



Inspiring Educational Excellence for Everyone

ARDEN *forest*
C *of* E Multi Academy Trust

Scheme of Delegation

Agreed: May 2021

Review: September 2021

SCHEME OF DELEGATION

Our Multi-Academy Trust (MAT)

The Arden Forest C of E Multi Academy Trust has been created to serve the needs of schools through strong collaboration ensuring high quality education built on Christian values.

The MAT is run by a Trust Board and is accountable to the Department for Education ('the DfE').

Each Academy has its own Local Governing Body. The Governors who serve on the Local Governing Body are appointed by the Trust Board. They include parent and staff representatives as well as co-opted and foundation governors (in our C of E schools).

The intention is all academies within the MAT work in partnership to maximise outcomes for all.

The way it works

The Trust Board has overall legal responsibility for the operation of the MAT and the Academies within it. However, the Trust Board intends to work in partnership with its Academies.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Trust Board;
- the Chief Executive Officer (CEO);
- the Executive Headteacher*, Headteacher or Head of School of the Academy; and
- the Local Governing Body of the Academy.

*Where there is an Executive Headteacher in place, responsibility can be delegated to the Head of School. This will be established and made clear at local level.

The Members

The members of a Multi Academy Trust (MAT) are legally responsible for the Trust and enter into the funding agreement with the Secretary of State. The members are responsible for holding the directors to account for the running of the Trust and they also:

- ensure the strategic vision of the MAT;
- have control of the 'company' by approving any changes to the Articles of Association;
- appoint the Trust Board of Directors and can remove them;
- appoint the MAT's auditors;
- receive the MAT's annual audited accounts and annual reports

The Trust Board

The Trust Board may decide to form Committees to carry out certain functions. The term 'Trust Board' will therefore include any such Committees that may be formed from time to time.

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The term 'CEO' includes the Chief Executive Officer, CFO, other staff employed centrally and appointed agents.

The Local Governing Body

The Local Governing Body (LGB) may decide to form Committees to carry out certain functions. The term 'LGB' will therefore include any such Committees that may be formed appropriate to each Academy's setting.

Academy categories

When a school converts and joins the MAT, it will be allocated to the appropriate Academy category based on:

- its latest Ofsted Inspection Report; and
- categorisation criteria used by the LA

The category allocation is very important because it dictates the extent to which responsibilities are delegated to the Academy. There are four categories. Category 1 - the school is at low risk of not being at least good in next Ofsted; Category 4 the school is high risk of not being at least good.

Reviewing the Category Allocation

The category allocation will be linked to the performance of the Academy in relation to:

- the quality of teaching and learning;
- standards;
- governance;
- finance; and
- buildings.

The allocation will be reviewed at the first meeting of the academic year of the Trust Board. Depending on the outcome of the review, an Academy may either stay in its allotted category or be moved to another.

The Trust Board reserves the right to change the category at any time if it believes this to be appropriate in the interests of both

the Academy concerned and the wider MAT community. This SoD is based on schools being category 1 or 2. Where a school is judged to be in category 3 or 4, the SoD may need to be adjusted whilst appropriate support is put in place.

Governor appointments

The LGB is responsible for ensuring that the number of governors and skills of the governors are appropriate for the schools they serve. Where there are concerns regarding an LGB's competency and capacity to effectively challenge and support leadership, the Trust board may appoint some or all of the LGB.

Delegated functions

The Scheme of Delegation covers five areas (this also covers Resource Provision and Nurseries where applicable):

- Finance;
- Human Resources;
- Education;
- Asset Management; and
- Strategy.

The MAT has direct legal responsibility to the DfE.

Funding

A recharge is levied on each of the academies in the MAT to cover the cost of centrally provided services. These services include the provision for school improvement as outlined in the *Arden Forest C of E MAT School Improvement Approach*.

Working together

All Academies within the MAT will be expected to contribute to one or more of the following:

- development and maintenance of school policies;
- sharing of best practice;
- provision of emergency cover;
- mentoring and coaching of staff; and
- recruitment, training and of Governors for the Local Governing Bodies.

This re-enforces the values of the Trust: Collaboration, Respect, Inspiration and Nurture.

