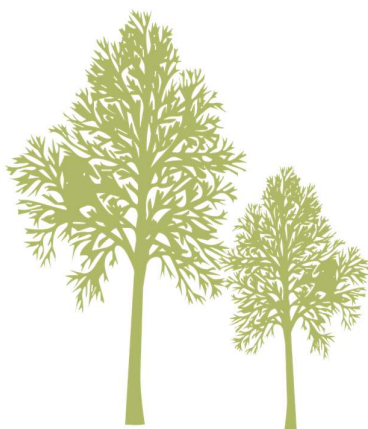




# Scheme of Delegation Community schools

2025-2026

Our vision is to enable all to flourish



## Purpose of this document

Welcome to the Diocese of Gloucester Academies Trust. The purpose of this document is to set out transparent delegations for specific areas of activity or decision making within DGAT in a clear and accessible format. It is intended that this document will provide clarity for all involved in the governance of the Trust and secure consistency, avoid duplication and clearly define roles and responsibilities.

## Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within this scheme of delegation are listed below. For a wider compendium of acronyms, you may come across in your time as a Trust local governor please see our Trust Acronym Buster which is available in the Local Governance Member area on the Trust website.

Acronym	Long form
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
COO	Chief Operating Officer
CFO	Chief Finance Officer
GHRO	Governance and HR Officer
HT	Headteacher
DHT	Deputy Headteacher
DGAT	Diocese of Gloucester Academies Trust
LGB	Local Governing Board
DfE	Department for Education
ATH	Academy Trust Handbook
MAT	Multi Academy Trust
SIAMS	Statutory Inspection of Anglican and Methodist Schools

## DGAT vision and values

Our vision and values are deeply rooted in the Christian faith, and these permeate our decision-making, our relationships, our communication and our learning.

Our Trust is founded on shared values and principles. Together, Trust Board, local governing boards, central team and school communities form one organisation. We are focussed on providing children of all faiths, and none, with excellent educational provision in an aspirational, caring and supportive Christian ethos.

**OUR VISION IS  
TO ENABLE ALL  
TO FLOURISH**

## **Our core principles**

These underpin all we do and all the decisions we take.

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- Within our Trust family we cherish everyone as individuals, appreciating and celebrating diversity.
- We act with integrity; we are open to challenge, and we are reflective about our practice.
- We treat everyone with dignity and respect.
- Through collaboration, in a nurturing community, we grow, learn and achieve.

## **Our schools' ethos and vision**

Each school will have its own distinctive vision which will be aligned with the Trust's vision. For Church of England schools within the Trust, the vision will be rooted in Biblical theology and distinctively Christian.

## **DGAT Governance Structure**

### **Who we are: our roles and responsibilities:**

The role and responsibilities of the Trust's Members and Trustees are set out in the Trust's Articles of Association, a copy of which can be found on the DGAT website.

### **Members**

DGAT's Members are responsible for ensuring the governance of the Trust is effective and that Trustees govern in accordance with their statutory and charitable responsibilities. Members are responsible for:

- Amending the Trust's Articles of Association
- Appointing and Removing Trustees
- Appointing the Trust's auditors
- Receiving a copy of the Trust's annual accounts
- Maintaining oversight of the governance of the Trust

The Trust maintains clear separation between Members and the Trust Board to ensure transparent and effective oversight of the governance of the Trust.

Our current Members are:

- The Diocesan of Gloucester Education Trust as a corporate Member
- Mrs Sue Padfield
- Dr Jo Grills
- Mr Jon Millin
- The Very Reverend Andrew Zihni

