

TRUST GOVERNANCE

Scheme of Delegation

April 2017

Cirrus Primary Academy Trust was established in June 2015. As a newly formed Trust, it is developing in maturity. Over time, and as further academies join and the Trust grows, this Scheme of Delegation will change to ensure it is fit for purpose. It will be reviewed annually, with changes made as the context changes.

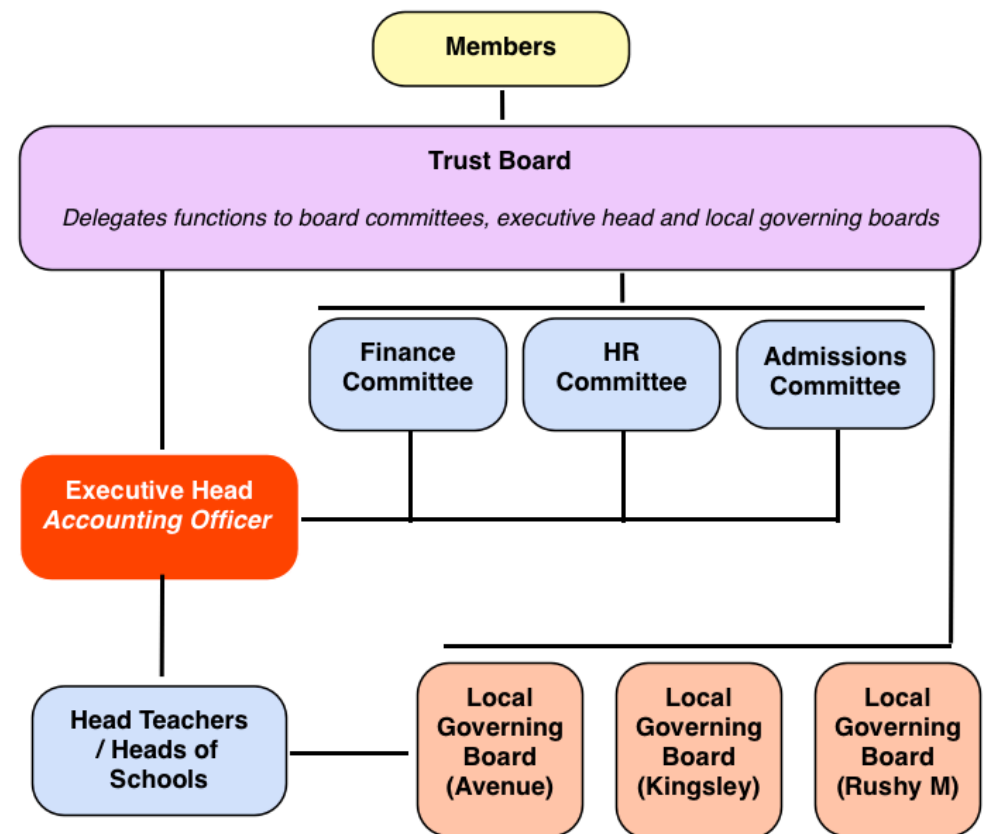
It is important that all those involved in the governance of the Trust (Members, Trustees, Governors, Leaders) are made aware of any changes and what they mean in practice.

Our Scheme of Delegation will:

- Promote a culture of honesty and accountability
- Ensure the executive leadership is clear about the decisions in which the trust board remain in control
- Identify responsibility for the appointment and performance management of the executive head and academy heads
- Ensure that the role of the executive leadership is fully understood throughout the MAT
- Identify responsibility for policy and practice in each academy
- Identify responsibility for oversight of educational performance in each academy
- Identify responsibility for oversight of each academy's budget
- Identify responsibility for assessment of risk in each academy

(Based on NGA model)

Governance Structure and Lines of Accountability



Roles and Responsibilities

Members

The members of the trust are guardians of the governance of the trust and as such have a different status to trustees. The articles of association describe how members are recruited and replaced, and how many of the trustees the members can appoint to the trust board. The members appoint trustees to ensure that the trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Accordingly, the trust board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the trust's articles of association.

While members are permitted to be appointed as trustees, in order to retain a degree of separation of powers between the members and the trust board, and in line with DfE expectations, not all members are trustees. Members are not permitted to be employees of the academy trust.

