

...where everyone flourishes!



Scheme of Delegation 2024/2025

Version 2.0

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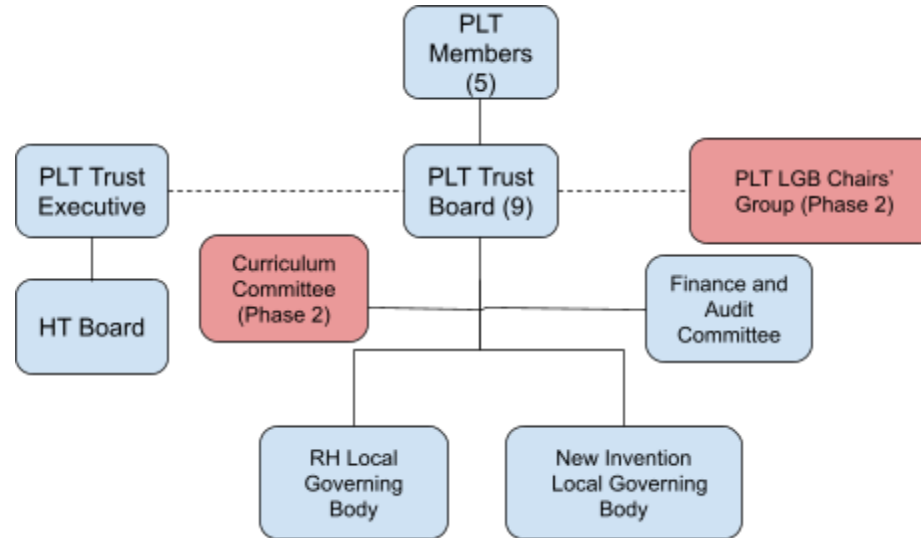
1. Guiding principles

- A **primary only** education charity (including a strong focus on Early Years)
- With a strong focus on **learning for all**, through: a sense of belonging; strong moral code; inclusivity; personal development, and enrichment opportunities
- Led by driven and committed Trustees and Trust Leaders, who **hold trust on behalf of their children, and want the best for and from their people**, so that everyone can **flourish and live well together, with hope for the future**.
- Each school, with its own unique identity, serving its community as an anchor institution
- **Evidence-informed, outward-facing and collaborative**
- **Nurturing talent and expertise to create a sustainable pipeline of passionate leaders and educators**
- Acting within the 3 domains of educational leadership within the system (Trust, Civic, and System Leadership)
- Not limited by geographical boundaries (within 45 mins radius - travel time)
- Development, growth and retention of the Trust workforce, providing a firm foundation for life-long learning for all...

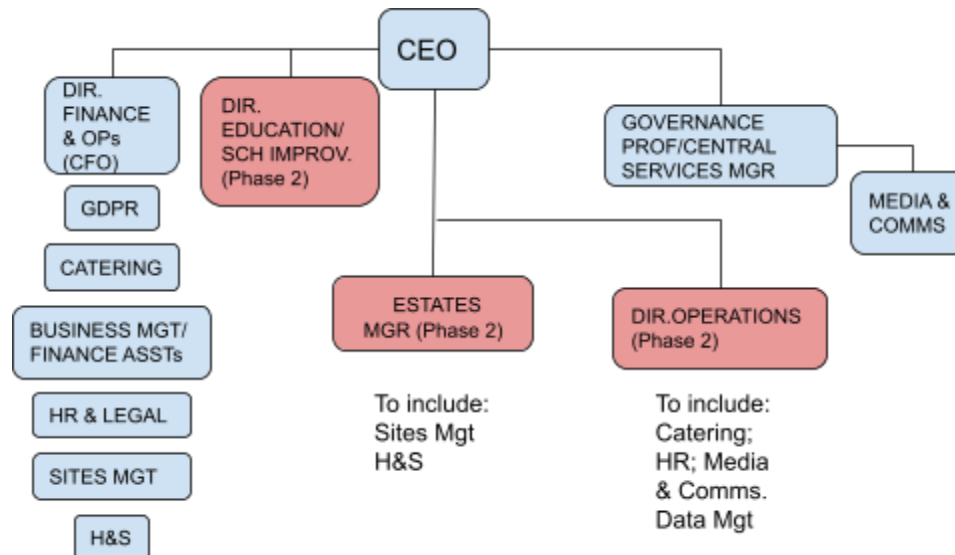
...So that every child and all PLT people joining our Trust can flourish, be empowered through the opportunities that our children and staff have today, with aspiration and hope for the future.

