

## Scheme of Delegation (decision making)

**Version: 1.0**

**Approved by Trust Board: 15<sup>th</sup> July 2020**

**Change log:**

Function	Delegated authority
<b>Governance</b>	
Appoint or remove Members	Members in accordance with Articles of Association
Determine Articles of Association and any amendments	Members and Trustees or Members in accordance with Articles of Association
Appoint or remove Trustees	Members and in accordance with Articles of Association
To determine whether to exercise delegation of functions to individuals or committees	Trust Board
Approve terms of reference of committees	Trust Board
Determine the function and purpose of LGBs	Trust Board
Determine the Trust vision and mission	Trust Board
Determine the School vision and mission	LGB
Approve all statutory and Trust-wide policies	Trust Board
Approve all local policies	LGB
Appoint or remove Chair of Governors	CEO
Appoint local governors	LGB
Determine operating models of LGBs	CEO
Approve changes to the number of schools operated by the Trust	Trust Board

<b>Finance</b> (See appendix A for specific detail)	
Approval of annual revenue and capital budgets	Trust Board
Approval of property and fixed asset maintenance financial plan	See appendix A
Approval of budgeted staff expenditure	See appendix A
Monitoring of Income & Expenditure accounts	Trust Board
Approval of accounting policies, financial accounts, statement of financial control	Trust Board
Approval of finance manual	Trust Board
Approval of opening of bank accounts	See appendix A
To understand and be satisfied with evidence supporting school financial decisions	LGB

<b>HR</b> (See appendix B for specific detail)	
Appointments/Dismissals	See appendix B
Creation of new roles	CEO
Approval of pay policy (including pay scale determination)	Trust Board
Approve annual recommendations on staff salary progression	See appendix B
Approval of CEO's salary and pay progression	Trust Board
Approve staffing adjustment decision to consult – local	LGB
Approve staffing adjustment decision to consult – trust wide	Trust Board
Performance management processes	See Appendix B

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<b>Education</b>	
Establish the overarching Strategic Plan	CEO
Approve the Strategic plan	Trust Board
Establish curriculum standards	CEO
To set and publish targets for student achievement	CEO
To review and be satisfied with evidence supporting educational outcomes	LGB
Approve arrangements for collective worship	LGB
Ensure the Christian ethos of the school is maintained	LGB
To hold CEO to account for Trust outcomes	Trust Board
Changes to admissions policy	CEO

<b>Health &amp; safety and compliance</b>	
To ensure statutory policies are maintained	Trust Board
To implement statutory and Trust-wide policies	CEO
To review and challenge the evidence supporting the level of exclusions in each school and form exclusion panels if required	LGB
To consult DEMAT central team annually before setting an admissions policy	LGB
Ensure H&S regulations are followed	CEO
Determine the auditing and reporting arrangements for the Trust	Trust Board
To determine the Trust risk appetite and monitor executive reporting	Trust Board
Approve Business Continuity Plan	Trust Board
Management of risk controls	CEO
To review and challenge evidence provided to ensure pupil statutory needs are being met	LGB
Changes to the school day or term length	CEO

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## Appendix A: Finance specific detail

Function	Delegated Authority
Approval of Annual revenue and capital Budgets	Trust Board
Approval of property and fixed asset maintenance financial plan	CEO
Approval of staff establishment	
i. Budgeted FTE (all sites)	CEO
ii. Variation on budget FTE (single site) <3 FTE	COO
iii. Variation on budget FTE (single site) >3 FTE	CEO
Approval of POs or contracts in single accounting period:	
<£500	Senior School Leader
£501 - £5,000	Headteacher
£5,001-£10,000	Head of Finance
£10,001-£50,000	COO
£50,001-£100,000	CEO
>£100,001	Trust Board
Approval of invoices	
<£500	Senior School Leader
£501 - £5,000	Headteacher
£5,001-£10,000	Head of Finance
£10,001-£50,000	COO
£50,001-£100,000	CEO
>£100,001	Trust Board
Disposal or write-off of assets:	
i. Fixtures & fittings < £5k	COO
ii. Fixtures & fittings > £5k	CEO
iii. Equipment (incl. vehicles) < £5k	COO
iv. Equipment (incl. vehicles) > £5k	CEO
Write-off of debts:	
i. < £5k	COO
ii. £5k-£25k	CEO
iii. £25k-£45k	Trust Board
iv. > £45k	ESFA
Budget Virements:	
i. <£5k	Head of Finance
ii. > £5k	COO
Gifts, donations or sponsorships	
i. < £25k	COO
ii. > £25k	CEO
iii. > £100k	Trust Board
Approval of the following finance-related policies:	
i. Lettings & charges	Finance & Estates
ii. Performance & Pay policies	Personnel
iii. Governors expenses	Finance & Estates
iv. Charging & remissions	Finance & Estates
Staff redundancy payments	
i. Single site (contractual)	COO
ii. Single site (non-contractual)	CEO

