

In partnership to
Educate, Nurture & Empower



Abbey Multi Academy Trust

POLICIES & PROCEDURES

**Scheme of Delegation
2021/2022**

Date Policy Approved: 13 October 2021

Approving Body: Abbey MAT Trust Board

Next Review Date: 31 October 2022

Previous Review Date: 14 October 2020

SCHEME OF DELEGATION

ABBAY MULTI ACADEMY TRUST

EFFECTIVE DATE: 13th October 2021

APPROVED BY ABBAY MAT BOARD OF TRUSTEES:

13th October 2021

1. INTRODUCTION

- 1.1. Abbey MAT ("the Trust") is a multi-academy trust which operates as a charity and company limited by guarantee. The Trust is governed by a Board of Trustees ("the Trustees") who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust.
- 1.2. The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Company and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.
- 1.3. Where an individual academy is a designated Church of England academy, the Trustees are also accountable to the DBE under the provisions of the Diocesan Boards of Education Measure 1991, and to the Trustees (as that term is defined in the Articles) to ensure that the Academy is conducted as a Church of England school.
- 1.4. In order to discharge these responsibilities, the Trustees may appoint people with appropriate skills and knowledge to serve on local governing bodies (LGBs) to assist with the good governance of each academy in accordance with paragraph 4 of this Scheme and Articles 100 - 106.
- 1.5. This Scheme explains the ways in which the Trustees fulfil their responsibilities for the leadership and management of its academies, the respective roles and responsibilities of the Trustees and the members of LGBs and their commitments to each other to ensure the success of the academies.
- 1.6. It is intended that a LGB shall be established for each academy. For the avoidance of doubt a LGB may be delegated responsibility for more than one academy.
- 1.7. This Scheme has been put in place by the Trustees from the Effective Date in accordance with the provisions of the Trust's Articles and it should be read in conjunction with those Articles as well as with:
 - i. the Trustees' strategic plans and policies;
 - ii. any budget set for an Academy; and
 - iii. any directions given or rules and regulations set by the Trustees.
- 1.8. References in this Scheme to numbered Articles shall be to the relevant provision of the Articles.

2. ETHOS AND MISSION STATEMENT

2.1. Abbey MAT's mission statement is: 'In partnership, to educate, nurture and empower'. Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and which will stretch our young people academically, support them pastorally and help them develop socially and spiritually. The full value statement for the Trust is set out on the Trust website: <http://www.abbeymat.co.uk/>

3. TRUSTEES' POWERS AND RESPONSIBILITIES

3.1. The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of schools. This is exercised through strategic planning and the setting of policy and is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

3.2. The Trustees have a duty:

- i. to comply with any lawful directions issued to the Trust;
- ii. to act in the fulfilment of the Trust's objects; and
- iii. to have regard to the advice of the DBE generally and in particular in respect of upholding the Trust's objects.

3.3. Trustees will have regard to the interests of all academies for which the Trust is responsible in deciding and implementing any policy or exercising any authority in respect of an academy.

3.4. Abbey MAT's Articles (100) provide for the appointment by the Trustees of committees to whom the Trustees may delegate certain functions of the Trustees, including the appointment of local governing bodies (LGB) to manage the work of each academy.

3.5. As of October 2021, the Trustees have established the following as committees of the Board:

- i. An audit and risk committee (**A & R Committee**);
- ii. A finance and resources committee (**F & R Committee**);
- iii. A standards committee (**Standards Committee**); and
- iv. A performance management and remuneration committee (**PMR Committee**).

3.6. The Trustees have resolved to establish LGBs for its academies each as a separate committee of the Board. The current list of LGBs and the academies

they operate in respect of is set out in the Terms of Reference which sit alongside this Scheme.

- 3.7. In recognition of the Trustees' power under Article 105, the Scheme of Delegation Checklist (Appendix 2) details the functions delegated to each committee and LGB established by this Scheme. It notes that functions can also be de-delegated by the Trustees Board if required, particularly if delegated committees and LGBs fail to fulfil their responsibilities
- 3.8. In accordance with Article 101, the constitution, membership and proceedings of Board committees, including LGBs, are determined by Trustees, taking into account the needs of the Trust and individual academies; such matters are expressed in the Terms of Reference which sit alongside this Scheme.
- 3.9. The Trustees retain overall responsibility and ultimate decision making authority for all the work of the Trust regardless of delegation outlined within this document, and are therefore ultimately entitled to:
- i. Overrule a decision of a committee or LGB;
 - ii. Remove delegated powers from a committee or LGB;
 - iii. In the most serious of situations, replace or suspend a LGB.

4. APPOINTMENTS TO COMMITTEES AND LOCAL GOVERNING BODIES

4.1. Appointments

- 4.1.1. All appointments to committees and LGBs will be made by the Trustees in accordance with any policy adopted by the Trustees from time to time. Such arrangements, along with the constitution, membership, and proceedings for committees and LGBs will be published in the relevant Terms of Reference and should be read in conjunction with this Scheme.

4.2. Disqualification and Removal

- 4.2.1. A person shall be ineligible for appointment to a committee or LGB and, if already appointed, shall immediately cease to be a member, if the relevant individual:
- i. is or becomes disqualified from holding office under the Trust's Articles of Association (Articles 68 - 80);
 - ii. is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
 - iii. is barred from any regulated activity relating to children;
 - iv. has been fined for causing a nuisance or disturbance on school/academy premises during the 5 years prior to or since appointment or election as a Committee or LGB member;

- v. refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check;
 - vi. commits a serious breach of the Trust's code of governance or any standing order or protocol implemented by the Board;
- 4.2.2. Where, by virtue of this Scheme, a person becomes disqualified from serving on a committee or LGB; and they were, or were proposed, to so serve, they shall give written notice of becoming so disqualified to the Trustees.

5. DELEGATED POWERS

NOTE: Appendix 2 (Scheme of Delegation Checklist) to this Scheme sets out the general principles and levels of delegation of responsibilities from the Trustees to Committees and LGBs and from there to individuals. The Appendix will be reviewed by the Trustees on an annual basis. Trustees reserve the right to remove or alter any delegation at any time, whilst having due regard to, but not being bound by, the views of the LGBs.

6. INTERVENTION

- 6.1. The Trustees may stand down a local governing body (LGB) and appoint Governors' Advisory Board (GAB) in one or more of the following circumstances:
- i. Identification of weak governance;
 - ii. In response to the outcome of an annual review of governance or Ofsted inspection;
 - iii. In response to the outcome of an Ofsted inspection where there is a rating decline or an academy moves into a category of serious weakness or requiring improvement;
 - iv. A sudden or unexpected dip in the academies mid-term performance; or
 - v. Any identified safeguarding concern within the academy.
- 6.2. On appointment of the GAB, the Local Governing Body is fully disbanded and all delegated responsibilities of the LGB transfer to the GAB with immediate effect. The main function of a Trust-appointed GAB will be to secure governance of the academy, developing a sound basis for improvement and will be in place until the trigger is removed. The Trust School Improvement team will work in partnership with the GAB to determine priorities and set targets.
- 6.3. Abbey MAT does not adopt a one size fits all approach and is committed to appointing GAB's which are small, focused groups. Members will be chosen on a case-by-case basis in accordance with the skill and knowledge and the needs of individual academies.

6.4. The GAB will be responsible for the monitoring the quality of provision and standards of achievement within the academy by:

- i. Monitoring performance against targets set by the GAB;
- ii. Monitoring the implementation of the policy framework set by the GAB and its impact on standards of achievement;
- iii. Monitoring the academy self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the GAB;
- iv. Ensuring the academy complies with statutory requirements;
- v. Providing robust challenge and support to the principal and SLT;
- vi. Monitoring and evaluating progress towards post-inspection or review action points.

6.5. The GAB will hold the Principal and SLT to account, and be accountable to any interested party for the academy's performance by:

- i. Receiving regular information from the Principal and SLT on the performance of all aspects of the academy;
- ii. Ensuring that the annual academy prospectus meets statutory requirements;
- iii. Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions;
- iv. Determining how the academy's relationships with key stakeholders will be managed including what will be communicated, in what medium and how frequently;

7. OPERATIONAL MATTERS

7.1. Committees and LGBs shall comply with the obligations set out in their Terms of Reference and in the Appendix to this Scheme which deal with the day-to-day operation of, and delegation of responsibilities to, each LGB and committee.

7.2. Each LGB will adopt and will comply with all policies of the Trustees communicated to the LGB from time to time.

7.3. Both the Trustees and all LGB members have a duty to act with integrity, objectivity and honesty in the best interests of the Trust and the academies and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.

7.4. Each LGB will review its policies and practices on a regular basis, having regard to recommendations made by the Trustees from time to time, in order to ensure that the governance of the academy for which it is responsible is best able to adapt to the changing political and legal environment.

- 7.5. Each LGB shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Trustees may require from time to time.
- 7.6. The LGB of any Trust designated Church of England Academy shall submit to any inspections by the Trustees, and any inspections pursuant to section 48 of the Education Act 2005 (Statutory Inspections of Anglican and Methodist Schools).
- 7.7. Each LGB shall work closely with and shall promptly implement any advice or recommendations made by the Trustees in the event that intervention is either threatened or is carried out by the Secretary of State and the Trustees expressly reserve the unfettered right to review or remove any power or responsibility conferred on a LGB under this Scheme in such circumstances.

8. ANNUAL REVIEW AND TERMINATION

- 8.1. This Scheme shall operate from the Effective Date.
- 8.2. This Scheme may be terminated by the Trustees at any time by giving notice in writing to the LGBs.
- 8.3. The Trustees will have the absolute discretion to review this Scheme at least on an annual basis and to alter any provisions of it.
- 8.4. In considering any material changes to this Scheme or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the LGBs.

Signed on behalf of the Trustees

APPENDIX ONE: TERMS OF REFERENCE FOR BOARD COMMITTEES AND LOCAL GOVERNING BODIES

Introduction

In order to support the effective operation of the Trust and the Academies, and ensure that the Trust delivers against the Strategic Plan, the Board has established a number of committees to which it has delegated certain of its powers and functions. These terms of reference (Terms of Reference) set out the constitution, membership and proceedings of the committees the Board has established.

