



Scheme of Delegation

2023-24

The Priory Learning Trust

Scheme of Delegation for Governance Functions

2023-24

This Scheme of Delegation for Governance Functions describes The Priory Learning Trust's governance structure and remit of the Members, Board of Trustees, its committees and local governing bodies (called Academy Councils).

The Priory Learning Trust is a company limited by guarantee and an exempt charity; the formal governance arrangements for the Trust are set out in its Articles of Association.

The Members of the Trust are the subscribers to the Memorandum of Association – the people who established the Trust – and any other individuals appointed by the Members.

Members

The Members have an overview of the governance arrangements of the Trust and may amend the Trust's Articles of Association.

The Members of the Trust retain responsibility for

- Approving amendments to the Trust's Articles of Association and winding up the company.
- Appointing Trustees in accordance with the Articles of Association and removing Trustees.
- Appointing the Trust's external auditors.
- The Members also receive the Trust's audited Annual Accounts.

Trustees

The Members have delegated all their powers and duties, apart from those specified above, to the Board of Trustees.

The Board of Trustees consists of up to ten Trustees appointed by the Members and the Diocese. The Trustees may appoint co-opted Trustees.

The Board of Trustees retains responsibility for:

- i. Formal accountability for the statutory functions of the Trust and for the operation and performance of all academies in the Trust.

Agreed by Trust board 08/02/24

- ii. Ensuring clarity of vision, ethos and strategic direction of the Trust as a whole.
- iii. Approving the Trust Budget and the Annual Report & Financial Statements of the Trust and the annual budget of each academy.
- iv. Oversight of the financial and educational performance of the academies in the Trust.
- v. Agreeing the strategy and budget for, and monitoring and reviewing the delivery and performance of, the Trust's central services.
- vi. Holding the CEO and other executive leaders (Central Team) to account for the financial and educational performance of the Trust as a whole.
- vii. Agreeing Trust policies and procedures and ratifying school policies and procedures as required to ensure that the Trust fulfils its statutory responsibilities and the oversight, monitoring and review of the implementation of those policies.
- viii. To uphold the church school distinctiveness of the church school(s) within the trust.

The Board of Trustees may delegate any of its powers and functions to a committee, including a local governing body (LGB), or to an individual Trustee or executive office holder, but retains legal accountability for any decisions taken. These delegations are set out in the SoD.

The Board of Trustees will not get involved in the day-to-day running of the Trust or its schools.

Trust Committees

- a. The Board of Trustees has established a number of Board Committees, to which it has given delegated responsibility for specific powers and functions in relation to its retained responsibilities, and an Academy Council, which is a sub-committee of the Board of Trustees, for each School in the Trust, to which it has given delegated powers and responsibilities with respect to the governance of the School.
- b. Committees
 - Provisions and Outcomes Committee
 - Resources Committee
 - Risk and Audit Committee
 - Pay Committee

All Trust Committees including Academy Councils are responsible to, and must report to the next meeting of, the Board of Trustees.

Trust board or committee meetings, including Academy Councils may be held face-to-face or virtually.

After a review of our Governance structures at all levels during 2018-19 there is a clarity and effective communication between Members, Trustees, Central Team, Academy Councils and Principals.

Agreed by Trust board 08/02/24

The Scheme of Delegation is a key document and it is intended to set out clearly the very distinct roles of Members, Trustees, Central Team, Academy Councils and Principals

This document is a key function matrix, ratified by Trustees, reviewed annually with only the Clerk to the Trustees permitted to alter this document.

Within The Priory Learning Trust, different responsibilities will require different elements to act in different ways regarding individual tasks or functions. The Key Matrix clarifies who holds the accountability function, be it, Members, Trustees, Central Team, Academy Councils and Principals or the Diocese of Bath and Wells. Accountability is shown through the RASCI (Responsible, Accountable, Support, Consultation, Informed)

The function of area is as follows:

Responsible

The person who does the work to achieve the task. They have responsibility for getting the work done or decision made.

Accountable

The person / people who are accountable for the correct and thorough completion of the task.

Support

Person / people and / or resources allocated to those responsible. They may provide input to the task, support and help complete the deliverable or task

Consultation

The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts.

Informed

The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts.

The Diocese of Bath and Wells had the right to approve the first Scheme of Delegation; any subsequent changes will also be referred to the Diocese for approval. [A Memorandum of Understanding between the Diocese and the Trust sets in more detail out how the parties should behave in fulfilling their duties to each other.]

