff, with the support of HRO, where required.
	4.2	Establishment of a Safer Recruitment Panel.	N	AR	I	C	I	Trust Board to ratify membership annually at first Board meeting of the year.
	4.3	Management of cases where trace information is apparent. 1) Principal* 2) Other staff.	N N	A A	I I	R I	I R	CO to report all trace information received through UCheck, and will inform CEO/Pr, and HRO to act in accordance with the Trust Safer Recruitment policy.
	4.4	Proposal of staffing structure or changes to the agreed staffing structure*, including establishment of a new post, restructures secondments, acting up, change to pay	N	A	C	C	R	Pr to liaise with HRO in all cases (temporary or permanent) and implement relevant advice and

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		range, and redundancies.						<p>complete necessary supporting documentation Must be in line with Trust's Financial Regulations. Business Case/Recruitment Requisition Form to be submitted to Trust for permanent changes for review and approval by CEO, CFO, DCEO and CoO;. FAO and BM to support Pr with financial impact assessment to ensure affordability.</p> <p>*Permanent changes to pay range for Exec-/Principals or senior leadership staff to be considered by Remuneration Committee (exec-Principal), and CEO, DCEO, CFO and CoO for all other senior leadership positions i.e., HoS, VP.</p> <p>A Business Case would not be needed for changes such as; temporary or permanent changes to hours, the award of a temporary TLR3, temporary acting up, honorariums, temporary changes to working weeks paid, however in all cases, affordability and employment practice must be assured by the BM supported by the FAO and HRO.</p>
	4.5	Approval of staffing structure or changes to the agreed staffing structure which require a Business Case/Recruitment Requisition Form as per 4.4.	N	A	I	R	I	<p>CEO, CFO, CoO and DCEO to approve.</p> <p>Pr can approve all other variations which do not require a Business Case but do a Recruitment Requisition Form, in line with the relevant actions outlined in clause 4.4 with the support of the FAO, BM, and HRO</p>
	4.6	Internal transfer of staff to support business needs.	N	A C	I	R	C	<p>CEO must approve in consultation, in all cases, with Trust senior leaders; CFO, CoO and DCEO. Full consultation with staff involved in line with Trust employment practice and advice/support from HRO. Complete a Recruitment Requisition Form.</p>

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	4.7	Proposal of changes to staff terms and conditions of employment.	N	AR	I	AR	I	Changes to T&Cs of employment for all staff are negotiated and consulted on with the Trust JCNC following due diligence completed by CEO, DCEO, CFO, and CoO. Report to F,R&A.
	4.8	Approval of changes to staff terms and conditions of employment.	N	AR	I	R	I	Full ratification of changes to T&Cs approved at TB prior to commencement of HR process.
	4.9	To review recruitment requests and give authorisation prior to adverts being placed in line with 4.4 and 4.5.	N	I	I	AR	C	In line with Trust's Financial Regulations. Pr to liaise with HRO and complete Recruitment Requisition Form supported by BM, FAO, and HRO.
	4.10	The reporting of resignations from SLT positions.	N	I	I	I	AR	Pr to inform CEO and Chair of LAC. Resignation of the Principal must be submitted to CEO as line manager.
	4.11	To appoint an Executive Principal or a Principal	N	A	C	R	I	Trust appointment: interview panel membership is at the discretion of the Trust and in line with the Articles of Association. Appointment to be made in liaison with LAC. CEO will be a member of the appointment panel in all cases. CEO to liaise with HRO, for support, as required and in line with the Trust Recruitment policy and Safer Recruitment policy. At least one member of panel should be safer recruitment trained.
	4.12	To appoint a Head of School, a Deputy Principal or Vice Principal.	N	A	C	R	C	Trust appointment; interview panel membership is at the discretion on the Trust. Appointment to be made in liaison with LAC. CEO will be a member of the appointment panel in all cases. CEO to liaise with HRO, for support, as required and in line with the Trust Recruitment policy. and Safer Recruitment policy. At least one member of panel should be safer recruitment trained.
	4.13	To appoint Assistant Principal (through a selection panel).	N	A	C	C	R	CEO will nominate a Trust representative for the

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								appointment panel. Pr to liaise with HRO, for support, as required and in line with the Trust Recruitment policy and Safer Recruitment policy. At least one member of panel should be safer recruitment trained.
	4.14	To appoint all other teaching or none teaching staff.	N	A	C	I	R	In line with 4.4 if applicable (new posts) and Trust Financial Regulations. A member of LAC should sit on the appointment panel in line with Trust Safer Recruitment policy. At least one member of panel should be safer recruitment trained
	4.15	Conduct of appraisals/performance management: 1) Principal* 2) Other staff**	N N	A A	C C	R I	I R	*Conducted by the CEO on behalf of the Trust Board, supported by relevant SIP or other Trust team members as appropriate. **Conducted through PM procedures in the academy led by the Principal.
	4.16	To exercise pay progression of teaching staff based on performance: 1) Principal* 2) Other teaching staff	N N	A A	C R	R I	I R	*Conducted by the CEO on behalf of the Trust Board supported by relevant SIP or other Trust team members as appropriate. CEO will make recommendations to the Remunerations Committee in line with agreed pay policy and T&Cs of employment guidance (STPCD/NJC) Decisions must be in accordance with the ESFA ATH and Trust's Financial Regulations, STPCD and NJC. Any anticipated pay increments must be included in the approved budget.
	4.17	To exercise pay discretions relating to incremental progression for support staff.	N	A	R	I	R	In accordance with the Trust's Financial Regulations. Pay increments must be included in the approved annual budget. The LAC can approve based upon performance. As per local academy Pay and/or Performance Management Policies, restrictions may be applied regarding unsatisfactory performance, as per policy.

