



**Wigston Academies Trust Scheme of Delegation**  
**2025-2026**

**Dated: 12<sup>th</sup> January 2026**

## Vision and Ethos

Wigston Academies Trust's vision is as follows:

Wigston Academy and Wigston College will provide, in partnership, a welcoming and learning campus across the 11-19 age range at the heart of the local community.

Our core purpose is to secure the highest standards and outcomes, raise aspirations and achievements, by securing first class education and provision for all.

Our academies will provide high quality teaching and learning with a rich curriculum and wide range of extra-curricular activities.

We will have high expectations of our learners who will be challenged, supported and celebrated to achieve their full potential and maximise life chances for the future.

Our academies will provide a safe, nurturing, inclusive environment with high quality care in which to enjoy learning. All our young people will be encouraged to be responsible, resilient and confident individuals who work hard to achieve their best. They will be equipped with the personal, academic and work-related skills to flourish in a 21<sup>st</sup> Century global society.

Within our community, all can Learn, Aspire and Achieve.

## Our governance model

At the top level of Wigston Academies Trust governance sit **Members**. Members are the Trust custodians and they ensure the Trust operates within the scope outlined in the Articles of Association and that its charitable objects are being fulfilled.

Members have one general meeting annually and receive two further informal updates from the CEO and the Chair of the Board of Trustees

Under the Members sit the **Board of Trustees**. Our Trustees are both charity trustees and company directors. The Board of Trustees provides strategic leadership and accountability for the Academy and College. It has overall responsibility and ultimate decision-making authority for all the work of the 'company', including the establishing and running of the academies.

This responsibility is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

The Trustees have a duty to act in the fulfilment of the Company's objects.

The terms of reference for all levels of governance are set and overseen by the Board of Trustees.

The Board of Trustees has delegated some responsibilities to two committees and these are as follows:

- Finance, Audit & Risk Committee
- Pay Committee

It has also delegated some responsibilities to a Local Governing Body which focuses on the Academy and the College.

Terms of reference can be found on the Trust's website

### Scheme of Delegation

The Board sets out the Trust's approach to delegations between the different layers of governance. Although decisions may be delegated, the Trust Board remains responsible for any decision made under delegation and may overrule where appropriate. The relationship between the Trust Board and all elements of the governance structure is one of partnership, to realise a common vision and a common purpose.

The Scheme of Delegation matrix below provides:

- Clarity for all governance volunteers and staff
- No duplication of governance
- No unnecessary workload

This Scheme of Delegation uses a RASCI model to indicate where responsibilities sit across the layers of governance and also references delegations to senior leaders within the Trust and Academies respectively.

### RASCI Key:

**Responsible:** Those responsible for the deliverable or task, who ensure that it is done.

**Accountable:** Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.

**Support:** Resources allocated to those responsible. They may provide input to the task, support and help complete the deliverable or task.

**Consulted:** Those whose opinions are sought, and with whom there is two-way communication.

**Informed:** Those who are kept up to date on progress or developments and to whom finalised policy and practice is cascaded.

The key areas of delegation cover the following areas:

- Strategic leadership
- Finance, audit and risk
- HR
- Curriculum, standards and pupil experience
- Safeguarding
- Estates
- Stakeholder voice
- Governance practice

### **Review cycle**

The Scheme of Delegation is reviewed annually in readiness for the start of a new academic year and is formally approved by the Board of Trustees. All elements of the governance structure are consulted on the fitness for purpose of the Scheme of Delegation as part of the annual review process. The Trust's Governance Professional oversees the annual review, collaborating with the Chair of each governance mechanism and all senior leaders referenced within the Scheme of Delegation matrix.

