



Scheme of Delegation

Jesus grew in wisdom and in stature

Introduction

Liverpool Diocesan Schools Trust, is a company (no. 09235635) limited by guarantee and registered in England and Wales.

Liverpool Diocesan Schools Trust (LDST) is a Multi-Academy Trust (MAT) formed by the Liverpool Diocesan Board of Education (the 'DBE')

LDST is run by a Board of Directors that is accountable to the Members. As a MAT, LDST is an exempt Charity regulated by and accountable to the Secretary of State for Education and (for some purposes) the Charity Commission. Insofar as it receives public funding it is also contractually accountable to the Secretary of State for its use of public monies.

Each school has its own Local Governing Body. This includes elected parent and staff representatives and LDST Board of Directors' appointments. LDST will develop a regional hub model consisting of, in the first instance, three geographically based hubs (West, South and East)

LDST Board of Directors has overall legal responsibility for the operation of the MAT and the schools within it, however, the Board works in partnership with its family of schools and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within schools to provide the best outcomes for every child and young person in the Trust.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the LDST Members;
- the LDST Board of Directors;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the school; and
- the Headteacher of the school;

This scheme should be read in conjunction with the Memorandum and Articles of Association, Master Funding Agreement for the whole MAT and the Supplemental Funding Agreement for each school, the LDST Governor Handbook, the process for appointments to Local Governing Bodies in LDST, the Financial Procedures and Policy Manual, and other documents and guidance produced by LDST and the Department for Education from time to time.

The Members

The members have ultimate control over the direction of the Trust through the appointment of Directors and control of the governance structure of the LDST Board.

Currently the Members are:

The Right Reverend Richard Blackburn, Bishop of Warrington and Chairman of the Board of Education.

Mr Michael Eastwood, Diocesan Secretary

Mr Matthew Elliott, Diocesan Finance Manager

Dr David Dennison – Member of the Liverpool Diocesan Board of Education

Reverend Dr Crispin Pailing – Rector of Liverpool

The LDST Board of Directors

The LDST Board of Directors has responsibility for the effective running of the Trust and the individual schools within it. The Board may decide to form committees to carry out certain of its functions. Currently there is one committee: the Audit Committee. Other committees or regional boards may be formed as LDST grows. The term ‘LDST Board’ will therefore include any such committees/boards that may be formed from time to time and decisions allocated to the LDST Board may be taken by those committees in accordance with their terms of reference.

The Chief Executive Officer (CEO)

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The CEO may choose to delegate some of these functions to members of the central team, the reference to CEO may therefore include the Deputy CEO, the Trust Education Officer, the Director of Finance and Operations or other staff employed centrally. The functions delegated to specific officers are as outlined in this scheme.

Local Governing Body (LGB)

The Local Governing Body has delegated powers in order to oversee the running of its individual school. The LGB may choose to delegate some of these powers to smaller committees or to the Headteacher as it deems fit to fulfil its responsibilities. Where the document refers to the LGB this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with the LGB.

Headteacher

The Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff, for example, Deputy Headteacher or School Business Manager. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Headteacher.

In all cases the LDST Board is accountable directly to the Secretary of State for each school and thus has overall responsibility in all areas regardless of delegated powers.

Local Governing Body Structure

Each school will continue to be led by their local governing body (LGB) with delegated decision making powers set out in this Scheme of Delegation. The Governors will be formally appointed by the Board of Directors following recommendations from the LGB, will include PCC (in church schools), staff and parent representatives and will reflect the constitution of the converting school governing body when appropriate. The LGB in each school will be responsible for the day-to-day operational matters (see appendix I). The Trust will preserve the local nature of its schools and their traditional place at the heart of each community. It will also preserve the structure such that the governance at each school will remain as close to the current position as possible.

As now, the structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the school.

The number of people who shall sit on the LGB shall be not less than three but, unless otherwise determined by the Directors, shall not be subject to any maximum.

The LGB of this school shall have the following members:

[number based on school's Instruments of Governance] LDST foundation governors (in Church schools and appointed with particular reference to their Christian faith)

[number based on school's Instruments of Governance] LDST non-foundation governor (s)

[number based on school's Instruments of Governance] Parent members either elected by the parent body or appointed by the Directors on the recommendation of LGB as agreed with the CEO

The Headteacher as ex officio member

[number based on school's Instruments of Governance] member/members of staff recommended by the LGB and appointed by LDST

A maximum of [number based on school's Instruments of Governance] members co-opted by the LGB

At any point the LGB must not have more than one third of the total number of its members who are employed at the school (including the Headteacher).

