

# Scheme of Delegation (DMM) May 2018

## Working Document

**Guidance note:** all activities are to be conducted in accordance with the Trust's Policies and Procedures Manual (as may be updated from time to time).

<b>Governance</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Council</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To review and amend the Articles of Association (review every 3yrs)</p> <p>To change the name of the Academy Trust</p> <p>Receives an annual report from the Trustees and the CEO on the Academy Trust's performance</p> <p>To ensure the Learn@ Multi- Academy Trust the Board and Executive Team are working towards the vision and ethos set out from its initiation</p> <p>To appoint the 8 statutory Trustees of the Board</p> <p>To change the scheme of delegation</p>	<p>To review and amend the Scheme of Governance (review every 3yrs)</p> <p>To review and amend the Constitution and Terms of Delegation of Academy Councils</p> <p>To determine the Board's Reserved Matters</p> <p>To annually determine the educational character, mission or ethos of the Trust</p> <p>Trustees are obliged to inform the members of any concerns between annual reports</p> <p>To appoint a Company Secretary</p>	<p>To annually determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Trust)</p> <p>To nominate the Chair of the Academy Council</p> <p>To nominate the Vice Chairs of the Academy Council</p> <p>To appoint a Clerk to the Academy Council</p> <p>To review and amend the policies of the Academies (in line with any Trust prescribed policy)</p> <p>To forward all Minutes of meetings to Trustees</p>	<p>To attend meetings of the Trustees and to provide a CEO's report.</p> <p>To support the appointment process for the Company Secretary and the Clerk.</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To support the Trustees and the Academies in the preparation of Trust-wide and Academy specific policy requirements.</p> <p>To determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of</p>	<p>To determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Trust).</p> <p>To attend meetings of the Academy Council and to provide a Head Teacher's report.</p> <p>To support the appointment process for the Clerk.</p> <p>To tailor Trust-wide policies to Academies as recommended by the CEO.</p>

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Complete an annual Skills Audit

- To appoint a Clerk to the Trustees
- To review and amend the policies of the Academy Trust
- To authorise/ratify or remove the appointments of Chair and/or Vice-Chair of the Academy Councils
- Appoint and remove subcommittee chair's
- To change the scheme of delegation
- Complete an annual Skills Audit

the Trust).

Finance				
Members	Trustees	Academy Councils	CEO	Head Teacher
<p>To appoint external auditors</p> <p>Receives an annual report from the Trustees and the CEO/CFOO on the Academy Trust's financial position</p> <p>Register of business interest on Governor HUB</p>	<p>To appoint internal auditors</p> <p>To sign off annual accounts and report (end of April)</p> <p>To approve the financial scheme of delegation which clarifies Academy Council responsibilities in terms of levels of delegation within their Academy.</p> <p>To appoint a finance and audit committee</p> <p>To approve the annual budget for the Multi Academy Trust (end of June)</p> <p>To approve any significant changes to the approved budget</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust</p>	<p>To agree the annual budget for the Academy before final consideration by the Trust Board.</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To maintain a register of business interests (of the Academy Council)</p> <p>To inform the CEO/ Trustees of any projected deficit/surplus and work with the Executive Team/Head in agreeing a recovery plan for any projected deficit</p> <p>To commit 25% of any end-of- year surplus to the central contingency fund as part of the overall reserves for Learn@ MAT</p>	<p>To act as the Accounting Officer</p> <p>To prepare the annual budget for the Academy Trust</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To prepare monitoring reports for the Trustees</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interest's CEO, CFOO, Company Secretary, Finance and Administration staff (central team)</p> <p>To set up and approve staff expenses for the Executive Team in line with the MAT financial scheme of delegation set by the Trustees.</p>	<p>To prepare the annual budget for each Academy</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To prepare monitoring reports termly for the Academy Council</p> <p>To ensure proper financial controls are correctly followed at the Academy in line with the MAT financial scheme of delegation set by the Trustees.</p>