### **Proceedings of the Local Governing Body**

The proceedings of the Local Governing Body (LGB) are set down in the terms of reference. The LGB shall, in carrying out its role:

- Promote high standards and aim to ensure that pupils are attending a successful academy which provides them with a good education and supports their wellbeing
- Be responsible to the Board of Trustees for its actions and follow the expectations of Governors as laid down in terms of reference and role profiles
- Aim to establish that it is competent, accountable, independent, diverse and promotes best practice in governance
- Aim to ensure that its Governors promote and uphold high standards of conduct, probity and ethics, adhering to the Code of Conduct for Governors & Members, the Conflict of Interests Policy and the Nolan Principles.

The Board of Trustees shall support the work of the LGB by:

- Setting clear strategic vision to allow the LGB to set and achieve its own aims and objectives within such vision
- Ensuring that systems are put in place to allow the Governors to be presented with timely and good data to allow the LGB to analyse the academies' performance in order to support and challenge Head teachers and the senior leadership teams of the academies

- Ensuring that the Governors have access to high quality training and development

Without prejudice to the Trustees' other rights to remove any Governor and the Trustees' right to revise LGB terms of reference at any time, where the Trustees have concerns about the performance of the LGB, they may amongst other actions:

- Require the LGB to adopt and comply with a governance action plan in such form as determined by the Board
- Suspend or remove any or all of the matters delegated to the LGB
- Suspend or remove any or all of the LGB Governors

The Board will require a governance action plan where:

- Levels of progress or overall standards do not meet the appropriate level set
- An academy receives an inadequate Ofsted outcome

The Board may vary the matters it delegates to the LGB where:

- The LGB acts outside of its delegated powers and limitations and terms of reference

The Board may remove Governors where:

- The LGB is in material breach of the terms of reference or has persistently breached the terms of reference

The circumstances listed above are illustrative only and shall not limit the rights of the Board to suspend or remove any or all matters delegated to the LGB.

## **Appointment and removal of LGB Governors**

### **Staff Governors**

The Trustees shall invite nominations from all staff (support and teaching) employed under a contract of employment, and where there are any contested posts, shall hold an election by secret ballot.

All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Board. The Board may delegate the running of the election to the CEO, who in turn will oversee the tasks of the Governance Professional in this regard.

### **Parent Governors**

Parent Governors shall be elected by parents/carers of registered pupils at one of the Trust's academies. They must be a parent/carer of a registered pupil at the time they are elected.

The Board shall make all necessary arrangements for, and determine all other matters relating to, and election for Parent Governors. The Board may delegate the running of the election to the CEO, who in turn will oversee the tasks of the Governance Professional in this regard.

Where a vacancy for a Parent Governor is required to be filled by an election, the Board shall take such steps as are reasonably practical to ensure that every parent/carer of a registered pupil who is known to the Trust, is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

Any election of persons who are to be Parent Governors which are contested, shall be held by secret ballot.

Where the number of parents/carers standing for election is less than the number of vacancies, the Board may appoint a person who is the parent/carer of a registered pupil.

### **Co-opted Governors**

Co-opted Governors of the LGB shall be appointed by the Board. They must be:

- A person who lives or works in the community served by the academies
- A person who, in the opinion of the Board, following an application and interview process and submission of a skills audit, has the necessary skill set and is committed to the role of LGB Governor.

A Trust employee cannot be appointed as a Co-opted Governor.

### **Governor terms of office**

The term of office for any LGB Governor shall be 4 years.

The Head teachers shall remain LGB Governors for the period they remain in post in an ex-officio capacity.

Subject to remaining eligible to be a particular type of Governor, any person may be re-appointed or re-elected to the LGB, contingent upon sound meeting attendance and contribution to governance over the course of their first tenure.

### **Resignation and removal of LGB Governors**

A person serving on the LGB shall cease to hold office if:

- They resign their office by giving notice in writing to the Governance Professional for the LGB
- The Head teacher(s) or Staff Governor cease to work for the Trust

- The Trustees terminate the appointment of an LGB Governor whose presence or conduct is deemed by the Board, at their sole discretion, not to be in the best interests of the Trust

For the avoidance of doubt, a Parent Governor shall not automatically cease to hold office solely for the reason of their child ceasing to be a pupil at the Trust. When seeking re-election however if the Parent Governor no longer has a child at the Trust, they will become ineligible to serve a subsequent term of office.

