





## GOVERNANCE (continued)

	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub Ctee	CEO	Regional Education Director	Headteacher/ Executive Headteacher	Finance Director	Health & Safety/Estates Manager	Notes
Put systems in place to ensure quality, safety and good practice		✓											
Schools self-evaluation and quality assurance						✓							
Responsibility for challenging and monitoring standards and reporting to Trustees						✓							
Setting and review of the curriculum, having regard to any views of the Trustees /CEO						✓							
Determining school sessional times						✓							
Considering formal complaints about employees other than Headteacher/Regional Education Director/CEO (stage 2)										✓ (*)			(*) or nominated person
Considering formal complaints about Headteacher (stage 2)									✓ (*)				(*) or nominated person
Considering formal complaints about Regional Education Director (stage 2)								✓ (*)					(*) or nominated person
Considering formal complaints about CEO (stage 2)		Chair (*)											(*) or nominated person
Considering formal complaints (stage 3)						✓ II							II appointed members can be drawn from across the Trust
Determination of Published Admission Policy and written consent to changes to admission criteria		✓											
Application of Admissions Policy		✓								✓			
Monitor and challenge pupil attendance of individual school						✓							
Monitor and challenge pupil attendance across the Regional Hub					✓								
Decision to expand any academy		✓											
Determining or changing the name of an academy		✓											
Power to exclude pupils										✓			
Consideration of representations from parents re: suspensions							✓						LGB sub-committee members can be drawn from across the Trust
Consideration of fixed term suspensions and exclusions							✓						LGB sub-committee members can be drawn from across the Trust
Monitor use of suspension/ exclusion and attendance rates across the Regional Hub					✓								
Determine school holidays		✓											
Authority to enter into Funding Agreements, leases and other legal processes relating to acquisition of academies into the Trust		✓						✓					

# PREMISES MANAGEMENT

	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees' Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Education Director	Headteacher/ Executive Headteacher	Finance Director	Health & Safety/Estates Manager	Notes
Prepare reports in relation to buildings and facilities												✓	
Ensure a suitable programme of estate compliance and strategy is in place								✓	✓			✓	
Make recommendations to Trustee and Senior Leaders re. capital requirements / expenditure											✓	✓	
Exercise responsibilities for maintenance and improvement of the buildings and facilities (where delegated to do so)			✓		✓	✓		✓	✓	✓			
Receive and consider estate management strategy/ plan		✓											
Execute/monitoring of estate management strategy/plans			✓										
Determine level of capital investment in buildings and facilities			✓										
Determine priorities in relation to capital projects/expenditure			✓										
Ensure all premises staff have received relevant training in line with their role										✓		✓	
Disposal or acquisition of land and property		✓											
Insuring the land and buildings used by the academies		✓									✓	✓	
Participate in inspections of academy premises alongside representative of WISE Estates Team (i.e. in relation to H&S) and monitor actions in line with Trust policies						✓							
Ensure timely reports are produced to demonstrate statutory compliance in line with the Estate Strategy												✓	
Incurring capital expenditure which is provided for within agreed budget in line with financial procedures								✓	✓	✓			
Monitor compliance of buildings across the Regional Hub					✓								
Monitor Health & Safety Action Plans				✓		✓							
Monitor Health & Safety action plans and hold Regional Hub Lead to account in relation to completion of any actions					✓								
Receive and challenge accident near miss reports across the Regional Hub					✓								
Incurring capital expenditure which is outside of that provided for within agreed budgets			✓										
Hire of premises – Complete appropriate paperwork in line with Lettings Policy										✓			
Hire of premises – approve compliance check												✓	
Hire of premises – approval									✓				
Take decisions on establishing costed childcare services											✓		

<b>EMPLOYMENT</b>	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Education Director	Headteacher/Executive Headteacher	Finance Director	HR Director	Notes
Determine and adopt policies and set pay terms for all academy staff including contracts, terms and conditions		✓											
<b>APPOINTMENTS/RESIGNATIONS &amp; STAFFING STRUCTURE</b>													
Determine all matters relating to appointment of CEO and Acting arrangements where necessary		✓											
Determine all matters relating to appointment of CFO		✓											
Determine all matters relating to appointment of Executive Headteachers /Headteachers/Heads of School and Regional Education Directors across the Trust		✓											
Determine all matters relating to appointment of Leadership below Executive Headteachers and Headteachers across the Regional Hub (e.g. DHT, AHT)									✓				
Determine all matters relating to appointment of staff (Head Office/company wide)								✓					
Appointment of teaching and support staff at academy									✓ @				@ RED have a right to attend interview and may include Local Governing Body representation
Approve changes to staffing structure (Head Office and Leadership)		✓											
Determine staffing structure and approve changes to staffing structure (below Leadership – academy based staff)									✓				
Determine the start date of new employees and readiness to start employment after appropriate checks undertaken												✓	
Power to direct workforce to work across the Trust								✓					
Deployment of Academy staff										✓			
<b>REDUCING STAFF &amp; REDUNDANCY EARLY RETIREMENT</b>													
Approve the need for staff reductions and determine the number and category of staff to be reduced and criteria to be used in making a selection (all staff)		✓											
Initial consultation with trade unions									✓	✓			
Consider applications for voluntary redundancy/early retirement (academy based staff below Leadership)									✓				
Select staff for redundancy according to agreed criteria (academy based staff below Leadership)										✓			
Consider representations from staff selected for redundancy (academy based staff below Leadership)										✓			
Consider applications for voluntary redundancy (Executive Leadership Team/Academy Leadership/Head Office staff)								✓					
Select staff for redundancy according to agreed criteria (Executive Leadership Team/Academy Leadership/Head Office staff)								✓					
Consider representations from staff selected for redundancy criteria (Executive Leadership Team/Academy Leadership/Head Office staff)								✓					
Select staff for redeployment								✓					
Hear appeals from staff affected by decision to reduce staff (All Staff)		✓ II											II Committee of Trustees to be formed if needed

