

NORTHERN LIGHTS LEARNING TRUST SCHEME OF DELEGATION OVERVIEW

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?
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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.

BASCL Responsibility Matrix

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Function	Tasks	Decision Level							Notes		
		MAT Board of Trustees	CEO	CET	FARM	CFO	COO	LGB		HT/NoTs	
Strategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation	A	R						Responsibility of CFO to ensure financial compliance		
	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	CET 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	R	FARM to monitor all finance, audit and risk issues and advise the Trust Board. Internal scrutiny to provide evidence for the Board.	
	To approve and monitor the Trust development plan within the agreed aims, objectives & values of the Trust	A & R	R	S		S	S			CEO to write and monitor in consultation with CET and any other appropriate people.	
	To approve school admission policies	A & R								Clerk to support with regulatory compliance and statutory consultations.	
	To present admissions policies to the Board and manage admissions		C		C	S	S	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	R	A & R	R	R			Trust Policy schedule to be adhered to.	
	To write and approve the whole Trust strategy document	A	R	R		R	R			Under direction of the Chair of the Board. Trustees to work in partnership with Central Team members.	
	To ensure parental engagement systems are in place	I		C/S	C/S			C/S	A	R	
	To ensure compliance with equalities legislation	A	R	R	R	R	R	R	R		
	To ensure SEND & safeguarding leads are appointed on Board of Trustees	A		S					A	S	
	To ensure SEND & safeguarding leads are appointed on LGB			S							
	Setting safeguarding practices, with regard to statutory guidance, including appointing DSLs	A	C/I	R					I	R	Trust Safeguarding Lead shared responsible for checking all is compliant
	Setting safeguarding policies	A	C/I	C/S					I	R	Trust templates to be used Trust Safeguarding Lead approves policies prior to Governance approval & provides support.
Setting Health & Safety policies	A	C/I		C				R		COO responsible for ensuring Director of Estates maintains compliance	
Setting staff uniform	A	R			C	C	C	C			
Setting pupil uniform	A	R	R		C	C	R	R	All proposals to change pupil uniform must come first to CEO for review, in discussion with CET. Then reviewed with LGB. Final approval given by MAT Board.		

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		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/HoTs	
Financial responsibilities	To select KPIs for finance and measure the Trust performance against them regularly		R	A	R				
	Ensure compliance with provisions of funding agreements and Academy Trust Handbook	I	R (As Accounting Officer)	A	R	R	C/S	C/S	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	I	C/S	A	R	C/S			
	Approving the above and the annual programme of internal scrutiny	A	C/S		R	C/S	C/S		
	To review the Trust's internal & external statements & reports to ensure best practice and compliance	A	R	R	R	R			
	To approve, implement and monitor finance and procurement policies and any amendments		C/R	A	R		C/S	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
	To ensure appropriate insurance arrangements for all schools within the Trust	A	I		R	R		S/C	linked to role
	To monitor and review the effectiveness of insurance arrangements	A			R	S	S		linked to role
	To appoint the accounting officer for the Trust	R/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
	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	R	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		C/S	A	R	C/S			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A	R	R	C/S	C/S			
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	A	S	C	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.
	To agree and annually review the percentage of funding each school receives after the funding for core central services is identified		C	A	R				
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend	A	I	R	R		C	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		C	A	R	R		S	
	To consider all relevant reports by the COO/CFO, auditors, National Audit Office and ESFA management letters	AI	R	R	R	R			
	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	C	R	C			S	
	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		R					
	To review the performance of external providers including SLAs			A	R	R		C	
	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	C/S	C/S	
	To prepare and review a school level risk register that reflects individual school circumstances		C	I	C/S	C/S	A	R	
	To review staff employer related pension arrangements and actuarial valuation reports	I		A	R	C/S			
	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	C/S	C	R	C/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		C	A	R	C				
To take responsibility for the oversight of the Trust anticorruption policy and risk assess bribery/corruption risks across operating procedures		C	A	R	R			CFO responsible for the review of the policy COO responsible for risk assessing across operating procedures	
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			A	R	C/S	R	R		
To update all associated Trust finance policies		C	A	R	S				
To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials			A	R			R		
To carry out due diligence on potential business partners prior to the Trust entering business relationships		C	A	R	R	R	C		
To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	R	R	R	R	R	R		
To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud	I	R	A	R				CEO responsible as Accounting Officer	
To encourage and enable all staff to raise serious concerns	A	R	R	R	R	R	R	Whistleblowing and confidential reporting 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		C		