The Trustees reserve the right and authority to suspend or withdraw delegation for specific tasks/functions or for the all tasks/functions set out in this Scheme for a given period or until they reverse their decision. Although this would be a final step after requests or demands for action on behalf of the stakeholder.

Acronyms

CEO – Chief Executive Officer

DoSE– Director of Secondary

DoPE – Director of Primary Education

HE&C – Head of Estates and Compliance

AC – Academy Council

LAC – Looked After Children

COO – Chief Operations Officer

DCOO – Deputy Chief Operations Officer

AOM – Academy Operations Manager

SEND – Special Educational Needs and Disabilities

LA – Local Authority

Key to Accountable Person /People

Members	Diocese of Bath and Wells	Trustees
Academy Council	CEO	Principals

Governance

	Responsible	Accountable	Support	Consultation	Informed
Task / Function	The person who does the work to achieve the task. They have responsibility for getting the work done or decision made.	The person / people who are accountable for the correct and thorough completion of the task	Person / people and / or resources allocated to those responsible. They may provide input to the task, support and help complete the deliverable or task	The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts.	The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks, so need to be kept up-to-date
1.Review and amend the Trust’s Articles of Association	CEO	Members	Central Team	Trustees Diocese of Bath and Wells	Stakeholders
2.Change the name of the Trust	CEO	Members	Central Team	Trustees Diocese of Bath and Wells	Stakeholders
3.Wind up the Trust	Trustees	Members	CEO	Central Team Diocese of Bath and Wells	Stakeholders
4.Appoint and remove Trustees	Trustees	Members	Governance Professional	Trustees	Department for Education
		Diocese of Bath and Wells			
5.Determine the educational character, mission and ethos of the Trust	CEO	Chair of Trustees	DoSE/DoPE	Diocese of Bath and Wells (for Church Schools)	Academy Councils Principals
6. Make changes to the Scheme of Governance, Scheme of Delegation, Scheme of Financial Delegation and policies of the Trust	CEO	Chair of Trustees	COO	Academy Councils Diocese of Bath and Wells (Scheme of Delegation)	Principals
7.Appoint the Company Secretary and Clerk to the Trustees	Trustees	Chair of Trustees	CEO COO		Academy Councils Principals

	Responsible	Accountable	Support	Consultation	Informed
8.Determine the division of executive responsibilities between the Trustees, Chief Executive Officer (CEO) and Chief Operation Officer (COO)	Trustees	Chair of Trustees	CEO	Central Team	Academy Councils Principals
9.Appoint the Chair and Vice Chair of any subcommittee of the Board of Trustees	Trustees	Chair of Trustees	Governance Professional		Central Team Academy Councils Principals
10. Appoint co-opted Academy Governors	AC Clerk	Academy Council	Governance Professional	Trustees Diocese of Bath and Wells (for Church Schools)	Principals Principals
11. Remove Academy Governors	Trustees	Chair of Trustees	Governance Professional	Academy Council	AC Clerk
12. Elect a Chair and Vice Chair of the Academy Council	AC Clerk	Academy Council	Governance Professional		Trustees
13. Confirm the appointment a Chair and Vice Chair of the Academy Council	Trustees	Chair of Trustees	Governance Professional		Academy Councils Principals
14.Obtain legal / professional / advice on behalf of the Trust and academies	COO	CEO	Central Team Governance Professional	Diocese of Bath and Wells	Trustees Academy Councils Principals
15.Obtain investment advice on behalf of the Trust and academies	COO	CEO	Central Team	Trustees	Academy Councils Principals
16.Monitor and respond to risk in accordance with Charities Statement of Recommended Practice FRS102	COO	CEO	Central Team		Trustees
17. Approve and monitor Trust Strategic Plan	CEO	Chair of Trustees	Central Team	Academy Councils / Principals	Stakeholders
18.Approve Trust Policies	Governance Professional	Chair of Trustees	Central Team	Central Team	Academy Councils Principals

	Responsible	Accountable	Support	Consultation	Informed
19. Implement Trust Policies	Central Team	CEO	Governance Professional		Trustees
20. Implement Trust Policies in schools	Chair of Academy Councils	CEO	Central Team COO /DoSE/DoPE		Trustees Principals
21. Monitor the implementation of Trust Policies	Trustees (through committees)	Chair of Trustees	CEO Central Team		Central Team Academy Council

