

<b>Date of last review:</b>	01 October 2022	<b>Review period:</b>	1 year
<b>Date of next review:</b>	01 September 2023	<b>Owner:</b>	Head of Governance



## **Governance Framework and Scheme of Delegation**

*Enabling a world of freedom, opportunity and fulfilment*

## Governance Framework and Scheme of Delegation

As a Multi Academy Trust (MAT), Magna Learning Partnership (MLP) is accountable for all major decisions about our academies. This does not mean that the Trust Board will make every decision within the Trust, they will delegate some governance and decision-making responsibilities to:

- Trust Board Committees
- Academy Governance Committees
- The CEO and Executive Team
- Academy Leaders

This Scheme of Delegation defines the lines of responsibility and accountability within MLP that the Trust Board feels is currently appropriate to best meet the needs of all our academies.

**Purpose**, to ensure:

- Clarity about the roles of Members, Trustees, CEO, Headteachers/Principals and Committees
- MLP's operations are fit for purpose for a Multi Academy Trust
- Communication and trust is strong at all levels and with all stakeholders

The Scheme of Delegation is intended to be a working document that will be reviewed (at least annually) and adapted in response to the context and circumstances of MLP. The detail of the roles and regulations to be followed are in the Academy Trust Handbook, the MLP Financial Controls Manual and job descriptions.

## Roles and Responsibilities

### Members

The Members appoint the Trustees to run MLP. Members help to ensure the Trustees are exercising effective governance by utilising a range of powers including:

- Appointing and removing Trustees
- Appointing and removing Members
- Directing Trustees
- Amending the Trust's Articles of Association
- Appointing and removing Auditors

There are four MLP Members, of which one represents the Diocese of Salisbury Board of Education (SDBE), one other has foundation status, and two are non-foundation positions. MLP Members meet three times a year.

### Trustees

Trustees are those people who are responsible for the oversight, policy making and decision making of the Trust. They form the statutory governing board for all academies within MLP. The Trust Board must operate and make decisions to further the Trust's charitable object, 'to advance for the public benefit education in the United Kingdom'. As the Trust includes church academies, Trustees must also ensure that the religious character of the church academies are preserved and developed as part of ensuring the charitable objects of the Trust are met.

There are twelve trustees, half of whom hold foundation status. The Trustees are appointed on the basis of their commercial and governance skills which collectively include expertise in finance, legal, HR, project/business management, education and estates. The role of the Trustee is a voluntary one. As academy trusts have charitable status, payments to Trustees are by exception only and subject to very specific legal restrictions.

### Trust Board Committees

In line with the latest Academy Trust Handbook, the Trust Board has a Resources Committee to which the Trust Board delegates financial scrutiny and oversight and a separate Audit and Risk Committee. The Trust Board has also constituted a Standards Committee charged with benchmarking the performance of all academies against national expectations and targets. Admissions, Pay and CEO Performance Management Committees are also in place. Decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of Trust Board Committees are set out in the Committee Terms of Reference.