RASC Responsibility Matrix

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		MAT Board of Trustees	CEO	CET	FARM	CFO	COO	LGB	HT/HoS						
Education & Curriculum	Setting trust approach to curriculum and assessment, with regard to statutory Trust requirements	A	I	R								I	NB in relation to all education & curriculum functions consultation, advice & support sought from CET		
	Setting and delivering school curriculum and assessment in line with trust approach		I	C							A	R			
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		I	C/R							A	R	Director of EYFS to be consulted and responsible for supporting schools to ensure compliance		
	Disapplying primary pupils from Statutory Assessments			C/I								A	HT/HoS to consult with Exec Head where applicable, then consult with Director of Education for relevant phase and inform CET of any potential disapplications		
	Developing curriculum and behaviour policies as required by schools (RE, SRE, collective worship, etc) in line with Trust principles		I	C							A	R	All school policies must be reviewed by appropriate Trust lead, then LGB, then Board approval		
	Production and analysis of Trust educational data	I	C	R									Directors of Education produce, collate, analyse, present & monitor Trust educational data for their phase. Director of QA collates this in a Trust-wide picture. Trust leads are responsible for own related data, eg attendance. Standards Committee analyse in detail. Board analyse at overview level.		
	Production and analysis of school educational data		I	I							A	R	RA Committee and LGB		
	Delivering careers guidance, with regards to statutory requirements	I	I	C									A	R	
	Ensuring compliance with the Children and Families Act 2014, including writing SEND information report	A	I	C/S							R	R		SEND Link Trustee role to support MAT Board Trust lead for SEND, Directors for Ed & QA to support to ensure compliance.	
	Freedom to opt out of national curriculum	A	C	C											
	To develop curriculum intent and vision for education across the Trust	I	R	R									R		
	Responsibility for standard of the implementation of the curriculum	A	R	R									R	Monitored at RA & Standards Committees	
	Responsibility for every individual child's education	A											I	R	
	Admission, procedures and attendance registers		I	S			S/C	I	A/R					Trust safeguarding, attendance and inclusion lead	
	Ensuring appropriate sex and relationships education, in line with DfE guidance	I	I	C/S									A	R	
	Ensuring protection from extremism	A	I	C/S									A	R	Trust Safeguarding lead
	Pupil assessments & providing reports		I	C									A	R	
	Approval of appropriate KPIs (including attainment, progress, attendance and behaviour)	A	R	R											
	To monitor progress of all groups of pupils and ensure positive impact on outcomes	I	I	R							A	R		Monitored at RA & Standards Committees	
	To establish and implement Behaviour Policy inclusive of DfE guidance	A	C	C							A	A/R		Trust lead for Safeguarding and DoE to be involved and consulted	
Education & Curriculum Suspensions and Permanent Exclusions	HT/HoS must consult Director of Education & Trust Inclusion Lead prior to final decision. CET will support to ensure compliance and in line with Trust values. Panel to be made up of LGB members for that school													HT/HoS must ensure that this aspect has taken place, dependent on age and understanding before deciding to suspend or exclude	
	To suspend or permanently exclude a pupil (in line with Policy which takes into account relevant up to date guidance)	I	I	C/S	I/C/S							A	A/R	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 member of CET Head of School and Headteacher have the authority to invoke suspensions and permanent exclusions	
	To ensure that the consideration of the views of the pupil, in light of their age and understanding, has taken place	I	I	I/C	I/C						A	A/R		HT/HoS must ensure that this aspect has taken place, dependent on age and understanding before deciding to suspend or exclude	
	Informing parents/carers of the decision to suspend or exclude	I	I	I	I/C						A	A/R		Parents/carers to be informed by HT/HoS of the period of suspension or exclusion and the reason for it, without delay	
	Informing all relevant stakeholders (i.e. LGB, LA, CEO, DfE, safeguarding lead, VSH etc. of the suspension/exclusion)	I	I	I	I/C/S						A	A/R		HT/HoS will ensure that all relevant stakeholders are informed in line with policy and procedures. CEO/DfE must be informed at the earliest opportunity.	
	Cancellation of suspension and PEX	I	I	I/C	I						A	A/R		HT/HoS has the authority to cancel a suspension or PEX that has already begun, or one that has not yet begun, but only where the LGB has not yet reviewed it. HT/HoS must follow all points as outlined in the Policy.	
	Monitoring and analysing suspensions and PEX	I	I	I/C	I/S						A/R	R		HT/HoS must ensure that the LGB analyse suspensions and PEX as part of their strategic responsibilities. The DoE for Secondary and Safeguarding Lead for Trust will be consulted and will provide support if necessary	
	Restatement of a pupil	I	I	C	I/C								A/R		
	Independent Review	A/R	A/R											NLT will arrange for an independent panel to review the decision of the LGB not to reinstate a permanently excluded pupil. All actions will be in line with Policy.	
	School registers/Return to LA	I	I	I	I						A	A/R		HT/HoS must ensure that this aspect is followed in line with Policy	
