

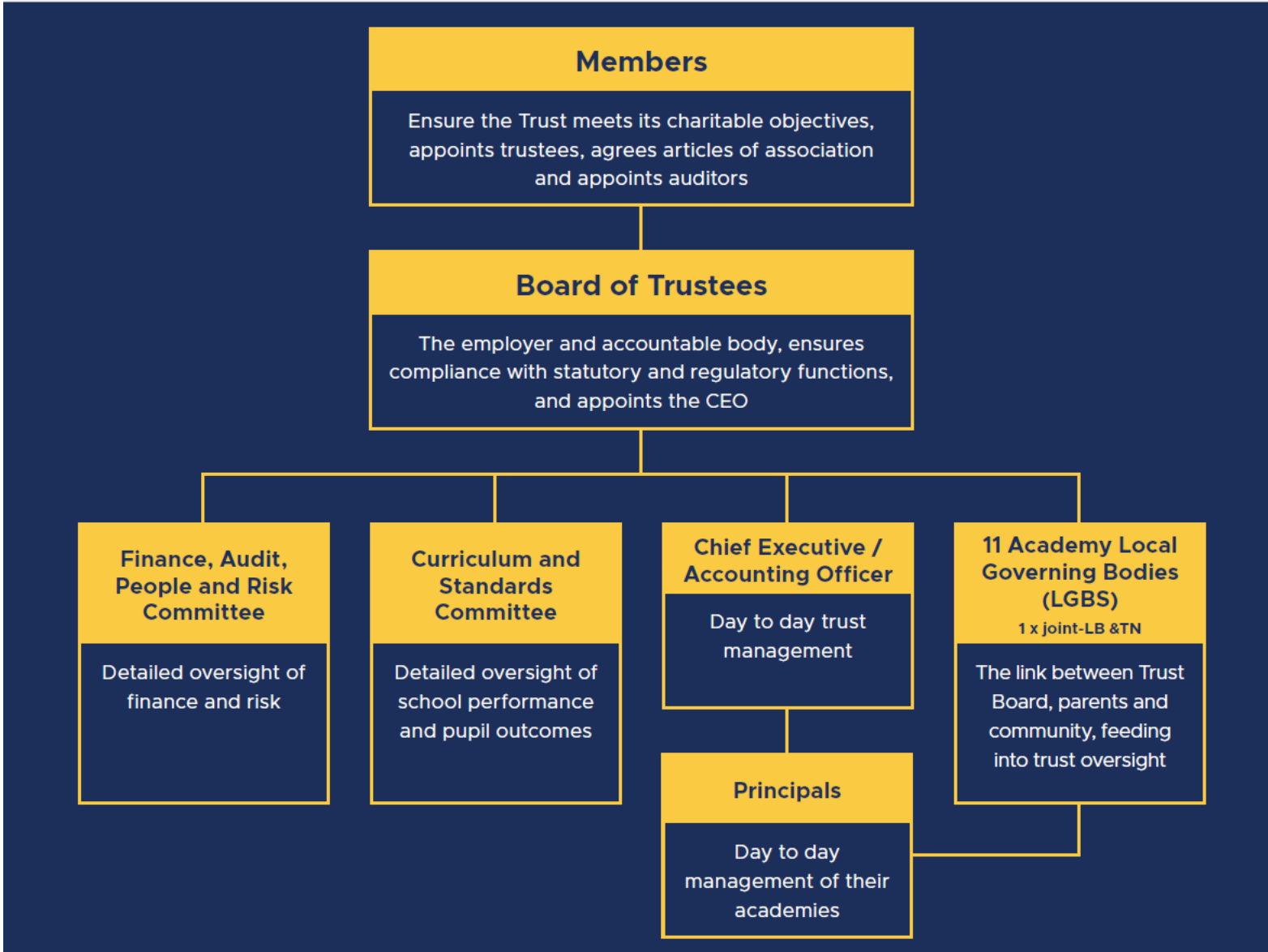
SCHEME OF DELEGATION 2025/26

Aston Community Education Trust's Scheme of Delegation is reviewed and approved annually by the Trust Board to ensure that the roles and responsibilities set out within it remain aligned with the Trust's Articles of Association, current organisational practice, and applicable statutory and regulatory requirements, including the Companies Act 2006 and the Academy Trust Handbook.

