

## Scheme of Delegation

## Introduction

One Excellence Trust has overall legal responsibility for the operation of the Trust and the schools within it. The Trust Board delegates authority to key groups to ensure and achieve effective leadership and governance of the Trust, this is set out in the Scheme of Delegation. This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- Board of Directors - The Board of Directors may decide to form committees to carry out certain of its functions. The term 'Board of Directors' will therefore include any such committees that may be formed from time to time.
- Chief Executive Officer (CEO)
- Executive Central Team (ECT) – Including the CEO
- Local Advisory Board (LAB)
- Headteacher / Head of school

While the Scheme is designed to be comprehensive it will not cover every task, it is an evolving document which is updated as changes occur to advisory and decision-making responsibilities. Any significant changes are referred to the Board of Directors for agreement. The Executive Central Team will review the scheme of delegation annually and present it to the Board of Directors for agreement. Additional information about the governance structure is available on the Trust website.

The model below shows how the governance model and executive leadership works in practice.

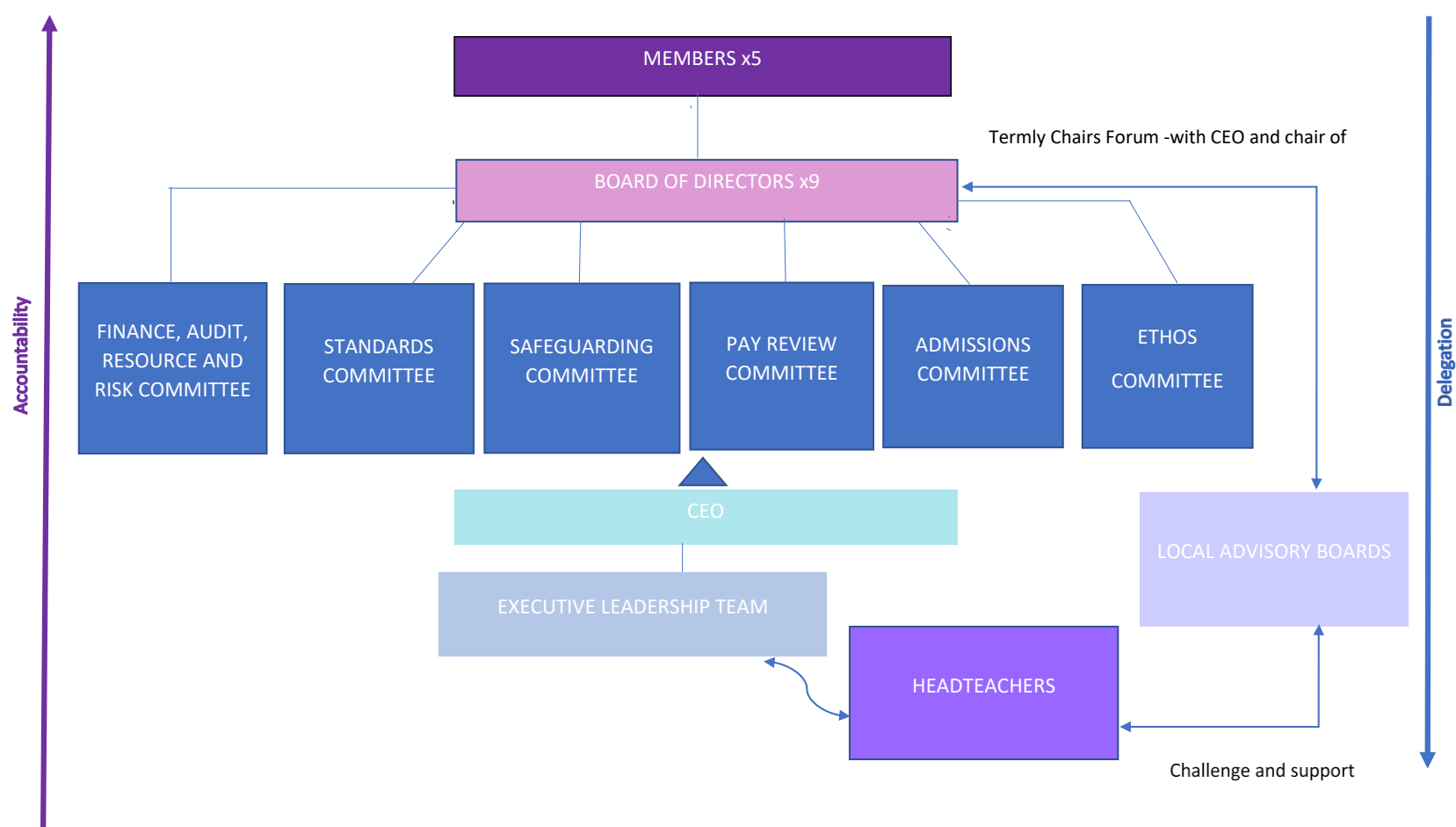
## Definitions of words in the Terms of Reference

- Ensure: A requirement to make certain that a designated action will occur or take place.  
 Review: A formal assessment of a designated item with the intention of instituting or recommending change if necessary.  
 Monitor: An observation and check against the progress, performance or quality of a designated item over a period of time and/or with a designated frequency.  
 Determine:  
 Approve:

## Members

Members play a limited but crucial role in safeguarding academy Trust governance. Members help to ensure that Trustees are exercising effective governance by utilising a range of powers including:

- Review and amend the Articles of Association
- Appoint and remove Members
- Appoint and remove Trustees
- Direct the Board of Trustees to take a course of action if they fail to carry out its core function
- Change the name of the Academy Trust
- To receive an annual report from the Trustees and the Trust Leader on the Academy Trust's performance.
- To receive an annual report from the Trustees and the Trust Leader on Trust performance
- To receive statutory accounts at the AGM
- To appoint and remove the external auditors



