# ORTHERN 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?
  S Support who provides support during the implementation of the activity / process / service?
  C Consulted who should be consulted?
  I Informed who should be consulted?

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 m 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 FaRbur deliange to the release in the Staff and the Chair of FaRbur deliange to the release in the Staff and the Board and the Chair of FaRbur deliange to the release in the Staff and the Staff and Staff and the Board and the Chair of FaRbur deliange to the release in the Staff and Staff

RAS		responsible for carrying out or delegating the entrusted task?  Proportion of the second of the whole task and who is responsible for what has been done?									
	S - Support - who provid	es support during the implementation of the activity / process / service?									
١.	C - Consulted - who sho										
	I - Informed - who shoul	d be informed about the task progress or the decisions in the task?									
				Dec	ision	Level					
	Function	Tasks	MAT Board of Trustees	CEO	CET	FARM	CFO	coo	LGB	HT/HofS	Notes
St	rategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation	A	R		С	C	R			Responsibility of CFO to ensure financial compliance
		Set the Trust vision, strategy, culture and values	A & R	R	s		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		С					А	R	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					Α	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		С		c	s	S	А	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	1	C/S	C/S			C/S	Α	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							
		To ensure SEND & safeguarding leads are appointed on LGB			S				Α	S	
		Setting safeguarding practices, with regard to statutory guidance, including appointing DSLs	A	C/I	R				1	R	Trust Safeguarding Lead shared responsible for checking all is compliant
		Setting safeguarding policies	А	C/I	c/s				1	R	Trust templates to be used Trust Safeguarding Lead approves policies prior to Governance approval & provides support.
		Setting Health & Safety policies	A	C/I		С		R			COO responsible for ensuring Director of Estates maintains compliance
		Setting staff uniform	A	R	Т		С	C	С	C	
		Setting pupil uniform	А	R	R		С	С	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.

- RASCI Responsible: with 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?

			Decision Level	T				I	
Function	Tasks	MAT Board of Trustees	CEO			coo	LGB	HT/HofS	Notes
ncial responsibilities	To select KPIs for finance and measure the Trust performance against them regularly		R		R		_		
	Ensure compliance with provisions of funding agreements and Academy Trust Handbook	I	R (As Accounting Officer)	Α	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	Α	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	1	C/S	А	R	C/S			
	controls		9,5	_ ^		43			
	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	А	R		c/s	R	Headteachers are responsible for ensuring finance and procuremen 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		С	А	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	С	С	R	R			To be produced by CFO in discussion with CEO and recommended b 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				<b>†</b>				
	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	Δ	R	C/S	_		
		A	R		c/s				
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A	К	К	L/S	U/S			
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	А	S	С	s	s	R	R	In collaboration with Headteachers. Trustees are responsible for sch with a grade three or four Ofsted classification and/or have sponsor 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		Ċ	А	R				
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend	A	1	R	R		С	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		S	
	To consider all relevant reports by the COO/CFO, auditors, National Audit Office and ESFA management letters	Al	R	R	R	R			
	To prepare the monthly management accounts including cash flow forecasts		С	А	R				CFO to prepare and share monthly with CEO, Chair of Board & Chair 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			Α	R				
	To ensure the appropriate and effective use of Pupil Premium, LAC, Sports Premium, SEND funding and other school specific grant funding	1	C/I		c/s	C/S	А	R	CFO to report to FARM
	including production and publishing of reports  To establish a charging and remissions policy for the Trust			А	R				
					К				
	To approve the charging & remissions policy for the Trust	A		R					
	To review the performance of external providers including SLAs			Α	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				R				
	To prepare and review a Trust risk register that reflects individual school circumstances	A	R	R		R			
	To prepare and review a school level risk register that reflects individual school circumstances		С			C/S	Α	R	
	To review staff employer related pension arrangements and actuarial valuation reports	1		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	С	R	C/S			T .
	To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained		, ,		R				
	To review the external auditor's annual planning document and approve the planned audit		С	А	R				
	To take responsibility for the oversight of the Trust anticorruption policy and risk assess bribery/corruption risks across operating procedures		С	А	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	1	R	А	R	R	R	R	coo responsible for risk assessing across operating procedures
	To annually provide advice, support and training including advising on financial/business links with any related parties	'		A		C/S		R	
	To update all associated Trust finance policies		С	A	R	y s		<u> </u>	1
	To update an associated trust mance poincies  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	
				<u> </u>	<b>!</b>	-		-	
	To carry out due diligence on potential business partners prior to the Trust entering business relationships		C	Α		R		C	1
	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	R		R	R	R	R	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud	l l	R		R				CEO responsible as Accounting Officer
			R R		R	R	R	R	Whistleblowing and confidential reporting policy
	To encourage and enable all staff to raise serious concerns  To report regularly to the CEO on the efficacy of individual academy arrangements and to the MAT Board at least annually	A	R	К	R	R		C	writstieblowing and confidential reporting policy

