



The Spire Church of England Learning Trust

SCHEME OF DELEGATED AUTHORITY - Part 2

2025

This document is reviewed by the School Improvement Consultant to The Spire Church of England Learning Trust and the CEO. It is then discussed by the Board of Directors.

It can be updated before the annual review if any major change has occurred and presented again to the Board for approval at any time.

Review Date: January – June 2025 (Change of CEO)
Ratified Date: July 2025
Next Review Date: June 2026

In collaboration with



The Spire Church of England Learning Trust

Scheme of Delegated Authority – Part 2

This Scheme of Delegated Authority explains the ways in which the Directors fulfil their responsibilities for the leadership and management of The Spire Church of England Learning Trust and the respective roles and responsibilities of the Local Governing Bodies (LGBs). The aim of the Scheme of Delegated Authority (SoDA) is to provide clarity to the Directors and the LGBs on the extent of their rights, responsibilities, authority, and powers and to provide a framework within which the Company is expected to operate.

The Scheme of Delegated Authority is divided into seven sections:

1. Governance
2. Strategy and Leadership
3. Education and Curriculum
4. Staffing and HR
5. Finance
6. Operations
7. Safeguarding

Levels of Delegation

In this table, the phrases used have the following meanings:

Consult: the individual/group that may be consulted as part of the process of completing a particular task.

Prepare: the individual with responsibility for preparing the task/paperwork in question

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Headteacher/Head of School this will be at School level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Schools (as appropriate) should undertake the task.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of

- (i) the CEO, they will be making recommendations to the Board,
- (ii) the LGB, they will be making recommendations in relation to their School to the Board, CEO and/or Headteacher/Head of School (as appropriate) and
- (iii) the Headteacher/Head of School they will be making recommendations in relation to their School to the CEO and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks in writing or verbally. In the case of

- (i) the CEO, they will be making reports to the Board
- (ii) the LGB, they will be making reports in relation to their School to the Board and/or CEO (as appropriate) and
- (iii) the Headteacher/Head of School, they will be making reports in relation to their School to the CEO and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of

- (i) the Board, they will be reviewing the CEO and/or LGB (as appropriate),
- (ii) the CEO, they will be reviewing the Headteacher/Head of School and
- (iii) the LGB, they will be reviewing the Headteacher/Head of School and their leadership team.

NB: There is scope for variation in the Scheme of Delegated Authority in relation to individual schools, subject to their performance, the strength of governance and leadership within the school and the school's Ofsted category. Points shaded in green give an indication of when the Board will take action with regard to any individual school should concerns be identified regarding any financial, governance or compliance matter or regarding any matters concerning safeguarding or the educational provision within those schools. In these cases of concern, the Board reserves the right to intervene as considered appropriate by the Board and the CEO. This may involve variations in, or a reduction of the Scheme of Delegated Authority granted to the individual school concerned. These sections are denoted by shading in this colour.

1. GOVERNANCE

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
1.1	Appoint / Approve Members	Deliver and Determine (with approval from WDAT)					
1.2	Role descriptions for Members	Deliver and Determine					
1.3	Appointments of Directors – ensuring processes in place for appointment of trustees (including ensuring that the Directors have the skills to run the Trust) and review performance	Determine – policies and criteria for the selection of Directors	Review – the Board’s own performance				
1.4	Review the Board’s role in achieving the strategic objectives of the Trust. Removing Directors from office where necessary	Determine	Review – the Board’s own performance				
1.5	Appoint / Remove Chair of the Board of Directors	Deliver and Determine in relation to removal of Chair of Board only if Directors unable to do so due to conflict or an impasse	Deliver and Determine				

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
1.6	Appointments of Local Governing Board members – ensuring processes in place (including ensuring that Local Governing Board members have the skills to run the School)		<p>Determine – policies and criteria for the selection of Governors, see Part 1</p> <p>Review – the performance of the LGBs</p>	<p>Report - to the Board on the performance of the LGBs and whether to remove Governors if concerns arise NB – The Board will have the final decision here.</p> <p>Review - the size, structure and composition and skill of LGBs in collaboration with HT / HOS / TBM&LCGO (Trust Business Manager and Local Compliance & Governance Officer) and whether to remove governors if concerns arise. NB. The Board will have the final decision in this regard</p> <p>Recommend – if appropriate - changes to the size and composition of the LGBs and whether to remove governors if concerns arise. NB. The Board will have the final decision in this regard.</p>		<p>Review - procedures for the election of all local governors of the LGB in accordance with Part 1.</p> <p>Review – own performance</p> <p>Determine – appoint the Chair of the LGB. For new Chairs of Governors, the CEO must be consulted prior to appointment.</p>	Report to the Board via HTs Report which will outline the composition of the LGB.
1.7	Appoint Chair of Local Governing Board					Deliver and Determine - Consult CEO first and take CEO advice if offered before appointing	