In summary, the Board has established two different types of committee:

- i. Local Governing Bodies which are established by the Board to support the effective operation of the Academies (LGBs); and
- ii. Board Committees which are established to deal with Trust-wide matters and each linked to the Trust's strategic aims, such as standards, audit and risk, finance, pay and performance management (Board Committees).

The Board will review these Terms of Reference together with the membership of the Committees at least once every twelve months.

These Terms of Reference may only be amended by the Board. The functions, duties and proceedings of Committees set out in these Terms of Reference shall also be subject to any regulations made by the Board from time to time.

Date last approved by the Board:

13th October 2021

Date for next review:

October 2022

PART A:

LOCAL GOVERNING BODY TERMS OF REFERENCE

1. CONSTITUTION OF THE LOCAL GOVERNING BODY

1.1. Membership of the Local Governing Body

1.1.1. Each LGB shall not have less than five members but, unless the Trustees resolve otherwise, shall not be subject to any maximum.

1.1.2. The membership of each LGB (each a LGB Member) shall be as follows (unless the Trustees resolve otherwise):

- i. at least two parent members;
- ii. two staff members;
- iii. the Principal of the academy;
- iv. the incumbent or Principal Officiating Minister of the Parish in which the Academy is sited or their delegated representative (applicable to designated Church academies only);
- v. up to four persons appointed by the Trustees;
- vi. subject to paragraph 1.1.3, up to three other persons co-opted by members of the LGB.

1.1.3. An LGB may also appoint up to three co-opted members to serve on the LGB. A person who shall be "co-opted" to the LGB means a person who is to serve on the LGB without having been appointed or elected to serve on the LGB. An LGB may not co-opt a person who is employed at the Academy if thereby the number of persons employed at the Academy serving on the LGB would exceed one third of the total number of persons serving on the LGB (including the Principal).

1.1.4. The Trustees (all or any of them) shall also be entitled to serve on the LGB and attend any meetings of the LGB. Any Trustee attending a meeting of the LGB shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.

1.1.5. All persons appointed or elected to the LGB shall give a written undertaking to the Trustees to uphold the object of the Company.

Staff members

1.1.6. The Trustees may appoint up to 2 persons who are employed at the Academy to serve on the LGB through such process as they may determine, provided that the total number of such persons (including the Principal) does not exceed one third of the total number of persons on the LGB. The positions held by those employed at

the Academy (e.g. teaching and non teaching) may be taken into account when considering appointments.

- 1.1.7. In appointing persons to serve on the LGB who are employed at the Academy the Trustees may invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Principal) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Trustees.

Ex officio members

- 1.1.8. The Principal (or Acting Principal where appointed with the written agreement of the Trustees) and, where the academy is a designated Church academy, the Incumbent or Principal Officiating Minister of the Parish in which the Academy is sited shall both be treated for all purposes as being ex officio members of the LGB.

Parent members

- 1.1.9. The 2 parent members of the LGB shall be elected by parents of registered pupils at the Academy and he or she must be a parent of a pupil at the Academy at the time when he or she is elected.
- 1.1.10. The Trustees shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the LGB, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the LGB which is contested shall be held by secret ballot.
- 1.1.11. The arrangements made for the election of the parent members of the LGB shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the Academy by a registered pupil at the Academy.
- 1.1.12. Where a vacancy for a parent member of the LGB is required to be filled by election, the LGB shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- 1.1.13. The number of parent members of the LGB required shall be made up by persons appointed by the Trustees if the number of parents standing for election is less than the number of vacancies.
- 1.1.14. In appointing a person to be a parent member of the LGB pursuant to clause 4.1.12, the Trustees shall appoint a person who is the parent of a registered pupil

at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

1.2. Term of office

1.2.1. The term of office for any person serving on the LGB shall be 4 years, save that this time limit shall not apply to:

- i. the Principal or any other post which is held ex officio, who will serve for as long as he or she remains in the relevant office;
- ii. persons who are "co-opted" to the LGB, who shall serve for 2 years.

1.2.2. Subject to remaining eligible to be a particular type of member on the LGB, any person may be re-appointed or re-elected (including being "co-opted" again) to the LGB for a maximum of 3 terms.

1.3. Resignation, Removal and Disqualification

1.3.1. A person serving on the LGB shall immediately cease to be a member if the relevant individual:

- i. resigns their office by giving notice in writing to the LGB;
- ii. serves on the LGB in their capacity as an employee of the academy and ceases to be associated with the academy in the capacity in which they were appointed;
- iii. is removed by the person or persons who appointed him. This does not apply in respect of a person who is serving as a parent member on the LGB, who may be removed by the Trustees;
- iv. is an ex officio member of the LGB and vacates the relevant office;
- v. is absent without the permission of the LGB from all their meetings held within a period of six months and the LGB Members resolve that their office be vacated;
- vi. is not reappointed or re-elected following the expiration of their term of office;
- vii. becomes ineligible to hold office under paragraph 4.2.1 of the Scheme of Delegation.

1.3.2. Where a person who serves on the LGB resigns their office or is removed from office, that person or, where they are removed from office, those removing them, shall give written notice thereof to the Trustees.

1.3.3. The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any LGB Member by written notice to the LGB-

2. Chair and Vice Chair of the Local Governing Body (LGB)

2.1. The term Chair refers to the person appointed under this paragraph as chair of the relevant LGB (as appropriate).

2.2. Subject to paragraph 1.5:

- i. the LGB Members shall at the first meeting of each academic year recommend a LGB Member to act as Chair of the LGB for ratification by the Trust Board;
- ii. the LGB Members shall at the first meeting of each academic year recommend a LGB Member to act as vice-chair of the LGB for ratification by the Trust Board;
- iii. the LGB Members will elect a temporary replacement from among the members present at the meeting in the absence of the Chair or vice-chair.

2.3. No person may act as Chair under paragraph 2.2 if they are an employee of the Trust.

3. Authority, remit and responsibilities of the Local Governing Body

3.1. The LGB shall be responsible for the matters as set out in Appendix Two.

3.2. Each LGB is authorised by the Trustees to:

- i. carry on any activity authorised by the Scheme of Delegation and these Terms of Reference; and
- ii. seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust/Academy and all senior employees shall be directed to co-operate with any request made.

3.3. In the exercise of its powers and functions, an LGB shall consider any advice given by the Principal and any other executive officer as well as the Trustees.

3.4. Unless Trustees resolve otherwise, LGBs may not establish any formal subcommittees but may, with the consent of Trustees, establish working groups to deliver a specific project or support the work of the LGB.

4. Proceedings of Local Governing Body meetings

4.1. The LGB will meet as often as is necessary to fulfil their responsibilities but at least three times a year.

4.2. Any two LGB members can request that the Chair convene a meeting of the LGB by giving no less than 14 days' prior notice in writing.

4.3. The quorum for the transaction of the business of LGB shall be three LGB Members [provided that at least one of them is a LGB Member appointed by the Board (not including staff members or parent members)].

4.4. The Trustees shall ensure that a clerk is provided to take minutes at meetings of the LGB.

4.5. At least seven clear days before the date of a meeting, the Clerk to the LGB shall send to each member of the LGB:

- i. notice in writing of the meeting; and
- ii. a copy of the agenda for the meeting,

provided that where the Chair, or in their absence or where there is a vacancy in the office of Chair, the Vice Chair, determines that there are matters demanding urgent consideration, it shall be sufficient if the written notice and copy of the agenda are given within a shorter period.

- 4.6. The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.
- 4.7. Every matter to be decided at a meeting of the LGB must be determined by a majority of the votes of the members present and voting on the matter.
- 4.8. Each LGB member present in person shall be entitled to one vote.
- 4.9. Where there is an equal division of votes the Chair of the LGB shall have a casting vote.
- 4.10. A register of attendance shall be kept for each LGB meeting and published annually.
- 4.11. LGB's may invite attendance at meetings from persons who are not LGB members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair.
- 4.12. A resolution to rescind or vary a resolution carried at a previous meeting of the LGB shall not be proposed at a meeting of the LGB unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.
- 4.13. A meeting of the LGB shall be terminated forthwith if:
 - i. the members of the LGB so resolve; or
 - ii. the number of members present ceases to constitute a quorum for a meeting of the LGB
- 4.14. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable.
- 4.15. Where the LGB resolves to adjourn a meeting before all the items of business on the agenda have been disposed of, the LGB shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the Clerk to convene a meeting accordingly.
- 4.16. Subject to paragraph 4.17, the LGB shall ensure that a copy of:

- i. the agenda for every meeting of the LGB;
- ii. the draft minutes of every such meeting, if they have been approved by the person acting as chair of that meeting;
- iii. the signed minutes of every such meeting; and
- iv. any report, document or other paper considered at any such meeting,

are, as soon as is reasonably practicable, made available at the Academy to persons wishing to inspect them.

4.17. There may be excluded from any item required to be made available in pursuance of paragraph 4.16, any material relating to:

- i. a named teacher or other person employed, or proposed to be employed, at the Academy;
- ii. a named pupil at, or candidate for admission to, the Academy; and
- iii. any matter which, by reason of its nature, the LGB is satisfied should remain confidential.

4.18. Any member of the LGB shall be able to participate in, and be counted as present for the purposes of the quorum, meetings of the LGB by telephone or video conference provided that:

- i. he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
- ii. the LGB has access to the appropriate equipment,

and provided that, if after all reasonable efforts it does not prove possible for that person to participate by telephone or video conference, the meeting may still proceed with its business provided it is otherwise quorate.

5. Conduct of LGB members

5.1. All LGB members shall observe at all times the provisions of the Trust's code of conduct for governors.

6. Members' Interests

6.1. LGB members are required to declare any business or other interests in any item being discussed at a meeting.

6.2. Each LGB member, if present at a LGB meeting, disclose their interest, withdraw from the meeting and not vote on a matter if:

- i. there may be a conflict between their interests and the interests of any of the academies or the Trust;

- ii. there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
- iii. they have a personal interest (this is where they and/or a close relative will be directly affected by the decision of the LGB in relation to that matter) in a matter.

