Durham & Newcastle Diocesan Learning Trust

SCHEME OF DELEGATION

of

DURHAM AND NEWCASTLE DIOCESAN LEARNING TRUST ("DNDLT")

in relation to

THE ACADEMY COUNCIL OF NORTHERN SAINTS CHURCH OF ENGLAND ACADEMY

EFFECTIVE DATE: 1 January 2023

'Every child matters and no child is ever left behind'

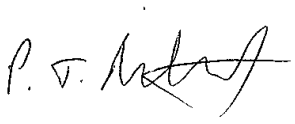
"Let the little children come to me and do not stop them for it is to such as these that the Kingdom of God belongs"

Signed to confirm acknowledgement of receipt on behalf of the Academy Council of Northern Saints Church of England Academy

Date: 22nd December 2022

PRINT NAME: Jo Warner, Chair of Governors

Signed on behalf of Durham and Newcastle Diocesan Learning Trust



Date:

PRINT NAME: .Paul Rickeard, CEO

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1. DEFINITIONS

In this Scheme:

“AC” means the Academy Council of the Academy as constituted by this Scheme;

"**Academy**" means Northern Saints Church of England Academy

"**Articles**" means the Articles of Association of Durham and Newcastle Diocesan Learning Trust from time to time;

"**Budget**" means the annual budget set for the Academy in accordance with the Master Funding Agreement and/or the Supplemental Funding Agreement;

"**DBE**" means the Diocesan Board of Education within which the school is situated (being Durham or Newcastle)

"**Directors**" means the directors of the MAT;

"**Head Teacher**" means the head teacher of the Academy;

"**Master Funding Agreement**" means the Master Funding Agreement entered into by DNDLT and the Secretary of State for Education effective on 1 November 2017 and the parallel Master Funding Agreement entered into effective on 1 April 2022;

"**Operating Levels**" mean the two levels of delegated authority based on Ofsted's grading as determined by MAT from time to time as set out in Schedule 2 of this Scheme;

"**Supplemental Funding Agreement**" means the Supplemental Funding Agreement entered into by MAT and the Secretary of State for Education in respect of the Academy;

“Trustees” means those trustees holding the Academy’s site and providing them to DNDLT for use and occupation by the Academy.

“Responsible officer” means the person who ensures that there is adequate supervision being done around audit functions

2. INTRODUCTION

2.1 As a charity and company limited by guarantee, the MAT is governed by a board of Directors who are responsible for, and oversee, the management and administration of

the MAT and the academies run by the MAT. The Academy is one of the academies overseen and managed by the MAT.

2.2 The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the MAT and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

2.3 As the Academy is a Church of England academy, designated as such, the Directors are also accountable to the DBE under the provisions of the Diocesan Boards of Education Measure 2021, and to the Trustees, to ensure that the Academy is conducted as a Church of England school.

2.4 The management of the business of the Academy shall be delegated by the Directors to the AC, a committee of the Directors established by this Scheme, according to its Operating Level.

2.5 In addition to clause 2.4, the role of the AC is to:

2.5.1 maintain an overview and keep the Directors properly informed of the conduct and progress of the Academy;

2.5.2 act as a critical friend to the Head Teacher and staff of the Academy;

2.5.3 be accountable to the Directors, parents and the wider community for the AC's actions and the Academy's overall performance.

2.6 This Scheme has been put in place by the Directors from the Effective Date in accordance with the provisions of the Articles and it should be read in conjunction with those Articles as well as with:

2.6.1 the Directors' strategic plans and policies for the Academy; and

2.6.2 the Budget.

3. VISION AND MISSION STATEMENT

3.1 The vision of the MAT is as follows:

'Every child matters and no child is ever left behind'

"Let the little children come to me and do not stop them for it is to such as these that the Kingdom of God belongs"

- At the heart of our vision is our commitment to ensure all of our schools are places where children and young people develop and thrive academically, socially, culturally and spiritually. The drive for excellence and effectiveness in our schools is paramount, but not merely because the Government says so. The enabling of every child to flourish in their potential as a child of God is a sign and expression of the Kingdom and is at the heart of the Church's distinctive mission.