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
1.8	Appoint Governance Professional to the Board of Directors		Review	Deliver and Determine			
1.9	Appoint Governance Professional to the Local Governing Body		Deliver and Determine			Deliver and Determine – Consult Trust Central Team first via HT/ HOS	
1.10	Appointment of the Accounting Officer and Audit Committee (known as the Finance Committee at this Trust)		Deliver and Determine - appoint Accounting Officer and the Audit Committee (known as Finance Committee)	Deliver – in the role of Accounting Officer			
1.11	Prepare Terms of Reference for Board and LGB Committees		Determine and Deliver for the Board / Board Committees / LGB Review – annually		Deliver for Board	The LGB to Deliver from the Board. Determine and Deliver for their local LGB Committees Review - annually	Deliver for LGB / LGB Committees
1.12	Deliver clear systems of Governance to ensure public funds are managed in line with the Nolan Principles and the Academy Trust Handbook and achieve the charitable objective of the Trust		Determine Deliver Review For the Trust	Deliver and Review – Support the Board in doing both	Deliver and Review – Support the Board in doing both	Determine Deliver Review For individual schools	Deliver and Review – Support the LGB in doing both.

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
1.13	To act to protect the reputation of the Trust and its schools, taking action where required including the establishment of an interim Local Governing Board, or the removal of specific Governors if necessary, including Chairs of Governors		Determine	Recommend Deliver			

2. STRATEGY AND LEADERSHIP

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
2.1	Set the vision, values and strategic direction of the Trust and key areas for improvement and development against which progress can be measured		Determine – for the Trust in collaboration with CEO and Review	Determine, Develop, Deliver and Review in collaboration with the Board			
2.2	Set the vision and strategic direction and areas for improvement and development for individual schools against which progress can be measured		Review	Review		Review – taking advice from HT / HOS	Consult, Deliver and Review – taking advice from CEO
2.3	Set the Vision and Values for the individual school		Review	Review		Determine and Deliver in line with the whole Trust Vision and Values and Strategic Plan taking advice from the HT / HOS	Determine and Deliver in line with the whole Trust Vision and Values and Strategic Plan taking advice from the CEO
2.4	Complete and keep under review School SIAMs self evaluation (faith schools)		Review	Review		Determine Deliver	Prepare Deliver

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
2.5	Scrutiny – review and challenge performance of the Trust and the schools against its Strategic Plan for improvement and development		Determine – Trust wide and School level Review – performance of the Trust and Schools	Receive reports - from the HT / HOS and report performance of the LGBs against aims for improvement and development and the Strategic Plan		Review – performance of the School Deliver - holding leadership to account for delivery against areas for improvement and development and the Strategic Plan	Deliver – performance of the School against areas for improvement and development and the Strategic Plan Report – performance of the School to LGB and to the CEO and Board
2.6	Compliance: Funding Agreement – comply with all obligations including the current Academy Trust Handbook		Determine and Review to ensure compliance	Deliver	Deliver and Review – report to CEO	Deliver Review	Deliver Review
2.7	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)		Determine policies to ensure compliance Review	Develop in conjunction with HR providers and TBM&LCGO (Trust Business Manager & Local Compliance and Governance Officer) Review - implementation of Trust procedures and Report to the Board	Deliver and Review – report to CEO	Deliver Review	Deliver and Report – to LGB & CEO

