



JOHN MILTON ACADEMY TRUST

Ambition • Aspiration • Excellence

Scheme of Delegation Roles and Responsibilities



Bacton
Primary School



Cedars Park
Primary School



Mendlesham
Primary School



Stowupland
High School



The John Milton
Sixth Form
AT STOWUPLAND HIGH SCHOOL



MENDLESHAM



STOWUPLAND

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Scheme of Delegation

The Scheme of Delegation identifies the key decision-making authorities for schools within JMAT:

- Board of Trustees
- Local Boards (Local Improvement Board)
- The central team (including the CEO, other officers and partners)
- Schools (including Executive Headteachers, Headteachers and Heads of School).

It determines the functions, roles and responsibilities undertaken by various layers of governance and the interaction between them. The purpose of this document is to enhance transparency and avoid any duplication of roles and responsibilities. The use of prose statements, articulating the roles and responsibilities, is a pilot project and will be reviewed at the end of the Autumn Term 2023.

It is essential that those leading the schools (Executive Heads, Headteachers and Heads of School) have sufficient powers to manage effectively on a day- to-day basis. The scheme of delegation will facilitate this, but it is also predicated on the quality of governance and management and school performance being at an acceptable level. In order to protect the charitable objects of the Trust, the Board reserves the right to amend the scheme of delegation at any time. It should also be noted that the Trust, through its executive officers, has both the right and responsibility to intervene in any aspect of school improvement, performance or practice.

The Board of Trustees is able to delegate identified functions to a specific committee. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting (through termly reporting). The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations. Monthly reporting will operate in line with the Academies Handbook (AH).

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, emergency action may be agreed with the Chair of the Board of Trustees. This must be reported to the Board of Trustees at the next meeting. The same principle applies to Local Improvement Boards where the Chair may take emergency action and report back at the next meeting.

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Key Functions		Business		Education	
R	denotes responsibility , ultimate approval or the decision-making body . This may be at Trust level, school level, or both	A&R	Audit & Risk	Re	HT and CEO salary progression
C	denotes a consultative role prior to sign off: views should be actively sought and considered prior to a decision. This should be detailed within any report.	F&B	Finance & Business	L&P	Learning & Performance
O	denotes an overview role to ensure a function is undertaken in line with policy or procedure: the Agenda for any meeting, or job description, should include specific reference to ensuring monitoring of the function is undertaken.	Re	Remuneration	Scheme of Delegation V15. August 2023	
A	denotes an advisory role: provides guidance or opinions to assist decision-making.	Su	Sustainability		

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Function or Task	JMAT				School		JMAT			School
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1. School Improvement (framework for school improvement, improvement plans, Ofsted action points, self-evaluation, quality assurance)										
1.1 Approving and monitoring the effectiveness of the Trust's Framework and Calendar for School Improvement		R1 (L&P)	R2 (CEO and SiPs)		A		1.1 Approve the framework for continuous school improvement which is reviewed each year and monitor its effectiveness (The Trust is accountable for the educational standards in all schools. The activities, tasks and reporting cycles identified within the framework support the Trust in fulfilling this role)	1.1 and 1.2 Update and monitor the framework each year, taking account of the needs of schools and the effectiveness of previous actions Approve and action school improvement support, including the termly SiP visits and their focus Approve any external partners or commissioned services	1.2 Oversee the school's implementation of the framework for school improvement through the termly improvement cycle Monitor progress and response to school improvement reports, including SiP reports, internal/external reviews and any commissioned improvement services	1.2 Implement the framework and evaluate outcomes Ensure a timely response to actions arising from SiP visits and reviews Work with the CEO to maximise school improvement support and make suggestions and recommendations for SiP visits and "deep dives" Advise on any support required, including commissioned improvement services
1.2 Implementing the Framework for School Improvement (inc the calendar) at school level and monitoring outcomes			A	O	R1	R2				
1.3 Monitoring Ofsted reports (school) and ensuring the implementation of improvement plans			O (CEO/SiP)	R1	R2	R3		1.3 Oversee individual school responses to the previous Ofsted report holding Executive Leaders and Headteachers to account Provide support (and evidence of support) against the school's last inspection	1.3 Are responsible for knowing, understanding and monitoring the school's response to the last Ofsted inspection Seek advice and support from the Trust as required	1.3 Are responsible for implementing appropriate actions and plans in response to the previous inspection, evaluating their effectiveness and ensuring information is available for those in governance roles Seek advice and support from the Trust as required

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1. School Improvement (framework for school improvement, improvement plans, Ofsted action points, self-evaluation, quality assurance)										
1.4 Undertaking quality assurance of teaching and outcomes			O		R1	R2	1.4 Review SiP reports relating to the quality of teaching and learning within the Trust (L&P) and ensure that sufficient resources are allocated to deliver the highest possible quality of teaching	1.4 Oversee the quality assurance of teaching in each school Broker additional support to deliver an effective programme Oversee moderation arrangements (internal and external)	1.4 Receive information and reports on the quality of teaching within the quality of education and work with schools and the Trust to ensure effective programmes are in place	1.4 Are responsible for monitoring and quality assuring the quality of teaching within the quality of education at the school
1.5 Ensuring accurate school self-evaluation and providing data and information to support school judgements (inc use of Trust-wide MIS tools)			A	O	R1	R2		1.5 Provide advice and guidance through SiP visits and designated line-management meetings (where established) Support the school fully in taking any necessary action to secure high standards	1.5 Oversee through receiving and contributing to the termly School Improvement Reports, interrogating the KPI data presented, together with the school's evaluation. Provide support and challenge as appropriate.	1.5 Take responsibility for accurate self-evaluation against the plans and priorities and provide the Local Board (and Trust) with sufficient and timely information and opportunities to engage in support and challenge. (As a minimum, this will include a termly School Improvement Report inc risk tool) Are responsible for taking the appropriate action to ensure high quality teaching
1.6 Commissioning external quality			R1 (CEO / SiP)		A/R2			1.6 Take responsibility for commissioning	(1.6) Participate in external QA reviews as	1.6 Liaise with the Trust on school's

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1. School Improvement <i>(framework for school improvement, improvement plans, Ofsted action points, self-evaluation, quality assurance)</i>										
assurance and Support (inc SiPs) and agreeing focus areas								partners (Hackney Learning Trust and others in line with the Framework for School Improvement for the benefit of all partner schools Agree the focus of visits in liaison with schools and partners Support visits whenever possible	appropriate Receive feedback and resorts through LIB meetings	needs and priorities Take responsibility for arranging visits and devising programmes Seek additional support as required
1.7 Approving any external partners or contracts relating to school provision or improvement			R		A			1.7 Approve (formal contracts) and support links with other Trusts and partners for the benefit of schools Source additional support to meet the needs of schools	(see below)	1.7 Identify additional support and links which will benefit the school eg Hubs and maximise impact (through ELG discussion and feedback for example)
1.8 Implementing recommendations from Trust Quality Assurance Reports and visits (inc SiP visits)				O	R		(1.8) Receive all SiP reports (L&P) and other reports (Chair) as appropriate	(1.8) Ensure that SiP reports are received by the Trust and schools (via GovernorHub) and seek additional clarification or advice as required on behalf of the Trust and schools Discuss key issues and points arising with	1.8 Oversee the implementation of action points arising from visits eg through LIB meetings, presentations, individual visits, school improvement reports etc	1.8 Take responsibility for implementing recommendations and actions, including those that may be delegated or within the remit of other leaders Seek additional support as required Ensure progress is

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1. School Improvement <i>(framework for school improvement, improvement plans, Ofsted action points, self-evaluation, quality assurance)</i>										
								Trustees, LIBs and schools Support schools in the implementation of actions and intervene as required		captured in the termly School Improvement Report to LIBs and the Trust Board

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2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i>										
2.1 Developing and approving strategic policies and improvement plans (Trust)	R (approve)		R (develop)		A		2.1 Approve the Trust's 3-yr strategic plan Approve curriculum principles and other policies (see appendix)	2.1 Develop and present the Trust's 3-year strategic plan Develop the curriculum principles of the Trust (covering intent, implementation and impact) in liaison with schools and partners	(2.1) Contribute to the Trust's strategic direction through briefings and LIB meetings	2.1 Work with the CEO and team (through ELG meetings, for example) to shape the longer term direction of the Trust Contribute, advise and work to the curriculum principles of the Trust (covering intent, implementation and impact)
2.2 Developing and approving strategic policies and improvement plans (school)			R (approve the SID and 3 priorities)	A	R1 (develop)	R2	2.2 Receive the SID and the three priorities for each school as part of the	2.2 Approve (and support the completion of) school SIDs and the 3	2.2 Provide views and advice on SIDs and priorities linked to previous performance	2.2 Are responsible for drawing up improvement and development plans