3.2 The mission statement of the MAT is as follows:

- The MAT's Mission is to support and encourage the work of academies in our MAT, promoting Christian distinctiveness through the high quality education of children and young people across the MAT whilst enabling and actively encouraging each school to retain and develop its own unique identity within the local community it serves.

3.3 The Core Values of the MAT are:-

- To ensure that our academies are centres of excellence with a focus on academic outcomes and the nurture of resilience & respect as set out in the Ofsted Inspection Handbook.
- To promote high quality professional development and encourage mutual support in the pursuit of effective teaching and good pupil progress.
- To develop innovative and aspirational thinking building on our long educational heritage and to make use of the latest research in pedagogy and child development.
- To foster, maintain and celebrate Christian distinctiveness in our schools.
- To ensure our academies have a particular vocation to the least advantaged, enabling them through education to change their life opportunities.

3.4 The Core Purpose of the MAT is:-

- The Durham and Newcastle Diocesan Learning Trust will be a strong option within the Diocese of Durham and the Diocese of Newcastle for any church school who wishes to become an academy and, over time, will act as the lead sponsor for any Church schools within the Dioceses which are being directed to become sponsored academies by the Department for Education. It will act as a vehicle for enabling the sharing of best practice and economies of scale achievable across a group of academies.

- Our school improvement approach seeks to build strong capacity to improve from within and a culture that looks outward and never stops trying to be better. Schools which join our MAT are able to help shape our work and benefit both from the support they receive and the opportunities for school improvement they are able to offer. The behaviors we expect to see are:
    - We encourage strong and capable system leaders
    - We enable our people to excel to provide outstanding education
    - We build trust and respect across our academies
    - Developing long term relationships within and across communities in which there is an opportunity for continuous improvement.

3.5 The core objects of the MAT are:-

a) to advance for the public benefit education in the United Kingdom by establishing, maintaining, carrying on, managing and developing academies which shall offer a broad and balanced curriculum and which shall include:-

- Church of England Schools designated as such which shall be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship, and having regard to any advice issued by the DBE
- other Academies whether with or without a designated religious character; but in relation to each of the Academies to recognise and support their individual ethos, whether or not designated Church of England

b) To promote for the benefit of the inhabitants of the areas which the Academies are situated the provision of facilities for recreation or other leisure time occupation of individuals who have need for such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants subject at all times to any restrictions contained within any trusts applying to land occupied by the Company.

4. DELEGATED POWERS AND RESPONSIBILITIES

4.1 The constitution, membership and proceedings of the AC shall be as set out in Schedule 1 of this Scheme (which may be consulted upon, amended and changes

notified to you from time to time following annual review). Under the MAT Articles the AC may sub-delegate powers delegated to it to an AC sub-committee as required.

4.2 The AC agrees to conduct the Academy's business in accordance with the system of decision making set out in Schedule 2 of this Scheme. Guidance on the overriding structure of the MAT itself can be obtained from the Chief Operating Officer.

4.3 The Directors will review the AC at least annually in terms of establishment, constitution and membership to ensure that its members have sufficient skills and knowledge to be an effective academy council of the Academy. This scheme will also be reviewed on an annual basis in line with paragraph 5.2.

4.4 The AC will review its practices on a regular basis, having regard to recommendations made by the Directors from time to time.

4.5 The AC shall provide such data and information regarding the business of the Academy as the Directors may reasonably require from time to time.

4.6 The AC shall submit to and co-operate with any inspections by Ofsted, other statutory inspectors including pursuant to section 48 of the Education Act 2005 (Statutory Inspections of Anglican and Methodist Schools) and the DBE and the Directors, acting reasonably.

4.7 The AC shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the AC under this Scheme in such circumstances or in such other circumstances where the Directors deem this to be reasonably necessary in accordance with the aims and objectives of the MAT.

4.8 For the avoidance of doubt where any power or function of the Directors has been exercised by any committee (including any AC), that person or committee shall report to the Directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Directors immediately following the taking of the action or the making of the decision.

