

The Board of Trustees have overall responsibility and decision making authority for all of the work of the Trust. The Board and/or CEO have the right to withdraw the delegation of powers at any time if required

Northern Lights Learning Trust are using RASCI Responsibility Matrix as one of the methods used to assign and display responsibilities of individuals or jobs in a task (project, service or process) in the organisation.

- **R - Responsible** - who is responsible for carrying out or delegating the entrusted task?
- **A - Accountable** (also Approver) - who is responsible for the whole task and who is responsible for what has been done?
- **S - Support** - who provides support during the implementation of the activity / process / service?
- **C - Consulted** - who should be consulted?
- **I - Informed** - who should be informed about the task progress or the decisions in the task?

The Scheme of Delegation remains the responsibility of the Board of Trustees and may be amended or changed at any time. When a strategic decision is needed urgently, it is not possible to call a meeting and it could be seriously detrimental to a school/the Trust, a pupil, parent or a staff member to wait until a Board meeting is convened, the Chair is able to make a decision using Chair's powers and inform the Board of the decision.

This applies to the Chair of the Board and the Chair of FARM relating to the relevant terms of reference in the scheme of delegation.

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
Strategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation	A	R	C	C	R			
	Set the Trust vision, strategy, culture and values	A & R	R		S	S		S	In consultation with CEO & CFO/COO, who will report to Board on progress and evaluation.
	Approval of the terms of reference for governance and amendments, including the scheme of delegation	A	R	R	R	R			Board of Trustees to review this annually. CEO to provide professional advice and guidance to support.
	Determination of the school specific vision, values and ethos as part of and in line with the Trust vision, values and ethos		C				A	R	CEO support and guidance. If a school is judged to be in need of support then this must be done with CEO approval.
	To ensure the school community understand their role as part of the Trust		C				A	R	
	Compliance with all statutory obligations governing the Trust and the schools within it	A	R	R	R	R	R	R	FARM to monitor all finance, audit and risk issues and advise the Trust Board. Internal scrutiny to provide evidence for the Board.

Tasks	Decision Level							Notes
	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
To approve and monitor the Trust development plan within the agreed aims, objectives & values of the Trust	A & R	R						CEO to write and monitor in consultation with the Director of Education and any other appropriate people.
To approve school admission policies	A & R							
To present admissions policies to the Board and manage admissions						A	R	NB When required the MAT Board will make amendments to the admissions policies in order to act upon guidance received and meet consultation deadlines
To establish, implement and monitor central Trust policies	A & R	R	A & R	R	R			Trust Policy schedule to be adhered to.
To approve the strategy for the promotion and marketing of the Trust	A	R			R			
To ensure parental engagement systems are in place	I	C/S			C/S	A	R	
To ensure compliance with equalities legislation	A	R	R	R	R	R	R	
To ensure SEND & safeguarding leads are appointed on Board of Trustees	A	S						

Tasks	Decision Level							Notes
	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
To ensure SEND & safeguarding leads are appointed on LGB						A	S	
Setting safeguarding practices, with regard to statutory guidance, including appointing DSLs	A	C/I				I	R	
Setting safeguarding policies	A	C/I				I	R	Trust templates to be used (SF template)
Setting Health & Safety policies	A/C	R	C		R			
Setting staff and pupil uniform	A	R		C	C	C	C	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities	To select KPIs for finance and non-finance and measure the Trust performance against them regularly	A & R	R	A & R	R	R			
	Ensure compliance with provisions of funding agreements and Academy Trust Handbook	A	R (As Accounting Officer)	A	R	R			FARM to inform the Board of Trustees
	To monitor the financial position of the Trust and monitor expenditure, ensuring compliance		I	A	R				To report any concerns to the Board of Trustees
	Establish controls framework and processes to provide assurance over the suitability of and compliance with financial system and internal controls	A	C/S	R	R	C/S			
	Approving the above and the annual programme of internal scrutiny	A	R	R	C/S				

Tasks	Decision Level							Notes
	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
To review the Trust's internal & external statements & reports to ensure best practice and compliance	A	R	AR	R	R			
To approve, implement and monitor finance and procurement policies and any amendments	A	C/R	R/A	R		A	R	Headteachers are responsible for ensuring finance and procurement policies are implemented within their respective schools.
To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust		C	A	R				FARM to approve and recommend to the MAT Board of Trustees