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			Mem	TB	LAC	CEO	Pr	
	4.18	To award permanent allowances; including but not limited to, TLRs, SEN and any other school teacher pay and conditions approved allowances for newly established additional responsibilities; see clause 4.4.	N	A	C	C	R	Changes to staffing structure to be authorised in line with clause 4.4 and for review by CFO, CoO and DCEO; CEO approval required prior to any action taken. With adherence to Trust's Financial Regulations.
	4.19	To award pay awards in line with the Trust's Pay Policy as agreed by Unions.	N	A	I	R	I	Nationally led implementation. The Trust to consult with Unions in all cases and consider financial implications with adherence to Trust's Financial Regulations prior to any implementation. CoO to provide recommendations on Trust Pay Policy for consideration for TB ratification.
	4.20	Suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal 3) Other staff.	N N N	A A A	C C C	R C I	I R R	*CEO to lead. LAC to be informed; level of involvement of the LAC Chair is at the discretion of the CEO dependent upon the nature of the issue HRO advice to be sought in all cases line with Trust Suspension Guidance. CoO to be notified of outcome by Pr. An overview will be provided by the CoO whilst maintaining sufficient segregation to allow for TB participation on staffing panels, if and when required in relation to 4.20 – 4.22 respectively.
	4.21	Ending of suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal 3) Other Staff.	N N N	A A A	C C C	R C C	I R R	*CEO to lead and liaise with Chair of LAC; LAC involvement is at the discretion of the CEO. HRO advice to be sought in all cases to support with next steps in line with Trust policy. CoO to be notified of outcome via HRO or Principal.
	4.22	Dismissal of: 1) Principal* 2) Head of School, Deputy/ Vice/Assistant Principal 3) Other staff.	N N N	A A A	C C C	R C C	I R R	*CEO to lead and liaise with Chair of LAC; LAC involvement is at the discretion of the CEO. CoO/HRO to support throughout the process, and in line with Trust policy and procedures.

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			Mem	TB	LAC	CEO	Pr	
								HRO advice to be sought in all cases and in line with policy and procedures. Financial impact of any dismissal to be measured in line with 4.23 below; CFO approval required.
	4.23	Propose compromise/severance payments/compensation/special staff severance/ex gratia/early retirement in line with statutory requirements.	N	A	C	C	R	HRO advice to be sought in all cases. FAO and BM to be consulted in relation to budgetary impact. Proposal must be in accordance with current ESFA ATH and Trust's Financial Regulations; CoO and CFO must be consulted in all cases. Impact on pensions must be assessed by HRO prior to any action. F,R&A informed of the process and outcome as part of Committee meetings.
	4.24	Authorise compromise/severance payments/compensation/special staff severance/ex gratia/early retirement in line with statutory requirements.	N	A	I	R	I	CFO, CoO and CEO must review proposal for necessity and compliance prior to any action; all must approve. Any payments must be in line with ESFA ATH and Trust Financial Regulations.
	4.25	Management of employment related matters in line with applicable policies and procedures.	N	A	C	I	R	LAC and Principal to work together closely on these issues; advice must be sought from HRO. CEO to act in relation to HR matters relating to the Principal, with the support of the CoO. or designated team member.
	4.26	To ensure that the academy meets the statutory requirements of the School Teachers Pay & Conditions Document (teachers) and Conditions of Service for School Teachers in England and Wales (Burgundy Book - teachers), National Joint Council for Local Government Services National agreement on Pay and Conditions of Service (Green Book - support staff).	N	A	R	I	R	CEO delegates to CoO. All Staffing Management tasks (4.1 to 4.26) must follow Union agreed Policies and Procedures as per 4.23 4.24 and 4.25.
	4.27	To ensure that the academy complies with Employment Law, Trust's Equality and Diversity Policy and all relevant Union agreed policies and procedures.	N	A	R	R	R	CEO delegates to CoO. All Staffing Management tasks (4.1 to 4.26) must follow Union consulted Policies and Procedures (Trust JCNC) as per 4.23 and 4.24 and 4.25. Trustees informed of all changes in Employment Law

