



QUANTOCK
EDUCATION TRUST

Scheme of Delegation

Approved on 29th January 2025

Introduction

The Quantock Education Trust (QET) has a clear and straightforward structure of governance comprising of a layered model of accountability, designed for effective delivery of the trust vision, mission and strategic aims, prioritising the optimum use of resources in order to secure excellent educational outcomes and life opportunities for every child. Please refer to [Academy Trust Governance Guide](#) (DfE, 2024) for further guidance.

This Scheme of Delegation is the formal mechanism by which the Members and Trustees are able to exercise their legal responsibility and accountability for the trust and its schools. Although their responsibility and accountability may not be delegated, the Board of Trustees may delegate powers and duties to other bodies. Without a formal delegation the individual has no power to act. The Scheme is reviewed on an annual basis by the Trustees and will be evolved as necessary as the Trust membership grows, in line with the Trust's Principles of Governance and in consultation with the Diocese, if the changes relate to governance, ethos or educational provision.

The Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of the QET and its schools. The bodies comprise:

- Members;
- Trustees;
- CEO (Accounting Officer);
- Director of Finance and Operations (DFO);
- Finance, Operations, & Audit Committee (FO&A);
- People, Performance, Pay & Recruitment Committee (PPP&R);
- Ethos Committee
- Boarding Committee
- Local Governance Committees (LGC);
- Executive Team (DFO and HR Director)
- Headteachers of individual schools

The delegated powers are broken down into different levels in line with the [Trust's Standing Orders](#). The delegated autonomy for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC, the Diocese of Bath and Wells, and Companies House as well as to our pupils and the wider school communities.

The different levels of delegated power are listed below:

Approve	The individual/body with the ultimate sign off.
Recommend	The recognised expert/s who provide the Approver with an informed opinion on which way a decision should be made.
Consult	Views will be sought from this individual/group to support with local decision making. To support the consultation process, the Headteacher/CEO should provide all available information to LGC members so that decisions are informed by the LGC's views.

- Propose An individual/group raises an idea/issue that requires further investigation/consultation.
- Implement The person/body who implements the approved activity.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. The Standing Orders which incorporate the Terms of Reference, explain the respective roles and responsibilities of all parties.

While the Scheme of Delegation is designed to be comprehensive it will not cover every task. The Scheme of Delegation will be published on the Trust and its schools' websites and embedded within the operations of the Trust. It is designed to support the Vision and Values of the QET and to allow decisions to be made in a consistent and timely manner by the right people, avoiding duplication and ambiguity. It is intended to advance our objects of association and the reputation of the Trust and individual schools and is a living document where changes reflect the development of the Trust.

Allocation of Policies

The Trust Board approves policy on behalf of schools in the Trust that should be consistently applied in each school. All such policies will be published on the trust website. The Trust's policies will include, but not be limited to, those listed below. Dependent upon the nature of the policy/procedure different levels of the Trust will be consulted during the review cycle. The responsible committee will define who this is and record such within the policy/procedure.

Trust Policies

(S) = statutory

POLICY	REVIEW SCHEDULE
Admissions policy (S) (schools to determine admission arrangements)	Yearly
Adverse Weather Policy	3 Yearly
Allegations of Abuse Against Staff	Yearly
Anti-bullying	Yearly
Appraisal	Yearly
Behaviour & Ethos (S)	3 Yearly
Capability of staff(S)	Yearly
CCTV	3 Yearly
Character Education	2 yearly
Charging and remissions (S)	3 Yearly
Child Protection & Safeguarding (S) (Part 1)	Yearly
Code of Conduct	2 Yearly
Complaints (S)	3 Yearly
Cycle to Work	2 yearly
Data protection/GDPR/ Protections of children's biometric information/Freedom of Information (S)	2 Yearly
Disciplinary	Yearly
Early Careers Teachers (ECT)	Yearly
Emergency Business Continuity	Yearly
Environmental & Sustainability Policy	3 Yearly
Equality and Diversity	2 Yearly
Equality Information and objectives (S)	4 Yearly
Financial procedures and administrative control	Yearly
Flexible Working	2 Yearly
Food	3 Yearly
Grievance	Yearly
Health and Safety (S)	Yearly
Investment	Yearly
Leave of Absence	2 Yearly
Management of Headlice	3 Yearly
Maternity, Paternity, Adoption & Parental Leave	2 Yearly
Menopause	2 Yearly
Organisational Change	2 Yearly
Pay Policy	Yearly
Preventing Sexual Harassment at Work Policy	Yearly
Probation	2 Yearly
Procurement	2 Yearly