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	<p>To establish a charging and remissions policy and to keep this under review</p> <p>To appoint an Accounting Officer</p>	<p>To seek central support from Trustees and Central Team through formal request for support with an Academy</p>	<p>To open bank accounts to set up, implement and monitor proper financial IT systems, procedures and protocols across the MAT</p>	
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	<p>To ensure proper financial controls are in place across the MAT</p> <p>To maintain a register of business interests</p> <p>To set up and approve Trustee expenses</p> <p>To establish and monitor a common financial policy across the MAT</p> <p>To retain 25% of any individual Academy's end of year surplus as part of a central contingency fund</p> <p>To allocate agreed amounts of the central contingency fund. This is one of the key reasons for retaining 25% of any school's annual surplus, as of August 2018</p> <p>Register of business interest on Governor HUB</p>	<p>deficit in exceptional circumstances.</p> <p>To inform the CEO and seek approval of the Trustees of all planned surplus carry overs towards major Academy projects/initiatives, to ensure that individual Academy is not at risk of accumulative claw-back.</p> <p>To ensure the Academy plans ahead in regard to building maintenance and re- development in line with the Learn@ MAT finance policy and regulations.</p> <p>Academies are responsible for their contingency fund</p> <p>To forward all Minutes of meetings to Trustees</p>		
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<b>Contracts</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To approve any service contracts for Trustees</p>	<p>To adopt a Trust-wide procurement policy (FGB for adoption at May 2018)</p> <p>To set the delegated levels of authority for contracts</p> <p>To approve the overall commissioned planned places each Academy has to fill each year</p> <p>To approve contracts with a value above thresholds specified in the Trust's Policies and Procedures Manual'</p> <p>To approve contracts which constitute related party transactions</p> <p>To approve appointments of cross wide mat specialist staff, recruited by CEO and Head Teachers</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To ensure all pupil places are filled in line with planned numbers agreed with the Commissioning Officers of Bristol LA and other key Partner Authorities.</p> <p>PP and High Needs Top Up funds are appropriately spent to meet the SEN of the young people</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To make payments within agreed financial limits</p> <p>To secure minimum commissioned planned places with Local Authorities and appropriate high needs top-up allocations to meet the SEN each Academy specialises in</p> <p>To act as signatory for the Academy Trust bank account</p> <p>To appointment and review cross wide mat specialist staff with approval from Trustees and to provide feedback from Head Teachers to Trustees.</p>	<p>To make payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To ensure the High Needs Top Up allocations for each young person are spent in line with the Academy Provision Map</p> <p>To act as a signatory of an Academy specific bank account</p> <p>To provide feedback to CEO on MAT wide specialist staff</p>

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	and receive feedback from CEO>			
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Curriculum and standards				
Members	Trustees	Academy Councils	CEO	Head Teacher
<p>Receives an annual report from the Trustees and the CEO on standards</p>	<p>Determines(annually) a Trust-wide curriculum guidance to ensure provision of a balanced and broadly based curriculum and statutory compliance and to inform individual Academy policies to include:</p> <ul style="list-style-type: none"> <li>English, Maths and Science for the Special Academies and</li> <li>English and Math's for the AP Academies.</li> </ul> <p>Set number of sessions each Academy is expected to operate year on year</p>	<p>Approves (annually) the curriculum policy proposed by the Head of School (to the extent that it is consistent with the Trust-wide guidance).</p> <p>Monitors all performance data reported from the head teacher relating to quality and standards.</p> <p>Ensure a relevant and meaningful curriculum is in place and presented both to challenge the young people and take account of their SEND</p> <p>Set school timings for an Academy day</p> <p>To forward all Minutes of meetings to Trustees</p>	<p>Provides oversight of the implementation of the Trust- wide curriculum guidance.</p> <p>Provide three per year reports to the Trustees regarding standards in all Academies across the MAT</p> <p>Provides oversight of the target setting for pupil achievement and progress by the Head Teacher and monitor against targets</p> <p>Monitors the performance data reported from the head teacher relating to quality and standards.</p>	<p>Is responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements.</p> <p>To make provision for a daily collective act of worship and/or time for reflective thought</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>Report 3 times per year on all performance data to the CEO and the Academy Council relating to standards</p> <p>Advise Academy Council of school calendar and timings of the school day year on year</p>



