

Date of last review:	July 2024	Review period:	1 year
Date of next review:	July 2025	Owner:	Head of Governance



Governance Framework and Scheme of Delegation

Empowering a future generation

Governance Framework and Scheme of Delegation

As a Multi Academy Trust (MAT), Magna Learning Partnership (MLP) is accountable for all major decisions about our academies. This does not mean that the Trust Board will make every decision within the Trust, they will delegate some governance and decision-making responsibilities to:

- Trust Board Committees
- Academy Governance Committees
- The CEO and Executive Team
- Academy Leaders

This Scheme of Delegation defines the lines of responsibility and accountability within MLP that the Trust Board feels is currently appropriate to best meet the needs of all our academies.

Purpose, to ensure that:

- There is clarity about the roles of Members, Trustees, CEO, Directors, Academy Leaders and Committees
- MLP's operations are fit for purpose for a Multi Academy Trust
- Communication and trust is strong at all levels and with all stakeholders

The Scheme of Delegation is intended to be a working document that will be reviewed (at least annually) and adapted in response to the context and circumstances of MLP. The detail of the roles and regulations to be followed are in the Academy Trust Handbook, the MLP Financial Controls Manual and job descriptions.

Roles and Responsibilities

Members

The Members appoint the Trustees to run MLP. Members help to ensure the Trustees are exercising effective governance by utilising a range of powers including:

- Appointing and removing Trustees
- Appointing and removing Members
- Directing Trustees
- Amending the Trust's Articles of Association
- Appointing and removing External Auditors

There are four MLP Members, of which one represents the Diocese of Salisbury Board of Education (SDBE), one other has foundation status, and two are non-foundation positions. MLP Members meet three times a year.

Trustees

Trustees are those people who are responsible for the oversight, policy making and decision making of the Trust. They form the statutory governing board for all academies within MLP. The Trust Board must operate and make decisions to further the Trust's charitable object, 'to advance for the public benefit education in the United Kingdom'. As the Trust includes church academies, Trustees must also ensure that the religious character of the church academies are preserved and developed as part of ensuring the charitable objects of the Trust are met.

There are twelve trustees, half of whom hold foundation status. The Trustees are appointed on the basis of their commercial and governance skills which collectively include expertise in finance, legal, HR, project/business management, education and estates. The role of the Trustee is a voluntary one. As academy trusts have charitable status, payments to Trustees are by exception only and subject to very specific legal restrictions.

Trust Board Committees

In line with the latest Academy Trust Handbook, the Trust Board has a Resources Committee to which the Trust Board delegates financial scrutiny and oversight and a separate Audit and Risk Committee. The Trust Board has also constituted a Standards Committee charged with benchmarking the performance of all academies against national expectations and targets. Admissions, Pay and CEO Performance Management Committees are also in place. Decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of Trust Board Committees are set out in the Committee Terms of Reference.

Academy Governance Committee

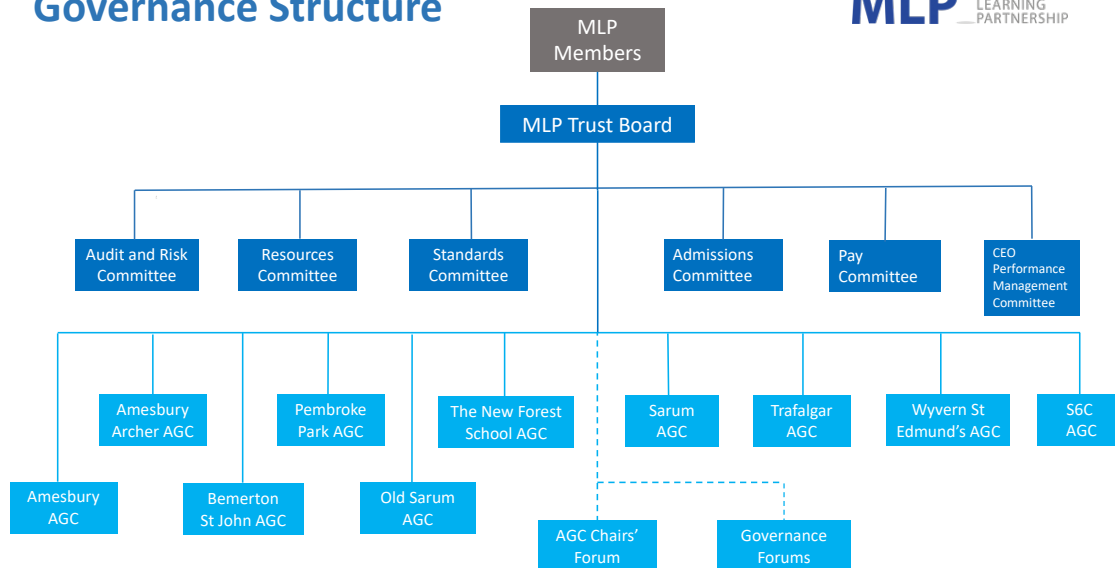
The Academy Governance Committee (AGC) acts as a Committee to the Trust Board and receives delegated powers of governance through the Scheme of Delegation. The role of the AGC is a valuable one in providing local governance as well as offering assistance to the Trustees in the fulfilment of their duties. The AGC focuses on vision, ethos and culture; educational performance; safeguarding; and hearing the views of stakeholders. The AGC will also monitor the academy's targets and act as a critical friend to the Academy Leader, providing challenge where appropriate.