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iii. Multi-site/Trust-wide (contractual)	CEO
iv. Multi-site/Trust-wide (non-contractual)	Trust Board
Changes to Financial Delegations of Authority <i>Can be varied to the value the post-holder has authority to approve</i>	
Opening of Bank Accounts	COO
Bank signatories	2 of: CEO, COO & Head of Finance

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## Appendix B: HR specific detail

Appointments	Decision maker
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. Changes to school staffing establishments must be approved by COO.	
CEO	Trust Board
Central services senior leadership	CEO
Headteachers	CEO
School leadership positions (Deputy/Assistant Head)	Headteacher
All other teaching posts	Headteacher
All school support staff posts	Headteacher
All other Central services posts	Head of function

Disciplinary Cases and Dismissals			
For all disciplinary cases and dismissals, the following delegation model shall apply: All disciplinary hearings or appeals require at least two members of the panel to be determined by the role with delegated authority. If in doubt, please contact your HR advisor for advice.			
<ul style="list-style-type: none"> <li>● Disciplinary</li> <li>● Capability (professional competence)</li> <li>● Ill health capability</li> </ul>			
Post	Authority to proceed	Hearing (lead)	Appeal (lead)
CEO	Chair of Trustees	Chair of remuneration	Chair of audit & risk
Central services senior leadership	CEO	Chair of remuneration	Chair of audit & risk
Headteacher	CEO	Chair of remuneration	Chair of audit & risk
School leadership positions (Deputy/Assistant Head)	Headteacher	DEMAT Headteacher (panel to include one member of LGB)	Member of Trust Executive
All other school posts	Headteacher	DEMAT Headteacher (panel to include one member of LGB)	Member of Trust Executive
All other Central services posts	Directorate lead	DEMAT Headteacher	Other DEMAT Headteacher

Performance management progression			
All panels require a minimum of two people. Membership of the panel to be determined by the role with delegated authority.			
	Proposer	Approval	Appeal
CEO	Chair of Board	Trust Board	Trust Board
Central services senior leadership	CEO	Remuneration	Trust Board
Headteacher	CEO	Personnel	Remuneration
School leadership positions	Headteacher	LGB	Remuneration
All other school posts	Headteacher	LGB	Remuneration
All other central services	Directorate lead	CEO	Remuneration

Severance/settlement payments	
Equal to or below contractual notice	COO
Above contractual notice but below six month's pay (and below £30k)	CEO
Above contractual notice but between 30k - £50k	Chairman of Trust Board
>£50k	Approval from ESFA