<b>SEN and Disability</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To ensure the Trust is fulfilling its specialist regional role in successfully meeting the SEND of the young people attending</p>	<p>To determine a Trust-wide SEN and Disability policy</p> <p>To annually ensure the vision and ethos of the specialist Academy Trust is being maintained across all Academies through successfully meeting the individual needs of the young people and Trust wide KPI's</p> <p>To provide oversight of the implementation of the policy within the Academy and compliance with Statutory legislation</p> <p>The trustees monitor the implantation of the SEND action plans arising from the annual send review</p>	<p>To maintain and promote the Learn@ MAT SEND policy and procedures</p> <p>To provide oversight of the implementation of the policy within the Academy and compliance with Statutory legislation</p> <p>To monitor and challenge the ability of the Academy to meet the individual SEND of each young person</p> <p>To ensure compliance with annual SEND review</p>	<p>To provide oversight of the implementation of the Trust- wide SEND policy</p> <p>To ensure compliance with the implementation of the policy within the Academy and compliance with Statutory legislation</p> <p>To ensure all Head teachers and Strategic Leaders in the Trust have up-to-date SEND training and knowledge</p> <p>Monitors the Pupil data figures reported from the Head Teacher relating to successfully meeting young people's SEND</p> <p>To monitor use and impact of Trust wide specialist staff</p> <p>To provide a summery report of each Academies SEND review for the Trustees</p>	<p>To ensure all teachers recognise their responsibility for co-ordinating SEND provision both for the individuals they teach and the wider Academy community they are part of</p> <p>To liaise with the local authority in respect of individual needs of students who have (or might have) SEND and to ensure all of these are documented within the EHCP</p> <p>To ensure any MAT wide specialist staff receive appropriate support to maximize benefit to our young people</p> <p>To ensure each individual young person has their needs met in line with the Provision Map resourcing agreed</p>

				<p>on admission</p> <p>To make provision for SEND pupils with or without a statement of EHC plan</p> <p>To ensures compliance with the Statutory legislation relating to SEND pupils requirements within the Academy.</p> <p>To ensure the Local Authority SEND review is completed annually and areas for development are incorporated into the Academy action plan.</p>
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<b>Safeguarding</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To receive an Annual Report regarding the Single Central Record, Safeguarding and Child Protection</p>	<p>To adopt a Trust-wide safeguarding and Child Protection policy.</p> <p>To adopt a Trust-wide guidance regarding school trips.</p> <p>To ensure a Central SCR is up- to-date and maintained in line with DFE regulations including DBS checks for all Trustees and Members</p> <p>To appoint a designated safeguarding designated trustee to report directly to trustees and not to be moved to sub committee</p> <p>The trustees monitor the implementation of the safeguarding action plans arising from the annual safeguarding audit.</p>	<p>To appoint a designated Councillor for safeguarding and looked after children.</p> <p>To review and maintain a safeguarding and child protection policy for the Academy (consistent with the Trust-wide policy)</p> <p>To ensure the completion of the single central record in line with OFSTED criteria</p> <p>Where there is residential provision to ensure unannounced visits take place and are recorded at least termly</p> <p>To ensure compliance with Prevent Duty statutory legislation</p> <p>To ensure compliance with annual safeguarding audit</p> <p>(May/ April)</p>	<p>To ensure that each Academy has appointed a designated teacher to support looked after children.</p> <p>Monitors the Pupil data figures reported from the Head of School relating to LAC</p> <p>To ensure the Head and in their absence at least one other strategic leader in each Academy has up to date Designated Safeguarding lead training</p> <p>To provide a summary report of each academies safe guarding audit for the trustees</p> <p>To ensure compliance with Prevent Duty statutory legislation</p>	<p>To maintain the overall DSL, roll within their Academy and appoint appropriate senior staff as cover in their absence</p> <p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance.</p> <p>To maintain the single central record in line with OFSTED criteria</p> <p>To approve off-site visits for pupils of more than 24 hours</p> <p>To ensure the Local Authority Safeguarding Audit is completed annually and areas for development are incorporated into the Academy action-plan</p> <p>To ensure compliance with Prevent Duty</p>