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			Mem	TB	LAC	CEO	Pr	
								practice by CoO. Trustees to review all policies and procedures.
	4.28	To consider and approve if deemed appropriate any staff holiday in term time as follows; 1) Principal* 2) All other staff	N N	A A	I R	R C	I R	*CEO to act in cases of Principal requests in line with the Trust Time Off Policy and other policies, where appropriate Principal must consult with LAC on all other staff with the support of HRO, in all cases, to ensure compliance and employment legislation/regulation is followed.
	4.29	Management and approval of monthly payroll processes and procedures, ensuring appropriate segregation of duty	N	A	I	I	R	Pr to approve monthly payroll in line with Trust processes and the Financial Regulations. BM to manage and maintain all payroll records in line with Trust practices and the Financial Regulations.
	4.30	Management and completion of job evaluation/re-evaluation of all academy roles and positions	N	A	I	C	R C	Pr to liaise with HRO to discuss the position and request an evaluation. Evaluations to be managed in line with Financial Regulations with the outcome shared by HRO with BM and FAO to support with financial impact to ensure affordability.
Curriculum/ School Improvement	5.1	To ensure that high standards are met by pupils so that Age Related Expectations (ARE) or above Age Related Expectations are achieved in line/above National Averages.	N	A	R	R	R	
	5.2	To attain at least a 'Good' Ofsted rating.	N	A	R	AR	R	
	5.3	To deliver a broad and balanced curriculum so that each learner makes good progress from their individual starting points.	N	A	R	C	R	At academy level, Pr responsible for management; LAC responsible for monitoring.
	5.4	To propose any changes to the current, agreed curriculum.	N	I	C	C	R	Changes to be reviewed and approved by the DCEO on behalf of the CEO. No changes to be made without DCEO prior approval. Where there is a financial impact, this must be fully explored with the Trust FAO to ensure affordability.

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	5.5	To approve proposed changes to the current, agreed curriculum.	N	I	I	AR	I	DCEO to approve proposal on behalf of the CEO. CFO to approve in line with affordability the Financial Regulations.
	5.6	To ensure that standards of teaching are at least good.	N	A	R	C	R	Principal responsible for delivery; LAC responsible for monitoring.
	5.7	To ensure that delivery and reporting of the curriculum is in line with statutory requirements.	N	A	R	C	R	Includes but not limited to Sex Education, RE, Safeguarding, English, Maths, Science etc Reporting to parents and carers.
	5.8	To ensure the delivery of the curriculum is accessible to all groups of pupils.	N	A	R	C	R	Principal responsible for delivery; LAC responsible for monitoring.
	5.9	To ensure that accurate pupil assessment data is used by staff to inform teaching and is recorded and reported to relevant bodies.	N	I	R	A	R	Reporting requirements to LAC, RAB, Progress Board (if applicable), Trust Board and Committees and DFE.
	5.10	To ensure effective provision for Spiritual, Moral, Social, Cultural Development (SMSC) in order to embed British Values and to attain a 'J1' judgement at SIAMS.	N	I	R	A	R	Pr responsible for management; LAC responsible for monitoring.
	5.11	To implement the Trust's Academy Improvement Strategy (AIS)	N	C	I	AR	C	Leadership and management of the AIS delegated to the DCEO.
	5.12	To adhere to the Trust's Academy Improvement Strategy (AIS) and engage with associated interventions.	N	I	R	I	AR	Principal is accountable and responsible for adhering to the strategy. LAC are responsible for monitoring.
	5.13	To attend and/or to engage with Trust led School Improvement interventions (e.g. Quality Learning Network Meetings, Trust led moderation etc).	N	N	I	I	AR	Principal to nominate attendees as applicable; attendance is required by all academies to ensure consistency across the Trust.
Performance Management Policy	6.1	To ensure that an approved Appraisal/Performance Management policy is in place and reviewed annually.	N	A	R	R	R	Review of policy to be led by Trust HRO with Trust JCNC. CoO approval required with report to F,R&A for ratification.
	6.2	To provide appropriate Professional Development for all staff in line with Academy Improvement Plan priorities and available budget.	N	I	C	I	AR	Accredited CPD providers to be used, where possible.
Target Setting	7.1	To propose targets for pupil achievement.	N	I	C	A	R	In partnership with SIP and Chair of LAC; review and scrutiny at Academy Accountability Meeting.