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
2.8	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		Determine – policies to ensure compliance Review	Deliver Report – to Board	Deliver and Review – report to CEO	Deliver Review	Deliver and Report – to LGB & CEO
2.9	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Determine – policies to ensure compliance Deliver		Deliver and Review – report to CEO and Board	Deliver Review	Deliver Review
2.10	Policies – review and approval of Trust Wide Policies		Determine	Report – material non compliance to the Board	Deliver and Review in consultation with CEO and TBM&LGCO (Trust Business Manager Local Compliance and Governance Officer)	Deliver	Deliver
2.11	School level policies			Report to Board if concerns	Review and Report to CEO if concerns	Review school specific policies	Determine and Deliver – presenting school specific policies for approval by the LGB if required
2.12	Determine protocols for considering to take on new schools (including due diligence arrangements)		Determine	Recommend Deliver	Recommend Deliver		

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
2.13	Decide to take on a new school		Determine	Recommend Deliver			
2.14	Structural organisation of the Trust including re-organisation and restructuring		Determine	Recommend Deliver	Support CEO in delivery		
2.15	Permanent school closure or rebrokerage (termination of Funding Agreement)	Determine	Recommend Review Deliver	Support Board in delivery	Support CEO in delivery		
2.16	School amalgamation/merger	Determine	Recommend Review Deliver	Support Board in delivery	Support CEO in delivery		
2.17	Agreeing other significant changes to a school (e.g. potentially contentious proposals, changes to premises, change of age range)		Determine – ensuring compliance with regulations	Recommend Review		Consult on changes recommended by the Board or recommend own changes to the Board	Consult
2.18	To take appropriate action where concerns are identified over matters of compliance in any Trust school, including intervening to provide additional leadership and guidance and/or removing leaders including governors		Determine	Recommend Deliver			Support CEO in delivery

3. EDUCATION AND CURRICULUM

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.1	Trust Development Priorities and School Development Plan / SEF - in line with strategic aims of the Trust		Review	Determine – the Trust Development Priorities and Strategic Plan Deliver If required - determine format for school SDP / SEF in consultation with the HT / HOS Review	Support CEO with delivery	Review progress of school action towards SDP / SEF and school priorities	Deliver- School SDF / SEF Review – the school SDF/ SEF at regular intervals Report to CEO and Board
3.2	Quality of Education- ensuring appropriate levels of support, challenge, and intervention to support delivery of education outcomes		Review	Review at Trust level	Support HT/HOS	Review – at school level	Deliver – leadership and management of staff to ensure teaching and learning objectives are met Report - strengths and concerns in the quality of teaching to LGB / CEO / Board
3.3	Pupil Progress and Assessment		Review	Review Report to Board		Review	Deliver Report to LGB and CEO

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.4	Curriculum – setting the curriculum for the schools and reviewing its effectiveness. Set and implement Curriculum Policies		Determine and Review – effectiveness of the curriculum across Trust	Review – the effectiveness of the curriculum within schools in collaboration with HTs / HOS		Review	Determine Deliver Report to LGB and CEO
3.5	Set and implement the agreed syllabus and assessment for Religious Education and SRE		Determine and Review	Recommend agreed syllabus (faith schools) and assessment for Religious Education in consultation with the Diocese and work with HT / HOS to ensure SRE meets statutory requirements		Review	Consult Deliver Review
3.6	SEND Policies, Provision and Information Report		Review	Determine Review		Review at school level	Deliver Review Update SEND Policy and Information Report annually and post on website

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.7	Pupil Premium / Catch Up Funding – review and challenge the value for money of the Pupil Premium / Catch Up Funding in terms of educational outcomes and narrowing the achievement gap		Review	Review	Support with delivery	Determine and Review – how Pupil Premium / Catch Up Funding is spent at the school	Deliver and Review. Report – on effectiveness of use of the Pupil Premium / Catch Up Funding (and post on website) to CEO and Board
3.8	Pupil Matters (Behaviour Policy, Attendance, Punctuality, Disciplinary matters for each school)		Review	Review delivery Report to the Board	Review and Report to CEO and Board in consultation with HTs / HOS	Review Receiving reports from the HT/HOS Report any material issues to the Board and CEO via HT / HOS	Deliver – ensuring pupil issues are dealt with in accordance with Trust and School Policies. Report – to the LGB / CEO on any material issues
3.9	Pupil Matters - Exclusions		Review	Determine Review	To review procedures for managing exclusions, support the school where required and arrange a suitably qualified independent panel as necessary	To deliver on all pupil discipline hearings with the support of the Trust where required and following statutory guidance	Deliver agreed policies and procedures for managing exclusions – including reporting these to the LGB and CEO