onsulted - who sh									
ormed - who sho	bould be informed about the task progress or the decisions in the task?								
Function	Tasks	MAT Board of Trustee:		ion Le		coo	LCD	UT/UAG	Notes
sponsibilities	Appointment of a CEO	A & R	CEO	FARI		S	LUB	HI/HUI3	Notes
	Appointment of an Executive Headteacher	A	R		C	S			Selection panel to include CEO (or rep in their absence) & MAT Board representation
	Appointment of a Headteacher or Head of school	A	R		С	S	R		Selection panel to include Chair of LGB (or their representative from the LGB in their absence
			_		_				rep in their absence) & MAT Board representation  Selection panel to include Chair of LGB (or their representative from the LGB in their absence
	Appointment of Deputy Head		R		С	S	Α	R	rep in their absence) and HT
									Selection panel to include Chair of LGB (or their rep from the LGB in their absence) HT and
	Appointment of Assistant Head		R		C	S	Α	R	representative from Central Education Team – appointed by CEO. CEO involvement in schools
	Appointment of teachers		_		+	S	Α	R	additional support is required, as judged by the CEO
	Appointment of teachers  Appointment of senior non-teaching staff	-	_		S	S			LGB representation where possible, in addition to the HT (or their rep in their absence)
	Appointment of non-teaching staff					S		A & R	
	To agree a pay policy		С	Α	C/S	R			
	To set pay levels, including executive pay	A & R	R		4	C/S			
	Setting approach to appraisal and performance management  Setting approach to staff appointment and dismissal, with regard to statutory requirements	A	R		+	C/S			Legal HR support available from employment advice SLA
					+-	C/3			Decisions made with recommendations from external advice for CEO appraisal and CEO
	To ensure appraisal and pay review for CEO, COO & CFO	A&R							recommendations for COO and CFO
	Appraisal and pay for COO & CFO	A	R						
	Performance management for Headteachers, including Executive HTs	A	R						MAT Board to approve CEO recommendations. CEO may delegate performance management
	To ensure performance management policy is in place	A	С	+	+	R	-	1	HTs/HofS to Executive Headteacher HT/Head of School oversees implementation in individual schools
				H	+				The Headteachers are accountable for ensuring that all PM/Appraisal is carried out and will r
	To ensure performance management/appraisal is carried out in line with policy	1	S	- 1	Ш.	A/R	1	A & R	to the COO
	To produce annual staffing structure of school illustrating staff deployment		_		C	C	_	A & R	
	To manage staff absence effectively in own school	I A		- 1	-	R	Α	R	
	To approve annual staffing structure of schools	A	R		C	3			
									Proposals made by HT with approval and sign off by CEO and COO. CEO and COO approval re
	To approve in year changes to school staffing structures, ensuring affordability and value for money		R	А	С	R		C	before HTs can proceed, including like-for-like. CFO provides information on financial sustain
									inform decision In like-for-like replacements where CFO advises financial sustainability, COO without requirement for CEO to approve, where appropriate
					4				without requirement for CEO to approve, where appropriate
	Appointment of Chief Operating Officer and Chief Finance Officer  Appointment of Trust central service roles	A & R	R A/R		R	R			
	Establishing disciplinary and capability procedures	A	C		- n	R			Disciplinary & capability of CFO, COO & Headteachers to be responsibility of CEO
	HR policies		Ī	А		R		- 1	Disciplinary & capability of cro, coo & readecadicity to be responsibility of ceo
	Approval of all HR and staffing policies	A		R		s			In consultation with Trade Unions and staff where appropriate
	Approval of all rik and starting policies	_ ^		- "		3			HR policies are taken to FARM
									HT/LGB panel to conduct procesures for capability, discipline, grievance, attendance, whistle
	To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	A	R			R	R	R	staff welfare issues for staff in school.
	To agree and conduct procedures for capability, discipline, greenee, accessance, white blowing a start weither issues	**							Panel of LGB members from across the Trust to conduct procedures for HT/HoS or central sta
									Recommendations to be made to CEO for actions from these procedures.
	Dismissal of CEO	A/R			-				Legal support will be provided by the trust HR and employment law under SLA
	Dismissal of COO, CFO, HTs, Head of Schools, Central Director/EHT roles	A	R			S			Support from COO as requested by CEO LGB to action panel and make recommendations to dismiss to CEO.
	Suspension/ending suspension of CEO	A/R	_		+-				LGB to action panel and make recommendations to dismiss to CEO.
	Suspension/ending suspension of HTs, Head of Schools & COO/CFO, Central Director/EHT roles	A	R			S			
	Suspension/ending suspension or dismissal of other central team staff	A	R		S	S			
	Suspension/ending suspension of other school staff	A	C			С		R	Legal advice necessary
	Dismissal of other school staff	A	C			С	S	R	Legal advice necessary
		+	+		+				LGB to action panel and make recommendations to Headteacher/Head of School
	To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred		С	A		R			
									In discussion with LGB where appropriate (appeals)
	To approve leave of absence of school staff						С	A/R	In line with policy
			_		+	R		4 /D	Recommendations made to Headteacher/Head of School
	To manage absence of school staff To approve leave of absence and manage absence of Central team staff	+	A/R	-		R	_	A/K	Drawing on support of Associate Head where appropriate.  Line manager approves
		+	A/R		R	R			
	To approve holidays of Central Team staff, including Teachers' Pay & Conditions holidays when school term dates differ		A/R		R	R			Chair of Board to approve CEO holiday dates where term dates differ
	To approve leave of absence and manage absence of CEO	A/R							Chair of MAT Board Approval
	To approve leave of absence of Executive HT/Headteacher/Head of School/Central Director/EHT roles	A	R	-	_		С		Where appropriate in discussion with Chair of LGB and Board of Trustees
	To manage absence of Executive HT/Headteacher/Head of School/Central Director/EHT roles  To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)	A	R R		+	S	С		Drawing on the membership of LGBs and Board where appropriate
			_		+-		,		Take account where appropriate of the CEO and COO/CFO recommendations, as well as SLT
	To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals	A	С	R	C/S	C/S		C	recommendations when appropriate
	To ensure accurate and up to date job descriptions are maintained – central and HTs		C	Α		R			FARM to challenge to ensure the job descriptions are maintained
	To ensure accurate and up to date job descriptions are maintained – school level				4	Α		R	
	To review job descriptions as above To grow annual pay statements are issued to school staff.	+	A	A	+	R R	-	R	
	To ensure annual pay statements are issued to school staff To ensure annual pay statements are issued to central team staff	+	+	A	+	R	-		+
		<del>+</del>	R		+			_	In consultation with HT where appropriate
	Consider secondment and early retirement requests	A			I S C				Delegated to CEO by MAT Board
	Consider secondment and early retirement requests of CEO, CFO & COO	A	R			S		С	
	Consider work/life balance and welfare of staff	A	_	R		R	D	R	Delegated to CEO and/or FARM in line with role. Including monitoring absence levels
	Responsibility for hearing employment related appeals	A		- 1			К		Flexible Working Request Appeals delegated to appropriate person (COO/LGB)
			1 1						
	To consider reports relating to compliance in relation to HR and employment  To approve and manage Trust contract template	1	C	A		R R	-	R	+
	To consider reports relating to compliance in relation to HR and employment	-						R S	With support from CEO & Headteachers

- RASGI Responsibility Matrix

  R Responsible: who is responsible for carrying out or delegating the entrusted task?

