

NCLT

Scheme of Delegation

Please note not all statements are relevant for all age phases.

Responsibility of:	Governance Manager
Date of Approval:	26 th March 2024
Review Cycle:	Annual

Scheme of Delegation

Rationale

The underlying principles for this Scheme of Delegation are;

1. That all institutions are in a partnership of equals irrespective of their length of membership
2. NCLT is a registered charity and it remains true to its aims and objectives.
3. NCLT is mindful that its function is to ensure that all statutory obligations are met.
4. This Scheme of Delegation recognises that NCLT is adopting a growth model.
5. This Scheme of Delegation will be reviewed and amended annually
6. All governance groups must adhere to the Scheme of Delegation.

Chairs Action

Chair's action can be used as being when the chair believes a delay would be likely to be seriously detrimental to the interests of the school/college; any pupil at the school/college, or their parent; or a member of staff.

The chair should report back any use of chair's action to the rest of the board at the next meeting. In cases where a meeting is not for several weeks, it would be sensible to update the board via email in order to maximise transparency.

The growth model for the Trust

NCLT recognises that its structure will need to evolve as the Trust grows. The Trust's current structure and scheme of delegation will be reviewed and amended in line with the size, performance and needs of the organisation as it moves forward.

Our Vision

Vision - Our colleges and schools will make a significant difference to the lives of young people. As a result, together we will make a positive contribution to social mobility.

Commitment- To provide an outstanding, consistent experience through collaboration.

Our Values – The 5 Cs

Candour – To be open, honest and fair to everyone

Challenge – To have high expectations of ourselves and each other

Collaboration – To learn from each other for the benefit of all

Commitment – To be dedicated, resilient and strive for continuous improvement

Care - To be considerate of others and their needs

Excellence in education should be everyone's right

We believe that high quality education should not be the preserve of those living in the right catchment areas. That's why as a Trust we have targeted geographical regions of educational underperformance, where we can make a significant impact on the lives of the region's young people.

Opening Doors to a brighter future.

Trust Structure

New Collaborative Learning Trust (NCLT)

Members and Directors

Each School/College is ultimately governed by the Trust (NCLT). NCLT shall have regard to any *guidance* as to the governance of the academies that the Secretary of State may publish. Members serve to appoint Directors (Trustees) and are the guardians of governance. Members hold the Trust board to account for the effective governance of the Trust but have a minimal role in the actual running of the Trust. It is the Board of Directors, not the members, who are the organisation's key decision makers. A key responsibility of Members is the appointment/ removal of trustees. If the Trust is not achieving its purpose, the members must consider if this is because the trustees are failing to carry out their three core governance functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the school/colleges and their students, and the effective and efficient performance management of staff
- Overseeing the financial performance of the Trust and making sure its money is well spent.

Advisory Groups

Each College/School will be served by its own Advisory Group. Established Advisory Groups will be used to nurture and develop the new Advisory Groups as the Trust grows. This strong focus on coaching and mentoring will support fidelity to the Trust's vision and values.

The membership of the Advisory Group and delegated authority shall be for NCLT to decide. When additional academies join the Trust, NCLT will consult with the Chair of the predecessor governing body about membership of Advisory Groups. NCLT will also take account of the performance of each of the academies/schools.

Every term, the Chair of the Board of Directors will meet the Chair(s) of the Advisory Groups. This meeting has:

- A planning dimension – where forthcoming agendas and training sessions are planned
- A coaching dimension – since the Chairs of Advisory Groups are learning from the Chair of Directors
- A communication dimension – the CEO and Clerk/Governance Manager are also present.

Meetings will be called as and when required by the Chair of the Board of Directors.

Trust Executive Teams (TETs)

These forums enable principals/headteachers and senior Trust post holders to meet with the CEO, every half term for each age phase (Primary, Secondary, Post 16). These meetings have both a communication and planning dimension and are a forum for discussion of Trust matters, as well as a means of assessing the impact of Trust senior roles.