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<b>Scheme of stakeholder responsibilities</b>	
<b>Function</b>	Governance
<b>Central executive with overall accountability</b>	CEO
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>● Trustees set the values and strategic direction and policies of the Trust.</li> <li>● Trustees determine the committee structures for the Trust, approve the Scheme of Delegation and Risk Register.</li> <li>● The Trustees will approve statutory and Trust-wide policies.</li> <li>● Support the training of new Trustees.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>● Support Members in the recruitment and appointment of new Trustees, maintaining a skills audit of Trustee expertise to ensure a balance of relevant expertise at Board level.</li> <li>● The Executive will be responsible for establishing the Scheme of Delegation for approval by Trustees.</li> <li>● Proactively ensure that the Trust Board and their sub-committees have access to all necessary data and information, as and when they require it, in order to discharge their duties as Trustees in providing overview and scrutiny of the Trust's activities and in holding the Executive to account.</li> <li>● Propose the overarching Trust Risk Register to trustees.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>● Ensure compliance with the Scheme of Delegation.</li> <li>● Ensure the school operates within the policies and procedures set out by the Trustees.</li> <li>● Proactively ensure that the LGB and their sub-committees have access to all necessary data and information, as and when they require it, in order to discharge their duties as Governors</li> <li>● Complete an annual Risk Register for their school.</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>● Liaise with the Education Funding Agency (EFA) and Charities Commission to ensure that the Trust's governance structure is clear, compliant and effective.</li> <li>● Ensure that meetings of the LGB and their sub-committees are fully supported and appropriately clerked and organised.</li> <li>● Support Governors in the recruitment of new LGB members ensuring that the support of our Christian ethos remains a priority.</li> <li>● Ensure that meetings of the Trust Board and their sub-committees are fully supported and appropriately clerked and organised.</li> <li>● Maintain a policy review schedule and ensure all policy owners are notified in due course of review dates.</li> </ul>
LGB	<ul style="list-style-type: none"> <li>● The LGB set the values and strategic policy of the school within the limits established by the Scheme of Delegation.</li> <li>● Provide overview and scrutiny of the school's activities and hold the school leadership team to account.</li> <li>● Support and contribute to the induction of LGB governors.</li> <li>● The LGB will determine local policies not set by Trustees</li> </ul>

<b>Function</b>	Trust Leadership
<b>Central executive with overall accountability</b>	CEO
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>• The Trustees will appoint the Chief Executive Officer (CEO).</li> <li>• The CEO will be the Executive Officer on the Board of Trustees.</li> <li>• The Trust board will be responsible for the approval for new schools joining the Trust following proposals by the CEO.</li> <li>• Approve the overall Trust strategic plan and any subsequent changes.</li> <li>• Ensure that the Articles of Association are met.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>• The CEO will be the Accounting Officer for the Trust.</li> <li>• The CEO, in consultation with the Trustees, will appoint and manage a suitably experienced and qualified Central leadership team.</li> <li>• Headteachers, including Executive Headteachers, are appointed and performance managed by the CEO &amp; supported by the Central team.</li> <li>• The Trust Executive will provide a national voice for the Trust managing reputation and identity with national and regional partners including Ministers, DfE, EFA, RSC and NSC, Charities Commission, Ofsted, HMRC, Local Authorities, and other MATs.</li> <li>• The Central leadership team will be responsible for establishing and maintaining an operating model and staffing structure that delivers all the necessary functions of the Trust effectively, efficiently and affordably.</li> <li>• The Trust Executive will develop and initiate any expansion strategy for the Trust approved by the Trustees</li> <li>• Ensure that the Trust is represented on the local, regional, national stage in a positive light.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>• The Headteacher, in consultation with the Trust Executive and LGB, will appoint the senior leadership team of the school.</li> <li>• The Headteacher is responsible for the line management of the school's senior leadership team.</li> <li>• The School senior leadership team will be responsible for establishing and maintaining an operating model and staffing structure that delivers all functions delegated to the school effectively, efficiently and affordably.</li> <li>• The Headteacher will provide a local voice for the Trust and the school managing reputation and identity with local and regional partners including the Local Authority, Child Protection Agencies, RSC offices, other academies and community-based groups.</li> <li>• The Headteacher will take necessary and appropriate actions to comply with all Trust policies including Complaints, H&amp;S, Safeguarding, and Pay Policy. .</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>• Maintain and performance manage specialised teams within each function of the central services.</li> <li>• Providing specialist leadership and operational support to Headteachers to ensure that each school can perform at its highest.</li> <li>• Support Headteachers with Local Authority liaison as needed.</li> <li>• Support schools with managing external communications.</li> </ul>
LGB	<ul style="list-style-type: none"> <li>• The LGB will set the values and strategic policy of the school or the schools within the federation within the limits established by the scheme of delegation.</li> <li>• The LGB will support and contribute to the induction of LGB members through use of mentoring, reading materials and familiarisation programme.</li> <li>• The LGB will determine local policies not set by Trustees.</li> <li>• The LGB will participate in the process of Headteacher appointment and performance management at the request of the CEO.</li> <li>• The LGB will support the Headteacher in the recruitment process and performance management of school-based staff.</li> <li>• The LGB will satisfy themselves that the school data provided by the Headteacher is accurate</li> <li>• The LGB will question and challenge how Headteachers liaise with local stakeholders, parents and promote wider community engagement and be satisfied that the performance and other data and any narrative provided to them are consistent</li> <li>• All members will be expected to attend at least one of the training and development sessions provided by the Trust central team.</li> <li>• All members are expected to participate in school visits as requested by the Chair of Governors.</li> </ul>