### **Appointment and removal of Chair and Vice Chair of the LGB**

The Chair and Vice Chair of the LGB shall be appointed by the Board, following a recommendation from the LGB and may be removed at any time by the Board (through secret ballot).

The term of office for an LGB Chair or Vice Chair shall be one year. Subject to remaining eligible to be an LGB Governor, any Governor may be re-appointed as Chair or Vice Chair of the LGB.

The Chair or Vice Chair of the LGB may at any time resign their office by giving notice in writing to the Board. The Chair or Vice Chair shall cease to hold office if:

- They cease to serve on the LGB
- They become a member of the Trust's staff
- In the case of the Vice Chair, they are appointed to fill a vacancy as Chair.

Where the Chair is absent from any meeting, or the post as LGB Chair has been vacated, the Vice Chair shall act as the Chair at an LGB meeting. Where the Vice Chair is also absent from a meeting, the LGB shall appoint one of their number to chair the meeting. This must not be the Head teacher(s) nor the CEO.

### **Board of Trustees**

#### **Membership**

As itemised in the Articles of Association, the Board will consist of no fewer than three individuals. There is no maximum number of Trustees stipulated within the Articles.

The Board may, from time to time, have any Co-opted Trustee appointed but this number will not be greater than two.

The Trustees shall at the start of an academic year, appoint a Chair and Vice Chair from among their number, who are appointed in their own right, not by their position. A Trustee who is employed by the Trust may not stand for appointment as Chair or Vice Chair.

In keeping with the Articles, the Chair or Vice Chair shall hold office as such until their successor has been elected.

The Chair or Vice Chair may resign their office at any time by giving notice in writing to the Governance Professional. Due consideration should be given to business continuity and succession planning e.g. the Chair may wish to resign at the end of a term or academic year where feasible, and by agreement with the Board.

The Chair or Vice Chair shall cease to hold office if:

- a) They cease to be a Trustee
- b) They become an employee of the Trust
- c) They are removed from office in accordance with the Articles
- d) In the case of the Vice Chair, they are elected in accordance with the Articles to fill a vacancy in the office of Chair.

Where, by reason of any matters referred to in the Articles, a vacancy arises in the office of Chair or Vice Chair, the Trustees shall, at their next meeting, elect one of their number to fill that vacancy.

Where the Chair is absent from any meeting or there is a vacancy in the office of Chair, the Vice Chair shall act as Chair for the purpose of the meeting.

The Trustees may remove the Chair or Vice Chair from office in accordance with the Articles.

A resolution which is passed to remove the Chair or Vice Chair from office which is passed at a meeting of the Trustees shall not have effect unless:

- a) It is confirmed by a resolution passed at a second meeting of the Trustees held not less than fourteen days after the first meeting; and
- b) The matter of the Chair or Vice Chair's removal from office is specified as an item of business on the agenda for each of those meetings.

Before the Trustees resolve at the relevant meeting on whether to confirm the resolution to remove the Chair or Vice Chair from office, the Trustee or Trustees proposing their removal shall at that meeting state their reasons for doing so and the Chair or Vice Chair shall be given an opportunity to make a statement in response.

The Board may request the presence, at any of its meetings, of any Trust employee as it may decide.

### **Term of office of Trustees**

The term of office for any Trustee shall be four years, save that this time limit shall not apply to any post held which is ex officio. Subject to remaining eligible to be a particular type of Trustee, any Trustee may be re-appointed or re-elected at a General Meeting.



The normal practice shall be to re-appoint a Trustee for a second term of office if their skills are still in need on the Board, informed by annual Trustee skills audits, and if they have demonstrated sound attendance, a high level of engagement and impact and have consistently upheld the values of the Trust and adhered to the Code of Conduct for Trustees.