Recruitment (including Safer Recruitment)	2 Yearly
RSHE Statement	Yearly
Risk Management	Yearly
Scheme of Delegation	Yearly
SEN statement	Yearly
Staff Anti Harassment and Bullying Policy	Yearly
Staff Sickness Absence	2 Yearly
Staff wellbeing and mental health	Yearly
Suspension and Permanent Exclusion	Yearly
Travel & Expenses	2 Yearly
Trustee register of business interests	Yearly
Whistleblowing	3 Yearly

Local Policies

POLICY	LOCAL	TRUST
Acceptable Use	*	*
Accessibility Plan (S)	*	
Admissions arrangements (S)		*
Admissions register (S)	*	
Attendance register (S)	*	
Behaviour policy (S)		*
Careers Programme/Guidance (S)	*	
Central record of recruitment and vetting checks (S)	*	*
Child protection & Safeguarding (S) (Part 2)	*	
Children with health needs who cannot attend school (S)	*	
Designated teacher for Looked After and previously Looked After children (S)	*	
Early Years Foundation Stage (S)	*	
First Aid (S)	*	
Local Governor of business interests register (S)	*	
Premises Management documents	*	
Pupil Premium	*	
Sports Premium Report	*	
RE	*	
Sex and Relationships Education (S)	*	*
Supporting pupils with medical conditions (S)	*	*
Uniform Policy	*	

Local Policies are held and updated at school level and the schedule for annual review monitored by the Headteacher and Chair of Governors.

Allocation of Trust Policies to Committees:

TRUST POLICY	Finance, Operations, & Audit	People, Performance, Pay & Recruitment	Ethos Committee	Boarding Committee
Acceptance of gifts, hospitality, awards, prizes and benefits	*			
Admissions	*			
Adverse Weather	*			
Allegations of Abuse against staff		*		
Appraisal		*		
Behaviour & Ethos			*	
Anti-Bullying			*	
Capability of staff		*		
CCTV	*			
Character Education			*	
Charging and Remissions	*			
Child Protection & Safeguarding		*		
Code of Conduct		*	*	
Complaints			*	
Cycle to Work	*			
Data Protection, GDPR & Freedom of Information	*			
Disciplinary		*		
Early Career Teachers (ECT		*		
Emergency Business Continuity	*			
Equality & Diversity information and objectives		*		
Environmental & Sustainability Policy	*			
Financial procedures and administrative control policy	*			
Flexible Working		*		
Food Policy	*			
Grievance		*		
Health and Safety	*			
Investment	*			
Leave of Absence		*		
Maternity, paternity and adoption leave		*		
Menopause		*		
Organisational Change		*		
Pay Policy		*		
Preventing Sexual Harassment at Work Policy		*		

Probation		*		
Procurement	*			
Recruitment (inc Safer recruitment)		*		
RSHE		<u>*</u>	*	
Risk Management	*			
Scheme of Delegation	*			
Special Educational Needs		*		
Staff Anti Harassment and Bullying Policy		*		
Staff Sickness Absence		*		
Staff wellbeing and mental health		*		
Suspensions & Permanent Exclusions			*	
Travel & Expenses	*			
Trustee register of business interests	*			
Whistleblowing			*	

Alterations to the Scheme of Delegation

There is scope for variation of the Scheme of Delegation in relation to individual schools, subject to their performance, as indicated below.

School Performance	Scheme Arrangement
Good or Outstanding Ofsted category	Full Scheme of Delegation unless mitigating factors (see below)
Requires Improvement Ofsted category	<u>May</u> be reduced Scheme of Delegation
Inadequate Ofsted category	Reduced Scheme of Delegation
Sponsored (irrespective of Ofsted grade) school initial arrangement	Reduced Scheme of Delegation
Low and/or declining pupil outcomes	May be reduced Scheme of Delegation
Weaknesses in finances	May be reduced Scheme of Delegation
Weaknesses in governance and/or leadership	May be reduced Scheme of Delegation
There is evidence that safeguarding is not effective	May be reduced Scheme of Delegation

Where a Scheme of Delegation is reduced there will be regular opportunities to review progress towards a full scheme, with the CEO making recommendations to Trustees when the school should regain full delegation.

The table below, sets out the full Scheme of Delegation that would apply to a strongly performing school with no concerns in governance, student performance or finances.

Please note that the responsibilities allocated to the CEO reflect those that go beyond the position as Trustee, including the role as the Trust Accounting Officer. It is accepted that the CEO may also delegate some duties to senior members of the central team.

In the event of exceptional circumstance, the Board of Trustees reserves the right to suspend its delegation of powers and duties to other bodies.

The Scheme of Delegation

Note: * indicates Diocesan consent, approval, inform or advice is required where the school is a VA or VC school

Please see [QET Articles of Association](#) for overview of reserved powers of Members.