Date of last review: January 2026
Version Number: 7

Version Control	
V1	Approved at Trustees July 2024
V3	Amendments made to ensure updates to ATH 2024 were reflected including references to reserves
V4	Amendments made to include 'for information' into the key ensuring Local Governors are clear where policies are the responsibility of Trustees and for their information and guidance.
V5	Amendments to reflect changes in trustees & following initial draft of internal scheme of delegation
V6	Multiple amendments ad updates following ATH and ATGG 2025-2026 and alterations to internal policy delegations as approved by Trustees
V7	Updated to reflect new branding and changed to trustee recruitment

ACET GOVERNANCE STRUCTURE



Curriculum & Standards Committee

Chair: Sarah Sprack
John Barton
Catharine Kinsella
Jane Ford
Craig Dillon
Jude Hunton

Finance, People Audit & Risk Committee

Chair: Andy Brickles
Craig McGowan
John Barton
Jill Pyper
Lawrence Bate

Typical agenda items:

- Attendance Report
- Behaviour Report
- Standards- Progress and Attainment Report
- Curriculum Evaluation Report

(Progress data, curriculum developments, quality of leadership, quality of teaching (ECT & trainees), impact of pupil premium funding, SEND provision, extra-curricular offer, wrap around provision, impact of sports premium funding.

- Academy Profiles

Invited: Executive Curriculum Team

Typical agenda items:

- **Finance:** Budget Reports Management Accounts & internal/ external audit reports, Voluntary Fund, Endowment Fund
- **People:** staffing structure reviews and appraisal, executive pay and wellbeing
- Risk Register
- Safeguarding
- Estates including SCA
- Significant changes
- Complaints
- GDPR
- IT & Cybersecurity

Invited: CEO, CFO, CPO

R Responsible	Responsible for carrying out the process or task and/ or makes the recommendation
C Consulted	Consulted prior to a decision being made or given a consultation opportunity for feedback within a review cycle
I Informed	Information shared for awareness and understanding
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

References to the CEO includes members of the Executive Team to whom the CEO will delegate, for example the Chief Financial Officer for finance related matters and the Deputy CEO /Executive Principals for educational matters.

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
1. Board business								
1.1	Appoint/remove members	*A/R						
1.2	Appoint/remove trustees	*A/R						
1.3	Elect Chair of Trustees		*A/R					
1.4	Appoint and remove Board committee chairs		*A/R	R	R			
1.5	Appoint and remove Board committee vice chairs			A/R	A/R			
1.6	Appoint and remove academy committee chairs		*A			R	C	
1.7	Appoint and remove academy committee vice chairs					C	A	R
1.8	Appoint trust appointed academy committee members		*A			R	R	C
1.9	Remove trust appointed academy committee members		A			R	C	C

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
1.10	Appointing local parent governors						A	R
1.11	Establish and review trust governance structure		*A			R		
1.12	Appoint trust governance professional		*A			R		
1.13	Agree academy committee clerking arrangements		*A			R	C	C
1.14	Agree named safeguarding trustee		*A/R			C		
1.15	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).		C			A/R	C	C
1.16	Delivering support for looked after children		A				C	R
1.17	Approving Academy safeguarding policy.		C				A	R
1.18	Approving Trust safeguarding policies (Designated Teacher, Elective Home Education, Intimate Care, Visitors to Academies, Safer Recruitment)		I			A/R	I	I
1.18.2	Approving Trust safeguarding policies (Supporting Pupils with Medical Needs)			A		R	I	C
1.18.3	Ensure section 7.10.3 of the ATGG in regard to Supporting Pupils in School with Medical Needs is adhered to		A			R	I	C
1.19	Agree named SEND trustee lead		*A			R		
1.20	Agree named careers trustee lead		*A			R		
1.21	Articles of association: review and ensure adherence		*A			R		
1.22	Articles of association: ratify	*A/R						
1.23	Agree committee terms of reference		*A/R	C	C	C	C	C
1.24	Complete annual review of scheme of delegation		*A			R		
1.25	Complete annual trust board self-review, ensure relevant finance skill set available		*A/R					