### **Resignation and removal of Trustees**

A Trustee shall cease to hold office if they resign their office by notice to the Trust, via the Governance Professional, only if at least three Trustees will remain in office when the notice of resignation is to take effect. In such circumstances this/these Trustee(s) will be asked to continue in office until such point that a recruitment process has taken place.

A Trustee shall cease to hold office if they are removed by the person or persons who elected them, or otherwise by ordinary resolution of the Members, in accordance with the Companies Act 2006.

Where a Trustee resigns their office or is removed from office, the Trustee, or where they are removed from office, those removing them, shall give written notice thereof to the Governance Professional.

### **Suspension of Trustees**

The Board of Trustees may by special resolution passed at a meeting of the Trustees, suspend a Trustee for all or any meetings of the Trust, or of a committee, for a fixed period of up to six months where a Trustee has acted in a way that is inconsistent with the professional ethos of the Trustees or in conflict with the approved Code of Conduct for Trustees. This shall include a failure to undertake training appropriate to their role, or has brought or is likely to bring the Trust or any of its academies into disrepute.

If a Trustee has contravened the Charity Act or the Companies Act, this may also be a reason for the Board of Trustees to consider whether a Trustee should be suspended or removed from office.

Before a vote is taken on a resolution to suspend a Trustee, the Trustee proposing the resolution must, at the meeting, state the reasons for doing so. In addition, the Trustee who is the subject of the resolution, must be given the opportunity to make a statement in response before withdrawing from the meeting.

The Article outline the right of a Trustee who has been suspended to receive notices of, and agendas and reports or other papers for, meetings of the Board of Trustees during the period of their suspension.

According to the Articles, any Trustee may not be disqualified from continuing to hold office for failure to attend any meeting of the Board of Trustees while suspended.

## Disqualification of Trustees

No person shall be qualified to be a Trustee unless they are aged 18 or above at the date of their appointment. No current student at the academies shall be a Trustee.

A Trustee shall cease to hold office if:

- they become incapacitated by reason of illness or injury of managing or administering their own affairs
- they are absent without the permission of the Board from all their meetings held within a period of six months and the Trustees resolve that their office be vacated
- they have been declared bankrupt and their estate has been seized from their possession for the benefit of their creditors and the declaration of seizure has not been discharged, annulled or reduced; or
- they are the subject of a bankruptcy restrictions order or an interim order

A person shall be disqualified from holding office as a Trustee at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order) or subsequent legislation.

A Trustee shall cease to hold office if they cease to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a Trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the relevant Funding Agreements.

A person shall be disqualified from holding office as a Trustee if they have been removed from the office of charity trustee by an order made by the Charity Commission or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which by their conduct contributed to or facilitated.

A person shall be disqualified from holding office as a Trustee where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974, as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person had been convicted of an offence which falls under Section 178 of the Charities Act.

A person shall not progress to become a Trustee or be disqualified from continuing to hold office as a Trustee if they have not provided to the Trust a Disclosure and Barring Service Enhanced Disclosure, which would in the opinion of either the Chief Executive or the Chair of the Board of Trustees confirm their unsuitability to work with children.

The Articles similarly refer to disqualification for Local Governing Body Governors.

### **Conflicts of Interest**

Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to personal financial interest) which conflicts or may conflict with their duties as a Trustee, shall disclose that fact to the Board as soon as they become aware of it. Trustees must act in accordance with the Trust's approved Conflict of Interests Policy and complete an annual Declaration of Interest which will form part of the Trust's Register of Interests, published on its website. Trustees are responsible for updating any new interests on the Register and for declaring at every governance meeting any interest, perceived or otherwise, in specific agenda items.

The Chair shall determine whether an interest means that a Trustee shall absent themselves from a meeting when a matter for which they have declared an interest shall be discussed. The default shall be that the Trustee shall not participate in discussion of the relevant item.