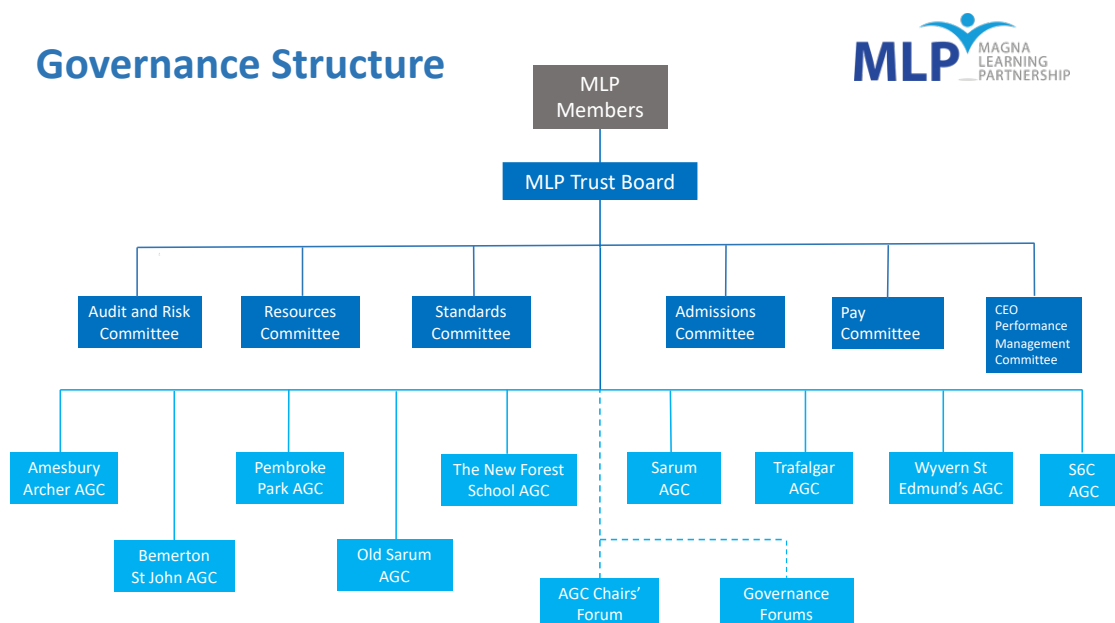
## Academy Governance Committee

The Academy Governance Committee (AGC) acts as a Committee to the Trust Board and receives delegated powers of governance through the Scheme of Delegation. The role of the AGC is a valuable one in providing local governance as well as offering assistance to the Trustees in the fulfilment of their duties. The AGC focuses on teaching and learning, standards and achievement, safeguarding and its local community. The AGC will also monitor the academy's key performance indicators and act as a critical friend to the Academy Leader, providing challenge where appropriate. It will also play a part in representing the views of the academy's stakeholders.

There will be between eight and twelve Governors (as necessary) in each academy and each AGC will be established to reflect its VC, VA or community status. There are no AGC sub-committees, but ad hoc panels and working groups may be formed (these could be made up of Trustees and Governors).

## Executive Team

The Trust has an operational management structure to lead and support its aspirations. This includes a CEO, who is the Accounting Officer, and a Director of Finance and Business (DFB) appointed by the Trust Board (as required by the Academy Trust Handbook). The Trust also has Directors of Education focused on primary and secondary/post 16 phases.



## Standards Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Standards Committee the responsibility for benchmarking the performance of all academies against national expectations and targets.

The Standards Committee will hold six meetings per annum.

### **Standards Committee Membership will be:**

Governance Team: Five Trustees. The Committee will be joined by a Governor from each AGC for the primary phase and secondary/post 16 phase meetings (2 each per annum)

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team: CEO; Directors of Education; Head of Governance; plus Academy Leaders as appropriate

The role of the Standards Committee is to:

- Work with the CEO annually to contribute to the creation and implementation of the MLP strategic plans
- Work with the CEO and Directors of Education to set strategic curricular direction, ensuring a broad, balanced curriculum is in place in all Trust academies
- Monitor progress against the plans and the impact on teaching and learning within the academies
- Monitor impact of Trust academy improvement activities
- Monitor achievement and outcomes of the Trust
- Monitor the provision and achievement of minorities, SEND and vulnerable groups
- Monitor and review student attendance
- Monitor and review behaviour
- Ensure that the requirements of students with SEND are met
- Receive reports on statutory education compliance and safeguarding
- Review and ensure compliance with aligned policies and procedures

## Resources Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Resources Committee the responsibility for ensuring the CEO and Director of Finance and Business are operating within the parameters of the Funding Agreements and Academy Trust Handbook and providing value for money.

The Resources Committee will hold six meetings per annum.

### **Resources Committee Membership will be:**

Governance Team: Five Trustees. The Committee will be joined by a Governor from each AGC for the strategic financial and estates meetings (2 per annum).

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team: CEO; Director of Finance and Business; Head of Governance; plus Head of Estates and Head of HR as appropriate

The role of the Resources Committee is to:

#### **Strategic Planning**

- Work with the CEO and Director of Finance and Business annually to contribute to the creation and implementation of the MLP strategic plans
- Support the CEO with a marketing, communication plans both as part of the Strategic Plan and also in relation to any specific incident or issue

#### **Health and Safety**

- To oversee the standards of health and safety within MLP
- Review and ensure compliance with aligned policies and procedures

#### **Financial**

- Input to the annual report and accounts
- Scrutinise and challenge proposed annual budget, ensuring resources are allocated in line with the Trust's strategic priorities
- Recommend annual budget to Trust Board for approval
- Review and approve a realistic three year financial plan, taking into account the Trust's vision, known risks and opportunities
- Receive the Trust's management accounts in order to monitor the Trust's financial position and income and expenditure against the approved budget

