



Version: 2.3
Revised: 04/02/2021

KEY		
Accountability	A	The level at which the decision must be made
Responsibility	R	The level at which the task is completed
Consult/Discuss	C	Those that must be consulted by those carrying out the task - being involved in discussion
Inform	I	Those who must be informed of the outcome of the task

Function	No	Task	Members	Trustees	CEO/ Central Team	Local Governing Body	School	Note
Governance	1	Appoint/remove Members	A	C				
	2	Appoint/remove Trustees	A	C				
	3	Co-opt/remove additional Trustees	I	A				
	4	Approve Articles of Association	A					
	5	Establish and review Trust governance structure	I	A	C	C	C	
	6	Ratify appointment/removal of LGB Chairs		A		R	C	
	7	Approve Trust board committee terms of reference and Chairs		A		I		
	8	Approve Trust schedule of delegation		A	C	C	C	Reviewed on an annual basis
	9	Approve schools joining the Trust		A	R	C	C	
	10	Receive accounts		A	R	I	I	
	11	Approve membership of Trust committees		A		I		
	12	Formulate year plan for Trust board and committees		AR	C	R	C	
	13	Formulate year plan for LGB and committees			C	A/R	C	
	14	Approve LGB year plans		A		R	C	
	15	Ratify composition of LGB		A		R	C	
	16	Review complaints annually		A		R		
	17	Appoint/dismiss Trust board Clerk		R	C			
	18	Appoint/dismiss LGB Clerks					R	C
	19	Complete and review risk register for Trust with reference to the risk management policy			AR	C		
	20	Complete and review risk register for School with reference to the risk management policy			I	I	AR	C
	21	Provide an induction pack for new Trustees			A	R		
	22	Undertake appropriate Trustee training and maintain a training register			A/R			
	23	Provide an induction pack for new Governors					A/R	
	24	Undertake appropriate Governor training and maintain a training register					AR	
Strategy and Policies	25	Develop and determine core Trust strategy, vision and principles	I	A	R	C	R	Consult on any change
	26	Set Strategic plan for School in line with Trust strategy and vision		A	I	R	R	Ratified by Trustees, set by School
	27	Develop and maintain an up-to-date School business continuity plan		I	C	A	R	
	28	Set and review/monitor Trust development plan		A	R	C	R	
	29	Determine which policies will be developed by the Trust and mandatory for all Trust Schools		A	R	C	C	Policy tracker
	30	Ensure copies of all AAT policies and procedures are disseminated to staff and implemented			R	R	R	Reflect in LGB policy tracker
Curriculum	31	Develop and implement curriculum policy that meets the needs of all students and complies with statutory requirements (in conjunction with CEO)		I	C	A	R	
	32	Provide relationships, health & sex education (RSHE)		I		A	R	From Sept. 2020
	33	Provide religious education (RE) in line with the School's curriculum policy		I		A	R	
	34	Prohibit indoctrination and ensure the balanced treatment of controversial issues				A	R	
	35	Establish a charging and remissions policy for activities		A	I	R	R	Local to each School
	36	Approve charging policy		A	I			
Safeguarding	37	Implement the charging policy			I	A	R	
	38	Ensure all Trustees have completed and keep up-to-date their safeguarding training		R				
	39	Ensure all Trustees have read the most recent version of KCSIE		R				
	40	Ensure all Governors have completed and keep up-to-date their safeguarding training				R		
	41	Ensure all Governors have read the most recent version of KCSIE				R		
	42	Ensure all Governors have read and are aware of the School's current safeguarding policy				R		
HR	43	Receive summary reports on how the LGBs are fulfilling their statutory requirements on safeguarding and creating a safeguarding culture		A		R	C	
	44	Appoint CEO	I	A				
	45	Suspend and/or dismiss CEO	I	A				
	46	Conduct CEO pay/appraisal review		A				
	46	Appoint Headteacher (Chair of LGB to chair recruitment panel and make appointment in conjunction with CEO/Chair of Board approval)		A	R	R		