There will be between eight and twelve Governors (as necessary) in each academy and each AGC will be established to reflect its VC, VA or community status. There are no AGC sub-committees, but ad hoc panels and working groups may be formed (these could be made up of Trustees and Governors).

Executive Team

The Trust has an operational management structure to lead and support its aspirations. This includes a CEO, who is the Accounting Officer and a Director of Finance and Business (DFB) appointed by the Trust Board (as required by the Academy Trust Handbook). The Trust also has Directors of Education focused on primary and secondary/post 16 phases.

Governance Structure



Members Terms of Reference

Members will hold three meetings per annum (one of which will be the Annual General Meeting).

Membership will be:

Governance Team: Four Members

Quorum: Two (three for special resolution)

In attendance will be:

Governance Team: Chair of Trust Board

Leadership Team: Head of Governance; CEO as appropriate

The role of Members is to:

- Appointing and removing Trustees
- Appointing and removing Members
- Directing Trustees
- Amending the Trust's Articles of Association
- Appointing and removing External Auditors

Trust Board Terms of Reference

The Trust Board's over-arching aim is to provide the best possible education to all pupils within Magna Learning Partnership and maximise their life chances. The Trust Board (in accordance with its Scheme of Delegation) holds responsibility for strategic management and governance of the Trust.

The Trust Board will hold six meetings per annum.

Membership will be:

Governance Team: Twelve Trustees

Quorum: Three Trustees (excluding decisions in relation to Article 119)

In attendance will be:

Leadership Team: CEO; Head of Governance; Directors of Education/Finance and Business as appropriate

The role of the Trust Board is to:

Strategy

- Establish the vision and ethos of the Trust and ensuring its vision, values and principles are embedded in all of the Trust's activities
- Set the strategic priorities for the Trust
- Provide strategic direction for the Trust, through the creation and monitoring of a strategic plan
- Appointment of the Chief Executive Officer (CEO) and Executive team
- Hold the CEO and Executive team to account for delivering the strategic plan
- Oversee the strategic growth of the Trust and approving free school applications and schools/academies/trusts joining the Trust
- Set targets for Trust outcomes and holding the CEO and Trust Executive to account for these
- Safeguard and promote the rights and welfare of children and young people
- Operate with corporate social responsibility in the discharge of its statutory functions

Governance

- Preparation and approval of the Scheme of Delegation and ensuring regular review
- Seek assurance that the Trust remains compliant with all regulatory requirements including the Articles of Association, Trust Funding Agreements and the latest Academy Trust Handbook
- Undertake a regular review of its own performance and that of its Committees

- Establish and appoint Board Committees and Link Trustee roles
- Appoint the AGC Chairs and Vice Chairs
- Ensure financial viability and the best use of the Trust's funds to ensure it delivers its purpose
- Strategic and financial planning for the Trust and academies
- Approve three year and financial budgets for the Trust
- Communicate and consult with the academies, including the AGCs, on key issues
- Obtain the views of stakeholders

Audit and Risk Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Audit and Risk Committee the responsibility for risk management processes and internal control and audit arrangements for the Trust.

The Audit and Risk Committee will hold four meetings per annum.

Audit and Risk Committee Membership will be:

Governance Team: Four Trustees. A Member will also be invited.

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Director of Finance and Business; Head of Governance;

Auditors: Internal and External Auditors as appropriate.