The Directors shall also be entitled to attend meetings of the LGB.

The LGB may also have associate members. These do not count towards the quorum and do not have voting rights. The quorum for any LGB meeting will be 3 members or (where greater) any one third of the total number of LGB members in office at the time of the meeting.

Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are as for the Directors as set out in the articles of association. LGB members will be required to sign a form indicating their eligibility prior to appointment.

Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check.

The term of office for all governors will be 4 years except for the Headteacher who is an ex officio member.

Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the school to move on to their next stage of education may serve out their term of office.

The Headteacher and staff LGB member will relinquish their position when they cease to work at the school.

Governors may be removed by the body that appointed them and elected parent members can be removed by the Board of Directors.

The Board of Directors may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that breaches the LDST governor code of conduct which each member will be expected to sign.

Delegated Powers

In line with the Trust's core values of collaboration, valuing the local, valuing difference and inclusion, schools will thrive under the leadership of headteachers, supported and challenged by LGBs and accountable to the Board of Directors, who have the ultimate responsibility for each school within the LDST.

This scheme sets out the decision making levels and responsibilities for the school. It is a working document that will evolve over time through consultation and collaboration.

The levels may vary within the Trust depending on the situation of each school. This will be reviewed annually.

LDST reserves the right to overrule this scheme if at any point it judges the LGB is not acting in the best interests of the children and young people in the school. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the objects, vision and values of the Trust. It is expected that this intervention would only occur in exceptional circumstances.

I. GOVERNANCE					
Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
Agree and amend Articles of association					Amendments to the articles.
Appoint/remove Members					Members and their appointing body, the DBE
Appoint/remove Directors				Co-opts Directors in line with Articles. Can remove Directors .	All Directors are appointed by the Members. Members can remove Directors.
Appoint /remove LGB members	Administers the parent election process and makes recommendations if too few parents stand.	Recommends governors to LDST for appointment following LGB self-evaluation and skills audit. Recommends parent and staff LGB members following election. Appoints co-opted members if required.	Oversees the LGB appointments process and agrees appointments. Monitors effectiveness and review LGB self-evaluation and skills audits to inform decisions around support/appointments.	In accordance with the Articles of Association and the legal structure of a MAT, and having given due consideration to LGB recommendations, formally appoint all LGB members.	

I. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
DBS	Administers DBS checks for all LGB members. Ensures Single Central Record is kept updated	Ensures each member of the LGB has an up to date DBS check and renews on any reappointment or election	Administers DBS checks for Board of Directors and Company Members Receives summary of checks for LGB members and monitors process Ensures the Chair of the Board has enhanced DBS clearance as required by the Secretary of State	Monitors DBS compliance through safeguarding reports from CEO.	
Register of Business Interests	Ensures register of business interests and governor information is on the school website. Ensures governor information is reported via Edubase for National Governance Register	Clerk to the LGB maintains register of business interests and reports any amendments to CEO.	Ensures Board and LGB information and register of business interests is maintained and published on the Trust website. Monitors school websites.	Clerk to the Board maintains register of business interests for Board members.	

I. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
Appoint Chair/Vice-Chair		Annually elects Chair and informs CEO Annually elects a Vice Chair.	Agrees Chair appointment and recommends to the Board.	Accepts recommendation unless exceptional circumstances trigger veto.	
Agree and Amend the Scheme of Delegation		Consulted on any amendments to the scheme.	Advises the Board on the delegated powers for each school following external inspection outcomes, discussions with the LGB, and the review of monitoring reports about the school.	Delegates powers through its scheme of delegation and reviews annually. In the event that a school enters Special Measures or Requires Improvement the Board may amend the scheme of delegation.	
Agree Membership and Terms of Reference for Committees		Decides on committee structure and agrees terms of reference and membership of any committees formed by the LGB, and informs CEO.	Advises Board on LGB and Trust committees' terms of reference.	Agrees terms of reference for all Trust committees	

I. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
Appoint Clerk		Appoints Clerk to the LGB and monitors the quality of work. reporting any concerns to the CEO	Monitors clerking across the Trust and makes recommendations to LGBs or takes action to replace Clerk.	Appoints Clerk to the Trust Board and committees other than LGBs.	
Meeting Schedule		Ensures LGB meets at least termly and sets out further meetings of the LGB and committees as required. Clerk sends schedule to the CEO.	Liaises with the Chair of the Board of Directors to arrange meetings schedule of the Board and its committees and its Chairs. Monitors meeting schedules of LGBs	Meets at least termly and sets out further meetings of Board and committees as required.	Meets at least annually to receive accounts and review Trust.
Setting Agendas and Managing Minutes	Advises with LGB chair on setting agendas. Ensures Part I Minutes are available for public scrutiny	Chair of the LGB sets the agenda following consultation with the Headteacher and the CEO as necessary. Clerk sends agenda and minutes to CEO.	Informs LGB Chair and Clerk of items that must be included on any LGB agenda if required. Liaises with Chair to set Board agendas. Ensures Part I Minutes are available for public	Chair of the Board sets the agenda consulting with the clerk and the CEO as necessary.	

I. GOVERNANCE

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
			scrutiny.		
Policy Development and Approval	Monitors and maintains school specific policies. When required adapts model/Trust wide policies with information appropriate for individual school/school context and returns to CEO once agreed by the LGB. Ensures up to date policies are published on the website.	Approves school specific policies. When required receives model/Trust wide policy and agrees and approves contextual amendments proposed by the Headteacher. Monitors and signs off website compliance to statutory guidance https://www.nga.org.uk/getattachment/7fff373c..	When required by Board and/or LGBs develops Trust wide model policies for approval. Supports LGBs in producing specific policies to ensure statutory requirements and school/ Trust wide values are maintained. Ensures Trust wide policies are published on website. LDST designated	When required considers Trust wide policies for approval.	

I. GOVERNANCE					
Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board	Members
		./Academy-website-requirements	officer to monitor compliance.		
Evaluation		Undertakes an annual self-review of the performance of the LGB and provides report to the Board	Monitors work of LGBs. Solicits feedback from LGB on performance of the Trust. Participates in reviews of LGB/Governance as required.	Undertakes an annual self-review of the performance of the Board and particularly its effectiveness in supporting schools.	Monitors the work of the Board through the AGM

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Appointment of Headteacher (including maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the CEO as well as the Chair of the LGB.	Identifies LGB members to sit on appointments panel. Chair ensures LGB members involved in recruitment undertake Safer Recruitment training. CEO to be fully involved from the start of the process, including his/her attendance at all related meetings, and to sit and vote on the appointment panel. Informs CEO of any sickness absence of the Headteacher.	Notifies the LDST Board of the LGB's recommendation for the Headteacher appointment. Notifies the Board of resignation, retirement, maternity leave or sickness absence.	Full Board ratifies (or not) the appointment of the Headteacher following advice from the CEO.

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Senior Leadership Team Recruitment	Notifies the LGB Chair and CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy/Asst. Headteacher). Liaises with the LGB Chair and CEO in constituting a recruitment panel.	Identifies LGB members to sit on appointments panel constituted by the Headteacher and LGB Chair. Invites CEO to be fully involved from the start of the process, including his/her attendance at all related meetings.	Provide support and advice to the Head and LGB Chair throughout the recruitment process Where possible, attend all related meetings throughout the process. Must ensure the appointment would not be detrimental to school/pupils.	
Teacher Recruitment	Informs LGB Chair and CEO of any resignations. Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.	Nominates a representative from the LGB to participate in the teacher appointment process.	Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other schools in the Trust.	

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Support Staff Recruitment	As above but an LGB member may not be required to be involved in the process	May nominate a representative from the LGB to participate in the recruitment process if appropriate.	Provides advice and support as necessary for recruitment including, where appropriate, consideration of staff from other schools in the Trust.	
Headteacher Performance Appraisal and Salary Review	Prepare documentation, including evidence towards objectives and send to external adviser and designated Governors.	Chair of the LGB and at least one other LGB member in conjunction with CEO's designated officer undertake appraisal and salary review. The appraisal review committee, following advice from the appointed external adviser, recommends a pay increment to the LGB in line with School Teachers' Pay and Conditions. LGB should seek approval from the Board of Directors for a pay increase which is above 25% of the school range, in line with School	Responsible for the arrangement of the Headteacher's performance appraisal and refers to the LDST Board for approval. Ensures objectives link to the School Improvement Plan.	Receives the report and agrees any pay increment.