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<p>2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i></p>										
							<p>overall strategy for school improvement (available on GovernorHub and through CEO briefings and reports)</p>	<p>Priorities to ensure that they contribute to school improvement and reflect the needs of the schools Ensure the Trust’s Improvement and Development Plan complements the priorities and supports school improvement Provide key updates for the L&P and Trustees through regular blogs Provide and undertake monitoring and evaluation activities through SiP and other visits</p>	<p>and outcomes</p>	<p>and priorities, seeking advice from the Trust and its partners Are responsible for publishing and disseminating reports and engaging in a termly evaluation to ensure relevance Are responsible for ensuring a relevant and focused monitoring and evaluation cycle linked to priorities and CPD</p>
<p>2.3 Implementing and monitoring the agreed (school) curriculum policies and improvement plans for effectiveness</p>		<p>O (L&P - all schools)</p>	<p>O (all schools)</p>	<p>O (school)</p>	<p>R1 (school)</p>	<p>R2</p>	<p>2.3 Oversee and monitor the implementation and effectiveness of plans, including support and challenge against the termly School Improvement Reports (SIRs) to the L&P committee (part of holding schools to account for</p>	<p>2.3 Oversee performance and learners’ attainment and progress across all schools Prepare briefing papers for the L&P committee as required and report termly to the Trust against targets</p>	<p>2.3 Oversee and provide support and challenge for the School improvement and Development Plan (SID) and the 3 priorities document as well as targeted action plans, particularly those linked to restricted funds</p>	<p>2.3 Implement the agreed curriculum policies and plans Take responsibility for accurate self-evaluation against the plans and priorities and provide the Local Board (and Trust) with sufficient and timely</p>

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2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i>										
							educational standards) Hold executive leaders to account	Provide contextual information to Trustees and the LIB Hold executive heads and school leaders to account and intervene on any aspect of curriculum provision, delivery and impact as required	Provide support and challenge to the school in its self-evaluation of strengths and weaknesses linked to KPIs and risk tools. Monitor effectiveness of new policies, plans and courses in particular (eg PSHE)	information and opportunities to engage in support and challenge. (As a minimum, this will include a termly School Improvement Report inc risk tool)
2.4 Developing and approving the Trust's Pupil Premium Policy		R1(FB) (approve)	R (develop)				2.4 Approve the overarching Trust's Premium Policy, with an annual breakdown of funding	2.4 Take responsibility for producing a Trust Pupil Premium Policy (2.5) Receive comment and feedback from Local Boards and schools on the effectiveness of the single strategy plan, including the deployment of funds	2.5 Receive and approve and monitor the single strategy plan for premium learners. Ensure that secure evaluation has informed planning and that strategies are effective demonstrating that funds are deployed effectively	2.5 Draw up a single strategy plan (for premium learners) based on evidence and evaluation and linked to Trust principles Ensure that all staff are aware of the school's plan and strategies Assign a lead in each school
2.5 Approving the School's Premium Plan for publication				R						
2.6 Implementing and monitoring the impact of the School Pupil Premium Plan in line with Policy, taking action as appropriate to				O	R1	R2	(2.6) Receive school-specific data on the progress and attainment of different groups of learners	(2.6) Monitor individual school and Trust-wide data organising reviews and support as appropriate (through RSC and school improvement	2.6 Receive data on the progress of vulnerable groups (termly) and provide support and challenge on the effectiveness of arrangements	2.6 Implement the approved single strategy plan and monitor its effectiveness Provide accurate and timely data on the

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2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i>										
support disadvantaged learners								partners)		progress of learners, including those who are potentially vulnerable. Report on actions and planned actions in response to progress data and school monitoring
2.7 Taking responsibility for the education and progress of all learners in the school (including those in receipt of restricted and targeted funds)			O (Trust-wide)	O (School)	R1	R2	(2.7) Are accountable for the education and performance of all learners including disadvantaged learners who attract restricted funding (premium/catch-up learners) and for appointing designated trustees	2.7 Oversee and monitor the education, progress and outcomes of all learners, including disadvantaged learners through SiP and other visits. Report progress/outcomes termly to the Trust Board Provide support to ensure that schools are using the appropriate systems and software to provide accurate and timely information	2.7 Oversee the education, progress and outcomes of all learners (including those in specific groups) and seek sufficient information from schools to have a detailed understanding of the attainment of specific groups Appoint Local Board members to take specific responsibility for the education and progress of Premium, SEN and Children in Care (and for Careers at secondary)	2.7 Are responsible for the education, progress and outcomes of learners, including those in specific groups (including restricted funds) Provide timely and accurate information to the Local Board and the Trust using the software and reporting systems available (inc risk tool, SIR and SiP visits and reports)
2.8 Approving the Early Careers	O		R1		R2		2.8 Oversee the progress on ECTs	2.8 Approve the ECT provider in liaison with	(monitor ECT progress as part of the termly	2.8 Engage actively in the choice of ECT

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2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i>										
Framework provider							through the termly CEO report	schools (review as appropriate) Report on ECT progress through the CEO report	School Improvement Reports)	provider. Implement the programme, ensuring designated roles are in place within school
2.9 Ensuring high standards of teaching and learning across the school		O (L&P)		O	R1	R2	2.9 Oversee and monitor the quality of teaching through termly School Improvement Reports (L&P) and ensure sufficient resource is available	2.9 Work with schools and the LIB to secure high quality teaching and ensure there are improvement programmes in place that are reviewed regularly for their effectiveness. Provide support and guidance as needed	2.9 Oversee the quality of teaching in the school through the termly School Improvement Reports, knowing and understanding the school's evaluation	2.9 Are responsible for the quality of teaching in the school and the effectiveness of improvement programmes, seeking Trust support and guidance as needed
2.10 Providing sex education within curriculum policy			O		R1	R2	2.10 Ensure that appropriate policies and programmes are established (Relationships, Sex and Health Education)	2.10 Oversee through establishing a Safeguarding/PSHE Task Group to guide policy and practice Include within the Trust's calendar for QA	2.10 Receive information on PSHE (inc relationships, health and sex education) and its effectiveness through the termly School Improvement Reports and specific reviews	2.10 Are responsible for delivering relationships, sex and health education as part of the PSHE policy and evaluating its effectiveness
2.11 Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community		O (L&P)	A	O	R		2.11 Oversee the quality of schools' provision through termly School Improvement Reports and policies	2.11 Provide a policy template for use in schools and liaise with other agencies as appropriate	2.11 Oversee the quality of the school's provision through termly school improvement reports, policies (and visits to	2.11 Are responsible for the quality of spiritual, moral, social and cultural development of learners in school

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2. Curriculum Development, Delivery and Impact <i>(development and implementation of plans and policies, pupil premium policy & plan, ECF, teaching, progress of all learners (inc dis), SMSC, SEND)</i>										
Cohesion and anti-extremism programmes									the schools)	Are responsible for completing and reviewing the SMSC policy
2.12 Approving policy for discharging duties in respect of pupils with SEND		R (L&P)	C (Trust Lead)				2.12 Approve the policy for SEND learners	2.12 Establish and appoint a designated lead for an SEN Task Group to oversee policy and its review	2.12 Approve the Local Procedures (in line with the policy schedule)	2.12 Review the Local Procedures (annually) and present to the Local Improvement Board
2.13 Implementing policy for discharging duties for pupils with SEND (inc producing Local Procedures)				O	R1	R2	2.13 Appoint a Trustee to oversee the progress of vulnerable learners (SEND and premium) Approve an SEN Policy in line with the schedule Agree the Mulberry SLA between JMAT and the external provider. Provide challenge and support as required	2.13 Confirm that designated LIB members are in place for all Local Boards Provide support to the Task Group and schools Ensure SEN is included within the core QA programme Consult on, and draw up the Mulberry SLA between JMAT and the external provider Ensure that Mulberry Centres are included in the core QA programme	2.13 Ensure there is a designated LIB member for SEND and that SEND arrangements are operating in line with policy for the benefit of learners Provide support and challenge on the curriculum offer (and outcomes) of Mulberry learners (where appropriate)	2.13 Ensure that there is a designated SENCo and that there is sufficient resource to fulfil the role Work with the SIP to ensure that SEN is included in the core QA programme Fulfil responsibilities in line with the SLA through a senior lead. Ensure Mulberry Centres are included in all internal QA and the termly SIR
2.14 Ensuring arrangements for pupils in Alternative Provision are quality			A	O	R1	R2	(2.14) Are aware of the use of Alternative Providers and the QA required	2.14 Support the school on any offer or concerns relating to Alternative Provision,	2.14 Oversee the offer and QA arrangements for those students	2.14 Take responsibility for any placements made and engage in best

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assured							Will provide support and challenge relating to data on	liaising with the LA as appropriate Undertake annual monitoring visits to those providers in use in any given year (S/Lead)	attending Alternative Provision	endeavours to secure an appropriate curriculum offer through contact with the provider and LA Elicit regular feedback on the curriculum offer and outcomes for learners attending Alternative Provision

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3. EYFS										
3.1 Ensuring the quality of provision and outcomes for EYFS		O (L&P)		O	R1	R2	3.1 Oversee provision and outcomes through reviewing data on EYFS performance across all schools as presented in the termly School Improvement Report (L&P)	(3.1) Ensure coverage of EYFS in improvement visits and reviews	3.1 / 3.2 Oversee by monitoring the school's evaluation of EYFS provision and outcomes (when available). Will discuss any concerns or issues with the Head and CEO.	3.1 / 3.2 Are responsible for the quality of provision and outcomes for EYFS in line with statutory guidance Ensure that EYFS operates as an integral part of planning, monitoring and evaluation across the school
3.2 Ensuring that EYFS operates as an integral part of planning, monitoring and evaluation across the school				O	R1	R2		Collates, presents, and reviews data on Trust-wide EYFS outcomes		

