

Bishop Fox's

SCHEME OF DELEGATION

Bishop Fox's Academy

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Review History

Approved	**Changes Made**	**Review Date**
10.12.25	New Document	January 2027
08.07.26	Revised document due to amendments to governance arrangements – review date revised	July 2027

Signed: 

Title: Chair of Bishop Fox's School

Date: 8th July 2026

1.0 Introduction

Bishop Fox's academy is a charitable company governed by a Trust Board that has overall responsibility and ultimate decision-making authority for all the work carried out by the academy. It is accountable for all pupils, employees, monies, assets and compliance with statutory duties. The academy's core purpose is defined by the company 'object' in the articles of association, a copy of which can be found in Appendix 3.

As a Single Academy Trust (SAT) the Trust Board is accountable in law for all major decisions concerning the Academy. The Trust Board is not required to carry out all the trust's governance functions and a number are delegated to the Headteacher and Trust Board committees. The decision to delegate a function is made by the Trust Board and without such delegation a committee has no power to act.

The Scheme of Delegation (SoD) is the key document that defines the lines of responsibility and accountability in the academy to ensure that the members, trustees, Trust Board committees, the Headteacher and other senior leaders understand their role and responsibilities.

This overarching SoD for decision making in the trust should not be confused with the written scheme of delegation of financial (SDF) powers referred to in the Education and Skills Funding Agency (ESFA) Academy Trust Handbook.

The SoD is reviewed annually by the Trust Board.

2.0 Governance Structure and Accountability

2.1 Members

The members of the trust are the guardians of the governance of the trust and owners of the company and as such have a different status to trustees. Their primary role is to hold the trustees to account and ensure the governance arrangements conform to legislative and regulatory requirements.

2.2 Trust Board

Together trustees form the Trust Board and are responsible for the three core governance functions set out in the DfE's Governance Handbook:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

The Trust Board appoints the Headteacher/Chief Executive, to whom it delegates responsibility for delivery of the vision and strategy of the Trust. The Headteacher is held to account for the conduct and performance of the Trust, and for its financial, educational performance as laid out in this Scheme of Delegation.

The Trust Board is responsible for the performance management of the Headteacher who manages and carries out the performance management and setting of targets for the leadership team.

The Trust Board has established board committees with delegated powers for Finance, Audit and Risk, Inclusive Education, Admissions and Governance and Nominations. The Board will, from time to time and as necessary, establish a Student Discipline Committee to review suspensions and permanent exclusions. Committees have clear Terms of Reference which are reviewed and approved annually by the Trust Board.

3.0 Roles and Responsibilities (Powers and Responsibilities)

3.1 Members (Powers and Responsibilities)

The members appoint trustees to ensure that the Trust's charitable object is carried out. In accordance with the articles of association, members can remove trustees if they fail to fulfil this responsibility. Members are responsible for approving any amendments made to the articles of association.

There must be at least three members, although the articles state this may be five in accordance with DfE guidance. There is a separation of powers between the members and the Trust Board. Members are not permitted to be employees of the academy.

The chair of trustees is a member, and this ensures that all members are kept informed and engaged. This maintains a robust governance structure as the majority of members are independent of the board of trustees.

3.2 Trustees (Powers and Responsibilities)

The single-academy trust (SAT) is a charitable company, and so Trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Trustees are bound by both charity and company law. The terms 'trustee' and 'director' are often used interchangeably. Bishop Fox's academy uses the term 'trustee' as it avoids the possible confusion of nomenclature.

The trustees are responsible for the general control and management of the administration of the trust and adherence to the provisions set out in the articles of association, the academy's funding agreement, and the academies trust handbook (ATH). The Trustees are legally responsible and accountable for all statutory functions, for the performance of the school and for the approval of a written scheme of delegation (SoD) and scheme of financial delegation (SoFD) both of which set out the powers that maintain robust internal control arrangements. The Trust Board is legally responsible and accountable to the Department for Education (DfE).

The board of trustees has the right to review and adapt its governance structure at any time which includes removing delegation not restricted under the articles of association and DfE regulations.

3.3 The Headteacher/Chief Executive Officer

The Headteacher has the delegated responsibility and accountability for the operation of the Trust including the leadership, management and performance of the trust's leadership team and overall management of staff. The Headteacher is the accounting officer with overall responsibility for the operation of the trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability.

The Headteacher together with the leadership team are responsible for students and the educational provision which includes but is not limited to; curriculum delivery, educational standards and performance, pupil behaviour, the safeguarding and welfare of pupils and communication with parents and external agencies.

The Headteacher also has oversight of the trust's property, security, including cyber security and health and safety.

3.4 **Chief Accounting Officer**

The Headteacher is also the Chief Accounting Officer. In this role they are responsible for overseeing all accounting functions in the academy and ensuring compliance with accounting practice, company law and DfE regulations.

4.0 Constitution of the Single Academy Trust

4.1 Appointment of Members

4.1.1 The Articles of the Bishop Fox's Academy Trust state that Members of the Academy Trust shall include:

a) the signatories to the Memorandum of Agreement (Articles of Association)
b) 1 person appointed by the Secretary of State, if the Secretary of State appoints a person for this purpose (not currently required);
c) the chair of the trustees; and
d) any person appointed under Article 16, which is any other person appointed by the members in accordance with para 4.1.2 – 4.1.4 below.