5. ANNUAL REVIEW

5.1 This Scheme shall operate from the Effective Date in respect of the Academy.

5.2 This Scheme shall be reviewed annually by the Directors and may be amended following such review.

SCHEDULE 1

CONSTITUTION OF THE ACADEMY COUNCIL

1. The first AC shall be the governing body (or local governing body where relevant) of the predecessor school unless it is a school at Operating Level 2, in which case, transfer of the governing body will be at the discretion of the DNDLT. There should always be the following categories of academy council members in a previously VA church school academy council:-

    - at least 2 elected parents, or individuals exercising parental responsibility where possible, of a registered pupil at one or more of the Academies overseen by the AC at the time when he or she is elected or appointed
    - at least 1 elected staff member
    - The Head Teacher
    - One ex-officio foundation member (usually the parish priest of the parish the academy is situated within or another individual nominated by the relevant Archdeacon)
    - At least 3 foundation members nominated by the DDEB
    - 1 foundation member nominated by Wearmouth Deanery Synod
    - Up to 3 co-opted members nominated and agreed by the other academy council members

2. In the event that the predecessor school has an interim executive board, the MAT will appoint a committee consistent with the Articles to act as local academy council of the Academy.

3. The Directors (all or any of them) shall also be entitled to attend any meetings of the AC. Any Director attending a meeting of the AC shall not count towards the quorum for the purposes of the meeting and shall not be entitled to vote on any resolution being considered by the AC unless the Academy is at Operating Level 2.

4. All persons appointed or elected to the AC shall give a written undertaking to the Directors to uphold the objects, vision and mission of the MAT as set out in Clause 3 above.

5. Any AC vacancies must be notified to the MAT as soon as they arise and noted in AC minutes.

SCHEDULE 2

FUNCTIONS OF AND DECISION-MAKING BY THE ACADEMY COUNCIL

PART A

Scheme Overview

1. The Operating Levels are:

Level 1 - where the Academy's overall effectiveness meets Ofsted grade 1: Outstanding or Ofsted grade 2: Good, however this is subject to the discretion set out below;

Level 2 - where the Academy's overall effectiveness meets Ofsted grade 3: Requires Improvement or Ofsted grade 4: Inadequate or where the directors of the MAT have identified a need to intervene and change an Academy's operating Level to Level 2 as a result of:-

- a three year trend in underperformance as measured by government statistics
- the Academy being deemed (in the absolute discretion of the Directors) not to be acting in accordance with this Scheme of Delegation or otherwise not acting in accordance with the Ethos and Mission Statements of the Trust as set out in Clause 3.
- a significant safeguarding issue which, in their absolute discretion, the Directors consider could place the school at risk of an Ofsted inspection
- the management of the Academy's financial affairs by the AC resulting in a budget deficit which has not been approved by the Directors

2. The AC will conduct the Academy's business at the Operating Level determined by the MAT, acting reasonably.

3. If the MAT, acting reasonably, determines that the Academy should move to a different Operating Level:

(a) the MAT may exercise its intervention powers to appoint new academy council members to the AC at its discretion as set out below where the academy is at Operating Level 2;

(b) the new Scheme Decision Levels will be in force immediately from notification by the MAT to the Academy of a change in Operating Level;

(c) any necessary adjustments will be made to its budget at the year end.

4. The functions of the AC will be exercised in accordance with the Scheme Decision Level table

at Part B below.

5. The Operating Levels within the Scheme have the following key features:

Level 1

- Members of the AC are appointed in line with the constitution of the predecessor school and subject to the composition requirements going forwards as set out in schedule 1 unless otherwise agreed by the appointing authorities.
- The Academy will have significant powers delegated to the AC but the MAT will retain appropriate powers and controls in the Scheme to ensure delivery of any required school improvement, financial improvement or other appropriate measures in the event of:-
- a three year trend in underperformance as measured by government statistics
- the Academy being deemed (in the absolute discretion of the Directors) not to be acting in accordance with this Scheme of Delegation or otherwise not acting in accordance with the Ethos and Mission Statements of the Trust as set out in Clause 3.
- a significant safeguarding issue which, in their absolute discretion, the Directors consider could place the school at risk of an Ofsted inspection
- the management of the Academy's financial affairs by the AC resulting in a budget deficit which has not been approved by the Directors

Level 2

- The Directors may select all members of the AC, other than parental and staff representatives.
- The AC will have limited powers delegated to it in the Scheme as set out in part B below.