<b>Function</b>	Finance
<b>Central executive with overall accountability</b>	COO
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>Accountable for ensuring financial compliance and sustainability.</li> <li>will consider the annual audit findings and management reports with a view to making any necessary changes or improvements to financial procedures at all levels.</li> <li>Appoint the External Auditors for the Trust.</li> <li>Approve: Trust budget; Running whole Trust revenue deficit; Financial statements; Financial handbook, Financial policies, and Scheme of Delegation.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>Employ a central finance team under the leadership of the COO.</li> <li>COO will set out a budget plan for each school, central services, and the Trust with 3-year forecasts, and set financial policies including Treasury management, within the terms of the Scheme of Delegation</li> <li>Determine and recommend to Board: School budgets &amp; forecasts, use of reserves.</li> <li>Monitor the implementation of cash management.</li> <li>Secure a higher level of legal support for contract disputes, via COO, which are likely to lead to a contract termination, damages or penalty.</li> <li>Ensure value for money is being achieved across the Trust.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>Operate the school within the Trust's financial procedures and the Scheme of Delegation.</li> <li>Operate the school in accordance with the ESFA's latest version of the Academies Financial Handbook.</li> <li>Manage the resources of the school within the limits set out in the authorised budget.</li> <li>Inform the Head of Finance immediately if there is a risk of a significant deviation from the authorised budget plan or a concern about cash flow.</li> <li>Provide relevant contract and service level agreement (SLA) data to the Trust as requested.</li> <li>Inform the Trust finance office about any commercial contractual agreements that are under consideration in line with financial delegations.</li> <li>Follow the advice given by the Trust regarding new contract purchases and seek approval prior to contract agreements.</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>Read and ensure that policies are maintained and up to date in accordance with the ESFA's latest version of the Academies Financial Handbook.</li> <li>Provide the financial management system and financial planning systems for all schools.</li> <li>Utilise the on-line banking arrangements to monitor and manage bank accounts to ensure sufficient cash exists to manage financial liabilities.</li> <li>Maintain an accurate and up to-date financial management system as required by the procedures and policies set out by the COO.</li> <li>Prepare monthly and end of year school finance documents.</li> <li>Maintain the banking system for all aspects of the Trust's work.</li> <li>Provide a procedures manual for school finance team. Provide: on-line; e-mail; telephone and on-site support for each school through in-house provision.</li> <li>Provide support to each school in fully managing their budgets.</li> <li>Provide the auditors with access to all information and systems, as they require.</li> <li>Maintain a contracts database. Prioritise contracts, in terms of impact on schools, for group wide procurement and management.</li> <li>Find, implement and manage network procurement opportunities.</li> <li>Negotiate directly with suppliers, on behalf of the school, for contracts with a value over £5,000.</li> <li>Assess whether each contract secures best value if negotiated at the local level or as part of a group approach.</li> <li>Support each school through competitive processes for locally negotiated contracts.</li> </ul>
LGB	<ul style="list-style-type: none"> <li>Read and consider any audit report and management response for the school or federation which requires changes or improvements to the implementation of financial procedures</li> <li>Scrutinise the evidence provided surrounding school finances, particularly the budget to confirm these are consistent with the school strategy and SDP.</li> <li>Where necessary challenge the Headteacher's decisions and satisfy themselves that decisions made adhere to Trust procurement and contract guidelines.</li> </ul>