4.1.2 Member Recruitment -The Members may agree unanimously in writing to appoint additional Members as they think fit and may unanimously in writing agree to remove any such additional Members.

4.1.3 Membership will terminate automatically if the:

a) Member (which is a corporate entity) ceases to exist and is not replaced by a successor institution.
b) Member (which is an individual) dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs; or
c) Member becomes insolvent.

4.1.4 Any Member may resign provided that after such resignation the number of Members is not less than three.

4.2 Annual General meetings

The members will hold an annual general meeting no later than the 31st January in any year following the closure of the accounts.

4.3 Appointment of Trustees

4.3.1 The Members may appoint up to 10 trustees. This will include the following designated trustees:

a) The Headteacher (ex officio trustee)

b) Two parent trustees (by nomination or where there are more nominations, a vote by appointed by election of parents.

The minimum number of trustees is three. Staff are not eligible to be trustees other than the Headteacher. The number of non-staff trustees must always exceed the number of staff trustees including the Headteacher.

4.3.2 **Co-opted Trustees**

The trustees may appoint up to 3 co-opted trustees

Trustees may not co-opt an employee of the Academy Trust as a Co-opted Trustee.

4.4 **Terms of Office**

Up to 10 trustees are recruited for their skills, knowledge, and experience in the following categories:

Membership	Number	Term	Election Process
Trustees	6	4 years	Appointed by the Members
Headteacher	1	Ex-officio	
Parent	2	4 years	Elected by parents
Co-opted Trustees	3	4 years	Appointed by Trustees

The term of office for all trustees, apart from the Headteacher ex-officio, is 4 years.

5.0 **Trust Board Committees**

5.1 All trust committees have detailed terms of reference outlining areas of responsibility, membership and reporting lines. Below is a summary of their role.

5.2 **Finance, Audit, Resources and Risk Committee**

The Finance, Audit, Resources and Risk Committee is responsible for financial oversight and scrutiny of all matters related to finance, control, assurance, health and safety, IT/cybersecurity and the estate. The committee ensures that the trust complies with its policies and procedures with a focus on financial planning, risks, reporting, and monitoring. Whilst the trust is not required to establish a separate audit committee, the scrutiny and audit functions are managed separately from financial functions to ensure probity, objectivity, and independence.

Specifically, the FARR Committee, recommends to the Trust Board the academy's 3 year and annual budget plan, including the academy's asset management and capital investment and expenditure proposals. The committee reviews the monthly management accounts/cash and ensures compliance with legal and regulatory requirements. (Companies Act/Charity Commission/ESFA & DfE) and oversees and approves expenditure as set out in the scheme of financial delegation. The committee reviews and recommends approval of the statutory accounts to the Trust Board.

The committee also has responsibility for oversight for health and safety, the lettings, development and maintenance of the academy's estate, and income generation including insurance arrangements and all matters associated with IT/data protection and cyber security.

The committee oversees the appointment and performance management of internal and external auditors and monitors internal controls and regularly ensure recommendation are implemented.

The Trust Board has responsibility to make pay determination for all staff annually within its legal powers. This responsibility is delegated to the FARR committee. The committee will appoint a panel of 3 trustees to manage the appointment, performance management and remuneration of the Headteacher and any other designated senior post holders. The committee ensures that all pay determinations/pay structures are in accordance with the trust's pay policy and procedures, including adherence to timings.

The committee oversees policies related to employees including pay and conditions and receives and reviews performance reports related to sickness, discipline, performance management, training and attendance of staff.

The committee annually reviews the academy's staffing structure, including staff skills, responsibility allowances and advises the Headteacher and Trust Board in relation to workforce planning.

The committee is also responsible for overseeing safer recruitment and regularly reviews risks associated with human resources within the academy.

5.3 Inclusive Education Committee

The Inclusive Education committee is responsible for ensuring the trust complies with its policies and procedures which focus on the curriculum and students, including oversight of related risks.

Specifically, the committee has oversight of pupil performance, behaviour, inclusion, suspensions and exclusions, attendance, the academy's timetable, extra-curricular activity and pastoral provision.

The committee monitors the implementation of the Equality Act 2010 including ensuring the academy meets its Public Sector Equality Duty and meets the needs of students with special educational needs and disabilities (SEND), those who have medical needs and those with social emotional and health needs (SEMH). The committee has oversight of pupil premium, free school meals, English as an additional language and alternative provision.

To fulfil its role, the committee ensures effective stakeholder engagement with parents, carers, pupils, and external agencies and ensures information is published on the academy's website as required by the DfE.

5.4 Governance and Nominations Committee

The Governance and Nominations committee has oversight of all governance functions including compliance with the academies handbook and any other legal and statutory requirements. The committee supports the management of trustee nominations, safer recruitment, DBS/compliance checks, attendance, and the development and performance of trustees, individually and as a collective. The committee ensures that any statutory governor responsibilities are fulfilled.