Supporting Academies

RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	CEO	Full Trust Board
FINANCE				
<ul style="list-style-type: none"> Budget Forecast <p>Submission and approval of consolidated Budget Forecast by 31 July for the following financial year including capital projects</p> <p>Revisions to budget during the year as appropriate</p>	<p>The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the LGB and with the support of the CFO as necessary during May in accordance with a pre-arranged timetable</p> <p>The Headteacher may make revisions to the budget during the year as appropriate with involvement from members of the LGB keeping the CFO informed.</p>	<p>The Headteacher will refer the Draft Budget to the LGB which will make recommendation for approval to the CEO with any amendments they feel are appropriate.</p> <p>Recommendations for approval for revisions to the budget must be made by the LGB</p>	<p>The CEO will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full Trust Board</p> <p>Approval of in year revisions to budget</p>	<p>The full Trust Board will approve the consolidated Budget Forecast for the MAT including the individual academy budget prior to submission to the ESFA by 30 July</p> <p>The initial Budget Forecast for a newly converting academy will be based on the Pre-Academy Report and must be approved by the full Trust Board before the school converts to academy status and joins the MAT.</p>
<p>Authority to spend surplus funds on an identified project (not capital)</p>	<p>Up to a value of £2,999 with agreement from the CFO</p>	<p>£3,000 Up to a value of £14,999 with agreement from the CEO</p>	<p>£15,000 up to £24,999 keeping the MAT Board informed</p>	<p>Over £24,999 with advisement from CEO and CFO</p>

RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	CEO	Full Trust Board
<ul style="list-style-type: none"> Authority to accept a quote (minimum of 3 quotes for spend over £5,000) 	Up to a value of £2,999 provided it is in the academy's approved budget	£3,000 Up to a value of £14,999 provided it is in the academy's approved budget	£15,000 up to £24,999 All items not covered within the approved budget of individual academies.	Over £24,999
<ul style="list-style-type: none"> Purchase Order Approval 	Up to £24,999 in value and following quote approval. Up to £2,999 within approved budget without quote approval		£25,000 up to £59,999 with quote approval	£60,000 and over
<ul style="list-style-type: none"> Authority to write off bad debts 	Up to a value of £249.99, informs CFO		£250 up to £2,499	Over £2,500 (over £45,000 requires Secretary of State approval)
<ul style="list-style-type: none"> Approval for Capital Expenditure not included in the original budget 	Authority in consultation with the LGB to incur additional capital expenditure up to £10,000 in a financial year (either on one item or in aggregate) from available funding, with agreement from the CFO. This is subject to any restrictions imposed from time to time by the LGB	Any restriction on this authority (and any changes to it) must be recorded in writing and communicated clearly to the Headteacher.	The CEO has authority to approve additional capital expenditure up to £50,000 in a financial year (either on one item or in aggregate) after consultation with the Trust Board	Capital expenditure for projects exceeding £50,000 requires the express written consent of the Trust Board.

RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	CEO	Full Trust Board
<ul style="list-style-type: none"> Approval for Virements between nominal codes and budget heads. 	<p>The Headteacher may request approval for virements between nominal codes and budget heads on the approved financial plan</p>	<p>The LGB will monitor the on-going expenditure against budget heads and may approve virements between nominal codes and budget heads.</p> <p>The CFO must be kept informed</p>		
<ul style="list-style-type: none"> Reporting and Internal Audit Requirements 	<p>The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the Trust Board may from time to time require.</p> <p>This will include reporting formally to the CEO at regular intervals as specified.</p>	<p>The Local Governing Body will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation.</p> <p>It will provide a finance report in such form and at such intervals as the Trust Board may from time to time require.</p>	<p>The CEO will monitor the management accounts supplied by the Local Governing Body and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the Trust Board.</p> <p>The CEO will appoint an internal auditor to conduct reviews of processes and procedures to provide assurance that these are efficient and effective.</p>	<p>The Trust Board will review the performance of the Academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.</p>

RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	CEO	Full Trust Board
<ul style="list-style-type: none"> Statutory Audit Procedures 	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may from time to time require.	The Local Governing Body is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may from time to time require.	The CEO is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may from time to time require.	<p>The Trust Board is responsible for recommending the statutory accounts for approval to the AGM.</p> <p>The statutory accounts are signed off by the members at the AGM</p>
<ul style="list-style-type: none"> Financial Compliance 	Comply with the Academies Financial Handbook	Comply with the Academies Financial Handbook	Ensure compliance at both MAT & Academy Level with the Academies Financial handbook	Review compliance across the MAT with the Academies Financial handbook
<ul style="list-style-type: none"> Financial Benchmarking & Best Value checks 	With the CEO, undertake annual exercise	Review Benchmarking report for the school	Monitor spend and value for money across the MAT	Review Benchmarking reports & monitoring across the trust
<ul style="list-style-type: none"> Leases 	No 'Finance' leases are to be considered. AFH / DFE restriction. 'Operating' Leases only	As for HT	As for HT	All finance leases to be authorised
<ul style="list-style-type: none"> Capital Bids (including CIF & HPCF) 	Identify possible bid opportunities in consultation with CEO	Identify possible bid opportunities in consultation with CEO	Determine and establish, in consultation with LGBs, arrangements for bidding for and bidding for capital funding.	Approval of bid proposal
<ul style="list-style-type: none"> Education Grants 	Identify possible bid opportunities over £10,000	Determine and establish bid arrangements over £10,000	Ensure the bid's 'deliverables' are realistic	Approval of bid proposal

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HUMAN RESOURCES				
<p>For the avoidance of doubt, all appointments identified under this Human Resources section, whether internal or external, are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the HR Advisor.</p>				
<ul style="list-style-type: none"> Headteacher Recruitment 		<p>The Local Governing Body will meet with the CEO to discuss the recruitment process.</p> <p>The Local Governing Body will constitute an Appointment Panel as a task group. The CEO will sit on the Appointment Panel.</p> <p>Once the Appointment Panel has reached a decision it will make a recommendation to the Trust Board for ratification.</p>	<p>The CEO will appoint a consultant to support the Local Governing Body with the recruitment process following the meeting with the Local Governing Body and sit on the appointment panel.</p>	<p>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Appointment Panel.</p>
<ul style="list-style-type: none"> Senior Leadership Team Recruitment 	<p>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team. The Headteacher will lead the recruitment and appointment process following the MAT approved procedures. Once a decision has been made a recommendation will be referred to the Trust Board via the LGB for ratification.</p>	<p>The Chair of the Local Governing Body will nominate representatives from amongst its ranks to participate in the recruitment process and support the Headteacher.</p> <p>Once a decision has been reached this will be put forward for the LGB to recommend to the Trust Board for ratification.</p>	<p>The CEO, or his/her representative, will advise the Headteacher throughout the process</p>	<p>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the LGB via the Headteacher.</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Teacher Recruitment 	<p>The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the Local Governing Body following the MAT approved procedures.</p>	<p>The Chair of the Local Governing Body will nominate representatives from amongst its ranks to participate in the teacher appointment process.</p>		
<ul style="list-style-type: none"> Support Staff Recruitment 	<p>The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of a Local Governing Body (if appropriate) following the MAT approved procedures.</p>	<p>The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.</p>		

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<ul style="list-style-type: none"> Appointment of External Consultants 	<p>The Headteacher is to notify the CEO promptly if an external consultant is required to support the schools' SIP of any decision to appoint an external consultant</p> <p>Any such appointment will be made in the name of the MAT.</p>	<p>The Local Governing Body will be informed of any decision concerning the appointment of an external consultant taken by the Headteacher and the CEO..</p>	<p>Following consultation with the Headteacher, the CEO will appoint external consultants</p>	
<ul style="list-style-type: none"> Headteacher Performance Appraisal and Salary Review 		<p>The Local Governing Body will be responsible for the arrangement of the Headteacher's performance appraisal and salary review. This will include the appointment of an external advisor in consultation with the CEO.</p> <p>It will ensure the CEO receives a report on the review and (where appropriate) up-dates on implementation.</p>	<p>The CEO will receive the report of the outcome of the Headteacher performance appraisal and refer it to the Trust Board for note</p>	<p>The Trust Board will receive the report.</p>
<ul style="list-style-type: none"> Teacher Appraisal and Salary Review 	<p>The Headteacher is responsible for leading the appraisal and salary review process for teaching staff</p>	<p>The Local Governing Body is responsible for approving the Headteacher's recommendations regarding salary reviews.</p>	<p>The CEO will provide advice and support to the Headteacher</p>	