All conflicts of interest shall be recorded by the Governance Professional in the meeting minutes.

All Trustees are required to notify the Company Secretary and the Governance Professional of any changes in circumstances which may affect their Approved Person status under the approved regulator's regulatory regime or their ability to perform their role as a Trustee of the Trust.

### **Meetings**

The Board may make, vary or revoke regulations for the conduct of business at its meetings.

The Chair of the Board, or in their absence, the Vice Chair, will chair each meeting. In the case of absence of both, the members present shall elect one of their number to chair the meeting.

The Board will normally meet a minimum of four times during an academic year with an additional Board strategy session calendared. Wherever possible the dates for all meetings shall be fixed in advance and Trustees notified of these.

The date of any regular meeting will not be changed without all Trustees being given one week's notice of the revised dates, or by agreement. Where the Governance Professional is aware in advance of a meeting, through receipt of members notifying that they will be absent, and where quoracy is in doubt, they will liaise with the Chair about rescheduling a meeting. In such circumstances a week's notice of a rescheduled meeting may not be feasible.

A quorum will consist of at least three Trustees. Trustees may be present in person or through any other means of communication, but to count towards a quorum, Trustees must be fully able to hear and participate in the Board's proceedings.

The content of the agenda for each regular meeting shall be drafted by the Governance Professional, discussed and refined with the Chief Executive and the Chair of the Board of Trustees.

The approved agenda and papers shall be circulated to all meeting participants one week in advance of the meeting taking place.

The Chair may have a casting vote when any matters requiring a vote are split.

The Governance Professional will produce a set of minutes for the regular meeting including an action list. The draft minutes will be reviewed for factual accuracy by the Chair of the Board and the Chief Executive respectively. The Governance Professional shall make any revisions to the factual accuracy of the minutes and arrange for the circulation of draft minutes to meeting participants.

The draft minutes will be approved by the Board of Trustees at its next regular meeting.

### **Authority**

The Board is authorised to seek any information it requires in order to perform its duties, from any individual employed by the Trust.

The Chief Executive is authorised to obtain, at the Trust's reasonable expense, external legal or other professional advice on any matters within its terms of reference in accordance with any procedures agreed by the Board.

### **Delegation**

The Board may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, Committee, LGB, the Chief Executive and Headteachers and any other senior executive. Such delegations may be revoked or changed by the Board.

The Chief Executive or Headteachers or any other senior executive with delegated powers from the Board of Trustees as outlined in the Scheme of Delegation, may further delegate powers to another member of staff for whom they have oversight. Any such sub-delegations may be revoked or changed by the Board.

Actions undertaken by any member of staff, Committee or LGB should be reported to the Board periodically.

### **Committees and working groups**

The Board shall approve the appointments to sub-committees including Committee and LGB Chairs and Vice Chairs.

Terms of reference for all committees and the LGB are approved by the Board.

The Chair of the Board has the right to attend any Committee or LGB meeting in an ex officio capacity or can delegate this to another Trustee(s).

The Board will periodically revisit the terms of reference for Committees and the LGB and may also draw up terms of reference for any short-term working parties which aim to investigate and report back on specific matters. These shall usually comprise Trustees and members of Trust staff.

### **Training and development**

The Board, Committees and the LGB shall be provided with appropriate and timely training, both in the form of an induction programme for new joiners and on an ongoing basis for Governors and Trustees. Members may also access training and development opportunities.

The Board will ensure that the Governance Professional has access to high quality training to enable them to fulfil their full range of duties and keep abreast of developments in the education sector as well as changes to legislation and governance best practice.