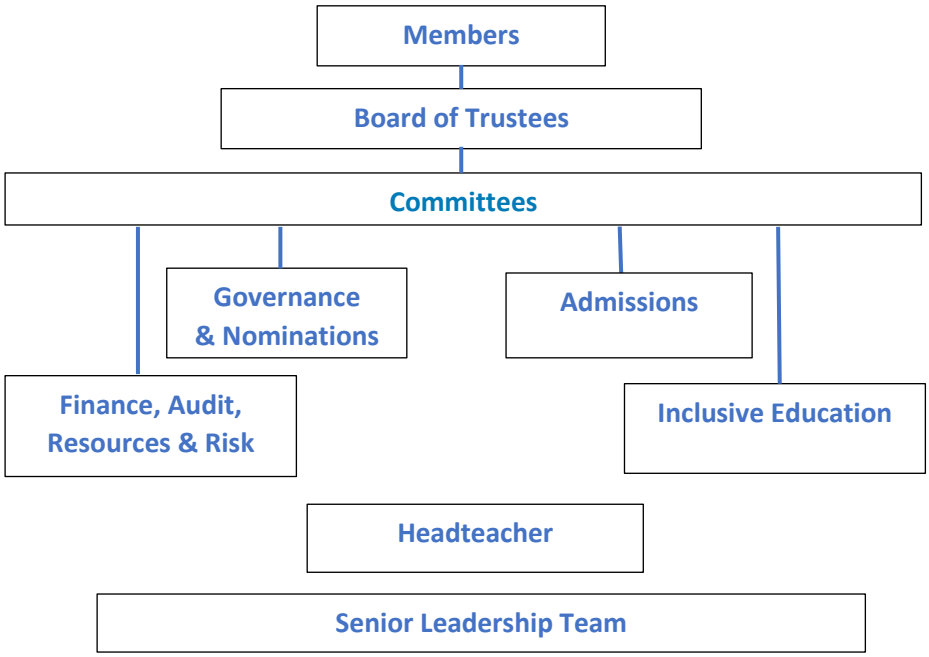
The committee annually reviews trustee skills and diversity. They monitor any gaps in knowledge or skills and ensure recruitment strategies are used to maintain a diverse and balanced trustee membership.

The committee leads the arrangements for the appraisal of the chair of the Trust Board, oversees relevant policies and ensures all trustees sign annually the trustee code of conduct.

5.5 Admissions Committee

The Trust has established an admissions committee to oversee the admissions policy and regularly monitor and agree in-year student recruitment. The committee meets as and when necessary and annually reviews the Admissions Policy, making recommendations for any changes to the Trust Board. Where appropriate the committee manages consultation on proposed admissions policy changes.

6.0 Academy Structure



7.0 Policies

A policy schedule is updated annually and includes all statutory and non-statutory policies and documents approved by the Board, committees and Headteacher. Policies are listed on the Academy website.

Policies are, where appropriate delegated for review and approval to appropriate Trust Board committees or the Headteacher. Whilst the Trust Board committees may review non-delegable policies/documents as required by DfE regulations, these will always be approved by the Trust Board.

8.0 Key to the Table of Delegation (Annex A)

Key to the table of delegation

Key	Level of Authority
A	Authority to Approve/Decide
C	Consult – Provide advice and support to those responsible for decision making
R	Recommend
D	Delivery
I	Inform

Key	Body/Person Responsible
M	Members
T	Trustees
FARR	Finance, Audit, Resources and Risk Committee
P&P	Pay and People Committee
I&E	Inclusive Education Committee
G&N	Governance and Nominations Committee
Head	Headteacher

Annex A

TABLE OF DELEGATION

1.0	Governance							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
1.1	**Vision, Values and Strategy**							
1.1.1	Set and review the vision, values and strategic direction of the academy	C	A					R
1.1.2	Champion and implement the vision, values and strategy set by the Board of Trustees	D	D	D		D	D	D
1.1.3	Approve and prepare 5-year strategic plan	C	A	R				D/R
1.2	**Structure and Delivery**							
1.2.1	Attend Annual General Meeting	A	D					D
1.2.2	Review, amend and approve the Articles of Association (with DfE approval)	A	R				R	
1.2.3	Change the name of the SAT (with DfE approval)	A	C/ R				R	R
1.2.4	Appoint and remove member appointed trustees	A	R				R	R
1.2.5	Elect a chair and vice-chair from their number and appoint chairs of committees	I	A				R	
1.2.6	Appoint and remove co-opted trustees		A				R	R
1.2.7	Ensure there are trustees with specific responsibilities for SEND, child protection/safeguarding, pupil premium, careers, health and safety and finance		A				R	R
1.2.8	Hold the Headteachers/SLT to account for the educational performance of the academy in the company and its pupils, and for the internal organisation, management and control of the academy including the performance management of staff.		A	R		R	R	D
1.2.9	Oversee the financial performance of the academy and make sure that its money is well spent		A	R				D
1.3	**Company's performance**							
1.3.1	Prepare, submit, approve and publish an annual report to members in respect of the company's performance	I	A				D	D
1.3.2	Oversee the delivery by the academy's public relations activity		A					D/R

