



# **Manor Multi-Academy Trust**

## **Scheme of Delegation All Schools**

**Approved by the Trust Board on 8 March 2022**

## Introduction

Our Multi-Academy Trust (MAT) is run by a CEO with a Board of Trustees referred to as ‘Directors’ and is accountable to the Department for Education (‘the DfE’). The Directors on the board are appointed by the Members of the Trust and by The Church of England Central Education Trust (CECET) in our church schools. The scheme of delegation is amended by Directors.

Each School has its own Local Governing Body (LGB). The Governors who serve on the Local Governing Body are appointed by the Board of Directors, by The Church of England Central Education Trust (CECET) and by the LGB. Parent representatives are elected by the parents and staff representatives are elected by the staff of the school.

**The Trust Board have overall legal responsibility for the operation of the MAT and the schools within it. The Trust Board (Directors) work in partnership with its family of schools to deliver quality outcomes for pupils and adults.**

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

- Trust Members
- Directors - The Trust Board and/or
- The Chief Executive Officer (‘the CEO’), who is an executive member of the Trust Board and/or
- Local Governing Bodies of the school;
- Headteachers/ Heads of our schools

The CEO can delegate to another member of the Trust Executive Leadership Team (This consists of Deputy CEO, Executive Leaders and CFO)

The Trust Board give the Chair of Directors and Chairs of LGBs to make a decision between meetings which has not been formally delegated to them to make, in effect s/he uses the power of office to make the decision as outlined in **Appendix 1**

**All academies are required to operate in accordance with the Trust’s policies and procedures, as well as demonstrating principles of good financial management. Members, Directors, LGBs and Staff must follow the latest version of the ESFA Academy Trust Handbook.**

Academies are subject to annual external and regular internal audit, as well as other assurance work as required.

## Trust Members

Members are responsible for ensuring the Trust meets its charitable objectives.

Members are responsible for appointing/ and removing (in certain circumstances) the Directors of the Trust.

Members agree and can amend the articles of association.

They are responsible for appointing the Trust's external (financial statements and regularity) auditor, and they have the right to receive the annual report and financial statements.

Members have the power to change the name of the company and, ultimately, wind up the Trust.

They are responsible for holding an Annual General Meeting (AGM), further (extraordinary) general meetings may be called by the Directors or Members.

## The Trust Board

The Trust Board has overall responsibility for administration of Manor Multi Academy Trust's finances. The main responsibilities of the Board of Directors are prescribed in the Funding Agreement between our Academies and the DfE.

The Trust Board is made up of the following committees

- Finance and General Purposes Committee;
- Audit and Risk Committee;
- Pay Committee;
- Teaching School Hub Committee.

Each committee have their own terms of reference

Where functions are to be carried out by a Committee this is identified in this Scheme of Delegation. If no Committee is mentioned the Trust Board will deal with the matter.

## The CEO and Executive Leadership Team

The executive leadership team comprises the Chief Executive Officer (CEO), Deputy CEO; Executive Leaders and the Chief Financial Officer (CFO). A significant number of responsibilities under this Scheme of Delegation lie with the CEO. It is recognised that the CEO may choose to delegate some of their duties to the Executive Leadership Team, Chief Finance Officer and the trust central support team.

## Trust Schools

When a new school converts and joins the MAT it will be allocated to the appropriate 'school group' (priority or semi-supported) based on:

- latest Ofsted Inspection Report; and
- MAT assessment of its historical performance and future prospects, undertaken through 'due diligence' before the school transfers into Manor MAT.

The category allocation is very important because it may affect the following:

- The extent to which responsibilities are delegated to the school; and
- The funding arrangements (The additional capacity/ support they will need to continue to improve)

## Reviewing the School Category

In order to determine the category (Priority or Semi-Supported) the CEO will review each school annually. The category allocation will be linked to the performance of the school in relation to:

- Quality of Education;
- Quality of Behaviour and Attitudes;
- Quality of Early Years;
- Leadership and Management;
- Outcomes;
- Safeguarding;
- Finance;
- Buildings.

The CEO following consultation with the Chair/ Vice Chair of the Trust Board and the Chair of the relevant governing body reserves the right to change the school group at any time if they arrive at the conclusion this is in the interests of both the school concerned and the wider MAT family. The CEO will not delegate this responsibility.

## Local Governing Body (LGB)

The LGB constitution is outlined in the LGB Terms of Reference (**Appendix 2**).

## Executive Governing Bodies

In very rare circumstances the CEO may decide that there are such significant concerns within a school that the Local Governing Body should be suspended and replaced with a temporary Executive Governing Body (EGB). The CEO will bring this to the attention of the Trust Board who will discuss the matter and arrive at a decision.

The Executive Governing Body (EGB) will be a committee of the Majority Trust Board directors of MANOR MAT and has delegated power to control and support the school; this may include withdrawing some of the delegated responsibilities of the school leadership team and undertaking these duties as an EGB.

The EGB will consist of the following:

- CEO;
- Two additional Directors from Trust Board
- Finance governor: usually this will be a member of the Manor MAT central support team;
- Staffing: the Headteacher / Head of School will represent the interests of the staff; and

Within the Scheme of Delegation, the Executive Governing Body (EGB) will still operate with the scheme of a 'priority' school. Where an EGB is in place, LGB should read as EGB in the Scheme of Delegation.

## Delegated functions

This Scheme of Delegation covers five areas:

- Strategy and Leadership;
- Education and Curriculum;
- Finance;
- Human Resources;
- Asset Management;

## Working together as a family of schools

In addition to the school improvement programme, all schools within the MAT family will contribute to the following:

- Development and maintenance of school policies;
- Sharing of best practice through school-to-school support;
- Mentoring and coaching of staff; and provision of emergency cover;
- Recruitment, training and appraisal of Governors for Local Governing Body.

This scheme will be reviewed on an annual basis by the Trust Board.