### **Chair's action between meetings of the Board of Trustees**

No individual Trustee is empowered to make decisions on behalf of the Trust outside of any specific authority set out in the Scheme of Delegation, financial authorisation limits policy and any other Trust policy approved through the Trust's policy approval framework. However, as an exception, the Chair of Trustees can make a decision as a single Trustee in between regular meetings of the Board, when a delay in doing so would:

- be seriously detrimental to the interests of the Trust or/and its academies and
- the Chair is of the opinion that a matter of urgency exists and it is not practicable to arrange a Board meeting on short notice in the circumstances.

The following types of decision cannot be taken by Chair's action:

- decision relating to admissions
- decisions relating to executive pay
- decision relating to the award of a tender

Any decisions taken by Chair's action will be taken in consultation with the Chief Executive and reported to the Governance Professional who will ensure these are formally minuted as part of the next scheduled meeting of the Board.

## Chair's action between meetings of the Board of Trustees

No individual Governor is empowered to make decisions on behalf of the Trust outside of any specific authority set out in this Scheme of Delegation and Trust policies approved as per the policy approval framework. However, as an exception, the Chair of the Local Governing Body can make a decision as a single Governor in between LGB meetings, where the decision rests with the LGB specifically and a delay in making such a decision would:

- be seriously detrimental to the interests of the Trust or/and its academies and
- the Chair is of the opinion that a matter of urgency exists and it is not practicable to arrange an LGB meeting at short notice in the circumstances.

Any decisions made using 'Chair's action' such be taken in consultation with the Headteachers and reported to the Governance Professional who will ensure these are formally minuted as part of the next scheduled meeting of the LGB.

## RASCI Key:

**Responsible:** Those responsible for the deliverable or task, who ensure that it is done.

**Accountable:** Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.

**Support:** Resources allocated to those responsible. They may provide input to the task, support and help complete the deliverable or task.

**Consulted:** Those whose opinions are sought, and with whom there is two-way communication.

**Informed:** Those who are kept up to date on progress or developments and to whom finalised policy and practice is cascaded.

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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Strategic Leadership	Setting the Trust's vision	C	I	I	R	A	R	C	C
	Setting the Trust's strategic direction	C	I	I	R	C	C	C	C
	Approve new Academies joining Trust	I	I	I	R	C	C & S	C	S
	Approve decision to join an existing Trust	I	C	I	R	C	C & S		
	Assimilation into Trust	I	I	I	S	I	R	s	s
	To set the culture of the Trust and its academies	C			A	I	R	R	S
	Implementing and evaluating strategic plans at school level	R			A		A	R	
	Set and monitor trust KPIs	I	I	I	A	I	R	S	I
	Make strategic decisions which provide the foundation for creativity, innovation and improvement in the Trust		S		A	I	R	S	S
	Setting Academy Improvement plans in line with Trust priorities	C			A		R	R	

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Consult on change to admissions policy	C	C		A	I	R	S	S
	Follow & implement approved admissions policy						A	R	
	To develop, manage and review a critical incident plan		C		I		A	R	S
	To develop, manage and review a business continuity plan		C		I		A	R	S
	Compliance: comply with all obligations including the Academy Trust Handbook and the Articles	R	R		A		R	R	S
	Regulatory compliance: with all statutory obligations affecting the Trust (inc. Charity & Company Law, employment law, health & safety regs)	R	S		A		R	R	S
	Ofsted readiness	S			A		R	R	S
	Appointment of CEO				A & R	I		C	



Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Performance appraisal and objective setting - CEO				A&R				
	Performance appraisal and objective setting – Head teachers			I			A & R		
	To approve the policy approval process and delegations	C	C		A		R	C	S
	Establish and review a Governor and Trustees Monitoring Policy	C			A & R		C	C	
Financial, Audit & Risk	Appointment of Accounting Officer and Chief Financial Officer		C		A & R		S	I	I
	Appointment of Company Secretary		C		A & R		S	I	I
	Tendering for external auditor		S		R	A	S		S
	Appointment of external auditor		S		R	A	S	I	I
	Tendering for internal auditor		S		A & R		S	I	C & S
	Appointment of internal auditors		S		A & R		S	I	S