Trustees

Cirrus Primary Academy Trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably.

The trustees are responsible for the general control and management of the administration of the trust, and in accordance

with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all academies within the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition it must carry out the three core governance functions:

- Ensure clarity of vision, ethos and strategic direction
- Hold the executive to account for the educational performance of the trust's academies and their pupils, and the performance management of staff
- Oversee the financial performance of the trust and make sure its money is well spent

The board of trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

Committees

The trustees established committees to carry out some of its governance functions which include making decisions, although any decisions made will be deemed decisions of the trust board.

Finance Committee

Its role is to monitor the Trust's financial position and financial control systems, comprising representatives of the Trust Board and Local Governing Boards in a combined committee structure.

Membership consists of:

- 3 Trust Board Members, including Executive Head Teacher/Accounting Officer – elected by the Trust Board

- 2 LGB Governors from Avenue Primary Academy – approved by Trust Board
- 2 LGB Governors from Kingsley Primary Academy – approved by Trust Board
- 2 LGB Governors from Rushy Meadow Primary School – approved by Trust Board
- Director of Finance in attendance

Human Resources (HR) Committee

Its role is to monitor the Trust’s HR performance and processes, comprising representatives of the Trust Board and Local Governing Boards (‘LGB’) in a combined committee structure.

Membership consists of:

- 3 Trust Board Members, including Executive Head Teacher – elected by the Trust Board
- 2 LGB Governors from Avenue Primary Academy – approved by Trust Board
- 2 LGB Governors from Kingsley Primary Academy – approved by Trust Board
- 2 LGB Governors from Kingsley Primary School – approved by Trust Board
- HR officers from each academy in attendance

Admissions Committee

Its role is to monitor the Trust’s admissions processes, to determine the admission policy and decide on the admission of individual children.

Membership consists of:

- 3 Trust Board Members, including Executive Head

Teacher – elected by the Trust Board

- 2 LGB Governors from Avenue Primary Academy – approved by Trust Board
- 2 LGB Governors from Kingsley Primary Academy – approved by Trust Board
- 2 LGB Governors from Kingsley Primary School – approved by Trust Board

The responsibilities of each board committee are set out in the committee’s terms of reference.

Local Governing Boards

Each academy has its own Local Governing Board to carry out some of its academy-level governance functions, although as trustees are not required to sit on LGBs, decision making is limited. Trustees will appoint the chair, and ensure that two parents are elected to each LGB.

Delegated functions include:

- Building an understanding of how the school is led and managed
- Recruitment of staff (other than heads/deputies)
- Premises (other than large-scale projects)
- Monitoring whether the school is:
 - Working within agreed policies
 - Meeting the agreed targets
 - Managing its finances well
 - Engaging with stakeholders
 - Being a point of consultation and representation
 - Reporting to the board

As a committee of the board, delegation can be removed at any time.

Executive Head (CEO)

The Executive Head has the delegated responsibility for the operation of the trust including the performance of the trust's academies and so the Executive Head performance manages the academy heads (with the respective LGB).

The Executive Head is the accounting officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Executive Head leads the executive management team of the academy trust. The Executive Head will delegate executive management functions to the executive management team and is accountable to the trust board for the performance of the executive management team.

Head Teachers / Heads of Schools

The Head is responsible for the day to day management of the academy and is managed by the executive head but reports to the LGB on matters which have been delegated to it which may include an element of monitoring and scrutiny of the academy's management processes.