1. Governance				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> Recommend any amendments of Trust Articles of Association to Members for approval Trustees will consult with the Diocese regarding any changes to the Articles of Association. Recommend Trust Board Terms of Reference to Members of approval Approve Trust Scheme of Delegation* Approve new schools joining the Trust* Approve and establish Trust Committees Approve Trust Committee Terms of Reference Approve Local Governance Committee (LGC) Terms of Reference Recommend with Member approval, to appoint (and remove) Trustees* Retain oversight of school's compliance with statutory obligations and legislation (eg. equalities legislation) Approve and appoint Chair of Trust Board (As per Articles) 	<ul style="list-style-type: none"> Recommends Trust Board Terms of Reference to Members of approval Recommends Trust Scheme of Delegation* Recommends new schools joining the Trust* Proposes and establish Trust Committees Recommends Local Governance Committee (LGC) Terms of Reference Recommends with Member approval, to appoint (and remove) Trustees* Ensures that all schools are compliant with statutory obligations Recommends appointment (and remove) Chair of LGC Recommends appointment (and remove) Vice Chair of LGC Recommends, appoint (and remove) Clerk to Trust Board and LGC Recommends decision on level of delegation for each school Proposes review of role descriptions in the light of 	<ul style="list-style-type: none"> Approve and establish Link Governors for priority improvement areas set out on the SDP, to maintain strategic oversight of school improvement Ensure that school is compliant with statutory obligations and duties as set out in the Governance Handbook Chair and the Clerk ensure that the requirements in the Terms of Reference are adhered to. Recommend to Trustees Appointment (and removal) Vice Chair of LGC* Propose the LGC members* Adhere to the calendar of LGC meetings within specified period Ensure that LGC members are receiving the right level of training and comply with statutory requirements (eg Safeguarding Training) Responsible for maintaining a Register of business interests Responsible for evaluating its own effectiveness Responsible for ensuring that the LGC Sharepoint area is up to date in conjunction with the Clerk 	<ul style="list-style-type: none"> Recommends and establishes robust Link Governance is in place Attends all LGCs and ensures that Senior/Subject Leaders are available when required Responsible for keeping the LGC updated with all relevant school development plans, financial planning, pupil performance outcomes Responsible for completing the Headteachers' Termly Report so that Governors have accurate and timely data about school performance Provides day to day operational and strategic leadership of the school 	Trustee Board

<ul style="list-style-type: none"> • Appoint (and remove) Chair and Vice-Chair of LGC* • Approve the appointment (and remove) LGC members* • Approve, appoint (and remove) Chair(s) of Trust Committees • Approve, appoint (and remove) Trust Committee members • Approve, appoint (and remove) Clerk to Trust Board • Maintain a register of pecuniary and business interests of all levels of QET governance • Approve decisions on level of delegation for each school • Review Trustee role descriptions in the light of evolving Trust developments, strategic developments and ethos • Appoint a Safeguarding Lead Trustee • Appoint a SEND Lead Trustee • Appoint Trustee with relevant skills in financial matters • Attend LGC meetings in first 12 months of a school joining the QET • Nominate a Link Trustee for each school to retain communication links between school and Trust 	<p>evolving Trust developments, strategic development and ethos</p> <ul style="list-style-type: none"> • Supports the Headteacher with LGC recruitment needs with the support of the QET’s Governance Professional • Proposes the annual calendar of Trust Board and LGC meetings 			
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2. Ethos				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> • Set and review the vision and strategic direction for the QET • Oversee the translation of the vision and strategic direction of the MAT into practice in individual schools • Uphold the distinctive Christian character of Church of England schools and be accountable to the Diocese at the Annual Review and SIAMS* • Carry out their functions with a view to safeguarding and promoting the welfare of children, having regard to the statutory guidance issued by the Secretary of State 'Keeping Children Safe in Education 2024'. This includes ensuring DBS and Section 128 checks are carried out for Trustees; ensuring that policies include reference to child-on-child abuse, gender issues and allegations against staff. • Approve the Trust Behaviour & Ethos Policy • Approve all relevant admissions arrangements in line with the Schools Admissions Code • Oversee compliance with legal responsibilities set out in Children and Families Act 2014 and SEND Code of Practice 	<ul style="list-style-type: none"> • Reviews the vision and strategic direction for the QET • Reviews and translate the vision and strategic direction of the MAT into practice in individual schools • Reviews the distinctive attributes and aims of the individual schools • Review and uphold the distinctive Christian character of Church of England schools and be accountable to the Diocese at the Annual Review and SIAMS* • Recommends the Trust Behaviour & Ethos Policy • Carries out their functions with a view to safeguarding and promoting the welfare of children, having regard to the statutory guidance issued by the Secretary of State 'Keeping Children Safe in Education 2024' • Works with the Trust Safeguarding Link to uphold a Trust culture of safeguarding • Recommends admissions arrangements in line with the Schools Admissions Code • Monitors that schools discharge their legal duties in relation to children with SEND • Supports the Headteacher with decision making about permanent exclusions 	<ul style="list-style-type: none"> • Consulted on the vision and strategic direction for the QET • Help translate the vision and strategic direction of the MAT into practice in individual schools • Develop the distinctive attributes and aims of the individual schools • Uphold the distinctive Christian character of Church of England schools and meet with the Diocese during SIAMS* • Carry out their functions with a view to safeguarding and promoting the welfare of children, having regard to the statutory guidance issued by the Secretary of State 'Keeping Children Safe in Education 2024' • Appoint a Link Governor for Safeguarding to help uphold a culture of safeguarding in school • Approve permanent exclusions of individual pupils and convene exclusion panels where necessary • Review and approve in-year admission decisions in line with the trust Admissions Policy and the Schools Admissions code. 	<ul style="list-style-type: none"> • Proposes how the distinctive attributes and aims of the individual schools are upheld • Implements the distinctive Christian character of Church of England schools and is accountable to the Diocese at the Annual Review and SIAMS* • Implements the Trust Behaviour & Ethos Policy • Carries out their functions with a view to safeguarding and promoting the welfare of children, having regard to the statutory guidance issued by the Secretary of State 'Keeping Children Safe in Education 2024' • Appoints a DSL and designated teacher to promote the educational achievement of looked after children and previously looked after children on school roll, who reports on their progress to LGC • Ensures that the school discharges its legal duties in relation to children with SEND • Proposes permanent exclusions of pupils to the LGC and CEO • Proposes in-year admissions for consideration in line with the trust Admissions Policy and the Schools Admissions code. 	<p>Ethos Committee</p>