2. Structures and Teams

Trust Governance Structure



Trust Executive Team



3. Overview of responsibility

Primary Learning Trust (PLT) is run by a Board of Trustees, overseen by Members, and is accountable to the Department for Education ('the DfE').

Each Academy has its own Local Governing Body (LGB). The Governors who serve on the LGB include community (appointed), parent (elected) and staff representatives (elected and appointed).

The approach taken in deciding levels of delegated duties aligns with the overviews outlined below.

| Function | Responsibility Overview |
|---------------------------------|---|
| School Improvement | Trust sets School Improvement policies and guidance. Schools set their own priorities aligned to individual KPIs. Trust quality assures school improvement and allocates resources as appropriate. |
| Curriculum | Schools design their curriculum around Trust key drivers and policies, resourcing as appropriate. Trust quality assures provision and outcomes. |
| Professional Development | Head Teacher Board feeds in individual schools' assessed needs for PD as part of Trust appraisal process, which are matched with Trust-wide evidence-informed PD to move the whole organisation forward against Trust priorities and wider educational advancements, including the creation of a Trust-wide career pathway. |
| HR | Trust sets policies, systems and processes, reviewing and approving all key decisions around recruitment and retention. Case management is led and managed by Trust, working alongside schools. Strategic well-being is led and reviewed by trust, schools implement and manage. |
| Estates | H&S is overseen by Trust, with schools managing day to day. Project capital is allocated on a risk/strategy basis. |
| Governance | Local school governance makes decisions in line with a tight scheme of delegation, trustees remain accountable for the majority of strategic decisions |
| Function | Responsibility Overview |

| | |
|------------------------------------|--|
| Finance | The Trust actively manages one bank account, finance systems, policies and processes whilst providing financial support to schools. Trust actively reviews, challenges and approves all budgets, whilst decision-making within the school budget is at school level. |
| Growth and Expansion | Trust manages reviews and approves all marketing and growth strategies. Trust reviews and approves the effectiveness of extended school provision. |
| Collaboration and Community | Trust actively manages PLT community and collaboration activities centrally, accessing funding, opportunities and resources. Schools implement and manage day-to-day work in their own communities. |

4. Responsibilities

The MAT Board has overall legal responsibility for the operation of Primary Learning Trust and the schools within it. Trustees of an academy trust are both trustees of the charity and directors of the Company limited by guarantee. Members and the MAT Board works in close partnership with its family of schools.

The Scheme of Delegation provides for certain functions to be undertaken by one or more of the following:

1. Members (MEM)
2. Board of Trustees (BOT)
3. Chief Executive (CEO)
4. Central Team (CT, inc. CFO)
6. Head Teachers Board (HTB)
7. Local Governing Board (LGB)
8. Executive Head Teacher (EHT)
9. Head Teacher (HT)
10. Head of School (HoS)

5. Members

Members are signatories to the articles of association which include a definition of the trusts' charitable object and governance structure. They also have the power to appoint or remove other members and trustees.

6. The Board of Trustees

The Board of Trustees has formed Committees to carry out certain functions. Certain functions and decision-making may be delegated to committees. This includes:

Pay, Audit, Risk and Finance Committee (PARF)

7. Levels of Delegation

Primary Learning Trust has a direct legal responsibility to the DfE. It is therefore expected to exercise tight control of all schools within the Trust in order to secure expected outcomes and this is reflected in the Scheme of Delegation. All schools and employees of Primary Learning Trust must adhere to the Scheme of Delegation and its associated policies at all times. Failure to comply with the Scheme of Delegation could result in disciplinary action.

Where a school causes concern, for example, concerns around the effectiveness of leadership (including governance), safeguarding concerns, the decline in assessment outcomes, or concerns which arise from visits by members of the Executive Team, then the Scheme of Delegation (or aspects of it) can be revoked and decisions will sit with the relevant member of the Executive Team. Schools within the trust will have different delegation limits including financial limits as set by the PLT Board based on the varying experience of the leadership team as an Academy and/or the Ofsted grading of the joining school.