7. Reporting Procedures

7.1. Within 14 days of each meeting each LGB will:

- i. produce and publish on the GVO draft minutes of its meetings; and
 - ii. provide a summary document identifying (i) decisions made, (ii) actions agreed within meeting (including responsible person), (iii) agreed amendments and additions to risk register (iv) recommendations to the Board, (v) any items for the information of the Board and (vi) items for further discussion by the Board,
- together referred to as the **LGB Reports**.

7.2. The LGB Reports shall be provided to the Trustees within 21 days of each LGB meeting.

7.3. The minutes of the proceedings of a meeting of the LGB shall be drawn up and stored on the GVO subject to approval of the members of the LGB at the same or next subsequent meeting. The minutes will be taken as draft until they are formally approved.

The minutes shall include a record of:

- i. all appointments of members and/or officers made by the LGB and/or the Trustees; and
- ii. all proceedings at meetings of the LGB including the names of all persons present at each such meeting.

7.4. LGBs shall arrange for the production and delivery of such other reports or updates as requested by the Board from time to time.

7.5. Each LGB shall conduct an annual review of its work and the powers and functions delegated to it under the Scheme of Delegation and Terms of Reference and shall report the outcome and make recommendations to the Board.

LGB Terms of Reference Schedule 1:

Remit and Responsibilities of the LGBs

The powers and functions delegated by the Board to the LGBs are set out in detail in the Trust's Scheme of Delegation as approved by the Board and in summary include the following:

- 1 To oversee the running of the academies in terms of learning, standards, safety and wellbeing.
- 2 To hold local academy leadership to account for academic performance, quality of care and provision.
- 3 To oversee and monitor the effectiveness of learning strategies.
- 4 To ensure that the Academy or Academies are conducted in accordance with the objects of the Trust, the terms of any trust governing the use of the land which is used for the purposes of an Academy, any agreement entered into with the Secretary of State for the funding of the Academy or Academies and these Terms of Reference.
- 5 To consider budget monitoring information and make recommendations to the Principal/Headteacher in relation to any potential overspending.
- 6 To act as a critical friend to the Principal/Headteacher (including but not limited to advice in relation to annual budget proposals).
- 7 To adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the Academy and are delegated to them in order to support the the Board and its committees in relation to proper use of funds & delivering high quality educational provision.
- 8 To represent the views of the community (including but not limited to in discussions on budget issues that relate to community engagement and activity and make recommendations to the Principal/Headteacher).
- 9 To support the Headteacher/Principal in recruitment and selection, grievance, disciplinary and exclusion processes where appropriate.
- 10 To promptly implement and comply with any policies or procedures communicated to the LGB by the Board from time to time.
- 11 To support the Trust's senior management staff deal with parental complaints pursuant to the Trust policy on parental complaints.

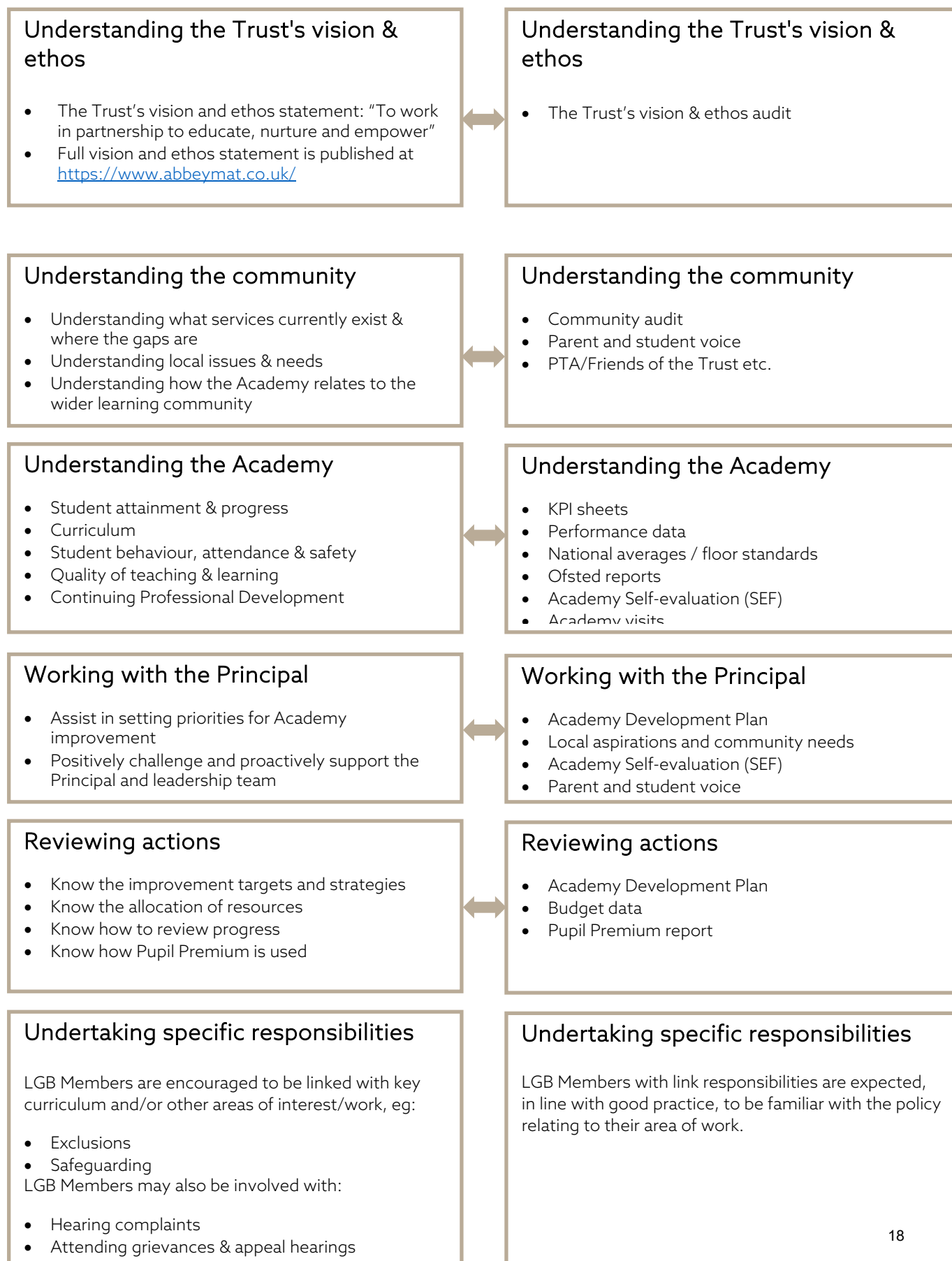
- 12 To draw any significant recommendations and matters of concern to the attention of the Board.

A high-level summary of the key activities and functions to be undertaken throughout the year by the LGB is set out on the next page.

LGB High-level Summary of Activities:

Key Activities

Typical Inputs



LGB Terms of Reference Schedule 2:

Current Abbey MAT Local Governing Bodies

As of the effective date of these terms of reference, the Trust has established a Local Governing Body for each of the following academies:

- Abbey Grange Church of England Academy
- Lightcliffe Academy
- St Chad's Church of England Primary School
- Holy Trinity Church of England Rothwell Primary Academy
- Manston St James Church of England Primary Academy
- Lightcliffe Church of England Primary Academy

The Trust has appointed Governor Advisory Boards in relation to the following academies, and retains in respect of those academies the functions and responsibilities that would otherwise be delegated to a Local Governing Body:

- Bishop Young Church of England Academy
- Christ Church Upper Armley Church of England Primary School

PART B:

BOARD COMMITTEE TERMS OF REFERENCE

1. Establishing the Committees

1.1. The Board has resolved to establish the following Board Committees as committees of the Board to support the effective operation of the Trust and its Academies and ensure that the Trust delivers against the Strategic Plan:

- i. audit and risk committee (A&R Committee);
- ii. finance and resources committee (F&R Committee);
- iii. performance management and remuneration committee (PMR Committee);
- iv. standards committee (Standards Committee).

2. Committee Membership

2.1. Each Board Committee shall have a minimum of three members and maximum of five members. A majority of Board Committee members must be trustees of the Trust (Trustees).

2.2. The Board will appoint and remove all Committee members.

2.3. The Board will ensure that Board Committee members have the necessary skills, background and experience to properly fulfil the relevant Board Committee functions.

2.4. The current Board Committee members are set out in the register of committee members maintained by the Trust.

2.5. Members of the Audit & Risk Committee may also sit on the Finance & Resources committee; however, there will be at least one additional Trustee.

2.6. The Trustees recognise the overriding principles of the Academy Trust Handbook published by the ESFA (the ATH) and that the Audit & Risk Committee should be established in such a way as to achieve internal scrutiny which delivers objective and independent assurance for the Trust. In establishing the Audit & Risk Committee the Board will adhere to the principles of the ATH and:

- i. staff employed by the Trust will not be members of the Committee, but may attend meetings to provide information and participate in discussions; and
- ii. the Trust's Accounting Officer and other relevant senior staff will routinely attend committee meetings in the capacity set out above.

3. Committee Chairs

- 3.1. The term Chair refers to the person appointed under this paragraph as chair of the relevant Board Committee.
- 3.2. Subject to paragraphs 3.2 and 3.4, each Board Committee shall at the first meeting of each academic year elect a member to act as chair of the committee. The committee will elect a temporary replacement from among the members present at any meeting where the Chair is absent.
- 3.3. No person may act as Chair of a Board Committee unless they are also a Trustee.
- 3.4. No person may act as Chair of a Board Committee if they are an employee of the Trust.

4. Authority, remit and responsibilities of the Committees

- 4.1. Each Committee shall be responsible for the matters as set out in the Scheme of Delegation Appendix 2 and within Schedule 1 of these terms.
- 4.2. Each Committee shall be responsible for oversight and monitoring of the Trust's performance against its strategic aims as delegated by the Board annually and linked to the Committee terms of reference. Delegated responsibilities in relation to the Strategic Plan and those reserved to the full Board are set out in Schedule 1 of these terms.
- 4.3. Each Committee is authorised by the Board to:
- i. carry on any activity authorised by the Scheme of Delegation and these Terms of Reference; and
 - ii. seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to co-operate with any request made.
- 4.4. Save with the consent of the Board, the Committees may not establish sub-committees.