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
		Teachers Pay and Conditions.		
Teacher Appraisal and Salary Review	Undertakes appraisal and recommends pay changes to the LGB within agreed budget.	Ensures appraisal takes place for staff and approves pay recommendations within agreed budget.	Monitors the salary review process across the Trust.	
Terms of Employment	Consulted regarding any proposed changes to terms and conditions of employment.	Consulted regarding any proposed change to terms and conditions of employment.	Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.	Approves any changes to the terms of employment of School staff (both teaching and support).

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Reductions in Staffing and Revisions to Staffing Structures	Notifies the LGB Chair and CEO as soon as possible after becoming aware that reductions in staffing may be necessary. Proposes a revised staffing structure with the support of the CEO, LDST Director of Finance and Operations and HR Manager for consultation with the LGB. Manages the redundancy process with the support of the CEO and HR Manager.	Consulted regarding any proposals for reducing staffing or revising staffing structures. Work with the Headteacher, CEO and HR in supporting the restructuring process. Forms panel to agree recommendations to CEO for redundancy.	Supports the Headteacher throughout the restructuring process and attends consultation meetings. Refers recommendations for revised staffing structures and possible redundancies to the LDST Board for approval.	Approves or amends redundancy/restructuring proposal based on recommendation from CEO and HR Manager.

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Disciplinary and Grievance Procedures	Notifies the LGB Chair, CEO/HR Manager as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures. Ensures the appropriate disciplinary and grievance procedures are followed. Notifies CEO/HR Manager that disciplinary action or suspension is being initiated.	Chair responsible for informing the CEO and HR Adviser if an allegation is made against the Headteacher. Chair ensures the appropriate disciplinary and grievance procedures are followed with support from the CEO and HR Adviser. Kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel. Form panels for disciplinary and grievance hearings as may be required. Form panels for disciplinary and grievance appeals as may be required. (except for the Headteacher)	Manages the process set out in the appropriate disciplinary and grievance policy and procedures where the Headteacher is subject to procedures.	Sits on panels for disciplinary/grievance (Headteacher) and Appeal Hearings.

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board

2. PERSONNEL

Responsibility	Headteacher	Local Governing Body	CEO and/or designated officer	LDST Board
Capability Proceedings	Manages the process set out in the appropriate appraisal and capability procedures with advice and support from LDST HR Manager. Keeps the LGB and CEO informed regarding the progress of the proceedings for any member of teaching or support staff.	Informs CEO of any capability concerns regarding the Headteacher Chair works with CEO on proceedings involving the Headteacher. Chair kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.	Manages the process set out in the appropriate appraisal and capability procedures where the Headteacher is subject to capability. Keeps the LDST Board and LGB informed regarding proceedings in a manner that does not 'taint' possible members of any panel.	Sit on panels for final stage Capability (Headteacher) and Appeal Hearings.

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Curriculum	Develops a broad and balanced curriculum consistent with current national and LDST strategies and trust wide values, that meets the needs of all pupils. Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum. Works with other schools in the Trust to develop common practices to provide consistency.	Approves curriculum and monitors its implementation	Trust Education Officer monitors the impact of the curriculum and facilitates school to school work to support curriculum development and build consistency across the Trust.	Receives reports from Trust Education Officer on curriculum development and monitors implementation across the Trust.

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
School Improvement	Draws up a draft School Improvement Plan with support as appropriate from the Trust Education Officer and in line with the agreed categorisation of the school's needs, prior to submitting it to the LGB. Monitors the ongoing actions of the plan with support as appropriate from the Trust Education Officer and in line with the with the agreed categorisation of the schools' needs, and provides regular reports to the LGB. Undertakes regular school self-evaluation and reports, to the LGB and to the TEO, as agreed in line with the agreed categorisation of the schools' needs. Sets challenging targets for	Agrees School Improvement Plan and targets following advice from the Headteacher and Trust Education Officer, as appropriate. Monitors the ongoing plan and takes action as necessary. Contributes to school self-evaluation Monitors self-evaluation and progress towards targets and takes action as necessary. Ensures that budget aligns with School Improvement Plan.	Reports regularly to the Board on development across the Trust about standards and performance of each school. Informs Board if monitoring indicates concern about the school.	Monitors development across the Trust and takes action as necessary.