The Scheme of Delegation is divided into eight sections as follows:

- Governance

- Strategic Leadership
- Finance
- People
- Estates & Health & Safety
- Safeguarding
- Education & Curriculum
- Policies

The scheme of delegation is to be read in conjunction with a number of key documents. These include:

- Trust Policies and Procedures,
- The Academy Trust Handbook
- ESFA Funding Agreements

The scheme of delegation will be reviewed and updated as required, and at least annually for the start of the new academic year.

The various levels of delegation are listed below. It should be noted that not every task requires all levels of delegated power to be defined.

| | |
|----------------------|--|
| Approve (A) | authorisation to decide with or without modification any recommendation |
| Recommend (R) | make recommendation for approval to the appropriate body |
| Propose (P) | put forward suggestions. |
| Consult (C) | asked for views that will be taken into account in the decision-making process |

It should also be taken that the responsibility to implement any agreed policies falls to any group(s) shaded to the right of the term Approve in the accompanying matrices.

8. Version Control

Governance

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|---------------------|-------------------------|------------------|-----|----|-----|-----|-----|----------------|
| Trust Articles of Association | A | | | | | | | | |
| Trust Vision, Strategy, Culture and Values | | A | | P | C | C | C | | |
| Trust Self-Evaluation | | A | | R | P | C | C | C | |
| | | | | | | | | | |
| Appointment and removal of Trustees | A | A <i>(Delegated)</i> | | R | | | | | |
| Approve new academies joining the Trust | | A | | R | C | | C | C | |
| Trust Scheme of Delegation | Receive information | A | | R | R | C | C | C | |
| Terms of Reference for Trust Board and Sub-Committees | | A | R | R | R | | | | C (own LGB) |
| Appointment of Chair and Vice Chair of the Trust Board | | A | | | | | | | |
| Establishing Trust Sub-Committee Chairs | | A | R | | | P | | | |
| Appointment and Removal of LGB members | | A | | C | | R | | | |
| Decision on the level of delegation for each academy | | A | A (Financial) | R | C | C | C | C | C |
| Appointment of Governance Professional to the Board and LGBs | | A | | R | | C | | | |

Governance (Additional Notes)

| |
|---|
| BOARD OF TRUSTEES |
| Is legally responsible for the Trust, the Academies and their governance. Has legal responsibility for statutory compliance. Approves the appointment of the LGB Chair. May delegate responsibilities to LGBs, CEO and the Central Team. |
| CHIEF EXECUTIVE AND CENTRAL TEAM |
| Acts on behalf of the Board to enable them to discharge their duties in relation to statutory compliance. |
| LGB |
| Is responsible for its own processes in line with the legal requirements as set down in the Articles of Association and the Master and Supplementary Funding Agreement. Recommends the LGB chair. Recommends new members of the LGB when a vacancy arises. |
| EXECUTIVE HEADTEACHER |
| Act as Governor on the LGB for schools for which they have responsibility |
| HEADTEACHER / HEAD OF SCHOOL |
| Act as Governor on the LGB. Responsible for training and effective operation of the LGB (with support of Governance Professional). Responsible for building an effective relationship with the Governance Professional. Ensure LGB's receive papers one week in advance of meetings. |

Strategic Leadership

| FUNCTION (Risk/Issues) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|-----|-----|------|-----|----|-----|-----|-----|----------|
| Trust risk/issues register | | | A | R | P | | C | | |
| Mitigating actions around trust risk/issues | | | A | R | P | | C | | |
| Individual school risk/issues register | | | | A | C | R | | | P |
| Mitigating actions around school risk/issues | | | | | C | C | | | A |

| FUNCTION (Information and Communication Tech) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|-----|-----|------|-----|----|-----|-----|-----|----------|
| Trust IT Strategy | | A | | R | P | | C | | |
| Implementation of IT strategy | | | | | A | | C | | |

| FUNCTION (Communication) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|-----|-----|------|-----|----------|-----|-----|-----|----------|
| Press releases identified as a risk | | C | | A | C | | | | |
| Trust marketing and PR press releases | | | | A | R | | | | |
| Individual School level marketing and PR press releases | | | | A | C | | | | P & R |
| School social media posts e.g. X, facebook | | | | | | | | | A |
| School websites compliance | | | | | C | | | | A |
| Changes to trust website | | | | A | P | | | | |
| Changes on GIAS or equivalent | | | | C | P(Trust) | | | | A & P |