Educational Performance and Curriculum

	Responsible	Accountable	Support	Consultation	Informed
1. Approve Trust Curriculum Statement of Intent	DoSE/DoPE	Chair of Trustees	Central Team TPLT Leads for Curriculum	Principals / Central Team	Academy Councils
2. Approve and monitor the School Improvement Plan	Principal	Chair of Academy Councils	School Leadership		
3. Make provision for daily collective worship	DoSE/DoPE	Principals	Central Team Diocese of Bath and Wells	School's Leadership	School staff
4. Monitor the provision for daily collective worship [VA]	Principals	Chair of Academy Councils	Central Team Diocese of Bath and Wells	School's Leadership	School staff
5. Approve times of Academy day and dates of Academy terms and holidays	DoSE/DoPE	Chair of Trustees	DoSE/DoPE / Central Team	Principals	School staff and parents

Finance

	Responsible	Accountable	Support	Consultation	Informed
1.Sell, purchase, mortgage or charge any land in which the Trust has an interest	COO	Chair of Trustees	Central Team	Secretary of State/DfE Regional Schools Commissioner (SW) Diocese of Bath and Wells	Stakeholders
2.Open and manage a Central Team bank account for the Trust.	COO	CEO	Head of Finance		Trustees
3.To act as signatories for the Trust bank account	COO	CEO	Head of Finance		Trustees
4.Propose Trust/Central budget for the financial year	COO	CEO	Head of Finance		Trustees
5.Approve Trust/Central budget for the financial year	COO	Chair of Trustees	Head of Finance		Trustees
6.Propose revisions to Trust/Central budget for the financial year	COO	CEO	Head of Finance		Trustees
7.Receive monthly budget monitoring review summary for all academies	COO	Chair of Trustees	Head of Finance	Principals AOMs	Trustees
8.Propose individual academy budgets for the financial year	COO	Principals	Head of Finance	DoSE/DoPE AOMs	Trustees
9.Submit to the Trustees the individual academy budgets for the three academic years for approval	COO	Academy Council	Head of Finance	Principals	Trustees
10.Propose revisions to the individual academy budgets for the academic year for approval by Trustees	COO	Principals	Head of Finance	AOMs	Trustees
11.To deploy effectively Pupil Premium at their academy and	Chair of Academy Council	Principals	AOMs		Trustees

Agreed by Trust board 08/02/24

	Responsible	Accountable	Support	Consultation	Informed
publish the Pupil Premium Plan for the year on the academy website					
12.To monitor effective deployment of Pupil Premium across the Trust and report findings to the Board	DoSE/DoPE	CEO	Principals AOMs		Trustees
13.To receive, approve and publish Pupil Premium data for the Trust	School PP lead	Chair of Trustees	School Leadership		Trustees
14.To enter into contracts within the terms of the Financial Scheme of Delegation	COO	Chair of Trustees	COO DCOO	Principals AOMs	Trustees Academy Councils
15.Make payments within the terms of the Financial Scheme of Delegation	COO	CEO	DCOO Head of Finance		Trustees
16.Propose, and where approved, implement financial and procurement policies for the Trust	COO	CEO	DCOO Head of Finance		Trustees Academy Councils Principals AOMs
17.Approve and monitor financial and procurement policies for the Trust	COO	Chair of Trustees	DCOO Head of Finance		Trustees Academy Councils
18.Propose, and where approved, implement financial and procurement policies for their academy which are consistent with those of the Trust	Chair of Academy Council	Principals	COO DCOO Head of Finance AOMs		Academy Councils
19.Approve and monitor financial and procurement policies for their academy which are consistent with those of the Trust	Academy Council	Principals	COO DCOO Head of Finance AOMs		Trustees
20. Appoint external auditors for	Trustees	Members	COO		Trustees

Agreed by Trust board 08/02/24

the Trust			DCEO Head of Finance		
21.Appoint internal auditors for the Trust	Trustees	Chair of Trustees	COO DCEO Head of Finance		CEO

