

#### NORTHERN LIGHTS LEARNING TRUST SCHEME OF DELEGATION OVERVIEW

The Board of Trustees have overall responsibility and decision making authority for all of the work of the Trust. The Board and/or CEO have the right to withdraw the delegation of powers at any time if required  
Northern Lights Learning Trust are using RASCI Responsibility Matrix as one of the methods used to assign and display responsibilities of individuals or jobs in a task (project, service or process) in the organisation.

- R - Responsible - who is responsible for carrying out or delegating the entrusted task?
- A - Accountable (also Approver) - who is responsible for the whole task and who is responsible for what has been done?
- S - Support - who provides support during the implementation of the activity / process / service?
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The Scheme of Delegation remains the responsibility of the Board of Trustees and may be amended or changed at any time. When a strategic decision is needed urgently, it is not possible to call a meeting and it could be seriously detrimental to a school/the Trust, a pupil, parent or a staff member to wait until a Board meeting is convened, the Chair is able to make a decision using Chair's powers and inform the Board of the decision.

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

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

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		MAT Board of Trustees	CEO	FARM	CFO	COO	LGB	HT/Hofs	
Financial responsibilities	To select KPIs for finance and measure the Trust performance against them regularly		R	A	R				
	Ensure compliance with provisions of funding agreements and Academy Trust Handbook	I	R (As Accounting Officer)	A	R	R	C/S	C/S	FARM to inform the Board of Trustees
	To monitor the financial position of the Trust and monitor expenditure, ensuring compliance		I	A	R				To report any concerns to the Board of Trustees
	Establish controls framework and processes to provide assurance over the suitability of and compliance with financial system and internal controls	I	C/S	A	R	C/S			
	Approving the above and the annual programme of internal scrutiny	A	C/S	R	C/S	C/S			
	To review the Trust's internal & external statements & reports to ensure best practice and compliance	A	R	R	R	R			
	To approve, implement and monitor finance and procurement policies and any amendments		C/R	A	R		C/S	R	Headteachers are responsible for ensuring finance and procurement policies are implemented within their respective schools.
	To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust		C	A	R				FARM to approve and recommend to the MAT Board of Trustees
	To ensure appropriate insurance arrangements for all schools within the Trust	A	I		R	R		S/C	Linked to role
	To monitor and review the effectiveness of insurance arrangements	A		R	S	S			Linked to role
	To appoint the accounting officer for the Trust	R/A							
	To approve the annual MAT business plan each financial year	A	C	C	R	R			To be produced by CFO in discussion with CEO and recommended by FARM to MAT Board
	To monitor level of reserves at Trust level			A	R				In line with Trust's reserve policy
	To appoint internal and external auditors to ensure compliance and ensure each academy complies with financial regulations, the Academy Trust handbook and ESFA requirements	A	C/S	R	C/S	C/S			Members to formally appoint the external auditors
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Trust		C/S	A	R	C/S			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A	R	R	C/S	C/S			
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	A	S	C	S	S	R	R	In collaboration with Headteachers. Trustees are responsible for schools with a grade three or four Ofsted classification and/or have sponsored status or are in a deficit position.
	To agree and annually review the percentage of funding each school receives after the funding for core central services is identified		C	A	R				
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend	A	I	R	R		C	R	
	To approve any amount to be transferred between budget headings and/or likely budget overspends		C	A	R				
	To identify, manage and monitor procured services and ensure value for money			A	R	R		S	
	To consider all relevant reports by the COO/CFO, auditors, National Audit Office and ESFA management letters	AI	R	R	R	R			
	To prepare the monthly management accounts including cash flow forecasts		C	A	R				CFO to prepare and share monthly with CEO, Chair of Board & Chair of FARM and present at each FARM meeting
	To review, challenge and approve the monthly management accounts including cash flow forecasts	A	R	R					Chair of Board of Trustees and Chair of FARM Committee receive monthly for review and challenge. CEO to approve
	To establish financial decision levels and limits	A	C	C	R				
	To establish, approve & monitor a procedure to deal with any conflicts of interest and connected party transactions	A	C/S	R	R	R			
	To enter into additional contracts which exceed the agreed annual budget allocation	A	C	R	C			S	
	To collect income due to the Trust			A	R				
	To ensure the appropriate and effective use of Pupil Premium, LAC, Sports Premium, SEND funding and other school specific grant funding including production and publishing of reports	I	C/I		C/S	C/S	A	R	CFO to report to FARM
	To establish a charging and remissions policy for the Trust			A	R				
	To approve the charging & remissions policy for the Trust	A		R					
	To review the performance of external providers including SLAs			A	R	R		C	
	To consider and approve procurement proposals			A					See breakdown in delegated duties section of scheme of delegation overview
To approve the financial software for use in the Trust			A	R					
To prepare and review a Trust risk register that reflects individual school circumstances	A	R	R	R	R	C/S	C/S		
To prepare and review a school level risk register that reflects individual school circumstances		C	I	C/S	C/S	A	R		
To review staff employer related pension arrangements and actuarial valuation reports	I		A	R	C/S				
To annually review the central Trust staffing structure ensuring affordability taking into account the financial impact on schools and value for money	A	R	R	R	R				
To prepare annual financial statements which are included in the annual report and account	A	C/S	C	R	C/S				
To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained			A	R					
To review the external auditor's annual planning document and approve the planned audit		C	A	R	C				
To take responsibility for the oversight of the Trust anticorruption policy and risk assess bribery/corruption risks across operating procedures		C	A	R	R			CFO responsible for the review of the policy COO responsible for risk assessing across operating procedures	
To implement and strictly enforce the Trust's anti-corruption policy	I	R	A	R	R	R	R		
To annually provide advice, support and training including advising on financial/business links with any related parties			A	R	C/S	R	R		
To update all associated Trust finance policies		C	A	R	S				