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.10	Admissions Policy		Review	Review		Review	Determine and Deliver the model Admissions Policy to ensure this meets national requirements and reflects the Trust's vision and Values and report to CEO and Board
3.11	Admission Appeals		Review			Review and Deliver in collaboration with HT / HOS	Determine Deliver
3.12	Collective Worship (Statutory) arrangements for the individual school		Review			Determine Review	Determine Deliver Review
3.13	School Hours – setting the opening and closing times for the schools		Determine if required by LGB	Consult		Recommend to Board via HT / HOS	Recommend and Deliver – consult CEO first before recommending to LGB
3.14	Term Dates		Determine	Recommend to Board			Deliver

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.15	School lunch – ensure provided to appropriate nutritional standards		Review			Review	Deliver
3.16	Provision of free school meals to those meeting criteria		Review			Review	Deliver
3.17	Assessment – to adopt a tracking system and guidelines for using assessment data effectively to track pupils’ progress		Review	Review at Trust level		Review at school level	Determine and Deliver – to include data returns to the CEO as required – consulting CEO first Report to LGB / CEO
3.18	To take action where concerns are identified over the outcomes of pupils in any school, including intervening to provide additional leadership and guidance and/or removing leaders including governors		Determine	Recommend and Deliver			Support CEO with delivery

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.19	To take additional action where concerns are identified in any school over the progress of disadvantaged pupils, including intervening to provide additional leadership and guidance and guidance and/or removing leaders including governors		Determine	Recommend Deliver			Support CEO with delivery
3.20	To take action where concerns are identified over the curriculum taught in any school, including intervening to provide additional leadership and guidance and guidance and/or removing leaders including governors		Determine	Recommend Deliver			Support CEO with Delivery
3.21	To take action where concerns are identified over the Safeguarding of pupils in any school, including intervening to provide additional leadership and guidance and /or removing leaders including governors		Determine	Recommend Deliver			Support CEO with Delivery

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
3.22	To take action where concerns are identified over the attendance of pupils in any school, including intervening to provide additional leadership and guidance and/or removing leaders including governance		Determine	Recommend Deliver			Support CEO with Delivery

4. STAFFING AND HR

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
4.1	Appointing and removing the CEO	For removal of CEO only in consultation with the Board and the Diocese	Determine				
4.2	Appointing Central Team staff		Determine – in consultation with CEO	Recommend Deliver			
4.3	Determining the leadership structure at each individual school		Review	Recommend Determine			Consult CEO and Deliver. CEO decision is final
4.4	Appointing the Headteachers/Head of School at each school		Determine	Recommend and Deliver – in consultation with the Board, LGB and Diocese	Support with appointments where necessary	Support CEO with Delivery	
4.5	Appointment of Cross-Trust Staff and secondments and placements across the Trust of Staff (Teaching and Support Staff)		Review	Determine and Deliver in consultation with HT / HOS but with final decision for CEO only. Review and Report to Board	Support with appointments where necessary		Consult and support with Delivery

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
4.6	Appointing School Staff			Regarding the appointment of Senior Leadership positions in all schools, the CEO will have the final say on all SLT appointments including temporary ones and will determine at SLT level only.	Support with appointments where necessary	Appoint SLT (in consultation with the CEO and HT / HOS) and defer to CEO for determination. Review all other appointments in consultation with HT / HOS	Recommend – SLT appointments to CEO and LGB with CEO being able to determine Determine – all other staff. NB The CEO can decline an appointment on financial grounds for all staff posts. The CEO decision is final.
4.7	Appraisal / Performance Management / pay reviews (in line with the Trust’s pay policy and all statutory regulations)		Determine, Deliver and Review in respect of CEO. This can be delegated. In respect of appraisal arrangements and outcomes for HT/HOS – receive reports if required Review – any appeals in respect of the CEO and HT/HOS and Central Team	Determine, Deliver and Review – in respect of HT / HOS and Central Team. Report to the Board on appraisal arrangements	Deliver and Review Central Team appraisals under direction of CEO and provide reports to CEO if required	Support CEO with delivery for appraisals for HT / HOS Review appraisals for all other school staff in collaboration with HT / HOS.	Deliver – in respect of all other staff ensuring targets are also linked to School Development Priorities and Vision/Aims and Strategy Plan of the Trust

