

Date of last review:	01 September 2021	Review period:	1 year
Date of next review:	01 September 2022	Owner:	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 Committee
- 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 Academies Financial 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 Academies Financial 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 reviewing and evaluating academy improvement across the Trust. Admissions, Pay and Performance 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's Terms of Reference.

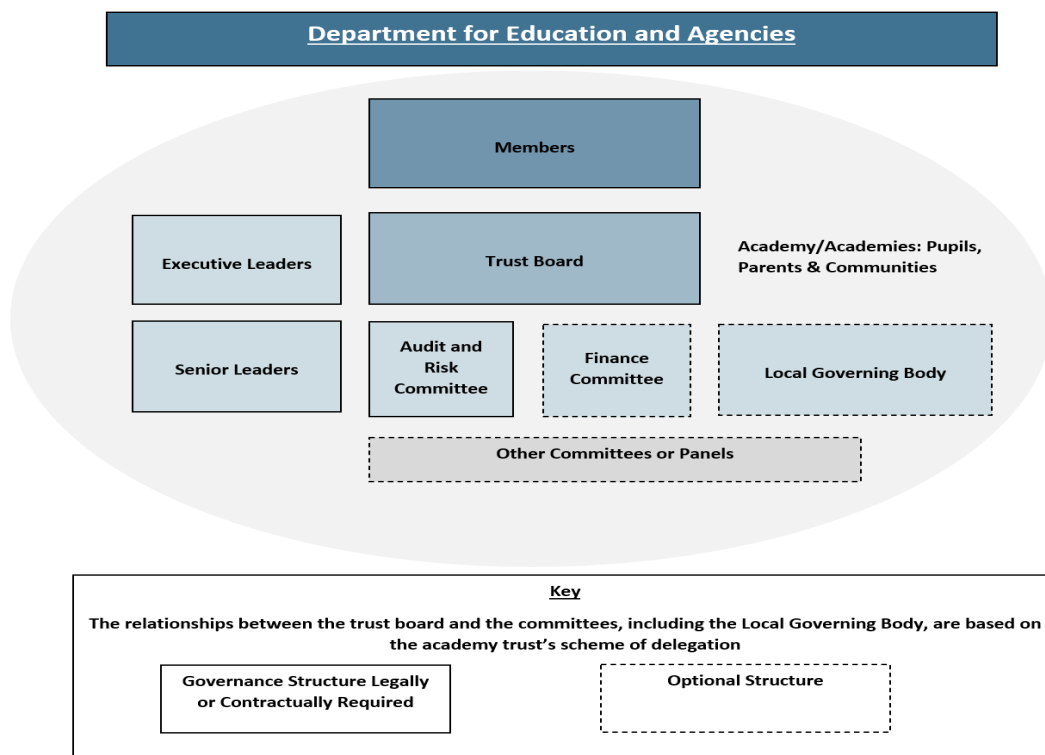
Academy Governance Committee

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 Academies Financial Handbook). The Trust also has a Director of Education.



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 academy for the primary phase and secondary phase meetings (2 each per annum)

Quorum: Three Trustees

In attendance will be:

Leadership Team: CEO; Director 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
- Monitor progress against the plans and the impact on teaching and learning within the academies
- Work with the CEO and Director of Education to set strategic curricular direction, ensuring a broad, balanced curriculum is in place in all Trust 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
- 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 Academies Financial 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 academy 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:

Financial

- Input to annual audited accounts to Trust Board for approval and submission to Members at the Annual General Meeting
- Scrutinise and challenge proposed annual budget and monthly performance against budget
- Recommend annual budget to Trust Board for approval
- 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 identifying and developing income streams for the Trust including the preparation of bids for funding and the development of extended services offered by the Trust within the parameters
- Review and ensure compliance with aligned policies and procedures

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
- Make recommendations to the Trust Board as to entering into a Funding Agreement with the Secretary of State for Education in respect of a new academy wishing to join the Trust
- Support the CEO with a Marketing and PR strategy both as part of the Strategic Plan and also in relation to any specific incident or issue

Estates

- To oversee the standards of health and safety of estates within MLP
- 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

- Review and ensure compliance with aligned policies and procedures
- Monitor monthly KPIs
- Make recommendations to the Trust Board on staffing structure taking into account the MLP Strategic Plan and the individual Academy Development Plans

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 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

The role of the Audit and Risk Committee is to:

Internal Controls

- To review the effectiveness of the financial and other internal control systems
- To see evidence that all significant losses have been properly investigated and that the internal and external auditors and where appropriate the relevant authorities have been informed
- To oversee the Trust's policy on fraud and irregularity, including being notified of any action taken under that policy
- To oversee the use of pupil premium and to obtain assurance that associated expenditure is in accordance with the terms of the funding agreement
- 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

External Audit

- To agree the areas of audit focus with the External Auditor as part of the annual audit planning process
- Review the annual report and accounts
- Review the External Auditor's findings and actions taken by the Trust's managers in response to those findings
- Assess the effectiveness and resources of the External Auditor to provide a basis for decisions by the Trust's Members about the External Auditor's reappointment or dismissal or retendering.

