					Р	Proposal /b	esponsility fo usiness case ; at this level.	to supppo		
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	Company Secretary
Strategic	Setting the Trust's Vision, Culture,							Р		
Leadership	Ethos and Values							-		
	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.						М			
People and Performance	Ensuring compliance with Equalities Legislation									
Management	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							Р			
Determine Executive Team Staffing										
Structure							Р			

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		Р								
approved annual recommedations on		CHAIR								
CEO salary										
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, including Pay				Μ						
Policy										
Determining staff complement in each								_		
school within agreed budget								Р		
Determining staff complement –										
central Trust services									Р	
Determining dismissal payments/early										
retirement for headteachers and							Р		Р	
executive team										
Conduct annual appraisal of Clerk to										
Board		CHAIR								

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Governing	Chief Executive Officer	School Leaders	Executive team	Company Secretary
	Maintain accurate and effective and										
	secure employee records										
		1	1		1	1		I			
	To review and approve Admissions										
	policies and processes										
School											
Management	To ensure admissions & attendance										
<u> </u>	registers adhere to compliance										
	arrangements										
	To ensure school meets for 380										
	sessions in the school year					М					
	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										

Educational	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Company Secretary
Improvement	Ensuring national curriculum taught									
	to all students & to consider any					Μ				
	disapplication									
	Responsibility for each child's					м				
	education					141		-		
	Ensure continuous delivery of			Μ		м	Μ			
	education			141		141	141			
	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									

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	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				М			
	Produce educational data									

				Auun,	Governance	Quality of	LUCAI	Ciller	School	F t	<i>C</i>
	Task	Members	Trust Board	Finance &	and	Education	Governing	Executive	Leaders	Executive	- •
				Pick	Domunoration	Committee	Committees	Officer	Leaders	team	Secretary
	Scrutinise and evaluate educational										
	data										
	To set and Monitor Pupil welfare										
	policies										
	Approve the Articles of Association										
Governance	and any changes										
	To appoint or remove Members										
	To appoint or remove Trustees										
	Review and Approve MET Scheme of										
	Delegation										
	Appoint Chair and Vice chair and										
	Senior Independent Director										
	Appoint Chair of trustees										
	Establish Trust board committees										
	Review and approve terms of reference										
	for Board and Local Governing										
	Committees										
	Create/ refine role profiles & person										_
	specs for governance volunteer roles										
	Draft role descriptions for clerking										
	roles										
	Appoint or dismiss the Clerk to Board										
	Appoint or dismiss the wider clerking										
	team										
	Remove the Board Chair & Deputy										
	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	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	Review and Approve FOI policy										
GDPR	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									Р	
	To manage and review a critical incident plan									Р	
						1					
	Review and approve a Safeguarding										
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	School Leaders		Company Secretary
	Review and approve the									
	Whistleblowing policy									
Financial	Appointing senior executive leader as									
Frameworks	accounting officer									
	Appointing Chief Financial Officer									
	Appointing Company Secretary									
	Oversight of the funding agreement									
	Oversight of requirements of									
	Academies Trust Handbook									
	Approval of financial decisions up to									
	£7,500									
	Approval of financial decisions from									
	£7,501-£15,000									
	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									
	Agreeing reporting arrangements and									
	monitoring monthly management									
	accounts and forecasts									
	Managing cash position									

Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary
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										

	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
	Produce annual report and accounts in										
	line with the Charity Commission's										
	Statement of Recommended Practice										
	Submit ESFA required reports and										
	returns										
	To approve the annual accounts										
	To receive external auditors annual										
	report										
	To approve annual budget across all										
	schools in the Trust to support delivery										
	of strategic plan										
	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										
		I	I		Ι	T	I		1		
Premises and	Ensure adequate insurance is in place,										
Insurance	building, property, personnel										
	Approve trust-wide estate vision,										
	strategy and asset management plan										

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		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										