Finance

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|---------|-------------------------------------|-------------------------------------|-----|----|---------|-----|-----|----------|
| Maintain sound financial records for the Trust in line with approved Financial regulations and HMRC legislation | | A | R | R | P | | | | |
| Finance policy | | A | R | C | P | | | | |
| Appointment of External Auditors | A | R | | C | P | | | | |
| Appointment of Internal Audit/ Scrutiny Officer | | | A | C | R | | C | | |
| Approve Statutory Accounts and response to management letter | Receive | A | R | P | P | | | | |
| Set Trust Budget and 3 year financial plan | | A | R | P | P | | | | |
| Set Individual Academy Budgets | | | A | R | R | C | | R | P |
| Annual Trust Returns to the ESFA | | Receive | | A | P | | | | |
| Trust Monthly Management Accounts Report | | A(six times a year) | | A | P | | | | |
| Individual Academy Monthly Management Accounts Report | | A | | A | P | Receive | | R | C |
| Capital expenditure projects over £25K | | <i>A (dependent upon timescale)</i> | <i>A (dependent upon timescale)</i> | R | P | C | | P | P |
| Publish annual reports on funding streams such as Pupil Premium and Sports Premium | | | | C | C | A | | | P |
| Ensuring adherence to procedures that minimise risk of fraud | | | A | R | P | C | | | |

| FUNCTION (Purchasing goods, services, work within budget set) | MEM | BOT | PARF | CEO | CFO | LGB | HTB | EHT | HT / HoS |
|--|------------|------------|--------------------------|------------|------------|------------|------------|------------|----------------------------------|
| Enter into an SLA (premises) Subject to expenditure limits | | | | A | C | | | C | P _(individual school) |
| Enter into an SLA (IT) Subject to expenditure limits | | | | A | C | | | C | P _(individual school) |
| Expenditure over £25,001 | | A | R | C | P | | | C | C _(individual school) |
| Expenditure between £15,001 and £25,000 | | A(Chair) | A _(delegated) | R | C | | | C | P _(individual school) |
| Expenditure between £7,501 and £15,000 | | | | A | R | | | C | P _(individual school) |
| Expenditure up to £7,500 | | | | | C | | | A | A |

| FUNCTION (Purchasing capital work) | MEM | BOT | PARF | CEO | CFO | LGB | HTB | EHT | HT / HoS |
|---|------------|------------|--------------------------|------------|------------|------------|------------|------------|-----------------|
| Expenditure over £25,001 | | A | R | C | C | | | | P |
| Expenditure between £15,001 and £25,000 | | A(Chair) | A _(delegated) | R | C | | | | P |
| Expenditure between £7,5001 and £15,000 | | | | A | R | | | | P |
| Expenditure up to £7,500 | | | | | C | | | A | A |

| FUNCTION (Approval to accept quote/tender) | MEM | BOT | PARF | CEO | CFO | LGB | HTB | EHT | HT / HoS |
|--|------------|------------|--------------------------|------------|------------|------------|------------|------------|-----------------|
| Tender required with a minimum of 3 quotes for contracts exceeding £25,001 | | A | R | C | P | | | | |
| A minimum of 3 quotes for all contracts between £15,001 and £25,000 | | A(chair) | A _(delegated) | R | C | | | P | P |

| | | | | | | | | | |
|--|--|--|--|---|---|--|--|---|---|
| All contracts between £7,501 and £15,000 | | | | A | R | | | C | C |
| All contracts up to £7,500 | | | | C | C | | | A | A |