Internal Audit

- 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 approve the internal audit annual plan
- 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 review the work of the Internal Auditor in conjunction with the receipt of an annual report prepared by the Internal Auditor, the report to include an opinion on the degree of assurance that can be taken from the system of control
- To consider any internal audit matters not specifically covered above

Risk Management

- Developing and maintaining a Risk Management Policy
- Ensuring familiarisation across the Trust with the concept and requirements of risk management
- Collecting information on risks and risk management
- Developing and monitoring a risk register

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:

Management Team: CEO; Head of Governance; Academy Admissions Officers (main round only)

The role of Admissions Committee is to:

- 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

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 academy (Primary and Central/Secondary and Sixth Form)
- 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
- Minute clearly the reasons for all decisions and share the minutes with the academies and Trust Board.

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 the responsibility for governance at a local level.

The Academy Governance Committee will hold five meetings per annum.

Academy Governance Committee Membership will be:

Governance Team: Up to twelve Governors including the Academy Leader (please refer to the Local Governance Terms of Reference for individual academy representation numbers).

Quorum: Three Governors

In attendance will be:

Leadership Team: Deputy Headteacher (or equivalent); 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 school 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 school safeguarding policy, including conducting internal audits. The AGC Safeguarding Governor will support the designated lead safeguarding officer in the event of any safeguarding disclosure.
- Staffing. Monitor and support the recruitment and performance management of all staff with particular emphasis on the Headteacher and Senior Leaders.
- External Assessments. Support the Trust Board and CEO during any inspections by Ofsted or SIAMS.
- Estates. Monitor and report on the suitability maintenance of the estate for the education and safeguarding of pupils.
- Marketing and Relationships. Support and challenge the development and implementation of school marketing and PR activities with particular emphasis on pupil recruitment and parent 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 Chair's Forum meets six times per year. A Governor representative from each academy joins the Trust Board Standards and Resources Committee Meetings twice a year. A Governance Conference is held every year.

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
GOVERNANCE										
1	Approve changes to the Articles of Association or Funding Agreement	Approve	Recommend						As needed	Articles of Association
2	Approve changes to the governance structure, Scheme of Delegation, Terms of Reference		Approve	Scrutinise	Scrutinise				As needed	Articles of Association
3	Appointment and removal of Trustees	Approve (Member Appointed)	Approve (Co-opted)						As needed	Articles of Association
4	Appointment of Chair and Vice-Chair of Trust Board		Approve						September	Articles of Association/Trust Board, Committee Chairs and Vice-Chairs Appointment Policy
5	Appointment of Committee Chairs			Approve					September	Trust Board, Committee Chairs and Vice-Chairs Appointment Policy
6	Appointment and removal of AGC Chairs and Vice Chairs		Approve		Recommend				July	AGC Chairs and Vice-Chairs Appointment Policy
7	Appointment and removal of Governors	Approve (Foundation)	Approve		Recommend				As needed	Articles of Association

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
8	Appointment and removal of External Auditor	Approve		Recommend (appoint if mid-year vacancy arises)					As needed	Articles of Association
9	Appointment and removal of Head of Governance		Approve						As needed	Articles of Association
10	Review Trust governance performance		Approve		Contribute				September	DfE Governance Handbook and Competency Framework
11	Review governance membership to ensure a diverse and appropriate skill set		Approve		Contribute				September	DfE Governance Handbook and Competency Framework
12	Acquisition and disposal of legal entities		Approve	Recommend		Contribute	Contribute		As needed	
13	Ensuring the accuracy and suitability of the risk register		Approve	Recommend		Contribute	Contribute		Ongoing	Financial Controls Manual
14	Monitor compliance and		Approve	Recommend		Responsible	Contribute		Ongoing	Financial Controls Manual