The role of the Audit and Risk Committee is to:

Internal Audit

- Oversee and approve the Trust's programme of internal scrutiny
- Receive and then recommend/reject the appointment of the Internal Auditor and, if necessary, agree their resignation or dismissal
- Work with the Internal Auditor to prepare an annual plan of activity to provide assurance as to the robustness of the internal control framework
- Receive and consider the final report of each internal audit assignment, activity or investigation undertaken on behalf of the Trust by the Internal Auditor
- Receive and consider the annual internal audit summary report from the Internal Auditor
- Be satisfied that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the Trust and by constituent academies, is accurate and in compliance with funding criteria
- Oversee the regularity of funding (including use of pupil premium) and to obtain assurance that associated expenditure is in accordance with the terms of the funding agreement
- Consider any internal audit matters not specifically covered above
- Review any other assurance activities by third parties and actions taken by the Trust in response to those findings
- Review and seek assurance of compliance with aligned policies and procedures

External Audit

- Recommend to Members the appointment of an External Auditor (in accordance with the Trust's Articles of Association)
- Review the External Auditors' annual plan, annual report and accounts and recommend appropriate actions to the Trust Board in response to the findings
- Recommend the annual report and accounts to the Trust Board

Risk Management

- Support development and review of the Trust's Risk Management Policy, setting out the framework the Trust has adopted for risk management
- Oversee and seek assurance that cyber risk is being managed effectively
- Seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident
- Review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate
- Ensure that the risks are being addressed appropriately through internal scrutiny

Resources Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Resources Committee the responsibility for ensuring the CEO and Director of Finance and Business are operating within the parameters of the Funding Agreements and Academy Trust Handbook and providing value for money.

The Resources Committee will hold six meetings per annum.

Resources Committee Membership will be:

Governance Team: Five Trustees. The Committee will be joined by a Governor from each AGC for the strategic financial and estates meetings (2 per annum).

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Director of Finance and Business; Head of Governance; plus Heads of Commercial Operations, Estates, Finance and HR as appropriate

The role of the Resources Committee is to:

Financial

- Work with the CEO and Director of Finance and Business to ensure implementation of the Trust Development Plan and monitor progress against
- Input to the annual report and accounts
- Scrutinise and challenge proposed annual budget, ensuring resources are allocated in line with the Trust's strategic priorities and Development Plan
- Recommend the annual budget to Trust Board for approval
- Review and approve a realistic three year financial plan, taking into account the Trust's vision, known risks and opportunities
- Receive the Trust's management accounts in order to monitor the Trust's financial position and income and expenditure against the approved budget
- Report back to each meeting of the Trust Board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- Devise and review financial policies and levels of financial delegation, including the determination of an appropriate level of reserves
- Support the CEO and Director of Finance and Business in evaluating potential further income streams for the Trust including the preparation of bids for funding and the development of extended services offered by the Trust within the parameters
- Undertake detailed scrutiny and recommend approval of the School Resources Management Self-Assessment Checklist annually

- Review and act upon any issues identified by benchmarking against similar Trusts, internal or external scrutiny
- Ensure that the Trust follows public sector procurement rules and achieves best value for money when acquiring goods and services
- Review and seek assurance of compliance with aligned policies and procedures

Estates

- Scrutinise the Trust estates development strategy
- Review, recommend and monitor annual capital projects
- Review and recommend (based on financial delegations) estates and operations contracts
- Monitor estates compliance and maintenance plans
- Review and seek assurance of compliance with aligned policies and procedures

Health and Safety

- To oversee the standards of health and safety within the Trust
- Review and seek assurance of compliance with aligned policies and procedures

HR

- Make recommendations to the Trust Board on staffing structure taking into account the Trust Development Plan and individual Academy Development Plans
- Monitor monthly KPIs
- Ensure the Trust's approach to pay and benefits is transparent, proportionate and justifiable
- Develop a framework for the pay of the senior executive leader and the executive team
- Comply with statutory requirements to publish Trust staff rates of pay and benefits
- Ensure that sufficient funds are allocated for staff pay increments
- Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
- Review and seek assurance of compliance with aligned policies and procedures

IT

- Scrutinise the Trust IT development strategy
- Review and recommend IT contracts
- Review and seek assurance of compliance with aligned policies and procedures

Commercial Operations

- Scrutinise the Trust commercial operations strategy
- Review and seek assurance of compliance with aligned policies and procedures

Standards Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Standards Committee the responsibility for benchmarking the performance of all academies against national expectations and targets.

The Standards Committee will hold six meetings per annum.