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
1.26	Setting expectations for trustee and governor conduct		A			R		C
1.27	Fostering equality, diversity and inclusion including building a diverse board	A	R			C	C	C
1.27.2	Monitoring annual progress against the Public Sector Equality Duty and Equality Objectives		A			R	I	C
1.28	Complete review of local governance	C	A			R	C	C
1.29	Publish governance arrangements on trust and schools' websites					*A/R		R
1.30	Ensure trust websites are compliant and effective					*A/R		
1.31	Ensure academy websites are compliant and effective							*A/R
1.32	Submit annual report on the performance of the trust to members and publish		A			R		
1.33	Commission external review of Board effectiveness every three years	A	R			C		
1.34	Annually report work of academy committees: submit to trust and publish		A			R	C	C
1.35	Approving governance policies (Data Protection & Privacy Notice, Governor Allowances)		A			R	I	C
1.35.2	Approving governance policies (Cyber security, Risk Management)			A		R	I	C
1.36	Ensure the Trust is working towards the six core DfEs Digital and Technology Standards			A		R		
2. Vision and strategy								
2.1	Determine trust's vision, strategy, culture and key priorities		A/R			R	C	C
2.2	Apply trust vision, strategy and culture to individual academies					C	C	A/R

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
2.3	Determine trust-wide policies which reflect the trust's ethos and values		*A			R		C
2.4	Determine academy level policies						*A	R
2.5	Establish the Trust risk register and conduct regular review		*A	R	R	R		C
2.6	Ensure adequate insurance cover is in place		A			R		
2.7	Ensure engagement with stakeholders		A			R	R	R
3. Finance and Estates								
3.0	Maintain robust financial oversight of the trust and ensure regularity and propriety in use of trusts funds	A				R		
3.1	Appoint and remove external auditors	*A/R	C					
3.2	Appoint and performance manage the chief financial officer					*A/R		
3.3	Produce trust's scheme of financial delegation		*A			R		
3.4	Review the external auditors annual planning document and approve the planned audit approach			A/R		C		
3.5	Receiving external auditor's report	*A/R						
3.6	Action recommendations made by external auditors			*A		R		R
3.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A			R		
3.8	Submit ESFA required reports and returns			*A		R		
3.9	Delivering monthly management accounts and forecasts including managing cash position and budget			*A		R		
3.10	Agree budget plan to support delivery of trust strategic priorities		A	C		R		C
3.11	Agree budget plan to support delivery of academy strategic priorities		*A			R	C	C

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
3.12	Establishing controls framework, including internal audit			A		R		
3.13	Carry out benchmarking and trust-wide value for money evaluation			A		R		
3.14	Agree reporting and monitoring arrangements for trust and academy budgets			*A		R	C	C
3.15	Approve trust-wide estate vision, strategy and asset management plan, ensuring the Trust is aware of and compliant with the DfE Estate Management Standards			*A		R		
3.16	Monitor academy estate to ensure it is safe and well maintained			*A		R	C	R
3.17	Setting Health & Safety Policies and estates management strategy			A		R	I	C
3.18	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)			A		R	I	C
3.19	Monitoring Pupil Premium spend and Sports Premium		I			C	A	R
3.20	Managing conflicts of interest and related party transactions		R			A/R	R	R
3.21	Reporting on reserves management, including having a clear plan for reserves management			A		R		
4. People								
4.1	Appoint and dismiss CEO/accounting Officer		*A					
4.2	Performance manage CEO		*A/R					
4.3	Agree CEO & Executive team pay and reward		*A/R					
4.4	Conduct executive team performance management					A/R		
4.5	Conduct principal performance management					A/R	C	
4.6	Agree principal pay and reward					A/R	C	

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
4.7	Review and agree staff appraisal procedure and pay progression			A		R		C
4.8	Determine executive team staffing structure		*A			R		
4.9	Determine academy staffing structure					A	C	R
4.10	Principal appointments and dismissal					A/R	C	
4.11	Setting the approach to all staff appointment and dismissal, with regard to statutory requirements					A/R		C
4.12	Agree a Trust wide Executive pay policy (in line with ATH 2025 updates)			*A		R	I	C
4.13	Approve HR Policies (Disciplinary, Grievance and Staff Conduct)			*A		R	I	C
4.13.2	Approve HR Policies (Appraisal, ECT, EDI, Flexible Working, Support Staff Pay)					A		
4.14	Approval of Whistleblowing policy			A		R	I	C
4.15	Ensure disclosure and barring service (DBS) checks are carried out and the SCR is compliant at trust level					*A/R		
4.16	Ensure disclosure and barring service (DBS) checks are carried out and the SCR is compliant at academy level							*A/R
4.17	Ensuring induction, training and ongoing training in line with statutory requirements at trust level					A/R		
4.18	Ensuring induction, training and ongoing training in line with statutory requirements at academy level							A/R
4.19	Implement disciplinary and capability procedures – CEO		A/R					
4.20	Implement disciplinary and capability – Central & Executive Team					A/R		