1 - Functions and Responsibilities of the parties

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Is the overall governing body of the Trust and all its Academies, charged with the strategic direction of the Trust and responsible to the Secretary of State for Education for executing its statutory duties.</p> <p>Meets at least three times each academic year; decides when and where to meet; elects Chair and Vice-Chair annually; takes decisions if a quorum is present; may form committees; may delegate responsibilities; determines agenda.</p> <p>Appoints committees and LGBs Chairs for 1-year term.</p> <p>Decides and reviews annually which of its responsibilities will be delegated to the committees and LGBs; a written statement of delegated responsibilities to be disseminated to LGBs and Head Teachers.</p> <p>Reviews annually its own Board functions.</p> <p>Reviews the working of any committee of the Board including that of each LGB.</p>	<p>Has delegated responsibility from the Trust Board to perform on its behalf the executive functions in respect of the management of Trust affairs.</p>	<p>Is a sub-committee of the Trust Board and is the local presence of the Board with representatives from the school community, the local community and local businesses and organisations.</p> <p>Undertakes such duties and responsibilities as are delegated to it by the Board, but in particular is responsible for (i) holding the Head Teacher / Head of School to account for academic standards and co-curricular provision; ii) monitoring the financial management of the Academy (iii) ensuring the highest standards for Safeguarding and Health & Safety matters; (v) for adjudicating on issues of Behaviour and Discipline; and (vi) representing the Academy positively to the community.</p> <p>Accountable to the Trust Board.</p> <p>All Chairs have direct access to the Chair and Executive Head of Trust.</p> <p>Up to a maximum of 6 Chairmen of LGBs attend TRUST Board meetings.</p>	<p>Accountable to the Trust Board though the Executive Head for the effective leadership and educational performance of the Academy.</p> <p>Accountable to the Trust board through the Executive Head for the management of the school's resources.</p> <p>Attends Trust Board by invitation when specific item is to be discussed.</p> <p>Is required to submit reports as requested.</p>
Finance Committee		HR Committee	Admissions Committee
<p>Has delegated responsibilities from the Trust Board to monitor the Trust's financial position and financial control systems, comprising representatives of the Trust Board and Local Governing Boards.</p> <p>The Chair appointed annually by the Trust Board. The Vice Chair appointed annually by the Finance Committee.</p>		<p>Has delegated responsibilities from the Trust Board to monitor the Trust's HR performance and processes, comprising representatives of the Trust Board and Local Governing Boards.</p> <p>The Chair appointed annually by the Trust Board. The Vice Chair appointed annually by the HR Committee.</p>	<p>Has delegated responsibilities from the Trust Board to monitor the Trust's admissions processes, to determine the admission policy and decide on the admission of individual children.</p> <p>The Chair appointed annually by the Trust Board. The Vice Chair appointed annually by the Admissions Committee.</p>

2 - Meetings

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Any member of Trust Board may attend LGB meeting; would normally ask Chair as a courtesy.</p> <p>Quorum is three; period of office is 4 years, maximum service is 8 years except Executive Head.</p> <p>Expected that members no longer satisfying the conditions that allowed them to be elected will resign at that point.</p> <p>Maximum term of office for Chair of Trust is six years.</p>	<p>Executive Head may attend LGB ; would normally only attend when specific items arise but, in any event, at least once per year in order to ensure good communication.</p>	<p>Meets at least three times each academic year; decides when and where to meet; elects Vice-Chair; takes decisions if a quorum is present.</p> <p>LGB will allocate governors to monitor the conduct and performance in operational areas or 'portfolios.' Portfolios governors will also be allocated policies to review and recommend to the LGB relevant to the portfolios with which they are involved.</p> <p>The LGB may also form Task and Finish Groups for particular projects.</p> <p>LGB determines agenda but will include prescribed standing items (Academic standards, Finance, SEN, Admissions, Discipline, Estate).</p> <p>Trust appoints governors other than those set out in the M&A; would normally do so on the recommendation of the Head Teacher and the Chair of the LGB.</p> <p>Quorum is four; period of office is three years; maximum service is six years.</p> <p>Decisions must be approved by the Board.</p>	<p>Is ex officio member of LGB, may place items on the agenda and may vote.</p> <p>Is required to report to LGB at each meeting.</p>
Finance Committee	HR Committee	Admissions Committee	
<p>The Committee will meet <i>at least</i> 4 times per year, including at least once every term. It may meet more frequently if needed.</p>	<p>The Committee will meet 3 times per year, a meeting every term. It may meet more frequently if needed.</p>	<p>The Committee will meet twice per year. It may meet more frequently if needed.</p>	