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	<p>The Headteacher will consult with the CEO regarding the salary review and ensure the outcomes are reflected in the draft Budget Forecast.</p> <p>The Headteacher will make recommendations to the Local Governing Body for approval following the review.</p>			
<ul style="list-style-type: none"> Any pay related issues 	Implement the MAT Pay Policy	Implement the MAT pay policy	Recommend the Pay policy or any revisions to it, for the approval by the MAT board	Determine the Pay Policy
<ul style="list-style-type: none"> Terms of Employment 	The Headteacher may make proposals with regard to the terms of employment for an individual member of staff eg flexible working request.		The CEO is to review and comment on any proposals that may involve a change to the terms of employment.	<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the Trust Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the Trust Board.</p> <p>The Trust Board will consider any representations made by the CEO, the Headteacher and/or the LGB.</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Reductions in Staffing and Revisions to Staffing Structures 	<p>The Headteacher will notify the CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>The Headteacher will be responsible for proposing a revised staffing structure for the Academy, with the support of the CEO, and for referring this to the Local Governing Body</p> <p>The Headteacher will be responsible for leading and managing the redundancy process with the support of the CEO.</p>	<p>The Local Governing Body will be responsible for recommending the revised staffing structure for approval to the Trust Board and recommending approval for any proposed reductions in staffing to the Trust Board</p>	<p>The CEO and CFO will support the Headteacher throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate</p> <p>The CEO will refer recommendations for revised staffing structures and possible redundancies to the Trust Board for approval.</p>	<p>Decisions concerning the redundancies will lie with the Trust Board.</p> <p>The Trust Board will consider any representations made by the CEO, the Headteacher and/or the Local Governing Body.</p>
<ul style="list-style-type: none"> Allegations of Gross Misconduct 	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct.</p> <p>The Headteacher will</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction members of the Local Governing Body may be asked to sit on the panels for the Disciplinary or Appeal hearings which will be conducted in accordance with the Disciplinary Procedure should this be</p>	<p>The CEO will be responsible for arranging the constitution of panels consisting of members of the Trust Board and/or members of the Local Governing Body if this is deemed appropriate for the Disciplinary and Appeal Hearings</p>	<p>Decisions concerning the dismissal of any employees lie with the Trust Board.</p> <p>Trustees will be asked to sit on panels for Disciplinary and Appeal Hearings</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
	<p>ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>considered to be appropriate.</p> <p>If an allegation of gross misconduct has been made against the Headteacher, then the Local Governing Body will be responsible for informing the CEO and for organising an investigation into the allegation under the Disciplinary Procedure. The Local Governing Body will be responsible for keeping the CEO and Trust Board informed.</p>		
<ul style="list-style-type: none"> Disciplinary Allegations that fall short of Gross Misconduct 	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of an allegation.</p> <p>The Headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary</p>	<p>Members of the Local Governing Body will form panels for Disciplinary and Appeal Hearings as may be required and will have the authority to impose sanctions up to, but not including, dismissal.</p> <p>Where an allegation of a less serious nature has been made against the Headteacher then the Local Governing Body will be responsible for informing the CEO and for conducting the investigation into the</p>		<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Headteacher will lie with the Trust Board. Trustees will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers.</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
	<p>Hearing in accordance with the procedure.</p> <p>The Headteacher is responsible for keeping the LGB informed at all stages of the procedure.</p>	<p>allegation under the Disciplinary Procedure.</p> <p>The Local Governing Body will be responsible for keeping the CEO and Trust Board informed.</p>		
<ul style="list-style-type: none"> • Capability Proceedings 	<p>Where a capability issue is identified, the Headteacher is responsible for leading and managing the process (with support from the CEO where appropriate) which is set out in the appraisal and capability procedures.</p> <p>The Headteacher is responsible for keeping the CEO and Local Governing Body informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to a panel of the Trust Board</p>	<p>Where the Headteacher is subject to a capability procedure the CEO and Local Governing Body together are responsible for leading and managing the process set out in the appraisal and capability procedures.</p>	<p>The CEO is responsible for keeping the Trust Board informed regarding proceedings</p>	<p>Decisions concerning the dismissal of any employees lie with the Trust Board.</p> <p>Trustees will be asked to sit on panels for final stage Capability and Appeal Hearings</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Probationary Period Procedure 	<p>The Headteacher is responsible for following the probationary period procedure with every member of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period the Headteacher will be responsible for informing the CEO.</p>	<p>The Headteacher will keep the Chair of the Local Governing Body informed regarding members of staff that are unlikely to satisfactorily complete their probationary period.</p> <p>Appeals against termination will be heard by a panel of the LGB.</p>	<p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld the CEO will write to the employee on behalf of the MAT terminating their employment</p> <p>The CEO is responsible for following the probationary period for Headteachers.</p>	<p>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Headteacher.</p> <p>Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of MAT Trustees</p>
<ul style="list-style-type: none"> Safeguarding 	<p>The Headteacher is to ensure that:</p> <ul style="list-style-type: none"> a Senior Designating Safeguarding member of staff, has been appointed and has a clear job description they have sufficient resources to enable them to undertake the 	<p>The LGB is responsible for:</p> <ul style="list-style-type: none"> Appointing one of its members as the named Governor to liaise with the Headteacher regarding safeguarding matters Ensuring members are safeguarding trained 	<p>The CEO is to inform the Trust Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy.</p>	<p>The Trust Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Governing Body for ensuring that safeguarding arrangements are fully embedded within the</p>