Standards Committee Membership will be:

Governance Team: Five Trustees. The Committee will be joined by a Governor from each AGC for the primary phase and secondary/post 16 phase meetings (2 each per annum)

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Directors of Education; Head of Governance; plus Directors of Safeguarding and SEND as appropriate

The role of the Standards Committee is to:

- Work with the CEO and Directors of Education to ensure implementation of the Trust Development Plan and monitor progress against
- Work with the CEO and Directors of Education to set strategic curricular direction, ensuring a broad, balanced curriculum is in place in all Trust academies
- Monitor the Trust Improvement Framework and scrutinise the impact of improvement activities and movement of academies between support levels
- Monitor achievement and outcomes of the Trust
- Monitor the provision and achievement of minorities, SEND and vulnerable groups
- Seek assurance that the requirements of students with SEND are met
- Monitor and review student attendance
- Monitor and review behaviour
- Seek assurance of compliance with safeguarding statutory guidance
- Review and seek assurance of compliance with aligned policies and procedures

Admissions Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Admissions Committee the responsibility for overseeing the allocation of admissions for all MLP academies.

The Admissions Committee will hold two meetings in January (secondary phase) and February (primary phase) to review main round applications. Further meetings will be convened on an ad hoc basis to review over PAN and in year admission applications.

Admissions Committee Membership will be:

Governance Team: Three Trustees.

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Directors of Education; Head of Governance

The role of Admissions Committee is to:

- Make recommendations to the Trust Board on PAN/NOR taking into account the MLP Strategic Plan, Trust Development and individual Academy Development Plans
- Oversee the allocation of admissions in accordance with MLP academy admission arrangements
- Consider over PAN and in year admission applications
- Promote fairness and consistency in admission arrangements and practice
- Ensure that arrangements are in place for parents/carers to appeal against the admission authority's decision not to offer a place
- Review and seek assurance of compliance with aligned policies and procedures

Pay Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Pay Committee the responsibility for reviewing staff salaries and for making recommendations to the Trust Board for the annual budget needed for pay.

The Pay Committee will hold three meetings at the conclusion of the appraisal cycle (i.e. early November), the first shall cover Primary staff, the second Secondary and Post 16 staff, the third Academy Leaders and Central staff. Please refer to MLP Pay Policy for further procedural information.

Pay Committee Membership will be:

Governance Team:

- Three Trustees plus one Governor from each AGC (Primary/Secondary and Post 16)
- Three Trustees (Academy Leaders and Central)

Quorum: Three Trustees

In attendance will be:

Leadership Team:

- CEO; Directors; Head of HR; Head of Governance (Primary/Secondary and Post 16)
- CEO; Head of HR; Head of Governance (Academy Leaders and Central)

The Pay Committee will receive anonymised information about staff appraisal and its relationship to pay salary progression. The role of the Pay Committee is to:

- To assist the executive team in achieving the aims of the MLP Pay Policy in a fair and equal manner
- To scrutinise the application of the criteria set by the MLP Pay Policy in determining the pay of staff
- To be satisfied that a consistent approach has been taken regarding appraisal of staff across all academies
- Observe that all statutory and contractual obligations for both teachers and support staff have been fulfilled
- Review and ensure compliance with aligned policies and procedures

CEO Performance Management Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the CEO Performance Management Committee the responsibility for reviewing CEO performance management:

The Performance Management Committee will hold one meeting at the conclusion of the CEO's appraisal cycle (i.e. July).

Performance Management Committee Membership will be:

Governance Team: Three Trustees (normally Chair of Trust Board and the Chairs of Standards and Resources Committees)

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Head of Governance

Academy Governance Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Academy Governance Committee (AGC) the responsibility for governance at a local level.

The Academy Governance Committee will hold six meetings per annum.

Academy Governance Committee Membership will be:

Governance Team: Up to twelve Governors plus Associate Governors (if applicable)

Quorum: Three Governors

In attendance will be:

Leadership Team: Academy Leader and Deputy Academy Leader (or equivalent); Trust executive leaders as appropriate

Other Staff: AGC Clerk

The role of the Academy Governance Committee is to:

- **Governance:** Ensure integration and compliance with MLP statutory requirements.
- **Strategic Purpose:** Ensure local implementation of MLP vision and strategy whilst maintaining and developing individual academy identity, ethos and culture.
- **Education:** Monitor academy targets. Scrutinise and challenge the Academy Development Plan. Monitor academy improvement through the Trust Improvement Framework.
- **Safeguarding:** Monitor, support and where necessary challenge the implementation of the academy safeguarding policy, including supporting internal audits.
- **Staffing:** Support the recruitment and performance management of all staff with particular emphasis on the Academy Leader.
- **External Assessments:** Support the Trust Board and CEO during any inspections by Ofsted or SIAMS.
- **Estates:** Support the academy and Trust with regard to the suitability and maintenance of the estate. Report any serious concerns to the Trust Board.
- **Risk:** Monitor the risks relevant to the academy.

