



It should be remembered that although decisions may be delegated, the LGB together with the Trust remains responsible for decisions made pursuant to such delegated authority. The LGB may choose to delegate decisions to a Working Group.

Red Cross = Core Decision Making Tasks

Function	No.	Tasks	Decision Level	
			Trust	LGB
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Trust on behalf of its Schools/academies	X	
	2.	To identify those additional services to be procured on behalf of individual schools/academies	X	
	3.	To ensure centrally procured services provide value for money	X	
Budgets	4.	To ensure a proportion of the money supplied from the ESFA to the academy (amount to be determined by the Directors) is paid to the Trust's central account to cover the central costs of the Trust and services bought centrally for the benefit of all the Schools/academies within the Trust.	X	
	5.	a) To develop and propose the individual Academy budget (including an annual budget forecast)		X
		b) To approve the individual Academy budget (including the proposed annual budget forecast)	X	
6.	To monitor termly Academy expenditure	X	X	

Function	No.	Tasks	Decision Level	
			Trust	LGB
	7.	To establish financial decision levels and limits	X	
	8.	To establish a charging and remissions policy		X
	9.	To establish the Finance, Audit & Risk Committee (at Trust board level)	X	
	10.	To appoint the External & Internal Auditors	X	
	11.	Miscellaneous financial expenditure outside of the agreed budget (of a value up to £5,000)		X
	12.	To enter into Trust contracts (Directors will set the financial limits) which relates to individual schools/academies only (EHT/CEO to sign off contracts)		X
	13.	To make payments within agreed financial limits		X
	14.	To enter into contracts of a value over 1% or which affect more than one Academy	X	
Human Resources	15.	Senior Leadership appointments (selection panel must include a Trustee, the Trust EHT/CEO, Local Headteacher/HoS and Chair of Governors)	X	X
	16.	Central services appointments (selection panel must include the Trust EHT/CEO, and Director representation)	X	
	17.	Recruitment and appointment of Academy teachers on main & upper pay scales Individual school leaders, in consultation with Trust EHT/CEO and at least one local governor will form a selection panel for all recruitment purposes – a role delegated to them by the LGB.		X
	18.	Recruitment and appointment of Academy non-teaching staff,		X

Function	No.	Tasks	Decision Level	
			Trust	LGB
		excluding staff with responsibility for central services Individual school leaders in consultation with Trust EHT/CEO and at least one local governor will form a selection panel for all recruitment purposes – a role delegated to them by the LGB.		
	19.	Agree a pay policy	X	
	20.	Agree the annual pay progression for Main Pay Range & Upper Pay Range teaching staff Recommend the annual pay for Headteachers/Heads of School Agree the annual pay progression for Headteachers/Heads of School	X	X X
	21.	Establishing disciplinary/capability policies and procedures	X	
	22.	Implementing disciplinary/capability policies and procedures	X	X
	23.	a) Determining Staff complement within agreed budgets (including Local Headteacher/Head of School) b) Approving Staff complement within agreed budget (including Trust EHT/CEO)	X	X
	24.	Determining dismissal payments/early retirement (including consultation with the Chair of each LGB)	X	
	25.	To implement the appraisal cycle of the EHT/CEO	X	
Curriculum	26.	To develop a broad & balanced curriculum including all statutory requirements e.g. Relationships & Sex Education		X
	27.	To ensure all required policies & procedures are in place, including all statutory policies as set out by the DfE & ESFA (see policy index)	X	X

Function	No.	Tasks	Decision Level	
			Trust	LGB
	28.	Accountability for standards of teaching (including Trust EHT/CEO and academy Head)	X	X
	29.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X	X
Appraisal Policy/Procedures	30.	To appoint Trustees (minimum of 2) for the appraisal of EHT/CEO	X	
	31.	To implement the appraisal cycle of the local Headteacher/Head of School (to include the EHT/CEO on the panel)		X
Progress and Achievement	32.	To implement and ensure the effectiveness of the School Development Plan (including local Headteacher/Head of School)		X
	33.	To implement and ensure the effectiveness of the Trust's Strategic Development Plan (including Trust EHT/CEO)	X	
Admissions	34.	a) To draft and consult on admissions arrangements		X
		b) The LGB are to agree & propose all admission policies, in line with the published admissions code & other statutory requirements		X
		c) To review and agree changes proposed by the Local Governing Body (LGB) to any admission policy	X	
	35.	To make decisions on admissions during the normal round and in year (including Local Headteacher/Head of School)		X
	36.	To appeal against LA directions to admit pupil(s)		X
37.	Representation at the LA admissions appeal (Traded service) All admissions policies must be determined by the statutory date and ensure all admissions are on the MAT website and Academy website		X X	