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	7.2	To approve targets for pupil outcomes.	N	A	C	R	R	In partnership with SIP, and Chair of LAC; DCEO approval required. Review and scrutiny at Academy Accountability Meeting.
Academy Improvement Plan	8.1	Creation and implementation of academy improvement plan.	N	I	C	A	R	In partnership with the SIP. Approved by DCEO. Pr to use Trust templates and procedures.
	8.2	Monitoring and evaluation of the academy improvement plan.	N	I	R	A	R	In partnership with the SIP. Supported and reviewed by the LAC and DCEO.
Admissions	9.1	To consult, set and amend an admissions policy.	N	A	C	C	R	Academies are the Admissions Body and as such need to follow the Government laws and guidelines, including any supplementary forms if applicable; https://www.gov.uk/government/publications/school-admissions-code--2 . Principals should consult with the Deputy CEO.
	9.2	Admissions: application decisions at a local level.	N	I	C	I	A R	If the academy has not adopted the Local Authority admissions procedure.
	9.3	If appropriate to appeal against LA directions to admit pupil(s) at a local level.	N	I	C	I	A R	Pr to inform CEO.
	9.4	To manage parental appeals against an academy admissions decision.	N	I	A	C	R	Principal to follow the Government laws and guidelines; https://www.gov.uk/government/publications/admission-appeals-for-school-places
Exclusions	10.1	To manage exclusions of pupil(s).	N	A	R	I	R	Follow academy policy, Trust procedure and statutory guidance. Pr to consult with Chair of LAC prior to exclusion. Pr to inform CEO of any exclusion.
	10.2	To manage exclusion appeals processes.	N	I	A	I	R	
	10.3	To direct reinstatement of excluded pupils* (supplementary appeals).	N	A	R	I	R	*If supplementary appeal is deemed appropriate. Pr to consult with Chair of LAC and formulate a reintegration plan. Pr to inform CEO.
Religious Education	11.1	Ensure the provision of RE in line with statutory requirements.	N	A	C	I	R	Pr to work with Trust's appointed CDA and DCEO.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
Collective Worship	12.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.	N	A	C	I	R	Pr to work with Trust's appointed CDA and DCEO.
Christian Distinctiveness	13.1	To ensure that the academy is compliant with the Christian Foundation requirement as per the Academy's Articles.	I	A	C	A	R	Pr to work with Trust's appointed CDA and DCEO.
Premises & Insurance	14.1	Ensure buildings insurance and public liability is in place.	N	A	I	R	I	Trust's appointed insurance provider must be used.
	14.2	Ensure Employers Liability is in place.	N	A	I	R	I	Trust's appointed insurance provider must be used.
	14.3	Developing Academy buildings and facilities estate long term strategy or master plan and procuring land and buildings.	N	A	C	R	C	Led by the Trust. All Trust estates plans need to be centrally approved. LDBE landowner and LA (where applicable) consent required. In line with Trust's Financial Regulations and statutory guidance.
	14.4	Maintaining buildings, including developing properly funded maintenance plan.	N	A	R	C	R	Consultation with LDBE Schools Property Manager. In line with Trust's Financial Regulations and statutory guidance. CFO to approve all such spend in line with Financial Regulations.
Health & Safety (including Fire Safety)	15.1	To provide a Health and Safety statement of intent.	N	A	I	R	I	Regular monitoring and review will be undertaken by the CO overseen by CoO, with amendments shared with the F,R&A for ratification prior to sharing with academies.
	15.2	To provide and adhere to academy specific Health and Safety Policy which is fully compliant with Health and Safety legislation and the Trust's Health and Safety Policy.	N	A	R	I	R	CO to monitor and make necessary changes where legislation or statutory changes are made, overseen by CoO.
	15.3	To ensure that Health and Safety regulations are followed, and statutory testing completed.	N	A	I	A	R	Annual monitoring visit to be undertaken by the LAC, as part of their LAC link responsibility, using the appropriate documentation provided by the CO. All required statutory testing and H&S details to be maintained on the Trust's compliance system to be monitored by the CO who will liaise with relevant academy-based staff.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	15.4	To ensure all Health and Safety incidents are reported to the Trust's Compliance Officer and to other statutory and regulatory bodies, i.e. RIDDOR, where required, in line with policy.	N	A	I	I	R	Principal to ensure that all incidents are reported appropriately and recorded on the Trust compliance system and CO notified, as per policy. Trust Compliance Officer to inform CoO in all cases for inclusion to F,R&A and Trust Board.
	15.5	To share Health and Safety reports with the Trust for scrutiny.	N	I	I	I	R	Principal to upload report to Compliance system and inform CO. Reports to be scrutinised by the CO with actions and feedback to be reported to CoO for inclusion in F,R&A papers.
	15.6	To implement all rectifying measures as directed in line with the findings of Health and Safety Audits.	N	A	I	I	R	Principal to ensure audit findings are managed and reported to the LAC either as complete or predicted timeline for resolution. CO to monitor completion of audit findings, to report to CoO for F,R&A.
	15.7	To ensure premises security and premises management processes are in place.	N	A	I	I	R	
	15.8	To provide Risk Assessments as required dependent on circumstance (e.g. an outbreak of infectious disease, pregnancy, work related adjustment, disability, health issues).	N	A	I	A	R	Risk Assessments must be regularly reviewed and updated and shared with staff and sent to CO.
	15.9	Management of 'Adventurous Trips' in line with Trust and LA categorisation.	N	A	R	C	R	Principal to manage trips in line with Government guidelines and Trust EVC Policy. Principal to liaise with CO. Principal must obtain Trust approval from the CEO prior to any 'Adventurous Trips' being arranged or booked. In all cases trips must be booked on Trust Compliance system.
	15.10	Management of trips other than 'Adventurous Trips'.	N	A	R	I	R	Principal to manage trips in line with Government guidelines and Trust EVC Policy. In all cases trips must be booked on Trust Compliance system.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
Academy Organisation Governance	16.1	To set the times of school sessions and the dates of school terms and holidays.	N	A	C	C	R	Trust Board approval must be sought for any changes.
	16.2	To ensure that the academy meets the statutory requirement teaching sessions in a school year.	N	A	R	C	R	CoO to oversee via the 1265 document supported by Pr sending of evaluation info to HRO.
	16.3	To research and propose: <ul style="list-style-type: none"> Significant Change Applications* Academies joining the Trust and Free School applications. 	N N	C C	I I	C A R	A R I	Thorough due diligence to be followed and adhered to in line with the Trust Due Diligence policy. *CEO, CFO and CoO to be informed in all cases at the outset to consider and support next steps.
	16.4	To approve Significant Change Applications, academies joining the Trust and free school applications.	N	A R	I	C	I	Analysis of due diligence data to be presented by CEO, CFO, and CoO, as required, to the Trust Board, in line with the Trust Due Diligence policy, overseen by CoO.
	16.5	To publish and maintain the regulatory requirements on the DfE, ESFA and other affiliated websites for academies.	N	A	I	I	R	E.g. publish and maintain all governance and academy details on Get Information About Schools.
	16.6	To monitor the publication and maintenance of the regulatory requirements on the DfE, ESFA and other affiliated websites.	N	A	R	I	C	In liaison with the Trust's Governance Professional.
	16.7	To approve amendments to the Scheme of Delegation.	N	A R	I	C	I	TB to approve all changes. Committees may be utilised by the TB to review specific areas.
	Information to parents/carers	17.1	To ensure provision of free school meals to those pupils meeting the criteria.	N	A	R	I	R
17.2		Adoption and review of home-school agreements.	N	A	R	I	R	
17.3		Ensure all parental policies are accessible to parents/carers.	N	I	A	I	R	Academy will provide written report to parents/carers as per DfE guidance.
17.4		To ensure regular contact with parents and carers and seek views from all stakeholders.	N	I	R	I	A R	Regular questionnaires to parents and carers; newsletters to ensure effective communication.
Before and after school provision	18.1	To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met and balanced with quality provision to ensure effective delivery.	N	I	A	C	R	All matters pertaining to staffing to be discussed with HRO. If new staffing required refer to clause 4.4.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	18.2	To cease providing before and after school provision.	N	C	A	C	R	CEO and DCEO must be consulted.
Governance	19.1	To draw up Trust operational governing documents and any amendments thereafter.	N	A	I	R	I	
	19.2	To consider requests from other schools to join the Trust.	N	R	I	A	I	
	19.3	Delegation of decision-making powers in line with the St Chad's Articles of Association to the Trust Board Chair*in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the Chair* to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform MAT Board of any Chairs Action at the subsequent meeting of the Board. * Vice Chair if Chair unavailable.
	19.4	Delegation of decision-making powers in line with delegated authority set out in this Scheme of Delegation to Chairs of Trust Board Committees and Working Groups in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the Chair to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform the committee of any Chairs Action at the subsequent meeting of the Committee.
	19.5	Delegation of decision making in line with delegated authority set out in this Scheme of Delegation to the Chair* of the Local Academy Committee in case of emergency and/or to ensure that timings of LAC meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the LAC Chair* to carry out functions of the LAC if a delay in exercising a function is likely to have detrimental impact to the academy. The Chair* to inform the LAC of any Chairs Action at the subsequent LAC meeting * Vice Chair if Chair unavailable.
	19.6	To appoint (and remove) the Chair of the LAC.	N	A	I	R	I	Trust process to be followed.
	19.7	To ensure academy websites are compliant.	N	A	R	A	R	Principal and LAC are responsible for ensuring website compliance; advice can be sought from the Trust Compliance Officer
	19.8	To appoint and dismiss the clerk to the LAC.	N	I	A	C	R	Report to the CEO and Trust Board. Where the Trust's

