Infinity Academies Trust

Ready to learn; Prepared to flourish.

Scheme of Delegation

IAT – GOV - 015

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Document Management Information

Policy Reference	Scheme of Delegation
Applicable to:	All Stakeholders
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Dissemination:	The Scheme of Delegation is available via the file share area and is published on the Trust website
Implementation:	Applicable to all stakeholders within the Trust
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1.0	Updated from previous Scheme of Delegation and added to Infinity Policy format. Approved by Trust Board	September 2025
2.0	Reviewed. Amended ESFA to DfE, updated job titles to reflect current Staffing Structure. Approved by Trust Board	10-07-2026

1.0 Introduction

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

2.0 Leadership and Governance Key Roles and Responsibilities

2.1 The Role of the Members

The Members are akin to the shareholders of a company and are often referred to as the 'gatekeepers'. The Trust must have at least three members, who cannot be employees of the Trust. They:

- Are the subscribers to the memorandum of association (where they are founding Members)
- May amend the articles of association subject to any restrictions created by the funding agreement or charity law.
- May, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed, to ensure the Trust's charitable object is carried out.
- Have powers to appoint trustees as set out in the Trust's articles of association and powers under the Companies Act 2006 to remove trustees if they fail to fulfil their responsibility.
- May, by special resolution, issue direction to the trustees to take a specific action.
- Appoint the Trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act).
- Receive from the Trust Board an annual report on the performance of the Trust.
- Have the power to change the company's name and, ultimately, wind it up.

2.2 The Role of the Trustees

The trustees of the academy trust are both charity trustees and company directors. The Trustees are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum, Articles of Association, and funding agreement.

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The board also has:

- strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained
- a role in making sure that it delivers its commitment to other school's and academies, however it is done

Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably. The Board of Trustees is permitted to exercise all the powers of the Trust, and may delegate responsibility for the day-to-day operations of the Trust to the CEO.
Trustees must apply the highest standards of conduct and ensure robust governance, following the Governance Handbook, and ensuring compliance with the Academies Financial Handbook so the Trust has:

- - Strategic leadership that sets and champions vision, ethos and strategy
- - Accountability that drives up educational standards and financial performance
- - People with the right skills, experience, qualities, and capacity
- - Structures that reinforce clearly defined roles and responsibilities
- - Compliance with statutory and contractual requirements
- - Evaluation of governance to monitor and improve its quality and impact.

2.3 The Role of the Accounting Officer

The Board must also appoint, in writing, a named individual as its accounting officer, which in this Trust is the CEO.
The accounting officer role includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to DfE's accounting officer, for the Trust's financial resources. Accounting officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, proprietary and value for money. The Academies Financial Handbook lays out the duties and requirements of this role.

2.4 The Role of the Chief Executive Officer (CEO)

The CEO is the accounting officer with overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial probity, effectiveness and stability, avoiding waste and securing value for money. The CEO has delegated responsibility for the operation of the Trust, including the performance of the Trust's Academies and is responsible for all staff across the Trust.

2.5 The Role of the Chief Financial Officer (CFO)

The CFO also has an important role in supporting and advising the board of trustees on all financial matters. The board must appoint a CFO, who is (and whose job title may instead be) the Trust's finance director, business manager or equivalent, to whom responsibility for the Trust's detailed financial procedures is delegated. The CFO should play both a technical and leadership role. The CFO should be employed by the Trust, and the Trust must obtain prior DfE approval if it is proposing, in exceptional circumstances, to appoint a CFO who will not be an employee.

2.6 The Role of Chief Education Officer

The ED's purpose is to lead and drive the implementation of the core Academy Improvement offer, ensuring high quality curriculum, teaching and learning, professional learning, and ensuring compliance with the National Curriculum. The Chief Education Officer is accountable to the CEO and external scrutiny, such as

Ofsted and SIAMS, for ensuring strong leadership in academies and ensuring excellent outcomes and closing the gap for all academies in the Trust.