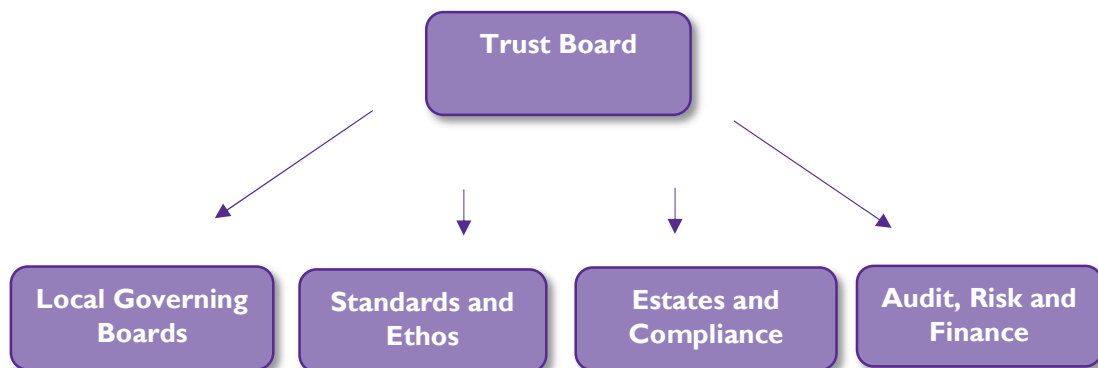
## The Trust Board

The Trust Board is responsible for the strategic direction, statutory policy framework and oversight of the Trust and all its schools. Trustees take decisions that are in the best interests of the Trust as a whole and are not representative of any one of the constituent schools. Trustees are also Directors of the Trust which is a company limited by guarantee and registered as such at Companies House.

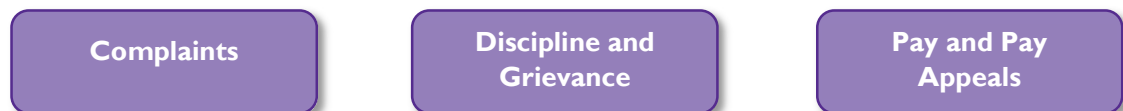
Our current Trustees are:

- The Reverend Canon Craig Huxley-Jones (Chair)
- Mrs Charlotte Rawlings (Vice chair)
- Mr Tim Brock
- Mr Rob Stokes
- Mr Stewart Hunter
- Dr Robert Gwynne
- Ms Jane Borgeaud
- Mrs Catherine Leahy
- Mr Andy Aram (from 1 November 2025)

The Trust Board meets six times a year and delegates specific Trust-wide and strategic oversight and responsibilities to its committees. The Trust Board currently has the following committee structure in place:



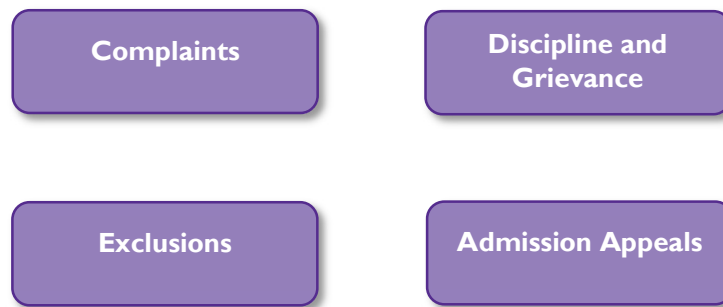
The Trust Board will convene the following committees or panels when required:



The Trust Board also delegates aspects of local oversight and monitoring of its schools to local governing boards. Local governing boards are committees of the Trust Board.

Local governing boards are able to determine their own committee structure, but this must reflect the responsibilities delegated to the local governing board and consider the workload and wellbeing of school staff and local governors.

Local governing boards may also be required to convene the following committees or panels as required and as per the delegated responsibilities set out in this scheme of delegation.



### **Schools new to the Trust**

For schools new to the Trust, the Chief Operating Officer (COO), in consultation with the existing governing body will determine the constitution of the local governing board prior to the school joining the Trust. Any future changes will be determined by the COO after consultation with the local governing board.

### **Authority**

The Trust Board has ultimate and overall responsibility for each school within the Trust and are the ultimate decision-making authority for each school and the Trust. Trustees are required to undertake this responsibility and duty within the requirements and statutory responsibilities set out within the Trust's Funding Agreement and Memorandum and Articles of Association. Trustees are also required to have regard to the advice of the Diocese Board of Education.