	To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials			A	R			R	
	To carry out due diligence on potential business partners prior to the Trust entering business relationships		C	A	R	R		C	
	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	R	R	R	R	R	R	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud	I	R	A	R				CEO responsible as Accounting Officer
	To encourage and enable all staff to raise serious concerns	A	R	R	R	R	R	R	Whistleblowing and confidential reporting policy
	To report regularly to the CEO on the efficacy of individual academy arrangements and to the MAT Board at least annually	A	I	I	R	R		C	

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		MAT Board of Trustees	CEO	FARM	People	CFO	COO	LGB	HT/HoS				
HR responsibilities	Appointment of a CEO	A & R				C	S						
	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			C	S	R				Selection panel to include Chair of LGB (or their representative from the LGB in their absence), CEO (or rep in their absence) & MAT Board representation	
	Appointment of Deputy Head		R			C	S	A	R			Selection panel to include Chair of LGB (or their representative from the LGB in their absence), CEO (or rep in their absence) and HT	
	Appointment of Assistant Head		R			C	S	A	R			Selection panel to include Chair of LGB (or their rep from the LGB in their absence) HT and representative from Central Education Team – appointed by CEO. CEO involvement in schools where additional support is required, as judged by the CEO	
	Appointment of teachers						S	A	R			LGB representation where possible, in addition to the HT (or their rep in their absence)	
	Appointment of senior non-teaching staff					S	S	A	R				
	Appointment of non-teaching staff					S	S		A & R				
	To agree a pay policy	I	C		A	C/S	R						In relation to SPTCD pay recommendations, the People Committee will make a recommendation to FARM Committee and FARM will have the final decision on the pay recommendation.
	To set pay levels, including executive pay	A & R											
	Setting approach to appraisal and performance management	A	R					C/S					
	Setting approach to staff appointment and dismissal, with regard to statutory requirements	A	R					C/S					Legal HR support available from employment advice SLA
	To ensure appraisal and pay review for CEO, COO & CFO	A&R											Decisions made with recommendations from external advice for CEO appraisal and CEO recommendations for COO and CFO
	Appraisal and pay for COO & CFO	A	R										
	Performance management for Headteachers, including Executive HTs	A	R										MAT Board to approve CEO recommendations. CEO may delegate performance management of HTs/HoS to Executive Headteacher
	To ensure performance management policy is in place	A	C					R		I			HT/Head of School oversees implementation in individual schools
	To ensure performance management/appraisal is carried out in line with policy	I	S		I		A/R	I	A & R				The Headteachers are accountable for ensuring that all PM/appraisal is carried out and will report this to the COO
	To produce annual staffing structure of school illustrating staff deployment		I			C	C	I	A & R				
	To manage staff absence effectively in own school	I			I		R	A	R				
	To approve annual staffing structure of schools	A	R			C	S						
	To approve in year changes to school staffing structures, ensuring affordability and value for money		A			C	R			C			Proposals made by HT with approval and sign off by CEO and COO. CEO and COO approval required before HTs can proceed, including like-for-like. CFO provides information on financial sustainability to inform decision in like-for-like replacements where CFO advises financial sustainability, COO can approve without requirement for CEO to approve, where appropriate