- Report back to each meeting of the Trust Board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- Devise and review financial policies and levels of financial delegation, including the determination of an appropriate level of reserves
- Support the CEO and Director of Finance and Business in evaluating potential further income stream for the Trust including the preparation of bids for funding and the development of extended services offered by the Trust within the parameters
- Undertake detailed scrutiny and recommend approval of the School Resources Management Self-Assessment Checklist annually
- Review and act upon any issues identified by benchmarking against similar Trusts, internal or external scrutiny
- Ensure that the Trust follows public sector procurement rules and achieves best value for money when acquiring goods and services
- Review and ensure compliance with aligned policies and procedures

#### **Estates**

- Scrutinise the Trust estates development strategy
- Review, recommend and monitor annual capital projects
- Review and recommend (based on financial delegations) estates and operations contracts
- Review asset management plan including five year maintenance plans
- Review and ensure compliance with aligned policies and procedures

#### **HR**

- Make recommendations to the Trust Board on staffing structure taking into account the MLP Strategic Plan and individual Academy Development Plans
- Monitor monthly KPIs
- Ensure the Trust's approach to pay and benefits is transparent, proportionate and justifiable Develop a framework for the pay of the senior executive leader and the leadership team
- Comply with statutory requirements to publish Trust staff rates of pay and benefits
- Ensure that sufficient funds are allocated for staff pay increments
- Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
- Review and ensure compliance with aligned policies and procedures

## Audit and Risk Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Audit and Risk Committee the responsibility for risk management processes and internal control and audit arrangements of Magna Learning Partnership.

The Audit and Risk Committee will hold three meetings per annum.

### **Audit and Risk Committee Membership will be:**

Governance Team: Four Trustees. A Member will also be invited.

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team: CEO; Director of Finance and Business; Head of Governance;

Auditors: Internal and External Auditors as appropriate.

The role of the Audit and Risk Committee is to:

#### **Internal Audit**

- Oversee and approve the Trust's programme of internal scrutiny
- To receive and then recommend/reject the appointment of the Internal Auditor and, if necessary, agree their resignation or dismissal
- To work with the Internal Auditor to prepare an annual plan of activity to provide assurance as to the robustness of the internal control framework
- To receive and consider the final report of each internal audit assignment, activity or investigation undertaken on behalf of the Trust by the Internal Auditor
- To be satisfied that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the Trust and by constituent academies, is accurate and in compliance with funding criteria
- To oversee the regularity of funding (including use of pupil premium) and to obtain assurance that associated expenditure is in accordance with the terms of the funding agreement
- To consider any internal audit matters not specifically covered above
- Review any other assurance activities by third parties and actions taken by the Trust in response to those findings
- Review and ensure compliance with aligned policies and procedures



**External Audit**

- Recommend to Members the appointment of an External Auditor (in accordance with the Trust's Articles of Association)
- Review the External Auditors' annual plan, annual report and accounts and recommend appropriate actions to the Trust Board in response to the findings
- Recommend the annual report and accounts to the Trust Board

**Risk Management**

- Support development and review of the Trust's Risk Management Policy, setting out the framework the Trust has adopted for risk management
- Ensure that risks are being addressed appropriately through internal scrutiny
- Seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident
- Review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate

## Admissions Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Admissions Committee the responsibility for overseeing the allocation of admissions for all MLP academies.

The Admissions Committee will hold two meetings in January (secondary phase) and February (primary phase) to review main round applications. Further meetings will be convened on an ad hoc basis to review over PAN in year admission applications.

### **Admissions Committee Membership will be:**

Governance Team: Three Trustees.

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team: CEO; Head of Governance

Other Staff: Academy Admissions Officers (main round only)

The role of Admissions Committee is to:

- Make recommendations to the Trust Board on PAN/NOR taking into account the MLP Strategic Plan and individual Academy Development Plans
- Oversee the allocation of admissions in accordance with MLP academy admission arrangements
- Consider admission applications which include a supplementary information form (SIF) or where evidence suggests the applicant might meet a higher ranking criteria
- Consider over PAN in year admission applications
- Promote fairness and consistency in admission arrangements and practice
- Ensure that arrangements are in place for parents/carers to appeal against the admission authority's decision not to offer a place
- Review and ensure compliance with aligned policies and procedures

## Pay Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Pay Committee the responsibility for reviewing staff salaries and for making recommendations to the Trust Board for the annual budget needed for pay.