The Trust Board sets out the constitution, membership, proceedings and authority of local governing boards within the scheme of delegation. The scheme of delegation is reviewed annually as a minimum but Trustees reserve the right to revoke or amend any aspect at any time it is considered relevant for an individual school or all schools within the Trust.

### **Chair's action**

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'Trust Record of Chair's Action' form and share this with the local governing board and Governance and HR Officer (GHRO) at the earliest opportunity.

## Effective date and review

This Scheme of Delegation shall operate from the effective date or any subsequent amended date and will be reviewed annually as a minimum, in consultation with the LGB.

The LGB must comply with any advice or recommendations made by the Trust Board in the event that intervention is either threatened or is carried out by the Secretary of State.

Monitoring delegations within this scheme of delegation are intended to always be focussed on monitoring the implementation and impact of a decision or action.

- Trustee monitoring will be focussed strategically for all schools, with consideration of the Trust's strategic plan and risk management strategy.
- Executive leadership team monitoring will be focussed on specific areas of the Trust's strategic priorities as determined by the Trust Board.
- Local governing board monitoring will be focussed strategically at individual school level with consideration of the school's individual vision and context.
- Headteacher monitoring will be focussed operationally at individual school level with consideration of the school's individual vision and context.

Governance						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.1	Develop and implement the Trust's vision and monitor its impact to enable all to flourish	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Deliver</b> <b>Monitor</b>

Governance						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.2	Review and agree the Trust's governing documents and any amendments.	<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>		
G.3	Appoint external auditors for the Trust.	<b>Decide</b>				
G.4	Comply with all obligations set out in the Trust funding agreement	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Deliver</b>	<b>Deliver</b>	<b>Deliver</b>
G.5	Comply with all statutory regulations affecting the Trust, including all charity law, company law, employment law and health and safety.	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Deliver</b>	<b>Deliver</b>



Governance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.6	Compliance with statutory requirements such as health and safety. Fire management, safeguarding, governance and data protection.	Monitor	Deliver Monitor	Deliver Monitor	Deliver	Deliver
G.7	Appoint internal auditors for the Trust.		Decide			
G.8	Review and agree the scheme of delegation for each school and amend terms of reference for the Trust Board or LGB.		Decide	Deliver	Consulted	Consulted
G.9	Ensure compliance with the scheme of delegation.		Decide	Monitor	Deliver	
G.10	Appoint or remove the chair of the LGB.		Decide	Consulted	Consulted	

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.11	Appoint the Trust company secretary.		<b>Decide</b>	<b>Consulted</b>		
G.12	Agree Trust-wide key performance indicators and strategic priorities for the Trust.		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>	<b>Consulted</b>
G.13	Appoint the clerk to the LGB			<b>Decide</b>	<b>Consulted</b>	
G.14	Maintain a register of interest for Members and Trustees		<b>Decide</b>	<b>Deliver</b>		
G.15	To maintain a register of interest for local governors			<b>Monitor</b>	<b>Deliver</b>	
G.16	Action legal claims		<b>Decide</b>	<b>Deliver</b>		
G.17	Dispose of or acquire land		<b>Decide</b>	<b>Deliver</b>	<b>Consulted</b>	
G.18	Appoint and remove members of the LGB (apart from ex-officio)		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b> – co-opted appointments only	

Governance						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	and foundation governors)					
G.19	Ratify and review all statutory and DGAT policies		<b>Decide</b> In line with the DGAT Policy arrangements and processes guidance.	<b>Deliver</b>	<b>Deliver</b> As per the DGAT Policy arrangements and processes guidance.	
G.20	Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT Policy arrangements and processes guidance		<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Monitor</b> As per the DGAT Policy arrangements and processes guidance.	<b>Deliver</b> <b>Monitor</b>
G.21	Determine, on an annual basis, those policies which will be developed by the Trust and are mandatory for all Trust schools		<b>Decide</b>			