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	risk management, legal and contractual obligations									
15	Maintenance of register of interests		Manage (delegated to Head of Governance)						Ongoing	Financial Controls Manual/DfE Governance Handbook
16	Approval of MLP policies not specifically referenced elsewhere and in accordance with MLP master policy schedule		Approve	Recommend		Recommend	Recommend		Ongoing	DfE Statutory Policies for Academy Trusts/ Trust Governor Policy Schedule
17	Approval of academy statutory policies not specifically referenced elsewhere and in accordance with MLP master policy				Approve			Recommend	Ongoing	DfE Statutory Policies for Academy Trusts/ Trust Governor Policy Schedule

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	schedule									
18	Approve, develop and determine Trust vision and strategy		Approve	Contribute	Contribute	Contribute	Contribute	Contribute	Ongoing	Articles of Association/ DfE Governance Handbook
19	Determine the schedule of MLP governance meetings		Approve	Consult	Consult	Consult	Consult	Consult	June	Trust Governor
20	Participate in Panels and Committees as required		Approve		Contribute	Contribute		Contribute	As needed	DfE Governance Handbook
STRATEGIC										
21	Undertake strategic development planning; monitor progress and impact of VTO		Approve		Contribute	Responsible		Contribute	Ongoing	DfE Handbook/ VTO
22	KPI planning, setting and evaluation		Approve			Responsible	Contribute		September	DfE Handbook/KPI Annual Evaluation
23	Admission of new		Approve	Recommend		Contribute	Contribute		As needed	Articles of

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	academies									Association/ Financial Controls Manual
24	Determine and monitor marketing and communications strategy		Approve		Contribute	Responsible			Ongoing	
FINANCIAL										
25	Approval of annual accounts and reports to funding and regulatory bodies	Receive	Approve	Recommend		Responsible	Contribute		December	Articles of Association/ Financial Controls Manual
26	Completion and submission of other accounting returns		Approve	Recommend		Responsible	Contribute		April (SRMA Checklist)	Financial Controls Manual
27	Approve Trust budget		Approve	Recommend		Responsible	Contribute	Contribute	July (BFR3Y)	Financial Controls Manual
28	Monitor Trust budget			Approve		Responsible	Contribute	Contribute	Ongoing	Financial Controls Manual
29	Receive and review of management		Approve	Recommend		Responsible	Contribute		Monthly	Financial Controls Manual

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	accounts									
30	Ensure financial solvency		Approve	Scrutinise		Responsible	Contribute		Ongoing	Financial Controls Manual
31	Approve novel and potentially contentious commercial activities and future plans		Approve	Recommend		Responsible	Contribute		Ongoing	Academy Trust Handbook
32	Placing orders for goods and services, entering into contracts based upon framework in Financial Controls Manual		Approve (subject to limits)	Approve (subject to limits)		Approve (subject to limits)	Approve (subject to limits)	Approve (subject to limits)	As needed	Financial Controls Manual
33	Open a bank account and approve signatories						Approve		As needed	Financial Controls Manual
34	Write-off bad debts in accordance with framework set out in Financial Controls Manual		Approve	Recommend		Responsible	Contribute		As needed	Financial Controls Manual

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
AUDIT										
35	Appointment of internal auditors		Approve	Recommend		Responsible	Contribute		As needed	Audit and Risk Committee Terms of Reference
36	Assurance over adequacy of systems of internal financial control			Approve		Responsible	Contribute		Ongoing	Financial Controls Manual/Audit and Risk Committee Terms of Reference
37	Review business continuity plans			Approve		Responsible	Contribute		March	Financial Controls Manual
ESTATES										
38	Oversee health and safety of staff and students		Approve	Scrutinise	Contribute	Responsible	Contribute		Ongoing	DfE Governance Handbook/Health and Safety Policy
39	Scrutinise and approve the estates development strategy and priorities		Approve	Recommend	Contribute	Contribute	Contribute		January	Resources Committee Terms of Reference
40	Review, approve and monitor annual capital projects based upon		Approve	Recommend			Contribute		Ongoing	Resources Committee Terms of Reference

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	thresholds set out in Financial Controls Manual									
41	Review asset management plan including five year maintenance plans			Approve			Scrutinise		March	Resources Committee Terms of Reference
HUMAN RESOURCES										
42	Recruitment and appointment of CEO	Contribute	Approve						As needed	Articles of Association/DfE Governance Handbook
43	Recruitment and appointment of CFO		Approve			Responsible			As needed	Academy Trust Handbook
44	Undertake CEO performance management and remuneration			Approve					July	DfE Governance Handbook/CEO Performance Management Committee Terms of Reference
45	Recruitment and appointment of Academy Leaders		Approve		Consult	Responsible			As needed	Articles of Association