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Compliance: financial oversight – ensuring appropriate financial controls ensuring there is regularity, probity and value for money in relation to management of public funds		R	R	A	I	R	S	S
	Ensuring sufficient control measures are in place for the avoidance of fraud		R		A	I	R	C	S
	Setting Trust-wide procurement policies		C		A		R	R	S
	Monitor compliance with procurement policies		C		I		R & A	R&S	S & R
	Establish and monitor a Risk Register		R		A		R	C	S
	Devise a risk register action plan to mitigate against significant risk		C		A		R	C	S
	Maintenance of an assets register		C		I		R	S	S
	Oversight of the funding agreement		I		A		R	S	S

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Establish a sustainable Trust-wide funding model		R		A & R		R	S	
	Setting the Trust annual budget	I	R	I	A	C & I	R	S	
	Monitoring of expenditure against budget – central Trust		R		A		R	C	C
	Monitoring expenditure against budget for each academy		R		A		R	R	C
	Monitoring monthly management accounts		I		I		A	I	R
	Establish and review a Reserves/Investment Policy		C		A & R		S	S	S
	Oversight of Trust reserves		C		A & R		S		
	Bank account set up and approval of mandates		C		A		R		
	Establish Conflict of Interests Policy and review the Register of Interests for Members, Trustees, Governors and senior postholders	S			A & R	S	S	S	S

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Establish a Payment to Trustees and Governors Policy	I	C		A & R		S	I	S
	Managing Conflicts of interest with regards to related party transactions		R		A		R		S
	Reviewing and challenging the value for money/ROI of the Pupil Premium in terms of narrowing achievement gap								
	Ensure a Pay Committee is convened annually			R	A		S		
	Ensure financial reporting meets standards outlined within Academy Trust Handbook		R		A		R		S
	Approve annual accounts		R		R	A	S		S
	Set a Health & Safety Policy for the Trust	C	C		A		R	R	S
	Implement health and safety procedures at individual academy level	I	I		I		A	R	S

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Review health and safety compliance and incidents annually		R		A		R	S	S
	Arranging insurance for the Trust			C	A		A & R		S
	Arranging indemnity insurance for Governors, Members and Trustees			C	A		A&R		S
HR	Set an appraisal policy for staff	I			A		R	C	S
	Set terms and conditions of employment and Staff Handbook		C		A&R		R	C	S
	Put in place procedures for the professional development of all staff				A		R	C	S
	Dismissal of CEO in accordance with Trust disciplinary and capability policies		C		A	I	I	I	S
	Dismissal of Headteachers in accordance with Trust disciplinary and capability procedures	I	C		A	I	R	I	S

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Appointment and performance review of Trust-wide staff	I	I		I	I	A&R	C	S
	Dismissal of Trust-wide staff in accordance with Trust disciplinary and capability procedures	I	C		I	I	A&R	C	S
	Appointment of academy-based teaching and support staff						S	A&R	S
	Setting and reviewing the Disciplinary, Capability and Grievance Policies		C		A		R	C	S
	Oversight of pre-employment checks for teaching and support staff						A	R&S	S
	Appointment and dismissal of Governance Professional	C	I		A & R	I	S	S	
	Annually review the performance and agree objectives for the Governance Professional	C	I		A&R		S&C	C	

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Cyclically review the role description of the Governance Professional				A&R		S&C	C	
	Ensure Governance Professional has access to information, training and external impartial advice to fully dispense their duties				A&R		C	S	
Curriculum, standards, pupil experience	Establish a Curriculum Policy	C			A		R	C	
	Ensure National Curriculum is taught to all pupils in the Academy & consider any disapplication	R			A		A	R	
	Ensuring appropriate levels of support, challenge and intervention to support delivery of pupil outcomes	R			A		R	R	
	Review ROI of Pupil Premium - closing achievement gaps and improving outcomes	R			A		R	R	
	Ensure that legal requirements are in place for pupils with SEND	C			A		R	R	

