Key Function of Governance	Task	Members	Trust Board	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						Р			
	Setting the Trust's strategic direction for improvement, and development		•				Р			
	Evaluating strategic plans at school level					М				
	To consider approaches from schools and academies wishing to join the trust		•				Р			
	To seek and respond to, the views and needs of key stakeholders.					•				
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)									

App. 2 12 12 12 12 12 12 12	ro					
Appointment of members	L2					
of SLT						
Appointment of school-						
based teaching and sup	port					
staff						
Appointment of central						
Trust staff (shared						
services)						
Dismissal/Suspension						
processes of member o	F					
Executive Team						
Diemissal /Suspansian						
Dismissal/Suspension	.					
processes of Head Tead	ner					
Dismissal/suspension						
processes of other scho	ol-					
based staff						
Dismissal/Suspension						
processes of Trust cent	ral					
staff						
Undertake CEO						
performance review		CHAIR				
Undertake Executive Te						
performance review an						
make recommendations	for					
pay						
Undertake School Staff						
performance review an	d					
make recommendations	for					
pay						
. ,						

Undertake trust central team performance review and make recommendations for pay					•	
Review executive pay						
Review performance management and approved annual recommedations on CEO salary	P CHAIR					
Approve annual recommendations on executive staff salary				Р		
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		•				
	Determining staff complement in each school within agreed budget					Р	
	Determining staff complement - central Trust services						Р
	Determining dismissal payments/ early retirement						Р
	Conduct annual appraisal of Clerk to Board	CHAIR					
	Maintain accurate and effective and secure employee records						
	To review and approve Admissions policies						
School Management	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			М		•		
	Responsibility for each child's education			М				
	Ensure continuous delivery of education		M	M	M			

Review and approve					
curriculum based polices					
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	F	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						

Appoint Chair and Vice chair and Senior						
Independent Director Establish Trust board committees						
Review and approve term of reference for Board an Local Governing Committees		•				
Create/ refine role profil & person specs for governance volunteer role						•
Draft role descriptions fo clerking roles	-					
Appoint or dismiss the Clerk to Board						
Appoint or dismiss the wider clerking team						
Remove the Board Chair and Deputy Chair	&					
Remove Chairs of Trust Board committees						
Appoint or remove Local Governing Committee Chairs						
Appoint or remove Local Committee Governors						
Convene at least 3 Trust Board meetings in any ye	ar					

Establish & maintain a register of interest for governance volunteers senior staff						•
To approve Trustees Allowances and Expen Policy Policy	es					
To review and approve Code of Conduct for Governance Volunteer		•				
To review and approve complaints policy	a					
To actively seek and recruit governance volunteers, and promo succession planning	te					
To determine the development needs of governors and put in pan appropriate progra	lace					
To implement and rev policy approval proces		•				
To determine appropr committee and commi membership		•				

Diele	Review and Approve FOI						
Risk	policy						
GDPR	Review and Approve data						
ODI K	protection policy						
	Appoint Data Protection						
	Officer						
	Establish Equality policy						
	Review and Approve						
	equality policy (&						
	objectives) trust and						
	school policies						
	To manage and review a						Р
	risk register						Ρ
	To manage and review a						Р
	critical incident plan						Г
				T	T	T	
0.6	Review and approve a						
Safeguarding	Safeguarding Policy and						
	Implement safeguarding						
	policy and procedures						
	Appoint a Safeguarding						
	Link Trustee						
	Review Safer Recruitment						
	processes and policies						
	D : 1						
	Review and approve the						
	Whistleblowing policy						
	Appointing senior						
Financial	executive leader as						
Frameworks	accounting officer						
	Appointing Chief Financial						
	Officer						

Appointing Company						
Appointing Company						
Secretary Oversight of the funding						
Oversight of the funding						
agreement						
Oversight of requirements						
of Academies Trust						
Handbook						
Approval of financial						
decisions up to £7,500					CFO	
Approval of financial						
decisions from £7,501-						
£15,000					COO	
Approval of financial						
decisions £15,001- £30,000						
levels						
Approval of financial						
decisions over £30,000						
Establishing controls						
framework including						
internal audit						
Developing budget				Р	Р	
Delivering monthly				-		
management accounts and						
forecasts						
Managing cash position						
To monitor compliance						
with approved financial						
procedures						
To decide how to apply						
Pupil Premium						

Monitoring pupil premium spend and its impact			•			
Monitoring sports premium spend and its impact						
To make miscellaneous financial decisions					Р	
To approve amounts to be transferred between budget headings and/or likely budget overspends within MET rules					•	
To authorise acquisition of assets within limits specified in the Financial Regulations Manual						
To authorise disposal of assets within limits specified in the Financial Regulations Manual					•	
Oversight of Trust Reserves		•				
Approval of grant submissions To appoint auditors						

	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						

		T	T		T		
	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				