The Pay Committee will hold three meetings at the conclusion of the appraisal cycle (i.e. early November), the first shall cover Primary and Central staff, the second Secondary and Sixth Form staff, the third Academy Leaders. Please refer to MLP Pay Policy for further procedural information.

### **Pay Committee Membership will be:**

Governance Team:

- Three Trustees plus one Governor from each AGC (Primary and Central/Secondary and Post 16)
- Three Trustees (Academy Leaders)

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team:

- CEO; Head of Governance and Head of HR plus Director of Finance and Business and Academy Leaders (Primary and Central/Secondary and Sixth Form)
- CEO; Head of Governance and Head of HR (Academy Leaders)

The Pay Committee will receive anonymised information about staff appraisal and its relationship to pay salary progression. The role of the Pay Committee is to:

- To assist the Senior Leadership Team in achieving the aims of the MLP Pay Policy in a fair and equal manner
- To scrutinise the application of the criteria set by the MLP Pay Policy in determining the pay of staff
- To be satisfied that a consistent approach has been taken regarding appraisal of staff across all academies
- Observe that all statutory and contractual obligations for both teachers and support staff have been fulfilled
- Review and ensure compliance with aligned policies and procedures

## **CEO Performance Management and Remuneration Committee Terms of Reference**

The Trust Board delegates (in accordance with its Scheme of Delegation) to the CEO Performance Management and Remuneration Committee the responsibility for reviewing CEO performance management and remuneration.

The Performance Management and Remuneration Committee will hold one meeting at the conclusion of the CEO's appraisal cycle (i.e. July).

### **Performance Management Committee Membership will be:**

Governance Team: Three Trustees (normally Chair of Trust Board and the Chairs of Standards and Resources Committees)

Quorum: Three Trustees

### **In attendance will be:**

Leadership Team: CEO (excluding remuneration element); Head of Governance

## Academy Governance Committee Terms of Reference

The Trust Board delegates (in accordance with its Scheme of Delegation) to the Academy Governance Committee (AGC) the responsibility for governance at a local level.

The Academy Governance Committee will hold six meetings per annum.

### **Academy Governance Committee Membership will be:**

Governance Team: Up to twelve Governors including the Academy Leader plus Associate Governors (if applicable)

Quorum: Three Governors

### **In attendance will be:**

Leadership Team: Deputy Headteacher or equivalent; Trust senior leaders as appropriate  
Other Staff: AGC Clerk

The role of the Academy Governance Committee is to:

- Governance: ensure integration and compliance with MLP statutory requirements.
- Strategic Purpose: ensure local implementation of MLP vision and strategy whilst maintaining and developing individual academy identity, ethos and strategy.
- Education. Monitor, support and challenge all aspects of curriculum delivery with particular emphasis on teaching, learning, agreed pupil targets and pupil outcomes.
- Safeguarding. Monitor, support and where necessary challenge the implementation of the academy safeguarding policy, including supporting internal audits. The AGC Safeguarding Governor will support the designated lead safeguarding officer in the event of any safeguarding disclosure.
- Staffing. Support the recruitment and performance management of all staff with particular emphasis on the Academy Leader.
- External Assessments. Support the Trust Board and CEO during any inspections by Ofsted or SIAMS.
- Estates. Support the academy and Trust with regard to the suitability and maintenance of the estate. Report any serious concerns to the Trust Board.
- Risk. Monitor the risks relevant to each academy.

- Marketing and Relationships. Support and challenge the development and implementation of academy marketing and PR activities with particular emphasis on pupil recruitment and stakeholder relations.
- Policies. Oversee implementation and compliance of MLP policies and establish, monitor and review academy policies.
- Reporting to the Trust Board. Ensure AGC meeting documentation is shared with the Trust Board.
- Other Groups and Meetings. A Governor representative from each AGC joins the Trust Board Standards and Resources Committee Meetings twice a year and the Governance Forums (Chairs', Careers, PPD, Safeguarding and SEND) as scheduled. A Governance Conference is held every year.

## Governance Forum Terms of Reference

The Trust operates the following Governance Forums:

- Chairs
- Careers
- Pupil Premium Disadvantaged (PPD)
- Safeguarding
- Special Educational Needs and Disability (SEND)

In accordance with the Scheme of Delegation they hold no delegated responsibility.