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								clerking provision is used, refer to with the Trust's Governance Professional.
	19.9	To hold a full LAC meeting at least three times in an academic year or a meeting of the temporary academy committee as often may require.	N	I	A R	I	R	As per the Trust's Local Academy Committee Handbook.
	19.10	To attract, advertise and elect members of the LAC	N	I	A	C	R	In liaison with the Trust's Governance Professional and following Trust processes.
	19.11	To undertake appointment and removal processes relating to members of the LAC	N	A	I	R	I	Dialogue with LAC to be led by Trust's Governance Professional. Trust Board approval required. Trust processes and LAC Handbook to be followed.
	19.12	To set up and maintain a register of LAC members relevant business and financial interests, including governance roles in other educational institutions and a skills audit on an annual basis for LACs.	N	I	A R	I	R	Clerk is responsible for maintaining, LAC members are responsible for completing in a timely manner. Principal is responsible for ensuring copies are available on academy site. Copies to be sent to Trust Governance Professional for review annually.
	19.13	To agree and approve expenses schemes (if deemed necessary); 1. Trust Board Members 2. LAC Members	A N	R A	I C	I R	I I	As per Trust Articles, Charities Commission legislation, the Nolan Principles of Public Life and Trust policy.
	19.14	To discharge duties in respect of pupil outcomes by appointing link Committee Members.	N	I	A	C	R	Link members required for Community, SEN, Pupil Premium, Safeguarding, Health and Safety. Pr to decide if any further link governors are required. Chair to inform Trust Governance Professional who link members are.
	19.15	To manage and maintain the Local Academy Committee procedures.	N	A R	I	R	I	As per the Trust's LAC Handbook.
	19.16	LAC member training provision.	N	A	R	C	R	In consultation with the Trust's Governance Professional.
	19.17	To conduct governance roles in accordance with statutory guidance, this Scheme of Delegation, the Nolan Principles, Trust policies, Trust's Financial Regulations,	R	A R	R	R	R	