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.22	Implement and monitor any policy addendum required in the event of extra-ordinary events or circumstances		<b>Monitor</b>	<b>Deliver</b>	<b>Monitor</b>	<b>Deliver</b>
G.23	Evaluate the development needs of local governors and implement an appropriate training and development programme		<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Consulted</b> <b>Decide</b> At school level and in consultation with the Governance and HR Officer	
G.24	To consider requests from other schools to join the Trust		<b>Decide</b>	<b>Consulted</b> <b>Deliver</b>		
G.25	To consider at school level further delegation of functions to committees or individuals, e.g. link local governors			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
G.26	Determine the Trust risk register		<b>Decide</b> <b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>		
G.27	Determine the school risk register		<b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
G.28	Ensure suitable local risk assessments are prepared and appropriate actions taken.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

School Effectiveness						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.1	Monitor, review and challenge the outcomes of groups of pupils Including SEND, pupil premium, EAL.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
SE.2	Ensure high quality support and provision for looked After Children and Previously Looked After Children		<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
SE.3	Ensure a curriculum is implemented which is broad and balanced and is designed to promote educational excellence for pupils and the impact of this.		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.4	Monitor the impact of the school's					

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	commitment to upholding British Values and how these are embedded within the curriculum.		Monitor	Monitor Consulted	Monitor	Decide Deliver Monitor
SE.5	Ensure an early years curriculum is implemented in line with the EYFS Foundation Stage Framework and the impact of this.		Monitor	Monitor Consulted	Monitor	Deliver Monitor
SE.6	Ensure that all pupils take part in a high quality daily act of collective worship.			Monitor	Monitor	
SE.7	Review the quality of education and pupil progress across the school and		Monitor	Monitor	Monitor	Monitor Deliver

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	challenge where necessary					
SE.8	Monitor the quality of teaching and learning and ensure appropriate support, challenge and intervention.			<b>Decide</b> <b>Monitor</b>		<b>Monitor</b>
SE.9	Implement and monitor the Trust behaviour policy.		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
SE.10	Ensure excellent behaviour for learning.			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.11	Discharge duties and ensure provision for all pupils with SEND by appointing a "responsible person" and			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>



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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	ensuring needs are met.					
SE.12	Determine and monitor the Trust SEND Policy		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>
SE.13	Appoint a local governor responsible for SEN and inclusion.			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	
SE.14	Ensure compliance with the Equality Act 2010 requirements within the school e.g., policy development, recruitment procedures.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>	<b>Monitor</b> <b>Deliver</b>	<b>Deliver</b>
SE.15	Monitor exclusions.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	
SE.16	Convene a panel to consider any permanent			<b>Monitor</b> <b>Consulted</b>	<b>Deliver</b>	

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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	exclusion of a pupil or any number of fixed-term exclusions which exceed a total of 15 days per term or when parent representation is requested.					
SE.17	Monitor the use of Pupil Premium and the impact on pupil outcomes.			Monitor	Monitor	
SE.18	Monitor the use of PE and Sports Premium and the impact on pupils			Monitor	Monitor	
SE.19	Appoint a local governor responsible for Pupil Premium.			Monitor	Decide Deliver	
SE.20	Consider and approve off-site			Monitor	Consulted	Decide

School Effectiveness						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	visits for pupils of more than 24 hrs. and ensure appropriate risk assessments in place.				<b>Monitor</b> use of SHE unit risk assessments	
SE.21	Ensure school meals are provided to appropriate nutritional standards to all children, including those eligible for free school meals.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
SE.22	Ensure high attendance levels for all pupils within the school.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
SE.23	Implement and monitor the RSHE policy		<b>Decide</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>