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To ensure appropriate insurance arrangements for all schools within the Trust	A			R	R		S/C	Linked to role
	To monitor and review the effectiveness of insurance arrangements	I		R	S	S			Linked to role
	To appoint the accounting officer for the Trust	A							
	To approve the annual MAT business plan each financial year	A	C	C	R	R			To be produced by CFO in discussion with CEO and recommended by FARM to MAT Board
	To monitor level of reserves at Trust level			A	R				In line with Trust's reserve policy

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Financial Responsibilities Continued</b>	To appoint internal and external auditors to ensure compliance and ensure each academy complies with financial regulations, the Academy Trust handbook and ESFA requirements	A	C/S	C	C/S	C/S			Members to formally appoint the external auditors
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Trust		R		R	C			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A	R	R					
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	A	S	R	S	S	R	R	In collaboration with Headteachers. Trustees are responsible for schools with a grade three or four Ofsted classification and/or have sponsored status or are in a deficit position.



Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
<b>Financial responsibilities continued</b>	To agree and annually review the percentage of funding each school receives after the funding for core central services is identified	A	C	R	R				
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend	A	I	A/R	R				
	To approve any amount to be transferred between budget headings and/or likely budget overspends		C	A	R				
	To identify, manage and monitor procured services and ensure value for money			A	R	R			
	To consider all relevant reports by the COO/CFO, auditors, National Audit Office and ESFA management letters	AI	R	A	R	R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Financial Responsibilities Continued</b>	To prepare the monthly management accounts including cash flow forecasts		C	A	R				CFO to prepare and share monthly with CEO, Chair of Board & Chair of FARM and present at each FARM meeting
	To review, challenge and approve the monthly management accounts including cash flow forecasts	A	R	R					Chair of Board of Trustees and Chair of FARM Committee receive monthly for review and challenge. CEO to approve
	To establish financial decision levels and limits	A	C	C	R				
	To establish, approve & monitor a procedure to deal with any conflicts of interest and connected party transactions	A	C/S	R	R	R			
	To enter into additional contracts which exceed the agreed annual budget allocation	A	R/C	R	C				

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities continued	To collect income due to the Trust			A	R				
	To ensure the appropriate and effective use of Pupil Premium, LAC Sports Premium, SEND funding and other school specific grant funding including production and publishing of reports	I	C/I		C/S	C/S	A	R	CFO to report to FARM
	To establish a charging and remissions policy for the Trust			A	R				
	To approve the charging & remissions policy for the Trust			A					

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities continued	To review the performance of external providers including SLAs			A	R	R		C	
	Maintain a register of business interests for members, Trustees, governors and senior staff with financial responsibility	A			R	R			Ensure published on website
	To consider and approve procurement proposals			A					See breakdown in delegated duties section of scheme of delegation overview
	To approve the financial software for use in the Trust			A	R				
	To prepare and review a Trust risk register that reflects individual school circumstances	A	R	R	R	R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities continued	To prepare and review a school level risk register that reflects individual school circumstances		C	A	C/S	C/S	A	R	
	?								
	To review staff employer related pension arrangements and actuarial valuation reports	I		A	R	R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities continued	To annually review the central Trust staffing structure ensuring affordability taking into account the financial impact on schools and value for money	A	R	R	R	R			
	To prepare annual financial statements which are included in the annual report and account	A	R	R	R	S			
	To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained			A	R				
	To review the external auditor's annual planning document and approve the planned audit for each school		C	R	C/S		I	I	
	To take responsibility for the oversight of the Trust anticorruption policy and risk assess bribery/corruption risks across operating procedures		C	A	C	R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To implement and strictly enforce the Trust's anti-corruption policy	I	R	A	R	R	R	R	
	To annually provide advice, support and training including advising on financial/business links with any related parties/parents			A	R	C/S	AR	R	
	To update all associated Trust finance policies		C	A	R				
	To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials			A	R				
	To carry out due diligence on potential business partners prior to the Trust entering business relationships			A	R	R		C	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	R	AR	R	R	AR	R	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud	I	C	A	R				
	To encourage and enable all staff to raise serious concerns	A	R	R	R	R	AR	R	Whistleblowing policy
	To report regularly to the CEO on the efficacy of individual academy arrangements and to the MAT Board at least annually	A	I	I	R	R			



Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
HR responsibilities	Appointment of a CEO	A & R				S			
	Appointment of an Executive Headteacher	A	R			S			Selection panel to include CEO (or Board rep in their absence) & MAT Board representation
	Appointment of a Headteacher or Head of school	A	R			S	R		Selection panel to include Chair of LGB (or their representative from the LGB in their absence), CEO (or Board rep in their absence) & MAT Board representation
	Appointment of Deputy Head		R			S	A	R	Selection panel to include Chair of LGB (or their representative from the LGB in their absence), CEO (or Board rep in their absence) and HT
	Appointment of Assistant Head		R			S	A	R	Selection panel to include Chair of LGB (or their rep from the LGB in their absence) HT and representative from Central Education Team – appointed by CEO. CEO involvement in schools where additional support is required, as judged by the CEO
	Appointment of teachers					S	A	R	LGB representation where possible, in addition to the HT (or their rep in their absence)

Appointment of senior non-teaching staff				S	S	A	R	
Appointment of non-teaching staff					S		A & R	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>HR Responsibilities Continued</b>	To agree a pay policy	I	C	A	C/S	R			
	To set pay levels, including executive pay	A & R							
	Setting approach to appraisal and performance management	A	R			C/S			
	Setting approach to staff appointment and dismissal, with regard to statutory requirements	A	R			C/S			Legal HR support available from employment advice SLA
	To ensure appraisal and pay review for CEO, COO & CFO	A&R							Decisions made with recommendations from external advice for CEO appraisal and CEO recommendations for COO and CFO

Appraisal and pay for COO & CFO	R	R						
Performance management for Headteachers, including Executive HTs	A	R						MAT Board to approve CEO recommendations. CEO may delegate performance management of HTs/HofS to Executive Headteacher
To ensure performance management policy is in place	A	C			R			

	Decision Level							Notes
Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
To ensure performance management/appraisal is carried out in line with policy	I	S	I		A/R	I	A & R	The Headteachers are accountable for ensuring that all PM/Appraisal is carried out and will report this to the COO
							R	
To produce annual staffing structure of school illustrating staff deployment		I			I	I	A & R	
To manage staff absence effectively in own school	I		I		R	A	R	

HR Responsibilities Continued	Decision Level							Notes
	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	
To approve annual staffing structure of schools	A	R		C	S			
To approve in year changes to school staffing structures, ensuring affordability and value for money		R	A	C	R		C	Proposals made by HT with approval and sign off by CEO and COO. CEO and COO approval required before HTs can proceed, including like-for-like. CFO provides information on financial sustainability to inform decision In like-for-like replacements where CFO advises financial sustainability, COO can approve without requirement for CEO to approve, where appropriate
Appointment of Chief Operating Officer and Chief Finance Officer	A & R	R						
Appointment of Trust central service roles		A/R		R	R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
HR responsibilities continued	Establishing disciplinary and capability procedures	A	C			R			Disciplinary & capability of CFO, COO & Headteachers to be responsibility of CEO
	HR policies			A		R			
	Approval of all HR and staffing policies	A/R							In consultation with Trade Unions and staff where appropriate
	To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	A	R/			R			
	Dismissal of CEO	A							Legal support will be provided by the trust HR and employment law under SLA

Dismissal of COO, CFO, HTs and Head of Schools	A	R						
Suspension/ending suspension of CEO	A/R							
Suspension/ending suspension of HTs, Head of Schools & COO/CFO	A	R						
Suspension/ending suspension or dismissal of other central team staff	A	R			S			

	Tasks	Decision Level						Notes	
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB		HT/HofS
HR responsibilities continued	Suspension/ending suspension of other school staff	A	C			C		R	Legal advice necessary
	Dismissal of other school staff	A	C			C		R	Legal advice necessary
	To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred		C	A		R			
	To approve leave of absence of school staff							A/R	In discussion with LGB where appropriate In line with policy
	To manage absence of school staff					R		A/R	

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Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
HR responsibilities continued	To approve leave of absence and manage absence of Central team staff		R		R	R			Line manager approves
	To approve holidays of Central Team staff, including Teachers' Pay & Conditions holidays when school term dates differ		R						Chair of Board to approve CEO holiday dates where term dates differ
	To approve leave of absence and manage absence of CEO	R							Chair of MAT Board Approval