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
4.2.1	Implement disciplinary and capability procedures – academies							A/R
4.2.2	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A			R		C
4.2.3	Overseeing staff wellbeing, workload and working conditions at trust level		A			R	C	C
4.2.4	Overseeing staff wellbeing, workload and working conditions at academy level		A				C	R
4.2.5	Overseeing pupil health and wellbeing including ensuring School Food Standards are being met		A			R	R/C	R
5. Education								
5.1	Approve Trust Curriculum policies (Attendance & Punctuality, Early Years, Exams)				A	R	C	R
5.1.2	Approve Trust Curriculum policies (Anti – Bullying, Assessment, EAL, Homework, RSHE, Provider Access)					A/R	I	
5.2	Approve Trust curriculum policy (SEND & Suspensions & Exclusions)		A			R	I	
5.2.2	Approve Academy curriculum policy (Accessibility Plan, SEND Information Report)						A	R
5.3	Approving the uniform policy and ensuring it has regard for the DfE’s statutory guidance		A			R	I	C
5.4	Setting the school day and year					A	C	R
5.5	Ensure high standards of teaching and learning				A	R	C	R
5.6	Delivery of curriculum					C	C	A/R
5.7	Ensure delivery of early years foundation stage is in line with statutory requirements					C	C	A/R
5.8	Ensuring compliance with SEND Code of Practice					C	C	A/R

		Members	Trust board	Finance, People Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
5.9	Plan and deliver careers guidance with regards to statutory guidance				A	R	C	R
5.10	Set targets for trust outcomes				A	R		
5.11	Plan and deliver individual academy improvement interventions and strategies					C	C	A/R
5.12	Agree Primary Academy Behaviour Policy					C	A	R
5.13	Agree Senior Academy Behaviour Policy				A	R	I	C
5.14	Implement Behaviour policy							A/R
5.15	Review permanent and fixed term exclusions					R	*A	R
5.16	Agree admissions Arrangements		*A			R	I	C
5.17	Admissions appeal process		*A			R	C	C
5.18	Determine Complaints policy		*A/R			R	I	C
5.19	Implement Complaints procedures		*A/R			R	R	R
5.20	Keeping admissions and attendance registers							A/R
5.21	Production and analysis of data				A	R	C	R
6. Community								
6.1	Developing stakeholder partnerships across the trust		A			R	C	R
6.2	Developing stakeholder partnerships at academy level					C	A	R
6.3	Stakeholder communications in response to complaints and local and national media attention		A			R	C	C
6.4	Press and media responses trust level		C			A/R		
6.5	Press and media responses academy level		C			A	C	R

MEMBERS	
ACCOUNTABLE AND RESPONSIBLE	
Board Business	Appoint/remove members
	Appoint/remove trustees
	Articles of Association: ratify
Finance & Estates	Appoint and remove external auditors
	Receive external audit report
ACCOUNTABLE	
Finance & Estates	Maintain robust financial oversight of the trust and ensure regularity and propriety in use of trust funds.
Board Business	Fostering equality, diversity and inclusion including building a diverse board
	Commission external review of board effectiveness every three years
CONSULTED	
Board Business	Complete review of local governance