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	<p>role</p> <ul style="list-style-type: none"> all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum in addition to guidance outlined in the safeguarding policy, the LGB and CEO are notified immediately of any allegation made against a member of staff. 	<ul style="list-style-type: none"> Taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is against the Headteacher. 		<p>Academy's ethos and reflected in the academy's day to day safeguarding practices.</p> <p>A MAT Trustee will address any allegations made against a Headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair</p>
<ul style="list-style-type: none"> CPD Provision 	<p>Manage budget for CPD in line with the Academy Improvement Plan</p>	<p>Monitor spend & impact on raising pupil achievements</p>	<p>Review spend & impact on achievement across the Trust</p>	<p>Receive & review reports on Impact across the MAT</p>
<ul style="list-style-type: none"> Non Contractual pay/honourarium payments, compensation, severance, early retirement 	<p>Notify the MAT board via the LGB of any decision that may lead to a non contractual payment.</p>	<p>Make a recommendation to the Trust Board of any non contractual payments</p>	<p>Approve non contractual payments and notify the Trust Board</p>	
<ul style="list-style-type: none"> Communication, negotiations with Trade Unions 	<p>Implement advice & guidance from CEO on agreements with Trade Unions</p>	<p>Implement advice & guidance from CEO on agreements with Trade Unions</p>	<p>Negotiate with Trade Unions and report to the Trust board. Provide advice and guidance to Headteachers</p>	

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
EDUCATION				
<ul style="list-style-type: none"> School Improvement Plan (including curriculum and standards) 	<p>The Headteacher is to draw up a draft School Improvement Plan and share it with the CEO and LGB prior to submitting it to the Trust Board.</p> <p>The draft School Improvement Plan should be costed with the support of the CEO and the expenditure built into the Budget Forecast</p>	<p>The Local Governing Body is responsible for monitoring the implementation of the approved School Improvement Plan</p> <p>Monitor impact on improving pupil outcomes</p>	<p>To ensure the LGB approve a SIP that meets the development needs of the school and monitor it effectively – supporting where necessary.</p>	<p>The Trust Board will approve the draft Academy Improvement Plan subject to any modifications it wishes to make.</p>
<ul style="list-style-type: none"> Academy Hours 				<p>The Trust Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies</p>

<ul style="list-style-type: none"> • Term Times 	Implement the MAT Policy and notify the CEO immediately of any considerations being made outside of the policy	Implement the policy	Review LA suggested term times, take into consideration the views of LGBs and make a recommendation to the Trust Board..	The Trust Board is responsible for setting the term times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies
<ul style="list-style-type: none"> • Admissions 	Implement the MAT Policy and notify the CEO immediately of any considerations being made outside of the policy	Implement the policy	Review & monitor admissions. Monitor procedures & processes which could lead to exclusion processes.	The Trust Board is responsible for setting the Admissions criteria for Academies taking into consideration the views of the Headteachers and Local Governing Bodies
<ul style="list-style-type: none"> • Policies Requiring Consistency Across the MAT eg Safeguarding, HR and Finance 	The Headteacher will be responsible for ensuring that MAT policies and procedures are applied across the Academy.	The Local Governing Body will note the policies requiring consistency across all the Academies as approved by the Trust Board and monitor their implementation.	Policies requiring consistency across all the Academies in the MAT will be drafted by the CEO.	The Trust Board will approve all such policies and any amendments to them.
<ul style="list-style-type: none"> • Other Academy Policies 	The Headteacher will have responsibility, with the involvement of the LGB, for developing Academy specific policies and as statutorily required.	The Local Governing Body will have responsibility for approving any such Academy specific policy and monitoring its implementation.		