	Appointment of Chief Operating Officer and Chief Finance Officer	A & R	R										
	Appointment of Trust central service roles		A/R				R	R					
	Establishing disciplinary and capability procedures	A	C					R					Disciplinary & capability of CFO, COO & Headteachers to be responsibility of CEO
	HR policies		I		A		R			I			
	Approval of all HR and staffing policies	A			R		S						In consultation with Trade Unions and staff where appropriate HR policies are taken to FARM
	To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	A	R				R	R		R			HT/LGB panel to conduct procedures for capability, discipline, grievance, attendance, whistleblowing & staff welfare issues for staff in school. Panel of LGB members from across the Trust to conduct procedures for HT/HoS or central staff. 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											
	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				C			R			Legal advice necessary
Dismissal of other school staff	A	C				C	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		C		A		R							
To approve leave of absence of school staff							C	A/R				In discussion with LGB where appropriate (appeals) In line with policy Recommendations made to Headteacher/Head of School	
To manage absence of school staff						R		A/R				Drawing on support of Associate Head where appropriate.	
To approve leave of absence and manage absence of Central team staff		A/R				R	R					Line manager approves	
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					C		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	A	R					S		
To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)	A	R					S	C	Drawing on the membership of LGBs and Board where appropriate
To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals	A	C	R		C/S	C/S		C	Take account where appropriate of the CEO and COO/CFO recommendations, as well as SLT recommendations when appropriate
To ensure accurate and up to date job descriptions are maintained – central and HTs		C		A			R		FARM to challenge to ensure the job descriptions are maintained
To ensure accurate and up to date job descriptions are maintained – school level							A	R	
To review job descriptions as above		A					R	R	
To ensure annual pay statements are issued to school staff		I		A			R		
To ensure annual pay statements are issued to central team staff		I		A			R		
Consider early retirement requests	A	R		I			S	C	In consultation with HT where appropriate Delegated to CEO by MAT Board
Consider early retirement requests of CEO, CFO & COO	A	R		I			S	C	
Consider work/life balance and welfare of staff	A			R			R	R	Delegated to CEO and/or FARM in line with role. Including monitoring absence levels
Responsibility for hearing employment related appeals	A			I			R	R	Flexible Working Request Appeals delegated to appropriate person (COO/LGB)
To consider reports relating to compliance in relation to HR and employment	I	I		A			R	R	
To approve and manage Trust contract template		C		A			R		
To monitor and analyse employment related KPIs across the Trust to assess Trust performance and formulate strategic objectives to effectively manage		C		A			R	S	With support from CEO & Headteachers
To maintain a single central record of recruitment and preemployment checks	A	I					R	R	Trust central staff to be monitored by CEO & COO to ensure compliance