2.7 The Role of the Exec/Headteacher

The Academy Exec/Headteachers are responsible for the day-to-day management of their Academies. Headteachers are directly line managed by the Chief Education Officer/Education Directors and are accountable to the Trust Board.

2.8 The Role of the Trust Executive Team

The Executive Team's purpose is to oversee the day to day running of the Trust, advising the Board on operational matters, holding the Academies and Services to account and ensuring both the educational and operational performance of the Trust accords with the Academies Financial and Governance Handbook.

2.9 The Role of the Governance Professional

The Trust must appoint a governance professional or board administrator to support the board of trustees who is someone other than a trustee, principal or chief executive of the Trust.
The governance professional helps the efficient functioning of the board by providing:

- Guidance to ensure the Board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences of non-compliance.
- -Advises on procedural matters relating to the operation of the Board
- -Administrative and organisational support.

3.0 Academy Committee Responsibilities

As a committee of the Board, the Academy Monitoring Committee (AMC) plays a crucial role within the governance structure. The following section outlines the purpose and roles of the AMC and its local governors, known as Academy Champions (AC).

To help the Board of Trustees fulfil its core functions by:

1. Helping shape a vision for each academy appropriate to its foundation (Anglican, Methodist, or Community)

    - Promoting the Academy's place in its community
    - Helping the Trust Board have the understanding it needs to improve outcomes for all pupils
    - Helping the Trust Board have the understanding it needs to hold the CEO to account

2. Helping the CEO and academy leaders fulfil their roles by:

    - Supporting and monitoring the academy's senior leaders to improve certain aspects of the academy (see list of responsibilities)
    - Providing external input to processes (complaints, disciplinary panels, recruitment, etc)
    - Having an understanding of all areas of the academy
    - Helping the Academy's senior leaders to understand the local community, including commerce and industry
    - Building links with the wider local community including parents

3. Looks at the academy through the lens of the child:
    - Seeking to answer on behalf of the board and executive: “what is it like to attend this Academy?”

Academy Champions do not hold the academy leaders to account, this is undertaken by the CEO and the Executive Team.

4.0 Academy Champions

The AMCs work collectively with the Central Team to create a joint schedule of monitoring and support for all Trust academies that ensure a complete picture of all aspects of each academy’s work. This is combined and then shared with Trustees to provide them with all the pertinent information about an academy. The overview picture is also shared with AMCs at key points within the year.

The Trustees delegate some aspects of monitoring to AMCs. The level of delegation will be varied to suit specific circumstances. For example, if an academy is not performing well, the Trustees may reduce the level of delegation until the academy improves or appoint new persons to strengthen it.

The term of office of any person serving on an AMC is four years. Any person may be re-appointed or re-elected. The Chair of the AMC is appointed by the Committee for a term of 12 months, but the decision must be ratified by the Trustees. Clearly, there is an expectation of a Champion to know the Academy well, and to be able to both support and monitor its performance and improvement. Champion Monitoring Visits are therefore a fundamental part of securing greater consistency and impact, from the time that Academy Champions spend to support each Academy and the Trust as a whole.

4.1 The AMCs governance duties are:

- To determine the ethos, vision and values of the academy, ensuring consistency with that of the Trust, in collaboration with the CEO and Trustees
- To assign individual Academy Champions with responsibilities for: Safeguarding; Stakeholder Engagement; Health & Safety/Premises; SEND & Inclusion; Equity & Opportunity
- To ensure adherence with the Trust’s Conflicts of Interest Policy
- To monitor and support the implementation of the academy’s policies, including Business Continuity Plan
- To establish and maintain a relationship with members of the local community and key stakeholders
- To convene an appropriate panel to review permanent exclusions
- To monitor Equity and Opportunity in the academy and monitor that statutory information has been published on the academy website
- To convene an appropriate panel for Stage 3 formal complaints in accordance with the Trust-wide Complaints Policy
- To appoint a designated Academy Champion for Safeguarding who will monitor and support the implementation of the Trust-wide Safeguarding and Child Protection Policy
- To ensure effective arrangements are in place for pupil/student representation at the academy