TRUST BOARD	
ACCOUNTABLE AND RESPONSIBLE	
Board Business	Elect chair of Trustees
	Appoint/remove board committee chairs
	Agree named safeguarding trustee
	Agree committee terms of reference
	Complete annual trust board self-review ensuring financial skill set available
Vision & Strategy	Determine trust's vision, strategy, culture and key priorities
People	Performance manage CEO
	Agree CEO & Executive Team pay and reward
	Implement disciplinary and capability procedures - CEO
Education	Determine complaints policy
	Implement complaints procedures
ACCOUNTABLE	
Board Business	Appoint/remove academy committee chairs
	Establish & review trust governance structure
	Agree academy committee clerking arrangements
	Appoint Trust Appointed academy committee members
	Remove Trust Appointed academy committee members
	Appoint trust governance Professional
	Delivering support for Looked After Children
	Ensure section 7.10.3 of the ATGG in regard to Supporting Pupils in School with Medical Needs is adhered to
	Agree named SEND trust lead
	Agree named careers trustee lead
	Articles of Association: review and assure adherence
	Complete annual review of scheme of delegation
	Setting expectations for trustee and governor conduct
	Monitoring annual progress against the Public Sector Equality Duty and Equality Objectives
	Complete review of local governance
	Submit annual report on the performance of the trust to members and publish
	Annually report work of academy committee: submit to trust and publish
Approving governance policies (Data Protection & Privacy Notice, Governor Allowances)	
Vision and Strategy	Determine trust wide policies which reflect the trust's ethos and values
	Establish the Trust risk register and conduct regular review
	Ensure adequate insurance cover is in place
	Ensure engagement with stakeholders
Finance & Estates	Produce trust's scheme of financial delegation
	Produce annual report and accounts in line with the Charities Commission's Statement of Recommended Practice
	Agree budget plan to support delivery of trust strategic priorities

	Agree budget plan to support delivery of academy strategic priorities
	Managing conflicts of interest and related party transactions
People	Appoint and dismiss CEO/accounting officer
	Determine executive team staffing structure
	Overseeing staff wellbeing, workload and working conditions at trust level
	Overseeing staff wellbeing, workload and working conditions at academy level
	Overseeing pupil health and wellbeing including ensuring School Food Standards are being met
	Approval of exit payments/early retirement/pension discretion (above a certain threshold)
	Approve Trust Curriculum Policy (SEND & Suspensions & Exclusions)
Education	Agree admissions Arrangements
	Approving the uniform policy and ensuring it has regard for the DfEs statutory guidance
	Admissions appeal process
	Developing stakeholder partnerships across the trust
Community	Stakeholder communication in response to complaints and local and national media attention
RESPONSIBLE	
Board Business	Fostering equality, diversity and inclusion including building a diverse board
	Commission external review of board effectiveness every three years
CONSULTED	
Board Business	Approve academy Safeguarding Policy
	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).
Finance & Estates	Appoint and remove external auditors
Community	Press and media responses trust level
	Press and media responses academy level
Informed	
Finance & Estates	Monitoring Pupil Premium spend and Sports Premium

FINANCE, AUDIT & RISK COMMITTEE	
ACCOUNTABLE AND RESPONSIBLE	
Board Business	Appoint and remove board committee vice chair
Finance & Estates	Review the external auditors annual planning document and approve the planned audit approach
ACCOUNTABLE	
Board Business	Approving Trust safeguarding policies (Supporting pupils with Medical Needs)
	Approving governance policies (Cybersecurity, Risk Management)
	Ensure the Trust is working towards the six core DfEs Digital and Technology Standards
Finance & Estates	Action recommendations made by external auditors
	Submit ESFA reports and returns
	Delivering monthly management accounts and forecasts including managing cash position and budget
	Establishing controls framework, including internal audit
	Carry out benchmarking and trust-wide value for money evaluation
	Agree reporting and monitoring arrangements for trust and academy budgets
	Approve trust-wide estate vision, strategy and asset management plan ensuring the Trust is aware of and compliant with the DfE Estate Management Standards
	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)
	Monitor academy estate to ensure it is safe and well maintained
	Setting Health & Safety Policies and estates management strategy
	Reporting on reserves management, including having a clear plan for reserves management

People	Review and agree staff appraisal procedure and pay progression
	Agree a Trust wide Executive pay policy (in line with ATH 2025 updates)
	Approve HR Policies (Disciplinary, Grievance and Staff Conduct)
	Approval of Whistleblowing policy
RESPONSIBLE	
Board Business	Appoint and remove Board committee chairs
Vision & Strategy	Establish risk register and conduct regular review
CONSULTED	
Board Business	Agree committee terms of reference
Finance & Estates	Agree budget plan to support delivery of trust strategic priorities

CURRICULUM & STANDARDS COMMITTEE	
ACCOUNTABLE AND RESPONSIBLE	
Board Business	Appoint and remove board committee vice chair
ACCOUNTABLE	
Education	Approve trust curriculum policy (Attendance & Punctuality, Early Years, Exams)
	Ensure high standards of teaching and learning.
	Plan and deliver careers guidance with regards to statutory guidance
	Agree Senior Academy Behaviour Policy
	Set targets for trust outcomes
	Production and analysis of data
RESPONSIBLE	
Board Business	Appoint and remove board committee chairs
Vision & Strategy	Establish risk register and conduct regular review
CONSULTED	
Board Business	Agree committee terms of reference