<b>EMPLOYMENT (continued)</b>	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Education Director	Headteacher/Executive Headteacher	Finance Director	HR Director	Notes
<b>SALARY ISSUES</b>													
Arrange annual appraisal of CEO		✓											
Conduct annual appraisal of Executive Leadership Team								✓					
Conduct annual appraisal of Headteachers and make recommendations on pay									✓				
Conduct annual appraisal of other teachers and make recommendations on pay										✓			
Arrange annual appraisal of other academy staff and make recommendations on pay where appropriate										✓			
Annual determination of salary of CEO			✓										
Annual determination of salary of Headteacher and other leadership group staff			✓										
Annual determination of salary of other Teachers based on recommendation of Headteacher			✓										
Consideration of Recruitment and Retention incentives for teachers below leadership group staff			✓										
Consideration of re-grading claims from support staff (academy based staff)									✓				
Consideration of re-grading claims from Executive Leadership Team			✓										
Consideration of re-grading claims from support staff (Head Office)								✓					
Consider salary appeals across the Trust		✓ II											II Committee of Trustees to be formed if needed
Consideration of Pay Protection								✓					
<b>GRIEVANCE</b>													
Initial consideration of grievance (academy based staff – below Leadership)										✓			
Appeals against grievances (academy based staff- below Leadership)									✓				
Initial consideration of grievance (Leadership/Executive Leadership Team/Head Office)								✓					
Consideration of grievance where concerning CEO			✓										
Appeals against grievances (Leadership/Executive Leadership Team/Head Office)		✓ II											II Committee of Trustees to be formed if needed
Initial consideration of grievance (CEO)		Chair											
Appeals against grievances (CEO) where Trustees already considered or where concerning Trustees		✓ II											II Committee of Trustees to be formed if needed
<b>DISCIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)</b>													
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (academy based staff under Leadership)										✓			
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Leadership/Executive Leadership Team/Head Office staff)								✓					
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)			✓										
Initial determination on dismissals of employees (All staff)								✓					
Initial determination on dismissal of CEO			✓										
Appeals from staff in respect of sanctions/below dismissal previously considered (All academy under Leadership)									✓				

<b>EMPLOYMENT Continued.....</b>	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Education Director	Headteacher/ Executive Headteacher	Finance Director	HR Director	Notes
Appeals from staff in respect of dismissals, previously considered (All academy staff under Leadership)		✓ II											
Appeals from staff in respect of sanctions/dismissals previously considered Academy (Leadership/Executive Leadership Team/Head Office staff)		✓ II											II Committee of Trustees to be formed if needed

<b>SUSPENSION</b>													
Suspend academy staff										✓			
Suspend Headteacher								✓					
Suspend Executive Leadership Team/Head Office staff								✓					
Suspend CEO		Chair											
Lift suspension academy staff (i.e. where no action)										✓			
Lift suspension of Headteacher (i.e. where no action)								✓					
Lift suspension of Executive Leadership Team/Head Office staff (i.e. where no action)								✓					
Lift suspension of CEO		Chair											
<b>GENERAL</b>													
Consider requests for flexible working (academy based staff below Leadership)									✓				
Consider requests for flexible working (Leadership/Executive Leadership Team/Director of Learning/CEO)			✓										
Consider requests for flexible working (Head Office)								✓					
Appeals against Flexible working (Leadership/Executive Leadership Team/Head Office)		✓ II											II denotes Committee of Trustees to be formed if needed
Appeals against Flexible working (academy based staff under Leadership)								✓					
Authorising of Settlement Agreements – up to £30,000								✓					
Authorising of Settlement Agreements – between £30,001 - £50,000			✓										
Authorising of Settlement Agreements – Over £50,000 *													• ESFA approval