It would be beneficial for Academy Champions to visit the Academy once per term (further visits could also be arranged if required) in order to meet with a designated senior leader and other identified staff or pupils / students as appropriate. The purpose of the visit would be to establish the relative strengths and areas for development of specific areas of the Academy set against its self-evaluation and strategic priorities. Following

visits, a record of the agreed areas of discussion and actions should be completed on the Trust template and shared with all Academy Champions at the following Academy committee meeting.

4.2 How the AMC fulfils its responsibilities

- AMCs do not undertake monitoring of areas such as standards (including RE) and finance as this is undertaken by the Executive Team.
- Activities may include academy visits; talking to children; surveys; talking to local employers; talking to parents; talking to the community including the church
- The AMC should explore questions of equity, inclusion, and diversity, looking at the experience of attending the academy through the lens of all children and asking whether they all feel they belong. This may include looking at particular groups such as SEND, pupil premium, or those from particular backgrounds taking note of documents such as the SEND Code of Practice, Trust Pupil Premium strategy templates etc
- The AMC should also monitor the academy website using the Trust website and audit checklist, to ensure it is in line with vision and values, is up to date, is compliant.

All Academy Champions should meet at least 3 times a year by joining the Trust-wide Infinity Governance Meetings and a further three times per year by meetings at their local AMC meeting. Meetings should not last longer than 2 hours nor go on beyond 8pm.

5.0 Communication

The Clerk of the AMC will provide notes which summarise the meeting and include an overview of any agreed actions.

6.0 Champion Panels

Disciplinary panels may be convened to:

- Consider decisions to exclude pupils
- Hear complaints
- Hear staff grievances

These will all be in line with the Trusts exclusion, complaints, grievance, and whistle blowing policies. Academy Champions can be taken, if needed from any of the academies in the Trust.

7.0 Academies needing Support

In certain circumstances, as decided by the Trust Board, an academy will be deemed to need extra support. The Academy Monitoring Committee may be supported or temporarily replaced by an Interim Executive Board (IEB) whose role will be to support academy leaders and central staff to turn around an academy to more rapidly be able to meet the needs of all pupils. A separate terms of reference will be used for IEB's.

8.0 Delegated Responsibilities

Asset and Estate Management								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
A1	Ensure the maintenance and safety of the buildings and contribute to the Academy Trust Estates strategy		Accountable	Responsible	Responsible	Support		Support
A2	To design and implement an agreed buildings strategy and asset management planning arrangements			Accountable	Responsible			
A3	To monitor security of premises and equipment			Accountable	Responsible			

Compliance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
C1	To approve review and amend a Freedom of Information (FOI) publication scheme and to ensure compliance with the Freedom of Information Act 2000 (FOIA)		Accountable	Responsible	Responsible			
C2	To approve, review and amend a Business Continuity Plan in consultation with the Executive Team		Accountable	Responsible	Support			
C3	To approve, review and amend a Data Protection Policy and procedures to include the requirement to notify individuals as to how information is to be used; and the matter of safe storage.		Accountable	Responsible	Responsible			

Compliance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
C4	To conduct site inspections to review any health and safety issues and the security of premises and equipment			Accountable	Responsible	Support	Support	Responsible
C5	To consult on and agree the information management and communication systems to be used across the Trust, to ensure consistency			Accountable	Responsible			
C6	To determine the overall vision, values and strategy for the Academy Trust		Accountable	Responsible	Support			
C7	To ensure appropriate buildings, employer, public liability and other insurance is in place		Accountable	Responsible	Responsible			