Scheme of Delegation

	EIF	College Principal/School Headteacher (Delivers on College/School performance and student experience)	Local Advisory Group (Monitors and challenges College/Schools)	Director of Primary Education (Primaries only) Executive Headteacher (WFA and DHS only)	CEO and other Executive Members as appropriate (e.g. COO/CFO and Director of HR) (Approves key items and supports Colleges/Schools)	Board of Directors (Ultimately accountable and approves all statutory policies and finance)
School/College Improvement	L & M	<ul style="list-style-type: none"> • Develops and implements College/School strategy, culture and ethos in line with overall Trust mission and vision. • Develops and then proposes College/School priorities and Quality improvement plan (QuIP), including suggesting targets. • Delivers as per QuIP and targets. • Hold all College/School staff members to account. • To have operational College/School leadership. • Complies with all Trust policies and implements Trust systems. • Initiates College/School expansion strategy. • Monitor overall staff performance and 	<ul style="list-style-type: none"> • Monitor that the values, ethos, culture, mission, policies and strategies of the Trust permeate throughout each College/School. • Monitor that within each College/School, culture and relationships between leaders, staff, students and parents are based on mutual respect, trust, challenge, high expectations and accountability, so that staff and students excel. • Review the overall effectiveness and performance of the College/School in order to develop robust self-evaluation and quality improvement plans. 	<ul style="list-style-type: none"> • Direct line management of Headteachers. • Monitors School culture and ethos ensuring alignment to the Trust ethos and culture. • Approves QUIP and School priorities in conjunction with the CEO. • Approves School Key Performance Indicators in conjunction with the CEO • Holds School Headteachers to account against performance in conjunction with the CEO. • Monitors and evaluates School performance. • Work with Headteachers to identify the school support required and successful implementation. • Decides on the levels of strategic alignment and 	<ul style="list-style-type: none"> • Develops and implements Trust strategy ensuring College/School priorities/QuIP fit within the overarching strategy and Trust priorities. • Agrees support identified by Director of Primary Education (DoPE) and Executive Headteacher to Academies to support implementation of QUIP, improvement of teaching quality, management of assessment processes and analysis of school data. • Monitors College/School culture and ethos, ensuring alignment to the Trust ethos and culture. • Approves College/School Key Performance Indicators. • Approves QuIP and College/School priorities. 	<ul style="list-style-type: none"> • Ensures clarity of vision and ethos, and sets the strategic direction of the Trust: -holds CEO to account on College/School improvement and all operational areas. • To endorse annually the 3-year strategic plan for the Trust as a whole. • Review the progress of the Trust in relation to these strategic plans. • Upholding the Trust's standards of conduct and values. • Review the academic performance of the Trust as a whole. • Ensure that robust self-evaluation and improvement planning takes place at all levels of the Trust and that