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Review the effectiveness of the curriculum	R			A		R	R	
	Review pupil issues (attendance, exclusions, punctuality, disciplinary, safeguarding, child protection)	R			A		R	R	
	Setting opening and closing times for academies	C			A&R		C	C	
	Setting term dates	C			A&R		C	C	
	Ensure provision of lunches to appropriate nutritional standards						A	R	
	Ensure adequacy of pastoral provision to support pupils	R			I		A	R	S
	Monitor the effectiveness of pastoral provision to support pupils	R			A		R	R	S
	Ensure oversight for vulnerable groups	I			A		R	R	S
	Receive post-16 progression reports from the Academy	R			A& I		A	R	



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	Receive report on conversion or attrition rates between Academy & College	R			A&I		A	R	
	Receive report on post-18 progression	R			A&I		A	R	
Safeguarding	Nominate a Trustee with safeguarding oversight				A&R		I	I	
	Consider implementation and impact of safeguarding policy and procedures at each academy	R			A&R		C	C	
	Ensure online checks, DBS, section 128 checks on new Governors, Members & Trustees are undertaken				I		A	S	R
	Ensure all staff receive appropriate safeguarding and PREVENT training on an annual basis	C					A	S	R
	Ensure Governors and Trustees receive appropriate safeguarding and PREVENT training on an annual basis	R			A&R		S		

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Maintain a Single Central Record	I			A		A	S	R
	Establish an Equality, Diversity & Inclusion Policy				A		R	S	
	Ensure staff and volunteers receive training on the EDI Policy on a cyclical basis						A	R	S
	Ensure there are Designated Safeguarding Leads in place at each academy	I					A	R	S
	Ensure sufficient time be granted to DSLs for the proper undertaking of their role, including time for training	I					A	R	
	Receive a report on safeguarding incidents termly	C			I		A	R	S
Stakeholder Voice	To seek and respond to, the views and needs of key stakeholders, particularly parents and carers	C	I		S	A	I	R	R
	To establish procedures to seek views of pupils	C			I		A	R	

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	To establish procedures to seek views of teaching and support staff	I			I		A	R	
	Oversee staff wellbeing and workload	I			A		R	R	
Estates	Acquiring and disposal of Trust land	C	C		A		R	C	S
	Agree capital investment strategy	C	R		A	C	A	R	S
	Collation and approval of Condition Improvement Fund bids		C		A		R	C	S
	Collation and approval of other grant funding bids or donations		C		A		R	S	S
Governance	Appointment and dismissal of Governance Professional	C	I		A & R	I	S	S	
	Annually review the performance and agree objectives for the Governance Professional	C	I		A&R		S		

Key Functions of Governance	Tasks	Local Governing Body	Finance, Audit & Risk Committee	Pay Committee	Board	Members	CEO	Heads	Exec team
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	Cyclically review the role description of the Governance Professional				A&R		C	C	
	Approve Trust Articles of Association and any revisions				R	A	C	S	
	Establish Trust committees and approve their terms of reference	C	C	C	A&R	I	C	C	C
	Review and approve the Scheme of Delegation	C	C	C	A&R	I	C	C	C
	Appoint Trustees					A&R	S		
	Remove Trustees					A&R			
	Appoint Governors	C			A&R		S	S	S
	Remove Governors				A&R				
	Appoint Committee Chairs and Vice Chairs	I			A & R		C	S	
	Establish and adhere to a Code of Conduct for Governors, Members and Trustees	C	C	C	A&R	I	S	S	
	Develop a training and development programme for Governors and Trustees	C	C	C	A&R	I	S	S	S

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	Appoint Link Governors	C			A&R		C	I	
	Devise and approve governance-related policies	C	C	C	A&R		C		
	Consider and articulate the role of Governors and Trustees in panel or appeal meetings (pupil and staff)	C			A&R		R	C	S

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