**The MAT has legal responsibilities to the DfE and follows best practice as outlined in the ESFA Academy Trust Handbook**

## STRATEGY AND LEADERSHIP

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Development of the strategic plan for the Trust</b>		Set the strategic direction of the Trust and monitor its Implementation.	Advises Trust Board on strategic development and reports to Trust Board on the implementation and impact.	Are consulted via LGB meetings	Are consulted via Head teacher Network meeting.
<b>Deliver strategic objectives and School Improvement Plans</b>		Monitor performance of Schools via Key Performance Indicators.	CEO approves school improvement plans.	LGB monitors implementation and impact.	Headteacher/ Head of School Drafts school improvement plans and ensures quality assurance taking into account the most recent guidance from the OFSTED framework and ESFA.

<b>Aspect</b>	<b>Trust members</b>	<b>Board of Directors</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>School Improvement Plans</b>		Receives reports regarding effectiveness of school improvement plans from CEO enabling Directors to undertake their monitoring role effectively in regard to evaluating school improvement plans.	CEO ensures LGBS are undertaking their monitoring role effectively in regard to evaluating impact of school improvement plans.	Monitors school improvement priorities, Tracks progress towards milestones being achieved termly Evaluates impact of school improvement plan.	Develops School improvement plan in consultation with CEO and school leadership team
<b>Articles of Association</b>	Articles of association are amended by Trust Members	Articles of association are amended by the 'members' the directors advise members.			
<b>Compliance: Regulatory and Funding agreement</b>		Ensure compliance with all obligations and requirements affecting the Trust including the; ESFA Academy Trust Handbook all charity law, company law, employment law and health and safety legislation.	Deliver all requirements and report to Trust Board.	Ensure compliance with obligations and requirements of their funding agreement	Deliver all requirements and report to CEO/ CFO

## GOVERNANCE

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Establishing processes and procedures</b>		Establish Trust Committees  Sets terms of references and termly agendas for its own committees and that of LGBS.	Informs and Advises Trust Board of Directors on effectiveness and impact.	Operates within the terms of reference and delegated powers set by the Directors.	
<b>Appointment of Chair of Trust</b>	Members appoint and remove Directors (non CECET and Co-Opted)	Trust Board elects the chair and vice chair of the Trust each academic year			

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Appointment of Governors of Local Governing Body.</b>				LGBs responsible for the election of Chairs and Vice chairs each academic year.	
			Makes recommendations to the Trust <i>Board</i> for appointment of Trust Appointed Governors to LGBS.	Recommend new Trust Appointed Governors to the Trust Board for their approval.	
				Governance professional informs CEO and LGBs of any vacancies	
				LGBs vote to remove governors for Non-Attendance and recommend removal to Trust Board	
<b>Training Programme for Trust Board and Governors</b>		Determine training programme for Trust Board and Governors and evaluate impact	Develop Training Programme for Trust Board and Governors		

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<p><b>Appointment and removal</b></p> <p><b>Governors of Local Governing Body.</b></p>		<p>Makes recommendations to the Trust Board for appointment of Trust Appointed Governors to LGBS</p> <p>Have the delegated responsibility to terminate the appointment of a governor when there are serious concerns regarding a governors –e.g., when they have not attended without accepting apologies for the last six months; and / or when they have breached the Manor MAT governor code of conduct; where they have / could have brought the school or MAT into disrepute as a result of their words or actions; when they have broken confidentiality (with the exception of whistleblowing).</p> <p>Recommend to CECET the termination of a CECET appointed governor where there is a serious concern</p>	<p>Can recommend to Trust Board termination, the appointment of a governor when there are serious concerns</p>	<p>LGB members can recommend to the CEO/ Trust Board to terminate the appointment of a governor when they have not attended without accepting apologies for the last six months; and / or when they have breached the Manor MAT governor code of conduct; where they have / could have brought the school or MAT into disrepute as a result of their words or actions either in school or outside of school; and / or when they have broken confidentiality (with the exception of whistleblowing).</p>	

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
		Trust Board discuss and approves any removal of LGB and replacement with EGB if appropriate and only in rare circumstances	Responsibility of notifying Trust Board of concerns with LGBS and the option of replacing with an Executive Governing Body		
<b>Appoint Auditors</b>	Members appoint Auditors	Trust Board recommends Auditors to Members. Members appoint.	CEO co-ordinates tendering process on behalf of Directors.		
<b>Statutory Audit Procedures and Corporate Risk Register</b>	Members receive statutory accounts	Trust board is responsible for approving the statutory accounts of the MAT recommending them to the Manor MAT Trust Members. Trust Board ensure compliance Corporate Risk Register Implement and review Risk register	CEO/CFO to prepare and approve the audit documentation and ensure all statutory financial documents are appropriately filed.  Management of Corporate Risk Register	CEO reports to LGB any recommendations from auditors that pertain to their establishment.	The Headteacher / Head of School provide information and assistance in relation to statutory audit procedures  Implement any actions identified by the auditors
<b>Compliance conflicts of interests</b>	Declare related and non- related interests  Comply with conflicts of interest policy	Ensure up-to-date completing register of business interests and ensuring procedures in place to deal with any conflict of interest policy and connected and non-connected party transactions Determine conflicts of interest policy <b>Appendix 2</b>	Declare related and non- related interests  Comply with <i>Conflicts of Interests Policy</i> including declaring all “interest that might reasonably be regarded as potentially giving rise to a conflict	Declare related and non-related interests  Comply with <i>Conflicts of Interests Policy</i> including declaring all “interest that might reasonably be regarded as potentially giving rise to a conflict	Declare related and non- related interests  Comply with <i>Conflicts of Interests Policy</i> including declaring all “interest that might reasonably be regarded as potentially giving rise to a conflict

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<p><b>Other major strategic decisions; i.e. the restructure of the central MAT team, the taking on of another school into the MAT, the growth plan of the MAT School strategic decisions, e.g. changing the school's PAN, running /ceasing to run a school based nursery, establishment /cessation of a before/after school provision.</b></p>		<p>Directors will review any proposal put to it by the CEO and may:            approve the proposal as submitted to it; or            Approve the proposal subject to any amendments it considers appropriate; or            reject the proposal.</p>	<p>The CEO will assess any proposal put forward by the Headteacher / Head of School.            The CEO may decide to:</p> <ul style="list-style-type: none"> <li>• Approve</li> <li>• Reject</li> <li>• Ask for further amendments</li> <li>• Refer to Trust Board if above delegated spending limit</li> </ul>	<p>LGB can make strategic proposals to the CEO if appropriate</p>	<p>The Headteacher / Head of School are to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher / Head of School will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.</p>