<ul style="list-style-type: none"> Oversee Trust and school level data in relation to behaviour, exclusions, attendance etc 				
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3. School Performance, Curriculum and Teaching				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> Approve an annual Trust improvement plan to deliver the QET priorities Monitor the performance of the schools in the QET and produce an annual report Hold the CEO to account for the performance of schools within the QET Approve School Performance Targets Retain oversight of school Performance Review documentation <i>e.g. SEFs</i> Approve the monitoring and evaluation of quality of education at Trust level Approve the school curriculum of C of E Schools Ensure that at least one Trust representative meets with Ofsted inspectors during an inspection 	<ul style="list-style-type: none"> Draws up and implements an annual Trust improvement plan to deliver the QET priorities, linked to the school level priorities set out in SDPs Monitors the performance of the QET schools and produce an annual report as well as termly CEO Reports for Trustees Approves School Performance Targets Recommends and monitors School Performance Review processes <i>e.g. via the SDP and the SEF</i> Approves annual school improvement plan Monitors the quality of teaching, learning and assessment at Trust and school level including collective worship and RE in church schools Ensure that schools are prepared for 5 yearly SIAMs and half termly progress reviews, Ofsted inspections etc. Approves the school curriculum following the principles set out in the Trust Curriculum Policy 	<ul style="list-style-type: none"> Consulted on School Performance Targets Monitor and challenge School Performance Review documents and process <i>e.g. SEF and SDP</i> Foundation representatives ensure that RE, Collective Worship and Ethos are included in the School annual improvement plan of Church Schools Monitor the quality of teaching, learning and assessment at school level, including collective worship and RE in church schools to ensure preparedness for 5 yearly SIAMs Ofsted inspections and that quality of education is consistently good or better. Consulted on the school curriculum following the principles set out in the Trust Curriculum Policy. (LGC Foundation Governors of Church Schools responsible for ensuring that the C of E nature of the school is reflected in the curriculum) 	<ul style="list-style-type: none"> Draws up and implements an annual school improvement plan to deliver the school improvement priorities Proposes School Performance Targets Leads School Performance Review processes <i>e.g. drafting the SDP and the SEF</i> Reviews and monitor the quality of teaching, learning and assessment at school level (including collective worship and RE in church schools) to ensure preparedness for 5 yearly SIAMs and Ofsted inspections to ensure that quality of education is consistently good or better. Implements the school curriculum following the principles set out in the Trust Curriculum Policy Delivers the EYFS (primaries) in line with statutory requirements Delivers high quality careers guidance in line with statutory requirements 	<p>Trustee Board</p> <p>People, Performance, Pay & Recruitment</p>