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
		Trust's LAC Handbook, applicable Codes of Conduct and LAC member role description.						
	19.18	To hold the Principal and SLT to account, ensuring their responsibilities as described in the Trust employment policies Employee Handbook, Trust's LAC Handbook, Academy Improvement Strategy, Trust's Scheme of Delegation, Trust's Financial Regulations and Financial Improvement Strategy and other applicable policies and procedures have been properly met.	N	I	AR	R	I	Trust process will be followed.
	19.19	To hold the Local Academy Committee and academy SLT to account.	N	C	I	AR	I	
	19.20	To ensure data maintenance and retention of LAC records meets statutory, NGA and ICO requirements.	N	A	R	I	R	LAC Clerk to maintain up to date and accurate records and to provide copies to. Copies of minutes to be sent to Trust's Governance Professional.
	19.21	Monitor and evaluate the progress the academy is making towards achievement of its aims and objectives.	N	I	R	A	R	
	19.22	To attend and participate in Trust LAC training sessions during the academic year.	N	I	AR	I	AR	Monitored by the Trust's Governance Professional.
	19.23	To ensure that the Trust's charitable objects are carried out.	AR	C	I	I	I	Charitable objects as outlined in the Trust's Articles.
	19.24	To carry out and act in accordance with the Trust's charitable objectives and to conduct the Trust's strategic business.	I	AR	I	R	I	In line with DfE and Trust governing documents.
	19.25	To appoint a minimum of 5 Directors (Trustees).	AR	C	I	C	I	Members appoint a minimum of 5 Directors as per the Trust Articles; NGA guidance to be followed; (Trust skills audit, role description and interview) and engage with the Trust's Governance Professional.
	19.26	To direct the Directors (Trustees) in exceptional circumstances and via special resolution if the Members believe the Trust would benefit from an external review of governance or believe that the Trust is underperforming, acting unlawfully or acting in breach of its funding agreement and consider that the Directors are not taking effective action to address this.	AR	C	I	I	I	NGA guidance must be followed and Members must be supported by the Trust's Governance Professional. External support / facilitation to be sought if beneficial. If following full consultation with the Trust Board and appropriate timelines for action Members consider improvement has not been made, Members may

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								consider appointing different, or additional Directors.
	19.27	To appoint additional Directors (Trustees) should a Trigger Event as per the Articles of Association occur.	A R	C	I	I	I	As per NGA guidance and as advised by a Governance Professional.
	19.28	To appoint up to 2 co-opted Directors (Trustees) for a term or up to 4 years.	C	A R	I	I	I	With the consent of the LDBE. NGA guidance to be followed; (Trust skills audit, role description and interview) and engage with a Governance Professional.
	19.29	To hold an Annual General Meeting (AGM)	A	R	I	R	I	CEO to facilitate this in partnership with the Governance Professional. Chair of Trustees to Chair the meeting as per the Articles of Association. No more than 15 months shall elapse between one AGM and the next.
	19.30	To ensure effective communication in terms of the progress of the Trust to; 1. The Members 2. The Trust Board and Committees	I N	A I	N N	R A R	N N	As per NGA guidance and with due regard for the delineation in governance structures to ensure Members role is kept discrete.
Safeguarding	20.1	To develop a safeguarding policy statement in line with statutory requirements and best practice.	N	A	I	R	I	Policy Statement outlines the requirement for the safeguarding policy at local level.
	20.2	To implement the academy safeguarding policy and effective safeguarding arrangement, and review effectiveness in line with published guidance.	N	A	R	I	R	Relevant Children's Safeguarding Board Policy to be adopted.
	20.3	Maintain accurate and secure pupil records, ensuring secure transfer of pupil records when applicable paying due regard to GDPR, confidentiality and in line with KCSIE.	N	I	R	I	A R	Information sharing protocols must be followed.
	20.4	Ensure that names of all key safeguarding personnel are displayed clearly throughout the academy and accessible to all relevant stakeholders.	N	I	A	I	R	
	20.5	Comply with and implement relevant safeguarding legislation e.g. Keeping Children Safe in Education and any other such subsequent documents.	N	I	A	I	R	Pr is responsible for ensuring up to date guidance/legislation is adhered to.
	20.6	Ensure that safeguarding training is up to date, safeguarding matrix is maintained and	N	I	A	I	R	CO reports to CoO termly for inclusion in report to F,R&A