- **Marketing and Relationships:** Support and challenge the development and implementation of academy marketing and PR activities with particular emphasis on pupil recruitment and stakeholder relations.
- **Policies:** Oversee implementation and compliance of MLP policies and procedures. Review and seek assurance of compliance of academy statutory policies and procedures.
- **Reporting to the Trust Board:** Ensure AGC meeting documentation is shared with the Trust Board.
- **Other Groups and Meetings:** A Governor representative from each AGC joins the Trust Board Standards and Resources Committee Meetings twice a year and Pay Committee once a year. Link governors attend the Chairs', Careers, PPD, Safeguarding and SEND Governance Forums. A Governance Conference is held annually.

The Trust Board reserves the right to exercise directly functions and powers delegated to the AGCs under this Governance Framework and Scheme of Delegation. Examples include (but not limited to):

- the academy is judged to be "Inadequate" following an Ofsted/external inspection;
- the academy is advised that it "Requires Improvement" following an Ofsted/external inspection; or
- at the discretion of the Trust Board, the academy is deemed not to be acting in accordance with this Scheme of Delegation or is otherwise not acting in accordance with the ethos of the Trust.

Governance Forum Terms of Reference

The Trust operates the following Governance Forums:

- Chairs
- Careers
- Pupil Premium Disadvantaged (PPD)
- Safeguarding
- Special Educational Needs and Disability (SEND)

In accordance with the Scheme of Delegation they hold no delegated responsibility.

The Forums will meet as outlined in the Governance Calendar.

Chairs' Forum Membership will be:

Governance Team: Chair (Vice Chair of Trust Board in their absence); AGC Chairs (Vice Chair in their absence)

Governance Forum Membership will be:

Governance Team: Link Trustee (if applicable); Link Governor from each AGC*

**secondary and post 16 only for Careers*

Quorum: Not applicable

In attendance will be:

Leadership Team: Trust senior leaders as appropriate; Head of Governance or Governance Manager

The role of the Governance Forum is to:

- Provide pertinent topical updates
- Share good practice
- Networking

Magna Learning Partnership Delegation Framework

Reading the Framework	
✓	Governance function and decision making is at this level
Consult	To be consulted prior to decision being made

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
GOVERNANCE									
1	Approve changes to the Articles of Association or Funding Agreement	Responsible			Informed			As needed	Articles of Association
2	Approve changes to the governance structure, Governance Framework and Scheme of Delegation	Accountable (Responsibility delegated to Head of Governance)		Informed	Consulted	Informed	Informed	As needed	Articles of Association
3	Appointment and removal of Trustees	Accountable (Co-opted)						As needed	Articles of Association/SDBE Foundation Trustee Appointment Policy
4	Appointment of Chair and Vice-Chair of Trust Board	Accountable			Informed			Sept	Articles of Association/Trust Board, Committee Chairs and Vice-Chairs Appointment Policy
5	Appointment of Committee Chairs	Accountable			Informed	Informed		Sept	Trust Board, Committee Chairs and Vice-Chairs Appointment Policy
6	Appointment and removal of AGC	Accountable		Responsible	Informed	Informed	Informed	July	AGC Chairs and Vice-Chairs Appointment Policy

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
	Chairs and Vice Chairs								
7	Appointment and removal of Governors	Accountable (SDBE consent for Foundation appointment)		Consulted			Informed	As needed	Articles of Association/SDBE Foundation Governor Appointment Policy
8	Appointment of a Safeguarding Link Governor/Trustee	Accountable (Link Trustee)		Accountable (Link Governor)			Informed	As needed	Academy Trust Governance Guide
9	Appointment of a SEND Link Governor/Trustee	Accountable (Link Trustee)		Accountable (Link Governor)			Informed	As needed	Academy Trust Governance Guide
	Appointment of a Careers Link Governor/Trustee	Accountable (Link Trustee)		Accountable (Link Governor)			Informed	As needed	Academy Trust Governance Guide
10	Appointment and removal of External Auditor		Responsible (Audit & Risk)		Consulted	Consulted (DFB)		As needed	Articles of Association
11	Appointment and removal of Head of Governance	Accountable			Consulted			As needed	Articles of Association
12	Ensuring compliance with equalities legislation	Accountable				Responsible		Ongoing	Academy Trust Governance Guide