School Effectiveness						
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Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
SE.24	Develop and implement the school's distinctive vision.			<b>Monitor</b>	<b>Decide</b> In partnership with the headteacher and the school community <b>Monitor</b>	<b>Decide</b> In partnership with the LGB and school community <b>Deliver</b> <b>Monitor</b>
SE.25	Ensure the school community understands the impact of the Trust's Christian vision and how this relates to the school's own distinctive vision.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>
SE.26	Ensure the school develops and maintains successful links with its community and that impact of this is identified.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

Safeguarding						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
S.1	Determine the Trust safeguarding policy.		<b>Decide</b>	<b>Deliver</b>		
S.2	Ensure compliance with all safeguarding policy and practice.		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
S.3	Appoint a safeguarding local governor.			<b>Monitor</b>	<b>Decide</b> <b>Deliver</b>	
S.4	Ensure safer recruitment policy. processes and practice.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>
S.5	Ensure diversity is respected, including the upholding of the Prevent agenda prohibiting political indoctrination and		<b>Monitor</b>	<b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b>

Safeguarding						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	ensuring the balanced treatment of political issues.					
S.6	Ensure a compliant central team single central record is maintained.		Monitor	Monitor Deliver		
S.7	Ensure a compliant school single central record is maintained.		Monitor	Monitor	Monitor	Deliver Monitor

Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
F.1	Implement appropriate financial controls and policies to ensure regularity, probity and value for money in relation to the management of public funds.	Monitor	Decide Monitor	Monitor		Deliver
F.2	Prepare annual accounts.			Deliver		
F.3	Implement the Trust Finance Policy and Pay Policy.		Decide	Deliver Monitor	Monitor	Deliver Monitor
F.4	Appoint an Accounting Officer.		Decide			
F.5	Set the Trust budget		Decide	Deliver Monitor		
F.6	Set individual school budgets		Decide	Deliver Monitor		Deliver Monitor
F.7	Determine the proportion of the					

Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	overall Trust budget to be delegated to individual schools and the amount retained for central support services		<b>Decide</b>			
F.8	Determine pay awards in accordance with Trust Pay Policy		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>		
F.9	Ensure proper financial controls are in place.		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		<b>Deliver</b>
F.10	Ensure school expenditure is in keeping with the budget and adhere to the Trust finance policy		<b>Monitor</b>	<b>Monitor</b>		<b>Deliver</b> <b>Monitor</b>
F.11	To approve capital grant spending		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		
F.12	To approve the Trust's investment policy and arrangements		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		



Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
F.13	Approve use of Trust Apprenticeship Levy			<b>Decide</b> <b>Monitor</b>		
F.14	Open and oversee the operation of the Trust bank account and ensure financial management systems and accounting records are administered in accordance with the finance policy.		<b>Decide</b> <b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>		
F.15	Open and oversee the operation of the school's bank account and ensure financial management systems and accounting records are administered in accordance with the finance policy.			<b>Deliver</b> <b>Monitor</b>		
F.16	Authorise financial expenditure outside of		<b>Decide</b>	<b>Decide</b> <b>Monitor</b>		<b>Deliver</b>

Finance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	the agreed budget in line with the finance policy.					
F.17	Authorise the spending of reserves		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b>		<b>Deliver</b>
F.18	Approve contracts up to the limits of delegation and within an agreed budget and in line with the Trust's finance policy.		<b>Decide</b>	<b>Decide</b> <b>Monitor</b> <b>Consulted</b>		<b>Decide</b> as per agreed limits in the Trust finance policy  <b>Deliver</b>
F.19	Ensure the promotion and provision of free school meals to those pupils meeting the criteria.			<b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
F.20	Implement a policy for the approval and payment of trustee and governor expenses		<b>Decide</b>	<b>Monitor</b>		

Central Services						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
CS.1	Determine the scope of mandatory core services to be delivered by the Trust on behalf of its schools.		<b>Decide</b>	<b>Deliver</b>	<b>Consulted</b>	<b>Consulted</b>
CS.2	Determine a Trust-wide procurement policy and set the delegated levels of authority for such contracts.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b>		
CS.3	Approve contracts which constitute related party transactions.			<b>Decide</b>		
CS.4	Enter into contracts up to the limits of delegation, within an agreed budget and in accordance with the finance policy.			<b>Decide</b> Up to delegated limits within the financial procedures policy	<b>Decide</b> Up to limit of LGB delegation	<b>Consulted</b>