  A reconcurate (allow Approved): 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?

Function Education & Curriculum	d be informed about the task progress or the decisions in the task?		D	ecision	Level				
	Tasks	MAT Board of Trustees	CEO	CET	FARM	CFO CO	LGB	HT/Hof:	
	Setting trust approach to curriculum and assessment, with regard to statutory Trust requirements	A	-1	R		Ш	$\perp$	- 1	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		_	С			Α	R	Production in the second secon
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		1	C/R			Α	R	Director of EYS to be consulted and responsible for supporting schools to ensign compliance
				C/I					HT/HoS to consult with Exec Head where applicable, then consult with Director
	Disapplying primary pupils from Statutory Assessments			C/I				A	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		-	С			А	R	All school policies must be reviewed by appropriate Trust lead, then LGB, then
			+				T		Board approval  Directors of Education produce, collate, analyse, present & monitor Trust
	Production and analysis of Trust educational data	1	С	R					educational data for their phase. Director of QA collates this in a Trust-wide
	Production and analysis of Trust educational data	'	-	κ.					picture. Trust leads are responsible for own related data, eg attendance.
			1						Standards Committee analyse in detail. Board analyse at overview level.
	Production and analysis of school educational data Delivering careers guidance, with regards to statutory requirements	1		C			A	R R	RA Committee and LGB
									SEND link Trustee role to support MAT Board
	Ensuring compliance with the Children and Families Act 2014, including writing SEND information report	A	- 1	C/S			R	R	Trust lead for SEND, Directors for Ed & QA to support to ensure compliance.
	Freedom to opt out of national curriculum	A	С	С					
	To develop curriculum intent and vision for education across the Trust  Responsibility for standard of the implementation of the curriculum	I A		R R			R	R R	
	Responsibility for every individual child's education	A	n.	n.			ı		Monitored at RA & Standards Committees
	Admission, procedures and attendance registers  Ensuring appropriate sex and relationships education, in line with Dfe guidance			S C/S		S/	1 A	A/R R	Trust safeguarding, attendance and inclusion lead
	Ensuring protection from extremism	A		C/S					Trust Safeguarding lead
	Pupil assessment & providing reports			C			Α	R	
	Approval of appropriate KPIs (including attainment, progress, attendance and behaviour) To monitor progress of all groups of pupils and ensure positive impact on outcomes	A	R	R R		+	А	R	Monitored at RA & Standards Committees
Education & Curriculum	To establish and implement Behaviour Policy inclusive of DfE guidance	A		C			А		Trust lead for Safeguarding and DoE to be involved and consulted
pensions and Permanent									HT/HoS must consult Director of Education & Trust Inclusion lead prior to final
Exclusions									decision. CET will support to ensure compliance and in line with Trust values.
	To suspend or permanently exclude a pupil (In line with Policy which takes into account relevant up to date guidance)	1	C/S	I/C/S			А	A/R	Panel to be made up of LGB members for that school  If LGB members are not available for that school, other LGB members from of
		1							schools within the Trust can be drawn on, if agreed by CEO or member of CET
		1							Head of School and Headteacher have the authority to invoke suspensions an permanent exclusions
			+	Н			+		HT/HoS must ensure that this aspect has taken place, dependent on age and
	To ensure that the consideration of the views of the pupil, in light of their age and understanding, has taken place	1	I/C	I/C			А	A/R	understanding before deciding to suspend or exclude.
	Informing parents/carers of the decision to suspend or exclude	1	1	I/C			А	A/R	Parents/carers to be informed by HT/HoS of the period of suspension or excl
		<del> </del>	+				+		and the reason for it, without delay  HT/HoS will ensure that all relevant stakeholders are informed in line with pol
	Informing all relevant stakeholders i.e. LGB, LA, CEO, DfE, safeguarding lead, VSH etc. of the suspension/exclusion	1	1	I/C/S			А	A/R	and procedures.
		+	+			$\vdash$	+		CEO/DfE must be informed at the earliest opportunity.
	Cancellation of suspension and PEX	1	I/C	1			А	A/R	HT/HoS has the authority to cancel a suspension or PEX that has already begut one that has not yet begun, but only where the GB has not yet reviewed it.
		·	,,,						HT/HoS must follow all points as outlined in the Policy.
			+	H		$\vdash$	t		
	Monitoring and analysing suspensions and PEX	1	I/C	I/S			A/R	R	HT/HoS must ensure that the LGB analyse suspensions and PEX as part of the strategic responsibilities. The DoE for Secondary and Safeguarding Lead for To
									will be consulted and will provide support if necessary
	Reinstatement of a pupil	1	С	I/C			A/R		
	Independent Review	A/R	A/R						NLLT will arrange for an independent panel to review the decision of the LGB
	independent keview	AVE	Ayr						to reinstate a permanently excluded pupil. All actions will be in line with Police
	School registers/Return to LA	_	_	_			Α	A/R	HT/HoS must ensure that this aspect is followed in line with Policy
	Reintegration from a suspension/Reintegration meetings	1	I/C	I/C/S			A/R	A/R	School will follow the policy to ensure an appropriate strategy is in place to he
									with a successful reintegration. This is inclusive of reintegration meetings
	Remote access to meetings	1	I/C	I/C			A/R	A/R	HT/HoS must ensure if parents/carers request the panel to be held remotely all conditions are in place in line with the Policy
Education & Curriculum			1						all conditions are in place in line with the Policy
	Responsibility for school development plan	1	1	C/S			А	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	-	-	C/S			А	R	
	Responsibility for school SEF			C/S			Α	R	Director of QA provides optional template and support in writing effectively
	Ensure timely data returns		С	C/S		C C	Α	R	Director of Education and QA
	Ensure appropriate RE curriculum and daily act of worship	1	1	C/S			А	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.)	1	1	C/S			А	R	SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of Education & schools
	Final approval of school SDPs and SEFs		1	R					Director of QA
	Ensure curriculum is broad and balanced Ensure opportunities for extra curricular activities	1	C			+	A	R R	
			_						SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of
		A				1 1	R	R	Education & schools
	Ensure each school is inclusive for all pupils		С	R					Director of Education and QA
	ensure each school is inclusive for an pupils  Monitor staff professional development schools  Monitor staff professional development wider Trust	I A		R		R R	А	R	Director or Education and QA
ducation & Curriculum	Monitor staff professional development schools		1	R		R R		R R	Trust Safeguarding, attendance and inclusion lead to support schools
	Monitor staff professional development schools Monitor staff professional development wider Trust	A	1	R R					Trust Safeguarding, attendance and inclusion lead to support schools Headteacher/Head of School must ensure that all members of the LGB have
Education & Curriculum	Monitor staff professional development schools Monitor staff professional development wider Frust Carryag on DES and recessary safeguaring and safer recruitment checks school	A I	1	R R C/S			А	R	Trust Safeguarding, attendance and inclusion lead to support schools  Meadteacher/Nead of School must ensure that all members of the LGB have carried out training and have a record, inclusive of certificates
Education & Curriculum Safeguarding	Monitor staff professional development schools Monitor staff professional development wider Trust Carrying on DBS and messays silegausdrig and safer recruitment checks school Ensuring LGB receive appropriate Safegaurding Training is Strategic Safegaurding, prevent etc	A I	R I	R R C/S S			A	R A/R	Trust Safeguarding, attendance and inclusion lead to support schools  Meadteacher/Nead of School must ensure that all members of the LGB have carried out training and have a record, inclusive of certificates
Education & Curriculum Safeguarding	Monitor staff professional development schools Monitor staff professional development wider Frust Carryag on DES and recessary safeguaring and safer recruitment checks school	A I	1	R R C/S			А	R	Trust Safeguarding, attendance and inclusion lead to support schools teachteacher/lead of School must ensure that all members of the LSB have carried out training and have a record, inclusive of certificates leadreacher/lead of School along with the LSB must ensure that all staff has appropriate safeguarding training, keep a record, inclusive of certificates. Safeguarding training, keep a record, inclusive of certificates.
iducation & Curriculum Safeguarding	Monitor stall frontesional development schools  Monitor stall frontesional development schools  Carrying out DBS and necessary safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE	A I I	R I	R R C/S S		S	A A	R A/R	Trust Safeguarding, attendance and inclusion lead to support schools itsed teacher/lead of School must ensure that all members of the LGB have carried dust training and here a record, inclusive of certificates, carried dust training and here a record, inclusive of certificates. Itsed teacher/lead of School along with the LGB must ensure that all saff has propropriate safeguarding training, lead as precord, inclusive of certificates. Safeguarding training should be annually and other supcess of safeguarding training such as prevent set should follow the guidelines/infrastruing such as prevent set should follow the guidelines/infrastruing such as prevent set should follow the guidelines/infrastruing.
iducation & Curriculum Safeguarding	Monitor staff professional development schools Monitor staff professional development wider Trust Carrying on DBS and messays silegausdrig and safer recruitment checks school Ensuring LGB receive appropriate Safegaurding Training is Strategic Safegaurding, prevent etc	A I	R I	R R C/S S	A		A A	R A/R	Trust Safeguarding, attendance and inclusion lead to support schools ilead teacher/liked of School must ensure that all members of the LGB have certified out training and here a record inclusive of certificates in the long of the long
Education & Curriculum Safeguarding	Monitor stall frontesional development schools  Monitor stall frontesional development schools  Carrying out DBS and necessary safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE	A I I	R I	R R C/S S	A	S	A A	R A/R	Trust Safeguarding, attendance and inclusion lead to support schools ilead teacher/liked of School must ensure that all members of the LGB have certified out training and here a record inclusive of certificates in the second of the second of School dong with the LGB must ensure that all set fill happenpites alseigneding training, teap a record inclusive of certificates. Safeguarding training should be annually and other spects of safeguarding training such as prevent et also duel for the guidetine/time training such as prevent et also duel for the guidetine/time training such as prevent et also duel for the guidetine/time training such as prevent et also duel for the guidetine/time training such as prevent et also duel for the guidetine/time training such as prevent et also duel for the guidetine/time to guidetine/time.  Trust Safeguarding, attendance and inclusion lead to support schools
Education & Curriculum Safeguarding	Monitor stiff professional development schools  Monitor stiff professional development schools  Monitor stiff professional development schools  Ensuring LGB receive appropriate Safeguarding Training es Strategic-Safeguarding, prevent etc  Ensuring LGB receive appropriate Safeguarding Training es Strategic-Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role	A I	R I	R R C/S S	A	S	A	R A/R A/R	Trust Safeguarding, attendance and inclusion lead to support schools itsed teacher/fixed of School must ensure that all immebers of the LGB have carried dust training and these a record, inclusive of certificates itsed teacher/fixed of School along with the LGB must ensure that all set fix head teacher/fixed of School along with the LGB must ensure that all set fix head teacher/fixed of School along with the LGB must ensure that all set fix head proprietals estigating training, because percord, inclusive of certificates. Safeguarding training such as prevent ets chould follow the guideline, firming such as prevent ets chould follow the guideline, firming such as prevent ets chould follow the guideline, firming such as prevent ets chould follow the guideline, firming such as prevent ets chould follow the guideline, firming such as the support of the