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4. Target Setting										
4.1 Setting and publishing targets for pupil achievement in line with Trust Policy (FFT)		O1 (L&P)	O2		R1	R2	4.1 / 4.2 Receive termly updates on progress towards targets and planned actions and interventions (through CEO Reports, termly SIRs and the L&P Committee)	4.1/ 4.2 Oversee school outcome targets (linked to FFT 20 as appropriate) in conjunction with school improvement partners	4.1 / 4.2 Provide challenge and support on progress towards targets (and actions taken) on a termly basis	4.1/ 4.2 Are responsible for setting ambitious and aspirational targets for all learners (based on FFT) working with school improvement partners and the CEO
4.2 Monitoring progress against these targets and intervening as required		O (L&P)			R1	R2				Monitor and collate progress information in a timely manner (from data drops, for example)
4.3 Monitoring, by exception, failure to meet key targets and ensuring management actions are in place to address		R (L&P)	C				4.3 Are responsible for providing support and challenge where targets are not being met (and school performance is below expectations) and requiring management actions are taken to address and improve	4.3 Identify issues to discuss with the Trust Board (L&P and chair) Take action in consultation with school improvement partners and others		

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5. Discipline / Exclusions										
5.1 Ensuring good order on a day-to-day basis			O1	O2	R1	R2	(5.1) Monitor behaviour data across all schools through the termly CEO report and discussions at the L&P committee Monitor behaviour and discipline as part of any visit to schools	5.1 Oversee data and raise issues with schools (all) Discuss emerging trends. Benchmark school data against regional and national figures Provide support in addressing issues Monitor behaviour and discipline as part of any visit to schools	5.1 Receive data (termly) on behaviour and discipline and oversee by providing support and challenge as appropriate Monitor behaviour and discipline as part of any visit to schools	5.1 Ensure good order on a day to day basis and gather stakeholder views to evaluate approaches to discipline Provide accurate and timely information on behaviour to the Trust, Local Boards and the Local Authority and ensure that actions are taken in response
5.2 Approve a Trust Suspensions and Exclusions Policy in line with statutory requirements		R (L&P)	C				5.2 Approve a Trust-wide Suspension and Exclusion Policy and monitor data on a termly basis	5.2 Provide a Trust-wide policy on Suspension and Exclusion and support schools in the development of a behaviour policy which includes approaches and responses to prejudicial behaviour incidents	(5.2) Seek confirmation of the implementation and dissemination on the Trust-wide Suspension and Exclusion Policy (through the experience of a panel member, for example)	(5.2) Ensure that the Trust-wide policy is understood and implemented effectively by all relevant staff (particularly senior leaders)
5.3 Approve and implement the School Behaviour Policy, including ensuring correct action for suspensions and permanent				R (approve) O (implement)	R1	R2	(5.3) Seek confirmation that behaviour policies are in place at all schools (L&P)	(5.3) Support schools in the development of school-based behaviour policies	5.3 Approve a school-based Behaviour Policy linked to the binary model of rewards and sanctions	5.3 Implement the approved school-based policy and monitor its effectiveness in fostering high standards of behaviour and

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5. Discipline / Exclusions										
exclusions										personal development
5.4 Convening disciplinary panels for suspensions and permanent exclusions (panel of 2 or more to be made up of any of the following: Trustees / LAB / LIB members)			R1 (CEO/EAO)		R2		5.4 Contribute to disciplinary panels as required	5.4 Secure the required panels and provide annual training for Trustees and Local Board Members	5.3 / 5.4 Contribute to disciplinary panels as required Provide feedback to schools as agreed by the clerk	5.3 / 5.4 Supply all documentation in line with statutory requirements and policies Are responsible for responding to any feedback from panels

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
6. Safeguarding										
6.1 Approving a Trust Safeguarding Policy (with KCSIE updates - inc general online safety) and also associated policies (eg Safer Recruitment and the Staff Code of Conduct) (The Behaviour Policy is the responsibility of the Local Board - see appendix)	R		C				6.1 Are accountable for setting and approving overall policy for safeguarding, child protection, safer recruitment and a Staff Code of Conduct Ensure that all policies are publicised and clear to understand (Trust website and intranet for staff) Para 78; 95; 97; 98;	6.1 Will update policies annually for Trust Board approval in line with the published framework	(6.1) Monitor the dissemination, understanding and implementation of safeguarding policies across the whole school Approve the school's Behaviour Policy Ensure that all relevant policies are publicised on the school website Para 95; 97; 98;99	(6.1) Are responsible for the dissemination, understanding and implementation of current Trust policies Para 78

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
6. Safeguarding										
							99; 152; 153; 157 (check); 424		Ensure that cover, agency and temporary staff receive the appropriate policies and training Para 101	
6.2 Appointing designated staff to safeguarding roles and ensuring the implementation of the safeguarding remit (Governance Handbook)	R1 (Trust level)		R2 (Trust level)	R1 (school level)	R2 (school level)		6.2 Appoint a Trustee with particular responsibility for safeguarding to fulfil the job role as published (Governance Handbook) Undertake the relevant training required at Trust level and ensure that Local Board training has taken place Para 81 Ensure that there is a designated Local Board member for safeguarding in all schools Para 80 Receive a regular Safeguarding Report from each school/LIB	6.2 Appoint a safeguarding lead to chair a Trust-wide Task Group and implement a monitoring calendar, including interrogation of CPOMS records Ensure the safeguarding lead reviews the DSL job description annually in line with KCSiE (covering) para 106; 122; 126 Ensure therapeutic support for the designated DSLs across the Trust Para 126 Organise annual governance training and updates on safeguarding (to include online safety)	6.2 Appoint a specific Local Improvement Board member to take responsibility for safeguarding and to fulfil the job role as published by the Trust (Governance Handbook) Ensure that all safeguarding and related training has taken place (to include online safety) and has been recorded (through the SCR, for eg - note termly audits are in place) Have oversight of the number of DSLs, ASLs in the school, their coordination and that there is a designated teacher for looked after and previously looked after learners	6.2 Appoint designated DSLs/ASLs and a teacher for looked after and previously looked after learners Ensure that their names are well publicised and they have sufficient time to fulfil their roles Ensure that all DSLs have a job description and take advantage of the therapeutic support available and the school is represented on the Trust-wide task group Para 126

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
6. Safeguarding										
								<p>Para 127 Organise the delivery and uptake of training for the central staff team</p> <p>Be assured that the named DSL has an appropriate status in the school, a job description and sufficient training and time to carry out their duties</p> <p>Be assured that ASLs are trained to the same standard as DSLs</p> <p>Para 78; 80; 81; 103; 104; 105; 122. 123, 124; 127; 190</p>		
<p>6.3 Implementing and monitoring the effectiveness of safeguarding policies and arrangements at individual school level (inc response to reports, audits and checks)</p>	O (all schools via SIR and L&P)	R/O (all schools via HR checks audits, data collation, Task Grp & personnel case work)	O (ind schools)	R1	R2	<p>6.3 Oversee, Trust-wide, by receiving and monitoring data on a termly basis:</p> <ul style="list-style-type: none"> - numbers on roll - child protection referrals - CPOMS - attendance - behaviour (inc prejudicial incidents) <p>Para 170 Receive (Chair and Safeguarding Trustee) information on</p>	<p>6.3 Collate, present and evaluate data on a termly basis for the Board (CEO report) and provide regular information on attendance and PA</p> <p>Carry out regular internal audits on the SCR and personnel files (termly);</p> <p>Commission and support an external review of safeguarding (biennially as a minimum)</p>	<p>6.3 Monitor, support and challenge the KPI data relating to safeguarding on the SIR:</p> <ul style="list-style-type: none"> - numbers on roll - attendance - persistent absence - CPOMS - behaviour (inc prejudicial incidents) <p>Para 170 Attend internal and external audits whenever possible,</p>	<p>6.3 Are responsible for the dissemination, understanding and implementation of current Trust policies including monitoring of data and use of Arbor & the CPOMS system</p> <p>Are responsible for organising the delivery and uptake of training at school level (in liaison with other schools and the Trust</p> <p>Are responsible for providing accurate KPI</p>	

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
6. Safeguarding										
							suspensions and safeguarding allegations	Respond to any concerns arising from AP providers Support schools in any allegations that are made (HR) and take responsibility for casework linked to safeguarding, providing support to schools	working alongside central team staff; receive reports and oversee the completion of action points by the school Monitor the number of pupils in AP, the providers being used and the QA arrangements. Refer any concerns to the CEO and central team Para 168	data relating to safeguarding (including the agreed categories for CPOMS and children potentially at greater risk of harm) for LIBs and the Trust Are responsible for ensuring that action points arising from all reviews are addressed Provide information on the use of AP and quality assure providers including relevant checks and procedures for monitoring the attendance and progress of learners
6.4 Approving Local Procedures and confirming publication on the website				R			6.4 (As 6.1)	Provide templates for Local Procedures and administrative support as required	Approve Local Procedures and ensure regular reviews Para 97 (Local Procedures)	Are responsible for ensuring that Local Procedures are reviewed annually and updated regularly (ie when there are staff changes)