The Forums will meet as outlined in the Governance Calendar.

### **Chairs' Forum Membership will be:**

Governance Team: Chair and Vice Chair of Trust Board; AGC Chairs (Vice Chair in their absence)

### **Governance Forum Membership will be:**

Governance Team: Link Trustee (if applicable); Link Governor from each AGC\*

*\*secondary and post 16 only for Careers*

Quorum: Not applicable

### **In attendance will be:**

Leadership Team: Trust senior leaders as appropriate; Head of Governance or Governance Manager

The role of the Governance Forum is to:

- Provide pertinent topical updates
- Share good practice
- Networking
- Training

## Magna Learning Partnership Delegation Framework

Reading the Framework	
✓	Governance function and decision making is at this level
<b>Consult</b>	To be consulted prior to decision being made

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
<b>GOVERNANCE</b>										
1	Approve changes to the Articles of Association or Funding Agreement	✓	Consult						As needed	Articles of Association
2	Approve changes to the governance structure, Scheme of Delegation and Governance Framework		✓						As needed	Articles of Association
3	Appointment and removal of Trustees	✓ (Member Appointed/ SDBE consent for Foundation appointment)	✓ (Co-opted)						As needed	Articles of Association/SDBE Foundation Trustee Appointment Policy
4	Appointment of Chair and Vice-Chair of Trust Board		✓						September	Articles of Association/Trust Board, Committee Chairs and Vice-Chairs Appointment Policy
5	Appointment of Committee Chairs		✓						September	Trust Board, Committee Chairs and Vice-Chairs Appointment Policy



	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
6	Appointment and removal of AGC Chairs and Vice Chairs		✓		Consult				July	AGC Chairs and Vice-Chairs Appointment Policy
7	Appointment and removal of Governors		✓ (SDBE consent for Foundation appointment)		Consult				As needed	Articles of Association/SDBE Foundation Governor Appointment Policy
8	Appointment of a Safeguarding Link Governor/Trustee		✓		✓				As needed	DfE Governance Handbook
9	Appointment of a SEND Link Governor/Trustee		✓		✓				As needed	DfE Governance Handbook
10	Appointment and removal of External Auditor	✓		Consult (Audit & Risk)			Consult (DFB)		As needed	Articles of Association
11	Appointment and removal of Head of Governance		✓			Consult			As needed	Articles of Association
12	Review and evaluate governance performance including routinely commissioning		✓		✓ (exc. ERG)				June/July	Academy Trust Handbook

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
	an external review of governance									
13	Review governance membership to ensure a diverse, appropriate skill set		✓		✓				September	DfE Governance Handbook and Competency Framework
14	Determine the MLP governance calendar		✓		Consult (AGC Chair)	Consult		Consult	June	Articles of Association/Academy Trust Handbook/Trust Governor
15	Monitor compliance, risk management, legal and contractual obligations		✓	Consult (Audit & Risk)		Consult	Consult (DFB)	Consult	Ongoing	Academy Trust Handbook
16	Maintenance of register of interests		✓ (Delegated to Head of Governance)		✓ (Delegated to AGC Clerk)				Ongoing	Academy Trust Handbook
17	Oversight of related party transactions (prior to ESFA application)			✓ (Resources)		Consult	Consult (DFB)		Ongoing	Academy Trust Handbook
18	Approve plan to enter into indemnities outside normal course of		✓	✓ (Resources)						Academy Trust Handbook

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
	business (prior to ESFA application)									
19	Approval of MLP statutory policies not specifically referenced elsewhere and in accordance with MLP policy guidance			✓		Consult	Consult		Ongoing	DfE Statutory Policies for Academy Trusts/ MLP Policy Guidance
20	Approval of academy statutory policies not specifically referenced elsewhere and in accordance with MLP policy guidance				✓			Consult	Ongoing	DfE Statutory Policies for Academy Trusts/ MLP Policy Guidance
21	Participate in panels as required		✓		✓				As needed	DfE Governance Handbook/MLP policies and procedures
<b>STRATEGIC</b>										
22	Approve, develop and determine Trust vision and strategy		✓		Consult	✓	Consult	Consult	Ongoing	Articles of Association/ DfE Governance Handbook

