

# **The Sea View Trust**

## **Scheme of Delegation**

**2021/22 (V3)**

*Approved by the Board of Trustees March 22*



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## Introduction

**In order to allow The Sea View Trust (the “Trust”) to function effectively, the Board of Trustees of the Trust (the “Board”) delegates financial authority to the Chief Executive Officer (CEO) & the Headteacher at each academy. The extent & level of any such delegation is determined by the Board & is set out in this Scheme of Delegation (the “Scheme”).**

This Scheme distinguishes between matters reserved exclusively for the Board’s approval or decision, & matters delegated to other individuals. The Scheme sets out financial limits & signatories applicable to various matters & ensures that there are sufficient operational controls in place for all the financial processes within the Trust.

For the avoidance of doubt, any powers not mentioned in this document are reserved matters for the Trust Board.

*Note:*

*In the interests of moving towards a position of cost-effective shared procurement **NO** SLAs are to be renewed by Trust schools without first gaining authorisation from the Central Team.*

*This measure is to support the Trust with identifying more effective business wide solutions, thereby supporting with the cost savings needed to drive future school improvements.*

## The Role of the Members

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to Trustees. Originally, they will have been the signatories to the memorandum of association; they will have agreed the Trust’s first articles of association and will approve any amendments made to these articles of association. The Members appoint Trustees to ensure that the Trust’s charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Members appoint the Trust’s auditors and receive the Trust’s audited annual accounts. There must be at least three Members.

## The Role of the Trustees

The Sea View Trust is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms ‘Trustees’ and ‘directors’ are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the Trust and (in accordance with the provisions set out in the memorandum and articles of association and its funding agreement) the Trust is legally responsible and accountable:

- For all statutory functions
- For the performance of all Academies within the Trust
- The Board must approve written schemes of delegation (decision making and financial powers) that maintain robust internal control arrangements
- It is the employer of every member of The Sea View Trust staff.
- Trustees have responsibility for directing Trust affairs, ensuring it is solvent and well run

The Board of Trustees has the right to review and adapt its governance structure at any time, which includes removing delegation.

## The Role of Trust Board Sub Committees

In line with The Academy Trust Handbook, the Board of Trustees has a Finance, Resource, Audit and Risk (FARR) subcommittee to which the Board delegates financial scrutiny, oversight and audit. The Trust has also constituted a Curriculum, Quality and Standards (CQ&S) subcommittee, charged with reviewing and evaluating Academy improvement across the Trust. Decisions made by sub committees will be deemed decisions of the Trust Board. The full Board can delegate responsibility to their sub committees, but accountability will rest with all Trustees. The membership (there must be at least three Trustees) and responsibilities of Board sub committees are set out in the terms of reference. The Trust Board will appoint subcommittee Chairs and committee members according to their skills.

## The Role of the Chief Executive Officer (CEO)

The CEO has the delegated responsibility for the operation of the Trust, including the performance of the Trust's Academies and therefore the CEO performance manages the Academy Headteachers, alongside the LGB Chairs.

The CEO is the Accounting Officer and thus has overall responsibility for the operation of the Academy Trust's financial responsibilities, ensuring that the organisation is run with financial effectiveness and stability, avoids waste and secures value for money.

The CEO leads the executive management team of the Academy Trust and is responsible to the Trust Board for the performance of the team. In the first instance, the executive management team will comprise of the Headteachers of each Academy and the senior members of the Trust Central Team; the CEO will delegate management functions to them. As the Trust develops, the number of roles within this executive team, and their associated remits, will expand to reflect the needs of the Trust and Academies within.

## The Role of the Local Governing Bodies

The Trustees have established LGBs to carry out some of its Academy level governance functions. Delegated functions include:

- Building an understanding of how the Academy is led and managed
- Challenging and supporting the Headteacher in relation to pupil progress and attainment
- Monitoring whether the Academy is:
  - Working within agreed policies
  - Meeting the agreed targets
  - Managing its finances well
- Engaging with stakeholders
- Being a point of consultation and representation
- Providing relevant reports to the Trust Board

## The Role of the Academy Headteacher

The Academy Headteacher is responsible for local day to day management of the Academy and is managed by the CEO, but reports to the LGB on matters which have been delegated to it; this may include an element of monitoring and scrutiny of the Academy's management processes.

