



September 2024

Expect the best | Learners with character | Care about the environment | Everyone is a leader | Care about people

### **Education South West Trust Scheme of Delegation. Effective September 2023**

This Scheme of Delegation has been developed to clarify strategic level accountabilities and responsibilities across the Trust. It takes into account the Funding Agreement, Corporate and Charity law, Academy Trust Handbook, CIPFA guidance and other DfE guidance.

The separate Finance Scheme of Delegation sits alongside this to provide detail of delegated financial authorities around key controls. The Governance Handbook includes an extract of responsibilities for the LGBs along with additional practical guidance. The Trust suite of policies detail how business is conducted, supported by process guidelines and supported by an Accountability and Responsibility Matrix to act as an aide memoire.

### **Introduction**

The Board of Trustees of Education South West Trust has accountability for ensuring the Trust meets its charitable objectives and responsibility for setting the direction of the Trust, ensuring that it is solvent, compliant, and delivers the Trust's charitable objects for the benefit of the public.

The Board, under the Trust's Articles of Association, may 'delegate such powers and functions as they consider are required by the Chief Executive Officer for the internal organisation, management and control of the Academies (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies). This document reflects the delegations that have been made. The levels of delegation are as follows:

Members; Board of Trustees; Finance Committee; CEO; COO; Director of Education, Chairs Committee; Local Governing Body; Headteachers.

This document is intended to ensure a consistent approach across the Trust and demonstrate transparency. As far as possible, all academies will have the same levels of decision making, though supported academies will, in some instances, be required to 'defer to the CEO'.

### **Conflicts**

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

### **Review**

The Scheme of Delegation shall operate from the Effective Date.

The Trustees will review this Scheme of Delegation at least on an annual basis and to alter any provision of it.

Legislative changes to accountabilities and responsibilities, or changes to delegated powers, will be immediately reflected.

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the Local Governing Bodies.

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<b>Summary of Roles</b> A Multi Academy Trust has a structure which has evolved since 2010. At each level there are specific accountabilities and functions which combine to form the leadership of the Trust. This summary outlines the key differences in these roles					
Members	Trustees	Board Committees	CEO	LGBs	Headteachers
Safeguard Trust Governance; have oversight of the Trust and assure themselves that the governance of the Trust is effective and that the Trustees are acting in accordance with the Trust's charitable objects; use their powers to step in if governance is failing. Appoint and remove Members and Trustees; appoint auditors; may issue directives to Trustees; decide changes to Trust Articles	Responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the memorandum and articles of association Ensure clarity of vision, ethos and strategic direction Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff Oversee the financial performance of the Trust and make sure its money is well spent Legally responsible for compliance with company and charity law The Trust board will delegate to the chief executive responsibility for the day to day operations of the Trust The Trustees can determine whether to delegate any governance functions.	The Trustees may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of the Trust board Committees are not legally accountable for statutory functions – the Trust board retains overall accountability and the Accounting Office also holds responsibility.	The CEO is the accounting officer and responsible for all areas that are encompassed in this role They are personally responsible to Parliament and to ESFA for the Trust's Financial Resource The CEO will delegate executive management functions to the executive management team and is accountable to the Trust board for the performance of the executive management team Ultimate executive responsibility for delivering excellent educational provision and educational services Responsible for leading and development and delivery of the Trust's strategy Line manages CST Directors	. Monitor, challenge and support the Headteacher in relation to his/her responsibility for fulfilling delegated tasks, policies and plans for the Academy; bring issues and concerns to the attention of the Board via the Chairs Committee; provide links to the local community and parents; carry out other specific functions	Provide professional leadership for the academy and secure its success and improvement Ensuring high quality education for all its pupils and good standards of learning and achievement Provide leadership and management of the academy and its staff.
MONITORS/ RECEIVES REPORTS FROM: Trustees	REPORTS TO: Members MONITORS/ RECEIVES REPORTS FROM: Committees/ CEO and LGBS	REPORTS TO: Trustees MONITORS/ RECEIVES REPORTS FROM: CEO, Exec team and LGBs	REPORTS TO: Trustees and Committees MONITORS/ RECEIVES REPORTS FROM: Executive Team and Headteachers	REPORTS TO: Trustees/ Committees MONITORS/ RECEIVES REPORTS FROM: Headteachers	REPORTS TO: CEO and LGB MONITORS/ RECEIVES REPORTS FROM: Academy SLT