5. Proceedings of Committee meetings

- 5.1. The Committees will meet as often as is necessary to fulfil their responsibilities but at least three times a year.
- 5.2. Any two Committee members can request that the Chair convene a meeting by giving no less than 7 days' prior notice.
- 5.3. The quorum for the transaction of the business of a Board Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Trustees.

- 5.4. The Chief Executive Officer shall ensure that a clerk is provided to take minutes at meetings of the Board Committees. Every matter to be decided at a meeting of a Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 5.5. Each Committee member present in person shall be entitled to one vote.
- 5.6. Where there is an equal division of votes the Chair shall have a casting vote.
- 5.7. A register of attendance shall be kept for each Committee meeting and published annually.
- 5.8. Committees may invite attendance at meetings from persons who are not Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 5.9. References in paragraph 5 to the "Chair" shall in the absence of the Chair be deemed to be references to the chair of the relevant Committee meeting.
- 5.10. The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.
- 5.11. A resolution to rescind or vary a resolution carried at a previous meeting of the Committee shall not be proposed at a meeting of the Committee unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.
- 5.12. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable.
- 5.13. Where the Committee resolves to adjourn a meeting before all the items of business on the agenda have been disposed of, the Committee shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the Clerk to convene a meeting accordingly.
- 5.14. Subject to paragraph 5.16, the Committee shall ensure that a copy of:
- i. the agenda for every meeting of the Committee;
 - ii. the draft minutes of every such meeting, if they have been approved by the person acting as chair of that meeting;
 - iii. the signed minutes of every such meeting; and
 - iv. any report, document or other paper considered at any such meeting,
- are, as soon as is reasonably practicable, made available at the Trust Registered Office to persons wishing to inspect them.
- 5.15. There may be excluded from any item required to be made available in

pursuance of paragraph 5.15, any material relating to:

- i. a named teacher or other person employed, or proposed to be employed, by the Trust;
- ii. a named pupil at, or candidate for admission to, a Trust academy; and
- iii. any matter which, by reason of its nature, the Committee is satisfied should remain confidential.

5.16. Any member of the Committee shall be able to participate in, and be counted as present for the purposes of the quorum, meetings of the Committee by telephone or video conference provided that:

- i. he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
- ii. the Committee has access to the appropriate equipment,

and provided that, if after all reasonable efforts it does not prove possible for that person to participate by telephone or video conference, the meeting may still proceed with its business provided it is otherwise quorate.

6. Conduct of Committee members

6.1. All Committee members shall observe at all times the provisions of the Trust's code of governance.

7. Members' Interests

7.1. Committee members are required to declare any business or other interests in any item being discussed at a meeting.

7.2. Each Committee member, if present at a Committee meeting, disclose their interest, withdraw from the meeting and not vote on a matter if:

- i. there may be a conflict between their interests and the interests of any of the Academies or the Trust;
- ii. there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
- iii. they have a personal interest (this is where they and/or a close relative will be directly affected by the decision of the Committee in relation to that matter) in a matter.

8. Resignation and Removal of Committee Members

8.1. A person shall immediately cease to be a member of a Committee if the relevant individual:

- i. resigns their office by notice in writing to the relevant Chair;

- ii. is removed by the person or persons who appointed them;
- iii. becomes ineligible to hold office under paragraph 4.2.1 of the Scheme of Delegation;
- iv. becomes an employee of the Trust, save that this clause shall only apply to members of the Audit and Risk Committee.

8.2. The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any Committee Member by written notice to the relevant Chair.

9. Reporting Procedures

9.1. Within 14 days of each meeting each Committee will:

- i. produce and publish on the GVO draft minutes of its meetings;
- ii. provide a summary document identifying (i) decisions made, (ii) actions agreed within meeting (including responsible person), (iii) agreed amendments and additions to risk register (iv) recommendations to the Board, (v) any items for the information of the Board and (vi) items for further discussion by the Board,

together the Committee Reports.

9.2. The Committee Reports can be agreed by committee members by email.

9.3. The Committee Reports will be sent to the Board within 21 days of each Committee meeting.

9.4. Committees shall arrange for the production and delivery of such other reports or updates as requested by the Board from time to time.

9.5. Each Committee shall conduct an annual review of its work and the powers and functions delegated to it under these Terms of Reference and shall report the outcome and make recommendations to the Board.

Board Committee Terms of Reference Schedule 1: Remit and Responsibilities of the Board Committees

Strategic Plan Responsibilities

The Board has determined that responsibility for oversight and monitoring of the Trust's Strategic Plan shall be delegated as follows for the current academic year:

Strategic Plan Section	Delegation
1. Strategic Planning and Vision	Reserved to Full Board
2. Performance Data and Outcomes	Standards Committee
3. Accountability – Roles and Responsibilities	Performance Management & Remuneration Committee
4. Governance	Reserved to Full Board
5. Financial Stability, Business Efficiencies and Effectiveness	Finance & Resources Committee

To fulfil these duties, responsibility for the monitoring of Key Performance Indicators (KPIs) as set out in the Strategic Plan shall be delegated as follows for the current academic year:

No	KPI Theme	Committee
1	Attainment and Progress	Standards
2	Attendance	
3	Inspection Outcomes	
4	Curriculum	
5	Exclusions	
6	Collaboration and Partnerships	
7	Pupil Numbers	Finance and Resources
8	Reserves Position and Income	
9	Audit	Audit and Risk
10	Procurement	Finance
11	Recruitment	PMR
12	Employee Value Proposition	
13	Talent Management / Succession	
14	HR policies / processes	Trust Board or relevant sub-committee
15	Health and Wellbeing	PMR
16	HR Provision	
17	Procurement and Management of Repairs	Finance and Resource
18	Academy Environments and Sustainability	
19	Health and Safety	
20	Trustee and Governor Attendance	Trust Board
21	External Review of Governance	
22	Trustee and Governor Induction	
23	Local Governance	
24	Governance Arrangements	

The powers and functions delegated by the Board to the Board Committees, reviewed annually and aligned with the Strategic Plan, are set out in detail in the Trust's Scheme of Delegation (Appendix 2) as approved by the Board and specifically include the following:

Audit & Risk Committee

The Audit & Risk Committee of Abbey Multi Academy Trust shall be responsible for the matters set out below:

Overall Purpose

- To assist the Board of Trustees in fulfilling its corporate governance and oversight responsibilities in relation to the Trust's financial reporting, internal control systems, risk management systems, regulatory compliance procedures and internal and external audit functions.

Overall Responsibilities

- To keep under review, the adequacy and effectiveness of the Trust's governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from the Trust's Executives, Leadership and Management, the External Auditor and any other relevant independent assurances or reports.
- To review and approve the statements to be included in the annual report concerning internal control, risk management and the viability statement.
- To review all risk and control related disclosure statements, in particular the Trust's annual Governance Statement, Statement on Regularity, Propriety and Compliance and Value for Money Statement, together with any associated reports and opinions from management, and the External Auditor prior to endorsement by the Trust Board.

Delegated Powers and Duties

The specific powers and functions delegated by the Board of Trustees to the Audit & Risk Committee are as set out below:

Internal Scrutiny

1. To annually direct and review the Trust's programme of internal scrutiny programme, ensuring that the internal audit function is adequately resourced and has appropriate standing within the Trust. The Committee shall identify on a risk-basis (with reference to its risk register) the areas it will review each year, and modify its checks accordingly.

2. To consider, and ensure that the programme of internal scrutiny takes account of, outputs from other assurance activities by third parties including external audit, ESFA, financial management and governance reviews, funding audits and investigations.
3. To ensure that direct reporting lines from internal assurance providers to the Audit & Risk Committee, and ultimately to the Trust Board, are established. Reporting lines must not be through the Chief Financial Officer.
4. To ensure that risks are being addressed appropriately through internal scrutiny and that findings are reported promptly to the Trust Board.
5. To keep the Trust's approach to internal scrutiny under review and report to the Board on the adequacy of its internal control framework. If it changes in size, complexity or risk profile, the Committee should consider whether its approach remains suitable.
6. To ensure that the Trust submits its annual summary report of the areas reviewed, key findings, recommendations and conclusions to ESFA by 31 December each year when the Trust submits its audited annual accounts (first applies December 2020). The Committee will also ensure that the Trust provides the ESFA with any other internal scrutiny reports if requested.

External Audit

7. To consider and make recommendations to the Board in relation to the appointment/re-appointment of the external auditor.
8. To assess the effectiveness, resources and independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals, and to review the performance of the external auditor on an annual basis.
9. To review and consider the circumstances surrounding any resignation or dismissal of the external auditor.
10. To recommend the audit fees to the Board and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors' independence or objectivity
11. To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.
12. To review the annual report and accounts

13. To review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response.
14. To produce an annual report of the Committee's conclusions to advise the Board and Members in respect of the above, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Financial Management and Reporting

15. To keep under review the Trust's financial management and reporting arrangements, providing constructive challenge (where necessary) to the actions and judgements of management in relation to the interim management and financial accounts, statements and reports and the annual accounts and financial statements, prior to submission to the Board, paying particular attention to:
 - critical accounting policies and practices, and any changes in them
 - decisions requiring a major element of judgement
 - the extent to which the financial statements are affected by any unusual or complex transactions in the year and how they are disclosed
 - the clarity and transparency of disclosures
 - significant adjustments resulting from the audit
 - the going concern assumption
 - compliance with accounting standards
 - compliance with DfE and legal requirements.
16. To review any recommendations made by the Secretary of State for Education for improving the financial management of the Academies.

Risk Management

17. To review the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks.
18. To review the adequacy and robustness of risk registers.
19. To keep under review the adequacy and effectiveness of the Trust's governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, internal audit, the external auditor and any other relevant independent assurances or reports (eg from the National Audit Office).
20. To review all risk and control related disclosure statements, in particular the Trust's annual "Statement on Internal Control", together with any associated

reports and opinions from management, the external auditor and Responsible Officer, prior to endorsement by the Trust Board.