	<ul style="list-style-type: none"> • Meets with Ofsted inspectors during an inspection • Provides objective, accurate and high-quality data for Trustees to support them in knowing the questions that need to be asked of executive leaders 	<ul style="list-style-type: none"> • Chair/Co-Chairs meet with inspectors during an Ofsted inspection 	<ul style="list-style-type: none"> • Determines the school curriculum of C of E Schools • Ensure that LGC members and Trustees and the CEO has access to all relevant information in advance of an Ofsted inspection • Produces accurate and high-quality data for stakeholders to support robust accountability 	
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4. Staff Policies and Pay				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> • Annual approval of pay policy for all staff including cost of living and pay progression • Approve staff annual pay awards and pay progression • Oversee and support the recruitment of senior Trust staff, Trustees and local governors • Approve changes to Employee Terms and Conditions or Collective Agreements • Approve CEO Annual Pay Award • Recommend and approve CEO Performance Pay Progression • Approve and ratify HR policies 	<ul style="list-style-type: none"> • Recommends changes to Employee Terms and Conditions or Collective Agreements • Recommends Teachers' Annual Pay Award (including Headteacher's) • Recommends Support Staff Annual Pay Award • Recommends individual Headteachers' Performance Progression • Recommends Teachers' Pay Performance Progression • Recommends Trust Central Team Performance Pay Progression (Finance, IT, HR, Estates) • Recommends updates/changes to HR policy 	<ul style="list-style-type: none"> • Consulted on Headteacher's Appraisal and Pay Progression • Consulted on Teachers' Pay Performance Progression 	<ul style="list-style-type: none"> • Implements Trust Pay Policy for staff in school • Proposes Teachers' Annual Pay Award • Proposes Support Staff Annual Pay Award • Consulted on and implements all HR policy (school and Trust) 	People, Performance, Pay & Recruitment

5. Risk Management				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<p>Appoint a Finance, Audit and Operations Committee to:</p> <ul style="list-style-type: none"> • Approve appropriate Trust risk management policies and School procedures are in place • Approve and maintain the Trust Risk Register • Approve and Maintain a Trust Business Continuity Plan • Consider strategic threats and opportunities in relation to the Schools and MAT* • Ensure that financial controls and effective operational controls are in place • Review, approve and amend trust wide policies on H&S, financial management, data protection etc • Ensure that appropriate insurance cover is in place 	<ul style="list-style-type: none"> • Recommends Trust risk management policies and School procedures • Recommends Trust Risk Register • Recommends Trust Business Continuity Plan • Considers strategic threats and opportunities in relation to the Schools and MAT • Approves School Risk Register • DFO to monitor and support the implementation of the H&S policy • DFO to oversee site inspection and monitoring of H&S issues, premises and equipment 	<ul style="list-style-type: none"> • Consulted on, monitor and review of School Risk Register • Hold oversight of school-level risks • Hold oversight of H&S concerns that are brought to LGC attention by the HT • Hold oversight of business continuity planning 	<ul style="list-style-type: none"> • Implements appropriate Trust risk management policies and ensure School Risk management procedures arrangements are in place • Implements Trust Business Continuity Plan • Proposes, implements and maintains School Risk Register • Implements the Trust H&S policy fulfilling the responsibilities set out for School Leadership Teams • Implements actions (with support of DFO) arising from H&S inspections 	<p>Finance, Audit & Operations</p>

