

Governance Framework & Scheme of Delegation

The purpose of this document is to clarify where responsibility and accountability sits for key functional areas within the Fioretti Trust.

Fioretti Trust

Aspiration Wisdom Compassion

Contents

1. Introduction
2. Our Ethos
3. Governance Model
4. Governance Structure
5. Role of Members
6. Role of Trustees
7. Role of the CEO
8. Role of the Central Team
9. Role of the Headteachers
10. Role of the Local Governing Bodies
11. Review of the Scheme of Delegation
12. Delegated Authority
13. Scheme of Delegation Table

Scheme of Delegation Version

Date of Approval	Version	Status	Change
23.09.25	Version 13	Live document	See separate schedule of changes
22.09.2026	Version 14	Live Document	Full restructure: Safeguarding is now Section 1, Education Section 2, Strategy & Leadership Section 3

Introduction

The Board of Trustees of Fioretti Trust is responsible, under the Trust's Articles of Association, for the overall management and administration of the Trust. The Trustees direct the Trust's affairs and are accountable for ensuring that it is solvent, well run, and delivering its charitable objectives for the benefit of the public. This Scheme of Delegation applies to all academies within the Trust and should be read alongside the Trust's Articles of Association, in accordance with which it has been established.

The Trustees are accountable to external bodies, including the Charity Commission and the Department for Education (and any successor organisations), for the quality of education provided across the Trust. They are therefore required to maintain effective systems of governance and oversight that enable them to assure themselves of quality, safety, compliance and good practice.

To support the discharge of these responsibilities, the Trustees appoint individuals with local knowledge and expertise to serve on Local Governing Bodies (LGBs). These committees are established to support the effective governance of individual academies and, where appropriate, exercise delegated authority on behalf of the Trustees. It is intended that each academy within the Trust will have its own Local Governing Body.

This Scheme of Delegation sets out how decision-making authority may be delegated by the Board of Trustees to Local Governing Bodies, the Central Team, including the Chief Executive Officer (who serves as the Accounting Officer), and Headteachers. Delegation operates across several levels of governance, including the Board of Trustees and its committees, Local Governing Bodies, the Central Team and academy leadership.

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

1. Our Ethos

We are proud to be a Church of England MAT and are driven by our vision, mission & values.

Our Vision

“Through God's love, we are the rich soil where roots grow and seeds flourish.” Luke Ch8 V4-15

Our Mission

Enable every child & every adult to flourish. Everyday.

Our Values

At the heart of the Fioretti Trust are three core values:

- **Aspiration** - driving our commitment to improving life chances
- **Wisdom** - making thoughtful and informed decisions
- **Compassion** - nurturing positive, respectful relationships across our communities

Our Culture

The “Fioretti Way” sets out the shared values, beliefs and behaviours that shape life across all schools in our Trust. It is a lived culture that shapes how we work, learn and grow together. It encourages us to assume the best in one another, build trust through openness and honesty, and show compassion in our words and actions. We strive for excellence, speak with courage and kindness, learn from reflection and feedback, and take shared responsibility for creating safe and welcoming environments.

2. Governance Model

The Trust Board is accountable for the delivery of the five pillars of Academy Trust Quality as set out in the DfE's Trust Quality Descriptions (July 2023):

- High-quality and inclusive education
- School improvement
- Workforce
- Finance and operations
- Governance and leadership

The Trust Board appoints the Chief Executive Officer (CEO) and delegates to them responsibility for delivering the Trust's vision and strategy. The CEO is accountable for the overall conduct and performance of the Trust, including the performance of each school, financial management, and any subsidiary operations.

