WISE ACADEMIES

DELEGATION OF POWERS - OVERVIEW

This is intended as a summary. It is not exhaustive and reference should be made to Articles of Association and appropriate policies

Everyone within the Trust

- Ensure that income and property of the Company shall be applied solely towards the promotion of the Object.
- Responsibility to ensure that academies are conducted in accordance with objects of company and promoting high standards.
- Duty to promote safeguarding requirements
- Ensure compliance with the health and safety, buildings and other policies of WISE Academy Trust (acting in accordance with appropriate professional advice)

THE TRUST BOARD AND/OR CEO HAVE THE RIGHT TO SUB-DELEGATE (WHERE THERE IS A CONFLICT OF INTEREST) OR WITHDRAW, THE DELEGATION OF POWERS AT ANY TIME, SUBJECT TO RELEVANT ADVICE

Where any power or responsibility is not specifically itemised under this Scheme of Delegation, the CEO will make a determination.

GOVERNANCE	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
Determine the objects of the Company	✓												
Approve Deed of Variation and Articles	✓												
Approve Trust policies and ethos		✓											
Approve Trust policies that are academy specific						✓							
Ensure that appropriate indemnity insurance is in place to cover the liability of Trustees	✓												
Determine expenses policy for Trustees		✓											
Establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Company	✓												
Ensure that accounts are prepared in accordance with the relevant Statement of Recommended Practice as if the Company was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and filed with the Secretary of State and the Principal Regulator each Academy Financial Year	✓	✓											
Approve Annual Report in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and file these with the Secretary of State and the Principal Regulator each Academy Financial Year		✓											
Comply with obligations under Part 24 of the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and to the Secretary of State and the Principal Regulator each Academy Financial Year		✓											
Hold General Meetings in accordance with Articles of Association	✓	✓											

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
Determine whether any of Trustees' powers be delegated to a committee, CEO or other holder of executive office		✓											
Determining the constitution, membership and proceedings of the Local Governing Bodies		✓											
Review of scheme of delegation (at least annual)		✓											
Appointment of up to 9 Trustees to represent the Trust as set out in Articles of Association	✓												
Co-opting up to 3 Trustees		✓											
Making arrangements for election of Parent Members of Local Governing Bodies		✓											
Appointment and Removal of ATC Members to Local Governing Bodies		✓											
Suspension of Local Governors		✓											
Power to co-opt and remove members to LGB (having regard to views of Trustees)						✓							
Approval of appointment of First Local Governors (i.e. newly established Local Governing Bodies & Regional Hub Board)		✓											
Appointment of Secretary to the Trustees and to Committees		✓											
Appoint Chair and Vice-chair of Local Governing Body & Regional Hub Board		✓											
Power to appoint committees, determine constitution, membership and proceedings of committees		✓											
Determine functions and proceedings of Local Governing Bodies & Regional Hub Board		✓											
Power to manage the business of the Company and exercise all the powers of the Company		✓											
Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object (as delegated by Trustees)			✓										
Power to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object (as delegated by Trustees)			✓										
Ability to give views on suitability of appointments to LGB & Regional Hub Board membership (not elected categories)		✓											
Duty to comply with direction of Trustees			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Duty to adhere to instructions given by CEO									✓	✓	✓	✓	
Duty to adhere to instructions given by Regional Education Directors										✓			
Instituting, settling or compromising any legal proceedings instituted or threatened against the Academy or submitting to arbitration or alternative dispute resolution any dispute involving the Academy			✓					✓					

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
Duty to inform CEO of any Ofsted visit or investigation						✓			✓	✓			
Responding to any investigation by a regulatory body (e.g. ESFA)		Chair						✓					
Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)						✓				✓			
Holding LGB to account for performance of schools					✓								
To review **Trust** Key Performance Indicators across the region for identification of concern for referral to Trustees					✓								
Holding RHB to account for performance of Regional Hub		✓											
Obligation to ensure high standards overall		✓											
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)						✓ ♊							♊ 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 or change Published Admission Number		✓											
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 / term dates		✓											
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			✓										

EMPLOYMENT	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		✓											
APPOINTMENTS/RESIGNATIONS & STAFFING STRUCTURE													
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/**Regional Hub Lead** 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										✓			
REDUCING STAFF & REDUNDANCY EARLY RETIREMENT													
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)								✓					

EMPLOYMENT (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	HR Director	Notes
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)		✓											♊ Committee of Trustees to be formed if needed
SALARY ISSUES													
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/**Executive pay**			✓										
Sign off/approval CEO/Executive Salary		✓											
Annual determination of salary of Headteacher and other leadership group staff			✓										
Annual determination of salary of other Teachers based on recommendation of Headteacher **over and above normal pay progression**			✓										
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		✓											♊ Committee of Trustees to be formed if needed
Consideration of Pay Protection for staff, **in exceptional circumstances, below CEO/Executive Team**								✓					
Consideration of non consolidate pay for CEO/Executive Team in exceptional circumstances			✓										