1.3.3	Review the performance of the Board and Committees	I	A/ D	D/R		D/R	D/R	
1.3.4	Attend any training as required by the trustees		A/ R	D		D	D	D/R
1.3.5	Follow the Nolan principles of public life as outlined in the code of conduct	D	D	D		D	D	D
1.4	**Strategic oversight of governance**							
1.4.1	Have strategic oversight of governance arrangements and monitor their effectiveness		R				A/D	R
1.4.2	Receive succession and development plans for recruitment and retention of trustees		A				R/D	R
1.4.3	Consider the succession planning and development of the senior leadership team		C				C	A/D
1.5	**Reserved matters and business of the company**							
1.5.1	Determine the trustees reserved matters i.e. non delegable functions and responsibilities		A					
1.5.2	Prepare and approve an annual schedule of the trustees' business		A					R/D
1.5.3	Attend meetings of the trustees and provide an executive report. Recommend and secure (where appropriate) professional advice on behalf of the trustees as requested							A/R/D
1.6	**Appointments and administration**							
1.6.1	Appoint/remove a suitably qualified clerk/governance professional		A				R	R/D
1.6.2	Understand and comply with all duties and requirements of a trustee.		A/ D	D		D	R/D	R/D
1.6.3	Update GIAS as required by the Academy Trust Handbook							A/D
1.6.4	Publish registers relating to business and pecuniary interests for members/trustees/senior staff and	I	A					D
1.6.5	Ensure the preparation and filing of company registers e.g. members/trustees/persons with significant control/secretaries etc	I	A	R				D
1.6.6	Complete and return to the EFSA a financial management and governance self-assessment form	I	A	R				D
	Ensure that the company's accounts, are published on the company's website along with any other details as required by the DfE, ESFA, Companies House or any other organisation as required	I	A	R				D
1.6.7	Meet at least three times per year, once a term		A				R	D

1.6.8	Ensure that the company is compliant with all relevant regulations including charity and education law and report failings to the trustees for action	I	A					D
1.7	**Documents, policies and procedures** (See policy schedule for delegated approval level)							
1.7.1	On an annual basis, review and amend: ✓ the policies of the academy ✓ Code of Conduct ✓ The terms of reference for the trustees and their subcommittees ✓ Terms of reference for delegation to the senior executive leadership ✓ Role descriptions for trustees/chair to the trustees/committee members ✓ This scheme of delegation and table of roles and functions		A	R/A		R/A	R/A	A/R
1.7.2	Approve and implement any relevant policies in the academy and ensure that the academy is conducted in accordance with any such policies		A	R/A		RA	R	R/D
1.8	**Inspections**							
1.8.1	Support and assist the trustees to prepare for any inspections							D/R
1.8.2	Implement any actions arising from inspection outcomes		D/ R	R		R		D
1.9	**Performance management of non-executives**							
1.9.1	Annually appraise the chair of the board	I	I				A/D	
1.9.2	Carry out the annual self-evaluation of the trustees to assess the contributions made by the trustees'/committee members and report to the members for action, if appropriate		I				A/D	
1.9.3	Carry out an annual self-evaluation of each committee's work and performance		A	D		D	D	
1.10	**Delivery**							
1.10.1	Instruct the senior executive leadership as appropriate in respect of any reports made by them relating to matters in the company							D/R
1.10.2	Monitor school life in the academy and report any relevant findings to the trustees for action as appropriate.		I					D
1.10.3	Prepare and develop a school development plan and oversee it carried out in practice		I/R	R		R	R	A/D
1.10.4	Establish, develop and maintain pupil, parent and staff voice/relationships and monitor the same, reporting any issues or other matters to the trustees as appropriate		I			I		D

1.10.5	Establish and maintain a relationship with members of the wider local community, including relationships with other schools, agencies and businesses in the community		D					D

2.0	**Finance**							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
2.1	**Assurance**							
2.1.1	Appointment of Auditors	I	A	R				D
2.1.2	Receive and approve the annual accounts of the company	I	A	R				R/D
2.1.3	Appoint the external auditors and issue a letter of engagement for the external auditor's contract		A	R				
2.1.4	Appoint an audit committee to inform the Governance Statement and to provide assurance, as far as possible, the company's external auditors		A	R				
2.1.5	Appointment of the Chief Financial Officer		C	C				A
2.1.6	Appoint an Accounting Officer (who shall normally be the Headteacher)		A					
2.1.7	Appoint a finance committee (as per the Academy Trust handbook)		A					
2.1.8	Appoint a trustee responsible for finance		A					
2.2	**Budgeting and Financial Control**							
2.2.1	Ensure compliance with the requirements in the Academy Trust Handbook		A					D
2.2.2	Approve and keep under review the financial scheme of delegation		A	I/R				D
2.2.3	Approve the annual balanced budget and capital plan for the company including use of school reserves		A	I/R				D
2.2.4	Review and monitor monthly management accounts (termly)		I	A				D/I
2.2.5	Monitor income, expenditure, cash flow and balance sheet of the company and take appropriate action where necessary to ensure appropriate use of funds and to balance the company's books including borrowing and investments		I	A				D/I
2.2.6	Prepare and approve a 3-year budget forecast (rolling) and approve any significant changes		A	R				R
2.2.7	Submit the annual budget forecast to the ESFA		I	I				D