## FINANCE

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>All Financial policies</b>		Trust Board review and determine draft policies ensuring compliance with funding agreement from ESFA; Trust Handbook; Scheme of Delegation and DFE requirements	Draft policies for approval by directors ensuring compliance with funding agreement from ESFA; Trust Handbook; scheme of delegation and DFE requirements	Comply with funding agreement from ESFA; Trust Handbook; Scheme of Delegation; DFE requirements and Mat financial policies	Implement agreed policies across school to ensure compliance with funding agreement from ESFA; Trust Handbook; scheme of delegation and DFE requirements.
<b>Funding Model</b>		Determine funding model across the Trust	Recommend funding model to Trust Board for Approval	Comply with funding model	Comply with funding model
<b>Budget</b>	Stay informed about how the Trust Board is performing financially	Directors review and approve budget for MAT and all schools recommended by the Finance Committee.  Finance and General Purposes Committee monitor progress against each budget plan.	Responsible for the development of 5 year budget for the trust and all of its schools, working in consultation with CFO and Headteacher / Head of Schools.	Receive budget plan termly Financial Headteacher report and hold school Headteacher to account for finances related to school improvement spending across allocated cost centres Cost centres: *Learning resources *ICT	Work with CFO and CEO to prepare a 5 year budget for the school in accordance with Manor MAT requirements and school improvement priorities. Develop school improvement plan to use targeted school

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
	Receive audited annual report and accounts		Submit final budgets to Trust Board, via the Finance and General Purposes Committee for approval.	*Disadvantaged learners *Sports Premium *Catch up funding	improvement funding to improve the school in line with DFE requirements and Ofsted Framework and Academy Trust Handbook
<b>Allocation of funding within the Trust</b>		Trust Board Review and approve funding allocation recommended by the Finance and General Purposes Committee.	Advise and recommend distribution of funding to the Directors via the Finance and General Purposes Committee.		
<b>School in deficit or setting a deficit budget</b>		Finance Committee Review and approve the deficit recover plan.	Recommend to Finance Committee that deficit recovery plan should be approved, and monitor progress against the plan.	Discuss with CEO and CFO deficit recovery plan	Prepare deficit recovery plan with CEO and support from the CFO
		Trust Board visit management accounts at least 6 times a year  Finance and General Purposes Committee monitor progress against recovery plan and discuss options where recovery is not on track		Review school's progress through termly reports from the Headteacher / Head of School.	Headteacher / Head of School delivers the deficit recovery plan.

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Budget Monitoring and delivery</b>		<p>Trust Board receives monthly management accounts.</p> <p>Trust Board scrutinise monthly management accounts</p> <p>Trust Board approve delegated spending limits</p> <p>Ensure spending is in line with delegated spending limits</p>	<p>Ensure the production of monthly management accounts and review performance against budget, taking action where required to ensure spend is within budget or to reduce any budget overspend</p> <p>Ensure spending is in line with delegated spending limits</p>		<p>Responsible for spending in line with the approved budget and spending limits and agreeing any changes to individual forecasts with CEO/CFO</p>
		<p>Trust Board review termly budget monitoring reports for the Trust and individual schools.</p>	<p>Present accounts to the Trust Board on a monthly basis and termly to the Finance and General Purposes Committee.</p> <p>Monitors all school budgets with CFO taking action where necessary</p>	<p>Headteacher/ Head of school shares termly Headteacher Financial update. LGB scrutinise school improvement spending linked to SIP and impact and cost centres as outlined above</p>	<p>Meets with CFO monthly to review budget and monthly management accounts.</p>

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Budget Monitoring and delivery</b>		<p>Ensure oversight and transparency meeting requirements ; ESFA Academy Trust Handbook</p> <p>Monthly Management Accounts available to directors monthly to access, scrutinise and discuss by Trust Board and Finance and General Purposes committee</p>	<p>The CEO/CFO will take direct control of school finances where schools:</p> <ul style="list-style-type: none"> <li>• Persistently bypass purchasing or appointment processes set out in the Trust’s policies;</li> <li>• Fail to follow correct tendering/value for money processes set out in the Trust’s policies; or</li> <li>• Forecast an overall negative variance against budget of greater than £5,000 without prior agreement from the CFO.</li> </ul> <p>Control will be returned to Headteacher / Head of Schools once it can be demonstrated that financial control is embedded within the operations of the school when CEO/CFO are satisfied</p>		

Aspect	School Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Budget Monitoring and delivery</b>		Finance and General Purposes committees and Trust Board receive accounts at each meeting.			
<b>Use of reserves</b>		Review and approve business cases for submissions outside the delegated authority of the CEO.  Trust Board to determine use of reserves policy and loans to any MAT schools using reserves	CEO/ CFO reviews business case and will either Approve; or Reject; or Ask for further work to be carried out; or CEO Recommend to Directors where the request is outside of delegated financial powers.		Proposes business case to LGB and then CEO regarding use of reserves.
<b>Use of reserves</b>			CEO approves recommended business cases from CFO up to delegated limits.		

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Capital budget</b>		Trust Board approve annual capital programme for use of all other capital funding streams including School Condition Allocation Funding  Monitor progress against 5 year capital programme.	Develop 5 year capital programme for the Trust based on available and predicted funding with reference to the estates and ICT strategy (including contingency for unplanned needs) taking into account recommendations from Heads		Headteacher / Head of Schools to make recommendations to CEO on estates and ICT requirements, following discussions with the CFO and Head of ICT.
<b>Writing off bad debts</b>		Finance and General Purposes Committee considers any writing off individual pupil debt e.g. school, trips and lunches, greater than £500 after seeking approval from Auditors and only if there is no realistic prospect of recovery	Approve writing off any pupil debts above £500.		Recommend to the CEO writing off individual pupil debt e.g. school, trips and lunches, up to £500 per pupil.

