

Trust Board Scheme of Delegation 2024

Between

Little Way Catholic Educational Trust *and*
The Catholic School of Saint Gregory The Great,
St Peter's Catholic Primary School,
St Thomas More Catholic Primary School,
St Catharine's Catholic Primary School,
St Joseph's Catholic Primary School,
The Rosary Catholic Primary Academy.

Committee Terms of Reference and Delegated Authorities

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GOVERNANCE OF THE TRUST

This Scheme of Delegation has been adopted by the Directors from the Effective Date in accordance with the provisions of the Multi-Academy Trust (MAT) Articles and it should be read in conjunction with the Articles of Association.

As a charity and company limited by guarantee, the MAT is governed by the Board of Directors who are responsible for, and oversee, the management and administration of the Trust and its academies. The Directors have overall responsibility and ultimate decision-making authority for all the work of the MAT.

As the Trust has religious designation, the Directors are accountable to the Bishop to ensure that the Trust upholds its Catholic ethos and character in accordance with Canon Law and the teachings of the Roman Catholic Church. This includes ensuring that:

- Religious education is in accordance with the teachings, doctrines, disciplines, and general and particular norms of the Catholic Church
- Religious worship is to be in accordance with the rites, practices, discipline, and liturgical norms of the Catholic Church; and
- The Trust and its academies serve as a witness to the Catholic faith in Our Lord Jesus Christ

The Directors are also accountable to external government agencies, including the Charity Commission, the Department for Education and the Education & Skills Funding Agency (including any of their successor bodies). Both the Bishop and external government agencies hold the MAT to account for the quality of the education, the financial propriety and the value they provide, and they require that the Trust has systems in place through which they can assure themselves of such quality, safety and good practice.

In order to discharge these responsibilities, the Directors may appoint a Local Governing Committee (LGC). In discharging their duties, the LGC will comply with any relevant policies, protocols and procedures adopted by the MAT which, in turn, reflect national and Diocesan directions and guidance, as appropriate.

Foundation Directors and Foundation Governors are appointed by the Bishop, and the Foundation Director/ Foundation Governor's obligations must be carried out in accordance with the requirements outlined in the MAT's Articles of Association, this Scheme of Delegation, any protocol between the Diocese, the MAT and the Academy and any other associated policies.

This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Trust, the respective roles and responsibilities of the Directors and the LGC and their commitments to each other to ensure the success of the Trust and its academies. This Scheme of Delegation serves as the terms of reference for the delegation of powers and responsibilities by the Directors to the LGCs.

Directors and local governors will all need to agree to the Trust's Governance Code of Conduct, as well as all policies relating to confidentiality and data sharing.

TRUST VISION

All are welcome in our family.

Our Trust family is united in its shared vision to nurture and develop our Catholic ethos in order to transform the lives of every child, family and community we serve, in Jesus' name. The mission is to ensure that every child is assured of the love of God within an inclusive and compassionate community which enables human flourishing by celebrating gifts and talents and removing barriers to learning. We strive to be a community of life-long learners, contributing to a just and loving society.

Our Trust family is a partnership of equals who work collaboratively so that everyone can flourish and learn together. We celebrate the diversity of our schools, retaining our individual characteristics, whilst working together for the greater good of our whole community.

Kindness is our guiding star. Through honesty, respect, service, and solidarity we enable everyone to be valued.

CONSTITUTION AND STRUCTURE OF THE TRUST

There are three tiers of governance within the MAT:

- Members;
- The Trust Board (and any associated sub-committees of the Board); and
- Local Governance Committees (LGC)

Members' Powers and Responsibilities

The Members of the Trust are the guardians of the governance of the MAT. They are accountable to the Bishop (unless the Member is the Bishop) to ensure that the MAT is being operated in accordance with the objects in the Articles of Association, which only they can vary.

The initial members of the MAT are those named in the Memorandum of Association. There are four Members of the Little Way Catholic Educational Trust: the Diocesan Bishop; the Chief Operating Officer from the Diocese; the Director of Schools and Colleges; a Diocesan Trustee and a member from CCDEF.

Directors' Powers and Responsibilities

The Directors have a duty to act in fulfilment of the Trust's objects which are set out in the Articles of Association. The requirements relating to the constitution of the board of the Directors of the MAT is set out in this document.

The Directors also have a duty to the Bishop to uphold the objects of the MAT and to consider any directives or guidance issued by the Bishop. The directors are all members of the Trust Board, which is a single legal entity and is ultimately accountable for the educational and financial performance of all schools in the trust including the sustainability of the Trust.

In line with the Articles of Association, Clifton Diocese will appoint eight foundation directors to represent the Bishop and implement his vision and to ensure the board has the depth and breadth of skills, knowledge and expertise required to fulfil their statutory duties effectively and drive improvement across the Trust. This extends across the whole organisation and includes accountability for finance, procurement, staffing, audit, risk, buildings, land and estate management, safeguarding and academy performance (including the quality of education provision within individual academies).

Subject to the provisions of the Companies Act 2006, the Articles of Association and to any directions given by the Members of the MAT following a special resolution, or any directives issued by the Bishop or the Diocese, and in accordance with the policies and protocols agreed by the Directors, the way that the business of the Academy is carried forward at a local level shall be delegated by the Directors to the LGC in accordance with this Scheme of Delegation.

LOCAL GOVERNANCE COMMITTEES

The Articles of Association provide for the appointment by the Directors of a LGC, to whom the Directors may delegate certain of their functions. The general power to delegate functions under Article 100 is limited in accordance with paragraphs 105A, 105AA and 105B of the Articles of Association.

The constitution, membership and proceedings of the LGC is determined by the Directors and this Scheme of Delegation sets this out as well as acknowledging the authority delegated by the Directors to the LGC to run the Academy and fulfil its mission.

Local Governance Committees will have delegated responsibility for the work of a single academy within the Trust. LGCs delegated remit will be focused on holding the headteacher to account for the quality of standards and pupil outcomes, meeting the needs of the most vulnerable and disadvantaged pupils, including those with special educational needs and disabilities (SEND), ethos, wellbeing and spiritual development, attendance, safeguarding, health and safety and community engagement.

Membership

Up to 10 Governors recruited for their skills, knowledge, and experience in the following categories:

Membership	Number	Term	Election Process
Foundation	6	4 years	Appointed by the Bishop
Headteacher	1	Ex-officio	
Staff	1	4 years	Elected by all staff
Parent	2	4 years	Elected by parents

The members of the LGC will be known as Governors.

The number of people who will sit on the LGC shall be not less than 6 and will consist of at least one member of staff (excluding the headteacher who will be ex officio) and at least one parent governor. A different constitution may be adopted at any time by the Directors with prior written approval of the Diocese.

Any Director may attend a meeting of the LGC and will count towards the quorum for the purposes of the meeting. A Director will be entitled to vote on any resolution being considered by the Committee. Any Director attending a meeting must inform the Chair and Clerk of their intention to attend the meeting at least 24 hours prior to the meeting commencing.