## Financial Authorisation Levels

	Delegated Duty	Value	Delegated Authority	Method/ Notes
<b>PROCUREMENT</b>	<b>Ordering goods, works &amp; services in line with approved budget allocation. Any significant variance must have prior approval of the CEO. Multiple in-year procurement decisions to be approved by CEO</b>	Up to £10,000	<ul style="list-style-type: none"> <li>Headteacher/Head of School/SLT</li> <li>CFO/COO</li> </ul>	Notify Finance Manager/Lead  Minimum 3 quotes for purchases over £7,500 Headteacher may delegate authority to approve purchase orders and/or invoices to members of their SLT
		£10,001 - £50,000	<ul style="list-style-type: none"> <li>LGB</li> </ul>	Minimum of 3 quotes
		£50,001 - £65,000	<ul style="list-style-type: none"> <li>CEO</li> </ul>	Minimum of 3 quotes
		Over £65,000	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	Formal tendering process including advertising in OJEU (if over the OJEU threshold)
	<b>Authority to accept other than best value quotation or tender</b>	Any	<ul style="list-style-type: none"> <li>Headteacher (up to £5,000)</li> <li>LGB (£5,001 to £30,000)</li> <li>Trust Board (over £30,000)</li> </ul>	Ensure disposal maintains principles of regulatory, proprietary & value for money
	<b>Approval of School Condition Allocation spend</b>	Any	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	Annual proposal for the allocation of the School Condition Allocation (SCA) grant to be submitted to FARR committee for recommendation to Trust board for approval
	<b>Expenditure from Reserves</b>	Over £5,000	<ul style="list-style-type: none"> <li>Trust board in line with usual Procurement limits</li> </ul>	Business case to be submitted to FARR committee for recommendation to Trust board for approval of any expenditure from reserves over £5,000

	Delegated Duty	Value	Delegated Authority	Method/ Notes
<b>SIGNATORIES</b>	<b>Signatories for cheques</b>	Any	Two signatories from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Finance Manager</li> <li>• CFO/TFL</li> <li>• COO/TBL</li> <li>• CEO</li> </ul>	Any two approved
	<b>Internal signatories for BACS payments</b>	Any	Two signatories from: <ul style="list-style-type: none"> <li>• Headteacher/Head of School/SLT</li> <li>• Finance Manager/Lead</li> <li>• CFO/TFL</li> <li>• COO/TBL</li> <li>• CEO</li> </ul>	Any two approved
	<b>Signatories for BACS payments &amp; other bank transfers</b>	Any	Two signatories from: <ul style="list-style-type: none"> <li>• Headteacher/Head of School</li> <li>• Finance Manager</li> <li>• CFO/TFL</li> <li>• COO/TBL</li> <li>• CEO</li> </ul>	Any two approved
	<b>Signatories for ESFA grant claims &amp; ESFA returns</b>	Any	One signatory from: <ul style="list-style-type: none"> <li>• Central Team</li> <li>• Chair of Trust</li> </ul>	Dependent on type of return
<b>VIREMENTS</b>	<b>Approving transfer between budget headings in line with approved budget allocation.</b>	Up to £5,000	<ul style="list-style-type: none"> <li>• Finance Manager/Lead</li> <li>• Headteacher/Head of School</li> </ul>	CFO must be advised prior to transfer being actioned
		£5,001 to £40,000	<ul style="list-style-type: none"> <li>• LGB</li> </ul>	CEO and CFO to be advised of the decision. Any significant variance must have prior approval of CFO
		Over £40,000	<ul style="list-style-type: none"> <li>• Trust Board</li> </ul>	
<b>ASSETS</b>	<b>Authorising disposal of unusable or obsolete assets</b>	Up to £10,000	<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• LGB</li> </ul>	Ensure disposal maintains principles of regulatory, propriety & value for money
		Over £10,000	<ul style="list-style-type: none"> <li>• Trust Board</li> </ul>	
	<b>Disposing of heritage assets</b>	Any	<ul style="list-style-type: none"> <li>• Trust Board &amp; ESFA approval required</li> </ul>	See the Academy Trust Handbook