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Writing off bad debts</b>		Trust Board work with external financial auditors to agree writing off any bad company related debts ensuring compliance with all Financial policies and ESFA Trust Handbook	CEO brings to the attention any bad debts to Trust Board		
<b>School staff appointments (with the exception of Headteacher / Head of Schools)</b>			CEO approves all appointments informing Trust Board of any Structural Change	Schools to invite LGB members to participate in interviews where appropriate	Recommends to the CEO any vacancies and proposed appointments (both existing and new roles).
<b>ESFA Schedule of Requirements (the 'Musts')</b>		Ensure compliance with all Financial policies and ESFA and DFE requirements and guidance	Ensure compliance with all Financial policies and ESFA and DFE requirements and guidance	Ensure compliance with all Financial policies and ESFA and DFE requirements and guidance	Ensure compliance with all Financial policies and ESFA and DFE requirements and guidance

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<p><b>Expansion/ reduction of existing facilities</b></p>		<p>Trust Board will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <li>• Approve the proposal;</li> <li>• Request amendments it considers appropriate and ask for it to be resubmitted; or</li> <li>• Reject the proposal</li> </ul>	<p>The CEO will assess any proposal put forward by the Headteacher / Head of School.</p> <p>The CEO may decide to:</p> <ul style="list-style-type: none"> <li>• approve the proposal; or</li> <li>• approve the proposal subject to any amendments the CEO considers appropriate; or</li> <li>• reject the proposal; or</li> <li>• refer the proposal to Trust Board for a decision if it exceeds CEO delegated spending limit.</li> </ul>	<p>LGB to contribute to any discussions with the CEO regarding any proposals to expand / reduce any existing facilities at the school</p>	<p>The Headteacher / Head of School with the LGB to explore any proposal to expand / reduce any existing facilities at the school and seek guidance from CEO and Approval Trust prior to any commitment.</p> <p>The Headteacher / Head of School will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.</p>

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Taking on new premises</b>		Trust Board will review any proposal put to it by the CEO and may: <ul style="list-style-type: none"> <li>• approve the proposal as submitted to it;</li> <li>• or approve the proposal subject to any amendments</li> </ul>	The CEO will assess any proposal put forward by the Headteacher / Head of School. The CEO may decide to: <ul style="list-style-type: none"> <li>• approve the proposal as submitted to the CEO; or</li> </ul>	LGB to contribute to discussions with the CEO regarding any proposals to take on any new premises.	The Headteacher / Head of School is to explore with the CEO of any proposal to take on new premises.
<b>Taking on new premises</b>		<ul style="list-style-type: none"> <li>• It considers appropriate; or</li> <li>• Reject the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• approve the proposal subject to any amendments the CEO considers appropriate; or</li> <li>• reject the proposal; or</li> <li>• Refer the proposal to Trust Board for a decision.</li> </ul>		The Headteacher / Head of School will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Severance, compensation and ex gratia payments</b>		<p>Authorize £20k - £50k.</p> <p>NB over £50k non-contractual and all ex gratia payments <b>require ESFA approval.</b></p> <p>Ensure compliance with all Financial policies and Trust Handbook and DFE requirements and guidance</p>	<p>Authorize up to £20k</p> <p>Ensure compliance with all Financial policies and Academy Trust Handbook and DFE requirements and guidance</p> <p>CEO informs LGB</p>		<p>Ensure compliance with all Financial policies and ESFA Trust Handbook and DFE requirements and guidance</p>
<b>Whistle blowing policy</b>		<p>Approve policy and receive reports of any incidents of whistle blowing.</p>	<p>CEO recommends policy to the board.</p> <p>CEO monitors to ensure Heads bring the whistleblowing policy to the attention of all staff on induction and annually.</p>	<p>LGB to ensure the whistleblowing policy is on the school website so that it is being promoted to all staff.</p>	<p>To bring the whistleblowing policy to the attention of all staff on induction and annually.</p>
<b>Risk Management</b>		<p>Audit and Risk Committee review key risks and measures implemented to mitigate and report to Trust Board</p>	<p>Ensure that a trust level risk register is in place. Identify and implement measures to mitigate the risks identified.</p>	<p>LGB to discuss school risk register in termly LGB meeting to ensure they are aware of all school risks and processes in place to ensure all requirements are met</p>	<p>Ensure that a school level risk register is in place which is fit for purpose and share with LGB/ CEO</p>

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Risk Management</b>		Receive reports from the CEO/ CFO at each meeting of the Risk and Audit Committee and Trust Board regarding new risks and those which have been escalated to 'red'.	Issue reports from the CFO to each meeting of the Finance Committee and Full Board regarding new risks and those which have been escalated to 'red'.	Following the termly review by the LGB, the risk register should be submitted termly to the CEO/ CFO.	Headteacher / Head of Schools must report on risk to the LGB on a termly basis.
		Trust Board to be informed of any risk register concerns on a termly basis.	Trust Board informed by CEO's Termly Report with any risk register concerns.		
		In the event of any concerns regarding potential malpractice /fraud Trust Board follow regulations as outlined in ESFA Academy Trust Handbook	CEO to meet Heads / heads of Service termly to review School level risks		Heads termly to review School level risk assessments and report to CEO.
<b>Insurance</b>		Ensure appropriate insurance arrangements are in place.	CEO/ CFO procure appropriate insurance for the Trust following recommendations from DFE. CFO responsible for insurance claims and monitoring progress and reporting to Trust Board	Alert the CEO/CFO of any additional insurance needs that may be required for their particular school.  Head to report insurance claims made/ injury to child/ person and corrective action if required and any financial penalty if imposed	Ensure that the school's additional insurance meet the needs of the school including any travel, mini buses etc.