At the point of transfer to academy status, Local Authority appointed governors may continue to serve on the Board until their term of office expires.

Members of the LGC will give a written undertaking to the Directors, the Bishop and the Diocesan Trustees to uphold the objects of the Trust. The Clerk will send a copy of the commitment to the Diocesan Department of Schools & Colleges.

Where an LGC determine to appoint an associate governor, they will not have voting rights.

APPOINTMENTS

Foundation Governors

The Foundation Governors are appointed by the Bishop. They will outnumber all the other members by two to ensure the preservation and development of the Catholic character of the MAT and its academies.

Staff Governors

Unless the Headteacher resigns from the LGC, they will be treated for all purposes as being an ex officio member of the LGC.

The LGC can appoint a person who is employed at the Academy to serve on the committee through any processes that the Directors determine, as long as the total number of people (including the Headteacher) is in

compliance with the constitution which is in force at the time.

Unless the Directors agree otherwise, the LGC will invite nominations¹ from all staff who are employed by the MAT and who work at the academy (excluding the Headteacher) and, where the post is contested, the LGC will hold an election by a secret ballot. All arrangements will be approved and determined by the Directors. Once elected, the LGC will appoint the staff member.

Parent Governors

Parent members of the LGC will be appointed after election by parents of registered pupils at the Academy. All applicants must be a parent of a pupil at the Academy at the time when they are elected.

The LGC will make all necessary arrangements for the election of the parent members, including any question of whether a person is a parent of a registered pupil at the Academy. Where the post is contested, the LGC will hold an election by a secret ballot.

Every person who is entitled to vote in the election can do so by post or, if they prefer, by having the ballot paper returned to the Academy.

The LGC will take such steps as are reasonably practical to ensure that every parent of a registered pupil at the Academy is informed of the vacancy and informed that they are entitled to stand as a candidate and vote at the election.

If the number of parents standing for election is less than the number of vacancies the LGC will appoint those standing.

Where it is not reasonably practical to appoint a person who is a parent of a registered pupil at the academy, a person who is the parent of a child of compulsory school age may be appointed.

The first parent and staff members of the LGC will be those people who filled those positions on the governing Committee of the predecessor school at its closure. Parent and staff governors who do have the requisite skills will serve on the LGC for the remainder of the terms of office for which they were elected or appointed. Provided that the minimum membership of the LGC does not decrease following closure.

Term of office

The term of office for any person, other than a Foundation Governor, serving on the LGC will be 4 years unless otherwise specified at the time of appointment. This will not apply to an ex-officio appointment. Subject to eligibility, any person may be re-appointed or re-elected to the LGC. Foundation Governors may only serve a maximum of three consecutive four-year terms without a vacancy being advertised. If the position remains vacant, then they may serve an additional 4 year term.

RESIGNATION AND REMOVAL

Except in the case of a Foundation Governors, a person serving on the LGC will cease to hold office if they resigns his/her/their office by notice to the relevant LGC (but only if at least three people will remain in office when the notice of resignation takes effect). The LGC must forward the notice to the Directors. Foundation Governors must notify the Bishop of their resignation and provide a copy of the notice to the LGC who will, in turn, provide that copy to the Directors.

A foundation LGC member will cease to hold office if they are removed by the person who appointed them. A person (except a Foundation Governor) can be removed by the Directors but only after the Directors have given due regard to any representations by the relevant LGC. No reasons need to be given for the removal of

¹ All staff who wish to put their name forward for election onto the LGC will need to be nominated by a fellow employee of the academy.

a person who serves on the LGC. Failure to uphold the values of the MAT, preserve and develop the Catholic character, or comply with the Scheme of Delegation will be considered in any such removal.

Any staff governor who serves on the LGC and resigns from their post will cease to serve on the LGC automatically on termination of their contract.

Where a person is removed from the LGC, those removing him/her/them will give written notice to the LGC, who will, in turn, notify the Directors.

Disqualification of members of the LGC

No person will be qualified to serve on the LGC unless they are aged 18 or over at the date of his/her/their election or appointment. No current pupil of the Academy will be entitled to serve on the LGC.

A person serving on the LGC will cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.

A person serving on the LGC shall cease to hold office if they are absent without the permission of the Chair of the LGC from all the meetings of the LGC held within a period of six months and the LGC resolves that his/her office be vacated.

A person will be disqualified from serving on the LGC if:

- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order or an interim order.

A person will be disqualified from serving on the LGC at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

A person serving on the LGC shall cease to hold office if they would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person will be disqualified from serving on the LGC if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.

A person will be disqualified from serving on LGC at any time when they are:

- subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction; or
- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006); or
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care; or

- disqualified from registration under Part 3 of the Childcare Act 2006; or
- disqualified under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified from serving on the LGC if they have ever been:

- convicted of an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence; or
- convicted of causing a nuisance or disturbance on school and/or educational premises; or
- sentenced to imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months.

A person will be disqualified from serving on the LGC where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

A person will be disqualified from serving on the LGC if they have not provided to the Chair of the Board of Directors the proper criminal records certification as required by law and outlined by the Diocese and the Catholic Education Service. If any such certification or checks disclose any information which would, in the opinion of either the Chair of the Board of Directors or the CEO, confirm their unsuitability to work with children that person will be disqualified. If a dispute arises as to whether a person will be disqualified, a referral will be made to the Secretary of State to determine the matter. The determination of the Secretary of State will be final.

Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the LGC and they was, or was proposed, to so serve, they will upon becoming so disqualified give written notice of that fact to the LGC who will inform the Directors and the Bishop.

This will also apply to any member of any committee of the LGC who is not a member of the LGC.

COMMITTEE MEETINGS OF THE LGC

Subject to this Scheme of Delegation, the LGC can regulate its proceedings as its members see fit. The LGC will meet at least 6 times a year in line with the meeting cadence of, and prior to, the Trust Board. Meetings of the LGC will be convened by the LGC Clerk. In exercising their functions, the Clerk will comply with any direction:

- given by the Directors or the LGC; or
- given by the Chair of the LGC or, in their absence or where there is a vacancy in the office of Chair, the Vice-Chair of the LGC, so far as such direction is not inconsistent with any direction given as mentioned in 6.7.2.1 above.

Any three members of the LGC may, by notice in writing given to the Clerk, request a meeting of the LGC and it will be the duty of the Clerk to convene such a meeting as soon as is reasonably practicable.

All agendas and associated papers will be sent to all members at least five working days prior to any meeting, except where the Chair determines a matter needs the urgent attention of the LGC. In such instances, the agenda and associated papers will be circulated at such shorter period as the Chair directs.

A meeting will not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

A resolution to rescind or vary a resolution carried at a previous meeting of the LGC will not be proposed at a meeting of the LGC unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

A meeting of the LGC be terminated if: the members of the LGC so resolve; or, the number of members present ceases to constitute a quorum for a meeting.