3 - Reporting between parties and bodies

3 - Reporting between parties and bodies			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Summary of decisions of Trust Board to be made available to Head Teachers and LGBs (except minutes which are explicitly deemed to be confidential).</p> <p>Trust sets key monitoring statistics for each Academy.</p> <p>Receives annual Academy Development Plan.</p> <p>Receives report from Head Teacher and LGB on achievement of annual targets, following each LGB meeting.</p>	<p>Provides Board secretariat and ensures efficient reporting and distribution of papers.</p>	<p>Summary of decisions of LGB to be made available to Trust Board.</p> <p>LGB required to report termly on key monitoring statistics.</p> <p>LGB and Head Teacher to agree annual Academy Development Plan to present to Trust Board.</p> <p>Reports to Trust on achievement of annual targets.</p>	<p>Has right of direct access to the Chairman of the Trust Board.</p> <p>For day-to-day matters reports to Executive Head.</p>
Finance Committee	HR Committee	Admissions Committee	
<p>Summary of decisions of Committee to be made available to Head Teachers and LGBs (except minutes which are explicitly deemed to be confidential).</p>	<p>Summary of decisions of Committee to be made available to Head Teachers and LGBs (except minutes which are explicitly deemed to be confidential).</p>	<p>Summary of decisions of Committee to be made available to Head Teachers and LGBs (except minutes which are explicitly deemed to be confidential).</p>	

4 - Curriculum

4 - Curriculum			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Determines Trust's policies for Academies within Trust for statutory/core policies, including</p> <ul style="list-style-type: none"> (i) the curriculum, vision and ethos and; (ii) sex and relationship education. <p>Ensures EYFS Framework effective in relevant academies.</p> <p>Ensures core National Curriculum subjects are taught in Years 1 – 6.</p>	<p>Receives termly monitoring figures from Head Teachers on curriculum, attainment, value added information, progress towards targets, observations of teaching and learning, pupil premium and the budget.</p>	<p>Approves the curriculum direction set out by the Head Teacher within the guidelines set out by Trust.</p> <p>Hears complaints about curriculum according to agreed procedures.</p> <p>Agrees with Head Teacher an Academy procedure on the content and organisation of sex education which incorporates the principles set out in the Trust policy.</p> <p>Agrees with the Head Teacher and sets targets for pupils' performance.</p>	<p>Is responsible for curriculum direction of the Academy within the guidelines set out by Trust.</p> <p>Decides the curriculum policies specific to the Academy.</p> <p>Ensures that Funding Agreement curriculum requirements for Academies are implemented.</p> <p>Is responsible for day-to-day decisions about the management and curriculum of the Academy.</p>
Finance Committee	HR Committee	Admissions Committee	
<p>Agrees budgets required for individual academies to meet the requirements for curriculum implementation. Monitors on behalf of the Trust Board.</p>	<p>Monitors staff recruitment, retention, professional development, attendance, sickness, equality and welfare across all schools/academies in the Trust on behalf of the Trust Board. This will be facilitated by the monitoring of the Trust HR Key Performance Indicators (KPIs).</p>		

5 – RE and collective worship

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Determines Trust policy on RE and Collective Worship for Academies within the Trust including Trust policy on withdrawal of pupils and staff from Collective Worship and RE.</p>	<p>Receives annual monitoring figures from Head Teacher on faith background of pupils and on withdrawal.</p>	<p>LGB supports the Head Teacher in providing leadership in relation to the ethos of the Academy.</p> <p>Agrees with the Head Teacher the Academy policy for the withdrawal of pupils and staff from Collective Worship and from RE which incorporates the principles set out in the Trust policy.</p> <p>Hears appeals against decisions under withdrawal policy.</p> <p>Approves on an annual basis within the Trust policy guidelines the RE syllabus to be adopted by the Academy.</p>	<p>Provides leadership in relation to the ethos of the Academy.</p> <p>Makes arrangements to provide regular collective worship for pupils.</p> <p>Arranges for religious education to be provided using the syllabus agreed with the LGB within Trust policy guidelines.</p> <p>Implements Academy withdrawal policy.</p>
Finance Committee	HR Committee	Admissions Committee	