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	<p>To ensure compliance with Prevent Duty statutory legislation</p> <p>To monitor all levels of bullying throughout trust through the CEO report ( to be reviewed )</p>			statutory legislation
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<b>Behaviour</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To ensure the Learn@ Multi- Academy Trust the Board and Executive Team are working towards the vision and ethos set out from its initiation and meeting our KPI's</p>	<p>To adopt a Trust-wide behaviour guidance</p> <p>To review the use of exclusions across the Trust. Ensure an Appeal System is in place for parents/carer's and young people who wish to contest their exclusion</p> <p>To ensure an approved policy, procedure and practice of physical restraint is monitor and adopted across all provisions in line with DFE guidelines and recommended practices for SEMH/ASC.</p> <p>To convene an appeal committee (in line with statutory guidance) to review a decision of the Head Teacher to permanently exclude a pupil (noting that such a committee could be made up of or include</p>	<p>To review and maintain a behaviour policy in line with Trust wide guidance for the Academy</p> <p>To convene an appeal committee to review a decision of the Head teacher to exclude a pupil for a fixed term (noting that such a committee could also include Academy Council members from other Schools within the Trust and Trustees if desired.</p> <p>To ensure the Academy follows the approved policy of the Trust in regard to the procedures and practice of physical intervention and monitor and challenge the appropriate use of this strategy within the provision.</p> <p>To monitor and ensure the recording of physical</p>	<p>To prepare Trust-wide behaviour Guidance for adoption by the Trustees.</p> <p>To review the overall pattern of all exclusions and to report on the same to the Trustees</p> <p>To ensure the most effective behaviour management training and advice is provided for all staff who work with young people.</p> <p>To be informed of pupil referrals to internal ALP's Academy wishing go over numbers for referrals to ALP's within Learn@ MAT to be approved by CEO.</p> <p>To monitor all forms of bullying and challenge the head teacher response where appropriate. To provide 3 repots annually</p>	<p>To prepare a behaviour policy for the Academy for review by the Academy Council.</p> <p>To exclude a pupil for a fixed term. (If a Head does not feel they can meet a young person's needs any longer an alternative provision should be sought through EHCP review)</p> <p>To consult with the CEO in regard to any referrals within Learn @MAT ALP</p> <p>To ensure the effective use of behaviour management strategies consistent with the overall policy and practice of the Trust. Ensuring staff are trained and have access to de-brief/supervision sessions</p> <p>To ensure termly reporting of all forms of bullying to CEO</p>