**Scheme of Delegation of Governance Functions**

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• Determine and approve the School's admissions policy</li> </ul>	<ul style="list-style-type: none"> <li>• Determine arrangements for hearing admission appeals</li> <li>• To provide oversight of and support of the implementation of the admissions arrangements across schools</li> <li>• To consider the case for admission zone changes for schools</li> <li>• Monitor impact of pupil recruitment strategies</li> <li>• Approve each School's prospectus</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted on the School's admissions policy</li> <li>• Contribute to the development of the school prospectus</li> <li>• Review school arrangements for pupil recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Develop the Schools admissions policies for adoption by the Directors</li> <li>• Develop the School prospectus,</li> <li>• Consult on the admissions policy as required in accordance with the School Admissions and Appeals Codes</li> <li>• Ensure admissions arrangements are published as required in accordance with the School Admissions and Appeals Codes</li> <li>• Ensure compliance with the School's admissions and appeals policy</li> <li>• Participate in the fair access protocol</li> <li>• Ensure effective arrangements are in place for pupil recruitment</li> </ul>
<b>Attendance (pupils)</b>	<ul style="list-style-type: none"> <li>• Review Trust attendance data</li> <li>• Determine and approve the individual school's attendance policies</li> </ul>	<ul style="list-style-type: none"> <li>• Develop the school's individual attendance policies for adoption by Directors</li> <li>• Monitor the levels of attendance data and report to</li> <li>• Review impact of strategies to achieve pupil attendance targets</li> <li>• Review the levels of attendance data and report to the Trustees (ESC)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor school attendance and pupil absence data</li> <li>• Consulted on the school's attendance policy</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a register of pupil attendance</li> <li>• Report on attendance and absence</li> <li>• Develop attendance strategies and policy to promote good levels of attendance</li> <li>• Consulted on the School's attendance policy to adapt to school needs</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>Curriculum, performance and standards</b>	<ul style="list-style-type: none"> <li>Develop a Standards Committee to maintain oversight of educational performance and related strategies</li> <li>To appoint an Academy Improvement Committee to have detailed oversight and scrutiny of 'priority' support schools</li> <li>To approve the Trust strategy for: <ul style="list-style-type: none"> <li>Quality Assurance</li> <li>School Improvement</li> <li>Curriculum</li> <li>Assessment</li> <li>Teaching and Learning</li> </ul> </li> <li>Receive School Improvement Plans</li> <li>Approve school targets and monitor progress and performance towards those targets.</li> <li>Ensure that the requirements of children with SEND are met, as laid out in the Code of Practice and receive annual report from the Headteacher / SENCO.</li> <li>Receive information on the progress and standards by pupils, including any underachieving groups</li> <li>Consider recommendations from external reviews of the schools, agree actions as a result of reviews and evaluate regularly the implementation of the plan</li> <li>Advise the Finance, Audit, Resource and Risk Committee on the relative funding priorities necessary to deliver the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>To Develop a Trust strategy for: <ul style="list-style-type: none"> <li>Quality Assurance</li> <li>School Improvement</li> <li>Curriculum</li> <li>Assessment</li> <li>Teaching and Learning</li> </ul> </li> <li>Approve School Improvement Plans</li> <li>Work collaboratively with SLT to review the quality of the school curriculum and its design to meet the needs of pupils</li> <li>To work with Headteachers to agree the targets for pupil achievement and progress by the Headteacher and monitor against targets</li> <li>Work collaboratively with SLT to review the quality and accuracy of the school self-evaluation information</li> <li>To support schools to ensure that individual school improvement plans address school priorities</li> <li>Monitor and evaluate progress and attainment of Trust data of all pupils, including groups</li> <li>Monitor and evaluate standards of teaching and learning across the Trust</li> <li>Develop effective processes for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the schools in the Trust</li> <li>Report on progress towards KPIs from Trust Strategies to the Directors.</li> <li>To provides a termly report to the Trust on performance of all schools (Academy Card)</li> <li>Monitor the KPI figures relating to all school and Trust performance</li> <li>To identify mitigation plans for underperformance in areas of concern</li> </ul>	<ul style="list-style-type: none"> <li>Monitor school improvement plan</li> <li>Monitor progress towards school performance targets and escalate concerns to the Trust Board, via chair or link standards governor.</li> <li>Monitor progress and attainment data for all pupils, including all groups</li> <li>Consulted on school improvement and wider development plans and review progress</li> <li>Consulted on Trust education strategies</li> <li>To be invited as a representative on the Academy Improvement Team (support schools only)</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the curriculum delivery is of a consistently high standard.</li> <li>To ensure all curriculum areas are well led and developed to meet the local needs of their children</li> <li>To develop curriculum policies as required by the school (RE, collective worship etc)</li> <li>To design and implement a curriculum enrichment outside of the school day</li> <li>Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements</li> <li>Ensure the provision for children with SEND and disadvantaged are in line with statutory requirements</li> <li>Ensure rates of progress and standards of achievements for all groups of pupils are monitored and appropriate action taken where needed</li> <li>To propose targets for pupil attainment and progress and monitor against targets</li> <li>To report school performance data to the Local Advisory Board and Trust in line with reporting requirements.</li> <li>Consult with the LAB on key priorities for school improvement whole school development areas and provide reports against progress</li> <li>To prepare and implement a school development plan.</li> <li>Ensure that there are systems in place for a thorough and ongoing self-evaluation.</li> <li>Monitor and evaluate standards of teaching and learning in school</li> <li>Ensure all children have equal opportunities</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>Behaviour and Exclusions</b>	<b>Behaviour</b> <ul style="list-style-type: none"> <li>Approve the Trust's Behaviour Principles</li> <li>To review data and trends across the Trust.</li> <li>Approve the Trust anti-bullying policy</li> </ul>	<ul style="list-style-type: none"> <li>Develop the Trust Behaviour Principles.</li> <li>Develop the Trust anti-bullying policy</li> <li>Work collaboratively evaluate the effectiveness of the school Behaviour Policy</li> <li>To review data and trends across the Trust and report to the Trustees.</li> <li>Review data on barred parents</li> </ul>	<ul style="list-style-type: none"> <li>Approve the school behaviour policy.</li> <li>Monitor the effectiveness of the behaviour policy through KPI's for identification of any areas of concern</li> <li>Consulted on the Trust anti-bullying policy</li> </ul>	<ul style="list-style-type: none"> <li>Develop the behaviour policy for the school for approval by the Local Advisory Board</li> <li>Publish the school's behaviour policy and anti-bullying policy online</li> <li>Power to bar parents from the school site for unreasonable conduct</li> <li>Consulted on Trust anti-bullying policy.</li> </ul>
