



|                         |                         |
|-------------------------|-------------------------|
| <b>Policy Approved:</b> | <b>20 December 2024</b> |
| <b>Next Review:</b>     | <b>December 2025</b>    |
| <b>Effective Date:</b>  | <b>21 December 2024</b> |

|  |
|--|
| <b>Reading the grid</b>  |
| ✓ - governance function and decision-making is at this level   |
| C - to be consulted prior to decision being made   |
| Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, Local Governing Council or HoS |

| Governance function                                       |  | Members | Trust board / board committees | CEO/ accounting officer | LGCs | HoS |
|---|--|---------|--------------------------------|-------------------------|------|-----|
| <b>Governance framework: people</b>                       | Members: appoint/remove  | ✓       |                                |                         |      |     |
|   | Trustees: appoint/remove   | ✓       | ✓                              |                         |      |     |
|   | Parent trustees/parent Local Governing Council (LGC) members: appoint when elected |         | ✓                              |                         | ✓    |     |
|   | Board committee chairs: appoint and remove   |         | ✓                              |                         |      |     |
|   | Named safeguarding trustee: appoint and remove                                     |         | ✓                              |                         |      |     |
|   | Local Governing Council (LGC) chairs and vice-chairs: appoint and remove           |         | ✓                              |                         |      |     |
|   | Local Governing Council (LGC) members: appoint and remove                          |         | ✓                              |                         |      |     |
|   | Governance Professional to board: appoint and remove                               |         | ✓                              |                         |      |     |
|   | Governance Professional to LGC: appoint and remove                                 |         | ✓                              |                         |      | C   |
|   | Local Governing Council (LGC) Link Safeguarding Governor: appoint                  |         |                                |                         |      | ✓   |
| Local Governing Council (LGC) Link SEND Governor: appoint |  |         |                                |                         | ✓    |     |

| Governance function                                 |   | Members | Trust board / board committees | CEO / accounting officer | LGCs | HoS |
|---|---|---------|--------------------------------|--------------------------|------|-----|
| <b>Governance framework: systems and structures</b> | Articles of association: review and agree   | ✓       |                                |                          |      |     |
|   | Governance structure for the trust: establish and review annually   |         | ✓                              |                          |      |     |
|   | Committee terms of reference and scheme of delegation: agree annually   |         | ✓                              |                          |      |     |
|   | Annual schedule of governance business: agree   |         | ✓                              |                          | C    |     |
|   | External review of trust board: complete bi-annually  |         | ✓                              |                          |      |     |
|   | Self-review of LGC  |         |                                |                          | ✓    |     |
|   | Trustee/ LGC member contribution: review annually   |         | ✓                              |                          | ✓    |     |
| <b>Governance framework: reporting</b>              | Publish governance arrangements on trust and schools' websites: ensure  |         |                                | ✓                        |      |     |
|   | Annual report on the performance of the trust: submit to members  |         | ✓                              | C                        |      |     |
|   | Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House |         | ✓                              | C                        |      |     |
|   | ESFA required reports and returns: submit   |         | ✓                              | C                        |      |     |

| Governance function                |   | Members | Trust board / board committees | CEO / accounting officer | LGCs | HoS |
|------------------------------------|---|---------|--------------------------------|--------------------------|------|-----|
| Being strategic                    | Determine trust wide policies which reflect the trust's ethos and values: approve |         | ✓                              | C                        |      |     |
|                                    | Determine school level policies: approve  |         |                                |                          | ✓    | C   |
|                                    | Management of risk: establish register, review and monitor                        |         | ✓                              | C                        |      |     |
|                                    | Engagement with stakeholders: ensure  |         | ✓                              | ✓                        | C    | ✓   |
|                                    | Determine trust's vision, strategy and key priorities: approve                    |         | ✓                              | C                        |      |     |
|                                    | Determine annual trust KPIs   |         | ✓                              | C                        |      |     |
|                                    | Determine annual school-level KPIs  |         |                                | ✓                        |      | C   |
|                                    | Chief Executive Officer: appoint and dismiss                                      |         | ✓                              |                          |      |     |
|                                    | Accounting officer: appoint and dismiss   |         | ✓                              |                          |      |     |
|                                    | Head of School: appoint and dismiss   |         | C                              | ✓                        |      |     |
|                                    | Budget plan to support delivery of trust key priorities: agree                    |         | ✓                              | C                        |      |     |
|                                    | Budget plan to support delivery of schools' key priorities: agree                 |         |                                | ✓                        |      | C   |
|                                    | Central Services Team staffing structure: agree                                   |         | ✓                              | C                        |      |     |
| Schools' staffing structure: agree |   |         | ✓                              |                          | C    |     |

| Governance function                      |   | Members | Trust board / board committees | CEO / accounting officer | LGCs | HoS |
|--|---|---------|--------------------------------|--------------------------|------|-----|
| Holding to account                       | Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements |         | ✓                              | C                        |      |     |
|  | Ensure alignment of school's vision with Trust ethos and values                                     |         |                                | C                        | ✓    | C   |
|  | Monitoring progress on Trust wide KPIs: (termly)  |         | ✓                              | C                        |      |     |
|  | Monitor school-level progress against annual KPIs (termly)  |         |                                |                          | ✓    | C   |
|  | Monitor student attendance, including disadvantaged (termly)  |         |                                |                          | ✓    | C   |
|  | Ensure compliance with SEND code of practice  |         | ✓                              | C                        |      | ✓   |
|  | Monitor school-level compliance with SEND code of practice  |         |                                |                          | ✓    | C   |
|  | Ensure compliance with safeguarding regulations and protocols                                       |         | ✓                              | C                        |      | ✓   |
|  | Monitor school-level compliance with safeguarding regulations and protocols                         |         |                                |                          | ✓    | C   |
|  | Performance management of the CEO: undertake  |         | ✓                              |                          |      |     |
| Performance management of HoS: undertake |   |         | C                              | ✓                        |      |     |
| Financial oversight                      | External auditors: appoint  | ✓       |                                |                          |      |     |
|  | Chief Financial Officer: appoint  |         | ✓                              | C                        |      |     |
|  | Trust's scheme of financial delegation: establish, monitor and review                               |         | ✓                              | C                        |      |     |
|  | External auditors' report: receive and respond  |         | ✓                              |                          |      |     |
|  | CEO pay award: agree  |         | ✓                              |                          |      |     |
|  | HoS' pay award: agree   |         | ✓                              | C                        |      |     |
|  | Staff appraisal procedure and pay progression: review and agree                                     |         | ✓                              | C                        |      | C   |
|  | Benchmarking and trust wide value for money: ensure robustness                                      |         |                                |                          | ✓    |     |
| Monitoring budget: agree reporting       |   |         | ✓                              | C                        |      |     |