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		MAT Board of Trustees	CEO	CET	FARM	CFO	COO	LGB	HT/Hofs		
Education & Curriculum	Setting trust approach to curriculum and assessment, with regard to statutory Trust requirements	A	I	R					I	NB In relation to all education & curriculum functions consultation, advice & support sought from CET	
	Setting and delivering school curriculum and assessment in line with trust approach		I	C				A	R		
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		I	C/R				A	R	Director of EYS to be consulted and responsible for supporting schools to ensure compliance	
	Disapplying primary pupils from Statutory Assessments			C/I					A	HT/HoS to consult with Exec Head where applicable, then consult with Director of Education for relevant phase and inform CET of any potential disapplications	
	Developing curriculum and behaviour policies as required by schools (RE, SRE, collective worship, etc) in line with Trust principles		I	C				A	R	All school policies must be reviewed by appropriate Trust lead, then LGB, then Board approval	
	Production and analysis of Trust educational data	I	C	R						Directors of Education produce, collate, analyse, present & monitor Trust educational data for their phase. Director of QA collates this in a Trust-wide picture. Trust leads are responsible for own related data, eg attendance. Standards Committee analyse in detail. Board analyse at overview level.	
	Production and analysis of school educational data		I	I				A	R	RA Committee and LGB	
	Delivering careers guidance, with regards to statutory requirements	I	I	C				A	R		
	Ensuring compliance with the Children and Families Act 2014, including writing SEND information report	A	I	C/S				R	R	SEND link Trustee role to support MAT Board Trust lead for SEND, Directors for Ed & QA to support to ensure compliance.	
	Freedom to opt out of national curriculum	A	C	C							
	To develop curriculum intent and vision for education across the Trust	I	R	R					R		
	Responsibility for standard of the implementation of the curriculum	A	R	R				R	R	Monitored at RA & Standards Committees	
	Responsibility for every individual child's education	A						I	R		
	Admission, procedures and attendance registers			S			S/C	I	A/R	Trust safeguarding, attendance and inclusion lead	
	Ensuring appropriate sex and relationships education, in line with Dfe guidance	I	I	C/S				A	R		
	Ensuring protection from extremism	A	I	C/S				R	R	Trust Safeguarding lead	
	Pupil assessment & providing reports			C				A	R		
Approval of appropriate KPIs (including attainment, progress, attendance and behaviour)	A	R	R								
To monitor progress of all groups of pupils and ensure positive impact on outcomes	I	I	R				A	R	Monitored at RA & Standards Committees		
To establish and implement Behaviour Policy inclusive of DfE guidance	A	C	C				A	A/R	Trust lead for Safeguarding and DoE to be involved and consulted		
Education & Curriculum Suspensions and Permanent Exclusions	To suspend or permanently exclude a pupil (In line with Policy which takes into account relevant up to date guidance)	I	C/S	I/C/S				A	A/R	HT/HoS must consult Director of Education & Trust Inclusion lead prior to final decision. CET will support to ensure compliance and in line with Trust values. Panel to be made up of LGB members for that school. If LGB members are not available for that school, other LGB members from other schools within the Trust can be drawn on, if agreed by CEO or member of CET. Head of School and Headteacher have the authority to invoke suspensions and permanent exclusions	
	To ensure that the consideration of the views of the pupil, in light of their age and understanding, has taken place	I	I/C	I/C				A	A/R	HT/HoS must ensure that this aspect has taken place, dependent on age and understanding before deciding to suspend or exclude.	
	Informing parents/carers of the decision to suspend or exclude	I	I	I/C				A	A/R	Parents/carers to be informed by HT/HoS of the period of suspension or exclusion and the reason for it, without delay	
	Informing all relevant stakeholders i.e. LGB, LA, CEO, DfE, safeguarding lead, VSH etc. of the suspension/exclusion	I	I	I/C/S				A	A/R	HT/HoS will ensure that all relevant stakeholders are informed in line with policy and procedures. CEO/DfE must be informed at the earliest opportunity.	
	Cancellation of suspension and PEX	I	I/C	I				A	A/R	HT/HoS has the authority to cancel a suspension or PEX that has already begun, or one that has not yet begun, but only where the GB has not yet reviewed it. HT/HoS must follow all points as outlined in the Policy.	
	Monitoring and analysing suspensions and PEX	I	I/C	I/S				A/R	R	HT/HoS must ensure that the LGB analyse suspensions and PEX as part of their strategic responsibilities. The DoE for Secondary and Safeguarding Lead for Trust will be consulted and will provide support if necessary	
	Reinstatement of a pupil	I	C	I/C				A/R			
	Independent Review	A/R	A/R							NLLT will arrange for an independent panel to review the decision of the LGB not to reinstate a permanently excluded pupil. All actions will be in line with Policy.	
	School registers/Return to LA	I	I	I				A	A/R	HT/HoS must ensure that this aspect is followed in line with Policy	
	Reintegration from a suspension/Reintegration meetings	I	I/C	I/C/S				A/R	A/R	School will follow the policy to ensure an appropriate strategy is in place to help with a successful reintegration. This is inclusive of reintegration meetings	