6 - Special Educational Needs (SEN) and Inclusion

6 - Special Educational Needs (SEN) and Inclusion			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
Determines Trust policy on SEN and inclusion for Academies within the Trust.	Receives annual monitoring figures from Head Teacher on SEN and Inclusion.	<p>Reports annually to parents on Academy's SEN and inclusion policy.</p> <p>Monitors compliance with DDA requirements.</p> <p>Ensures needs of SEN pupils are given sufficient priority.</p>	<p>Agrees and implements SEN and inclusion policy with LGB which incorporates the principles set out in the Trust policy.</p> <p>Is responsible for ensuring that appropriate curriculum arrangements are in place for each SEN pupil.</p> <p>Coordinates with LA about admissions of SEN pupils and about who may need a statement.</p> <p>Reports annually to LGB in order that it can monitor both the SEN policy and the Inclusion policy.</p>
Finance Committee	HR Committee	Admissions Committee	
Monitors and advises on SEN expenditure within each academy.		Monitors and advises on admission of pupils with SEND within the Trust, as delegated by the Trust Board.	

7 - Budget and Management of Finances & Compliance

7 - Budget and Management of Finances & Compliance			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Approves the final budget for each Academy before submission to DfE/EFA.</p> <p>Agrees final statutory accounts as required by Companies Act.</p> <p>Appointments of Responsible Officer, accountants and auditors.</p> <p>Maintains the Register of Interests.</p>	<p>Executive Head is the Academy's Accounting Officer.</p> <p>Works with the Trust's <i>Finance Director</i> and agrees with Head Teacher the draft budget to be placed before the Finance Committee</p> <p>Works with the Trust's <i>Finance Director</i> to ensure the overall implementation of the budget at Trust level.</p> <p>Manages payroll, nominal, purchase and sales ledger.</p> <p>Ensures accurate accounts are kept, procedures and systems maintained including internal audit systems.</p> <p>Monitors all contracts for services and purchases; in consultation with DfE when appropriate within DfE guidelines.</p> <p>Arranges for annual external audit.</p>	<p>Reviews the draft budget within the parameters set by the Trust and in light of the Academy's Development Plan before submission to the Finance Committee.</p> <p>Maintains the Register of Interests.</p>	<p>Agrees with the Trust <i>Finance Director</i> and Executive Head, the draft budget for the Academy.</p> <p>Controls academy level expenditure on a line-by-line basis within the agreed budget.</p> <p>Ensures academy level accounts are kept and administered in accordance with the Trust's accounting policies.</p> <p>Complies with Trust Financial regulations for the Academy.</p>
Finance Committee	HR Committee	Admissions Committee	
<p>Determines the level of funding with DfE / EFA and is body of final accountability for spending within budget.</p> <p>Sets overall budget parameters for Trust and for each Academy.</p> <p>Receives termly management accounts from the Trust's <i>Finance Director</i>.</p>			

8 - Staff (teaching and support staff)

8 - Staff (teaching and support staff)			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Appoints Head Teachers and Deputy Head Teachers.</p> <p>Employs all staff.</p> <p>Ultimate body of appeal within the Trust.</p>	<p>Takes responsibility for the management of Head Teacher / Deputy Head Teacher appointment; may assist in the management of other Senior Staff appointments.</p> <p>Monitors compliance with the Trust's DBS policy.</p>	<p>Hears first appeals under disciplinary, capability, grievance policies.</p> <p>Hears appeals against decisions made under performance management scheme and related pay decisions.</p> <p>Assists in the appointment of senior staff.</p> <p>Monitors the recruitment, deployment and performance of staff.</p> <p>Oversees decisions on pay relating to performance on the basis of recommendations made by the Head Teacher, (other than the Head Teacher's).</p>	<p>Is responsible for the professional performance of all academy staff.</p> <p>Is responsible for day-to-day staff management.</p> <p>Is responsible for recruitment of all staff.</p> <p>Has the right to dismiss staff only after the agreement of Executive Head.</p> <p>Has the right to suspend a member of staff.</p> <p>Is responsible for the implementation of Trust's HR policy including discipline, grievance, pay, performance management.</p> <p>Presents staff numbers and appointments within framework of agreed budget to Trust for agreement.</p> <p>May exercise pay discretion within the constraints of the Budget with agreement of the Executive Head.</p> <p>Makes pay recommendations relating to performance to the LGB.</p> <p>Is responsible for ensuring all employees and workers are DBS compliant.</p>
Finance Committee	HR Committee	Admissions Committee	
<p>Monitors expenditure on staff salaries.</p> <p>Pay Committee (sub-committee of Finance Committee) approves</p>	<p>Approves contracts, terms and conditions for all employees including performance management schemes.</p> <p>Approves HR Policies.</p> <p>Hears appeals against decisions made by LGBs.</p>		