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
6. Safeguarding										
6.5 Ensuring that filtering and monitoring arrangements are in place, together with opportunities to teach learners about safeguarding, including online safety	R (Trust-wide policy)	R (filtering and monitoring)	C	O	R (School-wide policy)		Approve an annual Safeguarding and Child Protection Policy that includes online safety (2.10) Approve a specific Online Safety Policy Schedule and receive a review the DfE's standards for filtering and monitoring (2023) Para 137; 141;142	Oversee an ICT strategy that includes an annual self-review tool (DOF) Para 145	Oversee the effective implementation of policies relating to online safety through visits and the interrogation of data for example Alert the schools and CEO to any concerns relating to ICT systems, including "over blocking" Para 129; 137; 141; 142	Are responsible for the dissemination, understanding and implementation of Trust policy, including documented school-specific arrangements Are responsible for ensuring that filtering and monitoring is operating in each school and that there is a robust process for managing high risk alerts through to satisfactory closure. (DSL)
6.6 Demonstrating awareness of the Human Rights Act 1998, the Equality Act 2010 and local multi-safeguarding arrangements Para 82 - 93										
NB: <ul style="list-style-type: none"> Trips and Visits are covered in section 14.5 ICT Filtering and Monitoring is covered in section 15 - check on duplication 										

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
7. School Organisation										
7.1 Setting the framework for the times of school sessions and school term dates			R							7.1 / 7.2 Implement and publicise agreed dates and sessions
7.2 Setting the times of school sessions and school term dates in line with policy			C		R					
7.3 Ensuring that school lunch nutritional standards are met			R1 (DOF)		R2	R3		7.3 Ensure that school lunch nutritional standards are being met		7.3 Are responsible for advising the DOF of any concerns relating to catering standards
7.4 Managing Trust wide contracts		R F&B	A (DOF)				7.4 Receive and respond to any concerns relating to Trust-wide contracts Approve any changes to contracts with due reference to procurement and tendering policies	7.4 Manage Trust-wide contracts and any changes Consult on the efficiency and effectiveness of contracts		7.4 Support Trust-wide contractors and contracted services ensuring benefit to learners and schools Provide feedback to the central team on Trust-wide contracts: positive and negative
7.5 Ensuring clarity and consistency of day-to-day working and communication (through published documents and processes)			O		R1	R2	(7.5) Ensure that documents such as the Sod and Handbooks are produced and published to support strategic and operational work in schools	7.5 Oversee the completion of documentation to facilitate clarity and consistency of day-to-day working eg Handbook for Senior Leaders, SoD Model good practice	(7.5) Are aware of documentation such as the Handbook for Senior leaders and briefing sheets/newsletters	7.5 Are responsible for circulating Trust documents as appropriate and implementing as required

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
7. School Organisation										
								in following published accountability frameworks, policies and processes		

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
8. Strategy										
8.1 Approving the Trust's Strategic Plan	R		C				8.1 Approve the Trust's 3-year strategic plan Approve the annual improvement plan (NB: see 2.1)	8.1 Prepare the Trust's strategic plan and one year plan, consulting with schools and Local improvement Boards	(8.1) Receive and contribute as appropriate - through Chairs' briefings for example	(8.1) Contribute to the preparation of the strategic and one year plan through ELG and line management
8.2 Ensuring effective day-to-day running of the School			O		R1	R2		8.2 Oversee through visits, SiP reports and feedback from stakeholders (inc LIBs)	(8.2) Support schools and the Trust	8.2 Are responsible for the effective day-to-day running of the school Advise the CEO and central team of any issues affecting the day-to-day running of the school

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
8. Strategy										
8.3 Holding the Headteacher or Exec Headteacher to account for the day-to-day running of the school: standards, behaviour, policies, processes etc. <i>(NB: Heads of School are accountable to Executive Headteachers)</i>		O (L&P)	R (CEO/SiP)	A			(8.3) Respond to any concerns which may arise through committee discussions or Trust-wide data	8.3 Hold the Executive Head/ Headteacher to account for the day-to-day running of the school	8.3 Support the CEO in holding the school to account through visits and LIB meetings and documents	8.3 Advise the CEO and central team of any issues affecting the day-to-day running of the school
8.4 Approving Significant Changes as defined by DfE guidance	R		O		A		8.4 Approve significant changes as defined by the DfE guidance	8.4 Consult Local Boards and schools on any proposed changes and prepare business cases relating to significant change for the Trust Board Submit cases by the deadlines set	(8.4) Provide views and feedback on any plans for significant change	8.4 Provide active support to the CEO and central team on the preparation of business cases

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
9. Governance										
9.1 Take Chair's Action (Trust and School). Actions to be reported at the next meeting of the full Board	R (Chair)			R (Chair)			9.1 Take Chair's action (Trust) to be reported at the next meeting		9.1 Take Chair's action (Local Improvement Board) to be reported at the next meeting	
9.2 Approving Scheme of Delegation	R		C				9.2 Approve the scheme of delegation on an annual basis (in-year changes can be made by the CEO and reported to the Board)	9.2 Review and update the scheme of delegation on an annual basis in light of feedback and present to the Board. Make changes as appropriate in consultation with the Chair of the Trust	(9.2) Implement the scheme of delegation and provide feedback to the CEO and governance professional	(9.2) Ensure school staff have an understanding of the accountability embedded in the scheme of delegation
9.3 Approving statutory, key regulatory and other policies as identified in the policy framework (p14)		R (L&P) (F&B) (Re)	C				9.3 Are legally responsible for the charity, schools and their governance Will approve statutory and other policies identified in the Policy Framework	9.3 Review and consult on updates to statutory and other policies identified in the Policy Framework		
9.4 Approving policies and other documents delegated to the Local Improvement Board				R1	A1	A2			9.4 Approve school-specific policies identified in the Policy Framework	9.4 Review and update school-based policies for LIB approval as identified in the Policy Framework

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
9. Governance										
9.5 Approving policies and other documents delegated to the School				O/C	R1	R2			9.5 Oversee and discuss the completion of school policies and documents as identified in the Policy Framework	9.5 Review and update school-based policies delegated to Heads, as identified in the Policy Framework
9.6 Implementing policies and standard operating procedures		O	R (Trust level)	O	R1 (School level)	R2 (School level)	9.6 Oversee the implementation of policies through reports, reviews and the work of individual committees and Trustees	9.6 Are responsible for the implementation of policies at Trust level	9.6 Oversee the implementation of policies through reports, reviews and the visits of individual members	9.6 Are responsible for the implementation of policies at school level
9.7 Approving a risk management framework and Risk Policy	R	O (A&R)	C				9.7 Approve a risk management framework and risk policy	9.7 Draw up and consult on the framework and policy (DOF)		
9.8 Maintaining a Risk Register in accordance with the Trust's risk management framework		O (A&R)	R1 (CFO)		R2			9.8 Maintain a risk register in accordance with the Trust's risk management framework (CFO/DOF) Provide support to schools in the mitigation of risk	(9.8) Support the school in the management and mitigation of risk	9.8 Are aware of the risks linked to the school and that school priorities reflect this
9.9 Approving an emergency plan framework		R (A&R)	C (CFO)				9.9 Approve an emergency plan framework	9.9 Draft and update an emergency plan in line with DfE recommendations		

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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9. Governance										
9.10 Maintaining (operationally) a local emergency plan emergency plan in accordance with the Trust's framework		O (A&R) (F&B)	C (CFO)	O	R1	R2			9.10 Check on the completion of local details	9.10 Complete the local details of the emergency plan and ensure dissemination and understanding (with due reference to specialist advice)
9.11 Reviewing and monitoring the annual statement of assurance	R	A (A&R)	C							
9.12 Approving Local Advisory Bodies with responsibility for more than one school	R	C (L&P)	A				9.12 Approve any governance arrangement covering more than one school following consultation with the L&P committee	9.12 Will offer guidance and opinion on the best governance arrangements to meet the needs of the schools		
9.13 Appointing and removing the Local Advisory Body	R		C				9.13 / 9.14 Are responsible for appointing and removing the Local Advisory Board and/or its Chair	9.13 / 9.14 Will be consulted on the appointment and removal the Local Advisory Board and/or its Chair	N/A for 22/23	N/A for 22/23
9.14 Appointing and removing the Chair of the Local Advisory Body	R		C					9.13 / 9.14 Will be consulted on the appointment and removal the Local Improvement Board and/or its Chair	(9.13/ 9.14) Advise the CEO of any concerns and make recommendations for additional LIB members	(9.13/ 9.14) Advise the CEO of any concerns and make recommendations for additional LIB members

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
9. Governance										
9.15 Appointing and removing a Local Improvement Board	R		C				9.15 / 9.16 Are responsible for appointing and removing the Local Improvement Board and/or its Chair			
9.16 Appointing and removing the Chair of the Local Improvement Board	R		C							
9.17 Appointing the governance professional/clerk and providing an online portal for governance	R		C				9.17 Appoint a governance professional/clerk to work with the Trust and its schools Agree an online portal (GovernorHub) Are responsible for succession planning to the Trust Board	9.17 Manage the liaison between the Trust and the governance professional Ensure that governance information on the Trust website is up to date Support Trustees and Local Board members with training	(9.17) Check that information on the DfE's GIAS system is accurate and updated regularly Ensure that governance information on school websites is up to date	(9.17) Check that information on the DfE's GIAS system is accurate and updated regularly Ensure that governance information on school websites is up to date
9.18 Ensuring the use of the secure online portal for all aspects of governance	R1 (Trust)		R1 (Trust)	R1 (School)	R2 (School)		9.18 Are responsible for ensuring Trust business operates through the portal Are responsible for communicating with the governance professional to ensure that all details on GovernorHub are accurate and updated	9.18 Are responsible for liaising with the governance professional and others to ensure the timely upload of Trust agendas and papers to the portal Share the responsibility to work with the governance professional to ensure	9.18 Are responsible for ensuring LIB business operates through the portal Are responsible for communicating with the governance professional to ensure that all LIB details on	9.18 Are responsible for ensuring that LIB meetings are supported through timely preparation of documents Are responsible for liaising with the governance professional and others to ensure the timely upload of