		<p>improvement, and strategies for talent management and staff development.</p> <ul style="list-style-type: none"> Analyse student voice activities as a valuable quality assurance mechanism 	<ul style="list-style-type: none"> Regularly review progress made against the college/school QUIP. Provide review, challenge and support to ensure that the College/School makes good progress in relation to improvement plans, strategic plans and targets. Review quality assurance systems and standards frameworks that exist within the College/School and monitor their impact. Provide challenge and support for senior leaders which sustains constant focus on the link between effective leadership, staff performance and development, and outcomes for students. Provide review and challenge so that staff and resource deployment within the College/School best supports outcomes for students. Promote cooperation and collaboration between College/Schools within the Trust. Recommend to the Board of Directors, where appropriate, individuals to be considered for appointment to the Advisory Group. Engage in regular student voice activities to 	<p>harmonisation of Trust Policies dependant on School outcomes.</p> <ul style="list-style-type: none"> Performance and Outcomes meetings along with the CEO and headteachers. Attend Education Standards Committee Meetings. Review, and evaluate and suggest amendments to educational policies and systems, to align where appropriate in the best interests of students. Proposes School targets to CEO. Recommends to the CEO any policy changes. Ensures each school continues to improve through the cycle of school improvement, outlined in the School Improvement Model. Proposes relevant external reviews required to the CEO. 	<ul style="list-style-type: none"> Develops and approves College/School expansion strategy. Deploys support to College/Schools, including: implementing QuIP; improving teaching quality; managing assessment processes; analysing College/School data. Decides on the levels of strategic alignment and the harmonisation of Trust policies across the College/Schools. Makes decisions regarding levels of autonomy at senior and subject level. Has strategic responsibility for College/School performance. Holds Principals/Head Teachers/director of Primary to account on improvement and all operational areas Ensures all Trust policies and systems are being followed Ensure that robust and incisive annual performance reviews (APR) are in place, in accordance with Trust policies and procedures. 	<p>Advisory Groups are reviewing progress and taking appropriate steps to drive improvement.</p> <ul style="list-style-type: none"> Delegate to Educational Standards Committee responsibility for monitoring and tracking individual College/School performance.
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			triangulate/evidence school improvement.			
	Q of E	<ul style="list-style-type: none"> • Develops and proposes curriculum, teaching and assessment model. • Propose and deliver staffing model and associated College/School timetable. • Delivers Trust assessment processes. • Improves teaching quality through regular CPD and via the annual performance review (APR). • Leads on all aspects of teaching and learning strategy. 	<ul style="list-style-type: none"> • To review the overall attainment and progress of students within the College/School, including that of students on different qualification types. • Support College/School leaders to ensure that students are achieving strong outcomes. • Will ensure the Schools' curriculum offers are aligned to the Trusts vision and ethos providing high quality education for all its students including meeting any statutory duties. 	<ul style="list-style-type: none"> • Approves curriculum teaching and assessment model (including intent and implementation) • Approves any new qualifications/courses to be offered. • Approves the Trust assessment cycle. • Monitor quality of education, identify needed improvements and offer relevant support, whether from within the Trust or external. • Approves the School staffing and curriculum model to ensure financial viability, whilst improving student outcomes. 	<ul style="list-style-type: none"> • Approves curriculum model. • Approves any new qualifications/courses to be offered. • Approves the Trust assessment cycle. 	<ul style="list-style-type: none"> • Hold the CEO to account for the Q of E across the Trust.
	PD	<ul style="list-style-type: none"> • Lead on the PD agenda ensuring students develop their knowledge and skills through a variety of different experiences and opportunities outside of the academic curriculum. • Provide an effective careers programme; supporting the next stage of student's education and development. 	<ul style="list-style-type: none"> • Review PD curriculum including participation rates, subject enrichment and extra-curricular activities. • Monitor closely the progression of completing students to positive destinations, such as HE, further education or training, apprenticeships or employment. • Appoint link Advisor for Careers. 	<ul style="list-style-type: none"> • Holds Headteachers to account to ensure an outstanding PD offer. 	<ul style="list-style-type: none"> • Monitor the destination and progression rates ensuring low numbers of NEET students. • Holds DoPE and Executive Headteacher to account to ensure outstanding PD offer. 	<ul style="list-style-type: none"> • Hold the CEO to account for Personal development across the Trust. • Delegates responsibility to the Advisory Groups to ensure Personal Development is high on the agenda and regularly monitored.
	B & A	<ul style="list-style-type: none"> • Propose and Deliver Trusts Behaviour and Attendance policy. 	<ul style="list-style-type: none"> • Monitor attendance and punctuality rates. 	<ul style="list-style-type: none"> • Support Headteacher with suspension/exclusion processes, where required. 	<ul style="list-style-type: none"> • Holds DoPE and Executive Headteacher\$ to account for 	<ul style="list-style-type: none"> • Approves Behaviour and Attendance Policies and