9 - Admissions and Marketing

9 - Admissions and Marketing			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Delegates responsibility for admissions to all Academies to Admissions Committee.</p> <p>Approves Trust brand identity and marketing and communications strategies.</p>	<p>Coordinates admissions and admissions appeals arrangements across all Trust Academies.</p> <p>Provides guidelines and templates for Academy marketing materials.</p>	<p>Makes arrangements for parents to appeal against non-admission (within Trust policy).</p> <p>Approves prospectus and other Academy marketing materials within Trust guidelines.</p>	<p>Ensures full implementation of the TRUST admissions policy and guidance.</p> <p>Fully involved with admissions.</p> <p>Ensures that an admissions register is kept.</p> <p>Supervises production of prospectus and other marketing materials within Trust guidelines and using group templates.</p>
Finance Committee		HR Committee	Admissions Committee
			<p>Determines Trust policy on Admissions for Academies.</p> <p>Ensures policies are consistent with legislation, regulations and Codes of Practice.</p> <p>Decides and publishes admissions arrangements within Trust policy guidelines and meeting each Academy's Funding Agreement requirements.</p> <p>Consults with appropriate bodies; publishes proposals if there are changes to admissions arrangements.</p>

10 - Equal Opportunities			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
Determines Trust equal opportunities policy.	Advises Board on Academy compliance.	Monitors implementation of equal opportunities policy.	Implements equal opportunities policy. Reports annually to LGB on equal opportunities.
Finance Committee		HR Committee	Admissions Committee
Monitors implementation of equal opportunities policy.		Monitors implementation of equal opportunities policy.	Monitors implementation of equal opportunities policy.

11 - Management of Complaints			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
Determines Trust complaints policy.	Approves Academy complaints policy within Trust guidelines. Reports annually to Trust Board on complaints.	Agrees with the Head Teacher, the Academy complaints policy which incorporates the principles set out in the Trust guidelines. Monitors implementation of complaints policy. Hears Stage 2/3 complaints.	Implements complaints policy. Reports annually to LGB on complaints.
Finance Committee		HR Committee	Admissions Committee

12 - Discipline and Attendance

12 - Discipline and Attendance			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Determines the Trust policy on exclusions and attendance levels.</p> <p>Ultimate appeal body within the Trust.</p>	<p>Receives annual monitoring figures from Head Teacher on attendance, unauthorised absence and exclusions.</p> <p>Approves material changes to structure of academy year and start and finish times of the academy day.</p>	<p>Agrees with Head Teacher the Academy behaviour and discipline policy within the guidelines set out in the Trust policy.</p> <p>Hears first appeals against exclusions.</p> <p>Monitors attendance and reports on unauthorised absences.</p> <p>Hears first appeals against discipline cases.</p>	<p>Is responsible for overall management and discipline; takes measures to secure good behaviour.</p> <p>Ensures full compliance with the Trust attendance and exclusions policies.</p> <p>Decides in consultation with LGB and informs parents about starting and finishing times of academy sessions.</p> <p>Ensures attendance register is kept and that attendance is monitored.</p>
Finance Committee		HR Committee	Admissions Committee

13 - Providing Information

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Determines Trust Data Protection policy.</p> <p>Supplies DfE and Secretary of State with any information asked for including assessment information.</p>	<p>Reviews publications to ensure compliance with Trust branding and ethos.</p> <p>Trust <i>Finance Director</i> is the legally required DPA Data Controller.</p> <p>Deals with all Freedom of Information request within the Trust and Academies.</p>	<p>Supplies parents with prospectus (website) and annual report.</p>	<p>Responsible for ensuring Academy compliance with DP policy.</p> <p>Provides LGB with information as required.</p> <p>Reports regularly and frequently to parents on their child's educational achievements including at least one annual written report.</p> <p>Provides academy leavers with report on achievements.</p> <p>Arranges appropriate access to documents about academy in accordance with Data Protection policy.</p> <p>Keeps pupils' educational records and allows access.</p>
Finance Committee	HR Committee	Admissions Committee	