	To approve leave of absence of Executive HT/Headteacher/Head of School		R						Where appropriate in discussion with Chair of LGB and Board of Trustees
	To manage absence of Executive HT/Headteacher/Head of School		R			S			
	To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)		R			C			Drawing on the membership of the LGB and Board where appropriate
HR responsibilities continued		<b>Decision Level</b>							<b>Notes</b>
	<b>Tasks</b>	<b>MAT Board of Trustees</b>	<b>CEO</b>	<b>FARM</b>	<b>CFO</b>	<b>COO</b>	<b>LGB</b>	<b>HT/Hofs</b>	
	To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals	A	C	R	C/S	C/S		C	Take account where appropriate of the CEO and COFO recommendations, as well as SLT recommendations when appropriate
	To ensure accurate and up to date job descriptions are maintained – central and HTs		R	A		R			FARM to challenge to ensure the job descriptions are maintained

To ensure accurate and up to date job descriptions are maintained – school level					C		R	
To review job descriptions as above		R			C		R	
To ensure annual pay statements are issued to school staff		I	A	R	R			
To ensure annual pay statements are issued to central team staff		I	A	R	R			

		Decision Level							Notes
Function	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
HR responsibilities continued	Consider secondment and early retirement requests		R			S			In consultation with HT where appropriate Delegated to CEO by MAT Board
	Consider secondment and early retirement requests of CEO, CFO & COO	R		R					

Consider work/life balance and welfare of staff	A				R		R	Delegated to CEO and/or FARM in line with role. Including monitoring absence levels
Responsibility for hearing employment related appeals	R				R	R		Flexible Working Request Appeals delegated to appropriate person (COO/LGB)
To consider reports relating to compliance in relation to HR and employment	I	I	A		R		R	
To approve and manage Trust contract template		C	A		R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	

<b>HR responsibilities continued</b>	To monitor and analyse employment related KPIs across the Trust to assess Trust performance and formulate strategic objectives to effectively manage		C	A		R			With support from CEO & Headteachers
	To maintain a single central record of recruitment and preemployment checks	A	I			R		R	Trust central staff to be monitored by CEO & COO to ensure compliance

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	

<b>Education &amp; curriculum</b>	Setting trust approach to curriculum and assessment, with regard to statutory requirements	A	R					I	NB In relation to all education & curriculum functions consultation, advice & support sought from Director of Education
	Setting and delivering school curriculum and assessment in line with trust approach		C/I				A	R	
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		C				A	R	
	Developing curriculum and behaviour policies as required by schools (RE, SRE, collective worship, etc) in line with Trust principles		C				A	R	Curriculum policies must be approved by Board in the first instance
	Production and analysis of educational data Standards committee	I	C				A	R	
	Delivering careers guidance, with regards to statutory requirements	I	I				A	R	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
Education & curriculum	Ensuring compliance with SEND code of practice, including writing SEND information report	I	C/I				A	R	SEND link Trustee must review
	Freedom to opt out of national curriculum	A							
	To develop curriculum intent and vision for education across the Trust	I	R					R	
	Responsibility for standards and quality of teaching	A	R				R	R	Delegated to Standards Committee and CEO
	Responsibility for every individual child's education	A					I	R	

		Decision level						Notes	
	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
	Admission, procedures and attendance registers					S/C		A/R	

		Decision Level						Notes	
Function	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
<b>Education &amp; curriculum continued</b>	Ensuring appropriate sex and relationships education, in line with Dfe guidance		I				A	R	
	Ensuring protection from extremism	A	I				R	R	
	Pupil assessment & providing reports to CEO						A	R	CEO to report to Board of Trustees Director of Secondary, Director of Primary & Director for QA & School Improvement to provide information/reports

									Standards Committee delegated authority and responsibility by MAT Board
Approval of appropriate KPIs (including attainment, progress, attendance and behaviour)	A	R							Responsibility of Director of Secondary, Director of Primary & Director of QA & School Improvement Delegated to Standards Committee for responsibility
Accountability for standards of teaching and learning across the Trust	A	R						R	Delegated to Standards Committee Responsibility also sits with Director of Secondary, Director of Primary & Director of QA & School Improvement
Responsibility for standards of teaching and learning at school level		R					A	R	Responsibility also sits with Director of Secondary, Director of Primary & Director of QA & School Improvement Responsibility delegated to Standards Committee

		Decision Level							Notes
Function	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Education and curriculum Continued	To monitor progress of all groups of pupils and ensure positive impact on outcomes		I				A	R	