ducation & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete Safeguarding Training in line with their role	A I	R I	R R C/S S	A	S	A	R A/R A/R	Trust Safeguarding, attendance and inclusion lead to support schools lead theselve/liked of School must ensure that all members of the LGB have carried dust training and here a record inclusive of certificates its school to the LGB have been school to the LGB have been school to the LGB have been school to the LGB must ensure that all set film appropriate safeguarding training, been a record, inclusive of certificates. Safeguarding training such as preceded in the special soft safeguarding training such as the smooth special soft safeguarding training such as preceded to the smooth special soft safeguarding training such as preceded to the smooth special soft safeguarding training such as preceded to the smooth special soft safeguarding training such as preceded to the special soft safeguarding training such as such as the safeguarding tead to leave with High Holds on recruitment of LGB member and build this superior in recruitment process with clerking Governance.  Trust Safeguarding tead to leave a Trust overview sheet of attendance, If LGB members do not complete them the Chair of the Board will be informed and
ducation & Curriculum Safeguarding	Monitor still professional development schools  Monitor still professional development schools  Monitor still professional development schools  Carrying out DIS and necessary safeguarding and safer eccultment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training is musually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding raining ismusally and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.	1 I R	R I	R R C/S S	A	S	A	A/R A/R A/R	Trust Safeguarding, attendance and inclusion lead to support schools iteaditea. An an an analysis of the LGB have corried out training and here a record, inclusive of certificates iteaditea. An analysis of the LGB have corried out training and here a record, inclusive of certificates. Iteaditeacher/itead of School along with the LGB must ensure that all staff har appropriate safeguarding training, beep a record, inclusive of certificates. Seedgearding training should be annually and other angests of adequarding training such as prevent est should follow the guideline/limelines. Trust Safeguarding taxed one laws to support to the support of LGB member and build this support in recruitment porcess with clerking Governance and build this support in recruitment porcess with clerking Governance Trust Safeguarding Lead to lake yet a Trust soverview sheet of attendance. If LGB members do not complete them the Chair of the Board will be informed and proceedures will be followed.
ducation & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete Safeguarding Training in line with their role	1 I R	R I	R R C/S S	A	S	A	A/R A/R A/R	Trust Safeguarding, attendance and inclusion lead to support schools itsed teacher/liked of School must ensure that all immebers of the LGB have carried dust training and here a record, natives of certificates itsed teacher/liked of School doing with the LGB must ensure that all set fils headsteacher/liked of School along with the LGB must ensure that all set fils appropriate safeguarding training, because a record, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, filmed graining such as prevent et school floor the guideline, filmed graining such as prevent et school floor the guideline, filmed or support schools. Trust Safeguarding, attendance and inclusion lead to support schools trust Safeguarding tead to lake with HYGO or recruitment of LGB member and build this aspect in recruitment process with certaing Governance. Trust Safeguarding tead to lake yet hard to the Board will be informed and associations will be informed and trust Safeguarding Lead to be informed by HT/HoS if this is not completed
ducation & Curriculum Safeguarding	Monitor still professional development schools  Monitor still professional development schools  Monitor still professional development schools  Carrying out DIS and necessary safeguarding and safer eccultment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training is musually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding raining ismusally and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.	1 I R	R I	R R C/S S	A	S	A	A/R A/R A/R	Trust Safeguarding, attendance and inclusion lead to support schools likealtea.her/likead of School must ensure that all members of the LGB have cerried out training and heve a record inclusive of certificates included of the LGB have certified to training and heve a record inclusive of certificates including the section of the LGB must ensure that all set fill has appropriate safeguarding training, they are record inclusive of certificates. Safeguarding training such as prevent et school off footbook the guidetine/friending training such as prevent et school off footbook be guidetine/friending such as prevent et school off footbook be guidetine/friending such as prevent et school off footbook be guidetine/friending and has been such as the support schools. Trust Safeguarding tead to lake with HT/HcS on recruitment of LGB member about this support is recruitment process with certified governance. Trust Safeguarding tead to leave a Trust school will be informed and stronglete them the Chair of the Board will be informed and stronglete them the sure with the Safeguarding tead to be included as a standard agendal item under the under the most result with this like included as a standard agendal item under
ducation & Curriculum Safeguarding	Monitor stiff professional development schools  Monitor stiff professional development schools  Monitor stiff professional development schools  Carrying out DIS and necessary safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSE  Carrying out DIS and necessary safeguarding Training annually and are aware of most up to date KCSE  Carrying out DIS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training	1 1 1 R R R	R I	R R C/S S	A	S	A A A A A	A/R A/R A A	Trust Safeguarding, attendance and inclusion lead to support schools itsed teacher/lead of School must ensure that all immebers of the LGB have carried dust training and here a record, inclusive of certificates, recarded out training and here a record, inclusive of certificates. Itsed teacher/lead of School along with the LGB must ensure that all self has appropriate safeguarding training, because a record, inclusive of certificates. Safeguarding training such as present schools that the guideline, liferating such as present schools that support schools. Trust Safeguarding, attendance and inclusion lead to support schools trust safeguarding table to liable with HYROs on recruitment of LGB member and build this sepect in recruitment process with clearing Governance. Trust Safeguarding, and to have been all the schools of the board will be informed and corcordures will be followed. Trust Safeguarding Lead to be informed by HT/HOS if this is not completed if HT/HOS needs to ensure that this is included as a standard agenda item undes Safeguarding at CBB meetings.
clausation & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding Body members to participate and completed relevant Cyber Security Training  Link Safeguarding Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school	1 1 1 R R R	R I	R R C/S S	A	S	A A A A A	A/R A/R A A A	Trust Safeguarding, attendance and inclusion lead to support schools likeadteacher/lead of School must ensure that all members of the LGB have cerified dust training and here a record inclusive of certificates intendence of the Coll have cerified dust raining and here a record inclusive of certificates. Intendence of School doing with the LGB must ensure that all safeth has proprietal estage-indireg training, because a record, inclusive of certificates. Safeguarding training such as prevent school of foother depositions of the support schools. Trust Safeguarding, attendance and inclusion lead to support schools. Trust Safeguarding, attendance and inclusion lead to support schools. Trust Safeguarding tead to leave with HFI/HoS on recruitment of LGB member and build this aspects in recruitment process with celering footenance. Trust Safeguarding Lead to leap a Trust overview sheet of attendance, HGB members do not complete them the Chair of the Board will be informed and procedures will be followed:  Trust Safeguarding Lead to be informed by HT/HoS if this is not completed this process of the Board will be informed and procedures will be followed:  If /HoS needs to ensure that this is included as a standard agenda tem unde-Safeguarding at LGB meeting.
iducation & Curriculum Safeguarding	Monitor stiff professional development schools  Monitor stiff professional development schools  Monitor stiff professional development schools  Carrying out DIS and necessary safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSE  Carrying out DIS and necessary safeguarding Training annually and are aware of most up to date KCSE  Carrying out DIS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training	1 1 1 R R R	R I	R R C/S S	A	S	A A A A A	A/R A/R A A	Trust Safeguarding, attendance and inclusion lead to support schools likealtea.her/likead of School must ensure that all members of the LGB have cerried out training and heve a record inclusive of certificates included of the LGB have certified to training and heve a record inclusive of certificates including the section of the LGB must ensure that all set fill has appropriate safeguarding training, they are record inclusive of certificates. Safeguarding training such as prevent et school off footbook the guidetine/friending training such as prevent et school off footbook be guidetine/friending such as prevent et school off footbook be guidetine/friending such as prevent et school off footbook be guidetine/friending and has been such as the support schools. Trust Safeguarding tead to lake with HT/HcS on recruitment of LGB member about this support is recruitment process with certified governance. Trust Safeguarding tead to leave a Trust school will be informed and stronglete them the Chair of the Board will be informed and stronglete them the sure with the Safeguarding tead to be included as a standard agendal item under the under the most result with this like included as a standard agendal item under
Education & Curriculum Safeguarding	Monitor still professional development schools  Monitor still professional development schools  Monitor still professional development schools  Ensuring ILGB necessa systeguarding and safer recruitment checks school  Ensuring ILGB necessa systeguarding Training es Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues linked to their individual school	A I I I R R R R R	R I	R R C/S S	A	S	A A A A A	A A A A	Trust Safeguarding, attendance and inclusion lead to support schools itead teacher/livead of School must ensure that all members of the LGB have cerified dust training and here a record, inclusive of certificates iteadeteacher/livead of School stong with the LGB must ensure that all set in supporpriate safeguarding training, keep a record, inclusive of certificates. Safeguarding training such as preced is challed follow the guidelines/liveading training such as prevent it is chaused from the guidelines/livead and such as the support schools. Trust Safeguarding lead to lake with HT/HoS on recruitment of LGB member and build this algority in recruitment process with clerking Governance. Trust Safeguarding Lead to leave a Trust Safeguarding Lead to leave a Trust Safeguarding Lead to be leftormed by HT/HoS if this is not completed in the Chair of the Board will be informed and procedures will be followed:  117/HSS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meeting.
Education & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding Body members to participate and completed relevant Cyber Security Training  Link Safeguarding Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school	1 1 1 R R R	R I	R R C/S S	A	S	A A A A A	A/R A/R A A A	Trust Safeguarding, attendance and inclusion lead to support schools likeadteacher/likead of School must ensure that all members of the LGB have cerified out training and here a record inclusive of certificates intended to the LGB have cerified out training and here a record inclusive of certificates. Intended to the LGB have certified to the properties of the LGB have certified to the LGB hav
Education & Curriculum Safeguarding	Monitor still professional development schools  Monitor still professional development schools  Monitor still professional development schools  Ensuring ILGB necessa systeguarding and safer recruitment checks school  Ensuring ILGB necessa systeguarding Training es Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues linked to their individual school	A I I I R R R R R	R I	R R C/S S	A	S	A A A A A	A A A A	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate safeguarding training, because a record, inclusive of certificates. Safeguarding training such as prevent et school of loos the guideline, furnised single safeguarding training such as prevent et school of loos the guideline, furnised single safeguarding training such as prevent et school of loos the guideline, furnised of LGB members and builds this aspect in recruitment process with clerking Governance. Trust Safeguarding Lead to lake with VIFAG on recruitment of LGB members do not conclipied them the Chris of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to lake with VIFAG or recruitment of the recruitment of the Safeguarding and the safeguarding at GB meetings.  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed with VIFAG sends to ensure that this is included as a standard agendal item under Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.