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ASSET MANAGEMENT				
<ul style="list-style-type: none"> Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher will inform the Local Governing Body and the CFO of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The Headteacher may approve quotations up to a value of £3,999</p>	<p>The Local Governing Body will have the final decision concerning any such negotiation or renegotiation between the value of £4,000 and £14,999 unless this has a significant impact on the wider MAT family of Academies.</p>	<p>If the contract has a significant impact on the wider MAT family of Academies or is between the value of £15,000 and up to a value of £24,999 the consent of the CEO will be required.</p>	<p>Orders for contracts over £25,000 must be authorised by the Trust Board.</p>
<ul style="list-style-type: none"> Disposal of Assets <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the CEO for advice. Records must be kept of all disposals. A full asset register needs to be maintained.</p>	<p>The LGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.</p>	<p>The CEO will advise the Headteacher regarding disposals, ensure these are accounted for correctly and keep the Trust Board informed as appropriate.</p>	<p>The Trust Board must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</p> <p>The Trust Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Premises Maintenance Programme 	<p>Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up, taking into consideration the most recent Condition Survey. This will be added to the AIP and the CFO will be kept informed.</p> <p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>The Local Governing Body should contribute to the development of the Premises Maintenance Programme and is responsible for approving it and for monitoring its implementation.</p> <p>The LGB will supply a copy of the Programme to the Trust Board as part of the Academy Improvement Plan</p>		
<ul style="list-style-type: none"> Health and Safety 	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> developing a health and safety culture throughout the Academy ensuring that staff are aware of their responsibilities drawing up site specific health and safety procedures (with the support of the CEO as appropriate) ensuring staff are aware of their responsibilities updating the LGB 	<p>The LGB shares with the MAT the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> Appointing a Governor with responsibility for Health and Safety monitoring and reviewing the effectiveness of health and safety procedures ensuring adequate resources are available for Health and Safety Providing training opportunities. 	<p>The CEO will provide model procedures to assist the Headteacher with putting academy specific health and safety procedures in place.</p>	<p>The Trust Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Governing Body for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the Academy's day to day practices</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Legal Claims <p>A legal 'hotline' is available for advice as part of the central services arranged through the MAT</p>	<p>The Headteacher is to notify the CEO and Chair of Governors of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the CEO and/or the Trust Board.</p>	<p>The Local Governing Body will act on any instructions received from the CEO/and/or Trust Board.</p>	<p>The CEO will take appropriate advice (legal/insurance etc) and direct the LGB and/or Headteacher as appropriate in line with this guidance, keeping the Trust Board informed</p>	<p>The Trust Board may instruct the CEO and/or the Headteacher and/or the Local Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
STRATEGY				
<ul style="list-style-type: none"> Partnering Arrangements (eg membership of Teaching School Alliances) 	<p>The Headteacher is to notify the CEO of any proposals to enter into, renew, amend or terminate any partnering arrangement.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>	<p>The Local Governing Body is to take the lead in developing the Academy's strategy on partnerships.</p>	<p>The CEO will be responsible for approving any new partnering arrangements.</p>	
<ul style="list-style-type: none"> Expansion of existing facilities/ taking on new premises <p>Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements</p>	<p>The Headteacher is to notify the CEO of any proposal to expand any existing facilities at the Academy.</p> <p>The Headteacher is responsible for drawing up a business case for the expansion proposal in consultation with the LGB and CEO prior to submission to the Trust Board</p>	<p>The Local Governing Body is to take the lead in developing the Academy's strategy on the use of existing facilities and any plans for expansion.</p>	<p>The CEO will assess the viability of any proposal put forward by the Headteacher prior to the development of the Business Case.</p>	<p>The Trust Board will review any Business Case and decide whether to approve it or not.</p>

RESPONSIBILITY	Headteacher	Local Governing Body	CEO	Trust Board
<ul style="list-style-type: none"> Other major strategic decisions 	<p>The Headteacher is to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal.</p>	<p>The Local Governing Body is to take the lead generally in developing the Academy's strategy so it:</p> <ul style="list-style-type: none"> becomes and remains a sustainable, vibrant and high-quality provider of distinctive Christian education; plays an effective part in the wider MAT family; and contributes to the renewal and sustainability of the community it serves. 	<p>The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the Trust Board.</p>	<p>The Trust Board will be responsible for approving any major strategic proposal.</p>
<ul style="list-style-type: none"> Prepare Risk Register 	<p>H/T with LGB to prepare and annually review a Risk Register which assesses Governance, Financial processes to combat fraud & financial incompetency. Health & safety risks to staff and property.</p>	<p>As for H/T – submit the Risk Register to CEO for Review</p>	<p>Receive, review & report to Trust board for approval.</p>	