	<b>Exclusions</b> <ul style="list-style-type: none"> <li>Approve a Trust Exclusions policy</li> <li>Review exclusions data</li> </ul>	<ul style="list-style-type: none"> <li>Develop a Trust Exclusions policy</li> <li>Provide advice and support to the Headteacher and LAB on discipline matters.</li> <li>Convene a pupil discipline committee to review exclusion of a pupil</li> <li>Arrange an Independent Review Panel</li> <li>Case review pupils at risk of permanent exclusion</li> <li>Review the overall pattern of exclusions and report to the Trust board on overall trends</li> </ul>	<ul style="list-style-type: none"> <li>Participate in pupil discipline committee meetings</li> <li>Review the pattern of behavior and exclusions</li> </ul>	<ul style="list-style-type: none"> <li>Comply with DfE guidance - <i>Exclusion from maintained schools, Academies and pupil referral units in England</i> and Trust Exclusion Policy</li> <li>Publish the exclusion policy online</li> <li>Power to suspend or exclude a pupil</li> <li>Report exclusion decisions to the Advisory Board, Trust and LA</li> <li>Refer 'potential' permanent exclusions for case review prior to exclusion</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Chair to be consulted on all press responses identified as a risk to Trust reputation (school and Trust level)</li> </ul>	<ul style="list-style-type: none"> <li>Approve all press responses identified as a risk to Trust reputation (school and Trust level) in line with guidance from professionals</li> <li>Approve all press responses at Trust level</li> </ul>	<ul style="list-style-type: none"> <li>Chair to be consulted on all press responses at school level</li> </ul>	<ul style="list-style-type: none"> <li>Approve all press responses at school level under advice of ECT and consult with Chair</li> </ul>
<b>Complaints</b>	<ul style="list-style-type: none"> <li>Approve a Trust Complaints Policy</li> <li>Review complaints trends across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>Develop a Trust Complaints Policy and Procedure for schools</li> <li>Review complaints trends across the Trust report to report to the Trust Board and agree remedial strategies to address common issues.</li> <li>Convene and participate complaints panel for stage 2 complaints</li> <li>Participate in panel to review escalated complaints (Stage 2)</li> </ul>	<ul style="list-style-type: none"> <li>Review complaints trends for school and report concerns to the Board</li> <li>Review complaints escalated to the Local Advisory Board (Stage 2)</li> <li>Participate in panel to review escalated complaints (Stage 2)</li> </ul>	<ul style="list-style-type: none"> <li>Consulted on the Trust Complaints Policy and Procedure for schools</li> <li>Publicise complaints policy on school website</li> <li>Manage complaints in line with the Trust Complaints Policy and Procedure. (Stage 1-2)</li> <li>Report complaints trends to the LAB and Trust</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Accountable for meeting statutory requirements around data protection and security</li> <li>Approve Data Protection Strategy and associated policies</li> </ul>	<ul style="list-style-type: none"> <li>Develop data protection strategy and associated policies.</li> <li>Provide data protection guidelines and standards and oversee schools approach to data protection controls</li> <li>Report to the Trust Board on the effectiveness of the data protection strategy.</li> <li>Appoint a Data Protection Officer</li> <li>Appoint a Trust SPOC and SIRO</li> <li>Audit data protection compliance across the Trust</li> <li>Report on the effectiveness of data</li> <li>Support investigation procedures in the event of a breach incident</li> <li>Manage Freedom of Information requests, Subject Access Requests and data breaches.</li> </ul>	<ul style="list-style-type: none"> <li>Review data on Freedom of Information requests, subject access rights requests and data breaches</li> <li>Report data protection concerns to the ECT/Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure required data protection policies are in place and communicated to all staff and volunteers</li> <li>Ensure schools meets and implements data protection requirements and standards at school level</li> <li>Report to the Trust and AB data breaches and subject rights requests.</li> </ul>
<b>Estates</b>	<ul style="list-style-type: none"> <li>Approve the Trust Capital Strategy: criteria for allocation of the annual capital budget and the associated annual capital programme</li> <li>Monitor delivery against the capital programme</li> <li>Appoint a lead Director for Estates and Hands</li> </ul>	<ul style="list-style-type: none"> <li>Develop the Trust Capital Strategy and annual capital programme</li> <li>Commission school condition surveys to inform capital priorities</li> <li>Develop and maintain a building maintenance plan to ensure that all</li> </ul>	<ul style="list-style-type: none"> <li>Consulted on proposed capital priorities and premises developments</li> <li>Review the School Estate Development Plan</li> <li>Informed of capital build project updates</li> </ul>	<ul style="list-style-type: none"> <li>Supported by the ECT maintain a 3-year School Estate Development Plan and ensure proposed capital expenditure priorities are submitted to the Trust</li> <li>Determine and deliver ongoing maintenance and capital works in line with strategy</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
	<ul style="list-style-type: none"> <li>Approve/reject proposals for the acquisition/disposal of land/buildings</li> </ul>	<ul style="list-style-type: none"> <li>property remains 'fit for purpose'</li> <li>To specify project management arrangements for major capital projects</li> <li>Review the school's routine compliance audits and the implementation of action plans</li> </ul>		<ul style="list-style-type: none"> <li>Seek views of Local Advisory Board on capital priorities and developments</li> <li>Engage in capital build projects as required</li> <li>Ensure compliance with procurement and building maintenance regulations at school level</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>Approve an Equality strategy and review progress against objectives</li> </ul>	<ul style="list-style-type: none"> <li>Develop an Equality Strategy and objectives</li> <li>Support schools to comply with requirements of Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>Review compliance with Public Sector Equality Duty – equality information and objectives</li> <li>Review the school Accessibility Plan</li> <li>Consulted on equality information and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Comply with Public Sector Equality Duty – publish equality information and objectives</li> <li>Prepare, publish and review an Accessibility Plan consulting with the LAB</li> </ul>
<b>Finance – Compliance and Risk</b> <b>Also see risk management and business continuity section</b>	<ul style="list-style-type: none"> <li>Appointment of Accounting Officer</li> <li>Appoint a committee with responsibility for finance audit and risk</li> <li>Approval of audited financial statements</li> <li>Approve annual Trustee report and governance statement as part of statutory accounts</li> <li>Approve Budget Forecast Return and Budget Forecast Outturn Return submission</li> <li>Receive, review and challenge monthly consolidated financial performance</li> <li>Review and agree program of internal assurance based on risk registers</li> <li>Review and challenge Trust financial risks</li> <li>Accountable for ensuring adequate insurance arrangements are in place</li> <li>Investigation of any reports of fraud</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of Finance Director (Chief Financial Officer)</li> <li>Review and challenge schools on financial risks</li> <li>Complete statutory financial returns to include audited accounts, annual statement on regularity, propriety and compliance, Land and Buildings Return, Annual Accounts Return, Union Facilitation reporting Payment Practices and Gender Pay Gap Reporting, Budget Forecast Return and Budget Forecast Return Outturn</li> <li>Publish annual accounts on website and file annual account with Companies House.</li> <li>Develop, monitor and mitigate Trust Financial Risk Register</li> <li>To maintain a register of business interests</li> <li>Responsible for ensuring adequate insurance arrangements are in place</li> <li>Monitor impact and use of Sports and Pupil Premium funding</li> <li>Review and challenge schools on financial risks</li> </ul>	<ul style="list-style-type: none"> <li>Review sports and pupil premium spending and strategy, reviewing the impact of this additional funding.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure effective deployment of the sports and pupil premium and monitor and report on impact</li> <li>Review and mitigate against school financial risks. See Pupil Premium section for additional details.</li> </ul>