Where a meeting is not held, adjourned or terminated before all the matters on the agenda are considered, a further meeting will be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or terminated.

Quoracy

The quorum for a meeting of the LGC, and any vote on any matter, will be any three of the members of the LGC, or, where greater, any one third (rounded up to a whole number) of the total number of people holding office at the time.

The LGC can act notwithstanding any vacancies on its board, but, if the numbers of people serving is less than the number fixed as the quorum, the continuing people may act only for the purpose of filling vacancies or of calling a general meeting.

The quorum for the purposes of voting to remove a governor, including the Chair of the LGC will be two-thirds (rounded up to a whole number) of the people who, at the time, are entitled to vote on those respective matters.

Voting

Subject to this Scheme of Delegation, every question to be decided at a meeting of the LGC will be determined by a majority of the votes of the people present and entitled to vote on the question. Every member of the LGC will have one vote.

Where there is an equal division of votes, the Chair of the meeting will have a casting vote in addition to any other vote they may have.

Vacancies

The proceedings of the LGC will not be invalidated by any vacancy on the board or any defect in the election, appointment or nomination of a person serving on the LGC.

A resolution in writing, signed by the requisite majority of all the people entitled to receive notice of a meeting of the LGC or of a subcommittee of the LGC, will be valid and effective as if it had been passed at a meeting of the LGC or (as the case may be) a subcommittee of the LGC. A resolution may consist of several documents, each signed by one or more of the members of the LGC and may include an electronic communication by or on behalf of the LGC indicating their agreement to the form of resolution providing that the member has previously notified the LGC in writing of the email address or addresses which the member will use.

Virtual Meetings

Any member of the LGC will be able to participate in meetings of the LGC by telephone or virtually, provided that 48 hours' notice is given of their intention to do so and the LGC has access to the appropriate equipment. The person making the request must assure the LGC that the environment from which the call is to be made is secure and will comply with the requirement to always maintain confidentiality of the business of the LGC and they is able to hear all participants and fully take part in the discussions.

If, after all reasonable efforts, it does not prove possible for the person to participate by virtual, the meeting may still proceed with its business provided it is otherwise quorate.

The Minutes

The minutes will be drawn up and kept by the Clerk and will be signed (subject to the approval of the LGC) at the next meeting by the Chair. The minutes will include a record of all appointments of officers made by the LGC and all proceedings of the meeting, and of committees of the LGC including the names of everyone present at each meeting.

The LGC may exclude from any item made available any material relating to: a named teacher or other person employed, or proposed to be employed at the Academy; a named pupil at, or candidate for admission to, the Academy; and any matter which, by reason of its nature, the LGC is satisfied should remain confidential.

The Chair will ensure that copies of minutes of all meetings (including accompanying reports, documents and papers) of the LGC will be provided to the Directors, the Bishop and the Diocesan Trustees as soon as reasonably practicable after those minutes are approved.

Delegation

Where powers or function have been delegated to the LGC, the LGC may further delegate to any functions to a sub-committee, the headteacher or other senior office holder as they see fit. Any such delegation may be made subject to any conditions either the Directors or the LGC may impose and may be revoked or altered at any time.

Where any power or function of the Directors or the LGC is exercised by any subcommittee, any Director or member of the LGC, the headteacher or any other holder of an executive office, that person or subcommittee will report back to the LGC in respect of any action taken or decision made at the next meeting of the LGC immediately following the action/decision.

Committees of the Local Governing Committee

Subject to this Scheme of Delegation, the LGC may establish any subcommittee. The constitution, membership and proceedings of any subcommittee will be determined by the LGC but have regard to any views of the Directors. The establishment, terms of reference, constitution and membership of any subcommittee will be reviewed at least once a year. The membership of any subcommittee can include people who do not serve on the LGC, provided that a majority of the members of any such subcommittee will be members of the LGC or Directors.

Chair and Vice-Chair of the Local Governing Committee

The members of the LGC will, each school year at their first meeting in that year, elect a Chair and a Vice-Chair from amongst the Governors in their number to serve until a successor is appointed or a vacancy occurs. If the LGC is unable to appoint a Chair or Vice Chair, then the LGC may be amalgamated with another LGC which has a Chair or taken under the direct supervision of the Trust Board. Alternatively, the Trust Board may appoint a Director as Chair.

The Chair or Vice-Chair will hold office as such until their successor has been elected.

The Chair or Vice-Chair may at any time resign their office by giving notice in writing to the LGC. The Chair or Vice-Chair will cease to hold office if either they cease to serve on the LGC, or are employed by the MAT or an individual academy, or is removed from office in accordance with the Scheme of Delegation.

Where a vacancy arises in the office of Chair or Vice-Chair, the members of the LGC will at its next meeting select one of their number to fill that vacancy.

Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice-Chair or their nominee will act as the Chair for the purposes of the meeting.

Where the Chair and Vice-Chair is also absent from the meeting, or there is at the time a vacancy in the office of Vice-Chair, the members of the LGC will elect one of their number to act as a Chair for the purposes of that meeting, provided that the person elected will neither be a person who is employed by the MAT whether or not at the Academy nor a Director.

A Director may act as Chair during that part of any meeting at which the chair is elected.

Any election of the Chair or Vice-Chair which is contested will be held by secret ballot.

Removal of the Chair of Vice Chair

The Chair or Vice-Chair may only be removed from office by the Directors at any time or by the LGC in accordance with this Scheme of Delegation.

A resolution to remove the Chair or Vice-Chair from office which is passed at a meeting of the LGC will not have effect unless: it is confirmed by a resolution passed at a second meeting of the LGC held not less than fourteen days after the first meeting; and the matter of the Chair or Vice-Chair's removal from office is specified as an item of business on the agenda for each of those meetings; and copies of the resolutions are served to the Directors.

Before a resolution is passed by the LGC at the relevant meeting as to whether to confirm the previous resolution to remove the Chair or Vice-Chair from office, the person(s) proposing his/her/their removal will at that meeting state their reasons for doing so and the Chair or Vice-Chair shall be given an opportunity to make a statement in response.

Clerk

The LGC should appoint a Clerk (who must not be the headteacher) to provide clerking services to the LGC and may remove the Clerk from office at any time.

In the absence of the Clerk from a LGC meeting, the LGC will appoint any one of its members to act as Clerk for the purposes of that meeting.

The Clerk must: convene meetings; attend meetings; advise the LGC on the Academy compliance with the Articles, funding agreement, scheme of delegation and the law; ensure the minutes of proceedings are drawn up and perform any other functions determined by the LGC.

Conflicts of Interest

A conflict of interest/loyalty will not be deemed to occur solely from the fact that any member of the LGC is also a director, charity trustee or governor of any other Catholic school(s) or other educational institution(s), diocese, or religious order, or of any other charity which permits its land to be occupied by a Catholic school or schools or other educational institution(s). Any member of the LGC who has, or can have, any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts, or may conflict, with his/her/their duties as a member of the LGC will disclose that fact to the LGC as soon as they become aware of it.

