

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓				RAP Committee Trust Board
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓					
	Establish an independent appeals panel when there are admissions appeals						Assistant Head
Behaviour and Exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓		
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓				Your Clerk
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓					
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓		Education & Experience Committee
	Make sure all pupils at the school are provided with independent careers guidance from Y7 to Y13	✓	✓		✓		Education & Experience Committee/Lead Trustee Careers

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Make sure all pupils at the school are provided with at least six encounters with technical education or training providers between Y8 and Y13, as part of the school's career guidance offer	✓	✓		✓		Education & Experience Committee
Finance and budgets	Make day-to-day spending decisions, including ordering good and services, and raising invoices for income generation up to the amount of £20,000.				✓	✓	
	Make day-to-day spending decisions, including ordering goods and services, and raising invoices for income generation between £20,000 and £50,000.				✓		
	Approving orders of goods and services and approval of invoices for income generation between £50,000 and £100,000.	✓	✓				RAP Committee Trust Board
	Approving orders of goods and services and approval of invoices for income generation over £100,000.	✓					
	Approval to not obtain three quotations for goods or services valued at £20,000 or above.	✓	✓				RAP Committee Trust Board
	Virement of budget provision between budget areas up to £20,000					✓	
	Virement of budget provision between budget areas between £20,000 and £50,000				✓		
	Virement of budget provision between budget areas over £50,000	✓					

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Disposal of assets (except freehold land and buildings) up to £10,000				✓	✓	Business Manager & Headteacher
	Disposal of assets (except freehold land and buildings) between £10,000 and £50,000	✓	✓				RAP Committee Trust Board
	Disposal of assets (except freehold land and buildings) over £50,000	✓					Trust Board
	Disposal of freehold land and building of any value						Requires DfE Approval
	Write off bad debts up to £1,000				✓	✓	Business Manager & Headteacher
	Write off bad debts between £1,000 and £5,000	✓	✓				RAP Committee Trust Board
	Write off bad debts between £5,000 and £45,000	✓					Trust Board
	Write off bad debts over £45,000						Requires DfE Approval
	Acquisition of any freehold land or buildings						Requires DfE Approval
	Appoint senior executive leaders as an accounting officer and a chief financial officer of the Trust (these must not be the same person)	✓					
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Department for Education (DfE) Accounts Direction	✓	✓				Business Manager; monitored by the RAP Committee

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Appoint an auditor	✓	✓				RAP Committee (recommendation to Members)
	Participate in annual accounts consolidation exercises as communicated by the DfE	✓	✓				Business Manager; monitored by the RAP Committee
	Refer novel, contentious and/or repercussive transactions to the DfE for explicit prior authorisation	✓	✓				Business Manager; monitored by the RAP Committee
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓				RAP Committee
	Establish an audit and risk committee	✓					
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the budget forecast return (BFR) to the DfE	✓					
	Maintain a published register of interests for the governing board	✓					Your Clerk
	Monitor impact of pupil premium funding	✓	✓		✓		Link Trustee Education & Experience Committee
Governing board procedures	Hold full governing board meetings at least three-times per annum	✓					Supported by Your Clerk
	Elect a chair and vice-chair of trustees	✓					Supported by Your Clerk

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Appoint a clerk	✓					
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓					Supported by Your Clerk
	Check that all statutory policies and documents are in place	✓					
	Delegate functions to committees and individuals	✓					
Health and safety	Monitor the implementation of the health and safety policy	✓	✓				RAP Committee/Link Trustee
	Make sure there is an appointed person to ensure the school meets its health and safety duties	✓	✓	✓	✓		Link Trustee RAP Committee
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓	✓	✓	✓	Link Trustee RAP Committee
Parents and the community	Make sure the required information is published on the school website	✓			✓		
	Approve a complaints procedure	✓					
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓					Supported by Your Clerk
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓				RAP Committee

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓				RAP Committee
Pupil wellbeing	Make sure eligible pupils receive free school meals (including all pupils in Reception, Y1 and Y2)	✓	✓		✓		Education & Experience Committee
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓		Education & Experience Committee
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓					
	Make arrangements for supporting pupils with medical conditions	✓			✓		
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓		✓			Link Trustee Safeguarding
	Make sure the school has effective safeguarding policies and procedures in place	✓		✓			Link Trustee Safeguarding
	Make sure a Trustee takes leadership responsibility for safeguarding and that they receive appropriate training	✓					
	Make sure Trustees receive safeguarding training	✓		✓	✓		
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓		Education & Experience Committee

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Appoint a member of staff to be the designated safeguarding lead				✓		
	Make sure that effective support is provided for any employee facing an allegation	✓			✓		
Special educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓					
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓		Link Trustee Education & Experience Committee
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓		
	Make sure the school produces its school SEN information report and publishes it online	✓			✓		
	Co-operate with the local authority in developing the local offer	✓			✓		
	Make sure the school follows the statutory SEND Code of Practice	✓			✓		
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCo) for the school and that they have sufficient time and RAP to carry out their role effectively	✓			✓		

Function	Task	Trust Board	Committee	Individual Trustee	Headteacher	Business Manager	We have delegated this to:
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching	✓			✓		
Staffing matters	Appoint a senior executive leader (Headteacher)	✓					
	Make sure safer recruitment procedures are applied (e.g. DBS)	✓					
	Make sure employment law and guidance is being followed	✓	✓				RAP Committee
	Approve staffing structure changes	✓	✓				RAP Committee
	Dismiss the Headteacher	✓					

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level