Compliance, Whistleblowing and Fraud

21. To review the Trust's policy and procedures for handling allegations from whistleblowers.
22. To review the Trust's policies and procedures for handling allegations of fraud, bribery and corruption.
23. To receive reports on the outcome of investigations of suspected or alleged impropriety.
24. To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements.
25. To ensure that any significant losses are investigated and reported to the DfE/EFA where required.

General

26. To review or investigate any other matters referred to the Committee by the Board.
27. To draw any significant recommendations and matters of concern to the attention of the Trust Board.
28. Members of staff are not permitted to be audit committee members, but the accounting officer and chief financial officer should attend meetings to provide information and participate in discussions.
29. The chair of the board should not be chair of the Audit & Risk Committee.

Strategic Plan Areas of Responsibility:

N/A - The Audit & Risk Committee shall be responsible for directing and undertaking additional scrutiny of areas of the Strategic Plan as identified through the Trust's Risk Management processes.

Key Performance Indicator (KPI) Category Responsibility:

9. Audit

Finance & Resources Committee

The Finance & Resources Committee of Abbey Multi Academy Trust shall be responsible for the matters set out below:

Overall Purpose

- To assist the Board of Trustees in fulfilling its oversight responsibilities with respect to the monitoring and oversight of the Trust's financial plans, key enabling resources and strategies.

Overall Responsibilities

- To ensure the Board of Trustees is fully aware of the financial position of the Trust and how the financial position of the Trust might change in the foreseeable future.
- To advise the Board of Trustees on whether the Trust is holding a prudent level of unspent funds, and:
 - If the Trust holds funds above the level of prudence, to recommend how these could be best reinvested to meet the Trust's strategic aims; or
 - If the Trust has insufficient funds, to advise on what could be done to improve funding without damaging the Trust's strategic aims
- To provide assurance that all key enabling resources and strategies (e.g. personnel, IT, estates and procurement) are optimised and aligned with the Trust's strategic aims and objectives.

Delegated Powers and Duties

The specific powers and functions delegated by the Board of Trustees to the Finance & Resources Committee are as set out below:

Funding

1. To consider each of the academies indicative funding, notified annually by the DfE/ESFA and to assess its implications for the academies. This will be in consultation with the Director of Finance together with the Co-CEOs, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board.
2. To monitor pupil numbers at each of the academies, including projected numbers and area demographics, and make assessments of the financial implications, including future funding projections, financial stability and viability, to inform the Trust's strategic decision-making.

Budgeting

To receive and make recommendations on the broad budget headings and

areas of expenditure to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out by the Board of Trustees and in the academies' strategic plans.

3. To recommend to the Board of Trustees approval of the annual budget plan and cashflow forecasts for the forthcoming financial year.
4. To be responsible for ensuring that financial performance is actively measured against budget.
5. To liaise with and receive reports from appropriate committees and make recommendations to those committees about the financial aspects of matters being considered by them.
6. To consider for approval requests for supplementary expenditure falling within the delegated limits and make appropriate recommendations to the Board.
7. To consider for approval any between budget changes or in-year budget movements between spend headings within the Academy budget which are likely to result in a budget overspend.
8. To monitor and hold academy leaders and governing body to account for progress against the agreed recovery plan at academies subject to an internal financial notice to improve

Expenditure

9. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the Board.
10. To authorise the writing off of debts falling within the delegated limits.

Investment

11. To be responsible for ensuring that the Trust has an investment policy in place to manage and track its financial exposure, and ensure value for money
12. To oversee investments made in furtherance of the Trust's charitable aims, ensuring that care and skill is exercised in investment decisions, taking advice as appropriate from a professional adviser.
13. To ensure exposure to investment products is tightly controlled so security of funds takes precedence over revenue maximization.
14. To ensure investment decisions are in the trust's best interests.
15. To review the trust's investments and investment policy regularly.

Financial Strategy

16. To be responsible for the development of the financial strategy of Abbey MAT, through the consideration of financial priorities and proposals, in consultation

with the Co CEOs, Director of Finance and Senior Leaders.

17. To monitor the financial implications of enabling strategies and capital investments (e.g. personnel, marketing, IT, estates, and procurement).

Financial Procedures and Controls

18. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and where appropriate make recommendations for improvement.
19. To prepare the financial statement to form part of the annual report of the Trustees to stakeholders and for filing in accordance with requirements of the Companies Act, Charity Commission and Funding Agreement (including the Academies Financial Handbook).
20. To review financial policies including the Financial Scheme of Delegation and make recommendations to the Trust Board.

Asset Management

21. To receive reports on the management of assets including premises and their security.
22. To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.

Property Management and Insurance

23. To determine the allocation and prioritisation of school conditions funding.
24. To ensure that Trust premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
25. To ensure appropriate insurance is arranged for the Trust and its academies.

Health & Safety

26. To maintain oversight of the Trust Health and Safety reports and advise as necessary.
27. To monitor compliance with the Trust's Health and Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

Key Enabling Resources and Strategies

28. To advise the Board of Trustees as appropriate on HR, procurement, marketing, estates, and IT strategies, ensuring alignment with the Trust's overall strategic plan.
29. To monitor the Trust's compliance with statutory regulations and best practice in these sector areas.
30. To monitor major corporate projects as required.

General

- 31. To review or investigate any other matters referred to the Committee by the Board.
- 32. To draw any significant recommendations and matters of concern to the attention of the Trust Board.

Strategic Plan Areas of Responsibility:

- 5. Financial Stability, Business Efficiencies and Effectiveness

Key Performance Indicator (KPI) Category Responsibility:

- 7. Pupil Numbers
- 8. Reserves Position and Income
- 10. Procurement
- 17. Procurement and Management of Repairs
- 18. Academy Environments and Sustainability
- 19. Health and Safety

Performance Management and Remuneration Committee

The powers and functions delegated by the Board to the Performance Management and Remuneration Committee are as set out below.

Overall Purpose

- To assist the decision making of the Trust Board, by enabling more detailed consideration to be given to the best means of fulfilling the Trust Board responsibility for reviewing and agreeing matters in relation to staffing

Overall Responsibilities

- To determine the staffing complement for the Trust in line with the Trust Development Plan and oversee any staffing reduction or appointment procedures as necessary, including consultation with teacher associations and trade unions as appropriate
- To ensure safeguarding procedures are in place and that Trustees have completed safeguarding training
- To conduct agreed arrangements for recruitment and selection of all Trust staff (unless delegated to a separate committee, governing board or CO-CEOs/Executive Principal (Secondary) & (Primaries)
- Agree and oversee the application of the whole Trust pay policy
- To formulate and review staffing and personnel policies, adopt and implement these policies as necessary
- To make recommendations/report as appropriate to the Finance & Resources Committee or Trust Board
- To ensure the Trust complies with legislation in relation to personnel matters
- To ensure proper arrangements are in place to consider any appeal against a decision on pay issues

Delegated Powers and Duties

The specific powers and functions delegated by the Board of Trustees to the PMR Committee are as set out below:

Pay and Performance Management

1. To ensure the Trust operates in accordance with the Appraisal Policy.
2. To secure the appraisal of the CO-CEOs, and select an external adviser to support the Chair of the Trust in undertaking the appraisal of the CO-CEOs
3. To determine whether the outcome of the CO-CEOs appraisal meets the criteria for pay progression as covered under the pay policy and make recommendations to the Trust Board regarding movement along the pay spine
4. To moderate pay decisions across the Trust
5. To determine annually the salaries of teaching and support staff, in accordance with the School Teachers' Pay and Conditions Document or any appropriate regulations and agreements as appropriate, the Appraisal and Pay Policies adopted by the Trust and the salaries budget.

6. To annually review/realign the Individual School Range
7. To consider pay discretion (where not otherwise delegated) including progression to the upper pay range and applications for re-grading, and pay discretion for the CO-CEOs, all Exec Principals/Principals/Headteachers/Heads of School, Central Trust Staff, and any school based staff member with a salary over £90,000 (the CO-CEOs should not advise on their own pay).
8. To ensure that the Trust publishes statutory pay equality information
9. To analyse any gender pay gaps and any challenges in achieving pay equality in the Trust and any success on closing the gender pay gap.
10. To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.

Grievances

11. To consider staff grievances where there is a referral under the grievance procedure adopted by the Trustees. A panel convened by the Committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.
12. To consider staff complaints of harassment where there is a referral to the Committee under the procedure adopted by the Trustees. A panel convened by the Committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

Staff Discipline & Dismissals

13. To consider formal action where there is a referral under the disciplinary or capability procedures adopted by the Trustees. A panel convened by the Committee will make a determination as provided for under either procedure.
14. To investigate irregularities, and conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures as provided for under the relevant procedure.

Staff Appeals

15. To convene a panel to consider appeals under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapability due to ill health) adopted by the Trustees.
16. To convene a panel to consider appeals under other procedures as may from time to time be delegated by the Trustees, including appeals under the Trust's Pay Policy. The appeals panel will not consist of any trustees or governors who have been involved in the decision making process e.g. those governors who sit on the academy's pay committee.

Personnel

17. To regularly review the Trust's single central record.
18. Unless otherwise delegated, to consider secondment, early release and early retirement requests (with the exception of the CO-CEOs for whom the Trust

Board retain authority).

19. To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.
20. To advise on the strategic planning of human resources and carry out a review of the staffing establishment at least once per year in relation to the staffing element of the Trust development plan.
21. To receive reports, monitor the status of, and make recommendations to the Board on all aspects of matters relating to staff in the Trust.

Policy Development and Consultation

22. To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay, and adopt and implement those policies as necessary.
23. To monitor the communication and consultation of those policies and processes to staff and review feedback.
24. To advise on the means of achieving active participation by staff in policy development.

General

25. To review or investigate any other matters referred to the Committee by the Board.
26. To draw any significant recommendations and matters of concern to the attention of the Trust Board

Strategic Plan Areas of Responsibility:

3. Accountability – Roles and Responsibilities

Key Performance Indicator (KPI) Category Responsibility:

11. Recruitment
12. Employee Value Proposition
13. Talent Management / Succession
15. Health and Wellbeing
16. HR Provision

Standards Committee

The powers and functions delegated by the Board to the Standards Committee are as set out below.