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
46	Undertake Academy Leaders performance management				Contribute	Approve			July	Appraisal Policy (Teaching Staff)
47	Recruitment of Trust staff					Approve	Approve	Contribute	As needed	Financial Controls Manual
48	Approve Trust senior staffing structure		Approve	Recommend		Recommend	Contribute		July	Academy Trust Handbook/ Resources Committee Terms of Reference
49	Review and approve staff performance and pay awards			Approve	Contribute	Contribute	Contribute	Contribute	November	Pay Policy/Pay Committee Terms of Reference
50	Authorised to evaluate jobs, grades and pay ranges					Approve (subject to role)	Approve (subject to role)		As needed	STRB Guidance/Local and National Comparators
51	Approval of formal restructure plans and severance/ settlement or redundancy		Approve (subject to level)			Approve (subject to level)	Approve (subject to level)		As needed	Financial Controls Manual/ Redundancy Policy

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	agreements									
EDUCATION										
52	Develop and approve strategic curricular direction			Approve	Scrutinise	Responsible	Contribute	Contribute	Ongoing	DfE National Curriculum Framework/ Standards Committees Terms of Reference
53	Curriculum and assessment: planning, implementation and review			Approve	Scrutinise	Contribute	Contribute	Contribute	Ongoing	DfE National Curriculum Framework and other advisory bodies
54	Approval and monitoring of Trust academy improvement activities		Approve	Recommend	Scrutinise	Responsible	Responsible	Contribute	Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
55	Monitor Pupil Premium and Year 7 Catch-up funding expenditure and impact				Scrutinise		Contribute	Approve	September	DfE Pupil Premium: Effective Use and Accountability
56	Monitor		Approve	Scrutinise	Scrutinise	Responsible	Responsible	Contribute	Ongoing	DfE Governance

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
	achievement and outcomes									Handbook/ Standards Committee Terms of Reference
57	Monitor and review student attendance			Approve	Scrutinise	Contribute	Contribute	Responsible	Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
58	Receive SEND Information Report			Approve (Trust Report)	Approve (Academy Report)	Responsible	Contribute	Responsible	November	SEND Code of Practice
59	Receive reports on statutory education compliance and safeguarding			Approve		Responsible	Contribute		Ongoing	DfE Governance Handbook/ Standards Committee Terms of Reference
60	Review and approve admission arrangements		Approve	Recommend	Contribute	Responsible		Contribute	February	DfE School Admissions Code
61	Manage admission appeals		Manage (delegated to Head of Governance)					Contribute	As needed	DfE School Admission Appeals Code

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
62	Issues fixed term exclusions				Scrutinise			Approve	As needed	Exclusions Policy
63	Issues permanent exclusions				Scrutinise	Approve		Recommend	As needed	Exclusions Policy
64	Holds exclusion review meetings				Approve			Contribute	As needed	Exclusions Policy
65	Sets term dates					Responsible		Recommend	Annually	Wiltshire Council/DfE Guidance
66	Set length/organisation of academy day					Responsible	Contribute	Recommend	As needed	DfE Guidance
SAFEGUARDING										
67	Ensure suitable safeguarding policies and procedures are in place		Approve (Trust Statement)		Approve (Academy Policy)	Responsible		Recommend	September	Keeping Children Safe in Education Statutory Guidance/ Safeguarding Policies
68	Monitor effectiveness of safeguarding policies				Scrutinise	Scrutinise		Approve	Ongoing	Keeping Children Safe in Education Statutory Guidance/ Safeguarding

No	Task	Members	Trust Board	Trust Board Committee	AGC	CEO	DFB/DE	Academy Leader	Time Period	Reference
										Policies
69	Ensure a designated safeguarding lead is in post in all academies				Scrutinise	Scrutinise		Approve	Ongoing	Keeping Children Safe in Education Statutory Guidance
70	Ensure annual safeguarding audits take place and are appropriately reported				Scrutinise	Scrutinise		Approve	November	Keeping Children Safe in Education Statutory Guidance
71	Ensure Safer Recruitment and Prevent procedures are implemented and adhered to					Approve (Central Staff)	Approve (Central Staff)	Approve (Academy Staff)	Ongoing	Keeping Children Safe in Education Statutory Guidance
72	Ensure staff/trustees/governors receive training appropriate to their role		Scrutinise	Contribute	Contribute	Contribute	Contribute	Contribute	Ongoing	Keeping Children Safe in Education Statutory Guidance/ Induction Programmes