The Articles of Association place ultimate responsibility for the management of ESW with the Trustees, who delegate many powers and functions to the CEO, and other powers and functions to other executive officers and committees (including LGBs). The Scheme of Delegation identifies those to whom **responsibilities** for the **fulfilment** of a task, policy or plan, or for **advising** on their fulfilment, have accordingly been delegated or sub-delegated. A person to whom a responsibility for the fulfilment of a task, policy or plan has been delegated is **accountable** to the delegator for its fulfilment (the Trustees being ultimately accountable for the management of ESW), and must **consult** others as is appropriate for its most effective fulfilment. The Scheme of Delegation also identifies those responsible for **monitoring** the fulfilment of a task, policy or plan, and those responsible for approving **policies and plans**

The following letters are used in the Scheme to indicate those responsibilities

<b>R</b>	Responsible (and Accountable to delegator) for <b>Fulfilling</b> a task, policy or plan (and consulting as appropriate)
<b>P</b>	Responsible for Approving a <b>Policy or Plan</b> (and consulting as appropriate)
<b>A</b>	Responsible for <b>Advising</b> on the fulfilment of a task or approval of a policy or plan (and consulting as appropriate)
<b>M</b>	Responsible for <b>Monitoring</b> the fulfilment of a task, policy or plan (and challenging, supporting and reporting as appropriate)"

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>1</b>	<b>Governance</b>											
1.1	Safeguarding of Trust Governance, Ethos & Values		R	P			R	M	M	M	M	M
1.2	Appoint (& remove) Members	Articles 15A-16	R									
1.3	Amend Trust Articles of Association	Companies Act S.21	R	A			M					
1.4	Direct Trustees (if failing/acting unlawfully)	Article 93	R									
1.5	Appoint up to 8 Trustees	Article 50	R	A			M					
1.6	Appoint (& remove) Co-opted Trustees	Article 58		R			M					
1.7	Remove Trustees	Companies Act s.168	R	R			M					
1.8	Appoint (& remove) Chair & Vice Chair	Articles 82-92		R			M					
1.9	Appoint (& remove) Clerk to Board	Article 81		R			M					
1.10	Trustees' Expenses Policy			R			M	M				
1.11	Manage Trust & exercise all Powers of Trust	Article 93		R			M					
1.12	Set Ethos, Values, Vision, Mission & Strategic Objectives	LGB: C on Trust versions; R for academy versions	C	M			A	M	M		R?	M
1.13	Appoint (& remove) Chief Executive Officer	Article 107		R								
1.14	Organise, manage & control Trust (and implement all Policies approved by Trustees & direct Teaching & Curriculum at Academies), subject to Powers & Functions reserved to Board or Board Committees	Article 107		P			R	M	M			M
1.15	Appoint (& remove) other Executive Officers			R			A					
1.16	Set Scheme of Delegation & Terms of Reference for Board, Committees & LGBs	Articles 105-106; UTC: Article 103		R			A	M	M	M		
1.17	Establish Board Committees & determine their Constitution, Membership & Proceedings	Articles 100-101		R			A	M	M			
1.18	Appoint (& remove) Board Committee Members, including Chair & Vice Chair	Article 101		R	M	M	A					
1.19	Establish LGBs & regulate their Functions, Duties & Proceedings	Articles 100-101A, 104; UTC: Articles 102-103		R			A			M		
1.20	Appoint (& remove) LGB Members, Chair &	UTC: Article 102		R			A			M	M	

	Vice Chair											
1.21	Appoint (& remove) Clerk to LGB					A	M	M		R	A	
1.22	Advise Board (via Chairs Committee) & CEO on matters affecting Academy									A	A	
1.23	Consider & represent Advice of LGBs to Board					M	M	M	R	M		
1.24	Approve new Academies joining the Trust		R			A	M	M				

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>2</b>	<b>Academy Performance, Curriculum and Teaching</b>											
2.1	Academy Performance Targets			P			R		M		M	R
2.2	Academy Performance Review e.g. SEF			P			M		A		M	R
2.3	Academy 3 year Plan						P	AM	AM		M	R
2.4	Academy 1 Year Development Plan						P	AM	AM		M	R
2.5	Teaching & Learning			P			P		AM		M	R
2.6	Curriculum			P		A	P	M	AM		M	R
2.7	Social, Moral, Spiritual & Cultural Development			P			M		AM		M	R
2.8	Sex Education & Relationships			P			M		AM		M	R
2.9	Religious Education			P			M		AM		M	R
2.10	Special Educational Needs			P			M		AM		M	R
2.11	Early Years Foundation Stage			P			M		AM		M	R



Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>3</b>	<b>Academy Policies and Procedures</b>											
3.1	Academy Times, Terms and Holidays			R			R		M			M
3.2	Expansion of Academy (PAN)			R			R	M	M			M
3.3	Reduction of Academy (PAN)			R	M		R	M	M			M
3.4	Extension of Age Range	Needs EFA approval		R			R	M	M			M
3.5	Extension of Academy Provision (Nursery)			R			R	M	M			M
3.6	Academy Uniform						P		M	M	P	R
3.7	Admissions			P			M	M	M	M	M	R
3.8	Allocation of Places against Admissions	Ranking pupils in order against oversubscription criteria					P	M	M	M	M	R
3.9	Admissions Appeals	Independent					P			M	R	M
3.10	Pupil Behaviour & Exclusions					M	M		AM		M	R
3.11	Fixed Term Exclusion					M	M		AM		M	R
3.12	Permanent Exclusions					M	M		A		M	R
3.13	Appeals against Permanent Exclusion	Independent				M			M		R	
3.14	Pupil Premium			P		M	M	M	AM		M	R
3.15	Pupil Premium Plan	CEO moderates plans recommended by LGBs before final approval				M	P		AM		R	R
3.16	Academy Trips			P			M	M	AM		M	R
3.17	Acceptable Use			P			R	M	AM		M	R
3.18	Accessibility			P			R	M	AM		M	R
3.19	Attendance			P			M		AM		M	R
3.20	Charging & Remissions			P	M		M	M			M	R
3.21	Complaints			P			R	M	M	M	M	R
3.22	Response to Complaints						P	M	M	M	M	R
3.23	Complaints Appeals			P							P	
3.24	Safeguarding & Child Protection			P		M	R		A		M	R
3.25	Health & Safety			P			R	M	R		M	R
3.26	Pupils with Medical Conditions			P			R		A		M	R

3.27	Intimate Care			P		M			A		M	R
3.28	E-Safety			P	M		R	MR			M	R
3.29	Preventing Radicalisation			P		M			A		M	R
3.30	Information Security			P	M		M	R	M		M	R
3.31	Privacy			P	M		R	R	M		M	R
3.32	Data Protection			P	M		R	R	M		M	R
3.33	GDPR			P			R	R	M		M	R
3.34	Public Sector Equality			P			R	R	R		M	R

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>4</b>	<b>Staff Policies and Pay</b>											
4.1	Teachers' Pay			P	M		R	C				
4.2	Changes to Employee Terms & Conditions or Collective Agreements			R			R	C				
4.3	Performance Management & Appraisal Policy			P			R	R	M		M	R
4.4	Adoption of Transferring Policies & Collective Agreements			R			R	M	M			
4.5	CEO Pay Award			R	R							
4.6	COO & DofED Pay Awards			R			R					
4.7	Teachers' (including Headteachers') Annual Pay Award – overall increase						R		M		M	M
4.8	Support Staff Annual Pay Award – overall increase						R	M				M
4.9	Individual Headteachers' Performance Pay Awards						R		M	M	M	
4.10	Allegations of Abuse against Staff			P			R	R	M		M	R
4.11	Capability			P			R	R	R		M	R
4.12	Code of Conduct for Employees			P			R	R	R		M	R
4.13	Disclosure & Barring Checks			P			M	R	M		M	R
4.14	Flexible Working			P			R	R	M		M	R
4.15	Gifts & Expenses			P			R	R	MR		M	R
4.16	Leave of Absence			P			R	R	MR		M	R
4.17	Managing Sickness Absence			P			R	R	MR		M	R
4.18	Maternity, Paternity, Adoption, Parental & Shared Parental Leave			P			R	R	MR		M	R
4.19	Recruitment & Selection			P			R	R	M		M	R
4.20	Redundancy			P			R	R	M			R
4.21	Staff Acceptable Use of IT			P			R	R	M		M	R
4.22	Staff Conduct			P			R	R	M		M	R
4.23	Staff Disciplinary			P			R	R	M		M	R
4.24	Staff Grievance			P			R	R	M			R
4.25	Support Staff Appraisal			P			R	R	M			M
4.26	Support Staff Probationary			P			R	R	M			M