PART B

Scheme Decision Levels

The AC will conduct the Academy's business in accordance with the Decision Levels set out below.

For ease of reference, these are shown using the colour code for the Operating Level shown in Part A above.

Decisions are allocated between the decision makers. The allocation varies according to the Decision Level. The decisions makers are: The MAT The CEO (or at the MATs discretion a named individual identified by the Directors ("the Directors' nominee") The Academy Council The Headteacher

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
Central Services	1.	To determine the scope of central services to be delivered by MAT to and on behalf of the Academy	1 2				MAT to determine legal, HR and finance services in discussion and consultation with AC and HT. CEO to advise and facilitate discussions with central finance support.
	2.	To identify additional services to be procured on behalf of the Academy		2	1		AC to liaise with central finance support when reviewing and deciding on changes to academy services and also suggest areas where service may be better sourced centrally/there are concerns around quality of current service. Services to be contracted by MAT Board/central finance support.
	3.	To ensure centrally procured services provide value for money		1 2			CEO to liaise with AC and central finance support when ensuring this.
Finance/ Budgets	4.	To set the MAT budget and determine the proportion of the overall MAT budget to be delegated to the Academy	1 2				Provided that the proportion of the Budget withheld by the MAT in respect of the Academy shall not be more than 6 % for Operational Levels 1 and 2 respectively, initial review by Finance, audit & risk committee
	5.	To develop and propose the individual Academy budget (for approval)		2	1		In conjunction with central finance support.
	6.	To approve the first formal budget plan each financial year	1 2				Budget plan to be produced by central finance support and approved by MAT board following initial review by Finance, audit & risk committee.
	7.	To monitor Trust wide budget	1 2				With central finance support and review by Finance, audit & risk committee
	8.	To plan and manage monthly academy expenditure and financial reports, and identify actual or potential items of budget		2	1	1	HT with support of SBM and where necessary central finance support. MAT will monitor as necessary.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
		overspend/underspend					
	9.	To monitor monthly academy expenditure and financial reports, and identify actual or potential items of budget overspend/underspend		2	1		With support of central finance support and oversight of CEO. Expenditure must be in line with agreed budget and monthly reporting must take place to central finance support to inform Trust wide monitoring.
	10.	To approve any amount to be transferred between budget headings and/or likely budget overspends		2	1		AC in consultation with HT/SBM but must be in accordance with financial limits on budget virements and/ or overspends as set out in the Trust finance policies.
	11.	To establish financial decision levels and limits	1 2			Implement	As set out in finance policies with support from central finance support and with review by Finance, audit & risk committee. AC to implement with HT.
	12.	To establish financial policies, procedures, regulations and internal financial controls.	1 2			Implement	CEO to recommend with support from SBM/central finance support. Review and recommendation by Finance, audit & risk committee Include:- • financial delegations, investment policy, borrowing, charging and remissions policy, reserves policy • HT to implement at academy level overseen by CEO • CEO to report any concerns about operation of policy with support from central finance
	13.	To appoint the Internal Auditor for the Academy	1 2				Central finance support to advice and support. Key role for MAT board (Finance, audit & risk committee).
	14.	To enter into any contracts which exceed the agreed limits set out in the Trust finance policies	1 2				Review by Finance, audit & risk committee