<b>RISK MANAGEMENT/INTERNAL ASSURANCE</b>	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB Sub-Ctee	CEO	Regional Education Director	Headteacher Executive Headteacher	Finance Director	Health & Safety/Estates Manager	Notes
Ensure that Trust risk management arrangements are in place		✓									✓	✓	
Responsibility to develop risk management strategies								✓			✓	✓	
Agree the internal assurance work programme				✓									
Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues				✓									
Monitor the implementation of agreed recommendations relating to Internal Assurance reports				✓									
Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor				✓									
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.				✓									
Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter.				✓									
Recommend the annual financial statements to the Academy Trust for approval.				✓									
Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.				✓									
Monitor and implementation of Risk Management procedures				✓									
Duty to ensure that appropriate risk management systems are in place external (Residential) visits Category 2										✓			
Duty to ensure that appropriate risk management systems are in place external (Residential) visits Category 3									✓				
Review the Academy Trust's anti-fraud arrangements				✓									
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed				✓									
Produce reports for the Academy Trust and Accounting Officer, which should include advice on the effectiveness of the Academy's risk management, control and governance processes, and any significant matters arising from the work of internal and external auditors											✓		
Prepare / contribute to Trust Risk Register											✓	✓	
Prepare / contribute to Local Risk Registers										✓		✓	
At least annually review the Trust's risk register and focus on key risks throughout the year				✓								✓	
At least annually review the Local risk register and focus on key risks throughout the year (academy level)				✓		✓							
Approve and review Business Continuity Plans				✓				✓					
Keep under review risk management plans – academy level						✓			✓			✓	
Keep under review risk management plans across the Regional hub					✓								
Ensure school website is compliant and fit for purpose									✓	✓			
Monitoring of the website compliance						✓							
Ensuring that data protection/GDPR compliance				✓				✓	✓	✓		✓	



CURRICULUM	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Education Director	Headteacher/Executive Headteacher	Finance Director	Health & Safety/Estates Manager	Notes
Set the Mission Statement of the Trust		✓											
Define the WISE rationale for the curriculum for the organisation		✓											
Reflect the WISE rationale of the curriculum at local level									✓	✓			
Ensure that the WISE rationale is addressed in the context of the school						✓				✓			
Ensure that the breadth of the National curriculum is taught across the Trust		✓											
Implement and evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare					✓	✓			✓	✓			
Ensure that the WISE rational of Reading, Writing, Maths and Early Years approaches are delivered consistently		✓						✓		✓			
Ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage						✓				✓			
Ensure that the curriculum, focuses of safeguarding, protected characteristics of equality, PSHE and cultural capital themes are implemented through the curriculum to ensure that pupils have developed knowledge and understanding.						✓				✓			
Ensure that extra-curricular opportunities support the formal curriculum for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities						✓				✓			
Ensure that continuing professional development for staff is aligned with the curriculum					✓	✓			✓	✓			

<b>SAFEGUARDING</b>	Members of Company	Trustees	Trustees' F&GP Ctee	Trustees Audit Ctee	Regional Hub Board	Local Governing Body	LGB-Sub-Ctee	CEO	Regional Education Director	Headteacher/Executive Headteacher	Finance Director	Health & Safety/Estates Manager	Notes
Consider and approve the annual strategic safeguarding plan		✓											
Review findings of external safeguarding reports		✓		✓		✓							
Approve Safeguarding Key Performance Indicators (KPI's)		✓											
Monitor safeguarding compliance through KPI document				✓									
Consider and approve the Trust's Safeguarding & Child Protection Policy, Code of Conduct and procedures for the Trust.		✓											
Consider and endorse academy-specific Safeguarding & Child Protection Policy and procedure						✓							
Ensure that safeguarding procedures are effectively implemented		✓				✓		✓	✓	✓		✓	
Monitor safeguarding actions following audits and hold Regional Hub Lead to account in relation to completion of any actions					✓								
Complete an annual safeguarding self-assessment audit										✓			
Review and monitor safeguarding self-assessment action plan						✓							
Ensure any safeguarding actions are completed				✓									
Duty to report safeguarding concerns/breaches to CEO						✓			✓	✓		✓	
Reporting on compliance with safeguarding requirements to those responsible for governance								✓	✓	✓			
Receive termly and annual safeguarding reports		✓				✓							
Consider any serious safeguarding matters		✓											
Be aware of any Local Authority Designated Officer (LADO) referrals						✓			✓				
Hold the Headteacher to account on all matters involving safeguarding						✓			✓				
Ensure that all personnel complete relevant annual declarations								✓		✓			
Receive and acknowledge annual safeguarding declaration		✓				✓							
Maintaining up to date training records for academy personnel and ensuring compliance with safeguarding requirements										✓			
Monitor academy-specific safeguarding training matrix ensuring that all staff/volunteers have had appropriate training and induction						✓							
Ensuring that all staff and volunteers have appropriate pre-employment checks in place before their first day of employment/placement								✓	✓	✓			
Ensuring the Single Central Record is up to date and compliant with requirements										✓			
Verify that single central record is kept up to date, noting when it was last checked for compliance						✓							
Attendance at annual safeguarding training with regard to Keeping Children Safe in Education		✓				✓							