Human Resources

	Responsible	Accountable	Support	Consultation	Informed
Single Central Record					
1.Maintain Single Central Record for Trust	HR Team	CEO	HR Team		Central Team Designated Safeguarding Lead Safeguarding Governor
2. Maintain Single Central Record for their school	AOM	Principals	HR Team		School staff Designated Safeguarding Lead Safeguarding Governor
Staffing Structures					
3. Propose changes to the Executive Team staffing structure	CEO/COO	CEO	Central Team	Trustees	Academy Council
4. Approve changes to the Executive Team staffing structure	Trustees	Chair of Trustees	Central Team		Trustees
5. Propose changes to the Central Team staffing structure	Head of Service	CEO/COO	CEO/COO HR	HR	
6. Approve changes to the Central Team staffing structure	HR	CEO/COO	HR Finance		
7. Propose changes to the school staffing structure	Principal/AOM	Principals	School Leadership	Finance HR	CEO Academy Council
8. Approve changes to the school staffing structure	DoSE/DoPE/COO	CEO	Central Team	Finance HR	CEO Principal Academy Council
Recruitment					

Agreed by Trust board 08/02/24

9. Appoint the CEO in consultation with the Diocesan Board of Education	Trustees	Chair of Trustees	Central Team Diocese of Bath and Wells		Members
10. Appoint senior members of the Central Team	CEO/COO	Chair of Trustees	Central Team		Trustees
	Responsible	Accountable	Support	Consultation	Informed
11. Appoint all other members of the central team	Head of Service DoSE/DoPE/COO	CEO	Central Team		
12. Appoint a Principal	CEO	Chair of Trustees	Central Team Diocese of Bath and Wells [Church schools]		Trustees
13. Appoint an Academy Operations Manager (AOM)	COO/DCOO	CEO	Principal	HR Team	Academy Council COO CEO
14. Appoint staff within their school	Principal	Principals	Leadership Team	HR Team	Academy Council
Management of CEO and COO					
15. Suspend, discipline and dismiss the CEO or COO	Trustees	Chair of Trustees	Head of HR		Members
16. Manage any appeal by the CEO or COO	Trustees	Chair of Trustees	Head of HR Governance Professional		Members
Absence Review					
17. Manage absence at Stage 1 and 2 for Central Team, Principals and Academy Operations Manager (AOM)	Central Team	CEO	HR Team		Trustees Academy Council (Principals) AOM
18. Manage appeals following absence Stage 1 and 2 for Central Team, Principals and AOM	Central Team	CEO	HR Team		Trustees Academy Council (Principals) AOM
19. Dismiss due to absence at Stage 3 for Central Team, Principal and AOM	Central Team	CEO	HR Team	Diocese of Bath and Wells	Trustees Academy Council (Principals) AOM

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20. Manage appeals following dismissal for absence Stage 3 for Central Team, Principal and AOM	Trustees	Chair of Trustees	HR Team Governance Professional		Trustees Academy Council (Principals) AOM
21. Manage absence at Stage 1 and 2 for school staff	School Leadership	Principals	HR Team		CEO Academy Council

	Responsible	Accountable	Support	Consultation	Informed
22. Manage appeals following absence warnings at Stage 1 and 2 for school staff	Academy Council	Academy Council	HR Team Principal AOM AC Clerk		Trustees Principals CEO
23. Dismiss due to absence at Stage 3 for school staff	School Leadership Team	Principals	HR Team AOM		CEO Academy Council
24. Manage appeals following dismissal for absence Stage 3 for school staff	Trustees	Chair of Trustees	HR Team Principal AOM Governance Professional		CEO Academy Council

Dismissals

25. Dismiss in connection with unsuitability during a probationary period, end of fixed term contract, redundancy and statutory bar or some other substantial reason for Central Team, Principal and AOM	Central Team	CEO	HR Team Diocese of Bath and Wells [church schools]		Principal Academy Council for AOM
26. Dismiss in connection with unsuitability during a probationary period, end of fixed term contract, redundancy and statutory bar or Some Other Substantial Reason for staff within their	School Leadership Team	Principals	HR Team		Academy Council CEO