Subject to Article 98A, a person is not permitted to attend any meeting of the LGC or committee of the LGC, where it is possible that a conflict will arise between their duty to act solely in the interests of the Academy and the MAT and any duty or personal interest (including but not limited to any Personal Financial Interest).

A person has a Personal Financial Interest if they are in the employment of the MAT or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the MAT or the Academy.

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles will prevail.

Any disagreement between the members of the LGC and the headteacher or any subcommittee of the LGC will be referred to the Directors for their determination.

Indemnity

Subject to the provisions of the Companies Act 2006 every member of the LGC or other officer or auditor of the MAT will be indemnified out of the assets of the Trust against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Trust, subject to the limitation of s.189 of the Companies Act 2011.

Notices

All notices (other than a notice calling a meeting of the LGC) will be in writing or will be given using electronic communications.

A notice may be given to members either personally or by sending it by post or delivering it in person to the member's registered address or by electronic communications to an address notified to the LGC by the member.

If a member is present at an LGC meeting, it will be deemed that they received notice of the meeting and the purposes for which it was called.

Proof that an envelope containing a notice was properly addressed, prepaid and posted will be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators will be conclusive evidence that the notice was given. A notice will be deemed to be given at the expiration of 48 hours after it was posted or electronically communicated.

All governors are responsible for monitoring and safeguarding their IT accounts by virtue of being in office and will not use personal accounts for transacting academy business.

Obligations of the Local Governance Committee

The LGC will comply with the obligations set out in this Scheme of Delegation which deals with the day to day operations of the Local Governing Committee and will also adopt and comply with all policies, protocols and procedures of the Trust.

Except for the Foundation Directors and Foundation Governors, the other Directors and members of the LGC have a duty to act independently and not to act as agents of those who appointed them.

All Directors and members of the LGC will act with integrity, objectivity and honesty in the best interests of the MAT and its academies and will be open about decisions made and be prepared to justify those decisions except insofar as any matter may be considered confidential. Foundation Governors will always act in furtherance of their undertaking to the Bishop and the Diocesan Trustees to preserve and develop the Catholic character of the academy, and the Trust, at all times.

The LGC will comply with any inspections by or on behalf of the Directors and any denominational inspections as set out in section 48 of the Education Act 2005 and any additional canonical inspections and visitations of the Bishop and any person appointed by him for the purpose of ensuring that the Academy is being conducted in accordance with canon law and is following the practices and teachings of the Catholic Church.

Removal of Delegations

If, in the view of the Directors, one of the following situations arises, then the Directors may resolve to remove some or all of the powers and obligations delegated to the LGC by this Scheme of Delegation:

- The LGC, or one of more of its members, has acted, or allowed another to act, whether knowingly or recklessly, in such a way as to prejudice the Catholic character of the Trust and the Academy.
- Standards and performance are low, are likely to be assessed as low and/or are likely to remain so without intervention.
- There are significant financial concerns linked to the management of the school's budget or financial procedure and processes and are likely to remain so without intervention.
- There has been a serious breakdown in management or governance which is prejudicial to standards of performance or breaches the Trust's policies and procedures.
- The safety of pupils and staff is threatened; or
- Safeguarding procedures are inadequate.

The LGC will work closely with and will promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the LGC under this Scheme of Delegation in such circumstances.

REVIEW OF THE SCHEME OF DELEGATION

This Scheme of Delegation shall operate from the Effective Date in respect of the Academy. The Directors have the absolute discretion to review and amend this Scheme of Delegation at least annually and to alter any provisions (having sought the advice of the Diocese).

In considering any material changes to this Scheme of Delegation the Directors will have regard to and give due consideration to any views of the LGC and will consider any guidance/requirements of the Bishop and the Catholic Education Service.

Key to the table of delegation

Key	Scheme of Delegation
A	Ultimate accountability/responsible as decision maker
R	Responsible for oversight/monitoring and recommendations to decision maker
O	Operational Delivery
C	Consultation (engaging in shared decision making)
< >	Direction of advice and support
	Constituents
M	Members
D	Directors
ET	Executive Team – CEO and CFO
LGC	Local Governing Committee
HT	Head Teacher

GOVERNANCE						
No	Action	M	D	ET	LGC	HT
TRUST GOVERNANCE						
1.1	Attend Annual General Meeting	A	<R			
1.2	Review and amend the Articles of Association subject to the written consent of the Diocesan Bishop and the Diocesan/Religious Order Trustees	A	<R			
1.3	Change the name of the MAT/academies	A	<R	0	<C	
1.4	Appoint and remove relevant directors	A/O				
1.5	Prepare and receive annual report from Directors on the Trust's performance	A	<R	0		
1.6	Submit and publish the Trust's annual report to members in respect of the Trust's performance		R>	0		
1.7	Prepare an annual report on individual academy's performance to inform the Trust's annual report			R	R/O	O
LOCAL GOVERNANCE						
2.1	Appoint and remove local governors (subject to the Bishop's right to appoint/remove foundation governors)		A	O	<R	
2.2	Elect a chair and vice-chair from their number		A		<R/O	
2.3	Elect a vice-chair from their number				A/O	
2.4	Ensure there are governors with specific responsibilities for SEND, child protection, pupil premium and financial matters				A/O	
2.5	Give notice of any removal of a local governor (other than a foundation governor) to the directors		A		<R	
2.6	Give notice of any resignation of a local governor to the directors and Executive Team				O	
2.7	Appoint a clerk				O	
VISION AND ETHOS						
3.1	Ensure clarity of vision, ethos and strategic direction for the Trust		A	<R>	C	
3.2	Ensure the Trust embeds the vision, mission and ethos of the Trust (as determined by the Trustees and in accordance with the Articles of Association) and takes action where there are shortcomings or any risk to the character or reputation of the company	A	<R>	O		
3.3	Embed the vision, mission and ethos of the Trust in individual academies, ensuring the medium to long-term plan for the academy is sufficiently robust to ensure a thriving Catholic education for all pupils		A	<R>	<R/O	O
3.4	Actively engage with the local Catholic parish and wider community in order to further the vision and mission of the Trust			R	R	O
STRATEGIC OVERSIGHT OF GOVERNANCE						
4.1	Ensure strategic oversight of governance arrangements across the Trust, including adherence to the Scheme of Delegation, TOR, Articles of Association and Funding Agreements as well as compliance with all legislative and statutory frameworks, including the requirements of Charity Law, Company Law and the Academy Handbook.		A	<R>/O	O	
4.2	Assist the directors in realizing their strategic priorities and ensure effective recruitment, training and succession planning for LGCs			A	<R>	
4.3	Hold the CEO and Senior Leadership team accountable for educational performance of academies, internal organisation, management and control and financial management.		A/R	O		
4.4	Hold individual headteachers accountable for the quality of provision (as defined within the Scheme of Delegation)		R>	A	A/R	