		<ul style="list-style-type: none"> Propose changes to attendance and behaviour policy as required. Leads all suspension/exclusion processes Ensure that high expectations for student behaviour, attendance and punctuality permeate throughout the College/School. Responsible for issuing any suspension/exclusion, informing all relevant parties and managing any appeal processes. Propose any permanent exclusions. 	<ul style="list-style-type: none"> Attend Behaviour Panel Meetings at the request of the Headteacher/Principal Monitor behaviour in College/School in particular the number of exclusions/suspensions. Informed of every permanent exclusion and monitors fixed term exclusions/suspensions for frequency and trends Involved in the appeal process of the Trust's Behaviour and Attendance Policy at BOD discretion. 	<ul style="list-style-type: none"> Approve all permanent exclusions. Approves relevant Behaviour and Attendance Policies. Holds Headteachers to account for attendance and punctuality rates. Hold Headteachers to account for ensuring high levels of behaviour and positive attitudes amongst students. Monitors number of suspensions and permanent exclusions regularly reporting numbers to CEO. Provides expert support to help manage exclusions appeals (esp. for independent review panel). Agree any permanent exclusions. 	<p>attendance and punctuality rates.</p> <ul style="list-style-type: none"> Hold DoPE and Executive Headteacher to account for ensuring high levels of behaviour and positive attitudes amongst students. Hold DOPE and Executive Headteacher to account regarding the number of suspensions and permanent exclusions. Accountable for all legal responsibilities in respect of exclusions and other potential 'off rolling'. 	<p>delegate individual B&A policies to relevant TET Board.</p> <ul style="list-style-type: none"> Responsible for holding executive leaders to account for lawful use of exclusions and other student movements such as potential 'off rolling' Monitors exclusion patterns, trends and actions across all Colleges/Academies Leads the appeal process by appointing Directors and/or Advisors to hear the student appeal.
<p>CEO Recruitment, APR and CEO/COO/CFO Salary</p>						<ul style="list-style-type: none"> Conducts recruitment of a CEO – panel to include more than one Director and preferably external consultant. Ensure that the performance of the CEO is managed effectively Chair of the Board. Will review and determine annually the criteria against which the performance of the CEO/COO/CFO will be

						<p>judged within annual appraisal (policy).</p> <ul style="list-style-type: none"> • To determine the terms and conditions of employment of the CEO/COO/CFO, including salary. • Chair leads on complaints against CEO. • Chair to conduct the APR of the CEO alongside a second Director external advisor. • Delegation of salary of CEO/COO/CFO recommendations to remuneration Committee. • Supports recruitment of COO/CFO
<p>All other Trust/School/College Senior Leaders Recruitment, APR and Salary Review</p>		<ul style="list-style-type: none"> • Lead on recruitment processes of all Senior Leaders in School/College in conjunction with Executive Headteacher, following approval from CEO. • Conducts APRs of Senior Leaders within their institutions. 	<ul style="list-style-type: none"> • At discretion of the Headteacher/Principal, invited to reviews of other Senior Leaders. 	<ul style="list-style-type: none"> • Support CEO in Headteacher recruitment. • Conducts APR of Headteachers in conjunction with CEO. • Leads on recruitment of all Senior Leaders within schools following approval from CEO. 	<ul style="list-style-type: none"> • Conducts Principal/COO/CFO/Trust Directors/Executive Headteacher recruitment and APRs with engagement from Chair of Directors and other Directors as determined by CEO. • Determines salary point and pay progression of Principals/Headteachers/Trust Directors /Vice Principals/Assistant Principals/Headteachers within set range as recommended by Remuneration Committee. • Initiates/approves recruitment of all 	<ul style="list-style-type: none"> • Remuneration Committee approves salary ranges of all Executive leaders. • Support CEO in Headteacher recruitment.