	Remote access to meetings	I	I/C	I/C					A/R	A/R	HT/HoS must ensure if parents/carers request the panel to be held remotely that all conditions are in place in line with the Policy	
Education & Curriculum	Responsibility for school development plan	I	I	C/S					A	R	Trust development priorities shared with HTs – adapted for school specific Director of QA provides optional template and support in writing effectively	
	Monitoring progress of school development priorities	I	I	C/S					A	R		
	Responsibility for school SEF			C/S					A	R	Director of QA provides optional template and support in writing effectively	
	Ensure timely data returns			C	C/S		C	C	A	R	Director of Education and QA	
	Ensure appropriate RE curriculum and daily act of worship	I	I	C/S					A	R	Church lead Director of Education	
	Responsibility for Trust SDP and SEF	A	R	R								
	Delivering appropriate support for all vulnerable pupils (SEND, LAC, past-ad etc.)	I	I	C/S					A	R	SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of Education & schools	
	Final approval of school SDPs and SEFs			I	R							Director of QA
	Ensure curriculum is broad and balanced			C	R					A	R	
	Ensure opportunities for extra curricular activities			I	I					A	R	
	Ensure each school is inclusive for all pupils	A	C	R						R	R	SEND Trust lead & Trust Inclusion & Attendance Lead to support Directors of Education & schools
Monitor staff professional development schools	I	I	R						A	R	Director of Education and QA	
Monitor staff professional development wider Trust	A	R	R		R	R						
Education & Curriculum Safeguarding	Carrying out DBS and necessary safeguarding and safer recruitment checks school	I		C/S				S	A	R	Trust Safeguarding, attendance and inclusion lead to support schools	
	Ensuring LGB receive appropriate Safeguarding Training ie Strategic Safeguarding, prevent etc	I	I	S					A	A/R	Headteacher/Head of School must ensure that all members of the LGB have carried out training and have a record, inclusive of certificates	
	Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE	I	I	S					A	A/R	Headteacher/Head of School along with the LGB must ensure that all staff have appropriate safeguarding training, keep a record, inclusive of certificates. Safeguarding training should be annually and other aspects of safeguarding training such as prevent etc should follow the guidelines/timelines.	
	Carrying out DBS and necessary safeguarding and safer recruitment checks central team	I		C/S	A			R			Trust Safeguarding, attendance and inclusion lead to support schools	
	All Governing Body members on appointment should complete Safeguarding Training in line with their role	R							A	A	Trust Safeguarding Lead to liaise with HT/HoS on recruitment of LGB members and build this aspect in recruitment process with clerking Governance	
	All Governing Body members to participate and complete mandatory annual Safeguarding Training for Governors i.e. Strategic Safeguarding, prevent etc.	R							A	A	Trust Safeguarding Lead to keep a Trust overview sheet of attendance. If LGB members do not complete then the Chair of the Board will be informed and procedures will be followed.	
	Safeguarding link Governor to have completed relevant Cyber Security Training	R		I					A	A	Trust Safeguarding Lead to be informed by HT/HoS if this is not completed	
	Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school	R							A	A	HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings	
	Link Safeguarding Governor to ensure that LGB members are aware of any Trust Safeguarding issues/areas of development and strengths			R/S					A	A	Trust Safeguarding Lead is responsible for ensuring that the Link Safeguarding Governors have the information and then HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings	
	Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues	R							A	A	HT/HoS needs to ensure that this is included as a standard agenda item under Safeguarding at LGB meetings	
	Setting safeguarding policies	R		I/C/S					A	A	Trust Safeguarding Lead will provide strategic support in the oversight of Safeguarding policies to the HT/HoS	
	Ensuring that all staff receive Safeguarding Training annually and are aware of most up to date KCSIE			C/S					R/A	R/A	Trust Safeguarding Lead will liaise with external verified training provider to deliver training.	
	Ensuring that relevant staff have completed safer recruitment training								R/A	R/A		
	Ensure all safer recruitment procedures are followed	R							R/A	R/A		
	Ensuring that DSLs have completed relevant and appropriate training to fulfil their role								R/A	R/A		
	Ensuring that the school has appropriate Filtering & Monitoring in place								R/A	R/A		
	Ensuring that the school has provided appropriate training for DSLs in regards to Filtering and Monitoring in order to fulfil their role								R/A	R/A		
Ensuring the school has participated in cyber security training								R/A	R/A			
To ensure that the Safeguarding Audit is completed and any actions are planned for, monitored and evaluated in the LGB committee			R/S					A	A	Trust Safeguarding Lead is responsible for ensuring that all schools have engaged in the audit and have an action plan in place if needed. HT/HoS must drive forward the audit actions and the LGB should monitor and evaluate, ensuring impact and improvement alongside the HT/HoS		