Agreed by Trust board 08/02/24

school					
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	Responsible	Accountable	Support	Consultation	Informed
27. Manage appeals following dismissal for end of fixed term contract, redundancy, statutory bar or Some Other Substantial Reason (SOSR) for Central Team, Principal and AOM	Trustees	Chair of Trustees	HR Team Governance Professional		Academy Council Principal CEO
28. Manage appeals following dismissal for end of fixed term contract, redundancy, statutory bar or SOSR for staff within their school	Academy Council	Chair of Academy Council	HR Team Chair of AC		Trustees Principal CEO
Disciplinary & Grievance					
29. Suspend, discipline and dismiss members or hear a Grievance of the Central Team	Central Team	CEO	HR Team		Trustees
30. Manage a dismissal or Grievance outcome appeal by Central Team	Trustees	Chair of Trustees	HR Team Governance Professional		CEO
31. Discipline, suspend and dismiss or hear a Grievance of a Principal and AOM	Central Team	CEO	HR Team Diocese of Bath and Wells [church schools]		Trustees Academy Council
32. Manage a dismissal or grievance outcome appeal by a Principal and AOM	Trustees	Chair of Trustees	HR Team Governance Professional Diocese of Bath and Wells [church schools]		CEO Academy Council
33. Discipline, suspend and dismiss staff or hear a Grievance within their school	School Leadership Team	Principals	HR Team		CEO Academy Council
34. Manage an appeal against a warning or Grievance outcome for school staff	Academy Council	Chair of Academy Council	HR Team AC Clerk		Academy Council Principal CEO

Agreed by Trust board 08/02/24

	Responsible	Accountable	Support	Consultation	Informed
35. Manage an appeal against a dismissal for school staff	Academy Council	Chair of Academy Council	HR Team AC Clerk		Trustees Principal CEO
Leave of Absence or Secondment					
36. Agree applications for secondment and leave of absence by Central Team Staff	Central Team	CEO	HR Team		Trustees
37. Agree applications for secondment and leave of absence by their school staff	School Leadership Team	Principals	HR Team	DoSE/DoPE	Trustees

Complaints & Quality Assurance

	Responsible	Accountable	Support	Consultation	Informed
1. Liaise with OFSTED and SIAMS in respect of the Trust	DoSE/DoPE	CEO	Central Team		Principals Academy Councils
2. Liaise with OFSTED and SIAMS in respect of their school	Principals	Principals	School Leadership		DoSE/DoPE
3. Liaise with Department of Education in respect of the Trust and its schools	DoSE/DoPE	CEO	Principals		Academy Councils
4. Hear stakeholder complaints – Trust	Chair of Trustees	CEO	Governance Professional Central Team		Trustees
5. Hear stakeholder complaints – Schools	Central Team	Principals	Governance Professional AC Clerks		CEO Academy Council
6. Hear stakeholder complaint appeals -Trust	Trustees	Chair of Trustees	Governance Professional Central Team		Trustees
7. Hear stakeholder complaint appeals -Schools	Chair of Academy Council	Academy Council	Governance Professional Central Team		CEO Academy Council
8. Hear complaints against the Trustees	Chair of Trustees	Members	Governance Professional Central Team		Trustees
9. Hear complaints against Academy Councils and Governors	Trustees	Chair of Trustees	Governance Professional Central Team		

Agreed by Trust board 08/02/24

	Responsible	Accountable	Support	Consultation	Informed
10. Manage appeals by a Governor in respect of a complaint	Trustees	Chair of Trustees	Governance Professional Central Team		

Performance Management & Appraisal

	Responsible	Accountable	Support	Consultation	Informed
1. Manage, issue warnings or dismiss due to capability to Central Team, AOM	Central Team	CEO	HR team		Trustees
2. Manage, issue warnings or dismiss due to capability to Principal	Central Team	CEO	HR Team	Diocese of Bath and Wells (church schools)	Trustees Academy Council Diocesan
3. Manage appeals due to capability to Central Team, Principal or AOM	Trustees	Chair of Trustees	HR team Governance Professional		CEO
4. Manage and issue warnings or dismiss due to capability to for staff in their schools	School Leadership Team	Principals	HR team		CEO Academy Council
5. Manage appeals due to capability for all staff within their schools	Academy Council	Chair of Academy Council	HR team AC Clerk		Principal CEO
6. Manage dismissal appeals due to capability for all staff	Trustees	Chair of Academy Council	HR team AC Clerk		Trustees
7. Undertake performance review/appraisal of CEO	Trustees	Chair of Trustees	HR team		Trustees
8. Undertake performance review/appraisal of Central Team Staff	Central Team	CEO	HR Team		Trustees