| FUNCTION (FINANCE) | MEM | BOT | PARF | CEO | CFO | LGB | HTB | EHT | HT / HoS |
|--|-----|---------------------------|------|-----|-----|-----|-----|-----|----------------------|
| Income generation. Approval to sign contract for income exceeding £20,000 | | | | A | C | | | | |
| Credit card expenditure over £2,000 | | | | C | A | | | | P |
| Credit card expenditure up to £2,000 | | | | | A | | | A | A(HT) |
| Purchasing not in the budget | | | | A | C | | | | P(individual school) |
| Virements greater than £20,000 | | | | A | C | | | | |
| Virements up to £20,000 | | | | C | A | | | | |
| Writing-off bad debts Between £250 and £45,000 | | Academy handbook (ESFA) A | C | R | P | | | | |
| Writing-off bad debts Up to £249.99 | | | | C | A | | | P | P |

| FUNCTION (fraud/theft and/ irregularity) | MEM | BOT | PARF | CEO | CFO | LGB | HTB | EHT | HT / HoS |
|---|-----|-------------|------|-----|-----|-----|-----|-----|----------|
| Investigation into fraud, theft and/or irregularity exceeding £5,000 individually or cumulatively in any financial year | | Notify ESFA | | C | P | | | | |
| Investigation into fraud, theft or irregularity, suspected included | | A | | C | P | | | C | C |

FINANCIAL (Additional Notes)

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| BOARD OF TRUSTEES |
| <p>Is legally responsible for the Trust's assets and accounts. Develops the overall strategic plan for capital expenditure taking into account individual Academy proposals. Receives summary management accounts to ensure the Board is fully aware of the Trust's and individual Academy's financial performance. Receives individual Academy budgets (Approved by PARF) Approve Pay Policy (delegated to PARF)</p> |
| CHIEF EXECUTIVE |
| <p>Acts as Accounting Officer for the Trust. Monitors statutory compliance and the financial performance of the Academies. Work with the Central Team and Head Teacher Board in developing and maintaining a strategic financial plan.</p> |
| CENTRAL TEAM |
| <p>Acts on behalf of the Trust to enable them to discharge their duties in relation to statutory compliance. Supports the Academies and the Board through general professional services including operational advice, financial planning and advice. Advises HT/HoS and LGB regarding individual academy budgets. Recommends final annual budgets proposed by the LGB's. Recommends capital expenditure plans proposed by the LGB's to Trust Board/CEO.</p> |
| LGB |
| <p>Receives and reviews summary accounts of the annual budget and works with the HT/HoS to ensure the annual budget is followed.</p> |
| HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER) |
| <p>Ensures full co-operation with internal and external audit requirements. Is responsible for controlling costs and ensuring the annual budget is followed. In association with the LGB proposes capital expenditure projects to the Central Team for recommendation to the Trust Board. In association with the LGB proposes the annual budget to the Central Team for recommendation to the Trust Board.</p> |

People

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|------------|-------------------------------------|--|-------------|---------------------|-------------------------------------|------------|---|---|
| CEO appointment | A | R | | | | | | | |
| Central Team appointment | | A (jointly) | | A (jointly) | | | | | |
| Appointment of HT | | A (jointly) | | A (jointly) | | C | | R | |
| Appointment of DHT and AHT | | Representation on appointment panel | | A (jointly) | | C | | A (jointly) | A (jointly) |
| Appointment of Teachers and Academy level staff | | | | | | Representation on appointment panel | | A | A (HT) R (HoS) |
| Changes to Staffing Structure | | A if restructure | C if restructure | A | P | C | | R | R |
| Pay Policy - Annual Pay Awards | | A (annual pay awards) | A (Individual pay progression for all staff) | R | P | | C | P(Individual pay progression for all staff) | P(Individual pay progression for all staff) |
| Changes to Employee Terms and Conditions | | A | | R | C | C | C | C | C |
| Performance Management CEO/EHT | | A (Chair with external panel) | | | | | | | |
| Performance Management Central Team | | | | A | A (Finance support) | | | | |