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	<p>Academy Council members (from any School across the Trust) if desired).</p>	<p>intervention accurately recorded within the Bound Book for physical interventions</p>	<p>in required to bullying across the Trust.</p> <p>To ensure regular reports in regard to physical interventions throughout the trusts</p>	<p>To monitor and evaluate the positive impact on intervention strategies in regard to all forms of bullying through termly head teacher reports.</p> <p>To report all forms of bullying to the academy council 3 times per year and to forward all copies of bullying documentation within 5 working days of the incident.</p> <p>To ensure the Bound book recording physical intervention is up to date and accurate.</p> <p>To ensure CEO and Chair of AC are aware and kept up to date of any safeguarding issues involving allegations and LADO.</p> <p>To ensure electronic copies of all bullying forms are completed and sent, as soon as possible, after acting by the Academy, to the Central Team.</p>
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<b>Admissions</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>Approve the 'Statement of Purpose (including Admissions Guidance)' and any changes to it</p>	<p>To ensure a 'Statement of Purpose' is in place, including the 'Admissions Guidance' for the Trust</p> <p>Establish and review the level of commissioned places across the Trust and how many each Academy is expected to provide for</p> <p>To set and agree a trust wide contract with LA commissioning officers on an annual basis.</p> <p>To agree and review the Learn@ MAT admissions policy and procedures reflect the core work of specializing in SEMH</p>	<p>To consider and respond to all consultations for admission for pupils with Statements or Education, Health and Care Plans within their planned (commissioned) place numbers</p> <p>To ensure there is in place an Academy Admissions Procedure in line with the Learn@ MAT Policy.</p> <p>To ensure place numbers stay at least over 85% capacity</p>	<p>To maintain the 'Statement of Purpose' and Admissions Guidance ensuring it is up-to- date and properly reflects the vision, ethos, purpose and key working features of the Trust</p> <p>To accurately present the 'Provision Map' as offered across the Trust for the different SEND Learn@ cater for</p> <p>To monitor and evaluate with Heads that the young people receive the support identified in their provision plan</p> <p>To on an annual basis produce referral panel dates for each Academic year with the lead SEN from each LA</p>	<p>To liaise with the Academy Council and respond in a timely fashion and in any event within 15 days to consultations in respect of admissions for pupils with Statements or Education, Health and Care Plans</p> <p>To monitor directly or through delegated responsibility of strategic leaders that a young person's provision plan is being effective and ensuring appropriate changes are made where necessary</p> <p>To attend referral panel meetings and decide if they can meet the child's individual needs and the banding level to be set.</p> <p>To liaise with Academy</p>

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				Council in insuring that there is an Academy Admissions policy which is in line with the Trusts Admissions Guidance.
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Pupil related matters				
Members	Trustees	Academy Councils	CEO	Head Teacher
<p>To monitor that the young people have a strong voice within the plan-do-review processes of Learn@ MAT.</p>	<p>Receives a termly report from the CEO regarding standards (to include attendance, behaviour and safety, teaching and learning, attainment, PP/ PEP and destination data).</p> <p>To adopt Trust-wide Complaints policy and receive reports from the CEO regarding the level of complaints across the Trust.</p> <p>To set the Academy sessions and the dates of Academy terms and holidays (3 of 6 training days a year to be set by Academy Board to encourage joint partnership training)</p> <p>To appoint a parent Trustee with first-hand knowledge of the SEND process but independent from Learn@ MAT</p>	<p>To review attendance, pupil absences, behaviour, safety, teaching and learning, attainment, PP/ PEP and destination data). (as part of the Pupil data report).</p> <p>To monitor the impact of the pupil premium in the Academy.</p> <p>To hear complaints at the relevant stage and adhere to the trust wide complaints policy</p> <p>To set the times of Academy sessions and the dates of Academy terms and holidays (3 of 6 training days a year to be set by Academy Council)</p> <p>To support the use of an independent person in line with Care Regulations in a</p>	<p>Monitors and ensure the levels of attendance in the Academies and the use of Home- Academy agreements and individual Academy use of the Alternative Learning Program. Reports termly to the Trustees.</p> <p>To monitor the impact of the pupil premium across the Trust.</p> <p>To review the level of complaints across the Trust.</p> <p>To advise the Trust Board on when to hold the 3 joint training days each year</p> <p>To ensure compliance with trust wide Equalities and Diversity policy.</p>	<p>To maintain a register of pupil attendance.</p> <p>To report on attendance, pupil absences Pupil Data Report.</p> <p>To review and maintain home- Academy agreements</p> <p>To ensure effective deployment of the Pupil Premium and PEP and to monitor its impact.</p> <p>Having regular and varied communications with Student voice and document the impact this has on school development</p> <p>Developing strong parent partnership practices across the academy the ensure the best educational health and care out comes for their</p>