	Reintegration from a suspension/Reintegration meetings	I	I	I/C	I/C/S						A/R	A/R		School will follow the policy to ensure an appropriate strategy is in place to help with a successful reintegration. This is inclusive of reintegration meetings	
	Remote access to meetings	I	I	I/C	I/C						A/R	A/R		HT/HoS must ensure if parents/carers request the panel to be held remotely that all conditions are in place in line with the Policy	
	Education & Curriculum	Responsibility for school development plan	I	I	C/S						A	R		Trust development priorities shared with HTs - adapted for school specific Director of QA provides optional template and support in writing effectively	
		Monitoring progress of school development priorities	I	I	C/S						A	R			
		Responsibility for school SEF		I	C/S						A	R		Director of QA provides optional template and support in writing effectively	
Ensure timely data returns			C	C/S		C	C			A	R		Director of Education and QA		
Ensure appropriate RE curriculum and daily act of worship		I	I	C/S						A	R		Church lead Director of Education		
Responsibility for Trust SDP and SEF		A	R	R											
Delivering appropriate support for all vulnerable pupils (SEND, LAC, past-ad etc.)		I	I	C/S						A	R		SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of Education & schools		
Final approval of school SDPs and SEFs		I	I	R									Director of QA		
Ensure curriculum is broad and balanced			I	I							A	R			
Ensure opportunities for extra curricular activities			I	I							A	R			
Ensure each school is inclusive for all pupils		A	C	R							A	R		SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of Education & schools	
Monitor staff professional development schools		I	I	R							A	R		Director of Education and QA	
Monitor staff professional development wider Trust		A	R	R		R									
Education & Curriculum Safeguarding		Carrying out DBS and necessary safeguarding and safer recruitment checks school	I	I	C/S			S	A	R				Trust Safeguarding, attendance and inclusion lead to support schools	
		Ensuring LGB receive appropriate Safeguarding Training ie Strategic Safeguarding, prevent etc.	I	I	S				A	A/R				Headteacher/Head of School must ensure that all members of the LGB have carried out training and have a record, inclusive of certificates	
	Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE	I	I	S				A	A/R				Headteacher/Head of School along with the LGB must ensure that all staff have appropriate safeguarding training, keep a record, inclusive of certificates. Safeguarding training should be annually and other aspects of safeguarding training such as prevent etc should follow the guidelines/timelines.		
	Carrying out DBS and necessary safeguarding and safer recruitment checks central team	I	I	C/S		A		R					Trust Safeguarding, attendance and inclusion lead to support schools		
	All Governing Body members on appointment should complete Safeguarding Training in line with their role	R							A	A			Trust Safeguarding Lead to liaise with HT/HoS on recruitment of LGB members and build this aspect in recruitment process with clerking Governance		
	All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.	R							A	A			Trust Safeguarding Lead to keep a Trust overview sheet of attendance. If LGB members do not complete then the Chair of the Board will be informed and procedures will be followed.		
	Safeguarding Link Governor to have completed relevant Cyber Security Training	R		I					A	A			Trust Safeguarding Lead to be informed by HT/HoS if this is not completed		
	Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school	R							A	A			HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings		
	Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths	R			R/S				A	A			Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding Governors have the information and then HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings		
	Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues	R							A	A			HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings		
	Setting safeguarding policies	R		I/C/S					A	A			Trust Safeguarding Lead will provide strategic support in the oversight of Safeguarding policies to the HT/HoS		
	Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE			C/S					R/A	R/A			Trust Safeguarding Lead will liaise with external verified training provider to deliver training.		
	Ensuring that relevant staff have completed safer recruitment training								R/A	R/A					
	Ensure all safer recruitment procedures are followed	R							R/A	R/A					
	Ensuring that DSLs have completed relevant and appropriate training to fulfil their role								R/A	R/A					
Ensuring that the school has appropriate Filtering & Monitoring in place								R/A	R/A						
Ensuring that the school has provided appropriate training for DSLs in regards to Filtering and Monitoring in order to fulfil their role								R/A	R/A						
Ensuring the school has participated in cyber security training								R/A	R/A						
To ensure that the Safeguarding Audit is completed and any actions are planned for, monitored and evaluated in the LGB committee				R/S				A	A				Trust Safeguarding Lead is responsible for ensuring that all schools have engaged in the audit and have an action plan in place if needed. HT/HoS must drive forward the audit actions and the LGB should monitor and evaluate, ensuring impact and improvement alongside the HT/HoS		