					Principals/Headteachers /Senior Leaders and other Trust positions. • Reviews and recommends salary ranges to Remuneration Committee.	
Risk Management		<ul style="list-style-type: none"> • Review and update College/School risk registers adding new risks where relevant. 	<ul style="list-style-type: none"> • Annually review College/School risk registers. 		<ul style="list-style-type: none"> • Regularly Update strategic risk register for Audit and BOD adding new risks where relevant. 	<ul style="list-style-type: none"> • Maintain overall responsibility for strategic risk management. • Review strategic risk register annually
Finance, Procurement and Estates		<ul style="list-style-type: none"> • Monitors budget and financial targets. • Works with CFO/SBMs to prepare and propose budget and 3-year forecasting. • Works with CFO/SBMs on preparation of end-of-year College/School finance documents. • Monitors and manages budgets (agreed by CEO/CFO) • Provides rationale for pupil premium strategy and spending. • Provides feedback to Executive Headteachers/ DoPE of performance of central services. • Works with Executive Headteacher/DoPE to prepare and propose budget and 3-year forecasting. 	<ul style="list-style-type: none"> • Finance and audit functions are not performed by Advisory Groups. Financial handling will be managed centrally by the Trust. College/School budgets, financial planning, financial policies and procedures, review of management accounts will be managed by the CFO and Board of Directors. Issues relating to audit and financial controls will be managed by the Trust's Finance/Audit Committee. • The management of estates, a range of core contracted services and large-scale procurement are managed centrally by the Trust, rather than individual College/Academies or Advisory Groups. This includes cleaning, catering, transport, utilities, printing and IT procurement. This is in order to secure value for money and to free Advisory 	<ul style="list-style-type: none"> • Monitors schools' budgets against financial targets. • Works with Headteachers/CFO/FD/SBMs to prepare and propose budget and 3-year forecasting. • Works with CFO/FD/SBMs on preparation of end of year College/School finance documents. • Provides feedback to CEO on performance of central services within schools. 	<ul style="list-style-type: none"> • Sets financial policies with CFO for approval by Audit Committee and Board of Directors. • Recommends to Board of Directors: - College/School 3-year budgets and forecasts. • Recommends College/School finance targets to Audit Committee and Board of Directors (CFO). • Supports Executive Headteacher and DoPE with College/School finances and budget monitoring (COO/CFO). • Responsible for all Trust finances as delegated by Accounting Officer. • Recommends the use of reserves to the Board of Directors. • CEO or CFO have delegated authority from the BOD to sign any contracts approved by TET (up to £100k for Capital projects or up to £500k for other projects). 	<ul style="list-style-type: none"> • Ensure the effective financial management of the Trust and its College/Schools ensuring compliance with general legislative requirements. Receive and review management accounts to ensure financial probity. • Review and approve the budgets of each College/School, including the determination of the overall College/School budgets to be retained for core central services (resource fee) and to be allocated for procured essential services, based upon the recommendations of the Audit Committee. • The Audit Committee will review the Trusts internal control environment ensuring its effectiveness and that management responses to internal audit reports are