2.2.8	Approve any significant[1] changes to the approved budget		A	C				R/I
2.2.8	Purchase and procure in line with the scheme of financial delegation		I/R	I/R				D
2.2.9	Approve items not scoped within the scheme of financial delegation including entering into new funding agreements and the acquisition and disposal of legal entities		A	R				R
2.2.10	Approve use of school reserves		A	R				R/D
2.2.11	Approve budget virements/variations in accordance with the scheme of financial delegation		I	A				R/D
2.2.12	Ensure proper financial controls are in place		A	R				D/R
2.2.13	Ensure robustness of benchmarking in terms of best value for money principles		A	R				D
2.2.14	Ensure any borrowing has received ESFA approval		A	R				D
2.2.15	Take action as required by the trustees to meet all requirements of the Academy Trust Handbook		A	R				D
2.2.16	Support the trustees, and carry out any instructions from them, relating to their responsibilities for budget planning and ensuring the ongoing viability of the academy		I	I				D
2.2.17	Comply with the ESFA requirements in respect of borrowing by the company		A	R				D
2.2.18	Open bank accounts		A	R				D
2.3	**Accounting**							
2.3.1	Ensure that the accounts are audited in accordance with the Trustees' ESFA/DfE requirements		A	R				D
2.3.2	Produce, submit and publish annual audited accounts and report including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		A	R				D
2.3.3	Support and advise the trustees in respect of the annual accounts and report		I	A				
2.3.4	Ensure the academy keeps proper records and provide information to assist the company to prepare the annual accounts or any other accounting matter							D
2.4	**Documents, policies, and procedures**							

[1] Significant – Academy Financial Regulations/Policy

2.4.1	Adopt and review all financial policies as required by the Academy Trust Handbook and/or as recommended by the auditors and ensure that they meet the academy's charitable objects		A	R				D
2.4.2	Ensure all policies are in place as required by the Academy Handbook, Financial Regulations and Academy Finance Policy		A	D				D
2.4.3	Ensure a register of business and pecuniary interests is maintained for the company		A	R				
2.4.4	Establish, approve and monitor the trustee expenses policy		A	R				
2.4.5	Ensure that the company keeps all relevant financial records for at least 6 years after the end of the funding period to which they relate		I	I				D
2.5	**Staffing**							
2.5.1	Agree the level of remuneration for the Headteacher in line with nationally required guidelines ND		A	I				
2.6	**School Level Matters**							
2.6.1	Ensure provision of free school meals to those meeting the criteria and monitor provision		I	I				A/D

3.0	Contracts							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
3.1	**Tendering**							
3.1.1	Adopt an academy competitive tendering policy and ensure OJEU procurement thresholds are observed		A	R				
3.1.2	Prepare and approve competitive tendering policy for adoption by the trustees		A	R				D
3.1.3	Support the trustees in their monitoring and evaluation of the delivery of services and functions provided or procured by the company		I	I/C				A
3.2	**Ethical Considerations**							
3.2.1	Ensure the business of the company is conducted ethically and in line with corporate social responsibility indicators to ensure that all suppliers used take account of economic, social and environmental factors as far as permitted by the Academy Trust Handbook		D	D				D
3.3	**Entering Contracts**							
3.3.1	Approve any service contracts for trustees of the academy (subject to any policy on conflicts of interest/pecuniary interests/connected party transactions)		A	R				
3.4	**Payments and expenses**							
3.4.1	Set up and approve a trustees' expenses policy in accordance with the company's conflicts of interest policy		A	R				
3.4.2	Act as a signatory of an academy specific bank account in accordance with the financial regulations		A	A				A

4.0	Risk							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
4.1	Assign the oversight of risk to a committee		A					
4.2	Prepare, maintain and review the academy risk register		I	C				D
4.3	Adopt the disaster recover/business continuity plan for the academy		I	C				D
4.4	Approve insurance arrangements for the academy			I				R/D
4.5	Commence or settle any litigation proceedings	I	A					R/D
4.6	Provide any relevant and appropriate guarantees and indemnities as authorised by the members/trustees and in accordance with any requirements prescribed by the Academy Trust Handbook and/or the ESFA		A					R/D