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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9. Governance										
								that all details on GovernorHub are accurate and updated	GovernorHub are accurate and updated	school agendas and papers to the portal
9.19 Maintaining a register of pecuniary, business and other interests for the Trust	R1 (Trust)		R2 (Trust)	R1 (LIB)	R2 (School)		9.19 Are responsible for declaring business and pecuniary interests via GovernorHub and the Trust's website	9.19 Are responsible for declaring business and pecuniary interests via GovernorHub and the Trust's website	9.19 Are responsible for declaring business and pecuniary interests via GovernorHub and the school's website	9.19 Are responsible for declaring business and pecuniary interests via GovernorHub and the school's website
9.20 Monitoring the reports of the External Auditor and ensuring implementation of actions		O (A&R)	R1 (DOF)		R2		9.20 Are responsible for overseeing the implementation of any actions resulting from external auditing (A&R)	9.20 Are responsible for implementing any actions resulting from external auditing relating to the Trust (DOF) Are responsible for advising schools of any required actions (DOF)		9.20 Are responsible for implementing any actions resulting from external auditing
9.21 Appointing Internal Auditors		R (A&R)	A				9.21 / 9.22 Appoint the internal auditor and approve the internal auditing process	9.21 / 9.22 Prepare a tendering process for auditors as required Ensure all auditors (internal and external)		
9.22 Monitoring the reports of Internal Auditors and ensuring implementation of actions		R (A&R)	C		R		Monitor the reports of the internal audits and ensure implementation of actions	receive timely and accurate information Implement the outcomes from auditing processes and ensure schools are aware of recommendations	(9.22) Discuss any concerns or issues with the central team relating to auditing of which the LIB may be aware	9.22 Provide information to the central team as required by the internal auditing process Ensure any recommendations from internal auditing

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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9. Governance										
										are implemented at school level
9.23 Approving an Equalities Framework and Objectives	R		C				9.23 Approve an Equalities Framework and objectives	9.23 Take responsibility for producing the Equalities framework and objectives for approval		
9.24 Implementing and monitoring equality objectives			O (CEO/HR)		R1	R2		9.24 Maintain an overview of objectives through termly School Improvement Reports and SIP visits	(9.24) Are aware of the Equality Framework and Objectives and comment as appropriate	9.24 Implement equality objectives and discuss with the Local Board and central team

Function or Task	JMAT				School		JMAT			School
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10. Finance										
10.1 Approving Financial Allocation to schools	R	C (F&B)	C				10.1/10.2 Approve the financial allocation to schools and the central team	10.1/10.2 Work with the CFO and school leaders to prepare individual school budgets and the central team budget	(10) Receive finance information via LIB Briefing Papers and discuss with the central team as required (Have responsibility for the efficient spending of restricted funds)	
10.2 Approving a school budget for each financial year	R1	O (F&B)	O		R2	C				

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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10. Finance										
10.3 Preparing an initial school budget			O		R					10.3 Take responsibility for preparing a school budget in line with the Handbook for Senior Leaders and in consultation with senior leaders and postholders
10.4 Approving the Trust's Finance Policy and procedures	R	O (F&B)	C				10.4 Approve the Trust's finance policy and procedures	10.4 Prepare and update policies for Board approval, in line with ESFA requirements		10.4 Operate in line with the Trust policies
10.5 Approving the Central Procurement Framework	R	O (F&B)	C				10.5 Approve the Procurement Policy	10.5 Prepare the Procurement Policy for Board approval in line with ESFA requirements		10.5 Operate in line with the Trust policies
10.6 Monitoring monthly management accounts	R1		R1 (CFO)		R2		10.6 Receive and scrutinise the monthly management accounts		(10) Discuss any issues relating to restricted funds with the school and central team	(10) Work with the central team (CEO and CFO) to resolve any finance issues which may occur
10.7 Preparing monthly management accounts			R					10.7 Prepare the monthly management accounts Discuss any issues with schools		
10.8 Approving the Trust's Charging and Remissions policy		R (R&B) F&B	C		A		10.8/9 Approve the Trust's Charging and Remissions Policy	10.8/9 Prepare the Trust's Charging and Remissions Policy,		10.8/9 Advise on any issues relating to operating the Charging

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
10. Finance										
10.9 Agreeing local charges in accordance with the Trust's Charging and Remissions policy		R (F&B)	O		C		(F&B) and agree local charges	including local charges		and Remissions Policy in practice
10.10 Implementation of the Trust's Charging and Remissions Policy			O		R1	R2		10.10 Oversee the implementation of the Charging and Remissions and refer any issues to the Board		10.10 Implement the Trust's Charging and Remissions Policy and refer any issues to the central team
10.11 Preparation of Trust Financial Statements in accordance with the accounting framework		O (F&B)	R					10.11 Prepare the Trust's financial statements in accordance with the accounting framework		10.11 Supply any information required for the preparation of financial statements
10.12 Approving Trust Financial Statements	R	C (F&B/A&R)					10.12 Approve the Trust's financial statements in accordance with the accounting framework			
10.13 Approving the intended use of surplus Trust balances	R	C (F&B)	C		A		10.13 Approve the intended use of surplus balances	10.13 Recommend the use of balances in line with agreed plans and audits and with a particular focus on safeguarding, health and safety and school improvement		10.13 Ensure that school plans (including building and premises plans) prioritise projects with a particular focus on safeguarding, health and safety and school improvement so that there is an evidence base for the use of

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
10. Finance										
										surplus funds
10.14 Approving the adoption or cancellation of all chargeable contracts (inc subscriptions for software etc)			R (CFO)		A					

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
11. Staffing										
11.1 Approving Trust Staff Structure Framework	R	A (F&B)	C				11.1 Approve the Trust's central staffing structure	11.1 Make recommendations relating to the central staffing structure of the Trust		
11.2 Recruiting to the Trust Staffing Structure and setting pay scales		A (Re)	R				11.2 Advise on recruitment to the central team and provide guidance as required	11.2 Take responsibility for recruiting to the central team structure	(11.2) Participate in interviews for central staff as required	(11.2) Contribute to, and provide support for, central team appointments as required
11.3 Approving a school's Staffing Structure Framework (inc pay scales)			R (all schools)	C	R (ind. schools)		11.3 Receive information on school staffing structures and provide challenge and support as appropriate	11.3 Approve school staffing structures (including pay scales - to include senior staff) Report any changes or amendments to the Board	11.3 Receive the school staffing structure and act in a consultative role, seeking clarification or further detail as required	11.3 Recommend, maintain and update a school staffing structure liaising with the central team as appropriate and consulting the Local

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
11. Staffing										
								(see also 11.7)	(see also 11.7)	Board (see also 11.7)
11.4 Recruiting to a school's Staffing Structure (and agreeing deployment and any remission time)			A	C	R1			11.4 Advise on recruitment to the school structure (post-holders and support at Grade 4+) Conduct termly QA checks on the recruitment process	11.4 Participate in school interviews in a consultative role at all levels, ensuring adherence to published policies eg Safer Recruitment	11.4 Recruit to the school structure following published policies eg Safer Recruitment and with due reference to the Local Improvement Board
11.5 Appointing and agreeing pay of Chief Executive	R	C (Re)					11.5 Appoint and agree the pay of the Chief Executive Officer			
11.6 Appointing and agreeing pay of Executive Heads / Headteachers		R (Re)	A				11.6 and any Executive Headteacher or Headteacher (Re)			
11.7 Appointing and agreeing pay of schools Senior Leadership Team			R		C			11.7 Appoint and agree the pay of the senior leadership team	As in 11.3	11.7 Provide views and opinions on the appointment and pay of the senior leadership team
11.8 Approving pay policy outside national terms and conditions		R (Re)	C				11.8 Approve any pay policy (including any policy which is outside the national terms and conditions)			
11.9 Exercising pay discretions within policy (excluding senior staff)			R1		R2			11.9 Approve any pay discretions within the pay policy (excluding senior staff)		11.9 Recommend any pay discretions within the pay policy