4.27	Teachers' Appraisal			P			R	M	A			R
4.28	Volunteers in Schools			P			R	M	A			R
4.29	Whistleblowing			P			R	R	M			R

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>5</b>	<b>Staff Management</b>											
5.1	Staff Complement, Structure & Grades						R	R	R			M
	<b>Headteacher:</b>											
5.2	Appointment	Article 107		R			R	M	M		M	
5.3	Line Management						R	M	R		M	
5.4	Performance Review						P	M	R		M	
5.5	Disciplinary & Capability Procedures						R	M	R		M	
5.6	Appeals against Disciplinary or Capability Procedures	Appeals Committee		R			M					
5.7	Suspension			M			R	M	M		M	
5.8	Return after Suspension						R	M	M		M	
5.9	Dismissal	Panel of the Board		A			R	M	M		M	
5.10	Appeal against Dismissal	Appeals Committee		R								
	<b>Deputy &amp; Assistant Headteachers &amp; other Senior Leadership Positions:</b>											
5.11	Appointment						A		A		M	R
5.12	Line Management								M			R
5.13	Performance Review						P		A			R
5.14	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal						A		A			R
5.15	Appeal against Dismissal	Appeals Committee		R								
	<b>Academy Teaching &amp; Support Staff:</b>											
5.16	Appointment						A		A		M	R
5.17	Line Management											R
5.18	Performance Review						P		A			R
5.19	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal						P	M	A			R
5.20	Appeal against Dismissal	Appeals Committee		R								
	<b>Shared Services Staff:</b>											
5.21	Appointment						A	R				
5.22	Line Management						P	R				
5.23	Performance Review						M	R	M			M

5.24	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal						A	R				
5.25	Appeal against Dismissal	Appeals Committee		R			R					
	<b>All Staff:</b>											
5.26	Response to Requests for Flexible Working						P	R	A			R
5.27	Response to Requests for Early Retirement						P	R	A			R
5.28	LGPS Discretions Policy			P				A				
5.28	Staff wellbeing			P			R	R	A		M	R

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)												
6	Financial											
	Approve & review Financial Policies: Finance & Financial Regulations, Expenses, Charging & Remissions, Reserves & Investment, Procurement			P	A							
	Formulate academy budgets			P			R	R				A
	Recommend annual budget			P	R		M	M				M
	Approve all academy and other budgets			R	A		A	A				M
	Monitor academy and trust budgets				R	A		R		M		M
	Approve ESW Shared Services budget			R	A		A	A	M			
6.1	Financial Policy			P	A		A	A				
6.2	Trustees' Annual Report & Financial Statements	Articles 129-130		P	A		R	R				
6.3	Trust Academies Accounts Return to EFA						P	R				
6.4	Appoint Auditors	Companies Act S.485		A	A		A	A				
6.5	Response to Auditor's Management Letter			P	R		M	R				
6.6	Risk Management Policy & Register			R	A		M	M	M			
6.7	Insurance of Risks			P	A		M	R				

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)												
7	Shared Services											
7.1	Scope of Shared Services to be provided to Academies			P			R	A	M			A
7.2	Manage Shared Services						P	R	M			M



Subject		Notes	Members	Board	Finance Cttee	Perf and Stands Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
<b>8</b>	<b>Premises and Assets</b>											
8.1	Acquisition of Freehold of Land or Building	ESFA must approve		R	A		A	A			M	M
8.2	Disposal of Freehold of Land or Building	ESFA must approve		R	A		A	A			M	M
8.3	Entering/granting any Leasehold or Tenancy agreement for more than 5 years	ESFA must approve		R	A		A	A			M	M

Subject			Notes	Members	Board	Finance Cttee	Perf and StandS Cttee	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)												
9	External Relations												
9.1	Freedom of Information Policy			P	P		R	M	M		M	M	
9.2	Educational Partnerships	Inc. UTC Sponsors		P	R		R	M	M			M	
9.3	Government Relations			P	R		R	R	M			M	
9.4	Local Authority Relations			P	A		R	A	M		M	A	R
9.5	Local Community Relations						M	M	M	A	M	A	R
9.6	Extended Services On-site						P	R	M	A	M	A	R
9.7	Trust Marketing & Publicity Plan						P	R	R	M	M	M	
9.8	Trust Website						P	R	R			M	
9.9	Academy Website						P	A	A		M	M	R
9.10	Academy Logo and Branding						P	R	M		M	M	R
9.11	Academy Prospectus						P	R	M		M	M	R