5.0	Staffing							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
5.1	Monitor the recruitment, induction, training, CPD, wellbeing, dismissals, and other HR processes for all staff within the academy at a strategic level		I	R		I	I	D/R
5.2	**Staffing Structures**							
5.2.1	Determine and review any overarching management structures across the academy		A	C				R/A
5.2.2	Review staffing structures across the academy to ensure financial viability and sustainability whilst ensuring that the educational outcomes of the pupils are protected		A	C				R/D
5.2.3	Approve any re-grading of job roles		I	A				R
5.2.4	Approve any senior leadership and high-level non-teaching structures as determined by the Headteacher		A	C				R
5.2.5	Monitor and review staffing changes across the academy and report any issues to the trustees		I	C				A
5.2.6	Maintain accurate staffing records							D
5.3	**Pay and Appointments**							
5.3.1	Review pay across the academy to guard against equal pay claims and to seek opportunities for harmonisation of pay, where appropriate		I	A				R
5.3.2	Make arrangements for the appointment, suspension and dismissal of the Headteacher and any other designated staff[2]		A/ D					
5.3.3	Determine the pay scales and ranges including the allocation of the TLRs as is consistent with the Pay Policy		A	R				R
5.3.4	Make arrangements for the determination and review of the Headteachers' pay		A	R				
5.3.5	Appoint, dismiss, and make arrangements for the performance management of all staff other than designated post-holders in line with the academy policies		I	R				A
5.3.6	Approve any external work whether paid/unpaid of all staff other than the Headteacher and senior leaders		A					A/R
5.3.7	Approve any external work whether paid/unpaid of the Headteacher and all other designated post-holders		A	R				R

[2] Designated staff include: The Headteacher, Clerk/Company Secretary/Governance professional and any other senior post so designated by the Trustees

5.4	**Terms and Conditions**							
5.4.1	Ensure harmonisation of terms and conditions of employment across the academy to avoid the risk of employment claims considering legal requirements relating to, but not limited by, equal pay, discrimination and TUPE transfers and ensure risk is minimised/removed		I	R				A/R
5.4.2	Determine all matters of pensions for staff in line with academy policies and DfE requirements		I	R				A/D
5.5	**Performance Management**							
5.5.1	Make arrangements for the performance management review of the Headteacher and arrange for any external appraiser/appraisal		A	D/R				
5.5.2	Conduct the performance management review of the company secretary/clerk/governance professional (acting through a committee)		A	D/R				
5.5.3	Conduct the performance management and pay progression of staff in the academy (other than designated post-holders) in line with the academy's pay policy and performance management policy		I	I				A
5.6	**Suspension and dismissals**							
5.6.1	Suspend and dismiss the Headteacher and any designated executive leadership posts		A					
5.6.2	Suspend and dismiss Academy staff other than designated leadership posts		I	I				A/R/D
5.6.3	Advise the trustees of restructuring plans which might result in the redundancy or changes in terms and conditions for senior and other staff across the Trust		I	I				A/R/D
5.6.4	Approve any company-wide restructuring plans proposed by the Chief Executive		A	R/I				R/D
5.6.5	Notify the trustees of any redundancy proposals which could result in the dismissal of staff members and in particular where any proposal may bring the academy into disrepute		C/I	I				A
5.6.6	Notify the trustees of any suspension or action taken under a disciplinary policy which could result in dismissal of a staff member, particularly where any misconduct may bring the academy into disrepute		C/I	I				A
5.6.7	Senior executive leader to assist the trustees to suspend and dismiss all other designated post-holders, as required by the trustees		A	I				D
5.6.8	Suspend or dismiss teaching and non-teaching staff in consultation with the senior executive leadership		I	I				A
5.6.9	Approve any redundancies		A	I				A/R

5.7	**Documents, policies and procedures**							
5.7.1	Ensure consultation with staff and trade union officials/representatives before adoption of workplace policies, as appropriate		I	I				A
5.7.2	Approve the academy's pay policy		A	R				R
5.7.3	Adopt academy -wide staff policies and procedures as required by the policy schedule and Academy Handbook/ESFA/DfE		A	I/R				A/D
5.7.4	Put in place an appropriate whistleblowing procedure		I	A				R
5.7.5	Ensure the company's policies on all HR matters are implemented in the academy		I	R				A
5.8	**Miscellaneous**							
5.8.1	Approve applications for early retirement, secondment and leave of absence within the Academy other than that for designated post holders.		I	I				A/D
5.8.2	Approve applications for early retirement, secondment and leave of absence within for the Headteacher and designated post holders.		A	I				I
5.8.3	Ensure arrangements are in palace to support staff wellbeing within the academy		I	I				A/D

6.0	Curriculum and Standards							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
6.1	**Development Planning**							
6.1.1	Establish an Inclusion and Education Committee		A			I		R
6.1.2	Prepare, approve and deliver the school improvement plan		A	R		R	R	R/D
6.1.3	Monitor and keep under review the school improvement plan and any actions required		I			I/C		R/D
6.1.4	Monitor the school curriculum plan to ensure the delivery of an inclusive, broad and balanced curriculum		I			I/C		R/D
6.1.5	Set pupil performance targets and measure/review against national benchmarks/agreed trust targets		I			I		A/D
6.1.6	Review the contents and delivery of the curriculum across the academy including compliance with any funding agreement requirements and take action where there are any shortcomings		I			I		A/D
6.1.7	Monitor the quality assurance/standards of teaching and learning, the curriculum, inclusion and the sharing of good practice across the academy and take action where any issues arise		I			I/R		A/D
6.2	**Standards and Performance**							
6.2.1	Receive an annual report from the Headteacher on standards/results		I			I/R		D
6.2.2	Appoint a trustee responsible for statutory grants including pupil premium and sports premium		A			C		
6.2.3	Receive a termly report from the head teacher to include (as scheduled): pupil attendance and unauthorized absence/pupil premium & sports premium impact/lunch provision/ standards achieved/examination results		I			I/R		D
6.2.4	Receive an annual report from the head teacher to include (as scheduled): / standards achieved/examination results		I			I		D
6.2.5	Receive reports on pupil diversity and inclusivity		I			I/R		D
6.2.6	Receive reports on pupil discipline/behaviour		I			I/R		D
6.3	**Inspections**							
6.3.1	Prepare the academy for inspection and manage the process including briefings/training of trustees/staff		I			I/C		D
6.3.2	Liaise with Ofsted as required and advise trustees		I			R/I		D/R