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Function	Tasks	Decision Level									Notes
		MAT Board of Trustees	CEO	FARM	CST	CFO	COO	LGB	HT/Hofs		
Estates responsibilities	Ensure adequate buildings insurance and public liability for schools	A	I				R				
	Ensure long term plan for buildings and estates	I	C	A			R	C	C	COO to lead and support Director of Estates in devising effective plan	
	Develop, implement and monitor Trust wide health and safety policies	A	C	R			R		C	COO to lead and support Director of Estates in devising effective, compliant, up-to-date policies	
	To ensure health and safety regulations are followed and all premises are secure	I	I	I			R	A	R	COO to lead and support Director of Estates in ensuring	
	Recommend capital expenditure and implement (after approval by Trust if required)			C/A				R	R		
	Consider any recommendations for disposal of Trust property and make recommendations to the Board in line with Academies Handbook		I	A		R	R				
	Agree any capital bids for work outside Trust annual revenue budget	I	I	A		C	R	I	I		
	Ensure health and safety, building inspections and risk assessments are carried out in the prescribed manner and timing and risk register is updated and maintained.	I	C	A			R		S	COO in conjunction with Director of Estates	
	Ensure all recommendations are acted upon in a timely manner		I	I			C	A	R	COO oversight of Director of Estates	
	To have overall responsibility for the health, safety and welfare of all staff, pupils and visitors to Trust premises and Trust activities	I	I	A			R	R	R		
	To ensure a robust emergency plan is in place for all schools and is tested appropriately		I	A			C	R	R	COO to support schools to ensure compliance, in conjunction with Director of Estates	
	To identify and prepare SCA priorities and prepare capital bids for external funding where appropriate		C	I	R			C	C	COO, CFO and Director of Estates to use SCA process to determine priorities as identified by the surveys.	
	To consider and approve SCA priorities when they are an exception to the approved process	A	C	R	S/C			I	I	Director of Estates to include in FARM update as determined by Director of Estates, CFO, COO. When the approved process can't be applied FARM will make the decision on works.	
	To ensure the schools are compliant with all aspects of estate management	I	I	A			R		R	COO to lead and support Director of Estates in ensuring compliance	