GOVERNANCE						
No	Action	M	D	ET	LGC	HT
4.5	Determine the directors' Reserved Matters i.e. non-delegable functions and responsibilities and prepare an annual schedule of the directors' business		A/R	O		
4.6	Attend meetings of the directors and provide appropriate Executive Reports. Recommend and secure (where appropriate) professional advice on behalf of the directors as requested			O		
4.7	Prepare an annual schedule of LGC business needed to enable the Executive Team and Directors to effectively fulfil their functions and advise the LGC on it			A>	C	C
4.8	Annually, review governance policies, including: the Governor Code of Conduct; Terms of Reference of Director's subcommittees, the Scheme of Delegation and constitution and terms of reference of the LGCs and role descriptors for		A	<R/O	C	
4.9	Recruitment, training and succession planning of governors		A	<R/O	O/C	C
STAFFING						
5.1	Appoint/remove a suitably qualified company secretary		A/R	O		
5.2	Appoint the CEO	C	A/R/O			
5.3	Appoint the CFO and other central staff as determined by the Directors		A/R	O		
5.4	To appoint Headteachers/Executive Headteachers to academies		A/R	R/D	C	
5.5	To appoint all other academy staff				A/R	O
COMPLIANCE AND/OR ADMINISTRATIVE						
6.1	Ensure the preparation and filing of Trust registers e.g. members/directors/person with significant control/secretaries etc		A/R	O		
6.2	Ensure business and pecuniary interests are registered (at all levels of governance) and ensuring compliance with the requirement to publish information (including on the website) as directed by DfE, ESFA, Companies House		A	<R/O		
6.3	Complete all EFSA returns for governance and financial management		A	<R/O		
DOCUMENTS, POLICIES AND PROCEDURES						
7.1	Annually, review constitution and terms of reference of the LGCs and role descriptors for Chairs etc.			R>	O	
7.2	Annually, review Terms of Reference for Directors, the Scheme of Delegation and the code of conduct for Governors		A/O	<R		
7.3	Terms of reference produced by the senior executive leadership for LGC		A	<R	C	C
7.4	Trust policies for individual academies		A	<R/D	C	C
7.5	Academy based policies which are bespoke to each academy				A/R>	O
7.6	Review and amend the policies of the academy in line with any company-wide policies or guidance				R>	O

GOVERNANCE						
No	Action	M	D	ET	LGC	HT
INSPECTIONS						
8.1	Support and assist the directors and/or the LGC to prepare for any inspections e.g. s.48, s.5 Ensure that any inspection outcomes are carried out in the academies and/or the company as appropriate			O		O
8.2	Manage the inspection process within an individual academy				A	O
8.3	Attend post-inspection feedback and ensure the preparation and implementation of a post inspection action plan		A	R>/O	A	O
8.4	Liaise with Ofsted/DfE and other agencies regarding the quality of provision across the Trust		A	<R/O		
SCHOOL TO SCHOOL SUPPORT						
9.1	Broker appropriate internal and external school-to-school support as necessary to facilitate excellent education across all the academies in the company		A	R>/O	C	
9.2	Implement any school-to-school support opportunities as directed by the senior executive leadership and monitor any such arrangements, reporting back to the senior executive leadership at appropriate intervals or as required				R	O
PERFORMANCE MANAGEMENT OF NON-EXECUTIVES						
10.1	Annual Trust level self-evaluation of governance effectiveness (e.g 360 review or annual self-evaluation)		A	<R		
10.2	Review of LGC Effectiveness			R>	O	C
INDIVIDUAL ACADEMIES						
11.1	Escalate specific academy matters (including risk) to the Board of Directors, as appropriate		A	<R>	O	
11.2	Ensure the spiritual wellbeing of pupils at the academy				R>	O
11.3	Develop and implement a school development plan, in line with Trust strategic priorities and oversee it carried out in practice				R>	O
11.4	Develop stakeholder engagement				R>	O
11.5	Establish and maintain relationships with the parish priest, local Church and parish community as they contribute to the Catholic formation of the pupils at the academy	A			R>	O
11.6	Establish and maintain relationships with parents of pupils attending the academy to support them in their role as primary educators				R>	O
11.7	Establish and maintain a relationship with the wider community, including other Trust academies				R>	O

EDUCATIONAL STANDARDS						
No	Action	M	D	ET	LGC	HT
MONITORING AND REPORTING						
12.1	Receive a summative annual reporting and termly interim reports from the CEO/senior executive leadership on standards, addressing risks and mitigations, as necessary		R	O	C	C
12.2	Intervene, in a timely manner, where standards fall below that which is expected of the academies within the Trust, implementing robust action plans, as appropriate		A	<R/O	C	C
12.3	Set Trust-wide performance management targets relating to standards		A	<R/O		
12.4	Share external information and intelligence across the Trust from DfE/Ofsted etc relating to standards			<R>/O		
12.5	Ensuring the timely and effective use of the Trust data dashboard to monitor standards and highlight areas of concern to Directors and LGCs		A	<R>/O		
12.6	Review individual academy performance data and progress and attainment against predicted data (including for pupil premium pupil, sports premium, SEND and other groups) and liaise with the Senior Executive Team when concerns arise.			A	<R>	O

CURRICULUM						
No	Action	M	D	ET	LGC	HT
CURRICULUM						
13.1	Ensure a broad and balanced curriculum in individual academies		C	R>	R	O
13.2	Develop curriculum offer for all Trust schools, ensuring equality of opportunity for all		A	<R	C	O

SPECIAL NEEDS & DISABILITIES						
No	Action	M	D	ET	LGC	HT
APPOINTMENTS						
14.1	Appoint a lead SEND director		A/O			
14.2	Appoint a local governor responsible for SEND and inclusion				A/O	
14.3	Designate a teacher to be responsible for coordinating SEND provision					O
COMPLIANCE						
14.4	Executive leadership to ensure Trust-wide compliance with legal requirements relating to SEND within the academies, identifying any gaps in provision, reporting to Directors and facilitating training to ensure such compliance		A	<R>/O	C	
14.5	Ensure individual academy compliance with legal requirements relating to SEND, identifying any gaps in provision and ensuring training is undertaken to ensure such compliance				R	O
14.6	Liaise with the Local Authority in respect of pupils who have, or might have SEND and make provision for SEND pupils with or without an EHC Plan					O
DOCUMENTS, POLICIES, AND PROCEDURES						
14.7	Adopt and annually review the Trust-wide SEND policy		A	<R>/O	C	
14.8	Implement the Trust-wide SEND policy			A	R>	O
14.9	Ensure effective asset management and up to date registers of assets		A/R>	O	R>	O