| FUNCTION (People) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|-----|----------------------------------|------|--------|----|-----|-----|----------|--------------------|
| Performance Management of HT | | | | A | | | | A (HofS) | |
| Performance Management of DHT | | | | | | | | | A |
| Disciplinary / Grievance/ Capability of EHT/HT | | A (EHT/CEO)-Chair | | A (HT) | | | | A (HofS) | |
| Appeals against Disciplinary / Grievance/Capability of EHT/ HT | | A (Panel) | | | | | | | |
| Suspension of EHT/HT | | C (A (Chair) in case of CEO/EHT) | | A | | | | | |
| Return of EHT/HT after Suspension | | C (A (Chair) in case of CEO/EHT) | | A | | | | | |
| Dismissal of EHT/ HT | | C (A (Chair) in case of CEO/EHT) | | A | | | | | |
| Appointments of teaching/ support staff | | | | | | | | A | A (HT) R (HofS) |
| Suspension/Return of teaching/ support staff | | | | | | | | | A (HT) A (HofS) |
| Dismissal of teaching/ support staff for capability | | A (if panel) | | A | | | | A | A(HT) |
| Disciplinary penalties teaching/ support staff for misconduct | | | | | | | | | A(HT) A (HofS) |

| FUNCTION (People) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|------------|-------------|-------------|---------------|-------------------------------|------------|------------|------------|--------------------|
| Dismissal of teaching/ support staff for disciplinary (potential gross misconduct or penalty beyond final written warning/alternatives to dismissal) | | A(if panel) | | A | | | | A | A(HT) |
| Dismissal/Return/Dismissal of Central Team staff | | C | | A | R (those line-managed by CFO) | | | | |
| Response to request for flexible working | | A (CEO) | | A (Exec Team) | | | | A | A (HT) R (HofS) |
| Reorganisation/ Redundancy | | A | | P/R | P/R | C | | R | R |

| FUNCTION (Dealing with formal parental or external complaints (stage 2) against: | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|------------|------------|-------------|------------|-----------|------------|------------|------------|-----------------|
| CEO | | A | | | C (HR) | | | | |
| Central Team | | | | A | C (HR) | | | | |
| Head Teacher/ Head of School | | | | | C (HR) | A | | A | |
| School Staff | | | | | C (HR) | | | | A |

| FUNCTION (Signs employment contract request and contract variations on behalf of the employer for) | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|------------|------------|-------------|------------|-----------|------------|------------|------------|-----------------|
| CEO | | A | | | | | | | |
| Central Team | | | | A | | | | | |
| Head Teacher/ Head of School | | A | | A | | | | | |
| School Leadership Team (inc SENCo) | | | | | | | | A | |
| School Staff (teaching and admin) | | | | | | | | | A |

PEOPLE (Additional Notes)

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| BOARD OF TRUSTEES |
| Is responsible for the recruitment and appointment of the Chief Executive Ratify the appointment of Head Teachers/Head of School as part of the panel |
| CHIEF EXECUTIVE |
| Is responsible for the recruitment and appointment of the Central Team and Head Teachers of Academies (with panel of Trustees) Is ultimately responsible for Leadership Structures within individual Academies, subject to recommendations of HT/HofS. Is responsible, along with the Central Team for monitoring the Single Central Record and statutory compliance with respect to training for safer recruitment on behalf of the Board. |
| CENTRAL TEAM |
| Provides the Board and Academies with professional HR support and advice relating to the recruitment and retention of staff. |

Provides the Board with administrative support in the recruitment of Head Teacher and Senior Staff.
As invited to do so, supports the Head Teacher by joining appointment panels or otherwise contributing to the appointment process of senior leadership team members.

LGB

When invited to do so supports the Headteacher by joining appointment panels or otherwise contributing to the appointment process. Contributes to the appointment of the Head Teacher.
Form a panel for all teacher appointments.
Using key performance data provided by the Academy, is fully aware of the Academy's activity in terms of its staff, staffing structures and more general HR data and can support and challenge appropriately

HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER)

Is responsible for the recruitment and appointment of all staff in line with Trust policies, supported by a panel.
Reports key performance on recruitment and more general HR data to the Central Team and to the LGB.
Is responsible for the statutory compliance with respect to training for safer recruitment.