## HUMAN RESOURCES

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Pay and Performance Management (PM)</b>		<p>Approval of whole Trust Board Pay Policy, pay scales and benefits.</p> <p>Approval of Trust Board Performance Management Policy</p>	Ensures that all central support team staff receives appropriate appraisal and remuneration.	Head informs chair of LGB Headteacher PM targets and provides anonymized version of school performance management targets so they can ensure they are impacting on school improvement priorities	<p>Ensures that appraisals are undertaken in accordance with school PM / appraisal policy and report outcomes to CEO who reports to Trust Board</p> <p>Following these reviews the Headteacher / Head of School makes recommendations to the CEO regarding any salary increases.</p> <p>Salary increases discussed at Pay Committee who make final decision</p>
		<p>Set the pay ranges of Headteacher / Head of Schools at each school Pay Committee approves pay increments.</p> <p>Ensure all pay increases were matched to pay scales as set by DFE/ Trust and are affordable within the financial means of the school</p>	Review performance of all heads and makes recommendations to Trust Board/ Pay Committee	To receive an annual report from the Headteacher / Head of School regarding the staff performance management targets	<p>Implements the MAT wide Pay Policy and Performance management Policy</p> <p>Review performance of all staff ensuring they are impacting on school improvement priorities</p>

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Pay and Performance Management</b>		Performance management of CEO and remuneration package Trust Board act as the Pay Body for the whole-trust	The CEO performance manage all Headteacher/ Head of Schools.		Reviews the school's Performance Management / appraisal policies and makes recommendations for amendments to the CEO
			Review any amendments to school level Performance Management / appraisal polices		
<b>Appointments</b>		Trust Board participate in recruitment of Headteacher/ Heads of school/ Senior Leadership appointments  Trust Board will be informed of the appointment of Heads	The CEO, will appoint Headteacher / Head of Schools and notify Trust Board of appointments		

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Appointments</b>		Trust Board will be informed of the appointment of Deputies and AHTs in all Schools by the CEO	The CEO and the Headteacher / Head of School will lead jointly on the process for filling any vacancies at Deputy and AHT level. If there is any dispute between the two, the views of the CEO will prevail.	The LGB will be informed on staffing structure for the school, including the composition of the SLT by Heads  LGB informed of all appointments by heads	
<b>Senior Leadership Team appointments</b>		Trust Board will be informed of the appointment of senior leaders in all Schools by CEO	The CEO, will lead jointly on the process for filling any SLT vacancies at with the Heads/ Heads of School will appoint senior leaders to each school (Lead practitioner/ TLR positions)	The LGB will be informed on staffing structure for the school, including the composition of the SLT by Heads  LGB informed of all appointments by Heads	The Headteacher / Head of School is to notify the CEO as soon as the Headteacher / Head of School becomes aware of any potential vacancy in the Senior Leadership Team (Lead practitioner/TLR). The Headteacher / Head of School will then lead the process jointly with the CEO.
<b>Teacher/ Support Staff Appointments</b>			CEO to approve the appointment of teachers, teaching assistants, site supervisors, office staff and other support staff and ensure pots financially viable	LGB informed of all appointments	With CEO approval The Headteacher / Head of School will lead the process for filling teacher vacancies and support staff positions in consultation with the Senior Leadership Team of their schools.

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<p><b>Teacher/ Support Staff/ Finance Admin Staff Appointments</b></p>			<p>CEO to be involved in the appointment of School Business Managers and Administration roles in schools the CFO will be a member of the recruitment panel for the appointment of these</p>		<p>CEO, CFO to be informed and to approve all planned appointments before recruitment commences.</p>
<p><b>External Education Consultant Appointments</b></p>		<p>Trust Board informed by CEO on impact and value for money. Directors ensure due consideration and compliance with guidance and regulations stated from Academy Trust Handbook.</p>	<p>Use of external consultants requires CEO approval  CEO ensures due consideration and compliance with guidance and regulations stated from DFE, ESFA Academy Trust Handbook.</p>		<p>The Headteacher / Head of School to make recommendations to the CEO for the need of external consultant services.  Heads ensure due consideration and compliance with guidance and regulations stated from DFE, ESFA Academy Trust Handbook.</p>

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board o</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Terms of Employment</b>		Decisions concerning any change to the terms of employment of school staff (both teaching and support) will lie with the Trust Board	The CEO is to review and comment on any proposals that may involve a change to the terms of employment and make recommendations to the Trust Board any changes to terms of employment will be consulted on, using appropriate process.		Heads ensure school staff engage any consultation on any proposed change to terms of employment.
<b>Redundancies</b>		Decisions concerning the making of any redundancies will lie with the Board of Directors.	The CEO is to review any redundancy proposals the CEO may receive from the Headteacher / Head of School with due consideration to guidance stated from DFE, ESFA Trust Handbook. The CEO will develop full business case, seek Trust Board approval and consult with staff following HR processes if there is a need for any redundancies	The Local Governing Body will be informed of any redundancies.	The Headteacher / Head of School is to notify the CEO as soon as possible after becoming aware that one or more redundancies may be necessary.

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
		Trust Board will consider any representations made by the CEO	The CEO may initiate a review if the CEO believes there is a need to do so.		The Headteacher / Head of School will provide such ongoing assistance the CEO may require in considering any redundancy proposals.
<b>Dismissals (including as a result of unsuccessful probationary period)</b>		Trust Board will participate in dismissal hearings for all senior staff (CEO/CFO/ Executive Leaders/ Heads of Service/Headteacher / Head of Schools  A committee of the Trust Board will be formed to consider any recommendations from school leaders for the dismissal of staff.	The CEO is to be consulted on <b>all</b> dismissals and will ensure we are compliant with DFE, ESFA Academy Trust Handbook.		The Headteacher / Head of School should follow the procedures set out within the policy where a decision has been identified to potentially dismiss (e.g. disciplinary, probationary) With due consideration to guidance stated from DFE, ESFA Trust Handbook.  All Heads must consult with the CEO on all dismissals and all staff failing a probationary period.  All Heads must consult with the CEO if engaging with HR any probationary/dismissal issues.