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
		published all relevant safeguarding policies and procedures.						on compliance. Training results are held centrally in Smart Log, allowing accurate reporting.
	20.7	To ensure the Single Central Record is maintained and up to date.	N	I	R	C	AR	Pr is accountable and responsible for the management and maintenance of the SCR. The LAC is responsible for monitoring of the SCR. LAC should check that SCR is being updated, that renewals are being carried out and that all information on the SCR is in line with Ofsted and KCSIE. Trust CO performs an annual check of the SCR to ensure compliance. Trust performs an annual safeguarding audit to ensure compliance.
	20.8	Trust Board receive regular safeguarding updates for all academies in the Trust.	N	A	N	AR	C	Safeguarding report to be reported at every Trust Board meeting. CEO delegates to DCEO.
	20.9	LAC receive termly safeguarding update and an annual safeguarding report	N	A	R	C	AR	LAC is responsible for monitoring safeguarding incidents and context through Principal's progress report and scrutinises information to ensure compliance and a robust culture of safeguarding is in place throughout the academy.
	20.10	To appoint an external auditor to undertake Safeguarding audits of all Trust academies every 2 years.	N	A	I	R	I	Trust to appoint an external auditor. Internal audit to be completed in every other year.
	20.11	To implement all rectifying measures in line with the findings of Safeguarding audits.	N	A	R	I	R	Principal and LAC to ensure that findings from LA and Trust safeguarding reviews are acted upon and identified issues rectified swiftly.
	20.12	To report to the Trust CO any Safeguarding incidents, including instances related to protected characteristics.	N	A	I	I	R	Report must have due regard for data sensitivity.
Policies	21.1	To determine, create and provide in line with statutory and regulatory guidance those policies which will be developed by the Trust.	N	A	I	R	I	In partnership with the JCNC. Mandatory for all Trust Academies.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	21.2	To implement all Trust and local academy policies and procedures.	N	A	R	I	R	
Complaints	22.1	To lead complaints procedure in relation to; 1) Principal* 2) All other staff	N N	I I	A R R	I I	I A R	*As per Trust Complaint policy (academy) the Principal can act on the complaint, as per policy. Alternatively, the Chair of LAC to investigate Pr with notification to the CEO. CEO may deem it appropriate for an alternative investigating officer to be appointed. Chair of LAC will be informed. Trust Complaints Policy (academy) must be followed in all cases and referred to for accurate action. CO to be notified of all complaints received for recording and reporting purposes. Principal to investigate all other staff. To maintain proper segregation, Trust officers will act to support complaints procedures when necessary. Pr to seek advice from Trust CO.
	22.2	To inform the Trust Compliance Officer of any in/formal complaints	N	A	R	I	A R	Trust Complaints Policy (academy) must be followed. CO holds records of all complaints are held centrally, for reporting and audit purposes, and in an accessible format. CO to maintain a register of complaints. All complaint stages to be logged and recorded in the Principal's Progress Report. CO to report to CoO for F,R&A purposes.
	22.3	To lead complaints procedure in relation to; 1) CEO* 2) Trustees/Members** 3) Centrally employed staff***						*As per Trust Complaint policy (Trust) the CEO can act on the complaint, as per policy. Alternatively, the Chair of Board to investigate CEO with notification to the Members. Chair of Board may deem it appropriate for an alternative investigating officer to be appointed.
Whistle blowing	23.1	To establish a Whistleblowing Policy for the Trust.	N	A	I	R	I	Trust CEO will review the Trust policy every two years, unless there are position changes applicable to the escalation process, or