			<p>Groups to focus on their key responsibility of securing outstanding outcomes for students and teaching and learning.</p> <p>Advisory Groups must:</p> <ul style="list-style-type: none"> • Notify the Board of Directors if they become aware of any Health and Safety compliance concerns, accidents or near misses that have not already been reported. • To review Pupil Premium spending plans to ensure pupil needs are being met. (Secondary and Primary only). • To review the PE and Sport funding. (Primary only). 		<ul style="list-style-type: none"> • (See Appendix 1 for further information on spending limits). 	<p>adequate and appropriate.</p> <ul style="list-style-type: none"> • Ensure that the resources of the Trust are appropriately allocated to support the Trust's aims and the needs of individual College/School. • Consider recommendations about risk and financial controls from auditors and the Audit Committee. • Review the draft financial statements prior to audit and approval of audited financial statements and Directors reports prior to submission to the Secretary of State by 31st December. • Receive the reports of the external auditors prior to submission to the Members. • Ensure the Trust achieves value for money as well as propriety in the management of funds. • Take decisions about the Trust's assets and finances, and reserves as set out in the Financial Regulation Policy. • Delegate authority and accountability for Pupil Premium and PE spend to Advisory Board.
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<p style="text-align: center;">HR</p>		<ul style="list-style-type: none"> • Ensures HR policies and processes are implemented in line with Trust policy, e.g.: APRs pay reviews, grievance, capability hearings keeping Director of HR and CEO fully informed. • In liaison and in agreement with DoPE and Executive Headteacher develops and presents staff restructure proposals. • Recruits and retains high quality staff. • Has the power to dismiss, in line with Trust policies and having consulted the CEO and Director of HR. • Conducts APRs of senior leadership team. • Conducts recruitment of Senior staff and other teaching posts with support from Director of HR and Executive Headteacher/DoPE. • Recommends to CEO creation of new College/School teaching or support posts/allowances. • Monitors staff workload, staff voice and wellbeing and responds accordingly. 	<ul style="list-style-type: none"> • Human resources policies and procedures will largely be determined and managed centrally by the Trust, including recruitment and selection policies and procedures, pay frameworks, annual performance review (APR), discipline, grievance and capability. The responsibility of the Principal/Head Teachers is to ensure that these policies are implemented appropriately at College/School level, in accordance with the scheme of delegation. The responsibility of the Advisory Group is to ensure that the work of each College/School is carried out in accordance with such HR policies that are determined by the Trust centrally, via the Board of Directors. • Reviews annual staff voice surveys 	<ul style="list-style-type: none"> • Develops staff restructure proposals alongside Headteachers before proposal to CEO • Recruits alongside CEO Headteachers and members of senior team at individual School level • Re-grading or re-designation of staff in connection with Headteachers • Work with HR, headteachers and the CEO to align Policies where relevant and possible. 	<ul style="list-style-type: none"> • Drafts HR and Recruitment Policies (Director of HR) for Board of Directors approval • Approves staff restructures making recommendations to Board of Directors if restructure involves major redundancies • Supports academies with ongoing HR guidance (Director of HR) • Responsible for additional HR activities including: - supplying representation for hearings • Conducts ‘Staff Voice’ and reports to BOD including the monitoring of the staff wellbeing charter and people strategy. • Leads recruitment of Trust shared services staff (Director of HR) • Liaising with national level unions when required • Implementation of agreed national teaching and support staff scales • Re-grading or re-designation of staff • Approves new College/School teaching or support posts • Has the power to dismiss, in line with Trust policies (CEO and/or HR Director) • Responds to all formal complaints (HR Director) 	<ul style="list-style-type: none"> • To contribute to wider HR functions e.g. grievances and disciplinary hearings • To review and approve Trust HR policy, in line with statutory legislation.
<p style="text-align: center;">Compliance with Statutory Obligations</p>		<ul style="list-style-type: none"> • Ensures compliance with statutory obligations and mandatory Trust policies 	<ul style="list-style-type: none"> • Appoints link governor for safeguarding and SEND (mandatory) and Careers guidance 	<ul style="list-style-type: none"> • Supports Headteachers with statutory obligations. 	<ul style="list-style-type: none"> • Drafts statutory and Trust policies 	<ul style="list-style-type: none"> • Accountable for all compliance

		<ul style="list-style-type: none"> • Responds to all informal College/School level complaints (HR to be informed) 			<ul style="list-style-type: none"> • TETs approves term dates and inset dates • Ensure all statutory information is on websites and GIAS etc. 	<ul style="list-style-type: none"> • Approve all statutory policies • Monitors College/School implementation of statutory compliance and risk management.
Communication		<ul style="list-style-type: none"> • Manages parent, community, local stakeholder and College/School media engagement • Leads on LA communications • Refers any reputational risk to the Primary director/CEO as appropriate • Works with the Trust's Marketing Manager to ensure the College/School has a strong profile both locally and nationally 	<ul style="list-style-type: none"> • Supports College/School and community events and community engagement • Be an advocate in the local community for the Trust/College/School • Act as a conduit for feedback from stakeholder groups. 	<ul style="list-style-type: none"> • Supports Headteachers with LA and family communications as needed. 	<ul style="list-style-type: none"> • Develops communications strategy and guidance • Manages crisis communications and reputational risk • Supports Principals/Headteachers with LA and families as needed • Leads on marketing for Trust and College/School and develops brand guidelines. • Ensure Websites are legally compliant and up-to-date. 	<ul style="list-style-type: none"> • Approves any significant changes to the overall Trust brand • Receive annual staff, student and parent surveys, results and analysis to hear stakeholder voice.
Capital Projects		<ul style="list-style-type: none"> • Contributes/proposes development of significant building projects and refurbishments • Support project delivery with engagement from SBM/CFO and Trust Estates Manager 		<ul style="list-style-type: none"> • Agrees proposals before submission to CEO. 	<ul style="list-style-type: none"> • Propose to BOD significant building projects in accordance with financial regulations • Leads on significant building project delivery in conjunction with Trust Estates Manager (CFO) • Engages in project delivery for procurement in line with procurement law (CFO) 	<ul style="list-style-type: none"> • Accountable for all compliance with building projects. • Engages in procurement process for significant projects as set out in Trust Financial regulations and Appendix 1 • Grants initial approval of all building projects over £100,000 as set out in

