













					KEY  delegated responsibility for making decision P Proposal /business case to support decision making M Monitoring at this level.						
Key Function of Governance	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Strategic Leadership	Setting the Trust's Vision, Culture, Ethos and Values							P			
	Setting the Trust's strategic direction for improvement, and development							P			
	Evaluating strategic plans at school level						M				
	To consider approaches from schools and academies wishing to join the trust							P			
	To seek and respond to, the views and needs of key stakeholders.						M				
People and Performance Management	Ensuring compliance with Equalities Legislation										
	Agree appointment or removal of CEO		 PANEL								
	Head Teacher appointments (selection panel)										
	Deputy appointments (selection panel)										
	Appointment of members of SLT										
	Appointment of school- based teaching and support staff										

Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Appointment of central Trust staff (shared services)									●	
Dismissal/Suspension processes of member of Executive Team		●								
Dismissal/Suspension processes of Head Teacher									●	
Dismissal/suspension processes of other school-based staff								●		
Dismissal/Suspension processes of Trust central staff							M		●	
Undertake CEO performance review		● CHAIR								
Undertake Executive Team performance review and make recommendations for pay							●			
Undertake School Staff performance review and make recommendations for pay								●		
Undertake trust central team performance review and make recommendations for pay							●		●	
Review executive pay				●			P			
Determine Executive Team Staffing Structure		●					P			

Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Review performance management and approved annual recommendations on CEO salary		● P CHAIR								
Approve annual recommendations on executive staff salary				●			P			
Approve annual recommendations on teaching and school support staff salary									●	
Approve annual recommendations on trust central team staff salary							●			
To exercise pay discretions							●			
Decisions/appeals arising out of pay and performance		● PANEL								
Review and Approve employment and HR related Policies, including Pay Policy			●	M						
Determining staff complement in each school within agreed budget							●	P		
Determining staff complement – central Trust services							●		P	
Determining dismissal payments/early retirement for headteachers and executive team			●				P		P	
Conduct annual appraisal of Clerk to Board		● CHAIR					●			

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
	Maintain accurate and effective and secure employee records							●			
School Management	To review and approve Admissions policies and processes		●								
	To ensure admissions & attendance registers adhere to compliance arrangements					●					
	To ensure school meets for 380 sessions in the school year		●			M					
	To ensure the school meals where provided are nutritious and value for money			●							
	To ensure Trust and school websites are fully compliant		●								
	Prepare and publish website									●	
	To ensure the provision of FSM to qualifying students		●								
	To determine, on an annual basis mandatory for all MET schools									●	
	Facilitate parent engagement forums								●		

Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Review and Approve Looked after children policy and ensure appointment of designated looked after children teacher in each setting					●					
Review and Approve Behaviour Policy						●				
Review of the Trust's approach to assessment in line with DfE requirements						●				
Approval of schools Self Evaluation Form					●					
Review of Schools development plans					●					
To review and monitor school performance targets						●				
To determine exclusion policy and procedure, review and approve						●				
To monitor Exclusion levels across the Trust					●					
Agree fixed term exclusion								●		
Uphold permanent exclusion		● PANEL				M				
Produce educational data								●		

Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Remove Chairs of Trust Board committees		●								
Appoint or remove Local Governing Committee Chairs						●				
Appoint or remove Local Committee Governors					●					
Establish and review trust governance structure		●								
Convene at least 3 Trust Board meetings in any year										●
Establish & maintain a register of interest for governance volunteers & senior staff										●
To approve Trustees Allowances and Expenses Policy			●							
To review and approve Code of Conduct for Governance Volunteers		●								
To review and approve a complaints policy and determine implementation		●								
To actively seek and recruit governance volunteers, and promote succession planning				●						
To determine the development needs of governors and put in place an appropriate programme				●						

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
	To implement and review a policy approval process to reflect Trust values		●								
	Agree link trustees for SEND, Careers and Safeguarding		●								
	To determine appropriate committee and committee membership		●								
Risk GDPR	Review and Approve FOI policy			●							
	Review and Approve data protection policy			●							
	Appoint Data Protection Officer									●	
	Establish Equality policy				●						
	Review and Approve equality policy (& objectives) trust and school policies				●						
	To manage and review a risk register			●						P	
	To manage and review a critical incident plan			●						P	
Safeguarding	Review and approve a Safeguarding Policy and monitor implementation		●								
	Implement safeguarding policy and procedures							●			
	Appoint a Safeguarding Link Trustee		●								
	Review Safer Recruitment processes and policies			●							

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
	Monitor school estate to ensure it is safe and well maintained		●								
	Procuring & maintaining buildings including developing properly funded maintenance plan									●	
	Review and Approve health and safety policy and its implementation			●							
	Ensure H&S regulations are followed		●					M			
	Determine scope of central services to be delivered by MET to & on behalf of the school							●			
	Identify additional services to be procured on behalf of the school									●	
	Ensure centrally produced services provide value for money			●							
	Premises security									●	
	Premises management									●	
IT Services	Review and approve internet and ICT acceptable use policy			●							
	Review and approve social media policy and monitor its implementation			●							