Aspect	School Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
		<p>Trust Board will receive reports from the CEO regarding any dismissals that have taken place.</p> <p>The Trust Board will participate in dismissal hearings for all senior leaders and Headteacher / Head of Schools.</p>	<p>The CEO will participate in dismissal hearings for all senior leaders and Headteacher / Head of Schools</p> <p>CEO will ensure HR provider participates dismissals of any member of staff</p>		<p>The Headteacher / Head of School is to notify the CEO as soon as possible after becoming aware of any circumstances that may merit the dismissal of any employee.</p>
					<p>The Headteacher / Head of School will provide such ongoing assistance the CEO may require in considering whether dismissal is appropriate.</p>
<p><b>Other Disciplinary and Capability Measures</b></p>		<p>Disciplinary and capability issues related to Headteacher / Head of Schools and senior leaders in schools will be brought to the attention of Trust Board at onset for their oversight to ensure procedures have been correctly followed.</p>	<p>The CEO will follow the Manor MAT Disciplinary Policy/ TUPE policy for any central support team staff, Headteacher / Head of Schools and members of the Executive Leadership Team.</p>	<p>The Local Governing Body Chair should report any disciplinary / capability issues regarding the Headteacher / Head of School directly to the CEO who will report these on to the Trust Board</p>	<p>The Headteacher / Head of School is to notify the CEO as soon as possible after becoming aware of any circumstances that may merit the imposition of disciplinary and/or capability measures for any member of staff. CEO will support Head in process</p>

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
Other Disciplinary and Capability Measures		The Trust Board will deal with any disciplinary / capability issues related to the CEO, Executive Leaders; Headteacher and Heads of school	The CEO is delegated the responsibility to suspend Headteacher / Head of Schools and school senior leaders, central staff and members of the Team where there is a serious safeguarding issue, either before a disciplinary investigation commences or during the process.		The Headteacher / Head of School will follow the Manor MAT Disciplinary Policy/TUPE for any staff for discipline matters.
			The CEO is to notify the Trust Board if the employee concerned is the Headteacher/ Head of School, a member of the Senior Leadership Team of the school or a member of Manor MAT Central Team; and The CEO considers the imposition of a disciplinary or capability measure is or may be the appropriate course of action in line with disciplinary Policy/TUPE policy		The Headteacher / Head of School is delegated the responsibility to suspend members of staff, other than senior leaders where it is felt that this is necessary, either before a disciplinary investigation commences or during the process. The CEO should be informed of any suspension immediately.

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
Safeguarding		Trust Board approves a Safeguarding Policy which applies to all schools	The CEO is to inform the Trust Board of any safeguarding issues raised in respect of any member of staff.	<p>LGBs are responsible for ensuring that the Trusts safeguarding policy is appropriate to their school and is approved by Trust Board and reviewed at least annually and meets national requirements and the requirements of their local Children’s Safeguarding Board.</p> <p>LGB to ensure school up to date safeguarding policy is published on schools website</p>	The Headteacher / Head of School is to ensure the named LADO, CEO and chair of LGB are notified immediately of any safeguarding issues or concerns relating to staff. The Headteacher / Head of School is to implement safeguarding policy and ensure compliance
Safeguarding		Trust Board receive termly reports regarding safeguarding provision within its schools from CEO and from Trust Safeguarding Trust Board lead	CEO to ensure that safeguarding procedures within the schools meet all national and local requirements.	It is the responsibility of the LGB to ensure that safeguarding procedures are implemented, and that the LGB has systems in place to audit the effectiveness of the procedures.	The Headteacher / Head of School is delegated to day-to-day administration of safeguarding procedures in their school, ensuring that national, local and Manor MAT safeguarding systems and procedures are followed

Aspect	Trust Members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
Safeguarding					Headteacher / Head of Schools should ensure that there is a robust system in place for inducting all new staff and volunteers into the school's safeguarding systems.
					It is the Headteacher / Head of School's responsibility to ensure that checks are undertaken on all staff and certain volunteers that work in the school prior to their appointments including DBS checks and satisfactory references.
Continuous Professional Development (CPD)		The Trust Board will termly review the impact of MAT wide CPD programmes in improving the quality of education and overall provision within schools.	The CEO implements Trust wide CPD programme for all school staff and LGBs	Heads updates LGB termly of all CPD school have engaged in and impact of CPD.	The Headteacher / Head of School to include in the school Improvement plan appropriate proposals for CPD. Heads ensure all school staff receive CPD and engage with Trust wide CPD programmes.

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Continuous Professional Development (CPD)</b>			The CEO to approve each school's planned spending for CPD for the year.	The chair of the LGB encourages the LGB to engage in CPD that is provided for individual governors and the LGB collectively.	The Headteacher / Head of School to spend part of the school's budget for CPD in accordance with: the agreed SIP; and any general guidelines from time to time notified by the CEO.
<b>Continuous Professional Development (CPD) INSET days</b>			CEO to authorise the INSET days set by schools ensuring that the training days link to the school's improvement plan.	LGB should monitor the impact of training Days.	The Headteacher / Head of School, in liaison with the LGB should set 5 In-Service training days. The proposed dates and content of the training days should be submitted before the start of each school year to the CEO approval

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Continuous Professional Development (CPD) INSET days</b>					1 of the 5 training days per year may be designated as a Manor MAT training day to be held on the same day to address Manor MAT wide or issues. (Conference day)
<b>Request For 1 Additional Closure/ INSET day</b>		CEO to report additional training days to the board of directors and justify the need for these	CEO can authorise additional INSET days ensuring that training days link to school's improvement plan.		Where the Headteacher / Head of School feels that there is a particular issue that needs addressing immediately and additional in-service closure days are required they may request 1 additional closure day from the CEO
<b>Headteacher / Head of School illness</b>			The CEO will monitor and manage the Headteacher / Head of School's absences in line with the school's own Absence Monitoring Policy.		On the first day of illness the Headteacher / Head of School should inform the CEO and keep the CEO informed with the school's absence policy during the absence.

<b>Aspect</b>	<b>Trust Members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<p align="center"><b>Staff illness (non Headteacher /Head of School)</b></p>		<p>Staff absence rates to be presented termly to the Trust Board</p> <p>Trust Board informed of any actions/plan in place determined by CEO to support the school in the event of the Headteacher/ head of school taking long term absence</p>	<p>The CEO to ensure that school leaders are administering their Staff Absence Monitoring policies and complying with their requirements.</p> <p>CEO will determine actions/plan for any school where Headteacher/ head of school taking long term absence</p>	<p>Chair and Vice Chair invited to attend a review with CEO to determine course of action to support the school in the event of the Headteacher/ head of school taking long term absence.</p> <p>Chair and Vice chair to inform LGB of actions/plan determined in the event Headteacher/ head of school taking long term absence</p>	<p>The Headteacher / Head of School should administer the school's Staff Absence Monitoring Policy/ TUPE policy and meet the required timescales as set out within the policy.</p> <p>The Headteacher / Head of School should bring to the attention of the CEO when staff meets certain triggers as specified within their policy.</p>