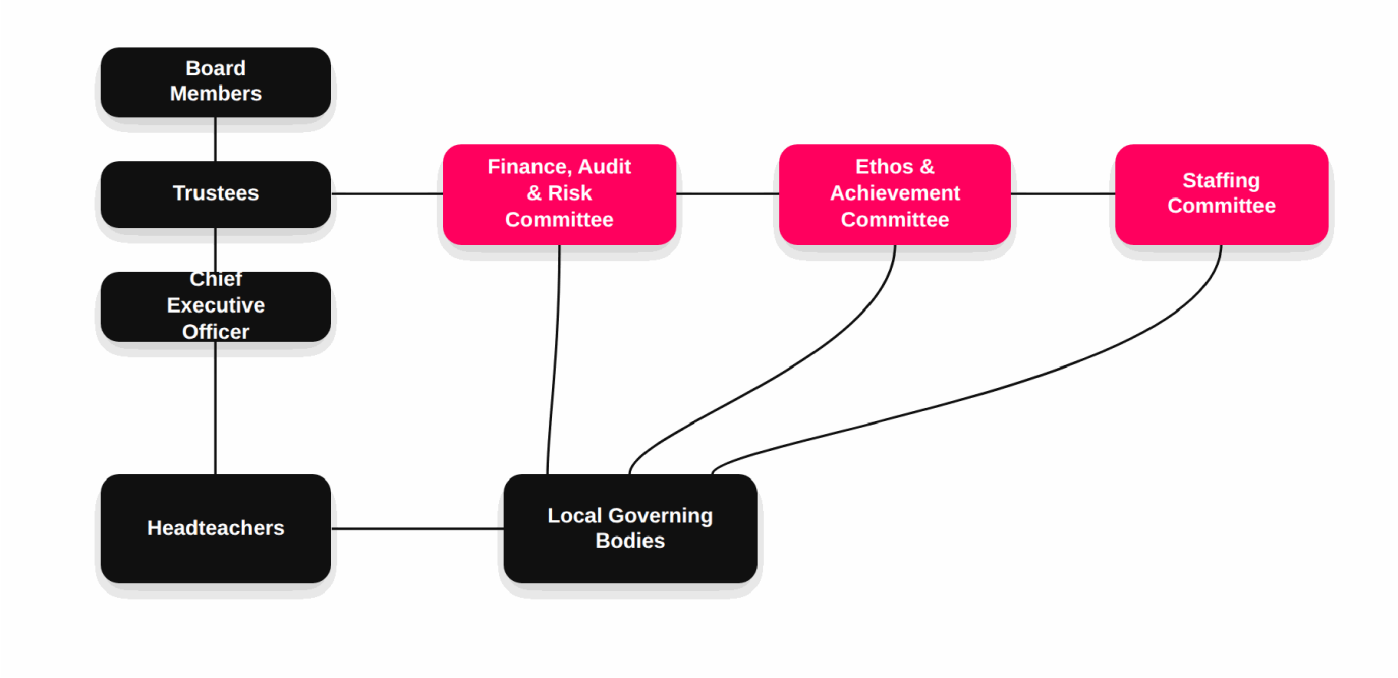
The CEO line-manages the Director of Education, Chief Operating Officer / Chief Financial Officer, including responsibility for their performance management and target-setting.

The Trust Board has established Board Committees with delegated powers for Finance, Audit & Risk (FAR), Staffing Committee and Ethos & Achievement. A minimum of three Trustees sit on each Board Committee, and each operates within clear, specific Terms of Reference.

Local Governing Bodies (LGBs) are the school-level governance committees within Fioretti Trust. Each LGB has clear Terms of Reference setting out its composition, remit and meeting requirements.



3. Governance Structure



4. Role of Members

Members are the guardians of the Trust's governance and hold a number of key powers under company law and the Trust's Articles of Association. Their role is strategic in nature, providing oversight and accountability to ensure that the Trust remains true to its charitable objectives, vision and values, and operates in accordance with its founding principles. Members act independently of the Board of Trustees, exercising their powers in the best interests of the Trust and providing an additional layer of scrutiny and governance.

As a Church of England Multi Academy Trust, the Trust's Members also have an important responsibility to uphold and promote its Christian ethos. This includes supporting the continued development of the religious character of the Trust's schools, working in partnership with the Diocesan Board of Education, and ensuring compliance with the requirements of the Church Supplemental Agreement.

Members are responsible for appointing and removing Trustees to ensure that the Board has the skills, experience and commitment required to govern effectively and deliver the Trust's mission. They also approve the Trust's annual accounts and appoint external auditors, typically at the Annual General Meeting, which is held each year in February. In addition, Members have the authority to amend the Articles of Association where necessary to reflect changes in governance arrangements or strategic direction.

Through these responsibilities, Members play a vital role in safeguarding both the educational purpose and Christian distinctiveness of the Trust. While they are not involved in the day-to-day management or operation of the Trust, they provide essential oversight, accountability and assurance, helping to maintain the integrity, effectiveness and long-term sustainability of the Trust and its schools.

5. Role of Trustees

Trustees are both charity trustees (under section 177(1) of the Charities Act 2011) and company directors, bound by charity law, company law and the requirements of the DfE's Academy Trust Handbook. They hold collective responsibility for the strategic direction, performance and financial health of the Trust, and are ultimately accountable to the Department for Education for all statutory functions and for the outcomes of every school within the Trust.