	Delegated Duty	Value	Delegated Authority	Method/ Notes
<b>WRITE-OFFS</b>	<b>Write off of Bad Debts/ Losses/ Disposal of Assets.</b>	Up to £1,500 per transaction	<ul style="list-style-type: none"> <li>Headteacher</li> </ul>	Multiple in-year write-offs to be approved by CEO
		£1,501 - £5,000	<ul style="list-style-type: none"> <li>LGB</li> </ul>	
		Over £5,000 to £44,999	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	
		Over £45,000	<ul style="list-style-type: none"> <li>ESFA/Secretary of State</li> </ul>	As stated in the Academy Trust Handbook
<b>LEASES</b>	<b>Finance Leases</b>	Any	<ul style="list-style-type: none"> <li>Trust Board &amp; ESFA approval required</li> </ul>	See clause in Academy Trust Handbook
	<b>Purchase/ sale of any freehold property</b>	Any	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	See clause in Academy Trust Handbook
	<b>Granting or take up of any leasehold or tenancy agreement exceeding five years</b>	Any	<ul style="list-style-type: none"> <li>Trust Board &amp; ESFA approval required</li> <li>Local Authority as appropriate</li> </ul>	See clause in Academy Trust Handbook
	<b>Operating leases.</b>	Up to £10,000	<ul style="list-style-type: none"> <li>Headteacher/Head of School</li> </ul>	All leases to be reviewed by the CFO prior to agreement.
£10,001 to £30,000		<ul style="list-style-type: none"> <li>LGB</li> </ul>	Multiple in-year unbudgeted operating leases to be approved by CEO	
Over £30,000		<ul style="list-style-type: none"> <li>Trust Board</li> </ul>		



		Delegated Duty	Value	Delegated Authority	Method/ Notes
MISCELLANEOUS		<b>Borrowing</b>	Any	<ul style="list-style-type: none"> <li>Trust Board &amp; ESFA approval required</li> </ul>	
		<b>Staff Severance payment or compensation</b>	Non-statutory/ non-contractual element, up to £50,000	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	See clause in Academy Trust Handbook
		<b>(PILON - Pay in Lieu of Notice)</b>	Over £50,000	<ul style="list-style-type: none"> <li>Trust Board &amp; ESFA approval required</li> </ul>	See clause in Academy Trust Handbook
		<b>Payroll</b>	As budgeted by school	<ul style="list-style-type: none"> <li>Headteacher/Head of School</li> </ul>	Payment must be in line with staffing budget allocation. Any significant variance must have prior approval from the Trust
		<b>Expenses</b>	Maximum £500 per employee per month	<ul style="list-style-type: none"> <li>Line Manager countersigned by Headteacher</li> </ul>	CFO/COO to countersign CEO expenses
			Over £500 to £1,000	<ul style="list-style-type: none"> <li>LGB</li> </ul>	CEO expenses to be signed by Chair of Trust. CFO/COO/Exec PA to countersign prior to Chair approval.
			£1,001 to £5,000	<ul style="list-style-type: none"> <li>CEO</li> </ul>	CEO expenses to be signed by Chair of Trust. CFO/COO/Exec PA to countersign prior to Chair approval.
		<b>Discretionary payments. Any discretionary payment of over £500, or payment for more than 1 month, to be referred to CEO</b>	£500 per month per individual	<ul style="list-style-type: none"> <li>Headteacher/Head of School on approval of LGB</li> </ul>	These should be only be considered in extenuating circumstances. Must be in line with Pay Policy.
			Over £50,000	<ul style="list-style-type: none"> <li>Trust Board &amp; ESFA approval required</li> </ul>	See clause in Academy Trust Handbook

## Scheme of Delegation – Decision Making

Column 1: Members

Column 2: Board of Trustees of the multi academy Trust

Column 3: Trust Board Finance, Audit, Resource and Risk (FARR) sub committee

Column 4: Trust Board Curriculum, Quality and Standards (CQ&S) sub committee

Column 5: Chief Executive Officer/ Accounting Officer

Column 6: Local Governing Body (LGB)

Column 7: Academy Headteacher (Head)

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

### Notes:

1. When there is more than one tick denoting delegation, the final decision will rest with the most senior of the delegation group (i.e. to the left of the grid in all instances)
2. The CEO (as Accounting Officer) may delegate some of the functions within this scheme to the Chief Operations Officer (COO) and/ or Chief Financial Officer (CFO), as appropriate to their role