Education & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer receivment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuable and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in ine with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.  Safeguarding Ink Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues	A 1 1 1 1 R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A	R A/R A/R A A A A A A	Trust Safeguarding, attendance and inclusion lead to support schools lead teacher/lived of School must ensure that all members of the LGB have cerifed dust training and have a record, inclusive of certificates intendence of the LGB have cerified dust training and have a record, inclusive of certificates intendence/lived of School doing with the LGB must ensure that all staff but appropriate safeguarding training, beload be annually and other aspects of safeguarding training used as prevent et-should follow the guidelines/fliming.  Trust Safeguarding, attendance and inclusion lead to support schools  Trust Safeguarding tead to laise with HT/hcs on recruitment of LGB member do sluid this suspens in recruitment process with clerking Governance.  Trust Safeguarding tead to be part to the Chair of the Board will be informed and procedures will be followed.  Trust Safeguarding tead to be informed by HT/hos in not completed this process of the safe to the saf
ducation & Curriculum Safeguarding	Monitor still professional development schools  Ensuring LGB neceive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB neceive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSE  Carrying out DBS and necessary safeguarding rinaining annually and are aware of most up to date KCSE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSE  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.  Safeguarding Body members to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues/areas of development and strengths  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSE	A 1 1 1 1 R R R R R R	R I	R R C/S S	A	S	A A A A A A A A A R/A	R A/R A/R A A A A A A R/A	Trust Safeguarding, attendance and inclusion lead to support schools lead teacher/lived of School must ensure that all members of the LGB have cerifed dust training and have a record, inclusive of certificates intendence of the LGB have cerified dust training and have a record, inclusive of certificates intendence/lived of School doing with the LGB must ensure that all staff but appropriate safeguarding training, beload be annually and other aspects of safeguarding training used as prevent et-should follow the guidelines/fliming.  Trust Safeguarding, attendance and inclusion lead to support schools  Trust Safeguarding tead to laise with HT/hcs on recruitment of LGB member do sluid this suspens in recruitment process with clerking Governance.  Trust Safeguarding tead to be part to the Chair of the Board will be informed and procedures will be followed.  Trust Safeguarding tead to be informed by HT/hos in not completed this process of the safe to the saf
clucation & Curriculum Safeguarding	Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer receivment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding Training annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuably and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annuable and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in ine with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.  Safeguarding Ink Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues	A 1 1 1 1 R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A	A/R A/R A/R A A A A A A A A A A A A A A	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate saffigured framing, lead a percord, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding standard such as the safeguarding standard such as the safeguarding standard and training such as prevent et school of floor support schools. Trust Safeguarding Lead to lake with VITAGo on recruitment of LGB members do not conclipied them the Charlos of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be end of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed will fine the safeguarding at LGB meetings.  Trust Safeguarding Lead to see proposible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.
rducation & Curriculum Safeguarding	Monitor stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ersuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding annually and are aware of annual Safeguarding Training in ine with their role  All Governing Body members on appointment should complete Safeguarding Training in ine with their role  All Governing Body members to participate and complete mendatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of most up to date KCSIE  Carrying that Ensure and the expendence of safe and appropriate training to full their role	A 1 1 1 1 R R R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A R/A R/A R/A	R A/R A/R A A A A A R/A R/A R/A R/A	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate saffigured framing, lead a percord, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding standard such as the safeguarding standard such as the safeguarding standard and training such as prevent et school of floor support schools. Trust Safeguarding Lead to lake with VITAGo on recruitment of LGB members do not conclipied them the Charlos of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be end of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed will fine the safeguarding at LGB meetings.  Trust Safeguarding Lead to see proposible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.
ducation & Curriculum Safeguarding	Monitor stiff professional development schools  Monitor stiff professional development schools  Monitor stiff professional development schools  Carrying out DIS and necessary safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DIS and necessary safeguarding annually and safer recruitment checks central team  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding Body members to participate and complete mandatory annual Safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of an	A 1 1 1 1 R R R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A A A A A A A A A A A A A A	A/R  A/R  A  A  A  A  A  A  R/A  R/A  R	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate saffigured framing, lead a percord, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding standard such as the safeguarding standard such as the safeguarding standard and training such as prevent et school of floor support schools. Trust Safeguarding Lead to lake with VITAGo on recruitment of LGB members do not conclipied them the Charlos of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be end of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed will fine the safeguarding at LGB meetings.  Trust Safeguarding Lead to see proposible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.
Education & Curriculum Safeguarding	Monitor stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ersuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DISS and necessary safeguarding annually and are aware of annual Safeguarding Training in ine with their role  All Governing Body members on appointment should complete Safeguarding Training in ine with their role  All Governing Body members to participate and complete mendatory annual Safeguarding Training for Governors Le. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues  Setting safeguarding Governor to ensure that LGB members are aware of most up to date KCSIE  Carrying that Ensure and the expendence of safe and appropriate training to full their role	A 1 1 1 1 R R R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A R/A R/A R/A	R A/R A/R A A A A A R/A R/A R/A R/A	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate saffigured framing, lead a percord, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding standard such as the safeguarding standard such as the safeguarding standard and training such as prevent et school of floor support schools. Trust Safeguarding Lead to lake with VITAGo on recruitment of LGB members do not conclipied them the Charlos of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be end of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed will fine the safeguarding at LGB meetings.  Trust Safeguarding Lead to see proposible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.
Education & Curriculum Safeguarding	Monitor stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mendatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governo	A 1 1 1 1 R R R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A R/A R/A R/A R/A	R A/R A/R A A A A A R/A R/A R/A R/A R/A R/	Trust Safeguarding, attendance and inclusion lead to support schools isead teacher/likead of School must ensure that all immebers of the LGB have carried dust training and hear a record, inclusive of certificates iseas the schedule of School and hear a record, inclusive of certificates. Isead teacher/likead of School along with the LGB must ensure that all saff has appropriate saffigured framing, lead a percord, inclusive of certificates. Safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding training such as prevent et school of floor the guideline, full immediates and such as a support of the safeguarding standard such as the safeguarding standard such as the safeguarding standard and training such as prevent et school of floor support schools. Trust Safeguarding Lead to lake with VITAGo on recruitment of LGB members do not conclipied them the Charlos of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be end of the Bool will be informed and procedures will be followed:  Trust Safeguarding Lead to be enformed by HT/HoS if this is not completed will fine the safeguarding at LGB meetings.  Trust Safeguarding Lead to see proposible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.
Education & Curriculum Safeguarding	Monitor stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Monitors stiff professional development schools  Ensuring LGB receive appropriate Safeguarding and safer recruitment checks school  Ensuring LGB receive appropriate Safeguarding Training is Strategic Safeguarding, prevent etc  Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  Carrying out DBS and necessary safeguarding annually and are aware of most up to date KCSIE  All Governing Body members on appointment should complete Safeguarding Training in line with their role  All Governing Body members to participate and complete mendatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.  Safeguarding link Governor to have completed relevant Cyber Security Training  Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths  Link Safeguarding Governo	A 1 1 1 1 R R R R R R R R	R I	R R C/S S S C/S S I I I I I I I I I I I I I I I I I I	A	S	A A A A A A R/A R/A R/A R/A	R A/R A/R A A A A A R/A R/A R/A R/A R/A R/	Trust Safeguarding, attendance and inclusion lead to support schools iseadteacher/lead of School must ensure that all immebers of the LGB have carried dust training and here a record, inclusive of certificates, reciting dust training and here a record, inclusive of certificates, steadteacher/lead of School along with the LGB must ensure that all soft has appropriate safeguarding training, lead as precord, inclusive of certificates. Safeguarding training such as prevent schools from the guideline, liferage sizes of safeguarding training such as prevent schools. Trust Safeguarding, attendance and inclusion lead to support schools. Trust Safeguarding land to liasely with PIRGs on recruitment of LGB member and build this sepect in recruitment process with ceiching Governance. Trust Safeguarding and to liasely and PIRGs on recruitment of LGB member and build this sepect in recruitment process with ceiching Governance. Trust Safeguarding and too liase with PIRGs on recruitment of LGB member and build this sepect in recruitment process with ceiching Governance. Trust Safeguarding Lead to be informed by HT/HsS if this is not completed in 17/HsS if this is in completed in 17/HsS if this is in completed as a standard agendal term under Safeguarding at LGB meetings.  Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding HT/HsS in exercit because that this is included as a standard agendal term under Safeguarding at LGB meetings.  Trust Safeguarding LGB meetings.