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
23	Undertake strategic development planning		✓		Consult	✓	Consult	Consult	Ongoing	DfE Governance Handbook
24	KPI planning, setting and evaluation		✓			✓			September	DfE Governance Handbook/KPI Annual Evaluation
25	Admission of new academies		✓	Consult		Consult	Consult		As needed	Articles of Association/Academy Trust Handbook
26	Determine and monitor marketing and communications strategy		Consult		Consult	✓	Consult	✓	Ongoing	
<b>FINANCIAL</b>										
27	Approval of annual accounts and reports to funding and regulatory bodies	Consult	✓	Consult (Resources/Audit & Risk)		Consult	Consult (DFB)		December/January	Articles of Association/Academy Trust Handbook
28	Completion and submission of other accounting returns		Consult	✓ (Resources)		Consult	✓ (DFB)		April (SRMA Checklist)	Academy Trust Handbook
29	Approve Trust budget		✓	Consult (Resources)		Consult	Consult (DFB)		July (BFR)	Academy Trust Handbook

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
30	Monitor Trust budget		Consult	✓ (Resources)			✓ (DFB)		Ongoing	Academy Trust Handbook
31	Receive and review management accounts		Consult	✓ (Resources)			Consult (DFB)		Monthly	Academy Trust Handbook
32	Ensure financial solvency		✓	✓ (Resources)		✓	✓ (DFB)		Ongoing	Academy Trust Handbook
33	Ensuring compliance with ESFA requirements		✓	✓ (Resources)		✓	✓ (DFB)			Academy Trust Handbook
34	Placing orders for goods and services, entering into contracts based upon framework in Financial Controls Manual		✓ (subject to limits)	✓ (Resources) (subject to limits)		✓ (subject to limits)	✓ (DFB) (subject to limits)	✓ (subject to limits)	As needed	Financial Controls Manual
35	Open a bank account and approve signatories						✓ (DFB)		As needed	Financial Controls Manual
36	Write-off bad debts in accordance with framework set out in Financial Controls Manual		✓ (subject to limits)	✓ (Resources) (subject to limits)		✓ (subject to limits)	✓ (DFB) (subject to limits)		As needed	Financial Controls Manual

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
<b>ESTATES</b>										
37	Oversee health and safety of staff and students		✓	✓ (Resources)	Consult	✓	Consult (DFB)	✓	Ongoing	DfE Governance Handbook/Health and Safety Policy
38	Scrutinise and approve the estates development strategy and priorities			✓ (Resources)		Consult	Consult (DFB)		January	Resources Committee Terms of Reference
39	Review, approve and monitor annual capital projects based upon thresholds set out in Financial Controls Manual		✓ (subject to limits)	✓ (Resources) (subject to limits)		✓ (subject to limits)	✓ (DFB) (subject to limits)		Ongoing	Resources Committee Terms of Reference/ Financial Controls Manual
<b>HUMAN RESOURCES</b>										
40	Recruitment and appointment of CEO/Accounting Officer	Consult	✓						As needed	Articles of Association/Academy Trust Handbook
41	Recruitment and appointment of direct reports to the CEO		✓			✓			As needed	Academy Trust Handbook
42	Undertake CEO performance			✓					July	Academy Trust Handbook/CEO Performance

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
	management and remuneration			(CEO Performance Management)						Management Committee Terms of Reference
43	Recruitment and appointment of Academy Leaders		✓		Consult	✓			As needed	Articles of Association
44	Undertake Academy Leader performance management				Consult (Delegated to AGC Chair)	✓			July	Appraisal Policy (Teaching Staff)
45	Undertake Directors' performance management			Consult (Delegated to Resources and Standards Committee Chairs)		✓				Appraisal Policy
46	Recruitment of Trust staff					✓	Consult		As needed	Financial Controls Manual
47	Approve Trust senior staffing structure		✓	Consult		✓	Consult		June	Academy Trust Handbook/ Resources Committee Terms of Reference
48	Review and approve staff performance and pay awards			✓ (Pay)		Consult	Consult	Consult	November	Pay Policy/Pay Committee Terms of Reference