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
4.8	To secure the statutory appraisal of the CEO (see also 4.7)		Determine Deliver Review				
4.9	To secure the statutory appraisal of the Headteacher/Head of School (see also 4.7)			Determine Deliver		Support CEO with delivery. For LGB, this will be Chair of Governors and / or Pay or Staffing Committee but <u>must</u> include Chair of Governors	
4.10	To secure the statutory appraisal of School staff (see also 4.7)					Review	Deliver
4.11	Establishing Trust wide HR Policies in accordance with all appropriate regulations		Determine Review	Review - implementation of Trust procedures and Report to the Board	Support with delivery in conjunction with HR advisors.		Deliver in line with Trust policy
4.12	Setting Terms and Conditions of Employment and Trust Staff Handbook		Determine Review	Recommend	Support with delivery in conjunction with HR advisors.		Deliver

5. FINANCE

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
5.1	Set financial priorities against which progress towards achieving the vision can be measured for the Trust and schools in line with the Academy Trust Handbook and Strategy for Improvement		Determine and Review at whole Trust level	Deliver and Review at whole Trust level	Deliver and Review under direction of CEO and Support HT / HOS to deliver	Deliver and Review at local level	Deliver and Review at local level
5.2	Agree a strategy to secure the Trust's financial health in the short and long term in line with the Academy Trust Handbook		Determine – in collaboration with CEO and CFO Benchmark with other organisations as appropriate Review	Determine in collaboration with CFO and Board Benchmark with other organisations as appropriate Review	Recommend a funding model (budget) to the Board for approval in collaboration with the CEO Support LGB and HT / HOS to deliver Benchmark with other organisations as appropriate Review	Review at local level	Deliver in collaboration with CFO

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
5.3	Trust Annual Budget – agreeing the cumulative Trust budget		Determine Review	Recommend Review	Deliver	Review at local school budget	Deliver and Prepare local school budget in consultation with CEO and CFO
5.4	Expenditure and ensuring delivery of School Annual Budgets in line with the Academy Trust Handbook (To plan and manage monthly expenditure and financial reports, and identify actual or potential items of budget overspend / underspend)		Review	Review	Deliver	Review monthly expenditure and implement measures to remain within budget for local school Report - to the CFO and CEO via the HT / HOS any issues with expenditure or compliance with the Annual Budgets by the School	Deliver Report – to the LGB, CFO and CEO any need for any matters of concern in respect of the School’s annual budget
5.5	Setting Trust wide Finance Policy including procurement in accordance with the Funding Agreement and Academy Trust Handbook		Determine Review	Recommend Review	Deliver		

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
5.6	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal polices and controls		Determine Review	Review	Recommend Deliver		
5.7	Approving annual accounts	Review Approve Submit to Board	Review	Recommend	Deliver		Deliver – by keeping proper records in respect of the school and providing such information to assist the Trust in preparation of the Annual Accounts
5.8	Corporate Risk Register – ensuring this is in place, accessible to and followed at all levels in line with the Academy Trust Handbook		Review	Determine Recommend	Deliver	Review school’s own risk register	Deliver – management of school’s own risk register
5.9	Corporate Risk Register – Ensure all levels are aware of how to elevate risk, where appropriate in line with the Academy Trust Handbook		Review	Determine Recommend	Deliver	Review Delivery at local level	Deliver – identify, mitigate, and elevate risk of school’s own register to CEO, as appropriate

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
5.10	To act to protect the financial reputation of the Trust and its school, taking action where required, including taking over the financial function of an individual school or initiating a staffing restructuring where necessary.		Determine Review	Recommend to the Board Deliver	Report to CEO and Board and support CEO with Delivery		Deliver under direction of Board and CEO

6. OPERATIONAL

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
6.1	Determining the fee charged per year to all schools for the central services provided through the Service Level Agreement to the schools by the Trust and allocating reserves accordingly		Determine	Recommend	Deliver		
6.2	Directing school response in extra-ordinary circumstances for example school closures and re-opening during a pandemic or natural disaster		Review	Determine in collaboration with HT / HOS		Review Delivery at local level	Deliver and Consult CEO The CEO's decision will be final
6.3	Changing the terms and conditions of employment of school staff (teaching and non-teaching)		Determine Review	Recommend and Deliver for Central Team Staff	Support Delivery		Deliver for school staff
6.4	Overseeing the effectiveness of services provided centrally by the Trust		Determine Review	Deliver and Report to Board Review	Review under direction of CEO		Consult