Overall Purpose

The Purpose of the Committee is to:

- Support the Board of Trustees in fulfilling statutory duties relating to curriculum, quality of education, standards and safeguarding;
- Support the Board in understanding the unique context of each academy whilst ensuring a consistent approach to reporting;
- Support the Board in understanding relevant data, including performance, progress, outcomes, behaviour, attendance and other key indicators.

Overall Responsibilities

- To monitor the academic progress of the academies and to support the strategic role of Trust leadership through a framework for effective self-evaluation, monitoring and evaluation, educational innovation and mutually beneficial partnerships.

Delegated Powers and Duties

The specific powers and functions delegated by the Board of Trustees to the Standards Committee are as set out below:

1. Identify any areas of concern in respect of standards and performance and to implement an action plan with the CEO.
2. Ensure that the Trust's curriculum is balanced and meets the needs of all children/young people.
3. Scrutinise and review relevant Trust policies for recommendation to the Trust Board.
4. Ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.
5. Support the CEO in the creation, implementation and monitoring of the Trust's development plan and any post-Ofsted action plan.
6. Advise the Trust Board with respect to targets for pupil/student achievement across the Trust.
7. To review and challenge progress of the Trust against its strategic objectives and KPIs.

8. Ensure that effective arrangements are in place across the Trust for pupil/student support and representation, for monitoring attendance and for behaviour management.
9. Ensure the suitability and effectiveness of the Trust's external partnerships, relationships and collaboration.

Reporting procedures

10. The minutes of meetings of the Committee will be circulated to all members of the Trust Board.

General

11. To review or investigate any other matters referred to the Committee by the Board.
12. To draw any significant recommendations and matters of concern to the attention of the Trust Board

Strategic Plan Areas of Responsibility:

2. Performance Data and Outcomes

Key Performance Indicator (KPI) Category Responsibility:

1. Attainment and Progress
2. Attendance
3. Inspection Outcomes
4. Curriculum
5. Exclusions
6. Collaboration and Partnerships

APPENDIX 2: ABBEY MULTI ACADEMY TRUST SCHEME OF DELEGATION CHECKLIST 2021/22

Key and colour coding relating to main decision maker

Level 1: The Trust Board (company)

Level 2: An Abbey MAT committee: Finance and Resource (F&R), Audit and Risk (A&R), Standards, Performance Management and Remuneration (P&R)

Level 3: The CEOs of the Trust

Level 4: Academy Local Governing Body

Level 5: A named individual endorsed by the Trust

Level 6: Executive Principal or Principal/Head of an academy

✓ Decision Maker

I: Involved in decision

This document sets out the powers Abbey MAT, as the Trust, delegate to Academy Local Governing Bodies (LGBs) and named people. The CEO, LGB, Board committee or Academy Principal /Executive Principal may choose to delegate further powers as required. It should be remembered that although decisions may be delegated, the Trust Board remains responsible for any decision made under delegation and can de-delegate powers as needed. In academies that have a Governor Advisory Board (GAB), the Trust Board retain all delegated powers unless otherwise stated.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
Strategy	1	Set strategic objectives of the Trust	✓						The Trustees will (following consultation with the CEOs, LGBs and principals) set the strategic objectives of the Trust.
	2	Set strategic objectives of the Academies			✓				The CEOs (in consultation with LGBs and principals) develop the strategic objectives for each academy ensuring they are in-line with the Trust strategic objectives,
	3	Deliver strategic objectives for the Trust			✓				The CEOs will ensure that the strategic objectives for the Trust are delivered.
	4	Deliver strategic objectives for the Academies						✓	The CEOs will hold leaders to account for the delivery of strategic objectives within their academy.
	5	Develop the character, mission and ethos of the Trust and Academies	✓						
	6	Scrutinise the operation of the Trust and Academies against the agreed character, mission and ethos	✓						The CEOs and Principals will report to the Trust Board on the operation of the Trust and Academies against the agreed character, mission and ethos.
Leadership and Governance	7	To draw up governance documentation and any amendments thereafter	✓			✓			The Trust will approve the documentation; LGB to implement.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	8	To ensure processes are in place for the appointment of Trustees (including that the Trustees have the skills to run the Trust and the Academies)	✓						Trust Board to determine policies and criteria for the selection of Trustees and Governors. Members to ratify appointments of Trustees.
	9	To appoint (and remove) the chair of the LGB	✓						
	10	To appoint and dismiss the clerk to the Trust Board and the LGBs	✓						
	11	To hold a full LGB meeting at least 3 times in an academic year				✓			
	12	To appoint and remove members of the LGB	✓				✓		Named person jointly accountable is Chair of LGB. LGBs to ensure procedures for the election of staff and parent governors are carried out.
	13	To set up a Register of Business interests					✓		Trust Governance Professional to ensure implementation.
	14	To regulate the LGB procedures (where not set out in law).					✓		Trust Governance Professional to ensure implementation.
	15	To determine the development needs of Trustees and governors and put in place an appropriate training programme.					✓		Trust Governance Professional accountable to CEOs and Board.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	16	To consider requests from other schools to join the company	✓		✓				Due Diligence proposed to Board by CEO.
	17	To ensure compliance with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	✓			✓			
	18	To ensure that the Trust and Academies have a risk register and that it is reviewed regularly.	✓	✓	I	✓			LGBs to update Academy Risk Register termly. A&R committee to update Trust Risk Register having reviewed Academy registers. CEO to manage corporate risk register
Central Services	19	To determine the scope of core central services to be delivered by the Company on behalf of its Academies.	✓						These are set by the Board and are communicated to all schools when they join the Trust and will be reviewed annually.
	20	To identify those additional services to be procured on behalf of individual academies.		I		✓			Decisions for individual academies rests with schools, however, in some instances decisions may be taken by a Trust Board committee to procure goods across schools.
	21	To ensure centrally procured services provide value for money.					✓		Abbey MAT Director of Finance.
Finance	22	To agree a funding model across the Trust and develop an individual funding	✓						Confirmed to LGB at point of joining and will be reviewed

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
		model for the Academies to secure the Trust's financial health in the short and the long term.							annually to reflect core service offer.
	23	To formulate and set the Trust wide budget	✓						Director of Finance to prepare Trust budget in consultation with CEO and present to the Trust Board for approval.
	24	To formulate and determine the proportion of the overall budget to be delegated to each Academy.	✓						Director of Finance to prepare Academy budgets in consultation with the LGBs and present to the Board for approval.
	26	To develop and propose the individual Academy budget, including the allocation and use of any ring-fenced resources.				✓			Academy budget planning and spend is delegated to individual academies for all funding minus the retained central funds.
	27	To approve the first formal budget plan each financial year and receive final end of year Education and Skills Funding Agency (ESFA) returns.	✓	I			I		The Trust's Director of Finance will finalise the end of year accounts for ESFA, checking and consolidating the figures provided from each Academy. The Trust F&R committee approves the budget which is then ratified by the full Board.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	28	To monitor monthly expenditure and account to the Company for value for money.		I		✓		I	This will be the responsibility of the LGB – with the Finance Director also monitoring on behalf of Abbey MAT and reporting to the Trust F&R committee.
	29a	To approve any between budget changes or in-year budget movements between spend headings within the Academy budget which do not result in a budget overspend.				✓			LGB do this within the limits set by the Company – as referred to in the Trust Financial Handbook. Changes must be reported to the Director of Finance to report to the Trust F&R committee.
	29b	To approve any between budget changes or in-year budget movements between spend headings within the Academy budget which are likely to result in a budget overspend.		✓		I	I		LGB to discuss these changes with the Director of Finance and propose changes. F&R committee to authorise overspends.
	30	To establish financial decision levels and limits.	✓				I		As advised by the Director of Finance.
	31	To present financial reports to the Trust Board					✓		Director of Finance to report to Board at each Trust Board meeting and at each F&R committee meeting.
	32	To establish policies and procedures to ensure compliance with the Trust's financial and reporting requirements.	✓	I			I		CEO and Director of Finance to recommend policy and procedure to Trust Board.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	33	To establish a charging and remissions policy	✓						
	34	Miscellaneous financial expenditure outside and in addition to the agreed budget.		✓					F&R committee must approve overspends.
	35	To enter into additional contracts which exceed the agreed annual budget allocation.				✓			Initially limited to £1000 of budgeted surplus without written agreement of the Trust.
	36	To make payments within agreed financial limits.					✓		Director of Finance, Head of Finance and as agreed by LGB.
	37	To enter into contracts – up to limit of delegation set out in Scheme of Financial Delegation	✓						
	38	To authorise the establishment of bank accounts and approve bank mandates in the name of the Trust.	✓						
	39	To agree the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation.	✓				I		Director of Finance to recommend policy to Board.
	40	To appoint the Audit and Risk Committee	✓						
	41	To appoint the Accounting Officer and Director of Finance	✓						
	42	To recommend the appointment of External Auditors to the Members	✓						
	43	To appoint the Internal Auditors	✓						
	44	To approve and set up a members and Trustees Expenses Scheme.							