<b>Financial Policies</b>	<ul style="list-style-type: none"> <li>Approve financial regulations and key financial policies as detailed in the Trust Policy Framework</li> </ul>	<ul style="list-style-type: none"> <li>Develop the Financial Regulation Manual</li> <li>Develop Financial Policies as detailed in the Trust Policy Framework, to include reserves and investment conflicts of interest, expenses, fraud, gifts and hospitality, whistleblowing (this is not an exhaustive list).</li> <li>Raise any concerns about the equity of schools financial probity and compliance with the trust financial regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Consulted on the school's Charges and Remissions Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Read and comply with all Financial Policies</li> <li>Develop and publish the Schools Charges and Remissions Policy, consulting the advisory board.</li> </ul>
<b>Finance – Budgets</b>	<ul style="list-style-type: none"> <li>Annual approval of budgets Trust-wide</li> <li>Consider the Budget in line with Benchmarking Data</li> <li>Ensure effective financial management of the Trust.</li> <li>Agree budget virement in line with the financial regulations</li> <li>Agree the mechanism for schools' central contribution charge to schools</li> <li>Approve all staffing structures on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Analyse, benchmark and agree annual school budget for each school for submission to Board.</li> <li>In consultation with Headteachers propose annually all school staffing structure proposals for approval for the board</li> <li>Monitor schools against budget and address variances swiftly.</li> <li>Set, monitor and challenge progress towards financial targets</li> <li>Identify cross school efficiencies.</li> <li>Authorise expenditure in line with policy</li> <li>Approve school staff structure for submission to</li> </ul>	<ul style="list-style-type: none"> <li>To be regularly appraised on the financial position of the school</li> <li>[Chair as a minimum] to be consulted on school budgets and report to the LAB</li> <li>Consulted on school budget and staffing structures on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Propose school budget, in consultation with the CFO , for LAB consultation Trust Board approval annually</li> <li>Maintain expenditure within budget, identifying and delivering financial efficiencies</li> <li>Seek Executive Team approval for expenditure out of approved budget or if in deficit position</li> <li>Review staffing structure for efficiency and affordability <ul style="list-style-type: none"> <li>Meet financial targets and report any financial vulnerabilities to Executive Central Team</li> </ul> </li> <li>Authorise expenditure in line with Financials</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
		<ul style="list-style-type: none"> <li>Forecast financial budget outcomes.</li> <li>Authorise expenditure in line with policy</li> <li>Develop and monitor core Trust budget and recommend central contribution charging mechanism.</li> <li>Calculate and inform schools of Trust wide purchased goods/services</li> <li>Identify cross school efficiencies.</li> <li>Authorise expenditure in line with policy</li> <li>Develop and monitor core Trust budget and recommend central contribution charging mechanism.</li> <li>Calculate and inform schools of Trust wide purchased goods / services.</li> </ul>		<p>Regulations.</p> <ul style="list-style-type: none"> <li>Agree budget virement of up to in line with financial regulations</li> <li>In consultation with the CFO and CEO propose all staffing structures and amendments to be approved by the Director Board</li> </ul>
<b>Finance – Assets</b>	<ul style="list-style-type: none"> <li>Approve Disposal of Assets Policy (part of Financial Regulations)</li> <li>Authorise disposal of assets in line with the financial regulations</li> <li>To authorise acquisition of assets in accordance with Trust financial policies</li> <li>To authorise acquisition of assets in accordance with Trust Financial Policies</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement a Disposal of Assets Policy (Financial Regulations)</li> <li>Maintain and manage the Trust asset register</li> <li>Authorise disposal of assets in line with the financial regulations</li> </ul>		<ul style="list-style-type: none"> <li>Maintain and manage the school asset in line with the requirements of the Financial Regulations and Disposal of Assets Policy</li> <li>Authorise disposal of assets in line with the financial regulations</li> </ul>
<b>Finance – Investment</b>	<ul style="list-style-type: none"> <li>Approve a Trust Investment Policy and subsequent investments.</li> </ul>	<ul style="list-style-type: none"> <li>To recommend investment opportunities in line with the principles of the investment policy</li> </ul>		
<b>Finance – Audit</b>	<ul style="list-style-type: none"> <li>Recommend appointment and removal of external auditor to Members (FAR)</li> <li>To internal scrutiny program of work</li> <li>Receive reports (including an annual report) from audit inspections and the review the resulting Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Recommend internal scrutiny and external audit requirements</li> <li>Lead and coordinate internal and external audits</li> <li>Establishing and maintaining procedures for effective audit in accordance with Trust and ESFA requirements</li> <li>Action and respond to external and internal audit report requirements</li> <li>Complete annual quality assurance audits</li> <li>Report the Board annually on key findings. Recommendations and conclusions from the internal audit programme.</li> <li>Review and monitor progress against actions and timescales for implementation from Audits</li> </ul>	<ul style="list-style-type: none"> <li>Where appropriate, feedback about the school from audit received.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with requirements of internal and external audits and internal quality assurance audits</li> <li>Respond and action audit recommendations</li> </ul>
<b>Finance – Procurement</b>	<ul style="list-style-type: none"> <li>Agree expenditure in line with policy</li> <li>To ensure centrally procured services provide value for money</li> </ul>	<ul style="list-style-type: none"> <li>Develop a procurement and tendering process</li> <li>Ensure procurement policies are adhered to across the Trust</li> <li>Achieve value for money by purchasing at a Trust level</li> <li>Agree expenditure in line with policy</li> <li>Comply with Procurement guidance in Financial Regulations Manual</li> <li>Arrange the provision of central services – these are non negotiable services for all academies and include the : finance package, payroll and pensions, insurances, HR, and governance support, and ICT support.</li> </ul>		<ul style="list-style-type: none"> <li>Ensure value for money is achieved at all time</li> <li>Agree expenditure in line with policy</li> <li>Comply with Procurement guidance in Financial Regulations Manual</li> </ul>



Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>Finance – Procedures</b>	<ul style="list-style-type: none"> <li>Opening a new Trust bank account or changing signatories of the existing Trust Bank Account</li> </ul>			<ul style="list-style-type: none"> <li>To collect Income due to the Academy</li> <li>To ensure all invoices are paid at each academy within the correct timeframe.</li> </ul>
<b>Governance</b>	<b>Strategy</b> <ul style="list-style-type: none"> <li>To approve: <ul style="list-style-type: none"> <li>Governance Strategy and Scheme of Delegation</li> <li>Terms of reference for the Trust Board and committees</li> </ul> </li> <li>Establish and appoint board committees</li> <li>To maintain a Board skills audit that informs recruitment and training needs</li> <li>To respond to issues and concerns raised by Lab's through minutes or Chairs Forum</li> <li>Propose changes to the Articles of Association to Members</li> </ul>	<ul style="list-style-type: none"> <li>Review and develop: <ul style="list-style-type: none"> <li>Governance Strategy and Scheme of Delegation</li> <li>Terms of reference for the Trust Board and committees</li> </ul> </li> <li>To attend meetings of the Directors and to provide required reports</li> <li>To make governance professional arrangements for the Trust Board and the LAB's</li> <li>To secure professional advice on behalf of the Directors as may be requested</li> <li>Establish and maintain a register of all interests (pecuniary business and loyalty) of the Trust and all schools and publish this in accordance with regulation</li> </ul>	<ul style="list-style-type: none"> <li>Consulted on the Governance Strategy and scheme of delegation</li> <li>To carry out a skills audit and annual self- review of LAB performance setting out priorities for improvements in the next academic year</li> <li>Establish and maintain a register of all interests (pecuniary business and loyalty) of Advisory Board Members and publish this in accordance with regulation</li> <li>Report to the Trust Board following each meeting through the minutes</li> </ul>	<ul style="list-style-type: none"> <li>Consulted on the Governance Strategy and scheme of delegation</li> <li>To engage the Local Advisory Board and ensure they are consulted on key decisions</li> <li>To work collaboratively with the Chair to prepare appropriately for meetings of the Local Advisory Board</li> <li>To provide detailed information and reports as required to ensure that the LAB are well informed about the school</li> </ul>
	<b>Appointments and removal</b> <ul style="list-style-type: none"> <li>Elect a Chair and Vice-Chair of the Board each academic year and remove in accordance with Articles of Association</li> <li>Recommend Directors for appointments to Members of the Board</li> <li>Appoint and remove co-opted committee members and Directors</li> <li>Establish and appoint link and lead Directors</li> <li>Powers to remove Local Advisory Board Members (other than non-attendance)</li> <li>Power to disband an ineffective Local Advisory Board</li> </ul>	<ul style="list-style-type: none"> <li>Support recruitment to the Trust Board, and LAB's</li> <li>Oversee and monitor engagement of LAB member training</li> <li>Propose removal of LAB Members</li> <li>Monitor the effectiveness of local governance.</li> <li>Proposed the disbandment of an ineffective LAB's.</li> <li>Make arrangements for and conduct parent and staff elections</li> </ul>	<ul style="list-style-type: none"> <li>Appoint chair and vice chair of Advisory Board</li> <li>Appoint lead LAB roles for safeguarding, SEND, disadvantaged pupils and/or other roles as determined by the LAB</li> <li>To manage the recruitment, induction and training of new LAB members</li> <li>Remove LAB Board members for non-attendance</li> </ul>	<ul style="list-style-type: none"> <li>Support and play a part in implementation of the induction of new Board members</li> </ul>
<b>HR: Appraisal</b>	<ul style="list-style-type: none"> <li>Approve Trust-wide appraisal arrangements</li> <li>Review the effectiveness of the appraisal arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Develop the appraisal policy and consult with recognised Trade Union groups through the Joint Consultative Committee.</li> <li>Monitor the implementation of the appraisal procedure at local level and quality assure the process to ensure consistent approach, providing training as required.</li> <li>Report on the effectiveness of the appraisal policy to the Board</li> <li>Implement the appraisal policy in respect of central staff</li> <li>Oversight of the implementation of the appraisal and coaching model in schools</li> <li>Appraise Headteachers and staff with cross Trust responsibility</li> <li>Conduct Headteacher performance management with LAB participation and agree pay progression</li> <li>Monitor staff PM targets and review pay recommendations presented by Headteachers</li> </ul>	<ul style="list-style-type: none"> <li>Local Advisory Board Chair participates in Headteacher appraisal process</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff are performance managed</li> <li>Comply with pay and performance management policies</li> <li>Provide overview outcomes of staff performance and pay recommendations to LAB</li> </ul>



Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>HR: Pay</b>	<ul style="list-style-type: none"> <li>Review and approve the Trust Pay Policy ensuring it is compliant with the STPCD</li> <li>Annually review staff salaries and consider pay discretions and applications for re-grading, including the recommendations of the CEO</li> <li>Ensure the pay decisions are fair and equitable, link in the appraisal procedures and take account of the recommendations of the CEO and Headteachers.</li> <li>Determine appropriate pay ranges for all staff employed within the Trust, including allowances and temporary TLR's where appropriate</li> <li>To ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the CEO</li> <li>Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary</li> <li>Ensure annual pay statements are issued to all staff in accordance with the school Pay Policy</li> <li>pay policy annually including determining pay ranges, pay point values</li> <li>Approve and monitor special staff severance payments above the statutory or contractual entitlement. (payments over £50k must be authorised by ESFA)</li> <li>Conduct Trust Leader performance management and salary review</li> <li>Ensure representation on all hearings and appeals panels</li> <li>Representation on hearing panels</li> </ul>	<ul style="list-style-type: none"> <li>Develop pay policy and consult with recognised Trade Union groups through the Joint Consultative Committee support investigation procedures.</li> <li>Implement the specified HR policy in respect of Headteachers</li> <li>Lead organisational change and restructuring proposals</li> </ul>	<ul style="list-style-type: none"> <li>Representative on hearings and appeals panels teachers and support staff)</li> </ul>	<ul style="list-style-type: none"> <li>Implement the specified HR policies for all staff.</li> <li>Communicate significant HR matters to the ECT for further support and guidance.</li> </ul>
<b>HR Policies:</b> Disciplinary and Capability Attendance Management Dignity at Work / Grievance/ Leave of Absence and Organisational Change	<ul style="list-style-type: none"> <li>Approve HR policies as delegated in the Trust Policy Framework</li> <li>Implement policy in respect of the Trust Leader</li> <li>Convene panels for hearing and/or appeals in respect of Trust Leader and staff where required</li> </ul>	<ul style="list-style-type: none"> <li>HR policy development and consultation with recognised Trade Union groups</li> <li>Implement policy in respect of central Trust staff</li> <li>Convene panels for hearings and appeals</li> <li>Give guidance and support to individual schools</li> <li>Implement the specified HR policy in respect of Headteachers</li> </ul>	<ul style="list-style-type: none"> <li>Representative on hearings and appeals panels</li> </ul>	<ul style="list-style-type: none"> <li>Representative on hearings and appeals panels</li> </ul>
<b>HR: Recruitment</b>	<ul style="list-style-type: none"> <li>Approve terms and condition of employment.</li> <li>Approve Trust senior management structure</li> <li>Appoint the Trust Leader and support the</li> </ul>	<ul style="list-style-type: none"> <li>Advise on school staffing structures.</li> <li>Develop terms and condition of employment and carry out formal consultation with recognised Trade Unions and affected</li> </ul>	<ul style="list-style-type: none"> <li>Two representatives on recruitment panel for headteacher appointments</li> <li>Representative(s) on the recruitment of other staff.</li> </ul>	<ul style="list-style-type: none"> <li>Design school staffing structure with advice from ECT</li> <li>Propose changes to model staffing structure to Central Executive Team</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
	<ul style="list-style-type: none"> <li>recruitment of other senior central posts</li> <li>Succession plan for the Trust Board and Executive Team.</li> <li>Two representatives on recruitment panel for headteacher appointment</li> </ul>	<ul style="list-style-type: none"> <li>stakeholders</li> <li>Develop Staff Handbook</li> <li>Develop school staffing structure models and approve exceptions to the model</li> <li>Approve central staff structure</li> <li>Recruit for central and Headteacher roles</li> <li>Recruit staff with cross Trust responsibilities</li> <li>To prepare succession plan for ECT and Headteachers</li> <li>Representative in recruitment process for SLT appointments</li> <li>Lead the recruitment process for headteacher appointments</li> <li>Advise and engage the LAB in Headteacher recruitment plans</li> <li>Approve the deployment of staff with cross Trust responsibilities</li> <li>Pre-recruitment checks</li> </ul>		<ul style="list-style-type: none"> <li>Update the advisory board on key staffing changes and appointments</li> <li>Appoint senior leaders in conjunction with ECT with support from the LAB</li> <li>Appoint teaching and support staff within agreed school staffing structure</li> </ul>
<b>ICT and cyber security</b>	<ul style="list-style-type: none"> <li>Approve the Trust ICT and cyber security strategy</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement the Trust ICT and cyber security strategy and associated policies.</li> <li>Report to the Board annually on the effectiveness of the ICT and cyber security strategy</li> <li>Develop Acceptable Use Policy for staff and pupils</li> <li>Lead on IT procurement for whole Trust initiatives and IT technical support services.</li> </ul>	<ul style="list-style-type: none"> <li>Receive termly reports on cyber security</li> <li>Identify member of LAB to play a part in safety committee</li> </ul>	<ul style="list-style-type: none"> <li>Comply with the principles in the Trust ICT strategy and cyber security strategy and associated policies.</li> <li>Implement the Acceptable Use Policy with pupils and staff</li> <li>Ensure sufficient technical support to meet the school needs</li> </ul>
<b>Operations: Health and Safety (H and S)</b>	<ul style="list-style-type: none"> <li>Accountable for meeting statutory H and S requirements</li> <li>Approve a Trust Health and Safety policy.</li> <li>Monitor compliance and effectiveness of H and S policy</li> </ul>	<ul style="list-style-type: none"> <li>Responsible and accountable for strategy, policy, monitoring and compliance. Includes:</li> <li>Create and maintain schedule for Health and Safety policy review.</li> <li>Develop Health and Safety policy, procedures and linked risk assessments</li> <li>Review H and S audits and progress towards actions</li> <li>Monitor health and safety issues and incidents, provide support at Trust level when necessary</li> <li>Ensuring all schools are compliant in terms of maintenance checks and health and safety arrangements.</li> <li>Oversight and approval of education visits – Evolve</li> <li>Propose and contribute to ICT strategy and cyber security strategy</li> <li>Review first aid incidents frequency and subsequent actions</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Health and Safety and first aid incidents</li> <li>Scrutinise health and safety termly reports</li> <li>Appoint a link health and safety governor</li> </ul>	<ul style="list-style-type: none"> <li>Implement Health and Safety policy and procedures and ensure that appropriate risk assessments are being carried out, reviewed and stored appropriately</li> <li>Ensure all staff are aware of their Health and Safety responsibilities and receive appropriate training.</li> <li>Ensure statutory compliance checks are undertaken (asbestos, legionella, PE, equipment etc.)</li> <li>Ensure Health and Safety action plans are actioned from workplace inspections and audits</li> <li>Appoint Educational Visits Co-ordinator to manage trips and activities</li> <li>Ensure all first aid incidents are appropriately recorded.</li> <li>Ensure staff have appropriate and up to date training in line with guidance</li> </ul>
<b>Partnerships/ central services</b>	<ul style="list-style-type: none"> <li>Review and challenge the performance of partnership against KPIs and strategic priorities</li> </ul>	<ul style="list-style-type: none"> <li>Enter into, or withdraw from, a formal partnership</li> <li>To determine the scope of central services to be delivered by the Trust</li> </ul>		<ul style="list-style-type: none"> <li>Assess the need of their schools to ensure effective procurement/subscription to Trust partnerships and services each year</li> </ul>
<b>Pupil Premium</b>	<ul style="list-style-type: none"> <li>Review the effectiveness of the use of the</li> </ul>	<ul style="list-style-type: none"> <li>Develop a Trust Pupil Premium Strategy or</li> </ul>	<ul style="list-style-type: none"> <li>Review and challenge the school strategy for pupil</li> </ul>	<ul style="list-style-type: none"> <li>Determine and ensure the effective deployment of</li> </ul>