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
	assessment outcomes and achievement Trust Education Officer.			

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Church School Distinctiveness (for church schools)	Ensures church school distinctiveness is part of self-evaluation and the School Improvement Plan. Ensures a distinctively Christian act of collective worship takes place daily Provides for good quality religious education that fulfils the Church of England statement of entitlement.	Ensures the vision and ethos of the school is consistent with the distinctive Christian vision of LDST. Monitors worship, RE and the Church school ethos and takes action as necessary	Develops a Trust wide RE and worship policy Monitors the distinctiveness of each school and reports any areas of concern to the Board.	Approves Trust wide policies on RE and Collective Worship. Ensures that LDST's Christian vision informs policy development and decision making Monitors the church school distinctiveness across the Trust and takes action as necessary.

4. WELFARE				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Safeguarding (including Prevent)	Ensures a senior qualified designated safeguarding member of teaching staff has been appointed and that their training is current. Maintains the Single Central Record. Undertakes DBS checks for all staff, LGB members and volunteers. Ensures all staff and LGB members receive regular safeguarding and 'prevent' training as set out in the relevant safeguarding policy and in accordance with the 'Keeping children safe in education Act'. Reports regularly to the LGB on safeguarding matters.	Responsible for safeguarding in the school by implementing and monitoring the effectiveness of the relevant safeguarding and child protection policies. Appoints one of its members as the named governor to liaise with the Headteacher regarding safeguarding matters. Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all members. Nominated Governor monitors and signs the Single Central Record and confirms compliance to the LGB as the responsible body.	Ensures each school has appointed designated Looked After Children, safeguarding leads and governors. Makes arrangement for safeguarding audits and reports the outcomes to LGBs in detail and in summary to the Board. Informs the LDST Board of Directors of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the school and takes action as necessary. Provides safeguarding training and model policies to ensure consistency and effectiveness.	Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.

4. WELFARE				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
	Notifies the LGB Chair, CEO and LDST HR Manager immediately of any allegation made against a member of staff. Appoints a designated member of staff for Looked After Children.			

4. WELFARE				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Special Educational Needs and Disability	Designates a SENCO Ensures compliance with the Equality Act. Reports to LGB and Trust Education Officer on achievement of SEND pupils.	Appoints governor responsible for SEND and inclusion. Monitors implementation of SEND policy and achievement of pupils with SEND, including compliance with statute.	Through the Trust Education Officer, monitors outcomes for SEND pupils and reports any concerns to the Board. Ensures each school is compliant with current legislation.	Receives reports on outcomes for children with Special Educational Needs and Disability and takes action as necessary.
Pupil Premium	Implements Pupil Premium Policy. Develops plan for the use of pupil premium to be submitted to the LGB Monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB. Publishes Pupil Premium Plan on the website	Appoints a governor responsible for pupil premium. Approves Pupil Premium Policy and Plan. Monitors impact of pupil premium with the advice and support of the Trust Education Officer. Ensures statutory information regarding pupil premium is published on the school website.	Monitors impact of pupil premium across the Trust and reports to the Board.	Receives reports on pupil premium and takes action as necessary.

4. WELFARE				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Behaviour, Safety and Welfare	Implements all policies on behaviour safety and welfare. Reports on pupil absences and develops procedures to continually improve attendance. Implements appropriate strategies, including those on behaviour, safety and welfare, and reports regularly to the LGB. Informs CEO immediately of any serious incidents. Ensures LDST exclusions policy and procedures are followed.	Agrees school attendance policy and targets. Monitors levels of attendance and takes action as necessary. Agrees school behaviour policy following LDST model and guidelines. Monitors behaviour in the school. Constitutes panel to review exclusions as required by the LDST exclusions policy and procedures and statutory guidance. Constitutes appeals panel.	Monitors attendance and exclusions across the Trust and reports to the Board. Supports Headteacher in setting up independent review panels.	Monitors attendance and exclusions across the Trust and takes action as necessary.