As a Church of England Multi Academy Trust, Trustees have a particular duty to uphold and promote the Christian vision, values and ethos that underpin the Trust's work. This includes ensuring that the Trust operates in accordance with its Articles of Association, the Church Supplemental Agreement and the expectations of the Diocesan Board of Education.

Trustees are responsible for setting the Trust's strategic priorities, approving the annual budget, monitoring financial performance and ensuring that robust systems of internal control are in place to deliver regularity, probity and value for

money in the use of public funds. They hold the CEO to account for the operational performance of the Trust and the educational outcomes of its schools, receiving regular reports and data to inform their scrutiny and challenge.

The Board establishes committees with delegated powers and clear Terms of Reference and ensures that governance arrangements are reviewed regularly to remain fit for purpose. Trustees also approve the Trust's Scheme of Delegation, key policies and the appointment of senior executive leaders.

Through these responsibilities, Trustees play a central role in ensuring that the Trust delivers high-quality, inclusive education within a framework of strong governance, sound financial management and a deeply rooted Christian ethos. While they delegate operational delivery to the CEO and executive team, they retain ultimate accountability for the Trust's conduct, reputation and long-term sustainability.

6. Role of the CEO

The Chief Executive Officer is the Trust's Accounting Officer and most senior executive leader, appointed by and directly accountable to the Board of Trustees. The CEO holds delegated responsibility for the operational leadership and management of the Trust, including the performance of all schools, financial stewardship, and the delivery of the Trust's vision and strategic priorities.

As a Church of England Multi Academy Trust, the CEO has a particular responsibility to model and promote the Trust's Christian values in all aspects of leadership, fostering a culture rooted in aspiration, wisdom and compassion across every school and team.

The CEO leads the executive team and is responsible for the line management and performance management of the Director of Education, Headteachers and the Chief Operating Officer / Chief Financial Officer. They provide strategic advice and recommendations to the Board, ensuring that Trustees have the information, data and assurance they need to govern effectively and hold the Trust to account.

The CEO is responsible for ensuring compliance with all statutory and regulatory requirements, including the Academy Trust Handbook, funding agreements and safeguarding legislation. They oversee school improvement across the Trust, ensuring that support, challenge and intervention are deployed effectively to secure the best possible outcomes for all pupils.

Through these responsibilities, the CEO serves as the bridge between governance and operational delivery, translating the Board's strategic vision into the lived experience of children, families and staff across the Trust. They are accountable for creating the conditions in which every school can flourish, every child can thrive, and the Trust's Christian mission is evident in all that it does.

7. Role of the Central Team

The Central Team provides the professional and operational infrastructure that supports the CEO and enables the effective functioning of the Trust as a whole. Working across all schools, the Central Team delivers trust-wide services in areas including safeguarding, school improvement, compliance, governance, finance, human resources, data protection and communications.

As a Church of England Multi Academy Trust, the Central Team plays an important role in ensuring that the Trust's Christian ethos is embedded consistently in its policies, procedures and ways of working, and that compliance with both statutory requirements and Diocesan expectations is maintained across all schools.

The Central Team is responsible for ensuring that robust systems and processes are in place to support Headteachers and school staff, enabling them to focus on teaching, learning and the pastoral care of pupils. This includes coordinating trust-wide policy development, monitoring regulatory compliance, supporting governance administration, managing centralised procurement and overseeing estates and premises management.

The Central Team work under the direction of the CEO and are accountable to the Board through the CEO's reporting. They provide data, analysis and professional advice to support informed decision-making at both trust and school level, and act as a key point of liaison between schools, the Board, external agencies and the Diocesan Board of Education.

Through these responsibilities, the Central Team ensures that the Trust operates efficiently, compliantly and cohesively, providing the shared capacity and expertise that enables each school to benefit from being part of a strong and supportive family of schools.

8. Role of the Headteachers

Headteachers are the senior leaders responsible for the day-to-day leadership and management of their individual schools. They are accountable to the CEO for the educational performance, operational effectiveness and pastoral care within their school, and for delivering the Trust's vision and strategic priorities within their local context.

As leaders of Church of England schools within the Trust, Headteachers have a particular responsibility to nurture and promote the Christian ethos and distinctive character of their school, working in partnership with their Local Governing Body, the Diocesan Board of Education and their school community.