Compliance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
C8	To ensure compliance with all data protection legislation and good practice across the Academies			Accountable	Responsible	Support		Support
C9	To ensure compliance with the Articles of Association, Trust Deed, Church Supplemental Agreement and Diocesan strategy		Accountable	Responsible	Responsible	Support		Support
C10	To ensure registration with the Information Commissioner's Office is up to date			Accountable	Responsible	Support		
C11	To ensure suitable risk assessments are prepared and appropriate actions taken			Accountable	Responsible	Support		Responsible

Compliance								
C12	To ensure the publication of Trust and Academy information, ensuring that all electronic communication, including web pages, are up to date			Accountable	Responsible	Responsible		Responsible
C13	To implement the Trust wide Health and Safety Policy and support the Executive Team in maintaining the Policy			Accountable	Responsible	Support	Support	Responsible
C14	To maintain accurate and secure student/pupil records			Accountable	Responsible	Support		Support
C15	To maintain, monitor and review the Trust and Academy Risk Register including risks to the status of the Academy's Christian foundation and report material changes to Trustees			Accountable	Responsible	Support		Support

Compliance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
C16	To maintain the school and governance details on the DfE GIAS portal			Accountable	Responsible	Support		Support
C17	To prepare and review Statutory Policies (as defined in the Academy Trust Governance Guide) for Trustee approval			Accountable	Responsible			
C18	To prepare, approve maintain, monitor and review non-statutory Policies			Accountable	Responsible			
C19	To procure appropriate insurance and make proposals to the Trustees		Consult	Accountable	Responsible			
C20	To provide assurance to the Trust Board on financial systems and operational controls			Accountable	Responsible			

Compliance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
C21	To review and monitor risk management and maintain a Trust-wide Risk Register		Accountable	Responsible	Support			Support
C22	To support the individual academies in the effective safe storage of data			Accountable	Responsible			

Finance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
F1	Approve changes to the agreed budget (according to financial delegations)			Accountable	Responsible			
F2	CEO to act as the Accounting Officer		Accountable	Responsible				
F3	Publish the Gender Pay Gap Report Annually			Accountable	Responsible			
F4	To approve & monitor financial spend on capital projects		Accountable	Responsible	Responsible			
F5	To monitor reserve levels and approve expenditure from reserves (according to Financial delegations)		Accountable	Responsible	Responsible			
F6	To approve staff expenses for the Executive Team			Accountable	Responsible	Support		
F7	To approve Trust and Academy budgets		Accountable	Responsible	Responsible			

Finance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
F8	To approve, review and amend Finance and Reserve policies including financial delegations		Accountable	Responsible	Responsible			
F9	To authorise the operation of Trust/Academy Bank Accounts and Authorised Signatories			Accountable	Responsible			
F10	To determine Trust/Academy Individual Salary Range (ISR) and approve pay increases (Executive Leaders)		Accountable	Responsible				
F11	To ensure proper financial controls are in place and complied with		Accountable	Responsible	Responsible			

Finance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
F12	To ensure the preparation and submission of the annual Report, Accounts and Audit Findings.		Accountable	Responsible				
F13	To enter into contracts for supply of goods and services within an agreed budget (according to financial delegations)		Accountable	Responsible	Responsible			
F14	To establish spending priorities with the Headteacher in order to inform the annual budget process			Accountable	Responsible			Responsible
F15	To implement the Charging and Remissions Policy		Accountable	Responsible	Responsible			Responsible
F16	To maintain a Register of Interests		Accountable	Responsible	Responsible	Support		

Finance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
F17	To manage the Academy budget and other funds, ensuring compliance with the Finance Policy at all levels within the Academy			Accountable	Responsible			Responsible
F18	To monitor Monthly Management Accounts, including income, expenditure, cash flow and balance sheet of the Academy Trust		Accountable	Responsible	Responsible			
F19	To oversee the financial performance of the Trust and to ensure that its income is spent appropriately		Accountable	Responsible	Responsible			
F20	To prepare the annual budget for the Academy Trust			Accountable	Responsible			