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	pupil premium across Trust	<p>principles</p> <ul style="list-style-type: none"> <li>Support schools to review the impact on outcomes of pupil premium strategies and funding.</li> <li>Report to Board on the effective use of the pupil premium across Trust in terms of educational outcomes and narrowing the achievement gap</li> </ul>	<p>premium expenditure, reviewing the impact of the additional funding.</p> <ul style="list-style-type: none"> <li>Appoint a link governor</li> </ul>	<p>the pupil premium and monitor and report on impact in conjunction with the ECT</p> <ul style="list-style-type: none"> <li>Publish a Pupil Premium Strategy on the school website in compliance with DfE requirements</li> </ul>
<b>Risk management and business continuity</b> <b>Also see compliance and risk section</b>	<b>Risk</b> <ul style="list-style-type: none"> <li>Approve Trust-wide Risk Policy and risk appetite statement</li> <li>Oversee, review and challenge Trust risk register and mitigation plans.</li> </ul>	<ul style="list-style-type: none"> <li>Develop risk framework and policy</li> <li>Maintain a Trust risk register and effective mitigations</li> <li>Oversee the school's risk register and mitigation plans to ensure appropriate action is taken.</li> <li>Responsible for identifying Trust wide risks arising from school risk registers and reporting them to the ET/Board.</li> </ul>	<ul style="list-style-type: none"> <li>Review school risk register and mitigation plans</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a school risk register and effective mitigations in conjunction with the CFO</li> </ul>
	<b>Business continuity</b> <ul style="list-style-type: none"> <li>Gain assurance that appropriate structures are in place to implement effective emergency planning including incident management, business continuity</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for Trust Emergency Planning and Recovery</li> <li>Approve decision for school closure on H and S</li> </ul>	<ul style="list-style-type: none"> <li>Review critical incident reports and contribute to the evaluation of the effectiveness of the Emergency Planning and recovery plan</li> </ul>	<ul style="list-style-type: none"> <li>Develop and maintain a school Emergency Planning and Recovery document</li> <li>Report critical incidents to the LAB and Trust</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Appoint a Safeguarding Committee to oversee safeguarding across the Trust</li> <li>Support the Director for Safeguarding and the Link Governor for Safeguarding by ensuring the Trust is compliant with safeguarding legislation and guidance.</li> <li>Drive forward a vision for the Trust to exceed minimum safeguarding requirements and excel in all areas of safeguarding practice and the Prevent duty</li> <li>Review and approve safeguarding related policies and procedures</li> <li>Receive updates from the Headteacher's and CEO in all aspects related to safeguarding policy and practice and ensure that all staff take full responsibility for the safeguarding of all pupils</li> <li>Review safeguarding data and ensure that responses to patterns, trends and the local context within the safeguarding landscape are driven forwards from a senior leadership level</li> <li>Receive safeguarding audits and action plans</li> <li>Continually review staff development around safeguarding practice in order to equip staff with the confidence, awareness, attitudes and ability to enable a consistently proactive safeguarding culture</li> <li>Ensure the Trust are compliant with the GDPR principles when processing personal data</li> <li>Ensure Trust's recruitment and staff managements practices and procedures are in place to ensure safer recruitment practices</li> <li>Manages allegations against the Trust Leader (Chair of the Board)</li> </ul>	<ul style="list-style-type: none"> <li>Develop key policies to include: on Safeguarding/Child Protection Policy, Educational Visits, Supporting Pupils with Medical Conditions, Visitors, Safer Working Practice for Staff</li> <li>Conduct an annual compliance and effectiveness audit within each school</li> <li>Analyse trends and concerns across the Trust, report findings to Trustees and direct remedial action</li> <li>Monitor schools are dealing with issues appropriately and provide support to headteachers, and Designated Safeguarding Leads</li> <li>Liaise with the Trust Safeguarding Lead professional (Clennell) to tackle and target areas of poor practice or non-compliance</li> <li>Appoint external support and Trust Safeguarding Lead to provide oversight and support to school designated safeguarding leads (DSL)</li> <li>Provide internal and external rapid response support for staff allegations</li> <li>Manage allegations against Headteachers and central team.</li> </ul>	<ul style="list-style-type: none"> <li>Appoint LAB Safeguarding Lead</li> <li>Review the effectiveness of safeguarding procedures.</li> <li>Review safeguarding issues that are affecting the operation and development of the school</li> <li>Review Safeguarding Audit report and monitor progress of the action plan</li> </ul>	<ul style="list-style-type: none"> <li>Ensure safer recruitment requirements are completed and the single central record (SCR) is maintained</li> <li>The headteacher and other recruiting staff must complete and update safer recruitment training</li> <li>Ensure the school complies with the safeguarding policies and report all serious incidents to the LA, children's social care or LSCB as appropriate</li> <li>Report incidents, trends, referral frequency and training needs to the LAB</li> <li>To appoint a designated safeguarding lead ensuring the role is compliant with statutory guidance</li> <li>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance</li> <li>Establish a robust staff training plan</li> <li>Complete an annual safeguarding action plan from Trust external audit and report progress to the LAB</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• Approve changes to 'school organisation' relating to: <ul style="list-style-type: none"> <li>○ School meals</li> <li>○ School hours – start and finish times</li> <li>○ Length of school day</li> <li>○ Term dates</li> <li>○ Age range</li> <li>○ Capacity increase</li> <li>○ Extended provision</li> <li>○ SEND</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Collaboratively consider changes to 'school organisation' relating to: <ul style="list-style-type: none"> <li>○ School meals</li> <li>○ School hours – start and finish times</li> <li>○ Length of school day</li> <li>○ Term dates</li> <li>○ Age range</li> <li>○ Capacity increase</li> <li>○ Extended provision</li> <li>○ SEND</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Consulted on changes to 'school organisation' relating to: <ul style="list-style-type: none"> <li>○ School meals</li> <li>○ School hours – start and finish times</li> <li>○ Length of school day</li> <li>○ Term dates</li> <li>○ Age range</li> <li>○ Capacity increase</li> <li>○ Extended provision</li> <li>○ SEND</li> </ul> </li> <li>• Develop and submit business case for changes (to be agreed by the Trust Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Propose and collaboratively consider with ECT, changes to 'school organisation' relating to: <ul style="list-style-type: none"> <li>○ School meals</li> <li>○ School hours – start and finish times</li> <li>○ Length of school day</li> <li>○ Term dates</li> <li>○ Age range</li> <li>○ Capacity increase</li> <li>○ Extended provision</li> <li>○ SEND</li> </ul> </li> <li>• Lead consultation with stakeholders</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Review staff survey results and Trust wide action plan</li> <li>• Accountable for ensuing mechanisms are in place to engage parents and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate annual staff survey and report results and actions to the Trust Board</li> <li>• Facilitate Trust wide parent and pupil survey and report results and actions to the Trust Board</li> <li>• Manage external relationships with local authorities and the Regional School Commissioner</li> <li>• Support school engagement with parents and the wider community</li> <li>• Monitor school staff survey actions plans to address Trust-wide issues</li> <li>• Monitor progress against staff survey action plans</li> </ul>	<ul style="list-style-type: none"> <li>• Review results of staff survey and action plan</li> <li>• Support engagement with parents, pupils, community and LA</li> <li>• Review results of parent and pupil surveys and action plans</li> <li>• Monitor pupil engagement strategies</li> <li>• Review the results of pupil surveys and School Council or Pupil Parliament reports</li> </ul>	<ul style="list-style-type: none"> <li>• Implement annual staff survey and subsequent action plan</li> <li>• Maintain effective engagement and communication with parents and the wider community</li> <li>• Maintain effective pupil engagement strategies (surveys, pupil council and pupil parliament etc)</li> </ul>
<b>SEND</b>	<ul style="list-style-type: none"> <li>• Review and assess the impact of SEND provision across the Trust</li> <li>• Approve the Trust SEND Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a Trust wide SEND Strategy and report to the directors on its' effectiveness.</li> <li>• Develop a Trust SEND Policy</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the impact and effectiveness of the SEN policy</li> <li>• Review and approve the SEN Information Report and ensure compliance with the SEND Code of Practice</li> <li>• Review school accessibility plan and its implementation, ensuring compliance with the requirements of the SEND Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Make provision for SEND pupils in line with the SEND Code of Practice</li> <li>• Report to the LAB on the impact and effectiveness of the SEN policy at least annually</li> <li>• Designate a teacher to be responsible for the operation of the SEND policy and coordination of SEND provision</li> <li>• Produce the school 'School Information Report' for review by the LAB and publication</li> <li>• Ensure compliance with the relevant SEND legislation including the SEND Code of Practice and Equality Act 2010</li> </ul>