## QUALITY of EDUCATION AND CURRICULUM

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>MAT Development plan/ School Improvement Plan (including curriculum and standards)</b>		Trust Board to approve Manor MAT development plan. Trust Board to receive reports from the CEO regarding the implementation and impact of each School Improvement Plan.	The CEO is to Approve school improvement plans and present to Trust Board	The LGB will receive termly reports on progress toward Priorities in the School Improvement Plan from the Headteacher / Head of School and to report significant slippages in the proposed plans to the CEO.	The Headteacher / Head of School are to draw up an annual draft School Improvement Plan in conjunction with the CEO to improve the school and also support the delivery of Manor MAT's strategic aims.
				LGB members lead governor link roles linked to school improvement priorities determined by head and work alongside school leaders to monitor progress of these priorities. Report back to LGB	
			The CEO is to monitor delivery of the School Improvement Programme on a termly basis and intervene if necessary.	Chair and Vice Chair of LGB participate at least annually in progress board meetings with CEO and Head to scrutinise quality of education, standards and achievement. Report back to LGB	The Headteacher / Head of School are to ensure the ongoing monitoring of the SIP and report this progress to the CEO on a termly report.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Christian Distinctiveness of our Church Schools</b>	CECET appoint Member to oversee	CECET appointed Directors ensure church schools uphold Christian Distinctiveness	CEO ensure our Church schools uphold Christian Distinctiveness and that they address any issues identified in SIAMS inspections	CECET appointed LGB member within our church schools ensure schools uphold Christian Distinctiveness	Headteacher/ Head of school of our church schools ensure school uphold Christian Distinctiveness
<b>Curriculum</b>		Trust board approves curriculum for all school and receives reports on impact from CEO	Quality assure school's curriculum to ensure each school delivers all DFE curriculum requirements as minimum and ensures no school narrows the curriculum	LGB should seek assurances that the school is offering a broad and balanced curriculum.  LGB members lead link governor roles relating to curriculum areas school prioritizing within their school improvement plan and work alongside school leaders to monitor progress, reporting back to LGB	Monitors the quality of the curriculum and ensures it leads rapid and sustained rates of progress for all learners  Reviews and improves the quality of the curriculum ensuring it at least meets DFE requirements
<b>School Hours and Term Dates</b>		Trust Board determine schools terms dates and school hours	The CEO recommend to Trust Board school term dates and school hours		The Headteacher / Head of School informs opening and closing times to the Local Governing Body.

<p style="text-align: center;"><b>Admissions, Appeals, Policies.</b></p>		<p>Trust Board will approve admissions criteria and policy and any amendments to them. Trust Board is the admissions body', but delegates the day-to-day running of this to corresponding Local Authorities (SLA for them to administer this)</p>	<p>Liaises with corresponding Local Authorities regarding admission policy and requests for taking above standard numbers</p>		<p>Headteacher / Head of School follows the admission criteria set by the Trust Board</p> <p>Heads can admit up to their PAN – above this admission number must be communicated to the CEO for approval.</p>
		<p>Trust Board will decide upon the pupil admission number in each school.</p>			

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Admissions, Appeals Policies.</b>		Trust Board will delegate appeals for school places to Local Authorities (SLA in place annually)	The CEO will advise the Trust Board when a change of Pupil Admission Number is required.		
<b>Suspensions and Exclusions</b>		Monitors suspension and exclusion rates across the Trust.	CEO monitors the number of exclusions in schools and holds leaders to account where suspensions exclusions appear high.  All permanent Exclusions <b>must</b> be approved by CEO		It is the Headteacher / Head of School's decision to suspend– in their absence they can delegate this to another member of SLT but SLT must seek the head's approval prior to any action taken.
<b>Assaults on staff</b>		Monitors any assaults on staff across the Trust.	To receive reports from Headteacher / Head of Schools on any assaults on staff and inform Trust Board		All assaults on members of staff must be reported to the CEO.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>MAT wide Policies/Other school policies</b>		Trust Board approve all MAT wide policies  Trust Board take assurance from the CEO that all school policies are compliant.	The CEO will provide all schools with Policy Review Table and ensure that each school is compliant with DFE requirements	LGB approve individual school policies	Headteacher / Head of School to check with CEO re status of individual policies, in house/Trust-wide.  Headteacher / Head of School to draft school only policies for LGB approval – ensuring all policies are reviewed in line with policy review table
<b>Emergency closures e.g. due to snow / Flooding / water burst</b>		CEO liaises with Chair of Trust regarding school closures	Authorise in consultation with Chair of Trust emergency closures of schools beyond 1 day.		The Headteacher / Head of School to make a decision on day 1 of risk of closure in consultation with the CEO of the closure. If the closure is for more than one day then a decision to continue close must be agreed by the CEO.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Website compliance</b>		Receives reports from the CEO on website compliance.	CEO to ensure a central check of each school's website and Manor MAT's own website is undertaken annually	Headteacher / Head of School to report to LGBS on a termly basis to confirm that the school's website meets requirements.	Headteacher / Head of Schools are to ensure that their school website meets all legal and Manor MAT requirements and report any issues to the CEO in a timely manner.
<b>Pupil Premium and Sports Premium</b>		Trust Board receives reports from the CEO regarding the spending of Pupil Premium and Sports Premium.	CEO to issue an annual report to Trust Board regarding the spend within Manor MAT on Pupil Premium and Sports Premium with reassurances that it has been spent in accordance to the restricted grant funds, in conjunction with the CFO.	Receive in Heads termly reports effectiveness of the funding and ensures the website updated and is compliant termly.	Ensure that Pupil Premium and Sports Premium is used in accordance with the DFE requirements and that it can be evidenced to be having impact Ensure the school website contains the relevant information regarding the spending of these grants