To establish behaviour policy	A	C				C	R	
To suspend or permanently exclude a pupil						A	R	<b>Panel to be made up of LGB members for that school If LGB members are not available for that school, other LGB members from other schools within the Trust can be drawn on, if agreed by CEO or Director of Education/Director of QA &amp; SI</b>
To review the use of suspensions	I	I				A/R	R/A	<b>Central Education Team will also review the use of suspensions as part of quality assurance</b>
To review the use of PEX	I	<b>C</b>				A/R	R/A	<b>Central Education Team will also review the use of PEX as part of quality assurance</b>
To direct re-instatement of suspended pupils	I	<b>C</b>				<b>A/R</b>		
Re-instatement of PEX	I	<b>C</b>				<b>A/R</b>		As per policy

Responsibility for school development plan		C				A	R	Trust development priorities shared with HTs – adapted for school specific <b>Consultation with Directors of Education &amp; Director for QA &amp; SI where appropriate</b>
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	Decision Level							Notes
Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
Monitoring progress of school development priorities		C				A	R	<b>Consultation with Central Education Team where appropriate</b>

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Education and curriculum continued	Responsibility for school SEF		C				A	R	Consultation with Central Education Team where appropriate
	Ensure timely data returns		C		C	C	A	R	
	Ensure appropriate RE curriculum and daily act of worship	I	I				A	R	
	Responsibility for Trust SDP and SEF	A	R						Consultation with Central Education Team where appropriate
	Delivering appropriate support for all vulnerable pupils (SEND, LAC, past-ad etc.)	I	I				A	R	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Education & curriculum continued	Final approval of school SDPs and SEFs		R						
	Ensure curriculum is broad and balanced		C				A	R	Consultation with Central Education Team where appropriate
	Ensure opportunities for extra curricular activities		I				A	R	
	Ensure each school is inclusive for all pupils		C				A	R	Consultation with Central Education Team where appropriate
	Monitor staff professional development schools	I	R				A	R	Consultation with Central Education Team where appropriate
	Monitor staff professional development wider Trust	A	R		R	R			Central Education Team responsibility

Carrying out DBS and necessary safeguarding and safer recruitment checks school					S	A	R	
Carrying out DBS and necessary safeguarding and safer recruitment checks central team			A		R			

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
<b>Estates responsibilities</b>	Ensure adequate buildings insurance and public liability for schools	A	I			R			
	Ensure long term plan for buildings and estates	I	C	A		R	C	C	
	Develop, implement and monitor Trust wide health and safety policies	A	C	R		R		C	
	To ensure health and safety regulations are followed and all premises are secure	I	I	I		R	A	R	
	Recommend capital expenditure and implement (after approval by Trust if required)			C/A			R	R	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Estates responsibilities continued	Consider any recommendations for disposal of Trust property and make recommendations to the Board in line with Academies Handbook		I	A	R	R			
	Agree any capital bids for work outside Trust annual revenue budget	I	I	A	C	R			
	Ensure health and safety, building inspections and risk assessments are carried out in the prescribed manner and timing and risk register is updated and maintained.	I	C	A		R		R	

Ensure all recommendations are acted upon in a timely manner		I	I		C	A	R	
To have overall responsibility for the health, safety and welfare of all staff, pupils and visitors to Trust premises and Trust activities	I	I	A		R	R	R	

Function	Tasks	MAT Board of Trustees	Decision Level						Notes
			CEO	FARM	CFO	COO	LGB	HT/HofS	
Estates responsibilities continued	To ensure a robust emergency plan is in place for all schools and is tested appropriately		I	A		S	R	R	
	To identify and prepare CIF priorities and prepare bids for external funding to address these		C	C	C	R			



To consider and approve CIF bid proposals			A					
To ensure the schools are compliant with all aspects of estate management	I	I	A		R		R	

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Governance responsibilities	To appoint and remove LGB members, including Chair and Vice Chair	A	C						Chair and Vice Chair recommended to Board of Trustees by LGB for approval  Local Governors are recommended to the Board by Chair of Governors
	To establish all Board and school level LGB committees, reporting mechanisms and terms of reference	A/R	C		R	R			
	To appoint and remove the clerk to the LGB and Board of Trustees and all committees	A							

To complete and hold business interest register for Trustees	A				R				
To complete and hold business interest register for Local Governors							A	R	
To appoint Local Governors to committees							R		Heads and CEO to determine LGB training needs  CEO & Chair of Board to determine Board training needs

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
<b>Governance responsibilities</b>	To ensure school websites are statutorily compliant	A	I			S	R	R	