EMPLOYMENT (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	HR Director	Notes
GRIEVANCE													
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)		✓ ♊											♊ 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		✓ ♊											♊ Committee of Trustees to be formed if needed
DISIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)													
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)~~ **below Headship**								✓	✓				
Initial determination on dismissal of Headteacher/Regional Education Director/Regional Hub Lead								✓					
Initial determination on dismissal of CEO			✓										
Appeals from staff in respect of sanctions/below dismissal previously considered (All academy under Leadership)									✓				
Appeals from staff in respect of dismissals, previously considered (All academy staff under Leadership)		✓ ♊											
Appeals from staff in respect of sanctions/dismissals previously considered Academy (Leadership/Executive Leadership Team/Head Office staff)		✓ ♊											♊ Committee of Trustees to be formed if needed

EMPLOYMENT (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	HR Director	Notes
SUSPENSION													
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											
GENERAL													
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)		✓ ♊											♊ 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~~ **£50,000 within contractual notice pay**								✓					
~~**Authorising of Settlement Agreements – between £30,001 - £50,000**~~			✓										
Authorising of Settlement Agreements – **Over £50,000 and\or above non contractual payments**													• ~~**ESFA**~~ **DfE** approval
Receive reports of settlement agreements			✓										

FINANCIAL MANAGEMENT PROCEDURES	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 sound and appropriate financial governance are in place	✓	✓						✓			✓		
Determination of level of central charges to individual academies		✓											
Review financial management arrangements and delegation of powers at least annually		✓											
Prepare and monitor budgets											✓		
Contribute to the financial priorities						✓				✓			
Present draft academy budget to committee of Trustees											✓		
Approve budget (academy and Trust level)			✓										
Monitor individual academy budget			✓						✓	✓	✓		
Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook		✓									✓		
Determine use of prior year reserves			✓										
Determine and review the Reserves Policy		✓											
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		✓	✓					✓	✓	✓	✓		
Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		✓	✓					✓			✓		
Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account						✓							
Review financial benchmarking at Regional Hub level					✓								
Production of annual accounts											✓		
Overall responsibility for accounts of the company		✓						✓					
Ensure appropriate procedures in place for safeguarding of funds (overall)		✓						✓			✓		
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding								✓			✓		
Responsibility to ensure that adequate financial risk management strategies are in place				✓									
Ensure that financial risk management strategies are adhered to				✓									
Determine how CEO's financial powers will be exercised where the substantive post holder is absent		✓											
Approval of Annual Financial Statements	✓	✓											

FINANCIAL MANAGEMENT PROCEDURES (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
Determining cost of school meals/extended services											✓		
Approve cost of school meals/extended services			✓										
Setting charges for extended services or other activities provided by or through academies											✓		
Approve charges for extended services or other activities provided by or through academies			✓										
Ensure that asset register is in place in line with financial procedures											✓		
Write off debt up to £1,000								✓					
Write off debt above £1,001			✓										
Entering into novel, contentious or repercussive transactions		✓											**Note - DfE approval required. It is not anticipated that such transactions will ever be deemed necessary**
AUTHORISE DISPOSAL OF ASSETS													
Assets with original purchase price <£10,000 and market value <£1,000											✓		
Assets with original purchase price < £10,000 and market value exceeding £1,000								✓					
Assets with original purchase price £10,000 or more			✓										

PURCHASING GOODS OR SERVICES	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
Authorise expenditure up to £5,000										✓			
Authorise expenditure up to £50,000								✓					
Authorise expenditure over £50,000			✓										
Approve all Trust Service Level Agreements			✓										
Authorised signatory for entering into contracts, variation or terminating contracts (up to £50,000)								✓					
Authorisation of contracts, variation or terminating contracts (over ~~**£20,000)**~~ £50,000			✓										

INVESTMENTS	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
Recommend the opening of new bank or building society accounts to Trustees			✓										
Approve the opening of new bank or building society accounts		✓											
Recommend the amended list of approved institutions to Trustees			✓										
Approve amended the list of approved institutions		✓											
Recommend approval to any bank or building society deposits to Trustees			✓										
Give approval to any bank or building society deposits											✓		
Recommend approval to any investment product other than with a bank or building society to Trustees			✓										
Approval to any investment product other than with a bank or building society		✓											

RISK MANAGEMENT/INTERNAL ASSURANCE	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)				✓		✓							

RISK MANAGEMENT/INTERNAL ASSURANCE (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
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				✓				✓	✓	✓		✓	

GENERAL	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
To develop, monitor and approve the School Development Plan/SEF						✓							
Monitor and evaluate the school's performance – outcomes for pupils		✓				✓							
Support the Regional Hub Lead in setting challenging targets for each academy within the hub					✓								
Engage with parents, carers and other stakeholders and agencies to support all pupils						✓							
Take into consideration views with pupils, parents and staff to support all pupils across the regional hub					✓								
Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition		✓				✓							
Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school		✓				✓							
Provide support for an effective Headteacher or are hindering school improvement because of lack of understanding of the issues facing the school						✓							
Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school		✓				✓							
Authorisation to make statements in response to media enquiries		Chair						✓					
Contribute to / determine marketing strategies for academies						✓		✓	✓	✓			
Take decisions on unavoidable closure/ emergency closure of academies								✓	✓				

GENERAL (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
Authorise changes to the name of the company	✓												
Determining the name of academies		✓											
Take decisions on the logo / branding of the company		✓											
Take decisions on the logo / branding of the academies		✓											
Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		✓											

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					✓	✓			✓	✓			

SAFEGUARDING	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								✓	✓	✓			

RISK MANAGEMENT/INTERNAL ASSURANCE	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
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		✓				✓							