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
6.5	Articles of Association: Review and agree	Determine, Prepare, Deliver and Review	Support Delivery	Support Delivery	Support Delivery		
6.6	Asset and Premises Maintenance Strategy – determining use of Schools’ premises and ensuring premises are adequately maintained		Review	Determine	Deliver	Review at local school level	Deliver in collaboration with the Central Team
6.7	Arranging adequate buildings insurance and public liability for individual schools and the Trust		Review	Recommend	Determine Deliver	Review at local level	Support Delivery at local level
6.8	Ensure appropriate staff insurance is in place in the individual school				Review	Determine	Deliver
6.9	Media and PR - overseeing public relations activities to project the activities of the Trust and the Schools to the wider community		Review	Determine – Trust wide activities and review at local level if necessary	Deliver in collaboration with CEO and HT / HOS		Recommend and Deliver – individual school activities and take direction from CEO if necessary
6.10	Maintain Trust and School websites ensuring these are up to date and compliant		Review	Determine and Review – Trust Website	Deliver – Trust website Review – the local school websites in collaboration with CEO and HT / HOS, especially in terms of compliance	Review at local level	Determine and Deliver School Website in collaboration with Central Team

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
6.11	Developing a school buildings and facilities estate long term strategy or master plan		Determine	Recommended Review	Deliver and Review in collaboration with CEO and HT / HOS	Review at local level	Deliver in collaboration with the Central Team
6.12	Maintaining school buildings, including developing maintenance plan		Review	Review	Support Delivery and Review in collaboration with CEO and HT / HOS	Determine	Recommend Deliver
6.13	To establish a Trust Health and Safety policy		Determine and Review as the employer	Recommend	Support delivery in collaboration with CEO		Deliver
6.14	Establish all policies required for efficient School Premises Management		Review	Recommend and Determine	Support delivery in collaboration with CEO and HT / HOS	Review at local level	Deliver in collaboration with the Central Team
6.15	Establish a Trust wide GDPR strategy and Policy		Review	Recommend and Determine	Support delivery in collaboration with CEO and HT / HOS		Deliver in collaboration with the Central Team
6.16	To establish a Trust wide marketing strategy		Review	Recommend and Determine	Support delivery in collaboration with CEO		Deliver in collaboration with the Central Team

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
6.17	To take appropriate action where concerns are identified over any operational matters, including the school website in any Trust school, including intervening to provide additional leadership and guidance and/or removing leaders including governors		Determine	Recommend Deliver	Support with delivery		Support Delivery

7. SAFEGUARDING

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
7.1	Update and maintain SCR		Review		Deliver for Trust Central Team	Review at local school level	Deliver for school staff
7.2	Revisit DBS Checks for all staff on a 5 year rolling programme		Review		Deliver for Trust Central Team	Review at local school level	Deliver for school staff
7.3	Appoint a Director and individual School's Local Governor with responsibility to quality assure the Trust's/School's safeguarding arrangements		Determine, Deliver and Review at Trust level	Review		Determine, Deliver, Monitor at individual school and report to Trust board via HT / HOS	Determine and Deliver for individual school
7.4	Appoint a School Senior Leader as Designated Safeguarding Lead and Deputy DSL to ensure compliance with child protection legislation via implementation of the Trust's Child Protection Policy in line with KCSIE, Prevent, Working Together to Safeguard Children across the Trust. Appoint a Trust Safeguarding Lead to oversee safeguarding matters across the Trust working with local DSLs This leader may be appointed from Associate Schools to the Trust		Review	Determine Deliver		Review at local level	Determine, Deliver and Report at local level Support delivery with CEO at Trust level

No	Decision	Members	Trust Board	CEO	CFO / COO	Local Governing Board	Head
7.5	To take appropriate action where concerns are identified over any child protection and safeguarding matters, including intervening to provide additional leadership and guidance and/or removing leaders including governors		Determine	Recommend and Deliver			Support Delivery