						Trust Financial regulations and Appendix 1 <ul style="list-style-type: none"> • Monitors, supports and challenges the development of College/School building projects/refurbishments
Health and Safety		<ul style="list-style-type: none"> • Responsible for local implementation of policies, aligning with Trust policy, including development of College/School procedures and internal reporting on statutory requirements • Work with Trust Health and Safety Manager to ensure compliance 	<ul style="list-style-type: none"> • Notify the Board of Directors if they become aware of any Health and Safety compliance concerns, accidents or near misses that have not already been reported 		<ul style="list-style-type: none"> • Drafts Trust H&S policies (Trust H&S Manager) • Monitors College/School H&S by arranging inspections/audit and supports implementation, as needed. (CFO and Trust H&S Manager) 	<ul style="list-style-type: none"> • Accountable for ensuring a safe and healthy environment for staff, students and other persons on Trust premises • Approves H&S Policy • Monitors College/School compliance, with H&S policies and statutory obligations as well as challenging Colleges/Academies to ensure best practice is followed
Safeguarding		<ul style="list-style-type: none"> • Ensure Trust Safeguarding Policy is implemented including Prevent responsibilities • Appoints Designated Senior Lead (DSL) and Deputy (DDSL) • Manages all safeguarding complaints (exc. against Principal/Headteacher) with Executive engagement (HR informed) • Has oversight of Single Central Register (SCR) and ensures it is up to date and well maintained 	<ul style="list-style-type: none"> • Monitor that robust safeguarding and child protection policies and procedures are in place and implemented effectively • Appoint a designated Advisory Group Safeguarding and Child Protection lead to challenge and support the DSL for each College/School • Ensures Prevent statutory duty is being followed. 	<ul style="list-style-type: none"> • Ensures Safeguarding Policy is being adhered to and in line with statutory policy including Prevent responsibilities. 	<ul style="list-style-type: none"> • Ensures Safeguarding Policy is in line with statutory policy including Prevent responsibilities • Responsible for dealing with any safeguarding complaints against Principal/Head Teacher/Trust employees (Director of HR) • Consulted in responding to any complaint against a staff member (Director of HR) • Responsible for maintaining SCR and ensuring it is up to date (HR Director and Safeguarding Leads) 	<ul style="list-style-type: none"> • Accountable for all legal responsibilities • Approves Safeguarding Policy and ensure it is being implemented across the Trust • Appoints designated lead from Board of Directors • Ensures Board of Directors and Advisory Groups have completed suitable training • Responsible for any safeguarding complaints against the CEO