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	15.	To make payments within agreed financial limits in accordance with Trust Finance policies.				1 2	
	16.	To collect income due to the Academy To maintain proper financial records for the Academy To prepare accounts for the Academy To develop risk management strategies To decide how to apply Pupil Premium		2		1	HT with support of SBM and central finance support.
	17	To authorise acquisition of assets in accordance with Trust finance policies To authorise disposal of assets in accordance with Trust finance policies To appoint auditors To write off debts in accordance with Trust finance policies and not exceeding Academies Financial Handbook limits	1 2				Initial review and recommendation by Finance, audit & risk committee NB HT will be authorised to write off student related debts of up to £50 without MAT board authorisation
	18.	To monitor compliance with approved Financial Procedures and use of pupil premium monies.		2	1		With support of SBM/HT and central finance support.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	19.	Recommend auditors for appointment/removal by Members	1 2				With support of central finance support and recommendation from Finance, audit & risk committee
	20.	Respond to auditor's report/advice		1 (trust level) 2		1 (academy level matters)	Implemented by CEO/finance support for Trust with oversight from MAT board. HT responsible overseen by AC where academy specific and academy is on operating level 1.
	21.	Annual report and accounts	1 2	Implement			Finance central support to co-ordinate draft with input from CEO/clerk. Review by Finance, audit & risk committee. Auditors review and sign off. MAT board/accountable officer to approve specific sections. Members to receive and scrutinize at AGM. File with Companies House and DfE and on Trust website.
	22	Asset register- Academy level				1 2	With central finance support/SBM use of Every software. Trust wide register to be maintained by central finance support.
	22	To approve any 'related party' transactions as defined in the Academies Financial Handbook	1 2				With support of clerk and review by Finance, audit & risk committee
	23	Opening a new Trust bank account of changing signatories of the existing Trust bank account	1 2				
	24	To make novel or contentious purchases or transactions which could cause repercussions in terms	1				As defined in Academies Financial Handbook and initial review to take place by Finance, audit & risk committee

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
		of reputational risk to the MAT or the academy or any of its pupils or employees.	2				
	25.	Establish membership of finance, audit & risk committee	1 2				To work to agreed Terms of Reference and not to include CEO and members of staff, not to be chaired by Chair of Trust Board
	26.	Review and agree programme of internal; assurance	1 2				Through Finance, audit & risk committee
	27.	Review risk register	1 2		1 2		MAT board through Finance, audit & risk committee to review risk register termly, Board must review annually. Academy register to be reviewed termly at Academy Council
	28.	Review reports from internal assurance programme of work	1 2 (MAT level and oversight)			1 2 (academy level)	MAT board through Finance, audit & risk committee with support of CFO, implementation at school level
	29.	Investigation of any reports of fraud	1 2 (MAT level and oversight)		1 2		With support of CFO, HT will implement investigation with LAC, inform Finance, audit & risk committee of process and outcome. CEO report any instances over £5000 to ESFA (cumulative or individual).
Staffing- Academy level appointments (MAT wide see schedule 3)	30.	Pre-recruitment checks		2	1	Implementation	Implemented by HT with support of SBM/admin

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	31.	To appoint a Head Teacher (through a selection panel)	1 2				1. Directors' nominee present to advise 2. Directors' nominee and CEO votes 3. Taking account of views of AC
	32.	To appoint a Deputy Head Teacher (through a selection panel)		2	1		Directors' nominee (CSP) present to advise
	33.	To appoint other teachers (to include responsibilities for SENCO, safeguarding/child protection designated person, educational visits co-ordinator).		2	1		Implemented/led by HT
	34	To appoint non-teaching staff			1 2		Implemented/led by HT
	35	To ensure that an approved appraisal policy is in place	1 2				
	36	To review the performance management policy annually	1 2				
	37.	To agree a pay policy	1 2				Consistency of employer is important and keep in line nationally. In consultation with AC and HT.
	38	Performance management and pay of HT		1 (CSP as Board nominee-	1 (approv e)		In accordance with Trust policy and in consultation with AC. The CSPs or the CEO (who are effectively board nominees) carry out performance management with at