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G1	Appoint/dismiss local Academy Champions			Accountable	Responsible	Support	Support	Support
G2	Appoint/dismiss the CEO/AO	Accountable	Responsible					
G3	Appoint/dismiss the CFO	Accountable	Responsible					
G4	Appoint/dismiss the Chair and Vice-Chair of the Academy Committees		Accountable	Responsible		Support		Support
G5	Appoint/dismiss the Clerk to the Local Governance Committee			Accountable	Responsible	Support		
G6	Approve changes to the IAT Governance Structure		Accountable	Responsible		Support		
G7	Approve the admission of new academies to the Trust		Accountable	Responsible	Support			
G8	Management of Local Risks: review and monitor			Accountable	Support			Responsible

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G9	To act as a Safeguarding, Standards and Curriculum Committee		Accountable	Responsible	Responsible	Support		
G10	To appoint a Governance Professional to the Trust Board and its Subcommittees (if used)		Accountable	Responsible	Support			
G11	To appoint a local academy champion responsible for monitoring statutory grants including Pupil and Sports Premiums			Accountable	Responsible	Support	Support	Consult
G12	To appoint and remove Members (other than those appointed or removed by the Diocesan Board of Education ("DBE")	Accountable	Responsible					

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G13	To appoint and remove Trustees (save for those appointed or removed by the DBE		Accountable	Responsible				
G14	To appoint annually (and remove) the Chair of the Trust Board (subject to ratification by the Members)		Accountable					
G15	To appoint annually (and remove) the Vice Chair of the Trust Board		Accountable					
G16	To appoint link/designated Trustees		Accountable					
G17	To approve the formation of an Interim Executive Board (IEB)		Accountable	Responsible	Support			Consult

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G18	To approve, review and amend a Code of Conduct (which will include a Conflict of Interest Policy) for trustees and academy champions		Accountable	Responsible	Support	Support		
G19	To approve, review and amend a Trust-wide Complaints Policy and receive reports from the Executive Team regarding the level of complaints across the Academy Trust		Accountable	Responsible	Support	Support		
G20	To approve, review and amend job descriptions and remuneration of the Executive Officers		Accountable	Consulted				

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G21	To approve, review and amend the Terms of Reference for delegation to the Chief Executive Officer		Accountable					
G22	To approve, review and amend the Terms of Reference for the Trust Board and its subcommittees		Accountable	Consulted				
G23	To approve, review and amend the Terms of Reference of AMCs		Accountable	Responsible	Support	Consulted		
G24	To approve, review, amend and publish the Scheme of Delegation		Accountable	Responsible	Support	Support		
G25	To assign to individual academy champions with responsibilities for: Stakeholder & Church Distinctiveness; Safeguarding; SEND & Inclusion; Health & Safety; Equity & Opportunity			Accountable	Support	Support	Responsible	Support

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G26	To attend AMC briefings and to provide a report to the Academy Champions			Accountable	Responsible	Support		Accountable
G27	To attend meetings of the Trustees and provide executive reports as required			Accountable	Responsible			
G28	To be responsible for the removal of any local academy champion (AMC member)			Accountable	Responsible	Support		support
G29	To change the name of the Academy Trust	Accountable	Responsible					

G30	To determine the ethos, vision and values of the Academy ensuring consistency with that of the Academy Trust, in collaboration with the Headteacher and Trustees			Accountable			Responsible	Responsible

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G31	To disband an AMC and establish an interim governance committee in accordance with the Trust's Intervention Policy		Accountable	Responsible	Support	support		
G32	To elect or appoint parent members of the Local Governing Body in accordance with the Articles			Accountable	Responsible	Support	Responsible	Support
G33	To ensure adherence with the Trust Conflicts of Interest Policy			Accountable	Responsible	Support		

G34	To ensure effective communication between the AMC and the Trust Board			Accountable	Responsible	Support		Support