Headteachers are responsible for setting the school's development priorities, leading teaching and learning, managing staff, overseeing safeguarding, and ensuring that the curriculum meets the needs of all pupils. They manage the school's delegated budget in accordance with the Trust's financial policies and scheme of financial delegation and ensure compliance with all statutory and regulatory requirements at school level.

Headteachers report regularly to their Local Governing Body (including a termly written report) on standards, safeguarding, attendance, pupil outcomes and school development, providing the information and assurance that governors need to fulfil their monitoring and challenge role. They also contribute to trust-wide improvement through collaboration with other Headteachers, participation in executive forums and engagement with the Central Team.

Through these responsibilities, Headteachers are the Trust's frontline leaders, translating strategic vision into excellent practice in the classroom and ensuring that every child in their school receives a high-quality, inclusive education within a caring, values-driven community.

9. Role of the Local Governing Bodies

Local Governing Bodies are formal committees of the Board of Trustees, established to provide school-level governance within the Trust's overall framework. Each LGB operates within a clear Terms of Reference and Scheme of Delegation set by the Board, and is responsible for monitoring, supporting and constructively challenging the leadership and performance of its school.

As a Church of England Multi Academy Trust, LGBs have an important responsibility to uphold and promote the Christian ethos and religious character of their school, working in partnership with the Headteacher, the Diocesan Board of Education and the wider school community. For schools with a Church of England designation, this includes supporting the school's preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS).

LGBs are responsible for scrutinising school performance against agreed priorities and key performance indicators, with a particular focus on standards, safeguarding, SEND and stakeholder engagement. They receive and challenge the Headteacher's reports, conduct focused visits and learning walks, and ensure that the voice of pupils, parents and staff is heard, fed back and acted upon. LGBs also approve school-specific statutory policies and monitor the school's compliance with trust-wide policies and procedures.

LGB members are appointed through processes agreed with the Trust Board and must undertake appropriate induction, training and governance checks. The LGB Chair liaises regularly with the CEO and Chair of Trustees, providing a direct line of communication between school-level governance and the Board.

Through these responsibilities, LGBs provide the local knowledge, community connection and independent scrutiny that strengthens governance at every level of the Trust. While ultimate accountability rests with the Board of Trustees, LGBs are essential to ensuring that each school is well governed, well led and rooted in the values and mission of the Fioretti Trust.

10. Review of the Scheme of Delegation

This Scheme of Delegation shall operate from the Effective Date.

The Trustees will review this Scheme of Delegation at least annually, with a formal review scheduled as part of the September set-up meeting. However, the Scheme of Delegation is considered a live document and may be reviewed and updated at any time in response to:

- changes in legislation or regulatory guidance
- strategic developments within the Trust

- feedback from schools, Members or the Diocese
- recommendations from internal or external audits

The Trustees retain absolute discretion to amend any provision of the Scheme to ensure it remains fit for purpose and aligned with Fioretti's mission, governance framework and Church of England foundation.

11. Areas of Delegation

This scheme of delegation is structured in accordance with the following areas:

- Ethos, Strategy & Leadership
- Safeguarding, Education & Culture
- Financial Management
- Human Resources
- Operations

Key: ★ = Accountable ✓ = Responsible

12. Scheme Of Delegation Table

1. Ethos, Strategy and Leadership					
1.1 Culture & Strategy					
1.1 Culture & Strategy	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.1a Set the vision, mission and values of the Trust		★	✓		
1.1b Set the vision, mission and values of the schools				★	✓
1.1c Set strategic priorities for the Trust		★	✓		
1.1d Set strategic priorities for the schools				★	✓
1.1e Setting expectations for Trustees conduct		★ ✓			
1.1f Fostering equality, diversity & inclusion including building a diverse board		★ ✓			
1.1g Adhering to the articles of association		★✓	✓		
1.1h Equality Duty – set and publish measurable equality objectives		★	✓		
1.1i Gender pay gap – publish the Trust's gender pay gap data		★	✓		
1.2 Scrutiny					
1.2 Scrutiny	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.2a Scrutiny: Performance - review & challenge progress of the Trust against its strategic priorities		★	✓		
1.2b Scrutiny: Performance - review & challenge progress of the school against its strategic priorities				★	✓
1.2c Scrutiny: Ethos - operation of the Trust against the agreed vision, mission & values		★	✓		
1.2d Scrutiny: Ethos - operation of the school against the agreed vision, mission & values				★	✓
1.3 Compliance					
1.3 Compliance	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.3a Compliance: Funding Agreement - comply with all obligations including the Academies Trust Handbook		★	✓		
1.3b Compliance: Regulatory - with all regulations affecting any school in the Trust (including all charity law, company law, GDPR, employment law and health and safety)		★	✓		
1.3c Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there are regularity, probity and value for money in relation to the management of public funds		★	✓		
1.3d Compliance - completing the register of business interests and putting in place a procedure to deal with any conflicts of interest and connected party transactions		★	✓		
1.3e Compliance: GIAS - notify DfE of LGB governance and leadership within 14 days			★		✓