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
				recommend) 2	2		least one academy councillor and make a pay recommendation in line with the pay policy which is then approved by academy council.
	39	Performance management and pay review of other academy staff		2	1 2	1	In accordance with Trust policy and appointment decisions may be delegated to HT by AC or HT advise AC. NB At operating level 2 where this is due to financial deficit pay decisions may be retained by CEO/directors nominee.
	40.	To exercise Pay discretions		2	1		In consultation with MAT board, in accordance with relevant policies and within agreed budget.
	41.	Establishing disciplinary/capability procedures	1 2				In accordance with current policies and in line with Trust wide policies
	42.	Dismissal of Head Teacher/Deputy Head Teacher	1 2				MAT in dialogue with AC, AC can request/ consult
	43.	Dismissal of other staff	2		1		In accordance with current policies and must consult MAT central team and where relevant legal support.
	44.	Suspension of Head Teacher	1 2				MAT in dialogue with AC, AC can request/ consult
	45.	Suspension of other staff		2	1		In accordance with current policies
	46.	Ending of suspension of Head Teacher	1 2				MAT in dialogue with AC, AC can request/ consult
	47.	Ending of Suspension of other Staff		2	1		HT implements in consultation with CE/director s nominee (level 2) or AC (level 1)

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	48.	Determining Staff complement within agreed budget		2	1		HT implement, in consultation with CEO and any necessary HR/ finance support.
	49.	Determining dismissal payments/early retirement	1 2				HT to implement, must be in consultation with central finance support, CEO approval based on that support.
	50.	Conduct of Staff Appraisals Management of staff disputes		2	1		In line with MAT policy and procedures.
	51	Formulation of Employment Policies and Staff Handbook	1 2				In consultation with AC/HT with support of HR advisors. Need to ensure local differences and TUPE taken into account, policies to include:- • Recruitment, probation and induction • Pay • Appraisal • Conduct and disciplinary • Grievance • Capability • Absence management • Professional development • Equality • Expenses CEO to report to MAT board on any material concerns about operation of policies and procedures.
	52	Carry out and maintain single central records		1 2			Overseen by AC and CEO (CEO responsible for trust wide staff)
	53	Maintain register of staff interests and gifts and hospitality register as necessary.		1 2			HT responsible, received by AC with support from HR as required. Interests should be brought to attention of HT as appropriate. CEO responsible Trust wide staff.
Curriculum	54.	Freedom to opt out of national curriculum		2	1		Overseen and consulting with MAT board/CEO

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	55.	To develop a curriculum policy		2	1		Must be balanced and broadly based and comply with the terms of any curriculum requirements determined by the MAT board.
	56.	To implement curriculum policy		2		1	Implemented by HT with oversight of AC and CEO.
	57.	Responsible for standards of teaching		2		1	With oversight of AC/ CEO.
	58.	Accountability for standards of teaching		2	1		
	59.	Responsibility for individual child's education		2		1	
	60.	Accountability for individual child's education.		2	1		
	61.	Provision of sex education – to establish and keep up to date a written policy		2	1		Recommended and implemented by HT.
	62.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	1 2		1 2		
	63	RE policy and provision			1 2		Recommended and implemented by HT, ensure follow relevant statutory requirements for RE and overseen by CEO
	64	Collective worship policy			1 2		Recommended and Implemented by HT, in accordance with trust deed/CE tenets.
	65	SMSC policy			1 2		Recommended and implemented by HT, approved by AC and oversight from CEO

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	66	Off site visits policy	1 2				Implemented by HT and overseen by AC/CEO should dovetail with health and safety policy which should require that any potentially hazardous activities are referred to the MAT board for approval. CEO to report to MAT board on any material concerns about operation of policy.
	67.	Assemble data for pupil assessment and other returns ICT Post-Inspection action plan			12		
	68	Examinations				1 2	HT to ensure appropriate arrangements are in place for examinations, overseen by AC
	69.	To propose targets for pupil achievement				1 2	
	70.	To agree targets for pupil achievement		2	1		
Behaviour, attendance and welfare	71.	To establish a behaviour and discipline policy (including exclusions)	2		1		HT to recommend and implement, overseen by CEO. To be in line with MAT behaviour principles CEO to report to MAT board on any material concerns about the operation of the policy.
	72.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose	2		1		HT to take decisions on whether to exclude, may be for one or more fixed periods (up to a max of 45 days per academic year) or permanently. May withdraw an exclusion that has not been reviewed by AC. HT to notify AC and others in accordance with exclusions code, either without delay or once a term