A - Accountable (also A     S - Support - who provi     C - Consulted - who sho	responsible for carrying out or delegating the entrusted task? pprover) - who is responsible for the whole task and who is responsible for what has been done? des support during the implementation of the activity / process/ service?		De	cision Le	evel					
Function	Tasks	MAT Board of Trustees	CEO	FARM	CST	CFO	coo	LGB	HT/HofS	Notes
Estates responsibilities	Ensure adequate buildings insurance and public liability for schools	A	1	-			R			
	Ensure long term plan for buildings and estates	I	С	Α			R	С	C	COO to lead and support Director of Estates in devising effective plan
	Develop, implement and monitor Trust wide health and safety policies	A	С	R			R		С	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	-	- 1			R	Α	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		1	А		R	R			
	Agree any capital bids for work outside Trust annual revenue budget	1	-	Α		С	R	1	-	
	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.	1	С	А			R		S	COO in conjunction with Director of Estates
	Ensure all recommendations are acted upon in a timely manner		_				C	Α	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	1	1	Α			R	R	R	
	To ensure a robust emergency plan is in place for all schools and is tested appropriately		1	А			С	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		С	1	R			С	С	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	С	R	s/c			1	1	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	1	-	Α			R		R	COO to lead and support Director of Estates in ensuring compliance