**Appendix A: LGB responsibilities**

Subject		Notes	Members	Board	Finance Cttee	Perf and Stands	CEO	COO	D of Education	Chairs Cttee	LGB	Head
	Key The Scheme of Delegation lists those who are responsible for fulfilling a task (R); for a policy or plan (P); advising (A) or monitoring (M)											
1.1	Guardians of Trust Governance, Ethos & Values			P			R	M	M	C	M	M
1.12	Set Ethos, Values, Vision, Mission & Strategic Objectives	LGB: C on Trust versions; R for academy versions	M	P			R	M	M		M	M
1.20	Appoint (& remove) LGB Members, Chair & Vice Chair	UTC: Article 102		P			R			M	M	
1.21	Appoint (& remove) Clerk to LGB						P	M	M		R	M
1.22	Advise Board (via Chairs Committee) & CEO on matters affecting Academy										A	A
1.23	Consider & represent Advice of LGBs to Board									PR	M	
2.1	Academy Performance Targets			P			R		R		M	R
2.2	Academy Performance Review e.g. SEF			P					M		M	R
2.3	Academy 3 year Plan						P		M		M	R
2.4	Academy 1 Year Development Plan						P		M		M	R
2.5	Teaching & Learning			P			R		R		M	M
2.6	Curriculum			P		A	P	M	AM		M	R
2.7	Social, Moral, Spiritual & Cultural Development			P			M		M		M	R
2.8	Sex Education & Relationships			P			M		M		M	R
2.9	Religious Education			P			M		M		M	R
2.10	Special Educational Needs			P			M		M		M	R
2.11	Early Years Foundation Stage			P			M		M		M	R
3.6	Academy Uniform						P		M	M	P	R
3.7	Admissions			P			M	M	M		M	R
3.8	Allocation of Places against Admissions	Ranking pupils in order against oversubscription criteria					P	M	M		M	R
3.9	Admissions Appeals	Independent					P				R	M
3.10	Pupil Behaviour & Exclusions			P		M	M		M		M	R
3.11	Fixed Term Exclusion					M	M		A		M	R
3.12	Permanent Exclusion					M	M		A		M	R
3.13	Appeals against Permanent Exclusion	Independent				M			M		R	
3.14	Pupil Premium			P		M	M	M	M		R	M
3.15	Pupil Premium Plan	CEO moderates plans recommended by LGBs before final approval				M	P		M		R	M
3.16	Academy Trips			P			M	M	M		R	M
3.17	Acceptable Use			P			R	M	M		M	M
3.18	Accessibility			P			R	M	M		M	R
3.19	Attendance			P			M		M		R	R
3.20	Charging and Remissions			P	M		M	M			M	R
3.21	Complaints			P			R	M	M	M	M	M
3.22	Response to Complaints			P			P	M	M	M	R	R
3.23	Complaints Appeals			P							P	
3.24	Safeguarding & Child Protection			P		M	R		R		M	R
3.25	Health and Safety			P			RM	R			M	R
3.26	Pupils with Medical Conditions			P			R				M	M