CEO	
ACCOUNTABLE AND RESPONSIBLE	
Board Business	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).
	Approving Trust Safeguarding Policies (Designated Teacher, Elective Home Education, Intimate Care, Visitors to Academies, Safer Recruitment)
	Publish governance arrangements on trust and school websites
	Ensure trust website is compliant and effective
Finance & Estates	Appoint and performance manage chief financial officer
	Managing conflicts of interest and related party transactions
People	Conduct executive team performance management
	Conduct principal performance management
	Agree principal pay and reward
	Principal appointments and dismissal
	Setting the approach to all staff appointment and dismissal, with regard to statutory requirements
	Ensure Disclosure and Barring (DBS) checks are carried out and the CSR is compliant at trust level
Education	Ensuring induction, training and ongoing training in line with statutory requirements at trust level
	Implement disciplinary and capability - central team and principals
	Approve Trust Curriculum Policies (Anti-Bullying, Assessment, EAL, Homework, RSHE, Provider Access)

Community	Press and media responses trust level
ACCOUNTABLE	
People	Determine academy staffing structures Approve HR Policies (Appraisal, EDI, Flexible Working, Support Staff Pay)
Education	Setting the school day and year
Community	Press and media responses academy level
RESPONSIBLE	
Board Business	Appoint/remove academy committee chairs
	Appoint academy committee members
	Remove trust appointed academy committee members
	Establish and review trust governance structure
	Appoint trust governance professional
	Agree academy committee clerking arrangements
	Approving Trust safeguarding policies (Supporting Pupils with Medical Needs)
	Ensure section 7.10.3 of the ATGG in regard to Supporting Pupils in School with Medical Needs is adhered to.
	Agree named SEND trustee lead
	Agree named careers trustee lead
	Articles of association: review and ensure adherence
	Complete annual review of scheme of delegation
	Setting expectations for trustee and governor conduct
	Monitoring annual progress against the Public Sector Equality Duty and Equality Objectives
	Complete review of local governance
	Annually report work of academy committee: submit to trust and publish
	Submit annual report on the performance of the trust to members and publish
	Approving governance policies (Cybersecurity, Risk Management)
Ensure the trust is working towards the six core DfE Digital and Technology Standards.	
Vision & Strategy	Determine trust's vision, strategy, culture and key priorities
	Determine trust-wide policies which reflect the trust's ethos and values
	Ensure adequate insurance cover is in place
	Establish the Trust risk register and conduct regular review
	Ensure engagement with stakeholders
Finance & Estates	Approve trust-wide estate vision, strategy and asset management plan, ensuring the Trust is aware of and compliant with the DfE Estate Management Standards.
	Maintain robust financial oversight of the trust and ensure regularity and propriety in use of trusts funds
	Produce trust's scheme of financial delegation
	Action recommendations made by external auditors
	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice
	Submit EFSA required reports and returns
	Delivering monthly management accounts and forecasts including managing cash position and budget
	Agree budget plan to support delivery of trust strategic priorities
	Agree budget plan to support delivery of academy strategic priorities
	Establishing controls framework, including internal audit
	Carry out benchmarking and trust-wide value for money evaluation
	Agree reporting and monitoring arrangements for trust and academy budgets
	Monitor academy estate to ensure it is safe and well maintained
	Setting Health & Safety Policies and estates management strategy
	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)
Reporting on reserves management, including having a clear plan for reserves management	
Review and agree staff appraisal procedure and staff progression	