6.4	**Pupil Exclusions and Behaviour**							
6.4.1	Determine arrangements including training for an Exclusion Panel to review and hear exclusions		A			R		R
6.4.2	Receive and review pupil suspensions and exclusions including variations from local and national statistics		I			I		D
6.4.3	Monitor and report on pupil behaviour including incidents by type and frequency		I			I		D
6.5	**Policies and procedures**							
6.5.1	Approve non delegable policies in accordance with DfE/ESFA/Academy Handbook		A	C		C	C	D
6.5.2	Ensure every pupil is well- equipped to follow their vocation as active citizens in service to the world the curriculum, extra-curricular activities and ethos will prepare pupils for life underpinned by British values		I			R/I		A/D

7.0	Special Educational Needs and Disabilities							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
7.1	**Appointments**							
7.1.1	Appoint a lead SEND trustee		A			R		R
7.1.2	Designate a teacher to be responsible for coordinating SEND provision		I			I		A
7.2	**Compliance**							
7.2.1	Ensure compliance with legal requirements relating to SEND within the academy and the provision of training to ensure such compliance		I			I/R		A
7.2.2	Review KPIs across the academy for identification of any areas of concern		I			I		D
7.2.3	Liaise with the local authority in respect of pupils who have, or might have SEND		I			I		D
7.2.4	Make provision for SEND pupils with or without a statement or EHC Plan		I			I		D
7.3	**Documents, policies, and procedures**							
7.3.1	Approve SEND policy in line with DfE/ESFA/Academy Handbook requirements		A			R		R/D
7.3.2	Review, maintain and have oversight of the implementation of the SEND policy within the academy and compliance with the legal requirements relating to disability and report to trustees		I			I/R		R/D

8.0	Safeguarding and Child Protection							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
8.1	**Monitoring and Reporting**							
8.1.1	Monitor safeguarding practice (including compliance with legislation) across the academy and report to the trustees (as matters arise and at least annually) where safeguarding practice is falling short of the standards expected		D	D		DI	D	D
8.1.2	Report to the trustees on the procedures in place for safeguarding		I	I		I		D
8.1.3	Put in place effective systems for safeguarding pupils and take appropriate action where these are not followed		I	I		I		D
8.1.4	Monitor safer recruitment practice		I	I				D
8.2	**Compliance**							

8.2.1	Put in place effective systems for safeguarding pupils and take appropriate action where these are not followed		I	I		I		D
8.2.2	Put in place effective systems for safeguarding pupils and take appropriate action where these are not followed		I	I		I		D
8.2.3	Ensure training and legal compliance issues		I	I		I		D
8.2.4	Ensure the single central record is maintained for all appointments		I	I		I		D
8.2.5	Ensure compliance with all relevant and related regulations e.g. school trips/ risk assessments/health and safety		I	I		I		D
8.3	**Recruitment and appointments relating to safeguarding**							
8.3.1	Ensure that at least one trustee on any recruitment panel has up to date safer recruitment training		I			C	A	D
8.3.2	Ensure safer recruitment/safeguarding training is undertaken by all trustees		I			C	A	D
8.3.3	Ensure the academy has appointed a designated teacher to support looked after children		I			R		D
8.3.4	Appoint a designated trustee for safeguarding		A			C	R	R
8.4	**Documents, Policies, and Procedures**							
8.4.1	Approve an academy safeguarding and child protection policy		A			I/R		R/D
8.4.2	Make arrangements for safeguarding audits to be conducted by independent personnel		I			I		D
8.4.3	Approve an academy policy regarding school trips		A			R/I		R/D

9.0	Admissions (Functions are undertaken by an Admissions Committee appointed by the Trust Board)							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
9.1	**Place Planning**							
9.1.1	Prepare an annual report to the trustees on the need for school places within the local community, using local intelligence		I					A
9.2	**Admissions arrangements**							
9.2.1	Prepare and approve the academy's admissions policy		A					R
9.2.2	Provide oversight, and support, for the effective implementation of admissions arrangements for the academy		D		D			D
9.2.3	Provide advice and guidance to trustees regarding the requirements of the Schools Admissions and Appeals Codes		I		I/D			R
9.2.4	Undertake consultation, determine and publish admissions arrangements as required in accordance with the Academy's admissions policy		A					D
9.2.5	Make arrangements for determining admissions and hearing admission appeals under the School Admissions Appeals Code		I		D			D
9.2.6	Ensure effective arrangements are in place for pupil recruitment.		I		I/R			D
9.2.7	Prepare the academy prospectus (if there is one)		I		I/R			D
9.2.8	Ensure participation in the fair access protocol		I		I/R			D
9.3	**Documents, policies and procedures**							
9.3.1	Approve the academy admissions policy annually prepared by the Headteacher		A		R			R
9.3.2	Review and approve all academy admissions arrangements before they are determined and published		A		D			D
9.3.3	Ensure all policies are reviewed by the trustees and are compliant with the School Admissions and Appeals Codes							D
9.3.4	Undertake consultation as required by the Admissions Code		I/ R		R			D/R