To ensure Trust website is statutorily compliant	A	R				R			
To ensure skills audit is completed for Board and the necessary finance skill set is present	A/R					R			Heads and CEO to determine LGB training needs  CEO & Chair of Board to determine Board training needs
To ensure skills audit is completed for LGB and the necessary skill set is present						S	A/R		Heads and CEO to determine LGB training needs  CEO & Chair of Board to determine Board training needs
To appoint Trustees to committees	A								
To review and approve the governance report for inclusion in the annual accounts	A	R				R	S	S	

		Decision Level							Notes
Function	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	

<b>Operational responsibilities</b>	Term dates and PD Days approval		R			S		C	Presented by HTs
	Ensure all child protection policies and procedures are in place and followed	A	A			S	A	R	HTs to take responsibility for following policies and procedures in schools Safeguarding links
	To personalise and write CP policy							R	Safeguarding links
	To approve child protection policies and procedures	A					R		
	To set timings of school days	A	R					R	
	To maintain accurate pupil and staff records		A			S		R	

	Central team		A			R		
	To ensure all data protection and GDPR compliance	A		I		R		R

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Governance responsibilities Continued	To ensure induction and training for LGB's	A	R			S	C	R	Linked to the Trust skills audit
	To ensure induction and training for Trustees	A	R			S			Linked to the Trust skills audit
	To ensure all relevant checks are made on Governors		I			S	A (Chair of Governors)	R	

To ensure all relevant checks are made on Trustees	A (Chair of MAT Board)	I				R			Secretary of State Chair of Board DBS Application
Setting governance policies and protocols (data protection, information sharing, FOI, Code of conduct, complaints, whistleblowing)	A/C	I				R			

		Decision Level							Notes
Function	Tasks	MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HofS	
<b>Operational responsibilities continued</b>	To determine policy schedule and clarity on Trust and individual school policies, and review this regularly	A	R			R			
	Handling complaints in line with Trust policy	A	R			R		R	
	Approving severance and compensation up to £50000	A - Chair only	S/C		S/C	S/C			Over £50,000 will need ESFA approval

Approving lettings over one year and/or to the value of £25,000 or more	A	C	R	C/S				
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Delegated Duty	Value	Delegated Authority				Notes
Primary and Central		Staff Member	LGB	FARM Committee	MAT Board of Trustees	
Internal bank account transfers	Any	CFO				
Cheque signing and BACs approval	Any	2 from: CFO, CEO, COO, PFM				



Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Trustees	
<p>Requisition approval for orders in Primary Schools (includes SLAs)</p> <p>All orders over £4999 must have 3 quotes and reasoning must be provided if the lowest quote is not chosen. Where 3 quotes are not possible the CFO must give approval to progress</p> <p>Where quotations are required OJEU rules must be followed</p>	Up to £200	DHT/AHT				In the absence of the Headteacher DHT/AHT must inform Headteacher of spending
	Up to £5000	Headteacher				<p>Must secure best value and have sufficient funds remaining to cover the financial commitment.</p> <p>Office Manager or Admin assistant check and mark goods received.</p> <p>Office Manager or Admin assistant mark on PS Financials goods received and follow up any issues.</p>
	£5,001-£7,500	PFM				
	£7501-£15,000	CFO or COO				
	£15,001-£25,000	2of CFO, COO and CEO				Where schools can join orders for savings individuals school limits will apply

	£25001 and over			R		
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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Trustees	
Requisition approval for orders in Secondary Schools All orders over £4999 must have 3 quotes and reasoning must be provided if the lowest quote is not chosen. Where 3 quotes are not possible the CFO must give approval to progress  Where quotations are required OJEU	Up to £7500	Budget Holder and countersigned by the PFM, HT, CFO				
	£7501-£20,000	Headteacher				

rules must be followed	£20,001-£35000	Headteacher and CFO or COO				
	£35,001-£50,000	2of CFO, COO and CEO				Where schools can join orders for savings individuals school limits will apply
	£50001 or over			R		

Delegated Duty	Value	Delegated Authority	Notes
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		Staff Member	LGB	FARM Committee	MAT Board of Trustees	
Asset disposal (other than land and buildings)	Up to £5,000	COFO				
	Over £5,000			R		
Writing off debt	Up to £500	CFO	I			
	Over £500			R		
	Above 1% of total annual income or £45,000 (whichever is smaller)					ESFA approval required
	Cumulatively, 2.5% or 5% of total annual income in any financial year per category (depending on financial position)					ESFA approval required

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Trustees	

Signatories for grant claims/Dfe returns	Any	2 signatories from HT, CoG, CoB, CFO, COO or CEO				
Purchase or sale of any freehold property						ESFA approval required