People	Approval of exit payments/early retirement/pension discretion (above a certain threshold)
	Determine executive team staffing structure
	Agree a Trust wide Executive Pay Policy (in line with ATH 2025 updates)
	Approve HR policies (appraisal, ECT, EDI, Flexible Working, Support Staff Pay)
	Approval of whistleblowing policy
	Overseeing staff wellbeing, workload and working conditions at trust level
	Overseeing pupil health and wellbeing including ensuring School Food Standards are being met
Education	Approve trust curriculum policies (Attendance & Punctuality, Early Years, Exams)
	Approve trust curriculum policies (SEND, Suspensions & Exclusions)
	Approve the uniform policy and ensuring it has regard for the DfE Statutory guidance
	Ensure high standards of teaching and learning
	Plan and deliver careers guidance in line with statutory guidance
	Set targets for trust outcomes
	Agree Senior Academy Behaviour Policy
	Review permanent and fixed term exclusions
	Agree admissions Arrangements
	Admissions appeals process
	Determine complaints policy
	Implement complaints procedures
Community	Production and analysis of data
	Developing stakeholder partnerships across the trust
Community	Stakeholder communications in response to complaints and local and national media attention
	CONSULTED
Board Business	Appoint and remove academy committee vice chairs
	Agree named safeguarding trustee
	Agree committee terms of reference
	Fostering equality, diversity and inclusion including building a diverse board
Vision & Strategy	Commission external review of board effectiveness every three years
	Apply trust vision, strategy and culture to individual academies
Finance & Estates	Review the external auditors annual planning document and approve the planned audit approach
	Monitoring pupil premium and sport premium
Education	Delivery of the curriculum
	Ensure delivery of early years foundation stage is in line with statutory requirements
	Ensuring compliance with SEND Code of Practice
	Plan and deliver individual academy improvement interventions and strategies
Community	Agree Primary Academy behaviour Policy
	Developing stakeholder partnerships at academy level

LOCAL GOVERNING BODY

ACCOUNTABLE

Board Business	Appoint and remove academy committee vice chairs
	Appoint local parent governors
	Approving academy safeguarding policy
Vision & Strategy	Determine academy level policies
Finance & Estates	Monitoring pupil premium and sport premium
Education	Approve academy curriculum policy (Accessibility Plan & SEND Information Report)
	Agree Primary Academy behaviour policy

	Review permanent and fixed term exclusions
Community	Developing stakeholder partnerships at academy level
RESPONSIBLE/ RECOMEND	
Board Business	Appoint trust appointed academy committee members
Vision & Strategy	Ensure engagement with stakeholders
Finance & Estates	Managing conflicts of interest and related party transactions
Education	Implement complaints procedures
CONSULTED	
Board Business	Agree academy committee clerking arrangements
	Appoint and remove academy committee chair
	Remove trust appointed academy committee members
	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).
	Delivering support for look after children
	Agree committee terms of reference
	Fostering equality, diversity and inclusion including building a diverse board
	Complete review of local governance
Vision & Strategy	Annually report work of academy committee's: submit to trust and publish
	Determine trust's vision, strategy, culture and key priorities
Finance & Estates	Apply trust vision and strategy and culture to individual academies
	Agree budget plan to support delivery of academy strategic priorities
	Agree reporting and monitoring arrangements for trust and academy budgets
People	Monitor academy estate to ensure it is safe and well managed
	Conduct principal performance management
	Agree principal pay and reward
	Determine academy staffing structure
	Principal appointments and dismissal
	Overseeing staff wellbeing, workload and working conditions at academy level
	Overseeing staff wellbeing, workload and working conditions at trust level
Education	Overseeing pupil health and wellbeing including ensuring School Food Standards are being met.
	Approve trust curriculum policies (Attendance & Punctuality, Early Years, Exams)
	Setting the school day and year
	Ensure high standards of teaching and learning
	Delivery of the curriculum
	Ensure delivery of early years foundation stage is in line with statutory requirements
	Ensuring compliance with SEND code of practice
	Plan and deliver careers guidance with regards to statutory guidance
	Admissions appeals process
Plan and deliver individual academy improvement interventions and strategies	
Community	Production and analysis of data
	Developing stakeholder partnerships across the trust
	Stakeholder communications in response to complaints and local and national media attention
	Press and media responses at academy level
INFORMED	
Board Business	Approving Trust safeguarding policies (Designated Teacher, Elective Home Education, Intimate Care, Visitors to Academies, Safer Recruitment, Supporting Pupils with Medical Needs)
	Ensure section 7.10.3 of the ATGG in regard to Supporting Pupils in School with Medical Needs is adhered to