<b>Function</b>	HR
<b>Central executive with overall accountability</b>	COO
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>● Accountable for all HR compliance.</li> <li>● Approve all HR policies</li> <li>● Trust Board will consider the findings from the internal reviews for changes to provision at all levels.</li> <li>● Trustees will directly manage any HR procedures that may lead to employment termination for the CEO.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>● Executive will directly manage HR procedures that may lead to employment termination for Headteachers and centrally employed staff in line with HR decision making matrix.</li> <li>● Ensure the delivery of effective and best value recruitment support for schools.</li> <li>● Review proposed staff restructures.</li> <li>● Engage in recruiting key operational posts.</li> <li>● Oversee staff development opportunities.</li> <li>● Staffing establishments to be approved by COO/CEO in line with Scheme of Delegation.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>● Implement Trust HR policies and liaise with local relevant Trade Unions under guidance from the central HR team.</li> <li>● Ensure local compliance with the Trust's Trade Union recognition agreement.</li> <li>● Ensure staff are familiar with, and comply with, all HR policies through appropriate training and development.</li> <li>● Seek HR advice at the earliest opportunity before initiating a formal HR procedure or policy.</li> <li>● Ensure HR policies are implemented in line with policy, including performance appraisals and pay reviews.</li> <li>● Develop and propose staff restructure proposals.</li> <li>● Liaise with local level unions.</li> <li>● Be responsible for the line management of the school's senior team and the implementation of performance management.</li> <li>● Be responsible for ensuring that an appropriate and effective staffing structure is in place to deliver high quality learning environment for all pupils with effective educational outcomes.</li> <li>● Support the development of staff in schools through the Trust recruitment &amp; retention strategy.</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>● Provide Trust recruitment &amp; retention strategy.</li> <li>● Provide regular reports on key performance indicators to COO and Headteachers.</li> <li>● Negotiate with national Trade Unions on the development of consistent HR policies and procedure changes.</li> <li>● Manage and liaise with Trade Unions where there is a risk of industrial dispute.</li> <li>● Provide HR advice, support for schools as required including support on site for formal procedures including capability, grievance and disciplinary.</li> <li>● Provide a centrally managed payroll service for the Trust including all schools.</li> <li>● Ensure accuracy of monthly payroll data for school staff in line with the financial procedures.</li> <li>● Set HR and recruitment policies for approval by Trustees.</li> </ul>
LGB	<ul style="list-style-type: none"> <li>● Where procedures are instigated which may lead to employment terminations of staff below the level of Headteacher, participate in such procedures with the Headteacher, under advice from the Trust HR Team and in line with delegated authority in Appendix B to the Scheme of Delegation.</li> <li>● Review the evidence provided to determine the effectiveness of implementation of key HR policies, esp. pay and performance.</li> <li>● Satisfy themselves that the staffing establishment is appropriate and that the Headteacher's decisions are based upon clear links with the educational rationale contained within School Development Plan.</li> </ul>