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
		the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)					and notification must include reasons and duration. HT to arrange alternative provision in accordance with exclusions code. Report from AC/CEO into main MAT board.
	73.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	2		1		Can be delegate to chair of AC of panel at least 3 AC members or to chair of AC where permitted by exclusions code.
	74.	Develop the Academy development/improvement plan		2		1	Recommended and implemented by HT.
	75.	Approve Academy development/improvement plan		2	1		
	76	Pupil attendance				1 2	Overseen by AC/CEO with regular reporting to MAT board and AC.
	77	Safeguarding and Child Protection policy	1 2		Recommend	Implement	HT to implement at academy level, overseen by CEO, template MAT policy to be followed. AC to recommend at academy level CEO to report to MAT board about any material concerns on operation of the policy.
	78	Provision of school meals				1 2	HT responsible overseen by AC. Must include provision of free school meals to those eligible. Must be in accordance with nutritional standards.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
Admissions	79.	Setting/amending an admissions policy	1 2		Recommend		MAT board approve but recommended by AC in consultation with HT provided that it does not conflict with MAT mission statement Consultation with DDBE
	80.	Admissions: application decisions	2		1		HT responsible for co-ordinating and managing process. Must be in accordance with published admissions arrangements. Whole AC must make decision as to who will be offered places.
	81.	If appropriate to appeal against LA directions to admit pupil(s)			1 2		AC in dialogue with the Headteacher
	82	Arrangement of independent appeal panels	1 2				Must be an independent appeal panel established in accordance with the admissions code. Support from CEO/HT and clerk.
Premises & Insurance	83.	Buildings insurance and public liability	1 2				Central finance to support/liaise with insurers. Must include insurance to comply with church supplemental agreement. CEO to ensure details of insurance policy appropriately disseminated.
	84.	Developing Academy buildings and facilities estate long term strategy or master plan	1 2				Support and advice from central finance support.
	85.	Maintaining buildings, including developing properly funded maintenance plan	2		1		HT responsible for implementation/maintenance in condition required by church supplemental agreement overseen by AC.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	86.	To institute a health and safety policy/arrangements	1 (Trust wide policies) 2	1 (CEO Trust wide)	)	1 (school arrangements and policies	CEO responsible for ensuring appropriate health and safety policy and arrangements are in place in line with approved policy and operating effectively. HT to implement policy at academy level and oversee operation of procedures and advise CEO of significant issues. Policy to include appropriate reporting mechanisms at Member, Director and AC level. CEO to present draft policy for consideration.
	87.	To ensure that health and safety regulations are followed	1 2		1 2		HT in school with oversight of AC and support of Health and Safety Adviser (who will liaise with central team to ensure MAT board updated as required).
	88	Maintain academy premises, security and management documents (e.g. fire safety, statutory testing, asbestos)		2	1		HT responsible to implement and to ensure appropriate documents in place (overseen by CEO) CEO to report any material concerns to MAT board and AC and oversee overarching arrangements across trust.
	89	Bid for capital funding and approve capital projects and building works	1 2				Support from central finance support and implemented in consultation with AC/HT. Necessary consents should be obtained from site trustees and check LA lease. All necessary DfE approvals obtained.
	90	Managing Academy capital building projects/building works/maintenance		1 2		1 2	HT responsible up to limits in Trust Finance policies with AC oversight, CEO over HT limits in Finance policies with MAT board oversight. All necessary DfE consents to be obtained and processes followed with support from central finance support.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	91	Acquiring and disposing of land (including leases, licences and easements) in accordance with limits set by ESFA	1 2				AC can recommend and HT/CEO advise, in consultation with central finance support and all necessary DfE approvals should be obtained.
	92	Determining permissible external and community use policy (licencing, letting/shared use arrangements)	1 2				Reflect requirements to obtain any necessary DfE, Trustee consents. Use not at odds with ethos of CE school. Policy to reflect what happens to any revenue generated from such use.
	93	Managing external and community use			1 2	Implement	Must be in accordance with agreed policy
	94.	To set the times of school sessions and the dates of school terms and holidays	2		1		.
	95.	To ensure that the school meets the statutory requirement for [380] sessions in a school year	2		1		
Academy Council structure	96.	To appoint the chair of the AC	1 2		1		AC decision in consultation with MAT (election)
	97.	To remove the chair of the AC	1 2		1		AC decision in consultation with MAT; AC to accept MAT's decision where there is a safeguarding or other legal reason.
	98.	To appoint the vice-chair of the AC	2		1		AC decision in consultation with MAT (election)
	99.	To dismiss the vice-chair of the AC	2		1		AC decision in consultation with MAT; AC to accept MAT's decision where there is a safeguarding or other legal reason.