Agreed by Trust board 08/02/24

	Responsible	Accountable	Support	Consultation	Informed
9. Undertake performance review/appraisal of Principals and AOMs	Central Team	CEO	HR Team		Academy Council Trustees
10.Undertake performance review/appraisal of all school staff	School Staff	Principals	HR Team		Academy Council

Pay

	Responsible	Accountable	Support	Consultation	Informed
1.Determine the pay of the CEO	Trustees	Chair of Trustees	HR Team		
2. Manage an appeal by the CEO in respect of pay	Trustees	Chair of Trustees	HR Team Governance Professional		
3.Determine the Pay Scales for all Trust employees	Trustees	Chair of Trustees	HR Team		Academy Council CEO Trustees All staff
4.Approve recommendations from the Principals for pay progression all teaching and learning school staff	Academy Council	Chair of Academy Council	HR Team AC Clerk		Academy Council CEO Trustees
5.Manage appeals against pay decisions by an Academy Council	Academy Council	Chair of Academy Council	HR Team AC Clerk		Academy Council CEO Trustees
6.Approve the CEO's recommendations for pay progression for members of the Central Team and Principals	Trustees	Chair of Trustees	HR Team Governance Professional		Trustees
7.Manage appeals against pay decisions for members of the Central Team	Trustees	Chair of Trustees	HR Team Governance Professional		Trustees CEO

Premises / Insurances

	Responsible	Accountable	Support	Consultation	Informed
1.Propose a Risk Management Plan for the Trust	COO	CEO	Central Team	Chair of Risk and Audit Committee	Trustees
2.Approve a Risk Management Plan for the Trust	COO	Trustees	Central Team		Trustees
3.Propose a Risk Management Plan for their academy	AOMs	Principals	COO DCOO		Academy Council Trustees
4.Approve a Risk Management Plan for their school	Principal	Academy Council	COO DCOO AOMs		Academy Council Trustees
5.Procure insurance premises related policies	COO	CEO	Central Team		Trustees Academy Council Principals AOMs
6.Propose and implement a premises and capital strategy for their academy	AOMs	Principals	COO DoSE/DoPE DCOO Head of E&C	Diocese of Bath and Wells	Trustees Academy Council
7.Propose and implement a premises and capital strategy for the Trust	COO	CEO	DCOO Head of E&C	CEO Chair of Resources Committee	Trustees
8.Approve the school's premises and capital strategy	COO	Trustees	DCOO Head of E&C	CEO Chair of Resources Committee	Trustees
9.Approve a Trust premises and capital strategy to include the management of Schools Condition Allocation (SCA) funding	COO	Trustees	DoSE/DoPE DCOO Head of E&C	CEO Chair of Resources Committee	All stakeholders

Admissions

	Responsible	Accountable	Support	Consultation	Informed
1. Approve admissions policies	DoSE/DoPE	Chair of Trustees	LA	LA Diocese of Bath & Wells	
2. Make first instance admissions application decisions	Secondary – Academy Council in liaison with school Primary – delegated to LA	Chair of Academy Council	DoSE/DoPE	LA Diocese of Bath & Wells	Parents
3. Manage admissions applications appeals	Secondary – Academy Council in liaison with school Primary – delegated to LA	CEO	CAO	LA Diocese of Bath & Wells	Parents

Student Discipline and Exclusions

	Responsible	Accountable	Support	Consultation	Informed
1. Establish a behaviour procedures for the school	Schools' behaviour lead	Principals	School Leadership		Academy Council
2. Exclude a pupil for up to 45 days in a school year or permanently	Schools' behaviour lead	Principals	School leadership		Academy Council
3. Inform parents of exclusion	Schools' behaviour lead	Principals	Clerk to AC		
4. Informs A/C and LA if exclusion is permanent, or takes exclusion for a student over 15 days in one term or prevents them from taking a public examination/test	Schools' behaviour lead	Principals	Clerk to AC		Academy Council
5. Consider reinstatement and inform parents of outcome	Academy Council	Academy Council	Schools' behaviour lead		Academy Council
6. Arrange suitable full-time education for fixed period exclusions of more	Principal	Academy Council	Schools' behaviour lead		Academy Council