RASCI Responsibility Matrix										
	sponsible for carrying out or delegating the entrusted task?									
	over) - who is responsible for the whole task and who is responsible for what has been done?									
	support during the implementation of the activity / process / service?									
C - Consulted - who should										
	e informed about the task progress or the decisions in the task?									
Function	Tasks	Tasks MAT Board of Trustees   CEO   CET   FARM   CFO   COO   LGB   HT/Hol								
Governance responsibilities										Chair and Vice Chair recommended to Board of Trustees by LGB fe
	To appoint and remove LGB members, including Chair and Vice Chair		c							approval
	to appoint and remove LGB members, including chair and vice chair	А	C							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			Clerk to support
	To appoint and remove the clerk to the LGB and Board of Trustees and all committees	A/R					S			
	To complete and hold business interest register for Trustees	A	- 1			С	R			
	To complete and hold business interest register for Local Governors						R	A/R	R	
	To appoint Local Governors to committees							R		
										Directors of Education check school website for statutory
	To ensure school websites are statutorily compliant	A	- 1	C/S			S	R	R	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
										Chair of Board provides skills audit to be used for LGB, LGB Chair
	To ensure skills audit is completed for LGB and the necessary skill set is present			C/S		C	S	A/R		to lead skills audit completion and analysis. Training needs to be
										identified by Director of QA.
	To appoint Trustees to committees	A								
										All information to be provided related to role, including: CET:
										Education, outcomes, school performance, attendance, inclusion,
	To review and approve the Trustee report for inclusion in the annual accounts	A	R	C/S	R	R	R	S	S	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			Linked to the Trustee skills audit
	To ensure all relevant checks are made on Governors		Ī				S	A (Chair of Governors)	R	
		A (Chair of MAT Board)				1 -	R	· · · · · · · · · · · · · · · · · · ·		COO ensure Secretary of State Chair of Board DBS Application
	To ensure all relevant checks are made on Trustees	A (CILLII OI WALI BOOKS)	Ι'.				Ι.			COO ensure secretary or state chair or Board DBS Application
		A/C	1 7			1 -	R	· · · · · · · · · · · · · · · · · · ·		
	Setting governance policies and protocols (data protection, information sharing, FOI, Code of conduct, complaints, whistleblowing)	.40	Ι'			l				