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								significant change to legislation. Regulatory guidance to be followed (e.g. ESFA ATH)
	23.2	To implement to Trust's Whistleblowing Policy	N	A	I	R	R	Trust CO to act as primary point of contact for all whistleblowing disclosures; unless the concerns raised is against CEO, CoO to be the point of contact. In all cases, the notification flow chart within the policy to be followed in line with escalation process.
GDPR	24.1	To ensure that data retention of employee records meets statutory regulations as per the UK Data Protection Act 2018 and UK GDPR.	N	A	R	I	R	
	24.2	To ensure that data retention of pupils records meets statutory Government requirements.	N	A	R	I	R	
	24.3	Comply with all Data Protection legislation and good practice.	N	A	R	R	R	ICO registration held and updated by Trust.
	24.4	To report any data breaches;	N	A	I	I	R	Principals to ensure any breaches are reported to the Trust DPO. CEO delegates to DPO; DPO to manage all communications with ICO.
1) To the Trust's Data Protection Officer		N	A	I	R	I		
2) 2) To the CoO, if about the Trust Data Protection Officer		N	A	I	R	I		
	24.5	To act, manage and take preventative action in line with Trust Data Protection Policy and ICO recommendations (where applicable).	N	A	I	R	I	CEO delegates to DPO; DPO makes contact with the ICO and completes Data Protection Self Assessment. All instances and mitigating actions to be reported to the Trust Board by the CoO.
	24.6	Sharing of data within the Trust for statistical and analytical purposes.	N	A	I	R	R	Sharing of data within the Trust is permitted under ICO guidelines as long as it is in line with the ICO's Managing Data Protection Risk Code of Practice. The sharing of assessment data between academies must always be anonymised.
Business Continuity and Disaster Recovery	25.1	To provide directives and guidance in the case of an unprecedented event or unplanned incident/circumstance which threaten/s the delivery of the Trust's core purpose and services.	N	A	I	I	R	All advice, guidance and/or directives would be distributed by the CEO or the Directors on behalf of the Trust Board.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	25.2	To put in to action the directives and guidance provided by the Trust in the case of an unprecedented event or unplanned incident/circumstance which threaten/s the delivery of the Trust's core purpose and services.	N	A	R	A	R	Principal's and LACs are responsible for carrying out and implementing Trust advice/guidance/directives.
	25.3	To have effective Business Continuity and Disaster Recovery Plans in place to mitigate potential threats to the core business functions of the Trust's academies, ensuring that they are not negatively impacted in the event of a disaster, unprecedented event or of an unplanned incident.	N	A	R	A	R	Any directives/ advice/ guidance by the Trust may supersede individual academy plans whereby the threat/incident is Trust wide.
	26.1	To manage investigations in line with Trust policy, procedure and process. 1) Investigation in relation to the Principal* 2) Investigation in relation to all other staff/academy operations	N N	A A	C R	R A R	I A R	*CEO to appoint an Investigating Officer (IO) in matters pertaining to the Principal, where applicable, with due consideration of policy and CoO discussion. The Trust reserves the right for the CEO to appoint an IO in the case of SLT members dependent upon circumstance. LAC involvement as per policy. Principal to investigate all other staff or issues relating to academy operations etc. To maintain proper segregation, Trust officers will act to support investigative procedures when necessary. CEO, Pr and appointed IO to seek advice from relevant Trust officers in all cases. Any IO being appointed should be the at least the same grade or above to enable appropriate sharing of information.
	26.2	To act upon the findings of investigations in line with Trust policy, procedure and process. 1) Action in relation to the Principal* 2) Action in relation to all other staff and/or academy operations	N N	A A	C R	A R C	I R	*CEO to act in relation to matters pertaining to the Principal and potentially SLT dependent upon the circumstance as per clause 26.1. where applicable, with due consideration of policy and CoO discussion. Principal to act in matters pertaining to all other staff or issues relating to academy operations etc. CEO, Pr and appointed IO to seek advice from relevant Trust officers in all cases.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	26.3	To undertake a Root Cause Analysis (RCA) following an event/incident in an academy.	N	A	C	A R	I	Event/incident considered for RAC action is at the Trust's discretion. RCA to be undertaken as directed by the Trust as per Trust procedure and practice. Trust may ask for LAC member support for larger cases.
	26.4	To undertake any follow up recommendations/actions following an Root Cause Analysis (RCA).	N	I	R	A	R	CEO/Principal (dependent upon the circumstance) to ensure follow up actions as directed by the Trust are implemented. LAC and/or relevant member of the Trust Executive Team (or nominated officer) monitor findings and associated actions.
	27.1	To have an effective Academy Emergency Management Plan and associated procedures to cover instances such as (but not limited to) the outbreak of an infectious disease, death on site, serious incident/accident during a trip resulting in serious life changing circumstances or death.	N	A	R	C	R	CO to ensure effective recording has been completed, in line with Trust policy, statutory legislation and regulation, as required. Overseen by CoO.
	27.2	To approve all Academy Emergency Management Plans and associated procedures.	N	I	I	A R	I	CEO to provide final sign off following review and consultation with the Exec Team. Any amendments to the policy/procedure will also need CEO approval.
	27.3	To communicate any such emergency instances to the Trust.	N	I	R	I	R	LAC Chair or VP/AP to act should the Principal be incapacitated. All communications to go direct to the CEO.
Branding	28.1	To propose any change to school branding	N	I	C	C	R	Includes changes to uniform or logo.
	28.2	To approve any change to school branding	N	C	I	R	I	CEO to approve following review by the Exec Team.
	28.3	To produce branding guidelines for the Trust	N	I	I	R	I	CEO to delegate to appropriate Trust central team member. .
	28.4	To adhere to Trust branding guidelines	N	I	R	C	R	Principals to ensure that branding guidelines are adhered to; monitored by Trust and LAC.
Vision and Values	29.1	To produce, implement Trust wide and review the Trust's Vision and Values.	C	C	I	A R	C	Ensuring that this remains in line with the Trust's

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								charitable object. Liaison with CDA via the CEO with discussion with DCEO, CFO and CoO.
	29.2	To implement the Trust's Vision and Values in a local setting.	I	I	R	I	AR	

Ratified by the Chair of the Trust Board August 2024

Any breach of the Trust's Scheme of Delegation will be thoroughly investigated and may be subject to disciplinary action in line with the Trust's Disciplinary Policy.