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1.3f Compliance: GIAS – Notify trust governance and notify change within 14 days		★	✓		
1.3g Companies House – Update and notify of any changes within 14 days		★	✓		
1.4 Registers					
1.4 Registers	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.4a Register of Interests - keep a published and accurate register		★	✓		
1.4b Trust Risk Register - keep a published and accurate register		★	✓		
1.5 Non-Executive Leadership					
1.5 Non-Executive Leadership	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.5a Appointing a governance professional		★	✓		
1.5b Review terms of reference for Committees		★	✓		
1.5c Review terms of reference for LGB		★	✓		
1.5d Governance Training Programme		★	✓		
1.5e Governance appointment checks, induction and training		★	✓		
1.5f Nominating Statutory Governance Roles for Trustees		★ ✓			
1.5g Nominating Statutory Governance Roles for Governors				★✓	
1.5h Chair's Action - Trust Chair (only to be taken where a delay would be likely to be detrimental to the interests of the Trust)		★✓			
1.5i Chair's Action - LGB Chair (only to be taken where a delay would be likely to be detrimental to the interests of the Trust)				★✓	
1.5j Removal of an LGB member (recommended by the LGB, approved by the Board)		★✓			
1.5k Removal of a Trustee, in line with the Articles	★		✓		
1.5l Election of the Chair and Vice-Chair of the Board for each academic year. A Director employed by the Trust is not eligible for election (Article 82)		★✓			
1.5m Appointment of LGB members.		★	✓	✓	✓
1.6 Policies					
1.6 Policies	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
1.6a Trust-led policies		★	✓		
1.6b School-led policies				★	✓

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2. Safeguarding, Education and Curriculum

2.1 Curriculum & Standards

2.1 Curriculum & Standards	Members	Trustees	CEO	LGB	Headteachers
2.1a School Development Planning			★		✓
2.1b Approve Trust development and improvement plan annually		★	✓		
2.1c Setting and reviewing performance of the Trust & schools		★	✓		
2.1d Quality of teaching - ensuring appropriate levels of support, challenge and intervention			★		✓★
2.1e Curriculum - setting the curriculum for the schools and reviewing its effectiveness			★		★✓
2.1f Assessment and data tracking arrangements			★		✓
2.1g Pupil Premium strategy, spending and impact reporting		★	✓		
2.1h Inclusion strategy and reporting, spending and impact reporting		★	✓		
2.1i RE and Collective Worship				★	✓

2.2 Pupil Welfare & Standards

2.2 Pupil Welfare & Standards	Members	Trustees	CEO	LGB	Headteachers
2.2a Attendance - monitoring, intervention and reporting				★	✓
2.2b SEND - compliance with Code of Practice, co-production with parents, SEND Information Report				★	✓
2.2c Suspensions - decision and notification chain			★	★	✓
2.2d Permanent exclusions - decision			★	★	✓
2.2e Independent Review Panel (IRP) - arrangements and commissioning			★✓		
2.2f Behaviour - policy implementation and monitoring				★	✓
2.2g Punctuality - monitoring and intervention				★	✓
2.2h Alternative provision arrangements			★	★	✓
2.2i Ensure school lunch meets nutritional standards				★	✓

2.3 Safeguarding

2.3 Safeguarding	Members	Trustees	CEO	LGB	Headteachers
2.3a Ensuring there is a Designated Safeguarding Lead (DSL) at each school				★	✓
2.3b Ensuring there is a Deputy DSL(s) at each school				★	✓
2.3c Compliance with Keeping Children Safe in Education		★	✓	★	✓
2.3d Compliance with Working Together to Safeguard Children		★	✓	★	✓
2.3e Maintenance of Single Central Record - trust-wide oversight		★	✓		