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Function	Tasks	Decision Level							LGB	HT/Hofs	Notes
		MAT Board of Trustees	CEO	CET	FARM	CFO	COO				
Governance responsibilities	To appoint and remove LGB members, including Chair and Vice Chair	A	C								Chair and Vice Chair recommended to Board of Trustees by LGB for approval Local Governors are recommended to the Board by Chair of Governors
	To establish all Board and school level LGB committees, reporting mechanisms and terms of reference	A/R	C			S	R				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	I			C	R				
	To complete and hold business interest register for Local Governors						R		A/R	R	
	To appoint Local Governors to committees								R		
	To ensure school websites are statutorily compliant	A	I	C/S			S		R	R	Directors of Education check school website for statutory compliance & Trust requirements. CET support schools in ensuring compliance.
	To ensure Trust website is statutorily compliant	A/R	R	C/S			R				
	To ensure skills audit is completed for Board and the necessary finance skill set is present	A/R	S				R				Chair of Board leads skills audit completion and analysis
	To ensure skills audit is completed for LGB and the necessary skill set is present			C/S		C	S		A/R		Chair of Board provides skills audit to be used for LGB. LGB Chair to lead skills audit completion and analysis. Training needs to be identified by Director of QA.
	To appoint Trustees to committees	A									
	To review and approve the Trustee report for inclusion in the annual accounts	A	R	C/S	R	R	R		S	S	All information to be provided related to role, including: CET: Education, outcomes, school performance, attendance, inclusion, SEND, safeguarding information. COO: HR Trade Union time, staffing structures, equalities information. CEO: Trust Development Priorities.
	To ensure induction and training for LGBs	A	R				S		C	R	Linked to the skills audit
	To ensure induction and training for Trustees	A	R				S				Linked to the Trustee skills audit
	To ensure all relevant checks are made on Governors		I				S		A (Chair of Governors)	R	
	To ensure all relevant checks are made on Trustees	A (Chair of MAT Board)	I				R				COO ensure Secretary of State Chair of Board DBS Application
Setting governance policies and protocols (data protection, information sharing, FOI, Code of conduct, complaints, whistleblowing)	A/C	I				R					

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

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Delegated Duty	Value	Delegated Authority			Notes
		Staff Member	LGB	FARM Committee	
Internal bank account transfers	Any	CFO			
Cheque signing and BACs approval	Any	2 from: CFO, CEO, COO, Management Accountant			
Requisition approval for orders in Primary Schools (includes SLAs) All orders over £4999 must have 3 quotes and reasoning must be provided if the lowest quote is not chosen. Where 3 quotes are not possible the CFO must give approval to progress Where quotations are required OJEU rules must be followed	Up to £200	DHT/AHT			In the absence of the Headteacher DHT/AHT must inform Headteacher of spending
	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 Financials goods received and follow up any issues.
	£5,001-£7,500	Headteacher and Management Accountant			
	£7501-£15,000	Headteacher and CFO or COO			
	£15,001-£25,000	2 of CFO, COO and CEO			Where schools can join orders for savings individuals school limits will apply
Requisition approval for orders in Secondary Schools All orders over £4999 must have 3 quotes and reasoning must be provided if the lowest quote is not chosen. Where 3 quotes are not possible the CFO must give approval to progress Where quotations are required OJEU rules must be followed	£25001 and over			R	
	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			
	£7501-£20,000	Headteacher			
	£20,001-£35000	Headteacher and CFO or COO			
Asset disposal (other than land and buildings)	£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	
Writing off debt	Up to £5,000	CFO			
	Over £5,000			R	
Writing off debt	Up to £500	CFO	I		
	Over £500			R	
	Above 1% of total annual income or £45,000 (whichever is smaller)				ESFA approval required
	Cumulatively, 2.5% or 5% of total annual income in any financial year per category (depending on financial position)				ESFA approval required
Signatories for grant claims/DFE returns	Any	2 signatories from HT, CoG, CoB, CFO, COO or CEO			
Purchase or sale of any freehold property					ESFA approval required