SEND		<ul style="list-style-type: none"> • Implements Trust specific SEND Policy • Appoints qualified SENDCO • Responsible for implementation in line with all relevant statutory requirements 	<ul style="list-style-type: none"> • Monitors and challenges implementation of SEND Policy and performance of SEND students 	<ul style="list-style-type: none"> • Supports Academies and monitors implementation of SEND policy. 	<ul style="list-style-type: none"> • Drafts Trust SEND Policy (Semco) • Supports Colleges/Academies and monitors implementation of SEND Policy 	<ul style="list-style-type: none"> • Accountable for all legal responsibilities • Approves SEND Policy
Equalities		<ul style="list-style-type: none"> • Responsible for ensuring compliance with all aspects of equalities legislation and Trust policy • Sets College/School employee equalities objectives 	<ul style="list-style-type: none"> • Monitors the performance of sub-groups 	<ul style="list-style-type: none"> • Support Academies in ensuring compliance. 	<ul style="list-style-type: none"> • Scrutinises complaints in relation to equality (Director of HR) • Sets Trust employee equalities objectives • Reviews data to ensure all groups are represented and fully supported and performing in line with their peer groups. 	<ul style="list-style-type: none"> • Monitors compliance against Equality Act/Single Equality Scheme and Public Sector Equality Duty
Admissions/Enrolments		<ul style="list-style-type: none"> • Implements Trust policy on admissions and enrolment • Manages admissions appeals • Propose any change to PAN through involving the LA, Director of Primary (if relevant) and CEO. • Manage all 'on roll' including oversight of potential 'off rolling'. 	<ul style="list-style-type: none"> • Informed of major aspects such as policy and appeals. • Approve any changes to PAN in conjunction with CEO 	<ul style="list-style-type: none"> • Review the Schools Admissions Policies and responsible for implementation across the Schools • Provide expert support to help manage exclusions appeals (esp. for independent review panel) 	<ul style="list-style-type: none"> • Drafts Admissions Policy and responsible for its implementation across the Trust 	<ul style="list-style-type: none"> • Accountable for all legal responsibilities • Agree any significant changes to the Admissions Policy i.e. selection criteria
FOI/GDPR requests		<ul style="list-style-type: none"> • Provides information needed to respond to FOI requests and subject access requests. 			<ul style="list-style-type: none"> • Responds to all FOI requests (Data Protection Manager). 	<ul style="list-style-type: none"> • Accountable for ensuring Trust fulfils FOI/ data protection statutory obligations.
Financial Probity and Value for Money		<ul style="list-style-type: none"> • Accountable for financial probity and best value in College/School expenditure. 			<ul style="list-style-type: none"> • Responsible for Trust-wide financial regularity, propriety and compliance (CFO) • Prepares ESFA returns and Annual Report (CFO) 	<ul style="list-style-type: none"> • Accountable for Trust-wide financial regularity, propriety and compliance. • Responsible for approving Financial Regulations Policy.

					<ul style="list-style-type: none"> • Ensure internal audit is conducted and respond to any recommendations – reporting to Audit Committee. 	<ul style="list-style-type: none"> • Acts on the advice of its Audit Committee.
Trips and Visits		<ul style="list-style-type: none"> • SLT to approve all non-residential trips and visits on recommendation of Health and Safety Manager 	<ul style="list-style-type: none"> • To approve all residential trips in UK and abroad on recommendation of Trust Executive Team and Health and Safety Manager. 		<ul style="list-style-type: none"> • To recommend to Advisory Board for approval all overseas and residential trips and visits. 	<ul style="list-style-type: none"> • Delegated authority to Local Advisory Board and Trust Executive Team for overseas and residential trips.
Scheme of Delegation		<ul style="list-style-type: none"> • Adhere at all times to Scheme of Delegation 	<ul style="list-style-type: none"> • Registers and publishes all pecuniary and business interests of advisors. • Adhere at all times to Scheme of Delegation 	<ul style="list-style-type: none"> • Adhere at all times to Scheme of Delegation. 	<ul style="list-style-type: none"> • Draft, review and recommend changes to Scheme of Delegation annually. • Adhere at all times to Scheme of Delegation. 	<ul style="list-style-type: none"> • Responsible for approving Scheme of Delegation. • Registers and publishes all pecuniary and business interests of Members and Directors.

Appendix 1

Order Value (Ex. VAT)	Building	Non-building	Quote	Tender	Approval								
					Budget Holder	Senior Link Manager	Chief Operating Officer	Chief Operating Officer	Trust Executive Team	Audit Comm.	Buildings Comm.	Board of Directors	
<£2,500	✓	✓	N/A		✓								
£2,500-£9,999	✓	✓	3		✓								
£10,000-£24,999	✓	✓	3		✓	✓							
£25,000-£49,999	✓	✓	3		✓	✓	✓	*					
£50,000-£499,999		✓		✓	✓	✓			✓				
£500,000 and above		✓		✓	✓	✓			✓	✓			✓
Building only													
£50,000-£99,999	✓			✓					✓		✓		
£100,000 and above	✓			✓					✓		✓		✓

*CEO approval needed when CFO/COO is link manager. Once approval is obtained from Trust Executive Team or Board of Directors the CEO or CFO can sign orders up to the total approved level of the project.