Estates and Health & Safety

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|-----|-----|--------------|-----|----|-----|-----|-----|----------|
| Ensure buildings insurance and public liability is in place. | | A | A(delegated) | C | R | | | | |
| Ensure Employers Liability is in place | | A | A(delegated) | C | R | | | | |
| Develop a strategic long-term plan | | A | R | R | P | C | C | C | C |
| To ensure health and safety procedures and policy is in place | | A | A(delegated) | C | R | | | | |

| | | | | | | | | |
|--|--|--|---|---|---|---|---|---|
| To ensure health and safety regulations are followed | | | R | A | C | C | C | C |
|--|--|--|---|---|---|---|---|---|

ESTATES AND HEALTH & SAFETY (Additional Notes)

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| BOARD OF TRUSTEES |
| Approve strategic expenditure. Ensures building insurance and public liability is in place (delegated authority to PARF). Ensures Employers Liability is in place. Approves contributions for external funding bids. |
| CHIEF EXECUTIVE |
| Recommends large scale capital expenditure that involves significant changes to the fabric of the academy building, extending the footprint or enhancing the grounds to the PLT Board. Ensures contributions for external funding bids are delivered. Explores bidding opportunities for additional funding. |
| CENTRAL TEAM |
| Develops the wider Estates Strategy and Asset Management Plan in line with the Trust's strategic plan. Provides the Board and Academies with professional support and advice relating to the management of buildings and the estate. Is responsible for monitoring statutory compliance with regulations relating to premises and accommodation on behalf of the Board. |
| LGB |
| The LGB together with the EHT/HT is responsible for developing priorities for capital expenditure and large scale 'minor works' in line with the Estates Strategy and Asset Management Plan, and in line with individual school budgets and forecasts. Proposes projects for the capital expenditure programme to the CEO/Trust Board. Ensures premises are compliant with all statutory requirements. |
| HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER) |
| With the professional support of the Central Team is responsible for the maintenance of the Academy and its facilities. Together with the LGB is responsible for developing priorities for capital expenditure and larger scale 'minor works'. |

Be responsible for implementing a planned programme of preventative maintenance for the Academy.

Safeguarding

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|-----|-----|------|-----|----------------|-----|-----|-----|----------|
| To develop a Safeguarding Policy in line with statutory requirements | | A | | R | P | C | C | | |
| Comply with Data Protection legislation and good practice. | | | | A | R | C | C | | |
| Maintain accurate and effective secure employee records. | | | | A | P (HR Team) | | | | |
| Maintain accurate and effective secure pupil records | | | | | | A | C | C | P |

SAFEGUARDING (Additional Notes)

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| BOARD OF TRUSTEES |
| Reviews reports received from the CEO, and engages in Safeguarding Training. |
| CHIEF EXECUTIVE |
| Maintain a high level of professional development in relation to this area. Is responsible for monitoring statutory compliance with respect to safeguarding and child protection on behalf of the Board. In particular, the Single Central Register for each Academy is checked periodically. Produce termly reports for the Trustees. Receive notification of any significant safeguarding issues relating to staff and children. |
| CENTRAL TEAM |
| Develop, and update as required in line with any KCSIE statutory guidance, a PLT Child Protection and Safeguarding Policy. Ensures all Board members have the appropriate child protection checks and are recorded on the Single Central Register. |
| LGB |
| Ensures there is a culture of awareness, robust vigilance and a safe environment for all children. Adopts the PLT Child Protection and Safeguarding Policy, and engages in Safeguarding Training. Nominates a governor with responsibility for safeguarding. Is responsible for ensuring a fully trained DSL is in place. Checks Single Central Register. |
| HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER) |
| Implement the PLT Child Protection and Safeguarding Policy. Ensure all training requirements are met. Ensure that CPOMS is effectively employed to record any safeguarding incidents. Provides termly records for the CEO and is responsible for ensuring timely completion of all audits relating to safeguarding. Notify the CEO of any significant safeguarding issues. |

Education and Curriculum

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|--|-----|-----|------|-----|----|-----|-----|-----|----------|
| Individual Academy performance targets | | A | | P | C | C | | C | C |
| Individual Academy performance review e.g. SEF | | A | | R | | C | | P | P |
| Individual Academy 3-year plan Strategic Direction | | A | | R | | C | | P | P |
| Individual Academy 1-year School Development Plan | | | | A | | C | | P | P |
| All non-statutory Educational Policies | | | | | | A | | P | P |