## Governance Framework

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
<b>PEOPLE</b>	Appoint/Remove Members	✓						
	Appoint/Remove Trustees	✓	<A					
	Agree role descriptions for Members	✓						
	Agree role descriptions for Trustees/ chair/ specific roles/ committee/ council members		✓			<A		
	Elect to LGBs Parent Trustee/committee/council member						✓	
	Appoint and remove Trust Board committee chairs		✓	✓	✓	<A		
	Appoint/ reappoint LGB Chairs annually in autumn term/ remove LGB chairs on recommendation of LGBs		✓			<A	<A	
	Appoint/ appoint annually/ remove Clerk to Trust Board		✓					
	Appoint and remove Clerk to LGB						✓	
<b>SYSTEMS AND STRUCTURES</b>	Review and agree annually Articles of association	✓	<A			<A		
	Establish and review annually Governance structure (committees) for the Trust		✓			<A		
	Agree annually Terms of reference for Board sub committees and scheme of delegation for LGBs		✓			<A		
	Complete skills audit and recruit to fill gaps		✓			<A>	✓	<A
	Self-review of Trust Board and committees annually		✓			<A		
	Self-review of LGBs annually						✓	
	Chair's 360 review performance to be carried out periodically		✓			<A	✓	
	Trustee/ Governor contribution to be reviewed annually by relevant Chair		✓			<A	✓	
	Plan succession strategy		✓			<A>	✓	<A
	Agree annual meeting schedule of business for Trust Board		✓	✓	✓	<A		
	Agree annual meeting schedule of business for LGB					A>	✓	<A

## Reporting

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
<b>REPORTING</b>	Ensure publication, on Trust and Academy websites, of all required details on governance arrangements		✓			<A	✓	✓
	Submit annual report on performance of the Trust to Members and publish (SoFA)		✓			<A		
	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		✓	<A		<A		
	Submit a parent friendly annual report work of LGB (2 sides maximum) to Trustees and publish at local level						✓	<A

## Being Strategic

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
BEING STRATEGIC	Determine and approve statutory Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) as per policy matrix (appendix A) <i>Note: admissions policy determined by local authority policy at local level</i>		✓	✓	✓	✓		
	Determine and approve Academy level policies which reflect the individual Academy's ethos and values and Trust statement of intent on Trust website (where relevant). Example policies may include admissions; SEND; child protection; curriculum; behaviour.					A>	✓	<A
	Agree central spend/ top slice		✓	<A		<A		
	Agree SCA priorities and allocation		✓	<A		<A		
	Establish Trust Risk Register, review and monitor		✓	<A	<A	<A	<A	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Determine Trust vision and values, review annually		✓			<A	<A	<A
	Determine Trust strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		✓			<A		
Determine Academy vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the Trust and school's vision can be measured (school improvement plan)			A>			A>	✓	✓

## Being Strategic

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
<b>BEING STRATEGIC</b>	Appoint and dismiss Chief Executive Officer (Members to form the appeals committee if required)	✓	✓					
	Appointment and dismissal of Trust Central Team posts		✓			✓		
	Appointment and dismissal of Academy Headteachers Made by Trust Board, advised by CEO and Governors		✓			<A>	<A>	
	Appointment and dismissal of Academy Deputy Head and senior support staff (H1 and above) Made by Trust Board, advised by CEO and Governors		✓			<A>	<A>	
	Appointment and dismissal of Academy Assistant Head Trustees to agree leadership structure. CEO to advise. Headteacher & Governors to appoint, with CEO on the panel, with possible involvement of Trust Board representative where required		A>			A>	✓	
	Appointment and dismissal of all other staff					A>	✓	✓
	Agree budget plan to support delivery of Trust key priorities		✓	<A>		<A>		
	Agree budget plan to support delivery of Academy key priorities		✓	<A>		<A>	<A>	<A>
	Agree Trust Central Team staffing structure		✓	<A>	<A>	<A>		
	Agree Academy leadership structure		✓	<A>	<A>	✓	✓	<A>
Agree Academy classroom and support staff structure					✓	✓	✓	

## Holding to Account

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
HOLDING TO ACCOUNT	Agree Trust level of auditing and reporting matters of compliance (e.g. Safeguarding, H&S, employment)		✓	<A	<A	<A	<A	<A
	Agree the appointment of Trust auditors	✓						
	Agree Academy level of auditing and reporting matters of compliance (e.g. Safeguarding, H&S, employment)		A>	A>	A>	A>	✓	<A
	Agree reporting arrangements on progress for Trust key priorities		✓	<A	<A	<A		<A
	Agree reporting arrangements on progress for Academy key priorities					A>	✓	<A
	Undertake performance management of the CEO		✓					
	Undertake performance management of Academy Headteacher (CEO and Academy Chair of Governors involvement only)					✓	✓	
	Agree passive (i.e. “eyes on hands <b>off</b> approach”) arrangements for how Trustees monitor school progress		A>	✓	✓	<A		
	Agree active (i.e. “eyes on hands <b>on</b> approach”) arrangements to Academy based monitoring by LGBs				A>	A>	A>	✓