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2.3f Maintenance of Single Central Record - school level				★	✓
2.3g DSL supervision and support arrangements			★		✓
2.3h Safeguarding training - all staff			★	★	✓
2.3i Safeguarding training - Trustees and LGB members		★	✓		
2.3j Reviewing of Low-Level Concerns				★	✓
2.3k Annual safeguarding audit and review cycle		★	✓		
2.3l Online safety - filtering and monitoring arrangements		★	✓	★	✓
2.4 Admissions					
2.4 Admissions	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
2.4a Approve admissions policy		★	✓		
2.4b Admissions decisions (in-year admission process)				★	✓
2.4c Set & Review Admissions consultation process (7-year cycle)		★		✓	
2.5 Stakeholder Engagement					
2.5 Stakeholder Engagement	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
2.5a Promoting partnership working between parents/carers and the schools				★	✓
2.5b Report parental and pupil voice including an annual survey				★	✓
2.6 School Operations					
2.6 School Operations	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
2.6a Setting term dates		★	✓		
2.6b School hours - setting opening and closing times		★	✓		
2.6c Setting uniform policy		★	✓		
2.6d School trips and risk assessments			★		✓
2.6e Approval of residential visits - UK				★	✓
2.6f Approval of residential visits - overseas		★	✓		
2.6g Approve length of school day and training days		★	✓		
2.7 Inspections					
2.7 Inspections	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
2.7a Ofsted - Trust-level preparation and liaison		★	✓		
2.7b Ofsted - school-level preparation			★		✓
2.7c SIAMS inspections			★		✓

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3. Financial & Estates Management

3.1 Financial Governance & Compliance

3.1 Financial Governance & Compliance	Members	Trustees	CEO	LGB	Headteachers
3.1a Appointment of Accounting Officer		★ ✓			
3.1b Appointment of CFO/COO		★	✓		
3.1c Approve the Financial Manual and Financial Policies		★	✓		
3.1d Approve Financial Management System		★	✓		
3.1e Related Party Transactions: report all contracts and agreements with a related party to the DfE in advance of the contract commencing or being renewed, whatever the value. The CFO is the pre-clearance contact; Headteachers must notify the CFO before entering any arrangement.		★			✓
3.1f Related Party Transactions: obtain DfE prior approval before proceeding where a single transaction exceeds £40,000, and for any transaction that is novel, contentious or repercussive at any value.		★	✓		
3.1g Novel, contentious or repercussive transactions - refer to the DfE for approval before the transaction is agreed and before it occurs, whatever the value		★	✓		

3.2 Financial Planning & Budgets

3.2 Financial Planning & Budgets	Members	Trustees	CEO	LGB	Headteachers
3.2a Approve individual academy annual budgets (V13 5.1)		★			✓ (with CFO)
3.2b Funding model across the Trust and individual schools		★	✓		
3.2c Trust-wide consolidated budget		★	✓		
3.2d Central funding costs from academies to Trust		★	✓		
3.2e Proportion of budget delegated to each school		★	✓		
3.2f Submission of annual budgets to DfE		★	✓		
3.2g Monthly management accounts - produced within 10 working days of month end and approved by the CEO before circulation to the Board and the FAR Committee		★	✓		

3.3 Year-End Accounts & Reporting

3.3 Year-End Accounts & Reporting	Members	Trustees	CEO	LGB	Headteachers
3.3a Year-end consolidated statutory accounts		★	✓		
3.3b Annual report per the Academies Accounts Direction		★	✓		
3.3c Receive the audited annual accounts and auditor's report at the Annual General Meeting	★	✓			
3.3d Hold an Annual General Meeting in each academy financial year, with no more than fifteen months between one AGM and the next (Article 19)	★	✓			

3.4 Audit

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3.4 Audit	Members	Trustees	CEO	LGB	Headteachers
3.4a Recommend appointment of auditors to Board		★✓ (FAR)			
3.4b Appoint External and Internal Auditors	★	✓			
3.4c Receive Audit Management Letter and findings		★	✓		
3.4d Ensure completion of internal audit		★	✓		