SAFEGUARDING						
No	Action	M	D	ET	LGC	HT
POLICY, COMPLIANCE, MONITORING AND REPORTING						
15.1	Adopt a Trust-wide safeguarding and child protection policy		A	<R /O	C	
15.2	Monitor safeguarding practice (ensuring compliance with legislation) across the Trust, reporting to the directors on a regular basis and escalating specific issues to the Safeguarding Director, as required		A/R>	<R /O		
15.3	Monitor safeguarding practice (ensuring compliance with legislation) in an individual academy, reporting to the Safeguarding governor on a regular basis and escalating specific issues to the LADO, or appropriate authority, as required				R	O
15.4	Identify Trust-wide training needs and facilitate			O		
15.5	Identify academy needs and facilitate					O
15.6	Ensure the single central record is maintained for all Trust- based and cross-school appointments		A	O		
15.7	Ensure the single central record is maintained for individual academies				R	O
15.8	Ensure compliance with all relevant regulations in individual academies e.g. risk assessments, health and safety etc				R	O
15.9	Ensure at least one person involved in any recruitment process has undergone safer-recruitment training		A/R/O		A/R/O	
15.10	Ensure that each academy has appointed a designated teacher to support looked after children			A	R	O
15.11	Appoint a designated Director for safeguarding		A/R/O			
15.12	Appoint a designated LGC Member for safeguarding			A	R/O	
15.13	Adopt a Trust-wide policy regarding educational visits		A	R/O	C	C
15.14	Make arrangements for safeguarding audits to be conducted by independent personnel and produce a post-audit action plan		A/R	O		

BEHAVIOUR						
No	Action	M	D	ET	LGC	HT
EXCLUSIONS AND SUSPENSIONS						
16.1	Adopt a Trust-wide exclusions policy		A	R/O	C	C
16.2	Review the overall pattern of exclusions across the Trust and report to the Directors, taking any action, as required			<R/O		
16.3	Convene a committee to review any exclusion of a pupil in an individual academy.				A/R	O
16.4	Review the overall pattern of exclusions at an individual academy and report to the senior executive leadership, as required			A	<R>/O	
16.5	Exclude a pupil					O
16.6	Suspend a pupil				R>	O
BEHAVIOUR						
16.6	Adopt a Trust-wide behaviour policy and/or guidance document that reflects the Catholic character, ethos and values of the Trust		A	<R /O	C	
16.7	Assist the headteacher to review the academy behaviour policy in light of any guidance			R>	O	

OTHER PUPIL RELATED MATTERS						
No	Action	M	D	ET	LGC	HT
17.1	Establish term dates and school holidays for the Trust in conjunction with the LGCs (ensuring academies at least meet the minimum number days/hours of education per week/year)		A	O	C	C
17.2	Monitor and review the levels of attendance in academies and across the Trust and take remedial action, where appropriate			A	<R>	O
17.3	Monitor the impact of the pupil premium/sports premium across the Trust and in individual academies		A	<R>/O	C	O
17.4	Consider opportunities for extended school provision within an academy				A	O
17.5	Ensure stakeholder engagement in individual academies				A	O
17.6	Monitor school lunch provision in individual academies ensuring it meets the appropriate nutritional standards				A	O
17.7	Monitor the provision of free school meals to those pupils meeting the criteria and follow up where there are any issues				A	O
COMPLAINTS						
17.8	Adopt a Trust-wide complaints' policy and report to the Directors regarding the number and nature of complaints across the Trust, and escalating specific complaints to the Directors, in accordance with the Policy		A	<R>/O		
17.9	Implement the Complaints' Policy within an individual academy				A/R	O
17.10	Notify the Executive of any complaint which would bring into disrepute the Catholic character of the Trust and/or the academies within it, or has potential reputational damage for the Trust itself.				A/R/O	
17.11	Notify the diocese of any school level complaints. The directors <i>must</i> notify the diocese of any complaints or issues that could bring into disrepute the Catholic character of the Trust and/or the academies within it.		A	R		

FINANCE						
No	Action	M	D	ET	LGC	HT
External Audit						
18.1	Appointment of Auditors (and issue letter of engagement) and appoint an audit committee		A	O		
18.2	Receive annual accounts of the Trust	A	R	O		
18.3	Ensure that the accounts are audited in accordance with the Diocesan Trustees' requirements relating to accounting for Church assets		A			
18.4	Produce, submit and publish annual audited accounts (including a signed statement on regularity, propriety and compliance, and a governance statement, ensuring the Trust demonstrates value for money		A	O		
18.5	Ensure individual academy's records and information is compliant with the Trust's policies and procedures to assist the Trust in preparing the annual accounts and/or any other accounting matter				A	O
Appoint financial personnel						
18.6	Appoint an Accounting Officer (AO)		A/O			
18.7	Appoint a Chief Financial Officer (CFO)		A	O		
18.8	Appoint a finance/audit and risk committee (as per the Academy Trust handbook) and ensure the committee report on the financial performance of the Trust to the Board at least three times a year		A/O	< R		
18.9	Appoint a local governor(s) responsible for finance (where financial matters are delegated to the LGC)				A/O	
Budgeting and Financial Control						
18.10	Oversee the financial performance of the Trust and the academies, ensuring value for money		A	O	C	C
18.11	Ensure compliance with the requirements in the Academy Trust Handbook		A	< R>/O	R	O
18.12	Approve and annually review the financial policy		A	< R/O	C	
18.13	Agree resource implications for centralised functions, including service charges and the appropriate mechanism for recovering costs		A	< R/O	C	C
18.14	Monitor the effectiveness of centralised services (taking appropriate action, as necessary) and determine which functions will be centralized year-on-year		A	< R/O	< R/C	C
18.15	Approve an annual balanced budget for the Trust and its academies, including the approval of management accounts for each academy		A	< R/O	C	O
18.16	Agree budget plan on a 5-year rolling basis, ensuring the long-term viability of the Trust, and submit budget forecasts to the ESFA.		A	< R/O	C	O
18.17	Through monthly budget reporting, monitor the income, expenditure, cash flow and balance sheet of the Trust (including individual academies), reporting and variance and taking any action, as necessary.		A	<R >/O	< R	O
18.18	Approve any significant changes to the approved budget and undertake any necessary consultation, where appropriate		A	< R/O	C	C
18.19	Ensure proper financial controls are in place		A	R/O	R	O
18.20	Ensure robust benchmarking in terms of the Trust's value for money (including individual academies)		A	< R/O		

18.21	Comply with the ESFA requirements in respect of borrowing by the Trust and ensure the approval of the ESFA to any such arrangements.		A	< R/O		
18.22	Open and manage bank accounts for the Trust			A/O		
Documents, policies and procedures						
18.23	Adopt and review all financial policies as required by the Academy Trust Handbook and/or as recommended by the auditors, ensuring they meet the Trust's charitable objects		A	O	C	
18.24	Make payments within agreed financial limits of the finance scheme of delegation and to act as signatory to a specified Trust account			A/O	R	O
18.25	Ensure a register of business and pecuniary interests is maintained for the Trust and its academies		A	<R/O	R	O
18.26	Ensure that the company keeps all relevant financial records for at least 6 years after the end of the funding period to which they relate		A	O		O