- RASCI Responsibility Matrix

  R. Responsible: who is responsible for carrying out or delegating the entrusted task?

  A. Accountable (alox Approver) who is responsible for the whole task and who is responsible for what has been done?

  Sipport who provides support during the implementation of the activity / process / service?

  C. Consulter who should be consulted?

  Informed who should be consulted?

					1 Level					
Function	Tasks	MAT Board of Trustees	CEO	CET	FARN	1 CFO	coo	LGB	HT/Hofs	Notes
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	1	R/C			s	С	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					-	R	
	To maintain accurate pupil and staff records						S		R	
	To maintain accurate Central team staff records		Α				R			
	To ensure all data protection and GDPR compliance	A			_		R		R	
	To determine policy schedule and clarity on Trust and individual school policies, and review this regularly	A	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	1	С	

RASCI Responsibility Matrix

R. Responsible: who is responsible for carrying out or delegating the entrusted task?

A. Accountable (sink Approved): 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.

- C consulted who should be consulted.						
<ul> <li>I - Informed - who should be informed about the task progress or the decisions in the</li> </ul>	task?					
Delegated Duty	Value	Delegated :	Autho	rity		Notes
Prmary and Central	•	Staff Member	LGB	FARM Committee	MAT Board of Trustees	Notes
Internal bank account transfers	Any	CFO CFO				
Cheque signing and BACs approval	Any	2 from: CFO, CEO, COO, Management Accountant				
	Up to £200	DHT/AHT				In the absence of the Headteacher DHT/AHT must inform Headteacher of spending
Requisition approval for orders in Primary Schools (includes SLAs) 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	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.  Office Manager or Admin assistant mark on PS inancials goods received and follow up any issues.
	£5,001-£7,500	Headteacher and Management Accountant				
	£7501-£15,000	Headteacher and CFO or COO				
Where quotations are required OJEU rules must be followed	£15,001-£25,000	2 of CFO, COO and CEO				Where schools can join orders for savings individuals school limits will apply
	£25001 and over			R		
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
	£1001 to £7500	Budget Holder and countersigned by the Management Accountant, HT				
progress	£7501-£20,000	Headteacher				
Where quotations are required OJEU rules must be followed	£20,001-£35000	Headteacher and CFO or COO				
where quotations are required oses rates must be followed	£35,001-£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 CFO				
	Over £5,000			R		
Writing off debt	Up to £500	CFO CFO	1			
	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