3.5 Expenditure & Procurement

3.5 Expenditure & Procurement	Members	Trustees	CEO	LGB	Headteachers
3.5a Expenditure - orders over £25,000 for academies, and over £10,000 for central Trust costs, authorised by the Trust Board		★ ✓	✓ (on system)		
3.5b Expenditure - orders of £10,000 to £25,000, authorised by the Local Governing Body in consultation with the CEO/CFO			✓ (on system)	★ ✓	
3.5c Expenditure - orders up to £10,000, authorised by the Headteacher within their own academy					★ ✓
3.5d Expenditure - orders up to £10,000 for central Trust costs, authorised by the CEO			★ ✓		
3.5e Expenditure - orders up to £5,000 for central Trust costs, authorised by the COO			★ ✓		
3.5f Expenditure - orders up to £5,000, authorised by the Deputy Headteacher within their own academy					★ ✓
3.5g Quotations - three written quotations required for all purchases and contracts over £5,000		★			✓
3.5h Quotations - dispensation from the three-quotation requirement for purchases and contracts up to £50,000, with the prior authorisation of the Chair of the Trust		★ ✓			✓
3.5i Tendering - authorisation to advertise a tender above the relevant threshold and to award such tenders, in accordance with the Procurement Act 2023 and the Find a Tender Service		★	✓		

3.6 Expenses & Purchase Cards

3.6 Expenses & Purchase Cards	Members	Trustees	CEO	LGB	Headteachers
3.6a Authorisation of expenses for the CEO, by the Chair or Vice-Chair of Trustees		★ ✓			
3.6b Authorisation of expenses and purchase cards for Headteachers				★ ✓ (CFO support if needed)	
3.6c Authorisation of expenses and purchase cards for all staff other than Headteachers or equivalent				★	✓
3.6d Authorisation of expenses and purchase cards for Central Team staff			★ ✓		

3.7 Income & Banking

3.7 Income & Banking	Members	Trustees	CEO	LGB	Headteachers
3.7a Set controls for recording and collection of monies due, and for the movement of banking monies for all accounts under the control of the Trust - Trust-wide policy		★	✓		✓

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3.7b Act as signatory to grant claims		★	✓		✓
3.7c Approve bank reconciliations on a monthly basis; central bank reconciliation for all accounts		★	✓		
3.7d Approve the issue of charge cards		★	✓		
3.7e Approve BACS payments and other bank transfers		★	✓		
3.8 Debt, Assets & Disposal					
3.8 Debt, Assets & Disposal	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
3.8a Write off bad debts - over £500		★	✓		
3.8b Write off bad debts - up to £500 in own academy				★	✓
3.8c Approve capitalisation limits and the depreciation policy		★	✓		
3.8d Disposal of land and buildings (DfE and Diocese approval)		★	✓		
3.8e Disposal of assets other than land and buildings - DfE approval required in accordance with the Academy Trust Handbook		★			✓
3.8f Write-offs and losses - DfE approval required above 1% of total annual income or £45,000 per transaction, whichever is smaller, and above the cumulative annual limit of 2.5% of income for newer trusts or 5% for established trusts, to a maximum of £250,000		★ ✓			
3.9 Borrowing & Leasing					
3.9 Borrowing & Leasing	**Members**	**Trustees**	**CEO**	**LGB**	**Headteachers**
3.9a Borrowing from any source, including overdrafts and finance arrangements - DfE approval required where secured on grant-funded assets		★ ✓			
3.9b Finance leases not on a DfE-approved list - DfE approval required before entering into them		★✓			
3.9c Leaseholds of seven years or more, and the granting of any leasehold on land or buildings - DfE approval required		★✓			

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4. Human Resources

4.1 Staff Wellbeing & Development

4.1 Staff Wellbeing & Development	Members	Trustees	CEO	LGB	Headteachers
4.1a Staff Development and Wellbeing		★	✓	★ well-being of HT	✓

4.2 Appointments, Dismissals & Suspensions

4.2 Appointments, Dismissals & Suspensions	Members	Trustees	CEO	LGB	Headteachers
4.2a Appoint/dismiss/suspend CEO		★✓			
4.2b Appoint/dismiss/suspend Headteachers		★	✓		
4.2c Appoint/dismiss/suspend cross-Trust and Central Team		★	✓		
4.2d Appoint School SLT (excluding Headteacher)			✓	★	✓
4.2e Dismiss/suspend School SLT (excluding Headteacher)		★	✓		
4.2f Appoint/dismiss/suspend Data Protection Officer		★	✓		
4.2g Appoint/dismiss/suspend school staff (safer recruitment: at least one LGB member on the interview panel for appointments)		★	✓	✓	
4.2h Approval of Staffing Structures		★	✓		
4.2i Dismissal of a member of staff involving severance or a compromise payment - reported to the Trust Board		★	✓		
4.2j Dismissal of a member of staff on grounds of capability		★	✓		