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
13	Review and evaluate governance performance	Responsible		Consulted				June/July	Academy Trust Handbook
14	Review governance membership to ensure a diverse, appropriate skill set	Responsible (Trust)		Responsible (Academy)				July	Academy Trust Governance Guide and Competency Framework
15	Approve the MLP governance calendar	Accountable		Informed	Consulted	Consulted	Informed	June	Articles of Association/Academy Trust Handbook/Trust Governor
16	Maintenance of register of interests	Responsible (delegated to Head of Governance)		Responsible (delegated to AGC Clerk)		Informed (DFB)		Ongoing	Academy Trust Handbook
17	Oversight of related party transactions (prior to ESFA application)		Accountable (Resources)			Responsible (DFB)		Ongoing	Academy Trust Handbook
18	Approve plan to enter into indemnities outside normal course of business (prior to ESFA application)		Accountable (Resources)			Responsible (DFB)		As needed	Academy Trust Handbook

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
19	Approve MLP statutory policies not specifically referenced elsewhere and in accordance with MLP policy guidance	Accountable	Responsible	Informed	Consulted	Consulted	Informed	Ongoing	DfE Statutory Policies for Academy Trusts/ MLP Policy Guidance
20	Approve academy statutory policies not specifically referenced elsewhere and in accordance with MLP policy guidance			Accountable		Consulted (DoEs)	Responsible	Ongoing	DfE Statutory Policies for Academy Trusts/ MLP Policy Guidance
21	Participate in panels as required	Accountable		Responsible				As needed	Academy Trust Governance Guide/MLP policies and procedures

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
STRATEGIC									
22	Approve and develop Trust vision, values and strategy	Accountable		Consulted (AGC Chairs)	Consulted	Consulted	Informed	Ongoing	Articles of Association/ Academy Trust Governance Guide
23	Approve strategic development planning	Accountable		Informed	Responsible	Consulted	Informed	Ongoing	Academy Trust Governance Guide
24	Approve Trust Development Plan	Accountable			Responsible	Consulted		Ongoing	Academy Trust Governance Guide/Education Committee Terms of Reference
25	Determine Trust and Academy Targets	Accountable		Informed	Responsible	Responsible	Consulted	Sept	Academy Trust Governance Guide/KPI Annual Evaluation
26	Monitor Trust and Academy Targets	Accountable (Trust)		Accountable (Academy)	Responsible (Trust)	Consulted	Responsible (Academy)	Ongoing	Academy Trust Governance Guide
27	Approve admission of new academies	Accountable	Consulted		Responsible	Consulted		As needed	Articles of Association/Academy Trust Handbook

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
FINANCIAL									
28	Approve annual accounts and reports to funding and regulatory bodies	Accountable	Consulted (Resources/Audit & Risk)		Responsible	Consulted (DFB)		Dec	Articles of Association/Academy Trust Handbook
29	Completion and submission of other accounting returns		Accountable (Resources)		Consulted	Responsible (DFB)		March (SRMA Checklist)	Academy Trust Handbook
30	Approve Trust budget	Accountable	Consulted (Resources)		Responsible	Consulted (DFB)		August (BFR)	Academy Trust Handbook
31	Monitor Trust budget		Accountable (Resources)			Responsible (DFB)		Ongoing	Academy Trust Handbook
32	Monitor management accounts	Informed	Accountable (Resources)			Responsible (DFB)		Monthly	Academy Trust Handbook
33	Ensure financial solvency	Accountable	Consulted (Resources)		Responsible	Consulted (DFB)		Ongoing	Academy Trust Handbook
34	Ensure compliance with ESFA requirements	Accountable	Consulted (Resources)			Responsible (DFB)		Ongoing	Academy Trust Handbook
35	Determine delegated authority limits for financial transactions		Accountable (Resources)		Informed	Responsible (DFB)	Informed	As needed	Academy Trust Handbook/Financial Controls Manual

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
36	Placing orders for goods and services, entering into contracts based upon framework in Financial Controls Manual	Accountable	Responsible (Resources) (subject to limits)		Responsible (subject to limits)	Responsible (subject to limits)	Responsible (subject to limits)	As needed	Financial Controls Manual
37	Open a bank account and approve signatories		Accountable (Resources)			Responsible (DFB)		As needed	Financial Controls Manual
38	Write-off bad debts in accordance with framework set out in Financial Controls Manual	Accountable	Responsible (Resources) (subject to limits)		Responsible (subject to limits)	Responsible (DFB) (subject to limits)		As needed	Financial Controls Manual
39	Ensure adequate insurance cover is in place including relevant approvals on indemnities	Accountable				Responsible (DFB)		Ongoing	Academy Trust Handbook