STAFFING						
No	Action	M	D	ET	LGC	HT
Staffing: Finance						
19.1	Determine Trust's Pay Policy		A	<R/O	C	
19.2	Agree staffing levels and salary/pay scales for the central Executive Team and other senior appointments and consult LGCs, as appropriate.		A	<R/O		
19.3	Approve and review staff expenses policy (including gifts and hospitality) and ensure compliance		A	<R/O	<R/C	D
Appointments						
19.4	Appoint an appropriate committee to oversee recruitment, induction, training, CPD, wellbeing, dismissals and other HR processes for all staff within the Trust at a strategic level		A			
19.5	Ensure that specified posts are filled by practicing Catholics in observance of the Bishops' Memorandum regarding teachers in Catholic Schools, and ensure that the diocesan protocol is followed in respect of the appointment of any other senior post which directly affects the Catholic mission of the Trust and its academies (e.g, lay chaplains)		A	O	A/<R	O
19.6	Ensure the Diocese is involved in any recruitment, selection and appointment of senior posts which directly affect the Catholic mission of the company and its academies		A	O		
19.7	Directly appoint the senior executive team, headteachers and senior colleagues working across more than one academy in line with any diocesan protocol		A	O	C	
19.8	Appoint other academy specific leadership staff			A	C	O

19.9	Appoint academy specific teaching staff and teaching support staff			C	A	O
19.10	Appoint academy specific support staff			C	A	O
19.11	Appointing SBMs			A	C/O	O
Staffing Structures						
19.12	Determine and review any overarching management structures across the Trust and budget accordingly (ensuring financial sustainability and viability of posts, whilst maintaining educational standards)		A	<R/O	C	
19.13	Monitor and review staffing structures across the Trust and its academies		A	O	<R	C
Terms and Conditions						
19.14	Ensure harmonisation of terms and conditions of employment and pay across the Trust to avoid the risk of employment claims/equal pay claims		A	<R/O	C	
19.15	Monitor and review the terms and conditions of employment across the Trust and its academies		A	R/O	C	
19.16	Approve applications for early retirement, secondments and absence of leave for the CEO		A/O			
19.17	Approve applications for early retirement, secondments and absence of leave for the senior executive team and headteachers		A	O		
19.18	Approve applications for early retirement, secondments and absence of leave for staff in academies (subject to financial delegations)				A	O
Performance Management						
19.19	Performance management of the CEO, CFO and Company Secretary and Clerk (acting through the pay committee)		A/O			
19.20	Performance manage Senior Executive team and headteachers			A/O	O/C	
19.21	Performance Manage school-based staff				A	O
Suspension and dismissals						
19.22	Suspend and/or dismiss the CEO or CFO (and notify the Diocese of any action taken, particularly where any misconduct may bring the Catholic character of the Trust into disrepute)		A/O			
19.23	Suspend and/or dismiss all other members of the executive leadership team, headteachers, the Company Secretary/Clerk to the Board (and notify the Diocese of any action taken, particularly where any misconduct may bring the Catholic character of the Trust into disrepute)		A	<R/O	<R/C	
19.24	Suspend and/or dismiss teaching and non-teaching staff in individual academies (and notify the Diocese of any action taken, particularly where any misconduct may bring the Catholic character of the Trust into disrepute)			A	<R/O	O
Documentation, policies and procedures						
19.25	Ensure the effective implementation of appropriate adoption of CES employment documents (with amendments, where necessary including the model contracts of employment and work place policies, in observance of the Bishops' Memorandum on Appointment of Teachers in Catholic Schools)		A	<R/O		
19.26	Ensure consultation with staff and trade union officials/representatives before adoption of workplace policies, as appropriate		A	O	<R/C	
19.27	Monitor and review all HR policies		A	<R/O	C	C

19.28	Maintain accurate and secure staff records		A	<R/O	R	O
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CONTRACTS						
No	Action	M	D	ET	LGC	HT
Procurement						
20.1	Adopt a Trust-wide competitive tendering policy and ensure OJEU compliance with procurement thresholds		A	O		
20.2	Ensure transparency in relationships with connected parties/pecuniary interests and conflicts of interest		A	<R/O	C	C
20.3	Develop a Trust-wide strategy to ensure efficiency savings and review opportunities for collaborative procurement		A	R/O	C	C
20.4	Quality assure all procured services		A	<R/O	C	C
Ethical Considerations						
20.5	Ensure the Trust conducts tendering processes in line with corporate social responsibility indicators, ensuring suppliers take account of economic, social and environmental factors in so far as permitted by the Academy Trust Handbook		A	<R/O	C	
20.6	Ensure the business of the Trust and its academies are conducted ethically and in line with the expectation that all suppliers take account of economic, social and environmental factors		A	R/O	<R	O/C
Contracts						
20.7	Enter into contracts on behalf of the Trust up to the limits of delegation and within an agreed budget		A	<R/O	C	O/C
20.8	Set the delegated levels of authority for contracts		A	<R/O		
20.9	Approve contracts which constitute related party transactions		A			

HEALTH AND SAFETY						
No	Action	M	D	ET	LGC	HT
21.1	Adopt and review a Trust-wide health and safety policy (and make contextual adjustments, as necessary)		A	<R/O	<R	O
21.2	Implement the Trust-wide health and safety policy, including any associated risk assessments and escalate issues, as appropriate			A/O	<R	O
21.3	Ensure an accessibility plan for each academy and escalate issues, as appropriate			A	<R	O
21.4	Appoint a local governor responsible for health and safety				A/O	C
21.5	Conduct site inspections to review any health and safety issues, equipment and site security, taking remedial action, as necessary			A	<R	O
21.6	Monitor the accident book and agree appropriate actions			R>	A	O
21.7	Ensure suitable risk assessments are prepared for each academy and appropriate actions taken				A	O

SCHOOL ESTATE						
No	Action	M	D	ET	LGC	HT
Insurance						
22.1	Procure and approve insurance arrangements for the Trust and its academies in accordance with Diocesan/Religious Order Trustees' requirements		A	O		
22.2	Ensure compliance with all insurance obligations/requirements at the academy			A	<R	O
22.3	Ensure compliance with all insurance obligations/requirements of the Trust		A	O		
School Land and Buildings						
22.4	Ensure that the Trust follows the Joint CES and National Society document "The Accounting Treatment of Land Occupied by Church Academies" as published from time to time		A	O		
22.5	Review and maintain any buildings strategy and asset management planning arrangements in accordance with any requirements set by the Diocesan Trustees, including seeking their agreement to any such plans as appropriate		A	<R/O	<R	O
22.6	Apply to the Diocesan Trustees for any funding/consent to building works before undertaking work		A	O	C	C
22.7	Select, plan and oversee any capital projects and buildings improvements as agreed by the Diocesan Trustees and in accordance with all diocesan protocols		A	O	C	C
22.8	Monitor the arrangements for the effective supervision of building maintenance and minor works and take up any issues with the senior executive leadership			A	<R	O
22.9	Apply to the Diocesan Trustees for permission for change of use of assets		A	O	C	C
22.10	Ensure land and buildings are maintained and fit for purpose and prepare summative/advisory reports, as necessary		A	<R/O	<R	O
22.11	Provide evidence of compliance with all statutory requirements for works e.g. planning approval, listed buildings consent, buildings regulations consent etc		A	O	<R	O
22.12	Ensure all statutory testing and maintenance requirements are complied with e.g. asbestos management plan, fire risk assessments, water hygiene, electrical safety et			A	<R	O
22.13	Adopt and implement a Trust-wide lettings policy		A	O	<R	O