Education and Curriculum (Additional Notes)

| |
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| BOARD OF TRUSTEES |
| Is responsible for the strategic vision for the Trust that promotes the spiritual, moral, social and cultural development of all pupils. Monitors individual Academy improvement. Receives final inspection reports. Is responsible for ensuring sufficient resources are allocated through accurate and informed budget setting to deliver the highest possible quality of teaching. |
| CHIEF EXECUTIVE |
| Agree the annual Academy Development Plans. Monitors the implementation of the curriculum. Ensures annual reviews of each Academy takes place. Supports the HT to ensure the Academy is inspection ready, supports during inspection and attends feedback meetings. Support and challenge HTs and LGBs with their systems for monitoring the quality of teaching |
| CENTRAL TEAM |
| Supports the Academy through any external inspection process. With the LGB, is responsible for supporting, challenging and advising the Academy in its programme of improvement. Is responsible for monitoring statutory compliance on behalf of the Board. |
| LGB |
| The LGB is responsible for knowing and understanding the Academy's own evaluation of the quality of its curricular and extra-curricular provisions. Is responsible for supporting, challenging and advising the Academy in the development and implementation of its curriculum. Is responsible for knowing and understanding the Academy's own evaluation of the quality of spiritual, moral, social and cultural development. Is responsible for knowing and understanding the Academy's own evaluation of the quality of teaching. Alongside the CEO, is responsible for supporting and challenging the Academy in its programme of improvement. |
| HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER) |
| Is responsible for the development and implementation of the Academy's curriculum and Academy's extra-curricular provision. Is responsible for ensuring the curriculum allows students to progress to the next stage effectively. Is responsible for the quality of spiritual, moral, social and cultural development of students. Is responsible for ensuring Trust policies are in place and implemented. Notifies the CEO of contact from the DfE/ Ofsted with immediate effect. Is responsible for the quality of teaching in the Academy, ensuring consistent good or better teaching leads to high-quality outcomes for all pupils. Is responsible for the accurate self-evaluation of the quality of teaching, its strengths and weaknesses and for implementing action to address this. |

Policies

| FUNCTION | MEM | BOT | PARF | CEO | CT | LGB | HTB | EHT | HT / HoS |
|---|-----|------------------|------|-----|------------------------|------------------------|-----|---------------|--------------|
| Create and provide Trust policies, guidance, handbook and procedures | | A | | R | P | C | C | C | C |
| Respond to any statutory requirements introduced | | A | | R | P | | | | |
| Set Term Dates, Timings of Day and INSET | | | | A | | C | R | P | P |
| Expansion and Reduction of PAN | | A | | R | P | C | | C | C |
| Create a published rolling programme of Trust Policy reviews. | | | | A | P | | C | | |
| Create a published rolling programme of individual Academy policy reviews. | | | | | | A | C | A (delegated) | A (delgated) |
| Add site-specific information where required to PLT policies and independent site-specific policies where a generic PLT policy does not exist | | A (Trust Policy) | | C | P (in to Trust Policy) | A (Individual Academy) | | P | P |

POLICIES (Additional Notes)

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| BOARD OF TRUSTEES |
| Approves all PLT policies |
| CHIEF EXECUTIVE |
| Responsible for PLT policy development and programme of review |
| CENTRAL TEAM |
| Produce PLT policies as necessary along with other guidance and handbooks. Ensures all policies are published on Trust website |
| LGB |
| Adopts PLT policies and additional site-specific information where appropriate. Ensures all policies are published on the Academy website. Approves site specific policies for the Academy. Approves individual academy policies or delegates as appropriate to HT/HoS Approve Permanent Exclusions |
| HEADTEACHER / HEAD OF SCHOOL (IN ASSOCIATION WITH EXECUTIVE HEAD TEACHER) |
| Presents PLT policies to LGB and staff. Is responsible for the implementation of all policies. Monitors compliance of staff and LGB. Arranging Governor and staff training where required to support policy understanding and implementation. Produces site specific policies for approval by LGB. Approve Fixed Term Exclusions Notify Permanent Exclusion to CEO prior to recommendation to LGB |