10.0	Other Pupil Matters							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
10.1	**Complaints**							
10.1.1	Adopt a complaints policy and receive reports from the Headteacher regarding the level and type of complaints		I	A				D
10.1.2	Hear complaints at the relevant stage		D					D
10.2	**Academy Timetable**							
10.2.1	Set the times of academy sessions and the dates of academy terms and holidays		A			I		D
10.2.2	Ensure that the academy meets for required sessions in an academy year		I			I		D
10.3	**Pupil Health and Wellbeing**							
10.3.1	Monitor that the school lunch provision at the academy meets the appropriate nutritional standards and take action, as appropriate, if not		I	i		I		D
10.3.2	Review and maintain home-academy agreements, if appropriate,					I		D

11.0	Data Protection and Cyber Security							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
11.1	**Compliance**							
11.1.1	Notify the trustees of any warning notice or other notice of failing or shortcoming received from the RSC/DfE/ESFA/local Authority/Ofsted etc		I					D
11.1.2	Ensure compliance with all data protection legislation and good practice across the academy		I	C/R				D
11.2	**IT and Cyber Security**							
11.2.1	Develop and implement an integrated ICT strategy to ensure compatibility of systems and effective storage of data and effective cyber security		I	C/R				D
11.2.2	Monitor and report cyber security and data breaches		I	C/I				D
11.2.3	Complete training annually in accordance with safety and insurance requirements		D	C/I				D
11.3	**Data Protection**							
11.3.1	Ensure compliance with all data protection legislation and good practice at the academy		I	C/I				D
11.3.2	Ensure that registration with the Information Commissioner's Office is up to date		I	I				D
11.3.3	Respond to Freedom of information requests							D
11.3.4	Implement and accessibility plan for the academy reporting any issues to the trustees		A	I		I	I	D
11.4	**Website/Publication of Information**							
11.4.1	Oversee the maintenance and development of the academy's website		I	C		C	C	A/D
11.4.2	Ensure the publication of academy information, ensuring that all electronic communication, required policies including web pages, are up to date		I				C	A/D
11.5	**Documents, Policies and Procedures**							
11.5.1	Adopt data protection policies and procedures to comply with legislation relating to data protection and freedom of information			A				D

12.0	Health and Safety							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
12.1	**Health and Safety**							
12.1.1	Prepare an academy health and safety policy for approval by trustees		I	C				D
12.1.2	Approve the academy's health and safety policy		I	A				D
12.1.3	Monitor the implementation of the health and safety policy and report any issues to the trustees		I	I				D
12.1.4	Report any health and safety breaches as required by legislation (e.g. RIDDRO)		I	I				D
12.1.5	Keep a record of lettings and report to the trustees			I				D
12.1.6	Appoint a trustee responsible for health and safety		A				R	
12.2	**Estate**							
12.2.1	Monitor the outcomes off-site inspections to review any health and safety issues and the security of premises and equipment		I	I				D
12.2.2	Monitor the accident book and agree appropriate actions			I				D
12.2.3	Ensure suitable risk assessments are prepared and appropriate actions taken			I				D
12.2.4	Review security of premises and equipment			I				D

13.0	Estate and Capital							
No	**Action**	**M**	**T**	**FARR**	**Adm**	**I&E**	**G&N**	**Head**
13.1	**Insurance**							
13.1.1	Procure appropriate insurance for the estate and ensure compliance with all obligations		I	I				D/A
13.2	**School Land and Buildings**							
13.2.1	Review and maintain any buildings strategy and asset management planning arrangements in accordance with any requirements set by the ESFA/DfE		I	I				D
13.2.2	Ensure land and buildings are maintained and fit for purpose		I	I				D
13.2.3	Provide evidence of compliance with all statutory requirements for works e.g. planning approval, listed buildings consent, buildings regulations consent etc		I	I				D
13.2.4	Prepare a report for the trustees on the overall state of the school estate.		I	I				D
13.2.5	Ensure all statutory testing and maintenance requirements are complied with e.g. asbestos management plan, fire risk assessments, water hygiene, electrical safety et		I	I				D
13.2.6	Monitor the arrangements for the effective supervision of building maintenance and minor works and take up any issues with the senior executive leadership		I	I				D
13.2.7	Seek approval from the trustees for any changes to fixed assets used by the academy		A	C				D
13.3	**Capital Investment**							
13.3.1	Approve an academy capital and investment strategy		A	C/I				D
13.3.2	Prepare the academy's capital and investment strategy			C				D