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
Performance Management	45	CEO appointment, performance management and dismissal	✓				✓		Appointment by Board, Performance Management by Chair and another nominated Trustee.
	46	To appoint and manage the Director of Finance.			✓		✓		CEOs and a nominated Trustee
	47	To appoint, manage and dismiss and central Trust staff			✓		✓		CEOs and Line Manager
	48	Executive Principal, Principal, Headteacher and Head of School appointments, management and dismissals and agreement to release and appoint Acting Principals/Heads.	✓		I	I		I	<p>CEO, Chair of the LGB and any Exec. Principal / Trust Director of Education in place must be included as a member of the appointments / selection panel.</p> <p>The Exec. Principal will always be on a Head of School panel. Other LGB members and Trustees may be invited. Panels will normally be around 5 plus a Diocesan Advisor as required.</p> <p>The Board makes the final appointment.</p> <p>Trustees agree the planned release / secondments of</p>

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
									Exec. Principal, Principal, Headteacher and Head of School.
	49	Deputy, Assistant Principal and Assistant Head appointments, Performance Management and dismissals (selection panel)				✓	I	I	Executive Principal, Chair of the LGB and Principal/Head must be included as a member of the appointments/selection panel and decision panel agreeing to planned release/secondment. The LGB makes the final appointment. The Chair of the LGB must always be informed immediately of a dismissal or suspension.
	50	Appoint/dismiss and performance management of other teachers.				✓		I	Principal / Head or nominated representative must be a member of the appointment/selection panel. LGB pre-approves all staffing and budgets. The chair of the LGB must always be informed immediately of a dismissal or suspension.
	51	Appoint/dismiss and performance management of non-teaching staff.				✓		I	Principal / Head or nominated representative must be a

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
									member of the appointment/selection panel. LGB pre-approves all staffing and budgets. The chair of the LGB must always be informed immediately of a dismissal or suspension.
	52	To ensure that an approved appraisal policy is in place.			✓				
	53	To secure the statutory appraisal of: <ul style="list-style-type: none"> Executive Principal Principals / Headteachers Heads of School Other Staff 			✓	✓		✓	Executive Principal: CEO Principal / Headteacher: CEO Heads of School: CEO Other Staff: Principal/Headteacher/Head of School and LGB.
	54	To review annually the Trust appraisal policy	✓						
HR and Operations	55	To establish and review Trust wide HR policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations.	✓			I		I	
	56	To establish and review Trust wide and academy procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement,	✓						

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
		Academies Financial Handbook and the Trust's procurement policy.							
	57	To manage school level complaints				✓		✓	The Trust will only investigate complaints about schools when they have not been resolved at school level and the school has not been found to either breach its funding agreement or has not followed the complaints process. Complainants who are unhappy with responses but do not meet the above criteria should be referred to the ESFA as per the Abbey MAT complaints policy.
	58	To manage school level grievances.				✓		✓	Staff grievances should be routinely dealt with by the line manager in school with a final escalation point of the Principal/Head and Governing Body. In the case where the grievance is directly about the Principal/Head this should be referred to the CEO as per the grievance policy.
	59	To agree any out of normal process HR intervention			✓		✓		The CEO must always be informed at the outset of any

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
									out of normal HR process and must be regularly informed. It is likely that the CEO may also inform the Chair of the Trust.
	60	Determining staff complement within agreed budget – including making provision for exceptional staff costs e.g. absence, maternity, paternity payments.				✓		✓	Principal/Headteacher/Head of School to recommend staffing complement to LGB.
Pay	61	To agree a Trust pay policy and decision maker regarding adoption of pat rewards proposed by Nation Unions.	✓			I		I	Trust to agree overall policy and pay rewards. LGB and Principal/Head to implement in school.
	62a	Pay discretion for all Exec Principals/Principals/Headteachers/Heads of School (or any school based staff member with a salary over £90,000)		✓		I	I		P&R committee to agree. CEO to recommend based on performance management and within agreed budget.
	62b	Pay discretion for other staff.				✓		✓	Principal/Headteacher/Head of School to agree with LGB within agreed budget.
	62c	Pay discretion for central Trust staff.		✓	I				P&R committee to agree. CEO to recommend based on performance management and with advise of line manager and within agreed budget.
	63	Determining dismissal payments / early retirement.	✓		✓	I		I	Trust to determine policy. CEO to be informed at outset. LGB and Principal to

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
									implement in school in line with allocated budget, as determined by Academies Financial Handbook.
	64	Setting Terms and Conditions of Employment	✓						Trust Board to consider any proposals by LGBs to make amendments.
Curriculum, Performance and Standards	65	To review and challenge progress of the Trust against its strategic objectives and KPIs	✓	I	I	I	I	I	Principal/Head to report progress to the Director of Education and LGB. Director of Education to review reports from Principals and report to Standards Committee. LGB to report progress to the CEO and Board. CEO / Director of Education to report progress to the Board. Trust Board to review progress of the Trust and Academies.
	66	To hold each academy's leadership to account for academic performance, quality of care and quality of provision.	✓						
	67	To carry out the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.				✓		I	

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	68	To undertake consultation with students, parents/carers and other stakeholders as part of the programme of regular self-evaluation to assess its performance against its stated aims and objectives.				✓		I	LGB to ensure that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.
	69	To determine an Academy Development Plan that is in line with the strategic aims of the Trust				✓		I	Principal/Head to produce academy development plan and present to LGB.
	70	To review progress against the objectives within the academy development plan.				✓		I	LGB to review academy development plan termly and report any concerns to Trust Board.
	71	To ensure appropriate levels of support, challenge and intervention to support delivery of education outcomes.	✓		I	✓		✓	Trust Board to review the work of the CEO. CEO to support the academies and intervene where appropriate. LGB to review the work of the Principal/Head Principal/Head to manage staff to ensure teaching and learning objectives are met.
	72	To ensure that the legal requirements for children with special needs are met and that they are given support for learning.				✓		I	LGB to review the provision for SEND pupils. Principal/Head to ensure provision is in place.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	73	To review and challenge the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap.	✓	I		✓			CEO to report to the Board on the effectiveness of use of Pupil Premium across the Trust. LGB to review Pupil Premium spend at academy level.
	74	To determine how Pupil Premium is spent at the Academy				✓		I	Principal/Head to report to LGB on the effectiveness of use of the Pupil Premium.
	75	To approve a curriculum policy.				✓			
	76	To develop and implement curriculum policy.						✓	Principal/Headteacher/Head of School
	77	Responsible for standards of teaching.						✓	Principal/Headteacher/Head of School
	78	Accountability for standards of teaching.	✓				I	✓	Main responsibility sits with Trust Board with Director of Education reporting to Trust Board.
	79	Responsibility for individual child's education.					✓	✓	Principal and Director of Education. Accountable to LGB and Trust Board.
	80	Accountability for individual child's education.	✓			✓			Principal and Director of Education. Accountable to LGB and Trust Board.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
Target Setting	81	To propose targets for pupil achievement.					I	✓	Principal/Head with Director of Education and Trust Assessment Lead
	82	To agree targets for pupil achievement.	✓			✓			
	83	Responsibility for pupil outcomes.						✓	Principal/Headteacher/Head of School
	84	Accountability for pupil outcomes		✓		I	I	I	The Company are responsible to the Secretary of State for standards and pupil outcomes and delegate the monitoring of this to the Standards Committee. They will hold the LGB and Principal/Headteacher/Head of School accountable to them.
Educational Provision	85	To set the opening and closing times for the Academies.	✓			I			Board to determine in consultation with the LGB
	86	To set term dates and length of school day	✓			I			Board to determine in consultation with the LGB
	87	To ensure school lunches are provided and they meet appropriate nutritional standards				✓			
	88	To ensure provision of free school meals to those who meet the criteria				✓			
	89	To promote partnership working between parents/carers				✓		✓	

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	90	To undertake consultation with students, parents/carers and other stakeholders as part of the programme of regular self-evaluation to assess its performance against its stated aims and objectives.				✓		✓	
	91	To provide support during Ofsted inspections.	✓		I				The Board will liaise with Ofsted where MAT is inspected; it will assist with an Academy inspection. CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review. CEO will support LGBs and Principals/Heads for individual Academy inspections.
	92	To establish and review pupil discipline policy.	✓						The LGB must ensure this is implemented.
	93	To publish proposals to change category / phase and age range of the Academy.	✓						The LGBs can propose changes to the Board and must implement all required consultations.
	94	To decide the unexpected and unplanned school closure e.g. for snow or critical equipment breakdowns.						✓	The Chair of the LGB and the CEO must be notified as soon as the decision to close is taken.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	95	To prepare and publish the school prospectus.				✓		✓	
	96	To ensure the Trust website complies with statutory guidance.	✓		✓				
	97	To ensure the Academy website complies with statutory guidance.				✓	✓		Trust Head of Digital Services to audit websites termly and provide report to Principal/Headteacher/Head of School.
	98	To oversee public relations activities to project the activities of the Trust and the Academies to the wider community.			✓				
	99	Adoption and review of home-school agreements.						✓	
	100	To cease providing extended school provision.				✓			LGB must inform Trust Board.
	101	To ensure student issues (including attendance, exclusion, punctuality and disciplinary matters) are dealt with in accordance with Trust and Academy policies.						✓	Trust Board and LGB to receive termly KPI reports from the Principal/Headteacher/Head of School.
	102	To establish a pupil behaviour policy.	✓			✓			The LGB must ensure it is implemented.
	103	Provision of sex and relationships education – to establish and keep up to date a written policy.				✓			

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	104	To prohibit political indoctrination and ensuring the balanced treatment of political issues.				1		✓	
Exclusions	105	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice chair in cases of urgency).				✓			At the point of any decision to exclude the Principal/Headteacher/Head of School must ensure the appropriate documentation is sent to the central Trust office and the LA.
	106	To direct reinstatement of excluded pupils. (Can be delegated to chair/vice chair in cases of urgency).				✓			
	107	To manage the appeal process for an exclusion.	✓				1		Supported by Governance Professional
Admissions	108	To consult before setting an admissions policy.	✓			✓			The LGB will be responsible for consultation on changes to its admissions policy. The Trust Board must give its written approval for any changes to the admissions policy.
	109	To administer the admissions process in accordance with the policy.				✓			

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	110	To procure an independent appeals process.	✓						
	111	To appeal against LA directions to admit pupil(s).	✓			✓			Although in practice the LGB and Principal/Headteacher/Head of School would normally do this with the support of the Company.
Religious Education	112	Responsibility for ensuring provision of RE in line with the school's basic curriculum.						✓	
Collective Worship	113	To ensure that all pupils take part in a daily act of worship (for Church schools only)						✓	Parents have the right to withdraw their children from collective worship if notified to the Academy in writing. The Principal/Headteacher/Head of School must make appropriate provision if a parent exercises this right.
Premises and Insurance	114	To arrange insurance for the Trust and its academies		✓			✓		Director of Finance to arrange insurance and account to F&R committee.
	115	To manage the assets of the Trust.		✓		I	✓		Director of Finance to co-ordinate and manage and account to F&R committee. LGB's to recommend to the Board any changes to fixed assets used by the Academy.