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Estates responsibilities	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	COO to lead and support Director of Estates in devising effective plan	
	Develop, implement and monitor Trust wide health and safety policies	A	C	R			R		C	COO to lead and support Director of Estates in devising effective, compliant, up-to-date policies	
	To ensure health and safety regulations are followed and all premises are secure	I	I	I			R	A	R	COO to lead and support Director of Estates in ensuring	
	Recommend capital expenditure and implement (after approval by Trust if required)			C/A					R	R	
	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	I	I		
	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		S		COO in conjunction with Director of Estates
	Ensure all recommendations are acted upon in a timely manner		I	I			C	A	R		COO oversight of Director of Estates
	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		
	To ensure a robust emergency plan is in place for all schools and is tested appropriately		I	A			C	R	R		COO to support schools to ensure compliance, in conjunction with Director of Estates
	To identify and prepare SCA priorities and prepare capital bids for external funding where appropriate			C	I	R			C	C	COO, CFO and Director of Estates to use SCA process to determine priorities as identified by the surveys
	To consider and approve SCA priorities when they are an exception to the approved process	A	C	R	S/C			I	I		Director of Estates to include in FARM update as determined by Director of Estates, CFO, COO. When the approved process can't be applied FARM will make the decision on works.
	To ensure the schools are compliant with all aspects of estate management	I	I	A			R		R		COO to lead and support Director of Estates in ensuring compliance