## Holding to Account

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGB	Head
HOLDING TO ACCOUNT	Agree arrangements for monitoring of overall LGB performance		✓			<A>	✓	<A>
	Key Performance Indicators – setting and reviewing performance of the Trust (in relation to standards appropriate to the FARR and CQ&S sub committees)		✓	✓	✓	✓		
	Key Performance Indicators – setting and reviewing performance of the Academy (in relation to standards appropriate to the LGB CQ&S sub committees)		✓	<A>	<A>	✓	✓	✓
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of improved education outcomes				A>	<A>	✓	✓
	Curriculum – setting the curriculum for the Academies and reviewing its effectiveness					A>	A>	✓
	Reviewing and challenging the value for money in terms of educational outcomes and narrowing the achievement gap		A>		✓	<A>	✓	✓
	Student concerns (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		A>		✓	<A>	✓	✓



# Appendix A - Trust Board Policy Review & Delegation Planner

Based on the model provided by the



<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

This document covers policies and other key documents that are required to be held by Trust Boards. It also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations.

Additional policies and procedures that, although not a statutory requirement, are also in place within your trust/school can be included within the planner in order to provide a clear picture on all policies and procedures that are in place within the Trust.

Key points to note:

- The drafting of school policies can be delegated to any member of school staff.
- There is no requirement for all policies to be reviewed annually.
- Not all policies need to be signed off by the full Trust.

## Key

<b>Level 1</b>	Trust Board
<b>Level 2</b>	A committee of the Trust Board
<b>Level 3</b>	An individual Trustee/Governor
<b>Level 4</b>	CEO
<b>Bold Print</b>	<ul style="list-style-type: none"><li>• Policy that <b>must</b> be held by the governing body.</li><li>• Review period specified in legislation/statutory guidance. <i>(Where a review period for a policy is not laid down, a maximum review period of three years is recommended)</i></li></ul>
<b>Normal print</b>	Policy/procedure that is also in place within the school, although not a statutory requirement.
<b>Shaded box</b>	Approval/review <b>cannot</b> be legally carried out at this level.
<b>Clear box</b>	Approval/review can be legally carried out at this level.
<b>x</b>	Action recommended to be undertaken by this level.

Policy	Review Period	1	2	3	4	Approval by	Noted by	Date of next review e.g. Summer 21
Acceptance of Gifts, Hospitality, Awards, Prizes or any other Benefit	3				x	CEO	FARR	Sep-23
Accessibility Plan	3				x	Academy HT	FARR	Individual to each school
Accounting Policies (see section 2.1 of the Academies Accounts Direction)	1				x	CEO	FARR	Various
Admission Arrangements (must be consulted on at least every 7 years)			x			CQ&S		Individual to each school
Allegations of Abuse Against Staff (Statement of Procedures for Dealing With)	1				x	CEO	FARR	Included within Child Protection policy
Behaviour					x	Academy HT	CQ&S	Individual to each school
Charging & Remissions Policy					x	CEO	FARR	Individual to each school
Child Protection Policy and Procedures	1	x				Trust Board		Individual to each school
Complaints Procedure Statement	1				x	CEO	CQ&S	Mar-22
Data Protection (Registration is annually)	2 + 1				x	CEO	FARR	Sep-23
Equality Information and Objectives (publish objectives 4 year and how meeting aims 1 year)	4 + 1				x	CEO	CQ&S	Currently Individual to each school
Freedom of Information	2				x	CEO	FARR	Sep-23
Health & Safety	1				x	CEO	FARR	Individual to each school
Internal Control Framework (Financial Scheme of Delegation)	1	x				Trust Board		Sep-22
Investment Policy	1				x	CEO	FARR	Mar-21
Premises Management Documents					x	CEO	FARR	Individual to each school
Risk Management Process (inc. Register)	1				x	CEO	FARR	Jul-22
Relationships and Sex Education		x				Trust Board		Individual to each school
Special Educational Needs (SEN Information Report to be updated annually and whenever changes occur)	1	x				Trust Board		Mar-21
Staff Behaviour (Code of Conduct)	1				x	CEO	CQ&S	Jun-22
Staff Discipline	1				x	CEO	CQ&S	In progress

<b>Staff Grievance</b>	<b>1</b>				x	CEO	CQ&S	Jan-22
<b>Supporting Pupils with Medical Conditions</b>		x				Trust Board		Individual to each school
<b>Tendering</b>	<b>1</b>				x	CEO	FARR	Included within Financial Procedures Manual
<b>Whistleblowing</b>					x	CEO	CQ&S	Mar-21

Those schools with an Early Years Foundation Stage **MUST** also ensure their policies reflect this where relevant.