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
49	Authorised to evaluate jobs, grades and pay ranges (exc. CEO role)					✓ (subject to role)	✓ (subject to role)		As needed	STRB Guidance/Local and National Comparators
50	Approval of formal restructure plans and severance/ settlement or redundancy agreements		✓ (subject to level)	✓ (Resources) (subject to level)		✓ (subject to level)	✓ (subject to level)		As needed	Academy Trust Handbook/ Redundancy Policy
<b>AUDIT AND RISK</b>										
51	Appointment of internal auditors		✓ (subject to limits)	✓ (Audit & Risk) (subject to limits)			Consult (DFB)		As needed	Audit and Risk Committee Terms of Reference
52	Assurance over adequacy of systems of internal financial control			✓ (Audit and Risk)			Consult (DFB)		Ongoing	Financial Controls Manual/Audit and Risk Committee Terms of Reference
53	Oversee management of risk			✓ (Audit & Risk)	Consult	Consult	Consult (DFB)			Audit and Risk Committee Terms of Reference/risk Management Policy



	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
<b>EDUCATION AND STANDARDS</b>										
54	Develop and approve strategic curricular direction		✓	Consult (Standards)		✓	Consult	Consult	Ongoing	DfE National Curriculum Framework/ Standards Committees Terms of Reference
55	Curriculum and assessment: planning, implementation and review			Consult (Standards)	Consult	✓	Consult (DoEs)	Consult	Ongoing	DfE National Curriculum Framework and other advisory bodies
56	Approval and monitoring of Trust academy improvement activities			✓ (Standards)	✓	✓	Consult (DoEs)	✓	Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
57	Monitor Pupil Premium and expenditure and impact			✓ (Audit & Risk/ Standards)	✓		Consult	✓	November	DfE Pupil Premium: Effective Use and Accountability
58	Monitor achievement and outcomes		✓	✓ (Standards)	✓	Consult	Consult (DoEs)	Consult	Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
59	Monitor and review student attendance			✓ (Standards)	✓	Consult	Consult (DoEs)	Consult	Ongoing	DfE Governance Handbook/ Standards

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
										Committee Terms of Reference
60	Receive SEND Information Report			✓ (Standards)	✓				November	SEND Code of Practice
61	Receive reports on statutory education compliance and safeguarding			✓ (Standards)	✓	Consult	Consult (DoEs)	Consult	Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
62	Review and approve admission arrangements		✓	Consult (Admissions)	Consult	Consult		Consult	February	DfE School Admissions Code
63	Manage admission appeals		✓ (Delegated to Admission Appeals Clerk)					Consult	As needed	DfE School Admission Appeals Code
64	Issues fixed term exclusions				Consult			✓	As needed	Exclusions and Suspensions Policy
65	Issues permanent exclusions				Consult	Consult		✓	As needed	Exclusions and Suspensions Policy
66	Holds exclusion review meetings				✓			Consult	As needed	Exclusions and Suspensions Policy
67	Sets term dates					✓		Consult	Annually	Wiltshire Council/DfE Guidance

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
68	Set length/ organisation of academy day					✓		Consult	As needed	DfE Guidance
<b>SAFEGUARDING</b>										
69	Ensure suitable safeguarding policies and procedures are in place		✓		✓	✓		✓	September	Keeping Children Safe in Education Statutory Guidance/ Safeguarding Policies
70	Monitor effectiveness of safeguarding policies			Consult (Standards)	Consult	✓		✓	Ongoing	Keeping Children Safe in Education Statutory Guidance/ Safeguarding Policies
71	Ensure a designated safeguarding lead is in post in all academies				Consult	✓		✓	Ongoing	Keeping Children Safe in Education Statutory Guidance
72	Ensure annual safeguarding audits take place and are appropriately reported				Consult	✓		✓	February	Keeping Children Safe in Education Statutory Guidance
73	Ensure DBS, Safer Recruitment and Prevent procedures are implemented and adhered to		✓ (Delegated to Head of Governance)			✓	✓ (DFB)	✓	Ongoing	Keeping Children Safe in Education Statutory Guidance

	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DoEs	Academy Leader	Time Period	Reference
74	Ensure staff/trustees/governors receive training appropriate to their role		✓	Consult	Consult				Ongoing	Keeping Children Safe in Education Statutory Guidance/ Induction Programmes
<b>STAKEHOLDERS</b>										
75	Engaging with stakeholders		✓		✓	✓		✓		DfE Governance Handbook

Financial Delegations	
Purchase Amount	Authorisation Limit
Up to £5000	Budget holder
£5000 - £10000	Academy Leader, DFB or CEO
£10000 - £50000	Academy Leader and DFB or DFB and CEO
£50000 - £75000	DFB and CEO
Above £75000	Trustees