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
AUDIT AND RISK									
40	Appointment of internal auditors		Accountable (Audit & Risk)		Consulted	Responsible (DFB)		As needed	Audit and Risk Committee Terms of Reference
41	Assurance over adequacy of systems of internal financial control		Accountable (Audit and Risk)			Responsible (DFB)		Ongoing	Financial Controls Manual/Audit and Risk Committee Terms of Reference
42	Oversight of internal audit summary report		Accountable (Audit and Risk)			Responsible (DFB)		Dec	Audit and Risk Committee Terms of Reference/Academy Trust Handbook
43	Oversee management of risk		Accountable (Audit & Risk)	Consulted		Responsible (DFB - Trust)	Responsible (Academy)	Ongoing	Audit and Risk Committee Terms of Reference/Risk Management Policy

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
ESTATES									
44	Oversight of health and safety of staff and students	Informed	Accountable (Resources)	Informed		Responsible	Consulted	Ongoing	Academy Trust Governance Guide/Health and Safety Policy
45	Approve temporary closure of academy for health and safety reasons				Accountable	Responsible	Consulted	As needed	Health and Safety Policy
46	Approve estates development strategy and priorities		Accountable (Resources)	Informed	Consulted	Responsible (DFB)	Consulted	Jan	Resources Committee Terms of Reference
47	Approve and monitor annual capital projects		Accountable (Resources)	Informed	Consulted	Responsible (DFB) (subject to limits)		Ongoing	Resources Committee Terms of Reference/ Financial Controls Manual

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
HUMAN RESOURCES									
48	Recruitment and appointment of CEO/Accounting Officer	Accountable	Responsible					As needed	Articles of Association/Academy Trust Handbook
49	Recruitment and appointment of direct reports to the CEO		Accountable		Responsible		Informed	As needed	Academy Trust Handbook
50	Undertake CEO performance management	Accountable	Responsible (CEO Performance Management)					July	Academy Trust Handbook/CEO Performance Management Committee Terms of Reference
51	Recruitment and appointment of Academy Leaders	Accountable	Consulted (Delegated to Link Trustee)	Consulted	Responsible	Consulted		As needed	Articles of Association
52	Undertake Academy Leader performance management			Consulted (delegated to AGC Chair)	Accountable	Responsible		Sept (end of year) March (mid year)	Appraisal Policy (Teaching Staff)
53	Undertake Director performance management		Accountable (delegated to Chairs of Committee)		Responsible			October	Appraisal Policy

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
54	Recruitment and appointment of all other Trust/Academy staff				Accountable	Accountable/ Responsible (subject to role)	Responsible (subject to role)	As needed	Financial Controls Manual
55	Approve Trust senior staffing structure	Accountable			Responsible	Consulted	Informed	March	Academy Trust Handbook/ Resources Committee Terms of Reference
56	Determining approach to staff appointment and dismissal with regard to statutory requirements		Accountable			Responsible (delegated to Head of HR)	Informed	As needed	Academy Trust Governance Guide
57	Determining approach to appraisal and performance management		Accountable			Responsible (delegated to Head of HR)	Informed	As needed	Academy Trust Governance Guide
58	Review and approve staff performance and pay awards		Accountable (Pay)		Responsible (subject to role)	Responsible (subject to role)	Responsible (subject to role)	Nov	Pay Policy/Pay Committee Terms of Reference
59	Review and approve CEO pay award	Accountable						Sept	Academy Trust Handbook

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
60	Authorised to evaluate jobs, grades and pay ranges		Accountable/ Responsible (subject to role)		Responsible (subject to role)	Responsible (subject to role)		As needed	STRB Guidance/Local and National Comparators
61	Approve formal restructure plans and severance/ settlement or redundancy agreements	Accountable	Responsible (Resources) (subject to level)		Responsible (subject to level)	Responsible (subject to level)		As needed	Academy Trust Handbook/ Redundancy Policy
62	Approve and monitor support offered to organisations outside of the Trust				Accountable	Responsible		As needed	

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
EDUCATION									
63	Determining Trust approach to curriculum and assessment, with regard to statutory requirements		Accountable (Standards)	Informed	Responsible	Consulted (DoEs)	Informed	Ongoing	DfE National Curriculum Framework/Education Committees Terms of Reference
64	Setting and delivering academy curriculum and assessment in line with Trust approach			Consulted		Accountable	Responsible	Ongoing	Academy Trust Governance Guide
65	Approve external professional support		Informed		Accountable	Responsible	Informed	As needed	
66	Approve internal professional support				Accountable	Responsible	Consulted	As needed	
67	Approve Academy Development Plan			Consulted	Consulted	Accountable	Responsible	Ongoing	Academy Trust Governance Guide/AGC Terms of Reference
68	Monitor Pupil Premium expenditure and impact		Accountable (Audit & Risk/Standards)	Responsible		Consulted (DoEs)	Consulted	Sept	DfE Pupil Premium: Effective Use and Accountability