3.27	Intimate Care			P		M			A		M	R
3.28	E-Safety			P	M		R	S	R		M	M
3.29	Preventing Radicalisation			P		M			A		M	R
3.30	Information Security			P	M		M	R	M		M	R
3.31	Privacy			P	M		R	R	M		M	R
3.32	Data Protection			P	M		R	R	M		M	R
3.33	GDPR			P			R		M		M	R
3.34	Public Sector Equality			P			R	R	R		M	R
4.3	Performance Management & Appraisal Policy			P			R	M	M		M	M
4.7	Teachers' (including Headteachers') Annual Pay Award – overall increase						P		M		M	M
4.9	Individual Headteachers' Performance Pay Awards						P		M	M	M	
4.10	Allegations of Abuse against Staff			P			R	M	M		M	R
4.11	Capability			P			R	R	R		M	R
4.12	Code of Conduct for Employees			P			R	R	R		M	R
4.13	Disclosure & Barring Checks			P			M	R	M		M	R
4.14	Flexible Working			P			R	R	M		M	R
4.15	Gifts & Expenses			P			R	R	MR		M	R
4.16	Leave of Absence			P			R	R	MR		M	R
4.17	Managing Sickness Absence			P			R	R	MR		M	R
4.18	Maternity, Paternity, Adoption, Parental & Shared Parental Leave			P			R	R	MR		M	R
4.19	Recruitment & Selection			P			R	R	M		M	R
4.20	Redundancy			P			R	R	M			R
4.21	Staff Acceptable Use of IT			P			R	R	M		M	R
4.22	Staff Conduct			P			R	R	M		M	R
4.23	Staff Disciplinary			P			R	R	M		M	R
5.3	Line Management						P	M	R		M	
5.4	Performance Review						P	M	R		M	
5.5	Disciplinary & Capability Procedures						P	M	R		M	
5.7	Suspension			M			PR	M	M		M	
5.8	Return after Suspension						PR	M	M		M	
5.9	Dismissal	Panel of the Board		P			R	M	M		M	
5.11	Deputy & Assistant Headteachers & other Senior Leadership Positions: Appointment						P		M		M	R
5.16	Academy Teaching & Support Staff: Appointment								A		M	R
5.28	Staff wellbeing			P			R	R	A		M	R
6	Recommend annual budget			P	R		M	M				M
8.1	Acquisition of Freehold of Land or Building	ESFA must approve			P		R	RM			M	M
8.2	Disposal of Freehold of Land or Building	ESFA must approve			P		R	RM			M	M
8.3	Entering/granting any Leasehold or Tenancy agreement for more than 5 years	ESFA must approve			P		R	M			M	M
9.1	Freedom of Information Policy			P			R	M	M		M	M
9.2	Educational Partnerships	Inc. UTC Sponsors		P			R	M	M		M	M
9.3	Government Relations			P			R	M	M		M	M
9.4	Local Authority Relations			P			R	M	M		A	M
9.5	Local Community Relations						M	M	M	P	A	M
9.6	Extended Services On-site						P	R	M		A	M
9.7	Trust Marketing & Publicity Plan						P	R	M	M	M	M
9.8	Trust Website						P	R	R		M	M
9.9	Academy Website						P	R	M		M	M

9.10	Academy Logo and Branding						P	R	M		M	M
9.11	Academy Prospectus						P	R	M		M	M

#### Appendix B: Discharging the responsibilities of the Local Governing Board

The work of school leaders, including governors, is driven by a series of considerations, which together make up the design and delivery of learning in each academy. These considerations each have associated tasks, which are delegated to the academy Headteacher to undertake in collaboration and consultation with the Local Governing Board. During inspection, governors will be held to account for their knowledge of the elements contained within this document.

Question	Associated Task
What is our moral purpose? What kind of learner do we want to produce?	Determine the educational vision and ethos of the Academy in line with that of Education South West Work with the leadership to set the aims and objectives of the Academy in the context of the overall aims and objectives of the Trust
What curriculum do we need in order to deliver this vision?	Ensure the leaders work with Trust to establish and implement the curriculum
What kind of pedagogy do we need to deliver this curriculum?	Ensure the leaders work with Trust to enable high quality teaching, learning and assessment takes place and is continuously improved
What kind of learning environment do we need to deliver this pedagogy? (Physical and emotional)	Oversee child protection and safeguarding, including e-safety Oversee the health and well-being of all members of the school community Ensure the implementation and embedding of British values

How do we know if we are achieving our vision?	Contribute to the research and preparation of the academy's improvement plan including the analysis of performance data or information directed from the Performance and Standards Committee.
How do we secure the effectiveness of the LGB?	Conduct an annual skills audit Follow the agenda as established by LGBs working with the Board Complete an annual self-review of the procedures of the LGB <u>Attend governor training sessions</u>
What do we do about the outcomes of self-evaluation?	Challenge and support the priorities of the Academy With the Trust school improvement leads, monitor the academy improvement plan, and any OFSTED improvement plan
How do we secure the implementation of the academy improvement plan?	Ensure that academy staff receive regular support of their performance Meet with the Headteacher twice a year with the Trust school improvement leads to support performance The LGB must ensure compliance documents are in place annually for Pupil Premium and any other funding