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
11. Staffing										
11.10 Agreeing redundancies			R		C		11.10 Receive details and costing of any redundancies	11.10 Agree redundancies and inform the Board in consultation with the Local Boards	11.10 Discuss /respond to potential redundancies at the school	11.10 Advise the central team and Local Board of any potential redundancies
11.11 Dismissing Executive Headteacher / Headteacher	R (Ex Hd)		R (HT)				11.11 Are responsible for dismissing the Executive Headteachers and Headteachers	11.11 Advise the Trust Board on the dismissal of Executive Headteachers	(11.11) Will be consulted on the dismissal of the Headteacher	
11.12 Dismissing Head of School *Where the exec headteacher had involvement at an earlier stage, a Trust Committee would be formed		*R	C		R		11.12 * Will form a Trust panel for dismissal of the Head of School where the Executive Headteacher has had previous involvement	11.12 Will advise schools on the dismissal of the Head of School	(11.12) Will be consulted on the dismissal of the Head of School	11.12 Are authorised (Executive Heads) to dismiss the Head of School *
11.13 Dismissing other school staff *Where the exec headteacher / headteacher has had involvement at an earlier stage, a Trust Committee would be formed		*R	A		R		11.13 * Will form a Trust panel for dismissal of school staff where the Executive Head / Headteacher has had previous involvement	11.13 Advise the school on the dismissal of school staff	(11.13) Chair may be consulted on the dismissal of school staff * Will be required to form part of a Trust panel for dismissal of school staff (excluding chair if there has been consultation or previous involvement)	11.13 Take responsibility (Exec Heads and Headteachers) for the dismissal of school staff (Trust panel will be convened where there has been previous involvement)

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
11. Staffing										
11.14 Dismissing Central Team staff			R				11.14 * Will form a Trust panel for dismissal of central team staff where the CEO has had previous involvement	11.14 Are authorised to dismiss central team staff		
11.15 Suspending /reinstating Exec Headteacher / Headteacher		R (L+P)	A				11.15 Are authorised to suspend/reinstate Executive Heads and Headteachers	11.15 Will advise the Trust Board on the suspension / reinstatement of Executive Heads and Headteacher	(11.15) Will be consulted on the suspension /reinstatement of Headteachers	
11.16 Suspending /reinstating Head of School			C		R			11.16 Will advise the school on the suspension/ reinstatement of Heads of School		11.16 Are authorised (Executive Heads) to suspend/reinstate Heads of Schools in consultation with the CEO/HR Manager
11.17 Suspending /reinstating other school staff			A		R			11.17 Will advise the school on the suspension/ reinstatement of other school staff		11.17 Are authorised (Executive Heads and Headteachers to suspend/reinstate other school staff in consultation with the CEO/HR Manager
11.18 Suspending /reinstating Central Team staff			R (HRM)					11.18 Are authorised to suspend/reinstate central team staff (HRM)		

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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11. Staffing										
11.19 Agreeing termination payments for the Executive Headteacher		O (F&B) (Re)	R				11.19/11.20 Will monitor and oversee that termination for payments for all staff, including Executive Headteachers operate in line with HR and ESFA recommendations Will receive details and costings of any termination payment	11.19/20 Will liaise with the Trust's HR provider and agree any termination payments for Executive staff including Executive Headteachers. Will report on termination payments to the Trust Board		
11.20 Agreeing termination payments for other staff within Trust framework		O (F&B)(Re)	R		A					
11.21 Appeals under any HR policy or procedure (panel of 2 or more to be made up of any of the following: Trustees / LAB / LIB members who have not been involved at an earlier stage)		R					11.21 Are responsible for the Appeals process under any HR policy or procedure <i>(panel of two or more to,be made up of Trustees/LIB members who have not been involved at an earlier stage)</i>		11.21 Will support the Appeals process under any HR Policy or procedure <i>(panel of two or more to,be made up of Trustees/LIB members who have not been involved at an earlier stage)</i>	

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
12. Performance Management										
12.1 Approving a performance management (appraisal) policy		R (Re)	C				12.1 Are responsible for approving overall policies for performance management and pay Have oversight of the performance management decisions across schools (CEO report)	12.1 Develop overall policies for performance management and pay		Are responsible for setting and reviewing performance in line with the Trust's policy (including mid-year reviews)
12.2 Implementing the performance management policy		O (Re)	R (Trust)	O	R1 (school)	R2 (school)			12.2 Are responsible for overseeing performance management, ensuring that a process is in place, is applied consistently and operates in line with the Trust's Appraisal Policy for all staff (except Heads)	
12.3 Securing the performance management of the Chief Executive (Chair sets and monitors objectives)		R (Re)					12.3 Are responsible for setting and monitoring objectives for the CEO (Chair sets and monitors objectives)			

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12. Performance Management										
12.4 Securing the performance management of the Executive Headteacher / Headteacher		O	R	A				12.4 CEO is directly responsible for the performance management of Executive Head(s) and Headteachers (supported by SiPs)	(12.4 /5) Support the performance management process of the Headteacher/Head of School as required	
12.5 Securing the performance management of the Head of School			A1 (SiP as ext adviser)	A2	R			12.5 Executive Head is directly responsible for the performance management of Heads of School (supported by SiP partners)		
12.6 Securing the performance management of the school Senior Leadership Team and other staff in line with agreed procedures			A	O	R1	R2				12.6 Are responsible for the performance management of senior and other staff in line with Trust policy Ensure the completion of performance management documentation in a timely fashion (for all staff) including mid-year reviews
12.7 Performance management of Central Team staff			R					12.7 /8 Receive (and approves or rejects) recommendations for pay progression relating to the central team staff (CEO) 12.8 Receives and		

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12. Performance Management										
12.8 Approving pay progression (inline with policy)		R (Re) (CEO) (ExHd/HT)	R (CEO) (central team) (HoS)	R (senior and other staff)			12.8 Receive (and approve or reject) recommendations for pay progression for the CEO 12.8 Receives and approves (or rejects) recommendations for pay progression relating to Executive Heads and Headteachers	approves (or rejects) recommendations for pay awards for Heads of School (CEO)	12.8 Receive (and approve or reject) recommendations for senior and other staff (excluding Executive Head(s), Headteacher and Head of School)	
12.9 Quality assurance of performance management arrangements across schools (contributing to strategic aims)		O	R							
12.10 Quality assurance of performance management arrangements within the school (contributing to strategic aims)				O			12.10 Oversees the quality assurance of performance management arrangements across schools through the L&P committee	12.10 Are responsible for ensuring that schools align performance management with school priorities and the desired outcomes	12.10 Ensure that performance management is contributing to outcomes and the school's strategic goals (see also 12.2)	

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
13. Premises										
13.1 Procuring buildings	R		C		A					
13.2 Approving the Capital Buildings Strategy / Asset Management Plan for the Trust and for each individual school within the Trust		R (F&B)	C		A		13.2 Approve a Capital Building Strategy/Asset Management Plan for the Trust	13.2 Are consulted on the capital building strategy and ass	Receive information via the Local Improvement Board Briefing Sheet	13.2/3 Work with the central team to complete audits and participate in any external quality assurance visits
13.3 Delivering an approved Capital Buildings Strategy/Asset Management Plan (school level)		O (F&B)	R		A		13.3 Ensure the staffing structure provides an adequate number of posts			
13.4 Delivering a routine maintenance plan in line with Trust guidelines (Trust and school level)		O	R		A			13.4 Provide routine, ongoing compliance and maintenance services Provide recording processes (EVERY)		13.4 Implement the recording systems and ensure all staff are able to log issues. Raise any concerns with the DOF at central office
13.5 Putting in place full insurance cover		O (F&B)	R				13.5 Oversee insurance arrangements and ensure they are in line with ESFA requirements	13.5 Arrange full insurance and report to the Board		
13.6 Ensuring that effective letting arrangements and policies are in place		O (F&B)	R (DOF)				13.6 Ensure that appropriate lettings policies are in place	13.6 Produce a policy and leasing agreements that seek		

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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13. Premises										
for each school premises							Para 166 & 167	to protect children and young people Para 166 & 167		

Function or Task	JMAT				School		JMAT			School
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14. Health and Safety										
14.1 Approving a Health and Safety Framework and Policy	R1	R2 (F&B)	C				14.1 Approve a health and safety Framework and Policy for the Trust and its schools (via F&B and then the Full Board)	14.1 Prepare and update the Trust's Framework and Policy ready for approval (by F&B and then the Full Board)		
14.2 Implementing the Health and Safety Framework and Policy in the school			A	O	R1	R2				14.2 Take responsibility for the implementation of health and safety at school level (may be delegated further)
14.3 Ensuring Health and Safety regulations are followed (quality assurance)		O (F&B)	R1 (DOF - Trust-wide)		R2 (school)			14.3 Take responsibility for assuring that health and safety regulations are followed at Trust level (DOF) Organise independent quality assurance on fire, health and safety	Receive information via the Local Board Briefing Sheet	14.3 Take responsibility for assuring that health and safety regulations are followed at school level

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
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14. Health and Safety										
14.4 Implementing recommendations following Trust reviews (inc commissioned providers)			O (DOF)		R1	R2		14.4 Ensure that any action points arising from audits and visits are completed at Trust level		14.4 Ensure that any action points arising from audits and visits are completed at school level
14.5 Approving Trips and Visits in line with the Educational Visits Proposal Form and approved policy Type1: daytime/UK Type 2 overseas/residential/high risk* *Trips and Visits policy template is available			A (DOF)	R (approve)	R (implement)		Provide annual governance training on Trips and Visits Provide advice on any trip or visit, relating to finance, health and safety or safeguarding	Approve the school's Trips and Visits Policy Receive information relating to Type 1 and Type 2 visits, providing challenge and support as appropriate Receive feedback from trips and visits to ascertain value, effectiveness and lessons learnt		Responsible for ensuring the school's policy is understood and implemented effectively (including trip evaluation) Appoint a trained EVC. Ensure that the EVOLVE system is used for all planning and recording (Type 1 and 2)