14 - Inspection

14 - Inspection			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
Receives inspection report and action plan; may require Head Teacher to attend Trust Board to discuss.	Meets with Registered Inspector during inspection.	<p>Notifies parents and others of inspection.</p> <p>Distributes inspection report and summary.</p> <p>Informs parents about follow-up of action plan.</p>	<p>Co-operates with inspection team.</p> <p>Provides information to the Registered Inspector.</p> <p>Draws up action plan following inspection.</p> <p>Responsible for ensuring academy achieves best reasonable outcome from any inspection.</p>
Finance Committee		HR Committee	Admissions Committee

15 - Health, safety and welfare and management of risk

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Has the overall responsibility for the Trust's H&S policy, its implementation and monitoring.</p> <p>Determines and regularly updates Trust Risk Assessment Register.</p> <p>Determines Trust's child protection policy.</p>	<p>Agrees and negotiates insurance policies.</p> <p>Ensures all appropriate DBS checks are in place.</p> <p>Has an overview of Risk.</p>	<p>H&S, welfare and the management of risk a standing item of every LGB agenda.</p> <p>Sets up procedures for implementing the H&S policy; ensures they are followed.</p> <p>Produces Academy H&S and risk assessment policy which incorporates the principles set out in the Trust policy.</p> <p>Considers academy security.</p> <p>Supports the Head Teacher in ensuring risk is reduced.</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Making sure academy is a safe environment; is responsible for the welfare of pupils; • Making sure buildings, equipment and materials are safe and no risk to health; keeps land free from litter and refuse; • Ensuring H&S policy is implemented; • Ensuring that a member of staff is designated with responsibility for child protection; • Implementing Trust's Risk Assessment Register; • Implementing DBS checks; • Ensures Compliance in Risk Assessment; • Ensures all relevant statutory and regulatory requirements relating to Health & Safety and the management of risk are met.
Finance Committee	HR Committee	Admissions Committee	

16 - Charging for academy activities

Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
	Approves charging policy.	Produces Academy charging policy which incorporates the principles set out in the Trust policy.	Implements charging policy.
Finance Committee		HR Committee	Admissions Committee
<p>Determines Trust charging policy.</p> <p>Ensures charging policy is consistent with law relating to charges within maintained academies.</p>			

17 - Academy building, furniture and fittings; community use

17 - Academy building, furniture and fittings; community use			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
<p>Agrees all major building work with DfE.</p> <p>Determines group community use policy to ensure Academy is at the heart of the community where possible.</p>	<p>May enter into agreement allowing shared management of the premises.</p> <p>Monitors charging for community use.</p>	<p>Produces Academy community use policy which incorporates the principles set out in the Trust policy.</p> <p>Receives termly report from Head Teacher on quality and state of the building, furniture and fittings.</p>	<p>Implements community use policy.</p> <p>Ensures that the fabric of the academy, furniture and fittings are kept in good order.</p> <p>Reports annually to LGB on the state of the buildings, furniture and fittings.</p> <p>Arranges, with the <i>Finance Director</i> for the regular inspection of the fabric of the academy, furniture and fittings.</p> <p>Agrees with the <i>Finance Director</i> programmes of minor building work.</p>
Finance Committee		HR Committee	Admissions Committee
<p>Monitors and agrees expenditure on Trust's estate, beyond already devolved funding.</p>			

18 - Professional development and training

18 - Professional development and training			
Trust Board	Executive Head	Local Governing Board	Head Teacher / HoS
Determines Trust training and development policy.	Is responsible for the performance review and training and development of the Head Teachers / Heads of Schools.	Monitors training and development on annual basis.	<p>Implements training and development policy.</p> <p>Ensures all staff have appropriate training and development opportunities.</p> <p>Reports annually to LGB on training and development.</p>
Finance Committee		HR Committee	Admissions Committee
		Reports annually to Trust Board on training and development.	