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
69	Monitor achievement and outcomes	Informed	Accountable (Standards) (Trust)	Accountable (Academy)		Responsible (DoEs) (Trust)	Responsible (Academy)	Ongoing	Academy Trust Governance Guide/Education Committee Terms of Reference
70	Monitor and review student attendance	Informed	Accountable (Standards) (Trust)	Accountable (Academy)		Responsible (DoEs) (Trust)	Responsible (Academy)	Ongoing	Academy Trust Governance Guide/Education Committee Terms of Reference
71	Approve SEND Information Report		Accountable (Standards)	Responsible			Consulted	Nov	SEND Code of Practice
72	Approve admission arrangements	Accountable	Responsible (Admissions)	Consulted	Consulted	Consulted	Consulted	Feb	DfE School Admissions Code
73	Approve out of age group applications		Accountable (Admissions)				Responsible	As needed	DfE School Admissions Code
74	Review allocation of places		Accountable (Admissions)				Responsible	As needed	DfE School Admissions Code
75	Manage admission appeals	Responsible (Delegated to Admission Appeals Clerk)					Consulted	As needed	DfE School Admission Appeals Code
76	Keeping admission and attendance registers				Accountable		Responsible	Ongoing	Academy Trust Governance Guide

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
77	Approval of alternative curriculum provision					Accountable	Responsible	As needed	DfE Guidance
78	Issues fixed term exclusions					Accountable	Responsible	As needed	Exclusions and Suspensions Policy
79	Issues permanent exclusions			Consulted	Accountable	Consulted	Responsible	As needed	Exclusions and Suspensions Policy
80	Holds exclusion review meetings			Responsible			Consulted	As needed	Exclusions and Suspensions Policy
81	Approve term dates				Accountable	Consulted (DoEs)	Consulted	Annual	Wiltshire Council/DfE Guidance
82	Approve length/organisation of academy day				Accountable	Consulted (DoEs)	Responsible	As needed	DfE Guidance

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
SAFEGUARDING									
83	Ensure suitable safeguarding policies and procedures are in place		Accountable (Standards) (Trust)	Accountable (Academy)	Responsible (Trust)	Consulted	Responsible (Academy)	Sept	Keeping Children Safe in Education Statutory Guidance/ Safeguarding Policies
84	Ensure a designated safeguarding lead is in post in all academies			Informed		Accountable (DoEs)	Responsible	Ongoing	Keeping Children Safe in Education Statutory Guidance
83	Ensure annual safeguarding audits take place and are appropriately reported			Consulted		Accountable (DoEs)	Responsible	Feb	Keeping Children Safe in Education Statutory Guidance
84	Completion of enhanced DBS and other relevant checks				Accountable	Responsible (for Central Staff and Trustees/ Members)	Responsible (for Academy Staff and Governors)	Ongoing	Keeping Children Safe in Education Statutory Guidance
85	Ensure staff/trustees/ governors receive training appropriate to their role	Responsible (delegated to Head of Governance for trustees/ governors)				Responsible (for Central staff)	Responsible (for Academy staff)	Ongoing	Keeping Children Safe in Education Statutory Guidance/ Induction Programmes

	Task	Trust Board	Trust Board Committee	AGC	CEO	Directors	Academy Leader	Time Period	Reference
STAKEHOLDERS									
86	Approve marketing and communications strategy	Accountable		Consulted	Responsible	Consulted	Consulted	Ongoing	
87	Determine stakeholder surveys	Accountable		Consulted	Consulted	Consulted	Consulted	Nov	Academy Trust Governance Guide
88	Monitor stakeholder survey actions		Accountable (Resources - Staffing)	Accountable (Parents & Pupils)		Responsible (Staffing)	Responsible (Parents & Pupils)	Ongoing	Academy Trust Governance Guide

Note:

Responsible: Responsible for completing the task

Accountable: Power of approval

Consult: Consulted during task or decision making process

Informed: Informed on completion of the task or decision taken

Financial Delegations	
Purchase Amount	Authorisation Limit
Up to £5000	Budget holder (within limit)
£5000 - £10000	Academy Leader, Director or CEO
£10000 - £50000	DFB and Academy Leader/Director of Education/CEO
£50000 - £75000	DFB and CEO
Above £75000	Trustees