6. Personnel Management				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<p>In consultation with the Diocesan Director of Education where applicable:</p> <ul style="list-style-type: none"> • Appoint the CEO*. Foundation Representatives within the Trust will be invited to be part of the recruitment process. • Approve executive posts • Approve Performance Review of School Headteacher (with CEO) • Approves Performance Review of executive posts (with CEO) • Panel of the board convened and approve appeals against Disciplinary or Capability Procedures in relation to School Headteacher • Consulted on suspension of School Headteacher by Panel of the Board • Consulted on Return of School Headteacher after suspension by Panel of the Board • Approve dismissal of School Headteacher by Panel of the Board* and with the involvement and consultation of Foundation Board representative(s). • Implement Appeal of School Headteacher against dismissal independently of the board. • Consulted on Dismissal of central MAT staff 	<p>In consultation with the Diocesan Director of Education where applicable and DFO and HR Director</p> <ul style="list-style-type: none"> • Recommends executive posts • Approves appointment of Headteacher • Approves appointment of other central staff • Approve teaching and support staff complement • Approves Senior Leadership appointments (including Deputy and Assistant Headteachers) within each school (As in Articles for Church Schools appointments require consultation with Diocesan Director of Education) • Develop and implement the People Strategy • Annually reviews staff wellbeing trends • Lead strategic vision and the overall staff development strategy • Approves Performance Review of School Headteacher (with Trustees) • Approves Performance Review of School Deputy Head/Senior Teacher • Approves Performance Review of executive posts (with Trustees) • Approves Disciplinary and Capability Procedures in relation to Teaching and support staff 	<ul style="list-style-type: none"> • Consulted on appointment of Headteacher • Consulted on Senior Leadership appointments (including Deputy and Assistant Headteachers/Senior Teachers) within each school • Monitors effectiveness of professional development, talent management and succession planning • Consulted on Performance Review of School Headteacher • Reviews key data provided by school and HR Department in maintaining awareness of staffing metrics such as absence, staff turnover and staff wellbeing • Panel of the committee convened and recommend Disciplinary and Capability Procedures in relation to Teaching and support staff • Consulted on Disciplinary and Capability Procedures in relation to School Headteacher (Chairs) • Consulted on Appeals against Disciplinary or Capability Procedures in relation to School Headteacher (Chairs) • Consulted on suspension of School Headteacher (Chairs) 	<p>In consultation with the DFO and HR Director:</p> <ul style="list-style-type: none"> • Recommends Staff complement, structure and grades • Responsible for the recruitment and appointment of school staff other than the Headteacher • Proposes Senior Leadership appointments (including Deputy and Assistant Headteachers) within each school • Proposes School Teaching and support staff appointments and maintains a structured approach to talent management and succession planning at school level • Responsible for the accuracy of the school's Single Central Record and statutory compliance with safer recruitment requirements • Develops and implements the school's CPD strategy, including delivery of CPD aligned with the school's improvement plan • Recommends Performance Review of School Deputy Head and other staff • Recommends Disciplinary and Capability Procedures in relation to School Deputy Headteacher /Senior Teacher • Recommends Suspension of School Deputy Headteacher/Senior Teacher 	<p>People, Performance, Pay & Recruitment</p>

<ul style="list-style-type: none"> • Approve Appeal of central MAT Staff against dismissal by Panel of the Board. • Approve implementation of organisational change policy 	<ul style="list-style-type: none"> • Panel of the board convened and approve Disciplinary and Capability Procedures in relation to School Headteacher • Approves suspension of School Headteacher • Approves return of School Headteacher after suspension • Recommends dismissal of School Headteacher • Panel of the board convened and approve disciplinary and Capability Procedures in relation to School Deputy Headteacher/Senior Teacher • Approves suspension of School Deputy Headteacher/Senior Teacher • Approves return of School Deputy Headteacher/Senior Teacher after suspension • Approves dismissal of School Deputy Headteacher/Senior Teacher • Approve suspension of School teaching and support staff • Approves return of school teaching and support staff after suspension • Approves dismissal of School teaching and support staff • Approve dismissal of central MAT staff • Recommends appeal of central MAT Staff against dismissal • Recommends the implementation of Organisational Change processes 	<ul style="list-style-type: none"> • Consulted on Return of School Headteacher after suspension (Chairs) • Consulted on Dismissal of School Headteacher (Chairs) • Consulted on Appeal of School Headteacher against dismissal (Chairs) • Consulted on Disciplinary and Capability Procedures in relation to School Deputy Headteacher/Senior Teacher • Consulted on suspension of School Deputy Headteacher/Senior Teacher • Consulted on Return of School Deputy Headteacher/Senior Teacher after suspension • Consulted on Dismissal of School Deputy Headteacher/Senior Teacher • Consulted on Appeal of School teaching and support staff against dismissal 	<ul style="list-style-type: none"> • Recommends Return of School Deputy Headteacher/Senior Teacher after suspension • Recommends Dismissal of School Deputy Headteacher/Senior Teacher • Recommends suspension of School teaching and support staff • Recommends return of School teaching and support staff after suspension • Recommends dismissal of School teaching and support staff • Approves response to requests for flexible working in consultation with Dir of HR • Proposes response to requests for early retirement with Dir of HR 	
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	<ul style="list-style-type: none"> • Approves response to requests for early retirement • Oversees delivery of a high-quality central HR function • Approves response to requests for flexible working in consultation with Trustees for Executive Staff 			
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7. Financial Governance and Management - amendments to be made pending recommendations and outcomes from QET Community Resourcing Group				
Trustees	Chief Executive Officer (CEO) In consultation with the DFO	Local Governance Committees (LGCs)	Headteacher In consultation with the DFO	Committee Responsible
<ul style="list-style-type: none"> • Approve Trust 3-year Budget Plan (3-year plan considered and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan) • Approve Trust 1-year Budget • Recommend Trustees Report and Annual Financial Statements and present to members • Consulted on Appointment of a registered statutory auditor for Members Approval • Approve Response to Auditor’s Management Letter through FO&A Committee • Approve School 1-year Budget Plan • Approve School 3-year Budget Plan (3-year plan considered 	<ul style="list-style-type: none"> • Recommends Trust 3-year Budget Plan • Recommends Trust 1-year Budget • Recommends Trustees Report and Annual Financial Statements • Prepares annual financial statements in line with ESFA’s Academies Accounts direction • Approves Trust Schools Accounts Return to EFSA • Recommends School 3-year Budget Plan • Recommends school 1-year Budget • Recommends School Budgets Monitoring and Forecast Report and Actions • Recommends revisions to boarding fees 	<ul style="list-style-type: none"> • Consulted on School 3-year Budget Plan • Consulted on School 1-year Budget • Consulted on monthly management accounts report review and monitoring points for action by the Headteacher • Consulted on boarding fees annually • Consulted on the use of strategic reserves • Consulted on the use of self-generated income • Consulted on proposed budget movements (Virements) up to <ul style="list-style-type: none"> ○ £5k – Primary ○ £25K - Secondary 	<ul style="list-style-type: none"> • Proposes School 3-year Budget Plan • Proposes school annual Budget • Proposes boarding fees annually • Proposes the use of strategic reserves via QET business case submission – up to £2.5k via DFO/CEO, above £2.5k via business case • Proposes the use of school self-generated income • Reviews the monthly management account reports and responds to points for action • Maintains a balanced budget • Proposes budget movements (Virements) up to <ul style="list-style-type: none"> ○ £5k – Primary ○ £25K - Secondary 	<p>Finance, Audit & Operations</p> <p>Trustee Board</p>

