



**INTERIM ARRANGEMENTS FROM SEPTEMBER 2024 TO ESTABLISHMENT OF EXPANDED TRUST**

Key	MEMBERSHIP
M	Members
TB	Trust Board / Directors
C	Committee of the Trust Board
S	Sub Committee of the Local Governing Board

Key	Academy officers
COO	Chief Operating Officer
HT	Head teacher
CFO	Chief financial officer
SLT	Senior Leadership Team
DSL	Designated safeguarding lead

Key	Trust Board Committees
LGB	Local Governing Board
AC	Audit Committee
PC	Personnel Committee
TC	Transition Committee
APC	Appeals Committee

Key	Local Governing Board Su
PDBA	Personal Development, Behaviour
Qed	Quality of Education
EP	Exclusion Panel
AP	Appeals Panel

Key function	Ref.	Task	Responsibility				
			M	TB	C	S	SLT
	1.1	To determine the overall strategy and direction of the Trust, its character and educational mission.		TB			
	1.2	To ensure the Trust's solvency and safeguarding of its assets.		TB			
	1.3	To modify or revoke the Memorandum and Articles of Association.	M				
	1.4	Annual review of terms of reference of all committees of the Trust Board.		TB			
	1.5	Annual review of terms of reference of the Local Governing Board and its sub committees.		TB			
	1.6	Initiation of membership, composition, and recruitment in to Trust Board and Chair of Local Governing Board.		TB			
	1.7	Formal appointment of Chair of the Local Governing Board.		TB			

Financial Thresholds	
Threshold	Authorisation
Up to £1,000	Budget Holders
£1,000 to £4,999	CFO
£5,000 to £24,999	COO
£25,000 +	Chair of Trust

Key function	Ref.	Task	Responsibility					
			M	TB	C	S	SLT	
1	Strategic vision and Governance	1.8	Appointment of coopted Trustees in line with Memorandum and Articles of Association (up to 3).		TB			
		1.9	Appointment of non coopted Trustees and removal of Trustees.	M				
		1.10	Appoint Chair of the LGB		TB			
		1.11	Membership of the Local Governing Board and committees		TB			
		1.12	Review attendance, and performance of Trustees, at committee meetings.		TB			
		1.13	Determine clerking arrangements for the Trust		TB			
		1.14	Appointment and removal of members	M				
		1.15	To oversee staff and student appeal hearings including areas around capability, discipline, grievance, illness capability, redundancy and pay.			APC	AP	
		1.16	Responsibility for the production and maintenance of the risk register			AC		
2	Budget and Accounts	2.1	Appoint Chair of TB Committees		TB			
		2.2	Preparing a budget, and long term financial plan for the Academy					COO/CFO
		2.3	Reviewing and recommending the Academy budget to the Trust Board			AC		
		2.4	Formally approve the budget		TB			
		2.5	Monitor monthly expenditure			AC		CFO
		2.6	Monitor the effectiveness of internal controls, and compliance against statutory financial regulations.			AC		
		2.7	Advise the Trust Board independently of SLT in relation to audit findings.			AC		
		2.8	To ensure all audit findings are followed up and implemented where appropriate.			AC		
		2.9	Establish charges and remissions policy			AC		
		2.1	Approve charges and remissions policy		TB			
		2.11	To enter in to contracts (in line with terms of reference)		TB	AC		COO/CFO
		2.12	To ratify and agree annual accounts		TB			
		2.13	To submit annual accounts		TB			
		2.14	To receive annual report and accounts	M				
		2.15	Safely invest funds for the benefit of the organisation		TB			
		2.16	Appoint the external auditors	M				
		2.17	Appoint the internal assurance partner		TB			
		3.1	CEO/COO/CFO/HT appointments		TB			
		3.2	SLT appointments		TB			COO/HT
		3.3	Other leadership appointments					COO / HT / SLT
		3.4	Teacher appointments					HT
		3.5	Support staff appointments (dependent on post and grade)					COO/HT

Key function	Ref.	Task	Responsibility					
			M	TB	C	S	SLT	
3	Staffing	3.6	Ratification of the pay policy			PC		
		3.7	Establish and review procedure for addressing staff attendance, disciplinary, conduct and grievance			PC		
		3.10	Dismissal of the Head teacher		TB			
		3.11	Dismissal of other staff (dependent on post and grade)					COO
		3.12	Suspension COO/CFO/HT		TB			
		3.13	Suspension of other staff (dependent on post and grade)					COO
		3.14	Agreeing settlement agreements		TB			
		3.15	Overseeing and managing staffing cost reduction plans			TC		
4	Quality of Education	4.1	To drive Academy improvement and secure a high quality of education for students.		TB			HT
		4.2	To monitor and evaluate the Academy's quality assurance programme.		TB			HT
		4.3	To monitor and evaluate the effectiveness of all pastoral, social and emotional support services and strategies for students.			LGB	PDBA	HT
		4.4	To report to Trustees on agreed performance indicators across all schools within the Trust					TBD
5	Performance Management	5.1	Establish and approve performance management / appraisal policy and review annually			PC		
		5.2	Agree performance management targets for HT			Personnel - representative group		
		5.3	To ratify pay progression recommendations of teaching staff, and SLT			PC		
		5.4	To ratify pay progression recommendations of the HT			PC		
		5.5	To receive a report from the PC to confirm the process has been completed each academic year re pay progression across the Trust.		TB			
6	Discipline / Exclusions	6.1	Establish a behaviour and exclusions policy			LGB		
		6.2	Establish suspensions and exclusions policy			LGB		
7	Capital / Premises	7.1	Arrange correct levels of insurance for site, Governors indemnity, and other relevant areas.			AC		COO/CFO
		7.2	Develop academy capital strategy		TB			COO/CFO
		7.3	Formal applications for DfE grant funding including CIF		TB			COO/CFO
		7.4	Establish a Health and safety policy, and update considering changes to legislation.			AC		COO
		7.5	Approval of Health and safety policy.		TB			
8	School organisation	8.1	Set times of academy day and dates of academy terms and holidays.			LGB		HT
		8.2	Adopt and review home school agreement.				PDBA	HT
		8.3	Agree home school agreement.			LGB		
9	Uniform	9.1	Agree changes to school uniform, and school uniform policy.			LGB		
10	Policy	10.1	To prepare, agree and implement policy in line with the agreed policy schedule.					ALL
	Engagement and publicity	11.1	Review school facilities, taking account of capital expenditure planning					COO / CFO
		11.2	Support the school in developing its community profile					COO / HT / SLT

	Key function	Ref.	Task	Responsibility				
				M	TB	C	S	SLT
11		11.3	To ensure that effective parental and community engagement exists within the Academy.					HT
12	Safeguarding and Child Protection	12.1	Approval of safeguarding and child protection policy		TB			
		12.2	Responsibility for safeguarding and child protection		TB			
13	Data Protection	13.1	Establish Data Protection policy					DSL
		13.2	Approval of Data Protection policy		TB			
		13.3	Responsibility for GDPR		TB			

[Redacted]

**b Committees**

and Attitudes

[Redacted]