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G35	To establish and maintain a relationship with members of the local community and key stakeholders (including annual parental survey)			Accountable	Responsible		Support	Support
G36	To monitor and support the implementation of all Trust-wide and local academy policies; evaluate their impact to ensure they are reflective of the Christian foundation for church schools			Accountable	Responsible	Support	Support	Support
G37	To monitor the impact of the Pupil Premium in the Academy and that statutory information has been published on the school website			Accountable	Responsible	Support	Support	Support

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G38	To receive the Trust's Annual Report and Accounts		Accountable	Responsible	Responsible	Support		
G39	To review and amend (subject to approval by the DBE) the Articles of Association	Accountable						
G40	To review business case for new areas of operation		Accountable	Responsible	Support			
G41	To secure professional advice on behalf of the Trustees as may be requested			Accountable	Support	Support		
G42	To support the Trustees and Academies in the preparation of all policy requirements			Accountable	Responsible	Support		

Governance								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
G43	Update records held by Companies House, including a register of people with Significant Control			Accountable	Responsible	Support		
G44	Celebrate achievements and progress of the school community including as a Church school and in relation to the local church, parish and diocese			Accountable	Responsible	Support	Support	Support

HR								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
HR1	To agree any proposed changes to the staffing structure in each academy			Accountable	Responsible			Support
HR2	To appoint and suspend all Academy staff in consultation with the Executive Team			Accountable	Responsible	Support		Responsible
HR3	To appoint, suspend and dismiss the Executive Leaders	Consult	Accountable	Responsible				
HR4	To approve applications for leave of absence in line with trust policies			Accountable	Responsible	Support		Responsible
HR5	To approve the management structure of the Executive Team		Accountable	Responsible				
HR6	To approve and manage the structure of the Central Team			Accountable	Responsible			

HR								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
HR7	To conduct the performance management of Headteachers and Executive Officers, which are reflective of the Church of England's vision that all adults should flourish.			Accountable	Responsible			
HR8	To conduct the performance management review of the CEO		Accountable					
HR9	To implement the Trust wide policies and procedures in the Academies and support the CEO in their maintenance			Accountable	Responsible	Responsible	Support	Responsible
HR10	To maintain accurate and secure staff records for all Trust staff			Accountable	Responsible	Support		Support

HR								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
HR11	To monitor and support the implementation of Trust-wide staff policies and procedures			Accountable	Responsibile	Responsible		Responsible
HR12	To monitor the Accident Book and agree appropriate actions			Accountable	Responsible	Support		Support
HR13	To support the CEO in the appointment of the Headteacher			Accountable	Responsible	Support		
HR14	To suspend and dismiss the Governance Officer		Accountable	Responsible	Responsible			

Safeguarding								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
S1	To appoint Designated Safeguarding Leads and second Designated Safeguarding Leads to take responsibility for child protection matters and make sure their role is compliant with statutory requirements			Accountable	Responsible			Support
S2	To approve, review and monitor a Trust-wide Safeguarding and Child Protection Policy		Accountable	Responsible	Responsible			
S3	To maintain the Single Central Record			Accountable	Responsible	Support		Responsible
S4	To make arrangements for safeguarding audits to be conducted by independent personnel			Accountable	Responsible			

Safeguarding								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
S5	To monitor child protection referrals across the Trust to ensure they are proportionate			Accountable	Responsible			
S6	To report to the Safeguarding Trustee on the procedures in place for safeguarding and on matters as they arise			Accountable	Responsible			Support

SEND								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SEND1	To approve, review and amend a Trust-wide SEND policy and approach		Accountable	Responsible	Responsible			
SEND2	To designate a teacher to be responsible for coordinating SEND provision			Accountable	Responsible			Responsible
SEND3	To liaise with the local authority in respect of students who have (or might have) SEND			Accountable	Responsible			Responsible
SEND4	To make provision for SEND students/pupils with or without a statement or Education, Health and Care plan			Accountable	Responsible			Responsible
SEND5	To publish an annual SEND Report via the Academy's website		Accountable	Responsible	Responsible			

Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC1	Develop, monitor and maintain processes and procedures for Self-Evaluation and the sharing of best practice, including templates as appropriate, for the conduct of SEF activities and the development of Academy Improvement Plans and if appropriate evaluating their effectiveness as a Church School		Accountable	Responsible	Responsible			
SC2	Ensure collective worship is delivered in accordance with statutory requirements, monitor and evaluate the effectiveness of the arrangements and quality of provision			Accountable	Responsible			Support
SC3	To approve (or reject) the HT's recommendations for pay progression			Accountable	Responsible			Support

Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC4	To approve, review and amend a Trust-wide Curriculum Statement which seeks to provide: a balanced and broadly-based curriculum; and a written policy on sex and relationship education			Accountable	responsible	Support		Support
SC5	To approve, review and amend a Trust-wide policy on religious education and collective acts of worship (which in relation to Church Academies will follow any directives or guidance from the DBE)			Accountable	responsible	Support		Support
SC6	To approve, review and amend the curriculum proposed by the Headteacher			Accountable	Responsible			Responsible
SC7	To approve, review and amend the School Behaviour Strategy			Accountable	Responsible		Support	Responsible
SC8	To be consulted on any proposed changes to the school day			Accountable	Responsible			support

Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC9	To decide on any fixed period or permanent exclusion in consultation with the Executive Team and to follow the Exclusions Policy.			Accountable	Responsible			Responsible
SC10	To ensure effective arrangements are in place for pupil/student representation at the Academy			Accountable	Responsible			Responsible
SC11	To ensure effective deployment of the Pupil Premium and support the Trust in publishing statutory information			Accountable	Responsible	Support		Responsible
SC12	To ensure effective processes are in place for monitoring the quality of education including the curriculum, inclusion and the sharing of good practice across the Academy, in line with the Trust's Monitoring & Evaluation Framework			Accountable	Responsible		Support	Support

Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC13	To ensure participation in the fair access protocol			Accountable	Responsible			Responsible
SC14	To ensure systems are in place at the Academy (in line with the Academy Trust's strategy) for effective communication with students/pupils, parents or carers, staff and the wider community including the support of a local parent teacher association (if established)			Accountable	Responsible	Support		Responsible
SC15	To ensure the curriculum is designed, delivered and reviewed at the Academy including compliance with any funding agreement requirements			Accountable	Responsible			Responsible
SC16	To establish term dates and holidays on a Trust- wide basis			Accountable	Responsible			Support
SC17	To hold Executive Officers to account for the educational performance of the Trust and for the performance management of staff		Accountable	Responsible				

Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC18	To make arrangements for determining admissions and hearing admission appeals			Accountable	Responsible	Support	Support	Responsible
SC19	To monitor and challenge the educational performance of the Academies		Accountable	Accountable	Responsible			Responsible
SC20	To monitor attendance in each academy and across the Trust against National targets			Accountable	Responsible			Support
SC21	To monitor the impact of the Pupil and Sports Premiums across the Academy Trust and complete digital reporting.			Accountable	Responsible		Support	Support
SC22	To prepare the School Development Plan in consultation with the Executive Team			Accountable	Responsible			Responsible
SC23	To provide a termly report (via the data Dashboard) to the Trustees regarding standards		Accountable	Responsible	Responsible			Support
SC24	To receive an annual report from the	Accountable	Responsible	Responsible	Responsible			

	Trustees and the CEO on standards							
Standards and Curriculum								
Ref No.	Task	Members	Trust Board	CEO	Executive Team	Central Team/ Governance Officer	AMC	Exec/ Headteacher
SC25	To review and maintain home-School agreements			Accountable	Responsible			Responsible
SC26	To review the use of exclusions across the Academy Trust		Accountable	Responsible	Responsible			Support
SC27	To set the times of Academy sessions, in line with any shared teaching or site arrangements			Accountable	Responsible			Responsible