



[illegible]



	Review and Approve employment and HR related Policies			●							
	Determining staff complement in each school within agreed budget							●	P		
	Determining staff complement - central Trust services							●		P	
	Determining dismissal payments/ early retirement							●		P	
	Conduct annual appraisal of Clerk to Board		● CHAIR								
	Maintain accurate and effective and secure employee records							●			
School Management	To review and approve Admissions policies		●								
	To ensure admissions & attendance registers adhere to compliance arrangements					●					
	To ensure school meets for 380 sessions in the school year		●								

	To ensure the school meals where provided are nutritious and value for money			●							
	To ensure Trust website is fully compliant								●		
	To ensure school websites are fully compliant							●			
	Prepare and publish website								●		
	To ensure the provision of FSM to qualifying students		●								
	To determine, on an annual basis, those policies which will be developed by MET and mandatory for all MET schools								●		
	Facilitate parent engagement forums							●			
Educational Improvement	Ensuring national curriculum taught to all students & to consider any disapplication					M		●			
	Responsibility for each child's education					M		●			
	Ensure continuous delivery of education			M		M	M	●			

	Review and approve curriculum based policies						●				
	Monitor impact of curriculum policies						●				
	Monitoring the impact of delivery of curriculum						●				
	Responsibility for ensuring provision of RE in line with school's basic curriculum					●					
	Delivering EYFS in line with statutory duties					●					
	Ensure compliance with SEND Code of Practice		●								
	Nominating SEND link Trustee		●								
	To recommend, review and approve Careers Education Policy and pathway		●								
	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				● PANEL				
	Produce educational data								●		
	Scrutinise and evaluate educational data						●				
	To set and Monitor Pupil welfare policies						●				
Governance	Approve the Articles of Association and any changes	●									
	Review and Approve MET Scheme of Delegation		●								

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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 Implement safeguarding policy and procedures		●					●			
	Appoint a Safeguarding Link Trustee		●								
	Review Safer Recruitment processes and policies			●							
	Review and approve the Whistleblowing policy			●							
Financial Frameworks	Appointing senior executive leader as accounting officer		●								
	Appointing Chief Financial Officer							●			

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	To deliver annual report & accounts, with regards to accounts consolidation exercises required by DfE									●	
	To approve the annual accounts		●								
	To receive trustee annual report	●									
	To approve annual budget across all schools in the Trust		●								
	Review and approve Trust Finance policies, including setting delegated authority limits for transactions			●							
	To ensure income due to each setting is paid		●								
	To maintain proper financial records for each setting									●	
	Monitoring conflicts of interests & third-party transactions										●
Premises and Insurance	Ensure adequate insurance is in place, building, property, personnel			●							

	Developing school buildings strategy or master plan							●			
	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							●			
	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										
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