Agreed by Trust board 08/02/24

	Responsible	Accountable	Support	Consultation	Informed
than 5 school days					
7.Consider parents' representations about an exclusion	Academy Council	Academy Council	School behaviour lead		Academy Council
8.Arrange an independent review panel if requested by parents	Governance Professional	Trustees	School behaviour lead		Academy Council
9.Reconsider an exclusion within 10 school days of receipt of notice of independent review panel decision and inform Principal, parents and LA of its reconsideration	Academy Council	Academy Council	Governance Professional		Academy Council
10. Ensure that a student is removed from the school roll following permanent exclusion	Principal	Academy Council	School behaviour lead		LA DoSE/DoPE
11.Consider reinstatement of a pupil who has been excluded	Governors	Academy Council	Schools behaviour lead		DoSE/DoPE

Safeguarding

	Responsible	Accountable	Support	Consultation	Informed
1.Appoint a Designated Safeguarding Officer for the Trust	DoSE/DoPE	CEO	Central Team		Trustees and schools
2.Appoint a Lead Safeguarding Officer for the school	Principal	Principals	TPLT lead for Safeguarding		Academy Council Staff
3.Appoint a Designated Safeguarding Governor	Academy Council	Chair of Academy Council	School Designated Safeguarding Lead TPLT lead for Safeguarding		Trustees Staff

Agreed by Trust board 08/02/24

4.Appoint a Designated Safeguarding Trustee	Trustees	Chair of Trustees	TPLT lead for Safeguarding		Academy Councils Staff
	Responsible	Accountable	Support	Consultation	Informed
5.Appoint a designated teacher to support “looked after children” at their school	Principals	Chair of Academy Council	TPLT Lead for Inclusion		Trustees Academy Councils
6.Approve off site visits for students of more than 24 hours	School lead for school trips	Chair of Academy Council	Principal		Staff

SEND

	Responsible	Accountable	Support	Consultation	Informed
1.Make provision for SEND students at their school which is consistent with Trust policy	SENDCo	Principals	TPLT lead for Inclusion		Academy Council Staff
2. Monitor the implication of the Trust and school policies	Governors	Chair of Academy Council	TPLT lead for inclusion		Trustees Staff
3.Appoint a designated teacher to be responsible for coordinating SEND provision at their school	SENDCo	Principals	TPLT lead for inclusion		Academy Council Staff
4.Liaise with Local Authority in respect of SEND students	SENDCo	Principals	TPLT lead for inclusion		Academy Council

Looked After Children

	Responsible	Accountable	Support	Consultation	Informed
1.Make provision for LAC students at their school which is consistent with Trust policy	Designated Teacher for LAC	Principals	TPLT lead for inclusion		Academy Council Staff
2. Monitor the implication of the Trust and school policies	Academy Council	Chair of Academy Council	TPLT lead for inclusion		Trustees Staff Carers
3. Appoint a designated teacher	Principal	Academy Council	TPLT lead for inclusion		Academy Council

Agreed by Trust board 08/02/24

to be responsible for coordinating LAC provision at their school					Staff Carers
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Health & Safety

	Responsible	Accountable	Support	Consultation	Informed
1. Have overall and final responsibility for Health & Safety	Trustees and CEO	Trustees CEO	COO/DCCO and Trust Executive, Principals, SLT AOMs, Line Managers and all staff		Academy Council Staff
2. Approve a Health & Safety policy and day to day responsibility for ensuring the policy is put into practice	Trustees and CEO	Trustees CEO	COO/DCCO and Trust Executive, Principals, SLT AOMs, Line Managers and all staff		Academy Council Staff
3. Appoint a retained Health & Safety advisor	COO	Trustees CEO	DCCO and Contracts and Procurement Officer		Academy Council Staff
4. Ensure each school nominates a competent person responsible for Health & Safety	Principal	Trustees CEO	COO/DCCO, AOMs		Academy Council Staff
5. Ensure each school has a Health & Safety Organisation and Arrangements in place and is communicated to all staff	Principal	Trustees CEO	COO/DCCO and Trust Executive, Principals, SLT AOMs and Line Managers		Academy Council Staff
6. Ensure school staff have the training, information, instruction and supervision needed to meet statutory requirements and fulfil their duties safely.	Principal	Trustees CEO	COO/DCCO and Trust Executive, Principals, SLT AOMs, Line Managers and all staff		Academy Council Staff

Agreed by Trust board 08/02/24

7. Review Health & Safety data and performance using identified Health & Safety metrics and reporting mechanisms to collate data centrally	CEO	Trustees	COO/DCOO and Trust Executive, Principals, SLT, AOMs and Line Managers		Academy Council Staff
		CEO			