<p>and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan)</p> <ul style="list-style-type: none"> • Approves boarding fees annually • Approve the annual programme of internal scrutiny as put forward by the Executive Team • Approve finance policies • Approve the use of strategic reserves over £2.5k and Capital Grants 	<ul style="list-style-type: none"> • Recommends annual programme of internal scrutiny • Prepares monthly management accounts setting out financial position and performance • Recommends finance policies to Trustees • Approves the use of Strategic reserves up to £2.5k. • Recommends the use of strategic reserves to Trustees for above £2.5k • Consulted on the use of self-generated income • Approves budget movements (Virements) up to £25K 			
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8. Financial Authorisation/Management				
Trustees	Chief Executive Officer (CEO)/DFO	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> • Approves expenditure on items not in current year's school budget, in excess of 1% or £10,000 • Approve Expenditure over UK procurement legislation limit. (Internal approval by Finance Cttee) • Approve dismissal compensation staff severance/redundancy payments over £50k (SoS 	<ul style="list-style-type: none"> • Approves expenditure on items not provided, in current year's school approved budget • Recommends expenditure on items not provided in current year's school budget, in excess of 1% or £10,000 whichever is the lower • Consulted on and recommends Expenditure over UK procurement legislation limit.¹ 	<ul style="list-style-type: none"> • Consulted on expenditure on items not included in current year's school approved budget • Consulted on dismissal compensation, staff severance and redundancy payments • Consulted on Disposals or write off stock, assets or debts up to £10k (individual item not cumulative) 	<ul style="list-style-type: none"> • Approves expenditure on costed items including in current year's school approved budget in line with the Trust procurement policy • Proposes expenditure on items not included, in the current year's school approved budget. • Proposes Dismissal Compensation, staff severance, redundancy payments from £25k to £50k. All requests to be 	Finance, Audit & Operations

¹ The thresholds. are: goods – £213,477, works – £5,336,937, most services – £213,477, Some services for education, health and care are covered by the 'light touch regime'. The threshold for these is £663,540. Check the list of all the services covered by the light touch regime in the legislation. Use of Gov.uk find a Tender Service required. Internal approval by Finance Cttee)