Function	Board of Directors (or a committee of the Board)	Executive Central Team	Local Advisory Board (LAB)	Headteacher
<b>Vision, values and ethos</b>	<ul style="list-style-type: none"> <li>Approve the Trust vision and values</li> <li>Ensure that schools promote links with the local and world-wide community and encourage the schools to be inclusive of all, regardless of faith, race, disability and socio-economic background</li> <li>Encourage a commitment to the poor and disadvantaged</li> <li>Support each school in maintaining and developing its unique ethos, in accordance with the individual school's ethos, vision and values</li> <li>Ensure preservation and promotion of the religious character of the Church schools as determined by the Diocese of Durham and Newcastle</li> <li>Ensure the preservation of the character of our community schools</li> <li>Approve Trust strategic objectives</li> <li>Review progress of the Trust against its strategic objectives and KPIs</li> <li>Approve an Ethos Committee to oversee ethos across the Trust</li> <li>Receive information on the monitoring and review of the SIAMS SEF (where applicable).</li> <li>Receive information on the monitoring of RE and PSHCE curriculum</li> <li>Receive reports on collective worship.</li> <li>Receive information on implementation of British Values.</li> </ul> <p><b>New Schools</b></p> <ul style="list-style-type: none"> <li>Approve school applications to join the Trust</li> <li>Approve Trust growth decisions (free schools, sponsored schools and convertors)</li> </ul>	<ul style="list-style-type: none"> <li>Promote partnerships in order that each can enrich the impact of the other</li> <li>Encourage a commitment to the poor and disadvantaged</li> <li>Develop and communicate the Trust vision and values to schools</li> <li>Contribute to the revision and development of vision, values and strategy through consultation</li> <li>Develop strategic objectives for the Trust</li> <li>Deliver strategic objectives for the Trust in partnership with schools</li> <li>Report progress against strategy and KPIs to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the revision and development of the Trust and school vision, values and strategy</li> <li>Monitor and support the implementation of the vision and ethos of the school</li> <li>Consulted on school strategic objectives annually</li> <li>Review progress against school strategy and KPIs</li> <li>Comply with requirements of the Trust Policy framework</li> <li>Encourage a commitment to the poor and disadvantaged</li> <li>Appoint a link governor for ethos</li> <li>Monitor that school vision and values are embedded in the day to day life of the school</li> <li>Monitor the SIAMS SEF and ongoing actions</li> <li>Monitor RE and PSHCE is effective</li> <li>Monitor collective worship</li> <li>Monitor implementation of British Values</li> </ul>	<ul style="list-style-type: none"> <li>Encourage a commitment to the poor and disadvantaged</li> <li>Promote links with the local and world-wide community and encourage the schools to be inclusive of all, regardless of faith, race, disability and socio-economic background</li> <li>Ensure that the school values are embedded in the day to day life of the school</li> <li>Ensure the SIAMS SEF is ongoing, contributes to school improvement and ensures good preparation for and outcomes from a SIAMS inspection</li> <li>Ensure RE and PSHCE is effectively taught</li> <li>Ensure daily act of collective worship which meets statutory obligations and school denomination expectations</li> <li>Ensure the active promotion of the fundamental British values of democracy, rules of law, individual liberty, mutual respect and tolerance of all different faiths and beliefs.</li> <li>Contribute to the revision and development of the Trust and school vision, values and strategy</li> <li>Develop, monitor and support the implementation of the vision and ethos of the school at a local level</li> <li>Monitor and support the implementation of the vision and ethos of the Trust at a local level</li> <li>Preserve and promote the religious character of the Church schools as determined by the Diocese of Durham and Newcastle</li> <li>Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS</li> <li>Consulted on school strategic objectives annually</li> <li>Review progress against school strategy and KPIs</li> <li>Comply with requirements of the Trust Policy Framework</li> <li>Develop school strategic objectives and improvement plans</li> <li>Report progress to the Local Advisory Board</li> <li>Comply with requirements of the Trust Policy Framework</li> <li>To tailor Trust-wide policies to school policy</li> </ul>
<b>Website compliance</b>	<ul style="list-style-type: none"> <li>Receive report on website compliance</li> </ul>	<ul style="list-style-type: none"> <li>Work collaboratively with schools to ensure quality assurance process to ensure school's compliance with DfE website requirements</li> </ul>	<ul style="list-style-type: none"> <li>Review report on school's compliance with DfE website requirements</li> </ul>	<ul style="list-style-type: none"> <li>Ensure statutory information is published on the school website and maintain its compliance, including required details of governance arrangements, performance, financial and equality data</li> <li>Report on website compliance to LAB and ETC</li> </ul>

**Revision History**

Version	Version Date	Author	Summary of Changes
V0.1			
V1.0			
V2.0			
V2.0			
V3.0			
V4.0			
V5.0			
V6.0			