4.3 Pay, Remuneration & Restructuring

4.3 Pay, Remuneration & Restructuring	Members	Trustees	CEO	LGB	Headteachers
4.3a To determine executive pay to the Trustees in line with the Trust Executive Pay Policy		★ ✓			
4.3b To determine pay progression/scale for Central Leadership Team (including Headteachers)		★	✓		
4.3c To determine pay progression/scale for Trust Central Team			★ ✓		
4.3d To determine pay progression/scale for school-based staff			★		✓
4.3e Restructuring of school staff			★		✓
4.3f Restructuring of cross-Trust and Trust Central Team			★ ✓		
4.3g Appointment of the Trust's payroll provider		★	✓		
4.3h Setting Trust-wide salary scales		★	✓		
4.3i Approve annual pay rises - cost of living element		★	✓		
4.3j Approve annual pay rises - time served / incremental element			★ ✓		

4.4 Performance Management

Key: ★ = Accountable ✓ = Responsible

4.4 Performance Management	Members	Trustees	CEO	LGB	Headteachers
4.4a Performance management of CEO		★ ✓ (+external)			
4.4b Performance management of Headteachers			★ ✓	✓ (chair)	
4.4c Performance management of Trust Central Team			★ ✓		
4.4d Performance management of school based staff					★ ✓

4.5 HR Policies and Compliance

4.5 HR Policies and Compliance	Members	Trustees	CEO	LGB	Headteachers
4.5a Setting Terms and Conditions of Employment and Staff Handbook		★	✓		
4.5b Liaison with unions to manage NJC			★ ✓		
4.5c Authorisation of leave of absence - CEO		★ ✓			
4.5d Authorisation of leave of absence - Headteachers			★ ✓		
4.5e Authorisation of leave of absence - Central Team staff			★✓		
4.5f Authorisation of leave of absence - school-based staff (excluding Headteachers)					★ ✓
4.5g Approve changes to template contracts of employment		★	✓		
4.5h Approve changes to standing data held by the Trust's payroll provider			★ ✓		

4.6 Managing Allegations, Grievances & Complaints

4.6 Managing Allegations, Grievances & Complaints	Members	Trustees	CEO	LGB	Headteachers
4.6a Managing an allegation or grievance against school-based staff					★ ✓
4.6b Managing an allegation or grievance against Central Team			★ ✓		
4.6c Managing an allegation against Headteachers			★ ✓		
4.6d Managing an allegation or complaint against a Local Governing Board Member			★ ✓		
4.6e Managing an allegation or complaint against a Trustee/Member		★ ✓ (Chair)			
4.6f Managing an allegation or grievance against CEO		★ ✓			

Key: ★ = Accountable ✓ = Responsible

5. Operations

5.1 Procurement

5.1 Procurement	Members	Trustees	CEO	LGB	Headteachers
5.1a Determining and allocating shared services provided to the schools by the Trust		★	✓		

5.2 Shared Services, Premises & Assets

5.2 Shared Services, Premises & Assets	Members	Trustees	CEO	LGB	Headteachers
5.2a Overseeing the effectiveness of services provided centrally by the Trust		★	✓		
5.2b Arranging insurance for the Trust		★	✓		
5.2c Ensuring there is an Asset Register In Place		★	✓		
5.2d Develop the Trust estates strategy		★	✓		
5.2e Procuring/disposing of new buildings/land in line with procedures and regulations		★	✓		
5.2f Maintain buildings, inc. properly funded maintenance programme		★	✓		
5.2g Respond to Health and Safety incidents in schools			★		✓
5.2h Health and Safety Statement of Intent - approve and publish annually		★✓			
5.2i Health and Safety performance report to the Board on a termly basis		★	✓	★	✓
5.2j Asbestos management plan - develop, maintain and monitor		★	✓		

5.3 Data Protection, FOI & Information Governance

5.4 Data Protection, FOI & Information Governance	Members	Trustees	CEO	LGB	Headteachers
5.4a Adhere to GDPR Legislation (Include SARs, FIOs, DPIAs and data breaches)		★	✓		

5.5 Business Continuity & Cyber Security

5.5 Business Continuity & Cyber Security	Members	Trustees	CEO	LGB	Headteachers
5.5a Business continuity and disaster recovery - approve and maintain the Trust-wide Business Continuity Plan		★	✓		
5.5b School-level business continuity and critical incident management				★	✓
5.5c Decision to close a school temporarily			★	★	