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15. ICT										
15.1 (a) Developing an ICT Strategy (b) Approving an ICT Strategy		R (F&B/L&P) approving	A				15.1 Approve an ICT Strategy	15.1 (a) Develop a provider and product framework/process 15.1 (b) Develop a Trust-wide Acceptable Use of ICT Policy	Receive information via the Local Board Briefing Sheet	15.1 Ensure that processes and policies on ICT are followed at school level 15.1 (b) Develop student/pupil

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
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15. ICT										
										agreements on ICT as required
15.2 Developing an approved provider and product framework/process for ICT purchasing (inc all software and MIS programmes)			R (DOF)							
15.3 Delivering an ICT update and refresh programme in line with the Trust's approved provider and product framework			R		C			15.3 Oversee the ICT service and implement the strategy, updating and refreshing as required		15.3 Contribute to the ICT development of the Trust through ELG and audits
15.4 (a) Ensure there is appropriate filtering and monitoring in place on school systems and devices to limit exposure to risk			R (DOF)		R			15.4 (a) Ensures the ICT team has filters in place for internet sites that are age-appropriate and proportionate Facilitate filtering alert system at schools Carry out an annual review of approaches to online safety Para 141; 142; 132; 138	15.4 (b) Oversee the effectiveness of filtering systems through the scrutiny of data on online issues including child-to-child abuse Receive information on the range of issues identified from the alert system (phrases of concern) Refer concerns to DOF Para 141; 142; 132	15.4 (b) Ensure that the school DSL is monitoring

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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15. ICT										
(b) Ensure filter systems are implemented and monitor their effectiveness			R (DOF- annual review)	O (monitor for effectiveness)	R (implement)			15.4 (b) Carry out an annual review of approaches to online safety Para 145	15.4 (b) Monitor effectiveness through the scrutiny of data on online issues including child-to-child abuse Receive information on the range of issues identified from the alert system (phrases of concern) Refer concerns to DOF/Trust Safeguarding Lead Para 141; 142; 132	15.4 (b) Ensure that filtering is operating across the school and that the DSL is monitoring the alert system Take action as appropriate and provide data and information for the LIB via the SIR/Safeguarding Report

Function or Task	JMAT				School		JMAT			School
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16. Central Team Support										
16.1 Organising the Central Team to deliver a regulatory function and Core Service for all schools	R1		R2				16.1 Ensure that staffing and organisation enables the central team to deliver regulatory and core services to all school	16.1 Organise the central team to deliver regulatory and core services to all schools		

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
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16. Central Team Support										
16.2 Overseeing services provided by the Central Team	R		A		A	A	16.2 Oversee the range of services available to schools	16.2 Make any recommendations relating to the development of central services to schools	Receive information via the Local Board Briefing Sheet	(16.2) Liaise with executive staff on any service issues
16.3 Commissioning non-core services from the Central Team			R		A	A		16.3 Are responsible for providing additional support from the central team to schools as required (and as capacity permits)		16.3 Request additional support from the central team as required

Function or Task	JMAT				School		JMAT			School
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17. Admissions										
17.1 Approving for statutory consultation Admission policies for Trust schools	R		A				17.1 / 2 Determine and approve the Admissions Policy for statutory consultation	17.1/2 Prepare the Admissions Policy for approval and oversee the statutory timeline		Publicise the admissions consultation
17.2 Determining Admission policies for Trust schools	R		A							
17.3 Dealing with Local Authorities on policy issues and the School Adjudicator/ESFA on	O	R (F&B)	R		C		17.3 Are advised of any feedback relating to the consultation on admissions	17.3 Liaise with the Local Authority on policy issues Liaise with the		17.3 Provide information on any issues relating to the consultation on admissions

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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17. Admissions										
admission related issues								schools' adjudicator/ESFA as required		
17.4 Implementing admission arrangements in accordance with Trust policy and LA co-ordinated schemes			O		R1	R2		17.4 Oversee the admissions arrangements (including mid-year admissions)		17.4 Take responsibility for implementing the admission arrangements, including mid-year admissions
17.5 Securing an independent admission appeals panel	O		R1		R2			17.5 Ensure an independent appeal service is in place (SCC) Support schools in any process		17.5 Represent the school at any admissions hearing

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18. Communication and Feedback										
18.1 Preparing and publishing the Trust website (including social media)			R1				18.1 Oversee the Trust's website ensuring compliance	18.1 Populate the Trust's website ensuring compliance		
18.2 Preparing and publishing the school's website (including social media) and			A	O	R1	R2		18.2 Provide support and guidance for schools in the development of websites (as capacity)	18.2 Check and oversee the compliance of the school website and seek changes as	18.2 Populate the school website (including Trust-wide statements and policies as

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

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18. Communication and Feedback										
ensuring statutory compliance								allows)	required	appropriate) and maintain a compliant website
18.3 Preparing home-school communication policy and agreements (Trust wide) as required eg Remote Charter			R1		R2	R3		18.3 Produce Trust-wide agreements as required eg remote learning		18.3 Work with the CEO and others to produce Trust-wide agreements as required eg remote learning
18.4 Developing partnerships with stakeholders for the benefit of the Trust	R1		R2				18.4 Attend particular events on school sites including CPD events for staff Receive Trust-wide communications via GovernorHub Receive the outcomes from staff surveys	18.4 Ensure good communication between the Trust Board, Heads, schools and Local Boards - LB Briefing sheets - CEO Blog - CEO Reports Produce Trust wide newsletters for Staff and parents - termly Undertake staff surveys across the Trust		
18.5 Developing partnerships with stakeholders for the benefit of the school (including parents/carers and pupils)				O	R1	R2			18.5 Receive (and contribute) to school bulletins and newsletters as required Attend school events and evenings	18.5 Produce regular school bulletins and newsletter Take responsibility for student/pupil and parent/carer surveys (with due reference to SiP activities)

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18. Communication and Feedback										
										Receive feedback on any surveys or questionnaires (pupils, parents/carers and other stakeholders) in order to support developments and improvements
18.6 Implementing communication activities for the Trust	O		R (DOF)				18.6 Commission a PR service to work on behalf of the Trust and its schools	18.6 Take responsibility for liaising with the appointed PR service on behalf of the Trust Take responsibility for signing-off any press statements or coverage		
18.7 Implementing communication activities for the school (with due reference to the PR service provided by the Trust)				O	R1	R2				18.7 Take responsibility for liaising with the appointed PR service on behalf of the schools
18.8 Developing and implementing brand guidelines for the Trust and its schools	A		R1		R2	R3	18.8 Provide the strategic direction for the JMAT brand	18.8 Develop the brand guidelines in use across the Trust and its schools		18.8 Ensure that school publications and the website are in line with brand guidelines
18.9 Implementing and responding to the Trust Complaints Policy		O (Trust)	R (Trust)	O	R1	R2	18.9 Approve a Trust-wide Complaints Procedure	18.9 Implement and review the Trust's Complaints Procedure		