	Monitoring annual progress against the Public Sector Equality Duty and Equality Objectives
	Approving governance policies (Data Protection, Privacy Notice, Governor Allowances, Cybersecurity, Risk Management)
Finance & Estates	Setting Health & Safety Policies and estates management strategy
	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)
People	Agree a Trust Wide Executive Pay Policy (in line with ATH 2025 updates)
	Approve HR Policies (Disciplinary, Grievance, Staff conduct)
	Approval of whistleblowing policies
Education	Approve trust curriculum policies (Anti- Bullying, Assessment, EAL, Homework, RSHE, Provider Access, SEND, Suspensions & Exclusions)
	Approving the uniform policy and ensuring it has regard for the DfE statutory guidance.
	Agree Senior Academy behaviour Policy
	Agree admissions Arrangements
	Determine complaints policy

PRINCIPALS	
ACCOUNTABLE & RESPONSIBLE	
Board Business	Ensure academy websites are compliant and effective
Vision and Strategy	Apply trust vision, strategy and culture to individual academies
People	Ensure disclosure and barring service (DBS) checks are carried out and the CSR is compliant at academy level
	Ensure induction, training and ongoing training in line with statutory requirements at academy level
	Implement disciplinary and capability procedures at academy level
Education	Delivery of the curriculum
	Ensure delivery of early years foundation stage is in line with statutory requirements
	Ensuring compliance with SEND code of practice
	Plan and deliver careers guidance with regard to statutory guidance
	Implement behaviour policy
	Keeping admissions and attendance registers
RESPONSIBLE/ RECCOMEND	
Board Business	Appoint and remove academy committee vice chairs
	Appointing local parent governors
	Delivering Support for Looked After Children
	Approving academy safeguarding policy
	Publish governance arrangements on trust and school websites
Vision and Strategy	Determine academy level policies
	Ensure engagement with stakeholders
Finance & Estates	Action recommendations made by external auditors
	Monitoring the academy estate to ensure it is safe and well maintained
	Monitoring Pupil Premium spend and sport premium
	Managing conflicts of interest and related party transactions
People	Determine academy staffing structure
	Overseeing staff wellbeing, workload and working conditions at academy level
	Overseeing pupil health and wellbeing including ensuring School Food Standards are being met
Education	Approve trust curriculum policy (Attendance & Punctuality, Early Years, Exams)
	Approve academy curriculum policy (Accessibility Plan, SEND Information Report)
	Setting the school day and year
	Ensure high standards of learning and teaching

	Plan and deliver careers guidance in regards to statutory guidance
	Agree primary academy behaviour policy
	Review permanent and fixed term exclusions
	Implement complaints procedure
	Production and analysis of data
Community	Developing stakeholder partnerships across the trust
	Developing stakeholder partnerships at academy level
	Press and media responses at academy level
CONSULTED	
Board Business	Appoint trust appointed academy committee members
	Remove trust appointed academy committee members
	Agree academy committee clerking arrangements
	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).
	Approving Trust Safeguarding Policies (Supporting Pupils with Medical Needs)
	Ensure Section 7.10.3 of the ATGG in regard to Supporting Pupil in School with Medical Needs is adhered to
	Agree committee terms of reference
	Setting expectations for trustee and governor conduct
	Monitoring annual progress against the public sector equality duty and equality objectives
	Fostering equality, diversity and inclusion including building a diverse board
	Complete review of local governance
	Annually report work of academy committee: submit to trust and publish
	Approving governance policies (Data Protection, Privacy Notice, Governor Allowances, Cybersecurity, Risk Management)
Vision and Strategy	Determine trust's vision, strategy, culture and key priorities
	Determine trust-wide policies which reflect the trust's ethos and values
	Establish risk register and conduct regular review
Finance & Estates	Agree budget plan to support delivery of trust strategic priorities
	Agree budget plan to support delivery of academy strategic priorities
	Agree reporting and monitoring arrangements for trust and academy budgets
	Setting Health & Safety Policies and estates management strategy
	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)
People	Review and agree staff appraisal procedure and pay progression
	Setting the approach to all staff appointments and dismissal, with regard to statutory requirements
	Agree a trust wide executive pay policy (in line with ATH 2025 updates)
	Approve HR policies (Disciplinary, Grievance and Staff conduct)
	Approve whistleblowing policy
	Approval of exit payments/ early retirement/ pension discretion (above a certain threshold)
Overseeing staff wellbeing, workload and working conditions at trust level	
Education	Agree the uniform policy and ensure it has regard for the DfE statutory guidance
	Agree senior academy behaviour policy
	Agree admissions arrangements
	Admissions appeal process
	Determine complaints policy
Community	Stakeholder communications in response to complaints and local and national media attention