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Collaborations and Partnering arrangements</b>		<p>The Trust Board will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <li>• approve the proposal; or</li> <li>• approve the proposal subject to any amendments it considers appropriate; or</li> <li>• Reject the proposal.</li> </ul>	<p>The CEO will assess any proposals put forward by the Headteacher / Head of School.</p> <ul style="list-style-type: none"> <li>• approve the proposal; or</li> <li>• approve the proposal subject to any amendments it considers appropriate; or</li> <li>• Reject the proposal.</li> </ul>		<p>The Headteacher / Head of School is to notify the CEO of any proposals to enter into, renew, amend or terminate any collaboration or partnering arrangement with others/ schools that involves payment in excess of £5,000 for approval.</p>
					<p>The Headteacher / Head of School will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>

## ASSET MANAGEMENT AND OPERATIONS

Aspect	School members	Board of Directors	CEO	Local Governing Body	Headteacher / Head of School
<p><b>Negotiation and renegotiation of contracts including HP, leasing and other agreements etc.</b></p> <p><b>(read in conjunction with above section relating to Finance purchasing)</b></p>		CEO to report to the Finance and General Purposes Committee on an annual basis of all contracts that Manor MAT has engaged in.	The CEO to finalise the terms of any significant contracts that may have a material impact on a school or the wider MAT family.	<p>LGB to consider and seek advice and approval from CEO and Trust Board for any contracts with organisations that generate income for schools (e.g. after schools clubs)</p> <p>Must follow guidance and regulations from ESFA as outlined in Academy Trust Handbook.</p>	The Headteacher / Head of School are to notify the CEO and CFO of the school's intention to negotiate or renegotiate any external contracts, including for assets.
		<p>Contracts outside of the budget and outside of the CEO delegated authority to be brought to the attention of the Finance and general purposes committee for their approval.</p> <p>Trust Board can ask to be involved in the tendering of any contracts that they do not have a pecuniary interest in.</p>	Follow guidance from ESFA as outlined in Academy Trust Handbook		The Headteacher / Head of School will take such action as the CEO may reasonably require in connection with the negotiations or renegotiations.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Inventory and Asset Registers</b>		Ensure the Trust maintains an up to date inventory and Asset Registers	Head of Finance and Head of ICT to maintain fixed asset registers for the trust and its schools and Inform/ update CEO.	Ensure that the school maintains all assets within the school.	Maintain an inventory and Asset Register of any assets held at the school.
					Notify the central team and LGB of any additions or disposal of fixed assets.
					Ensure assets are appropriately and securely stored within school.
					Maintains a record of any assets taken or held off site and informs CFO of any concerns
<b>Disposal of assets (non-land and buildings)</b>		Authorize disposal of assets over £25k. With due consideration and compliance as required by the ESFA Trust Handbook.	CEO to approve disposal between £1k and £10K.	Receive reports from the Headteacher / Head of School of items to remove from the inventory before Disposal.	The Headteacher / Head of School may authorise any disposals that are : related to assets with a market value of less than £1k (either as one item or in total)
		The Finance and General Purposes Committee will review any proposals for asset disposals made by the Heads taking into account CEO recommendations.			The Headteacher / Head of School will recommend to the Head of Finance or Head of ICT any disposals that are between the value of £1k and £10k.

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Disposal of assets (non-land and buildings)</b>		Disposal above £10k to be delegated to the Finance and General Purposes Committee. With due consideration and compliance as required by the ESFA Trust Handbook.	The CEO will report asset disposals received from the Headteacher / Head of School and CFO up to £10k to the Finance and General Purposes Committee. Items above £10k to be referred to the Finance Committee.		
<b>Disposal of assets (land and buildings)</b>	All	Disposal of any land and buildings must be authorized by Finance Committee and full Board of Directors. With due consideration and compliance as required by the ESFA Trust Handbook.	The CEO will advise the board on the disposal of land and buildings.		

Aspect	Trust members	Trust Board	CEO	Local Governing Body	Headteacher / Head of School
<b>Premises maintenance programme.</b>		The Finance and Resources Committee will review the Premises Maintenance Programme annually and may decide to: accept it or accept it with such modifications as it believes are appropriate; or call for the Programme to be revisited and revised before further consideration is given to it.	The CEO, in conjunction with the CFO, and the Headteacher / Head of School will work together to prepare and present an annual Premises Maintenance Programme to the Board of trustees and the Finance Committee.		The Headteacher / Head of School will provide such assistance as the CEO may require in connection with the preparation and presentation of the Premises Maintenance Programme for the school.
<b>Legal claims</b>	All	Trust Board may instruct the CEO and/or the Headteacher / Head of School and/or the Local Governing Body to take such action as it may reasonably require in relation to the defense or prosecution of any claim or proceedings.	The CEO is to assess the likelihood of the claim or proceedings succeeding and the likely impact on both the school and the MAT should this happen.		The Headteacher / Head of School is to notify the CEO of any actual or potential claims or proceedings affecting the school as soon as becoming aware of them.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Legal claims</b>		With due consideration and compliance as required by the ESFA Academy Trust Handbook.	If the CEO considers the matter sufficiently serious to merit it, the CEO may report the claim or proceedings to the Trust Board		The Headteacher / Head of School will act on any instructions received from the Trust Board and/or the CEO.
			The CEO will act on any instructions received from Trust Board		Other than in cases of utmost necessity, the Headteacher / Head of School may only appoint legal advisers with the prior written approval of the CEO.
			Provided this does not conflict with the instructions of the Trust Board, the CEO may instruct the Headteacher / Head of School and/or LGB in relation to the appointment of legal advisers and/or the conduct of the claim or proceedings.		Headteacher / Head of Schools should only use the services of Solicitors unless prior approval has been given by the CEO.

<b>Aspect</b>	<b>Trust members</b>	<b>Trust Board</b>	<b>CEO</b>	<b>Local Governing Body</b>	<b>Headteacher / Head of School</b>
<b>Health and Safety</b>		The Finance and general purposes Committee to delegate to individual schools responsibilities to maintain their own H&S policy and adhere to it.	Ensure that all schools have a Health & Safety policy and that it is legally compliant (through use of external consultants if necessary).		Carry out the Health & Safety statutory duties and report to the LGB termly.
		Receive annual reports from the CEO regarding schools' adherence of responsibilities.	Report to the Trust Board annually on effectiveness of the schools' health and safety procedures.		Notify CEO of any incidence that is reportable to HSE or results in a hospital visit.