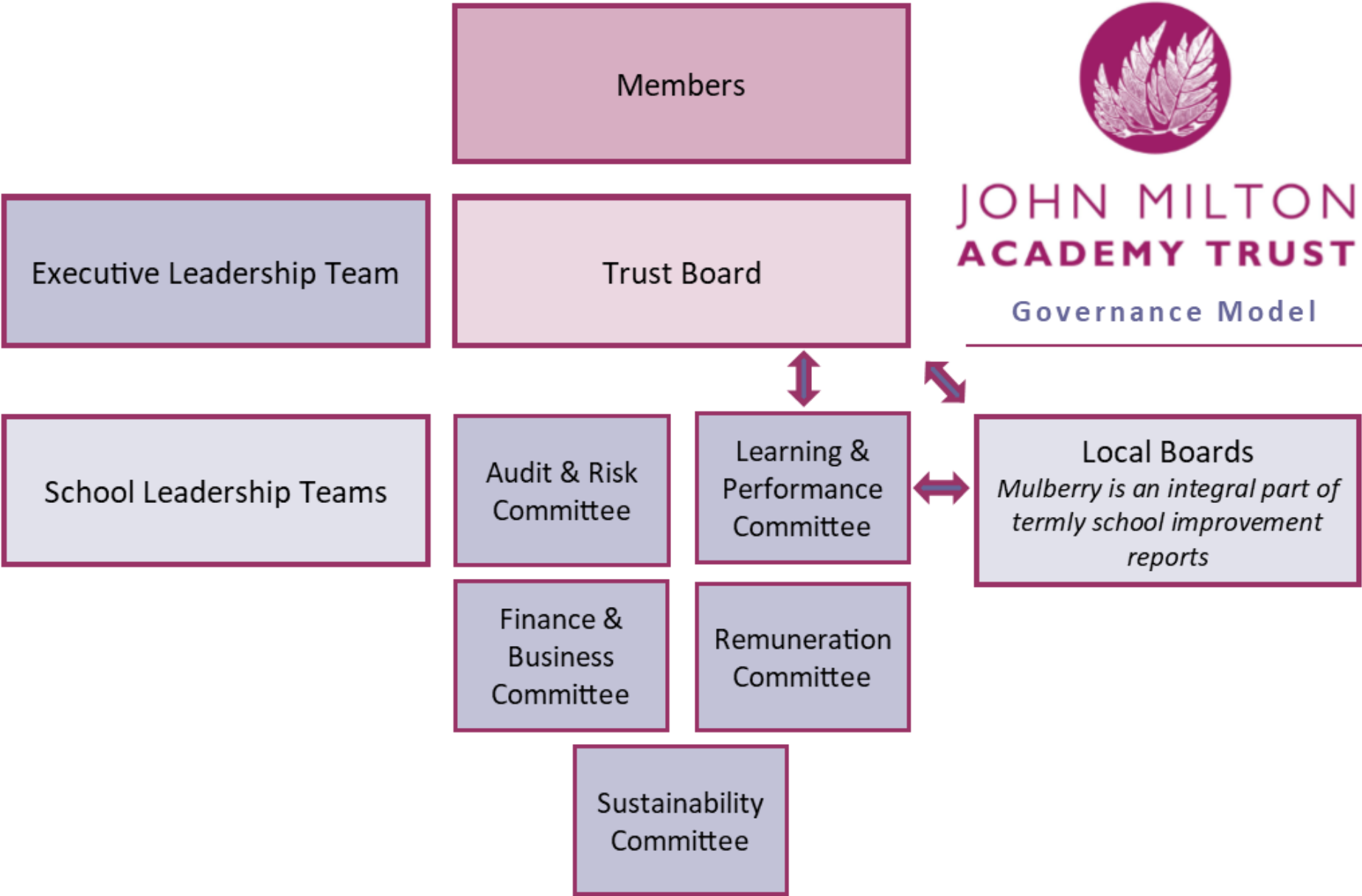
SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
18. Communication and Feedback										
18.10 Managing the Complaints Policy for Schools at Stage 3			R (Hds and EH)	A	R1	R2	Will form part of a Stage 4 panel if required	18.10 Appoint an independent investigator at Stage 3 as appropriate (where the complaint is about the EH or HT, for example) Implement Stage 4 and form a Trust complaints panel	18.10 Participate in Stage 3 investigations as required Will form part of a Stage 4 panel as required	Implement Complaints Procedure up to Stage 2 or Stage 3 as appropriate, Keeping and reporting on school-based records via the SIR Will represent the school in a Stage 4 complaint
18.11 Implementing recommendations from Stage 3 complaints (independent/Trust investigations)				O	R			18.11 Provide support and guidance to schools and the LIB on recommendations arising from complaints	18.11 Ensure that lessons are learnt from complaints and oversee that recommendations have been implemented (in line with the Trust's Complaints Policy)	18.11 Are responsible for implementing recommendations arising from investigations and complaints

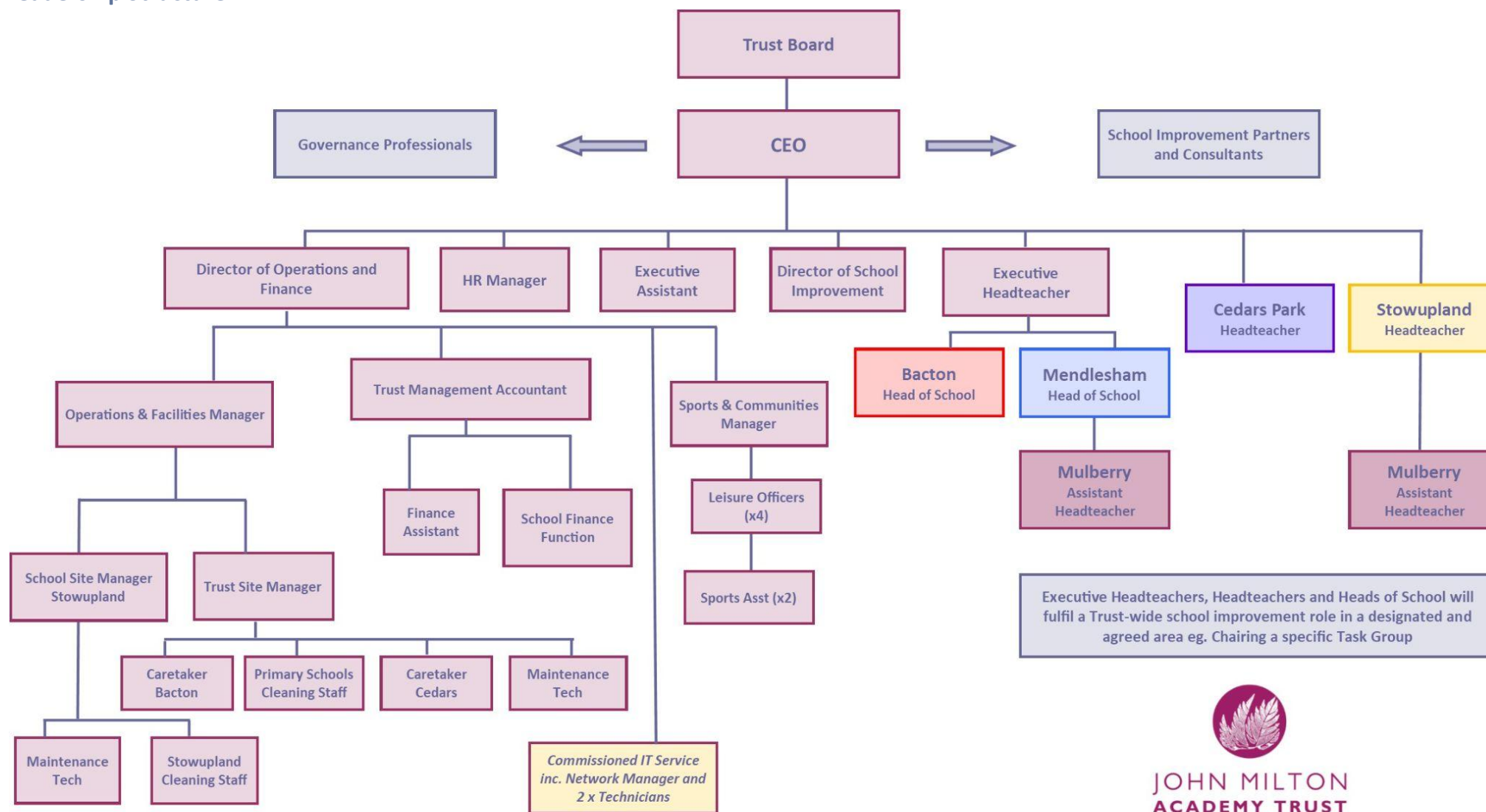
Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
19. Federations										
19.1 Expanding the MAT through growth	R		C		A					

SCHEME OF DELEGATION: ROLES AND RESPONSIBILITIES

Function or Task	JMAT				School		JMAT			School
	Board of Trustees	Trust Committees	Executive Staff (inc CEO & SiPs)	LIBs Local Improvement Boards	Executive Head or Headteacher	Head of School (where applicable)	Trustees	CEO and central team (inc school imp partners)	Local Improvement Boards	Schools (Heads)
20. Extended Services										
20.1 Determining the Extended Services Framework	R1		R2		A1	A2				
20.2 Delivering the additional extended services			O		R1	R2				
20.3 Ceasing to provide extended school provision	R1		R2		A1	A2				
20.4 Ensuring provision of free school meals to those pupils meeting the criteria			A		R1	R2				



Leadership Structure



Trust and School Policies

Working Document

Trust Board or Committee Approved	
Full Board	Audit and Risk Committee
<ul style="list-style-type: none"> Admissions Complaints Procedure Grievance Procedure Risk Management Safeguarding and Child Protection Safer Recruitment School Uniform (appendices determined by the Local Improvement Board) Vexatious, Persistent and Unacceptable Conduct Whistleblowing <p>ECT Provider recorded through the CEO's report. Any changes to be discussed by the Board or delegated committee prior to implementation</p>	<ul style="list-style-type: none"> Anti-Fraud Data Protection and Freedom of Information Emergency Plan First Aid Health and Safety Policy LGPS Discretions Record Retention
Learning and Performance Committee	Finance and Business Committee
<ul style="list-style-type: none"> Capability Designated Teacher for Looked After and Previously Looked After Children Disciplinary Discretionary Leave of Absence Equality Information and Objectives Induction of Early Career Teachers Organisational Change and Redundancy Policy Relationships, Sex and Health Education SEND Single Strategy (Trust-wide Principles) Sickness Absence Management Suspension and Exclusions 	<ul style="list-style-type: none"> Charging and Remissions Expenses (Trustees and Local Board members) Finance Policy Procurement Policy and Procedures Reserves
	Remuneration
	<ul style="list-style-type: none"> Pay Policy
School Specific Policies	
Local Improvement Board Approved	School Approved (with discussion by the Local Board)
<ul style="list-style-type: none"> Attendance Behaviour (inc Anti-Bullying strategy, or separate policy) Careers and IAG Children with Health Needs who Cannot Attend School Curriculum from 2022 (Trust principles) EYFS Safeguarding and Child Protection - Local Procedures SEND Information Report Single Strategy Plan School Uniform (school appendix) Supporting Pupils with Medical Conditions 	<ul style="list-style-type: none"> Accessibility Plan Emergency Plan – Local Details Exams Contingency Plan and Non-Exam Assessment SMSC policy template is available

All other policies remain the remit of the individual school.