COMMUNICATION AND INFORMATION MANAGEMENT						
No	Action	M	D	ET	LGC	HT
Compliance						
23.1	Manage all communication with the Regional Schools' Commissioner (RSC) and notify the Diocese of any warning notice or other notice shortcoming received from the RSC/DfE/ESFA/local authority/Ofsted etc		A	O		
23.2	Work with the Diocese to respond to any media interest and ensure that any public statements and/or responses to media enquiries are agreed with the Diocese		A	O	C	C
23.3	Ensure compliance with all data protection legislation and freedom of information requests across the Trust and individual academies and ensure the safe storage of data		A	<R/O	<R	O

23.4	Develop and implement an integrated ICT strategy to ensure compatibility of systems across all the academies in the Trust to facilitate maximum efficiency and cohesiveness		A	O	C	O
23.5	Ensure that registration with the Information Commissioner's Office is up to date		A	O		
23.6	Maintain and develop the Trust's website, ensuring all statutory information is published		A	O		
23.7	Ensure the publication of academy information and maintain and develop individual academies websites, ensuring all statutory information is published				A	O
23.8	Ensure effective communication with pupils, parents or carers, staff, the parish priests, diocese and the wider community including the support of a local parent teacher association (if established)			R>	A	O

RISK						
No	Action	M	D	ET	LGC	HT
24.1	Appoint a risk and audit committee		A			
24.2	Adopt the disaster recover/business continuity plan for the Trust and its academies and monitor its implementation		A	<R/O	C	O
24.3	Review risk management and the Trust-wide risk register at every Board meeting, mitigating risk where appropriate		A	<R/O	C	C
24.4	Establish an academy risk register and review, escalating matters, where necessary			A	<R	O
24.5	Commence or settle any litigation proceedings		A	O		
24.6	Provide relevant and appropriate guarantees and indemnities as authorized by the members/Diocesan Trustees in accordance with any requirements prescribed by the Academy Trust Handbook and/or the ESFA		A	O		

Appendix 1

Trust Policies

Key

A	Adopt policy in full, across the Trust
A and C	Adopt policy/guidance with contextual variations
G	Template policy/guidance for schools to adapt to context

Draft

Policy	Status (DfE)	Governance Responsibility	Adopt (A) Guidance (G) Contextualise C	Date of Policy	Review period Recommended*	Review Date
Education						
Curriculum Policy	Non Statutory	Trust LGC	G A and C			
Teaching and Learning Policy (including QA processes)	Non Statutory	Trust	A			
Collective worship and RE Policy	Non-Statutory	Trust	A			
School Exclusions Policy	Statutory				Annual*	
Home-School Agreements	Non Statutory	Trust LGC	G A and C			
Behaviour Principles written statement & Behaviour Policy	Statutory	Trust LGC	G A and C		Annual*	
Anti-Bullying Policy	Non Statutory					
Relationships education (primary) and relationships and sex education (secondary)	Statutory	Trust			Annual*	
Special educational needs and disability Policy	Statutory	Trust	A and G		Annual	
Early years foundation stage (EYFS)	Statutory	Trust	G		Varies	
Register of pupils' admission to school and attendance	Statutory	LGC			Live	
Children with health problems who cannot attend school	Statutory				Annual*	
Admissions Policy		Trust LGC	G A and C		Annual	

Admissions Arrangements	Statutory	LGC	A and C		Annual	
Attendance Policy	Non Statutory	Trust LGC	G A and C			
Careers guidance: details of careers programme and a provider access statement	Statutory				Annual*	
Safeguarding						
Safeguarding/Child Protection policy and procedures	Statutory	Trust LGC	G A and C		Annual	
Single Central Record for Trust, recruitment and vetting checks for Schools	Statutory	Trust	A	Ongoing	Live	
Single Central Record for school, recruitment and vetting checks for Schools	Statutory	LGC	A	Ongoing	Live	
Statement of procedures for dealing with allegations of abuse against staff	Statutory	Trust	A		Annual*	
Supporting pupils with medical conditions Policy	Statutory	Trust LGC	G A and C		Annual*	
Social Media and E-Safety Policy	Non Statutory	Trust	A			
Business Operations (inc. Buildings, Estate Management and Land)						
School Trips Policy	Non-Statutory	Trust LGC	G A and C			
Acceptable Use Policy	Non Statutory	Trust	A			
Equality information and objectives (public sector equality duty) statement for publication	Statutory				Every 4 years	
Register of business interests of headteachers and governors	Statutory	Trust LGB	G and A A and C		Live	
Competitive Tendering Policy	Non Statutory	Trust	A			
Whistleblowing Policy	Non Statutory	Trust	A			
Lettings Policy	Non Statutory	Trust	A			
Risk Assessment Policy	Non Statutory	Trust LGB	G and A A and C			
Finance						
Finance Policy and Finance Schemes of Delegation	Non Statutory	Trust	A			

Charging and Remissions	Statutory	Trust	A		Annual*	
Teachers' Pay	Statutory	Trust	A		Annual	
Expenses' Policy (staff, directors and governors)	Non-Statutory	Trust	A			
Anti-Fraud, Bribery and Corruption Policy	Non-Statutory	Trust	A			
Investment Policy	Non-Statutory	Trust	A			
Reserves Policy	Non-Statutory	Trust	A			
Staffing						
Early career teachers	Statutory				Annual*	
Capability of Staff	Statutory	Trust	A		Annual*	
Staff Discipline, conduct and grievance procedures	Statutory	Trust	A		Annual*	
Performance Management Policy	Non Statutory	Trust	A			
Leave of Absence Policy	Non Statutory	Trust	A			
Redundancy Policy	Non Statutory	Trust	A			
Maternity and Paternity Policy	Non Statutory	Trust	A			
Flexible working policy	Non Statutory	Trust	A			
Health and Safety						
Health and Safety Policy	Statutory	Trust	A and C		Annual	
Premises management documents	Statutory				Annual*	
Governance						
Code of Conduct for Directors and LGCs	Non Statutory	Trust	A			
Managing Conflict of Interest Policy	Non statutory	Trust	A			