<p>(EFSA) only. Internal approval by Board)</p> <ul style="list-style-type: none"> • Advised of dismissal compensation, staff severance, redundancy payments up to £50k (gross before income tax or other deductions) • Approve the establishment/ dissolution of a subsidiary company • Approve disposals or write off stock, assets or debts in excess of £10k (individual item not cumulative) 	<ul style="list-style-type: none"> • Approves dismissal compensation, staff severance, redundancy payments up to £50k (gross before income tax or other deductions) • Recommends dismissal compensation, staff severance/redundancy payments over £50k (SoS (EFSA) only. Internal approval by Board) • Approves disposals or write off stock, assets or debts up to £10k • Recommends disposals or write off stock, assets or debts in excess of £10K (individual item not cumulative) 		<p>referred directly to DFO and Dir of HR</p> <ul style="list-style-type: none"> • Proposes staff severance/ redundancy payments. All requests to be referred directly to DFO for Internal approval by Board. • Proposes Disposals or write off stock, assets or debts up to £10k (individual item) • Ensures that PP funding is spent on improving attainment for eligible pupils 	
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9. Central Services				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> • Approve scope of central services to be provided to schools within the trust • Approve the school contribution for the provision of central services • Approve Services to be contracted by the trust (procurement subject to Finance Regulations as set out below and above) 	<ul style="list-style-type: none"> • Recommends scope of central services to be provided to schools within the Trust • Recommends services to be contracted by the trust (procurement subject to Finance Regulations as set out below) • Implements central services model, evaluates the offer, and reports to Trustees. 	<ul style="list-style-type: none"> • Consulted on scope of central services to be provided to schools within the school trust • Consulted on the school contribution for the provision of central services • Consulted on the quality of delivery of central service offer 	<ul style="list-style-type: none"> • Consulted on scope of central service offer • Consulted on quality of delivery of central service offer • Consulted on school contribution to central service offer 	<p>Finance, Audit & Operations</p>

10. Premises and Assets*				
Trustees	Chief Executive Officer (CEO)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> • Approve acquiring a freehold on land or buildings • Approve disposing of a freehold on land or building • Approve entering/granting any leasehold or tenancy agreement for more than 5 years 	<ul style="list-style-type: none"> • Recommends acquiring a freehold on land or buildings • Recommends disposing of a freehold on land or building • Recommends entering/granting any leasehold or tenancy agreement for more than 5 years • Recommends entering into any operating lease. This will need to be approved by the FO & A. Please see regulation IFRS16 lease regulation • Approves entering into any operating lease 	<ul style="list-style-type: none"> • Consulted on acquiring a freehold on land or buildings • Consulted on disposing of a freehold on land or building • Consulted on entering/granting any leasehold or tenancy agreement for more than 5 years • Consulted on entering into any operating lease 	<ul style="list-style-type: none"> • Proposes acquiring a freehold on land or buildings • Proposes disposing of a freehold on land or building • Proposes entering/granting any leasehold or tenancy agreement for more than 5 years • Proposes entering into any operating lease 	Finance, Audit & Operations

11. Health & safety				
Trustees	Chief Executive Officer (CEO)/DFO (Director of Finance and Operations)	Local Governance Committees (LGCs)	Headteacher	Committee Responsible
<ul style="list-style-type: none"> Accountable for the provision of clear and regular information to a range of relevant bodies Accountable for statutory compliance. Responsible for reviewing Trust policies and ensuring their implementation within an annual programme. Form the corporate body and serve as the employer under the Health and Safety at Work Act 1974 Responsible for monitoring and periodically reviewing health and safety performance Ensure adequate resources are made available for the discharge of the employer's health and safety duties 	<ul style="list-style-type: none"> Monitor statutory compliance on behalf of the Board Responsible for monitoring statutory compliance in relation to the information provided to the regulators, parents/carers and others on behalf on the Board Provide guidance and model policies Responsible for supporting and challenging the school on the quality of information Responsible for monitoring the quality of information provided by the school Appoint a competent health and safety professional Develop health and safety policies and monitor performance reporting to Board Provide health and safety support to all schools and central team The health and safety policy defines the Trusts risk appetite with regard to health and safety compliance 	<ul style="list-style-type: none"> Responsible for reviewing school policies and their implementation within an annual programme. Appoint a H&S governor to have specific responsibility for health and safety in the school, attending the relevant sub-committee where health & safety is discussed (if relevant) Reporting to full LGC as appropriate Monitor risk assessments Monitors, supports, and challenges the health and safety performance at the school Approval and monitoring of external visits (approval can be delegated to Headteacher for Category A visits) Monitor accident records 	<ul style="list-style-type: none"> Responsible for the adaptation and implementation of school policies in line with statutory requirements Ensure the information provided by the school is of a high quality Accountable for health and safety performance within the school Ensures that all staff within their school have received sufficient training, information, instruction, and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner Responsible for providing termly reports on health and safety to the LGC May delegate some health and safety responsibilities to staff in accordance with the Trust and school health and safety policy Ensures that staff with delegated responsibilities receive sufficient training, information, instruction and supervision This includes time to undertake the role 	Finance, Audit & Operations

	<ul style="list-style-type: none">• Provide central team staff with the training, information, instruction, and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner• Approval of category B visits as the Trust educational visits advisor• Report RIDDOR reports to the HSE• Liaise with enforcing authorities			
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