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		MAT Board of Trustees	CEO	CET	FARM	CFO	COO			LGB
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		S	R				
	To appoint and remove the clerk to the LGB and Board of Trustees and all committees	A/R					S		Clerk to support	
	To complete and hold business interest register for Trustees	A	I			C	R			
	To complete and hold business interest register for Local Governors						R	A/R	R	
	To appoint Local Governors to committees							R		
	To ensure school websites are statutorily compliant	A	I	C/S			S	R	R	Directors of Education check school website for statutory compliance & Trust requirements. CET support schools in ensuring compliance.
	To ensure Trust website is statutorily compliant	A/R	R	C/S			R			
	To ensure skills audit is completed for Board and the necessary finance skill set is present	A/R	S				R		Chair of Board leads skills audit completion and analysis	
	To ensure skills audit is completed for LGB and the necessary skill set is present			C/S	C	S	A/R		Chair of Board provides skills audit to be used for LGB. LGB Chair to lead skills audit completion and analysis. Training needs to be identified by Director of QA.	
	To appoint Trustees to committees	A								
	To review and approve the Trustee report for inclusion in the annual accounts	A	R	C/S	R	R	R	S	S	All information to be provided related to role, including: CET: Education, outcomes, school performance, attendance, inclusion, SEND, safeguarding information. COO: HR Trade Union time, Staffing structures, equalities information. CEO: Trust Development Priorities.
	To ensure induction and training for LGBs	A	R				S	C	R	Linked to the skills audit
	To ensure induction and training for Trustees	A	R				S		R	Linked to the Trustee 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			COO ensure 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				

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- I - Informed - who should be informed about the task progress or the decisions in the task?

Function	Tasks	Decision Level							Notes		
		MAT Board of Trustees	CEO	CET	FARM	CFO	COO	LGB		HT/Heads	
Operational responsibilities	Term dates and PD Days approval		R	C/S			S	C	R	Presented by HTs	
	Ensure all child protection policies and procedures are in place and followed	A	I	R/C			S	C	R	HTs to take responsibility for following policies and procedures in schools Trust Safeguarding, Inclusion & Attendance Lead to support & ensure compliance	
	To personalise and write CP policy			S					R	Safeguarding link Governors to input and Trust Safeguarding, Inclusion & Attendance Lead to support	
	To approve child protection policies and procedures	A							R	Board to ratify	
	To set timings of school days	A	C				S		I	R	
	To maintain accurate pupil and staff records							S		R	
	To maintain accurate Central team staff records		A					R			
	To ensure all data protection and GDPR compliance	A			I			R	R	R	
	To determine policy schedule and clarity on Trust and individual school policies, and review this regularly	A	R	R		R	R	R		R	
	Handling complaints in line with Trust policy	A	R	S				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		A/R	C/S	C/S	I		C	

RASCI Responsibility Matrix

- 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?

Delegated Duty	Value	Delegated Authority			Notes
		Staff Member	LGB	FARM Committee	
Internal bank account transfers	Any	CFO			
Cheque signing and BACS approval	Any	2 from: CFO, CEO, COO, Management Accountant			
Requisition approval for orders in Primary Schools (includes SLAs)	Up to £200	DHT/AHT			In the absence of the Headteacher DHT/AHT must inform Headteacher of spending
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	Up to £5000	Headteacher			Must secure best value and have sufficient funds remaining to cover the financial commitment. Office Manager or Admin assistant check and mark goods received.
Where quotations are required OIEU rules must be followed	£5,001-£7,500	Headteacher and Management Accountant			Office Manager or Admin assistant mark on PS Financials goods received and follow up any issues.
	£7501-£15,000	Headteacher and CFO or COO			
	£15,001-£25,000	2 of CFO, COO and CEO			
	£25001 and over			R	Where schools can join orders for savings individuals school limits will apply
Requisition approval for orders in Secondary Schools	Up to £1000	Budget Holder or DHT			When entering the purchase order/non purchase order invoice the member of staff must check budget is available before processing
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	£1001 to £7500	Budget Holder and countersigned by the Management Accountant, HT			
Where quotations are required OIEU rules must be followed	£7501-£20,000	Headteacher			
	£20,001-£30,000	Headteacher and CFO or COO			
	£30,001-£50,000	2 of CFO, COO and CEO			Where schools can join orders for savings individuals school limits will apply
	£50001 or over			R	
Asset disposal (other than land and buildings)	Up to £5,000	CFO			
	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
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