<b>Function</b>	Educational performance
<b>Central executive with overall accountability</b>	Director of Education
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>● Set overall vision and mission for the Trust.</li> <li>● Hold Executives to account on school improvement, and all educational outcomes</li> <li>● Ensure that all schools deliver a high-quality education for children and young people of all faiths and none, that is underpinned by our Christian ethos.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>● Monitors and reviews school culture</li> <li>● Reviews School Development Plan (SDP) and school priorities and set schools targets</li> <li>● Commissions Trust School Reviews to provide an assessment of each school's: pupil achievement; quality of teaching; behaviour and safety; leadership and management.</li> <li>● Identify performance and performance trends of pupils and specific groups of pupils.</li> <li>● Through the Director of Education, develop centrally governed support for schools.</li> <li>● Provide the template of minimum expectations in all DEMAT schools of children's experience in terms of curriculum; extended learning experiences; and meeting the needs of children with different needs and different cultural backgrounds through effective teaching.</li> <li>● Devise and lead the implementation of the Trust curriculum strategy.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>● Develop school strategy, culture &amp; ethos.</li> <li>● Develop and then propose school priorities and SDP.</li> <li>● Deliver performance as per SDP and targets.</li> <li>● Manage assessment processes and maintain the INSIGHT pupil performance data system.</li> <li>● The school leadership team will use research-informed practice to implement appropriate responses to any identified underperformance or downward trends.</li> <li>● Cooperate with the Trust Reviews and respond to the findings through the development and implementation of a School Improvement Plan.</li> </ul> <p>implement an appropriate curriculum to meet the needs of the community that the school serves.</p> <ul style="list-style-type: none"> <li>● Support the development and implementation of a wider Trust curriculum model.</li> <li>● Ensure that the school's curriculum reflects the inclusive nature of the Trust's knowledge rich approach to serving the local community and all pupils.</li> <li>● Monitor and improve teaching quality through performance management, Continued Professional Development (CPD), etc.</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>● Support schools on multiple aspects including implementing SDP; improving teaching quality; managing assessment processes; analysing school data.</li> <li>● Monitor school performance and collate and analyse outcome data.</li> <li>● Subject leads will be responsible for the development of a knowledge rich curriculum.</li> <li>● School Performance Directors will be accountable for leading Trust CPD programmes, contributing to research projects, and being deployed into schools to support improved impact on learning.</li> <li>● Monitoring of admission policy changes</li> </ul>
LGB	<ul style="list-style-type: none"> <li>● Review, and if necessary challenge the SDP and Self Evaluation Form</li> <li>● Support the Headteacher to develop and implement a Christian vision for the school or federation</li> <li>● Review and if necessary challenge the evidence provided to show school performance against SDP, targets and national benchmarks</li> <li>● Review and if necessary challenge how the school's curriculum model is tailored to the needs of the community</li> <li>● Satisfy themselves, through analysis of the school data collections, that teaching quality continues to improve</li> <li>● Hold the Head Teacher to account for accurate identification of areas for improvement</li> </ul>

<b>Function</b>		Safeguarding and Inclusion
<b>Central executive with overall accountability</b>		Director of Inclusive Leadership
<b>Stakeholder</b>	<b>Responsibilities</b>	
Trustees	<ul style="list-style-type: none"> <li>● Receive and review the annual safeguarding report to Trustees</li> <li>● Review the levels and standards of key inclusion indicators across the Trust.</li> <li>● Monitor on-going compliance with safeguarding procedures through Audit &amp; Risk committee.</li> </ul>	
Trust Executive	<ul style="list-style-type: none"> <li>● Manage safeguarding concerns or allegations against Headteacher</li> <li>● Monitor the effectiveness and use of exclusions policy</li> <li>● Monitor and review school inclusion and safeguarding culture</li> <li>● Review SEND Action Plans, school priorities and set schools targets</li> <li>● Commission Trust Safeguarding Reviews to provide an assessment of each school's compliance and best practice</li> <li>● Identify underperformance and best practice of specific groups of pupils.</li> <li>● The Director of Inclusive Leadership will develop central support for schools.</li> <li>● Provide the template of minimum expectations in all DEMAT schools of children's experience in terms of support/strategies for vulnerable groups, exclusions, &amp; attendance.</li> <li>● Devise and lead the implementation of the Trust Inclusion Network.</li> </ul>	
Headteacher	<ul style="list-style-type: none"> <li>● Appoints Designated Safeguarding Lead (DSL).</li> <li>● Manages all safeguarding concerns or allegations (exc. against Headteacher).</li> <li>● Is responsible for referrals of children at risk, outside school environment.</li> <li>● Completes the annual Trust safeguarding self-assessment report</li> <li>● Sets school specific SEND policy, SEND Information Report. Behaviour Policy, Bullying Policy, Medical Needs Policy.</li> <li>● Appoints a qualified SENCo.</li> <li>● Participates, negotiates with LA and implements local in year placement protocols.</li> <li>● Is responsible for making a decision to exclude, , informing all relevant parties and managing any appeal processes.</li> </ul>	
Head of Function / central team	<ul style="list-style-type: none"> <li>● Supports schools to assess the need for referrals for children at risk.</li> <li>● Monitors the schools' annual safeguarding self-assessment reports.</li> <li>● Is responsible for admissions appeals.</li> <li>● Provides expert support to help manage exclusions appeals (esp. for independent review panel).</li> <li>● Supports schools on multiple aspects including developing inclusive provision and standards &amp; analysing school data.</li> <li>● Specialist leads will be responsible for the development of in-school specialists though monitoring, CPD and providing challenge.</li> </ul>	
LGB	<ul style="list-style-type: none"> <li>● Form a panel if a Governor panel needed for exclusions.</li> <li>● Satisfy itself that the DSL reports contain sufficient evidence to ensure compliance with statutory safeguarding requirements.</li> <li>● Monitor and challenge implementation of Safeguarding Policy, SEND policy (and all other relevant policies) and performance of pupils from vulnerable groups.</li> <li>● Keep themselves informed of major SEND, Pupil Premium, &amp; safeguarding aspects such as policy and appeals.</li> <li>● Keep themselves informed of exclusions in line with policy and monitor frequency and trends.</li> </ul>	