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	47	Suspend and/or dismiss of Headteacher in conjunction with CEO		A	R	R		
	48	Pay and appraisal of Headteachers in conjunction with CEO		I	C	AR		
	49	Appoint members of School leadership team and conduct pay/appraisal review in conjunction with CEO			C	AR	A	
	50	Appoint other teachers and support staff (subject to 65 below)			I	I	AR	
	51	Determine pay for teachers and support staff (with CEO)			C	A	R	
	52	Appoint Trust central staff and agree team structure		A	R		C	For best value for all Schools
	53	Agree Trust pay policy with School specific policies defined per terms and conditions		A	R	A	C	
	54	Agree School staffing structures annually		A	C	A	R	Responsibility of LGB and Headteacher
	55	Dismiss and/or suspend leadership team member or other staff (in conjunction with CEO)			C	A	R	
	56	Determine dismissal/early retirement/redundancy payments (over £50k needs ESFA approval)		A	C	R	C	
	57	Establish and annually review appraisal policy		A	C	R	R	
	58	Implement the appraisal policy				A	R	
59	Be responsible for correct payment of salaries and bills (Head to approve pay and pay documents)				A	R		
Financial Management	60	Ensure the School's continuing compliance with the ESFA Academies Financial Handbook and Trust scheme of delegation and financial procedures			R	A	R	
	61	Approve a written schedule of delegation of financial powers which must operate in conjunction with the EFA Academies Financial Handbook and the financial procedures of the Trust		A	R	C	C	Consult when changes proposed
	62	Approve the financial procedures manual of the Trust		A	R			
	63	Approve the Trust's financial policies		A	R	C	C	
Budget	64	Prepare the three-year plan in conjunction with central team			R		R	
	65	Approve a three year plan and recommend to the Trust Board for approval. Triggers in place for deficit budgets as follows: 1) year 1 deficit triggers approval of all capital items regardless of value and approval of staffing model for following academic year 2) year 2 deficit budget triggers set up of Steering Committee for Financial Recovery plus point 1) items				A		
	66	Review and approve the consolidated 3-year plan (Resources review and Trust board approve)		A	R			
	67	Undertake benchmarking exercises on an annual basis		I	R	A	R	
	68	Consider benchmarking work for the Trust as prepared by the COO/Business Managers		A	R			
	69	Approve all changes to forecast surplus/deficit up to £50,000			C	A	R	
	70	Approve all changes to forecast surplus/deficit in excess of £50,000		A	C	R	R	
Financial Reporting	71	Monitor & control expenditure for the School against the budget during the financial year, including preparation & approval of reports			I		AR	Work towards common methods of accounting
	72	Receive and review financial reports for Schools			I	A	R	
	73	Consider consolidated financial reports for Schools and Trust		A	R			
	74	Ensure that earmarked funds/capital projects and large or trading activities are separately monitored and reported to Governors			C		A	
	75	Monitor earmarked funds, trading activities and large School operations, (e.g. catering, sports facilities, extended school activities, hirings, etc) to ensure that the allocations are spent in accordance with the recognized terms and within the allocation set out in the budget			I	A	R	
	76	Review year end accounts for the School and recommend to the Trust board			I	A	R	
	77	Receive and approve draft financial statements prior to submission to secretary of state on 31 December		A	R			
Audit	78	Maintain a register of interests for all Members, Trustees, Governors and School staff (must include all budget holders and senior staff)		A		R	C	
	79	Appoint auditors for the Trust		A	R			
	80	Agree an annual programme of work to review internal financial control		A	R	I		
	81	Ensure that there are adequate controls in place and that the principles of internal control are in place and that documents and records are available for audit by the internal and external auditor			R	R	R	
	82	Receive and consider reports of the external /internal auditor and inform the DfE if it suspects any irregularity affecting resources		A	R	A		
	83	Produce a response to the internal and external audit reports & an action plan on how recommendations will be implemented				A	R	
	84	Review and approve action plan from external/internal audit report		A		A	C	
	85	Ensure that the recommendations agreed by the School have been implemented			R		R	

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Purchasing	86	Maintain a contracts register					A	
	87	Review contracts register			I	A	R	
	88	Ensure that a minimum of 2 written quotes are obtained for purchases & contracts valued over £2,000 up to £10k				A	AR	
	89	Ensure that a minimum of 3 written quotes are obtained for purchases & contracts valued over £10,001 up to £50k				A	AR	
	90	Ensure a minimum 3 invitations to tenders are obtained for purchases & contracts valued between £50,000 – relevant OJEU limit		A			AR	
	91	Ensure that an EU tender process is carried out for purchases and contracts valued over EU limits		A			AR	OJEU - Official Journal of the European Union
	92	Ensure that EU regulations are applied for all contracts over the EU threshold		A			A	
	93	Approve orders for all goods and services. Note: Capital limits for CIF bids are an exception to this rule. See FPM for approval process. M: Over EU Limit, T: Over £50k LGB: Between £15k - £50k HT: Up to £15k		A			A	AR
	94	Approve expenditure from local reserves				A	R	
	95	Approve expenditure from central reserves		A	R			
Income	96	Agree the Trust investment policy and Trust reserves policy in line with Academies Financial Handbook		A				
	97	Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of the School				A	AR	
	98	Approve procedures for chasing outstanding income due to the School (debt recovery procedure)				AR		
Assets	99	Determine a value above which assets should be recorded on the School's inventory (above £500) and asset register (over £2000)		A	R			
	100	Ensure the physical security of the School's assets, and maintain and periodically inspect an up-to-date inventory				A	AR	
	101	Maintain an inventory of items over £500 and assets over £2000 and ensure security of these items				A	R	
	102	Write off bad debts, stocks and surplus assets within delegated limits T: >£500 LGB: <£500 HT: <£500		A		A	A	
Central Services	103	Determine scope and charge of mandatory core services to be delivered by the Trust on behalf of Schools		A	R	C	C	Developed over time by all Schools
	104	Identify those additional services to be procured on behalf of Schools and ensure provide value for money		A	R		R	
	105	Produce internal audit plan for Trust and Schools		A	R	C	C	
Premises and Insurance	106	Ensure that arrangements for insurance are in place and are adequate. COO to notify the resources committee on any eventuality that could affect the Trust insurance arrangements. Insurance to be arranged by LGB/HT and approved by Trust board		A	R	R	R	
	107	Develop the Trust's building programme		A	R	R	R	
	108	Implement the School's building programme				A	R	
	109	Develop a School maintenance programme in conjunction with CEO			C	A	R	
	110	Develop a health and safety policy within the Trust's framework		A		R	R	Consult on any changes
	111	Ensure health and safety regulations are followed and review incident log/audit findings				A	R	
	112	Implement Trust's health and safety policy				A	R	
Target Setting	113	Purchase/disposal of freehold land or buildings – EFSA approval required		A	R	R	R	
	114	Propose targets for pupil achievement (with CEO)			C		AR	
	115	Agree targets for pupil achievement		I		A	R	
Admissions	116	Monitor pupil achievement against targets		A	R	A	R	
	117	Approve any annual revisions to admissions		A	C	R	R	LGB Consult
	107	Consult and make recommendations on admissions policy, consider requests and investigate fraudulent applications				A	R	