Human Resources						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
HR.1	Determine any overarching leadership structures across schools.			<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b> <b>Deliver</b>
HR.2	Determine school staffing structure within agreed budget		<b>Monitor</b>	<b>Consulted</b> <b>Monitor</b>		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
HR.3	Determine school staffing budget outside of agreed budget		<b>Monitor</b>	<b>Decide</b> <b>Consulted</b> <b>Monitor</b>		<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
HR.4	Undertake the process to appoint the headteacher			<b>Decide</b>	<b>Consulted</b>	
HR.5	Appoint other senior staff (selection panel).			<b>Monitor</b> <b>Consulted</b> for DHT appointments	<b>Decide</b> LGB to support the headteacher with recruitment as	<b>Decide</b> All local senior leader appointments.

Human Resources						
Decide		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
Consulted		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
					appropriate and requested.	
HR.6	Appoint all other staff.			Monitor	<b>Decide</b> LGB to support the headteacher with recruitment as appropriate and requested.	<b>Decide</b> All local staff appointments
HR.7	Appoint staff working across multiple schools.			<b>Decide</b>		<b>Consulted</b>
HR.8	Approve flexible retirement requests		Monitor	<b>Decide</b> Monitor		<b>Deliver</b>
HR.9	Determine the Trust performance management policy.		<b>Decide</b>	<b>Deliver</b> Monitor	Monitor	<b>Deliver</b> Monitor
HR.10	Implement the performance management policy for		<b>Decide</b> Monitor	<b>Deliver</b>	<b>Deliver</b> Monitor	<b>Deliver</b>

Human Resources						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
	the headteacher and other staff.		Lead the performance management process for the CEO and monitor across the Trust.	DCEO to lead the performance management process of the Headteacher in partnership with the LGB via the chair of governors or an appointed governor	DCEO to lead the performance management process of the Headteacher in partnership with the LGB via the chair of governors or an appointed governor.  Monitor the implementation of the performance management policy at school level.	Implement the performance management policy for school staff.
HR.11	Ensure compliance with terms and conditions of employment and staff handbooks.			<b>Decide</b> <b>Monitor</b>		<b>Monitor</b>
HR.12	Implementation of Trust HR Policies for school staff		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>		<b>Monitor</b> <b>Deliver</b>

Human Resources						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
HR.13	Implementation of Trust HR Policies for central team staff		<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>		
HR.14	Hear HR cases via an appropriate panel and as per Trust policies for school staff.		<b>Decide</b>	<b>Deliver</b> <b>Monitor</b> <b>Consulted</b>	<b>Deliver</b>	<b>Deliver</b> <b>Monitor</b>
HR.15	Oversee effective engagement with unions and professional associations.			<b>Decide</b> In conjunction with HR provider		
HR.16	Determine DGAT training and development in line with distinctive ethos, aims and vision of the Trust.			<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>
HR.17	Be accountable for ensuring the training and development of individual school staff.				<b>Decide</b>	
HR.18	Monitor the implementation and		<b>Monitor</b>	<b>Monitor</b> <b>Consulted</b>	<b>Monitor</b>	<b>Monitor</b> <b>Deliver</b>

Human Resources						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
<b>Decision/Action</b>		<b>Members</b>	<b>Trust Board</b>	<b>Executive leadership team</b>	<b>Local governing board</b>	<b>Headteacher</b>
	impact of the Staff Wellbeing Policy					

Pupil Admissions						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
<b>Decision/Action</b>		<b>Members</b>	<b>Trust Board</b>	<b>Executive leadership Team</b>	<b>Local governing board</b>	<b>Headteacher</b>
PA.1	Consult with all key stakeholders before determining an admissions policy.		<b>Decide</b>	<b>Deliver</b>	<b>Deliver</b> At the direction of the Trust Board	<b>Consulted</b>