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	<p>To ensure trust wide Equalities and Diversity policy is implemented and monitor</p>	<p>residential setting</p> <p>To nominate a lead councillor to perform unannounced visits to residential care settings on a regular basis and report back to the Head</p> <p>Having regular and varied communications with parents and document the impact this has on school development</p> <p>To ensure trust wide Equalities and Diversity policy is implemented and monitor</p>		<p>children.</p> <p>To hear complaints at the relevant stage in compliance with the trust wide policy.</p> <p>To ensure that the Academy meets for 378 sessions in an Academy year</p> <p>To ensure that there is an appropriate independent person is in place in line care regulation requirement within a residential setting, and that all young people are aware of who and how to contact them.</p> <p>To ensure compliance with trust wide Equalities and Diversity policy.</p>
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				To advise the Academy Council on when to have the 3 remaining training days per year separate to the joint MAT days
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Information management				
Members	Trustees	Academy Councils	CEO	Head Teacher
-	<p>Adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> <li>the requirement to notify individuals as to how information is to be used and</li> <li>on the matter of safe storage.</li> </ul> <p>To ensure the MAT is compliant with GDPR.</p>	<p>Ensure the effective implementation of the data protection policies and procedures in the Academy.</p> <p>To support the Trustees in ensuring the Academy is compliant with GDPR.</p>	<p>To ensure compliance with all data protection legislation and good practice across the Academies.</p> <p>To support the individual academies on the effective safe storage of data</p> <p>To maintain accurate and secure staff records for the Executive Team</p> <p>Ensure registration with the Information Commissioner's Office is up to date.</p> <p>To set up and maintain a Learn@ MAT website informing of central common policies, complaints policy, names and contact details of Members, Trustees and the Central Team, link to Company House last report and each individual</p>	<p>To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p> <p>To ensure compliance with all data protection legislation and good practice in the Academy and the MAT data handling policy.</p> <p>Head Teacher to provide training for all staff in relevant areas of GDPR.</p>

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			school web-site.  CFOO to monitor, promote and report on Learn@ MAT compliance in all areas of GDPR.	
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<b>Staffing</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To ensure staff know and operate to the vision and ethos of Learn@ MAT.</p>	<p>To define any overarching management structures across Academy Trust and budget</p> <p>To adopt Trust-wide staff policies and procedures.</p> <p>To suspend, appoint and dismiss the CEO, CFO, Company Secretary and Clerk.</p> <p>To conduct the performance management review of the CEO, the Company Secretary and the Clerk.</p> <p>To support the CEO in the performance management of the CFO (and any other senior executive posts).</p> <p>To approve any potential changes to staff member's terms and conditions in respect to equality and fairness across the MAT and before any</p>	<p>To approve the staffing structure for the Academy, including teaching, non- teaching and care.</p> <p>To ensure a Management of Change is initiated if an Academy determines to change its staffing structure or any part thereof.</p> <p>To hear appeals under the disciplinary, capability and grievance procedures for Academy Staff and in conjunction with CEO when relating to the Head Teacher.</p> <p>To ensure a MAT compatible Performance Management Policy is in place at the Academy/School that is in line with the Pay Policy and reviewed annually.</p>	<p>CEO to determine the staffing structure in conjunction with Head Teacher and AC.</p> <p>To determine the senior leadership and non-teaching structures (not including RCCO's which will remain the responsibility of the Head Teacher and Academy Council) for each Academy</p> <p>To advise the Trustees on suitable Trust-wide policies and procedures and to ensure their effective implementation.</p> <p>To monitor and review staffing changes across the Trust.</p> <p>To appoint, suspend and dismiss members of the Central Team (save as reserved to the Trustees).</p>	<p>Head teacher to determine the staffing structure in conjunction with CEO and AC".</p> <p>To determine teaching staffing requirements within each Academy and budget.</p> <p>To implement the Trust-wide policies and procedures in the Academy.</p> <p>To appoint, suspend or dismiss teaching and non-teaching staff in consultation with the Academy Council and Central Team.</p> <p>To ensure a MAT compatible Performance Management Policy is in place and manage and conduct the performance management of staff in the Academy.</p>