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	100.	To appoint Academy Councillors	1 2	1 2 (by way of Chair's Action- see note)			In line with composition schedule, appoint those who are elected/nominated, **can be done by Chair's action and ratified at main board as part of membership review (half termly standing item)**
	101.	To remove Academy Councillors	1 2		1 2 (if co-opted)		Depending on category, MAT board can remove on request of nominee, or in the case of elected parents and staff in line with the Articles. For Co-opted councilors AC can remove
	102.	To determine the development needs of academy councillors and put in place an appropriate programme		2	1		AC in consultation and with support of MAT clerk
	103.	To facilitate communication between AC and Trust board		1 2			Through Chairs forum attended by clerk, chair of Trust, CEO and AC Chairs
Information Management	104.	Maintain accurate and effective and secure pupil records.			1 2		In accordance with MAT policy.
	105.	Maintain accurate and effective and secure employee records.			1 2		In accordance with MAT policy.
	106.	Comply with all Data Protection legislation and good practice.	1 2		12		
	107.	To determine, on an annual basis, those policies which will be developed by MAT and mandatory for all MAT Academies	1 2				Through review of policy review schedule
	108.	To review policies annually and ensure they meet statutory requirements for the Academy	1 2	1 2			

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	109.	Complaints Procedure	1 2		1 2		Third stage complaint usually delegated to Appeal group of academy councillors (not previously directly involved) together with independent person as specified in complaints policy, HT to implement and CEO to implement any trust wide complaints and report any material concerns on policy.
Accessibility	110	Equality Information and objectives statement and equality objectives	1 2		1 2		Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting aims of public sector equality duty once reach relevant number of employees (CEO with support from HR). Schools to publish/renew school level objectives and information annually with support of HR.
	111	Accessibility plan			1 2		Recommended and implemented by HT, plan for increasing accessibility to disabled pupils.
	112	Determine SEND and inclusion policies	2		1		Advice from SENCO, recommended by AC To include social disadvantage, equality, disability, discrimination, looked after children, pupil premium. Member of AC with specific oversight for SEN and disability arrangements. HT to implement at academy level, CEO to report any material concerns to MAT board.
	113	Review and challenge effectiveness of SEND and inclusion policies and decisions	1 2		1 2		Consultation between AC and Trust Board via CEO/Chairs forum

			Decision Level				Notes
Function	**No**	**Tasks**	**MAT Board**	**CEO/ Directors Nominee**	**AC**	**HT**	
	114	SEN information report	Annual input to ensure published (March meeting)		1 2	1 Advise 2	SEN report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible Contains details about the implementation of the SEN policy Templates for co-ordinated reporting from Trust? School Bus forms.
Communications	115	School prospectus		1 2	1 2		As required, HT implement, oversight from AC and CEO to ensure in line with Trust requirement
	116	Academy website		1 2		1 2	HT to ensure legally compliant, overseen by AC CEO to ensure dovetails appropriately with Trust website.
	117	Press statements	1 2	1 2		Recommend where academy matters	All press statements to be approved by CEO and if controversial by MAT board