Decision/Action		Members	Trust Board	Executive leadership Team	Local governing board	Headteacher
PA.2	Be accountable for all admission application decisions.				<b>Deliver</b>	
PA.3	Make arrangements for determining admissions and hearing admission appeals.					<b>Decide</b> <b>Deliver</b>
PA.4	Appeal when appropriate, against LA directions to admit pupil(s).			<b>Consulted</b>	<b>Consulted</b>	<b>Decide</b> <b>Consulted</b>
PA.5	Propose a change to the school pupil admission number				<b>Decide</b>	<b>Decide</b>
PA.6	Approve any changes to the Pupil Admission Number.		<b>Decide</b>	<b>Consulted</b>	<b>Consulted</b>	<b>Consulted</b> <b>Deliver</b>

Estates and compliance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
EC.1	Procure buildings insurance and personal liability.			<b>Decide</b> <b>Deliver</b>		
EC.2	Develop an estates strategy or master plan.		<b>Decide</b>	<b>Deliver</b>		<b>Consulted</b> for own school
EC.3	Maintain buildings, including implementing a premises and development plan.			<b>Consulted</b> <b>Monitor</b>	<b>Monitor</b>	<b>Decide</b> <b>Deliver</b> <b>Monitor</b>
EC.4	Determine Trust Health and Safety policy.		<b>Decide</b>			
EC.5	Ensure the Trust Health and Safety policy is implemented.		<b>Decide</b> <b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>	<b>Monitor</b>	<b>Deliver</b> <b>Monitor</b>

Estates and compliance						
<b>Decide</b>		<b>Decide</b> - Has primary responsibility for decision making related to the decision or action.				
<b>Consulted</b>		<b>Consulted</b> - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
<b>Deliver</b>		<b>Deliver</b> - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
<b>Monitor</b>		<b>Monitor</b> - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
EC.6	Review security of school premises and equipment.		Monitor	Deliver Monitor	Monitor	Consulted Deliver
EC.7	Draw up, agree and monitor an Accessibility Plan for the school.		Monitor	Monitor Consulted	Monitor	Decide Deliver Monitor
EC.8	Determine a Trust Lettings Policy.		Decide	Consulted Deliver		
EC.9	Ensure the appropriate implementation and use of the accident book and agree appropriate actions.				Monitor	Decide Deliver Monitor

Estates and compliance						
Decide		Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted		Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver		Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor		Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action		Members	Trust Board	Executive leadership team	Local governing board	Headteacher
EC.10	Implement and monitor the school’s climate action plan and its impact			Monitor	Monitor	Decide Deliver Monitor

Administration					
Decide	Decide - Has primary responsibility for decision making related to the decision or action.				
Consulted	Consulted - Will be consulted as part of the process of completing a task. Their contribution may inform the approach or decision.				
Deliver	Deliver - Accountable for: undertaking particular tasks; following agreed policies and procedures; ensuring appropriate training of staff.				
Monitor	Monitor - Responsible for reviewing whether a task or action is being carried out satisfactorily and, where appropriate, requiring action to be taken to ensure task is delivered appropriately.				
Decision/Action	Members	Trust Board	Executive leadership team	Local governing board	Headteacher

Administration						
A.1	Set compliant times of school sessions and the dates of school terms and holidays and notify the Trust.				Consulted Monitor	Decide Deliver
A.2	Ensure that school is open for 380 sessions for pupils in an academic year. Set compliant times and inform the Trust			Monitor	Monitor	Deliver
A.3	Ensure that the school website is compliant.			Monitor	Deliver Monitor	Deliver
A.4	Ensure 'Get information about schools' is up-to date and compliant.			Monitor	Monitor	Deliver
A.5	Ensure that a compliant data protection policy is implemented.		Decide	Deliver Monitor	Monitor	Deliver