	<p>related Management of Change process is instigated by an Academy Council.</p> <p>To approve applications for secondment within the MAT.</p> <p>To approve any early retirements from the Academy/School.</p> <p>To hear appeals under the disciplinary, capability and grievance procedures for the Central Team.</p>	<p>To work with the CEO in setting, monitoring and appraising the Head Teachers targets.</p> <p>To appoint, suspend and dismiss the Head teachers.</p> <p>To ensure a MAT compatible Performance Management Policy is in place and manage and conduct the performance management of staff in the Academy</p>	<p>To appoint, suspend and dismiss the Head Teacher in conjunction with the Academy Council.</p> <p>To conduct the performance management of Head teachers with appointed persons of the Academy Council (2 or 3).</p> <p>To hear appeals under the disciplinary, capability and grievance procedures in conjunction with the AC when relating to the Head Teacher.</p> <p>process and judgements against the annual targets set.</p>	<p>To approve applications for leave of absence MAT wide.</p>
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<b>Health, safety and risk</b>				
<b>Members</b>	<b>Trustees</b>	<b>Academy Councils</b>	<b>CEO</b>	<b>Head Teacher</b>
<p>To ensure the Learn@ MAT operates within all relevant up-to-date Health and Safety legislation, and that children are kept safe at all times within the procedures and practices of the MAT.</p> <p>To monitor the independent Health and Safety audit report on an annual basis.</p>	<p>To appoint an audit and Finance committee.</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements.</p> <p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To adopt a Trust-wide health and safety guidance.</p> <p>To produce a Trust-wide lettings policy (Audit and Finance Committee).</p> <p>To ensure the Learn@ MAT operates within all relevant up-to-date Health and Safety legislation, and that children are kept safe at</p>	<p>To review the risk register of the Academy</p> <p>To adopt a health and safety policy for the Academy (in line with the Trust-wide guidance).</p> <p>Review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p> <p>To monitor and review accident/ near misses in School. Ensure effective response via Audit and Finance committee.</p> <p>To agree and review an</p>	<p>Preparation of the risk register for the Academy Trust *delegated to CFOO</p> <p>To procure buildings and related insurance and make proposals to the Trustees. *delegated to CFOO</p> <p>To prepare a buildings strategy and asset management planning arrangements. *delegated to CFOO</p> <p>To monitor and support the promotion of a Trust-wide health and safety Guidance for the Trustees' approval. *delegated to CFOO</p> <p>To draw up, agree and</p>	<p>Preparation of the risk register for the Academy Council</p> <p>To prepare a health and safety policy for the Academy (in line with the Trust-wide policy) for adoption by the Academy Council.</p> <p>To monitor the First aid book and agree appropriate actions</p> <p>To monitor and report accident/ near misses in School to the appointed health and safety specialists.</p> <p>To ensure staff are trained in appropriate number and to an appropriate level in First Aid (as specified in the Academies Policies and Procedures Manual).</p> <p>To ensure the safety of staff and pupils and appropriate risk assessments are carried</p>



	<p>all times within the procedures and practices of the MAT.</p>	<p>access policy which is updated on an annual basis.</p>	<p>monitor an accessibility plan for each Academy in consultation with the Head teacher and in compliance with the Trusts Equality and Diversity Policy *delegated to CFOO</p> <p>To evaluate and approve extended trip request.</p>	<p>and actions taken to minimize any identified risk.</p> <p>To review security of premises and equipment.</p> <p>To implement the Trust-wide lettings policy.</p> <p>To liaise with the Executive Team in relation to the accessibility plan for the Academy.</p> <p>The head teacher to be responsible for delegating a qualified extended trips coordinator in place and submitted the appropriate request forms 4 weeks before intended activities to CEO.</p> <p>To update the AC access policy on an annual basis.</p> <p>To keep the Central Team aware of all accidents at work/ near misses by sending reporting forms ASAP after the event, of the agreed appropriate forms to our Health and</p>
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# Decision Making Matrix March 2018



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