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
	116	To determine the allocation and prioritisation of school conditions funding.		✓			✓		Director of Finance to co-ordinate and manage and account to F&R committee who will approve all awards.
	117	To develop school building strategy or plan.				✓			The LGB should take responsibility for producing and implementing a Premises Development Plan, liaising with the Head of IT/Infrastructure and Director of Finance.
	118	Procuring and maintaining buildings, including developing properly funded maintenance plan.				✓			
	119	To determine the use of the Academies' premises and ensure premises are adequately maintained.	✓			✓			LGBs to determine academy plan in accordance with Trust Policy.
	120	To acquire and dispose of Trust land.	✓						
Safeguarding and Health and Safety	121	To institute a health and safety policy	✓			✓			Trust to determine model policy; LGBs to modify to ensure appropriateness to context.
	122	To ensure that health and safety regulations and safeguarding are followed.						✓	Principal/Headteacher/Head of School
	123	To ensure each academy has appointed a Designated Safeguarding Lead, ensuring	✓				I		Trust Board to ensure each academy has a Safeguarding

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
		compliance with statutory guidance and maintenance of Single Central Record.							and Child Protection policy and that it is reviewed annually. Head of HR to quality assure maintenance of Single Central Record.
	124	To develop a safeguarding policy in line with statutory requirements and best practice.				✓		I	
	125	To implement the safeguarding policy						✓	
Data Protection	126	Maintain accurate and effective and secure pupil records.						✓	
	127	Maintain accurate and effective and secure employee records.						✓	
	128	Comply with all GDPR Data Protection legislation and good practice.					✓	✓	The Trust Governance Professional is the named Data Protection Officer (DPO) for the Trust. Each Academy has a local data protection co-ordinator responsible for managing data at the Academy and reporting concerns or breaches to the Principal/Headteacher/Head of School and the Trust DPO. The Trust will produce all GDPR and Data policies and review these regularly. Each

Function	No	Tasks	Decision Level						Notes
			1	2	3	4	5	6	
									LGB should note the policies available and monitor compliance.
Policy	129	To determine, on an annual basis, those policies which will be developed by the Trust and be mandatory for all Trust Academies.			✓				Current policy delegation set out in Annex 2: Abbey MAT Policy Delegation Matrix
	130	To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review.			✓				

Annex 1: Abbey MAT Policy Delegation Matrix

Approval Key:

✓ Approve

C Consult with

R Receive and apply in respect of the Academy

I Involved in approval

Document	Statutory?	Approval					Level	Type	Responsible Officer	Review	Website		Notes
		Trustees	LGB	Other	Unions	Staff					MAT	Academy	
Statutory Documents – MAT Level													
Academies Financial Regulations including Financial Handbook	✓	✓	R		C	C	MAT	Policy	FD	Annual			
Capability Policy	✓	✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Charging & Remissions Policy	✓	✓	R				MAT	Policy	FD	3 Yearly	✓	✓	
Code of Conduct Policy	✓	✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Complaints Policy	✓	✓	R				MAT	Policy	Head of HR	3 Yearly	✓	✓	
Data Protection Policy/GDPR	✓	✓	R				MAT	Policy	GovProf	2 Yearly	✓	✓	
FOI Policy	✓	✓	R				MAT	Policy	GovProf	3 Yearly	✓	✓	
Grievance Policy	✓	✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Privacy Notices	✓	✓	R				MAT	Policy	GovProf	3 Yearly	✓	✓	
Safer Recruitment Policy	✓	✓	R				MAT	Policy	Head of HR	Annual			
Staff Disciplinary Policy	✓	✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Teachers' Appraisal Policy	✓	✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Teachers' Pay Policy	✓	✓	R		C		MAT	Policy	Head of HR	Annual			
Trustees' & Governors' Allowances Policy	✓	✓	R				MAT	Policy	GovProf	3 Yearly			

Document	Statutory?	Approval					Level	Type	Responsible Officer	Review	Website		Notes
		Trustees	LGB	Other	Unions	Staff					MAT	Academy	
Information published on websites - MAT	✓	✓	R				MAT	Record	Head of DS with GovProf	Termly	✓		
Minutes of Trust Board and Committee Meetings (Part 1 only)	✓	✓					MAT	Record	GovProf	Live			
Register of Business Interests of Trustees and Executive Staff	✓	✓					MAT	Record	GovProf	Annual	✓		
Behaviour MAT Statement	✓	✓	R				MAT	Statement	CEO	3 Yearly	✓		
Health & Safety MAT Statement	✓	✓	R				MAT	Statement	Head of IT/I	3 Yearly	✓		
Safeguarding & Child Protection MAT Statement	✓	✓	R				MAT	Statement	CEO	Annual	✓		
Statement for Dealing with Allegations of Abuse against Staff	✓	✓	R				MAT	Statement	Head of HR	3 Yearly			
Statutory Documents – Academy Level													
Access to Providers of Technical Education and Apprenticeships	✓		✓				Ac	Policy	Head	Annual		✓	
Accessibility Policy	✓		✓				Ac	Policy	Head	Annual		✓	
Administration of Medicines Policy	✓		✓				Ac	Policy	Head	3 Yearly			
Admissions Policy	✓	✓	I				Ac	Policy	Head	Annual		✓	LGB review and recommend arrangements for Academy to Trustees. LGB responsible for applying policy.
Admissions Appeals Timeline	✓			✓			Ac	Policy	Head	Annual		✓	Approved by Headteacher
Behaviour Policy (to include anti-bullying)	✓		✓				Ac	Policy	Head	3 Yearly		✓	

Document	Statutory?	Approval					Level	Type	Responsible Officer	Review	Website		Notes
		Trustees	LGB	Other	Unions	Staff					MAT	Academy	
Early Years Policies (where applicable)	✓		✓				Ac	Policy	Head	Annual			
Equality Information & Objectives statement for publications	✓		✓				Ac	Policy	Head	Annual		✓	
First Aid in School	✓		✓				Ac	Policy	Head	Annual			
Health & Safety Policy & Procedures	✓	✓	I			C	Ac	Policy	H&S/F&E Manager with Head	3 Yearly		✓	H&S/F&E Manager and Headteacher adapt MAT pro forma for Academy; LGB review and recommend arrangements for Academy to Trustees. LGB responsible for applying policy.
Inclusion SEN Policy (where in place - can be contained in other documents)	✓		✓				Ac	Policy	SENCO	3 Yearly			
Safeguarding & Child Protection Policy & Procedures	✓		✓				Ac	Policy	Head	Annual		✓	Local Authority/ Safeguarding Board models adopted
School Exclusion Policy	✓		✓				Ac	Policy	Head	Annual		✓	
SEN Information Report	✓		✓				Ac	Policy	SENCO	Annual		✓	
Sex & Relationships Education Policy	✓		✓				Ac	Policy	Head	3 Yearly		✓	
Supporting Pupils with Medical Conditions Policy	✓		✓				Ac	Policy	Head	3 Yearly			
Information required to be published on websites - Academies	✓		✓				Ac	Record	Head of DS with GovPro	Termly		✓	
Minutes of LGB Meeting (Part 1 only)	✓		✓				Ac	Record	GovProf	Live			
Register of Academy/School Admissions	✓		✓				Ac	Record	Head	Live			

Document	Statutory?	Approval					Level	Type	Responsible Officer	Review	Website		Notes
		Trustees	LGB	Other	Unions	Staff					MAT	Academy	
Premises Management: Asbestos Management	✓		✓				Ac	Record	Head of IT/I	3 Yearly			
Premises Management: Compliance Monitoring	✓		✓				Ac	Record	Head of IT/I	3 Yearly			
Register of Academy/School Attendance	✓		✓				Ac	Record	Head	Live			
Register of Business Interests of Principals and Governors	✓		✓				Ac	Record	GovProf	Annual		✓	
Single Central Record	✓		✓				Ac	Record	Head	Live			
Ensuring compliance with 'Children with health needs who cannot attend school'	✓		✓				Ac		Head	Annual			
Ensuring compliance with 'Induction Requirements for NQTs'	✓		✓				Ac	Statutory Guidance	Head	Annual			
Ensuring compliance with 'Protection of biometric information of children in schools'	✓		✓				Ac	GP&C					
Other Documents – MAT Level													
Absence Management Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Adoption Leave Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Bring your own Technology Policy		✓	R				MAT	Policy	Head of IT/I	3 Yearly			
BTEC Policies			R	✓			MAT	Policy	BTEC QNs	Annual			Agreed between QNs. Adopted at individual academy level by Head of Centre
Digital Device Policy		✓	R				MAT	Policy	Head of DS	3 Yearly			
Dress Code & Appearance Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
E Safety Policy		✓	R				MAT	Policy	Head of ITS	3 Yearly			

Document	Statutory?	Approval					Level	Type	Responsible Officer	Review	Website		Notes
		Trustees	LGB	Other	Unions	Staff					MAT	Academy	
Exams Policies			R	✓			MAT	Policy	Exams Officers	Annual			Agreed between EOs. Adapted and adopted at individual academy level by Head of Centre
Flexible Working Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
ICT Acceptable Use Policy		✓	R				MAT	Policy	Head of ITS	3 Yearly			
Leave of Absence & Annual Leave Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Offsite Visits and Activities Policy		✓	R				MAT	Policy	EV Consultant	Annual			
Records Management Policy		✓	R				MAT	Policy	GovProf	3 Yearly	✓	✓	
Redundancy Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Scheme of Delegation/ Terms of Reference (TOR)		✓	R				MAT	Policy	GovProf	Annual	✓	✓	
Shared Parental Leave Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Smoke Free Policy		✓	R				MAT	Policy	Head of HR	3 Yearly			
Staff Expenses Policy		✓	R				MAT	Policy	Head of HR	Annual			
Support Staff Appraisal Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Time off for Antenatal Appointments Policy		✓	R		C	C	MAT	Policy	Head of HR	3 Yearly			
Whistleblowing Policy		✓	R				MAT	Policy	CEOs	3 Yearly	✓	✓	
Other Documents – Academy Level													
Collective Worship Policy			✓				Ac	Policy	Principal	3 Yearly		✓	
Exam Access Arrangements Policy			✓				Ac	Policy	SENCO	3 Yearly			

Annex 2: Abbey MAT Financial Scheme of Delegation