<b>Function</b>	Health & Safety and Compliance
<b>Central executive with overall accountability</b>	COO
<b>Stakeholder</b>	<b>Responsibilities</b>
Trustees	<ul style="list-style-type: none"> <li>● Review and approve the proposed capital budget.</li> <li>● Approve Business Continuity Plan</li> <li>● Are responsible for ensuring that statutory requirements, inclusive of health &amp; safety and safeguarding, are met across the establishment.</li> <li>● The Audit &amp; Risk committee will review the findings from the H&amp;S audits and local LGBs to ensure that the provision offered by the Trust meets statutory legislation.</li> <li>● Are accountable for all legal responsibilities.</li> <li>● Approve all statutory compliance policies.</li> <li>● Are accountable for ensuring the Trust fulfils FOI/Data Protection statutory obligations.</li> </ul>
Trust Executive	<ul style="list-style-type: none"> <li>● Commission, and monitor and review the effectiveness of, site provision across the Trust.</li> <li>● Prioritise, on a transparent and agreed methodology, capital improvement projects through the EFA delegated School Condition Allocation fund.</li> <li>● Engage legal team for commercial legal advice, if required.</li> <li>● Approve significant building projects and refurbishments, in line with the Scheme of Delegation.</li> <li>● Ensure resources are available to fund necessary improvements to and maintenance of IT provision.</li> <li>● Develop and implement the Trust Business Continuity Plan</li> <li>● Sets Trust compliance policies (including but not limited to H&amp;S, safeguarding, admissions, exclusions, SEND, FOI) for approval by trustees</li> <li>● Monitors the progress towards 100% compliance and implements appropriate action where required</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>● Provides the Trust with all property data and access to premises on request.</li> <li>● Ensures school will take all opportunities, to utilise and manage energy efficiency to optimise the running costs and reduce carbon footprint.</li> <li>● Maintains the school premises for routine condition, repair and decoration within the allocated resources of the school budget.</li> <li>● Contributes to the proposals for significant capital projects on the school site.</li> <li>● Is responsible for local implementation of policies, including development of school procedures and internal reporting on statutory requirements.</li> <li>● Ensures that a school Health &amp; Safety committee is in place and meets in accordance with the Trust Health &amp; safety policy.</li> <li>● Provides information needed to respond to FOI requests.</li> </ul>
Head of Function / central team	<ul style="list-style-type: none"> <li>● Ensure that the Trust Health &amp; Safety Policies are fully implemented in all Trust premises</li> <li>● Maintain a central property asset register, including asset valuation.</li> <li>● Maintain a central property condition database.</li> <li>● Provide the lead design, project management and legal support for school capital projects.</li> <li>● Coordinate bids for capital funding to extend or improve the capacity and condition of the Trust's schools.</li> <li>● Ensure that insurances, warranties, risk assessments, design and build are executed to secure the interests of the Trust and its educational vision.</li> <li>● Work with architects and project managers to support capital bids for EFA funding.</li> <li>● Manage delivery of IT contract locally.</li> <li>● Monitor school H&amp;S by arranging inspections / audits.</li> <li>● Coordinate responses to all FOI requests</li> </ul>
LGB	<ul style="list-style-type: none"> <li>● Support, challenge, and contribute to the development of strategic school build / refurbishment proposals prior to submission to Central Trust's Head of Buildings &amp; Site.</li> <li>● Monitor how the school is compliant with H&amp;S policies and statutory obligations such as a complaints process.</li> <li>● Read and consider the findings of the school Health &amp; Safety committees and feed back to Trust Board.</li> </ul>