Function	No.	Tasks	Decision Level	
			Trust	LGB
Religious Education	38.	Responsibility for ensuring provision of RE in line with DfE requirements and C of E SIAMS statutory expectations (where relevant) for any Church school/academy	X	X
		Implementation of RE policy and provision and SIAMS statutory expectations		X
Distinctive Christian Character	39.	Where appropriate, responsibility for ensuring the Church school/academy meets National Church of England requirements for SIAMS for Religious Education, Collective Worship & its distinctive Christian character		X
	40.	Where appropriate, responsibility for ensuring the Church school/academy retains its distinctive Christian character	X	X
Collective Worship	41.	To ensure that all pupils take part in a daily act of collective worship		X
Insurance	42.	Register with the Risk Protection Arrangement (for all schools/academies)	X	
	43.	Maintain a register of all property loaned to staff		X
	44.	Authorise disposal of defective or obsolete equipment in line with asset valuation & depreciation rules	X	
Estates – land & buildings	45.	Develop the Trust's Estates Strategy	X	
	46.	a) Implement Trust's estates strategy within the local school as applicable		X
	43.	Submitting and overseeing the use and implementation of capital grant bids in relation to premises and land	X	

Function	No.	Tasks	Decision Level	
			Trust	LGB
Health & Safety	44.	To ensure that Health & Safety regulations are followed (at local school level & Trust-wide level)	X	X
School Organisation	45.	To set the times of school sessions and the dates of school terms and holidays (set by EHT/CEO with reference to any local requirements) <i>The EHT/CEO & individual academy leaders consult on dates within an agreed calendar from the Trust EHT/CEO to allow for shared training days where appropriate - a role delegated to them by the Trust.</i>	X	
Parents Information	46.	a. To prepare and publish the school prospectus/handbook		X
		b. To operate & update the school website & provide regular home-school communications		X
	47.	To ensure provision of free school meals to those pupils meeting the criteria		X
LGB Procedures	48.	To hold a minimum of three LGB meetings each academic year		X
		To ensure an annual register of pecuniary & business interests is made & published on the individual school/academy & trust websites		X
		To determine the annual training & development needs of the LGB		X
		To hold local governors to account	X	
		To appoint (& dismiss) a Governance Professional/Clerk for the Trust Board	X	
	49.	a) To recommend appointments (and removal) of non-elected Governors of the LGB		X
b) To appoint and remove non-elected Governors of the LGB				
	50.	To ensure that local governance is compliant with the Academy	X	X

Function	No.	Tasks	Decision Level	
			Trust	LGB
		Articles of Association and Funding Agreement		
Extended School Offer (Breakfast and ASC)	51.	To decide to offer additional activities and to what form these should take NB: All extended school provision must be independently financially viable		X
Safeguarding	52.	a. To ensure that the Trust safeguarding policy is consistently applied across all individual schools through their own individual policies & procedures	X	X
		b. To ensure a Safeguarding Policy for Child Protection is drafted (based on the LA model policy), reviewed, agreed & published to all stakeholders		X
		c. To ensure that a named local governor acts as safeguarding link between the school/academy & the LGB, including making a minimum of termly visits & reporting directly to the LGB		X
Policies	53.	To determine, on an annual basis, those policies which will be developed by the Trust that are mandatory for all schools/academies – including Health & Safety & all HR policies as employer (see policy index)	X	
	54.	To ensure that all policies requested by the Trust are completed, signed off and put on a cycle of review (see school/academy policy index)		X
	55.	To review and/or amend the ethos, aims and values of the Trust	X	
	56.	a) To develop the vision and values statement for individual schools/academies, within the context of each school/academy's ethos, aims and objectives & in keeping with the Trust's vision for its member schools/schools/academies		X
b) To review the vision and values statement for individual schools/academies		X		