5. SCHOOL ORGANISATION

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Term Dates and School Hours	Proposes term dates, inset days and opening hours based on local context and other provision in the area to LGB. Reports agreed term dates, inset days and opening hours to CEO.	Agrees term times, inset days and opening hours.	Monitors across the Trust and reports any issues to the Board. At the CEO's discretion, designate one mandatory inset day for some or all LDST schools.	
Admissions	Ensures admissions procedures are followed.	Agrees admissions policy based on current regulations and LDST advice and in accordance with the admissions code. Submits draft policy to CEO in the autumn term and prior to any consultation. Undertakes statutory	Ensures all admission policies are compliant and schools use an appeals service that fulfills statutory requirements. Advises Board of admissions policy of schools joining and any amendments thereafter.	

5. SCHOOL ORGANISATION

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
		consultation process. Ensures appeals procedures follow statutory requirements.		
Information Management	Ensures publication of statutory information on the school website. Maintains accurate and secure pupil and staff records. Ensures compliance with data protection legislation in the school. Ensures compliance in relation to School	Ensures effective implementation of data protection policies and procedures. Ensures secure systems are in place. Monitors the publication of statutory information on the website.	Sets standards for information security, privacy, data protection and freedom of information for LDST. Ensures compliance with data protection legislation across all academies. Maintains accurate and secure staff records for the LDST central functions.	Approves data protection policy and monitors procedures at Trust level.

5. SCHOOL ORGANISATION

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
	Workforce Census. Ensure that all staff are trained on IT and information management and privacy.		Ensures registration with the Information Commissioner's Office is up to date. Monitors school websites across the Trust to ensure statutory information is included.	

6. PREMISES				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Health and Safety	Ensures site specific health and safety procedures in line with current legislation. Ensures suitable risk assessments are prepared and appropriate actions taken. Ensures that proper policy is followed in good time for all external visits. Monitors the accident book and agrees appropriate actions. Reports immediately to the LGB and CEO any serious incidents. Reports compliance with health and safety systems termly to the CEO.	Appoints a governor with responsibility for Health and Safety. Approves site specific procedures. Monitors the effectiveness of health and safety policy and procedures. Undertakes annual site inspections with a senior member of staff.	Develops a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance. Ensures adequate insurance cover is in place. Monitors health and safety procedures across the Trust. Reviews school risk registers and reports health and safety performance to the Board. Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.	Reviews risk management and maintains Trust risk register. Approves insurance arrangements. Approves Trust Health and Safety policy.

6. PREMISES				
Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board
Maintenance	Works with building consultants to draw up a Premises Maintenance Programme that is costed and the expenditure built in to the Budget Forecast Reports plan to the LGB and CEO.	Approves plan and monitors the implementation of the Premises Maintenance Programme.	Monitors the Premises Maintenance Programmes and develops a Trust wide programme to ensure good maintenance across the Trust.	Receives reports from the CEO on the Premises Maintenance Programmes across the Trust and makes amendments as necessary to ensure financial viability as well as appropriate learning environments.
Capital Work	Works with building consultants to identify capital needs and submits a building development plan to the LGB. Works with consultant to recommend projects to the LGB. Works with consultant and CEO to submit applications to the ESFA.	Appoints building consultant from LDST approved list. Agrees building development plan to be submitted to the Board. Agrees projects to be recommended to the CEO.	Reports on school building development plans to the Board. Approves applications to the ESFA based on plan. Works with school and building consultant to ensure efficient running of the project.	Approves school building development plans. Monitors capital work across the Trust.
Minor Building Works using DFC	Identifies areas of need that may be covered by DFC for submission to the LGB.	Approves expenditure of DFC.		

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
General	Operates compliant financial processes within the school. Maintains adequate operational and internal controls in line with locally agreed Financial Procedures and Policy. Maintains full, accurate and up to date records in order to provide financial and statistical information	Ensures there are adequate operational controls in place for all the financial processes within the school with reference to the locally agreed Financial Procedures and Policy and in line with the current Academies Financial Handbook.	Recommends to the Board appropriate levels of delegation based on the current circumstances of the school. Ensures the Financial Scheme of Delegation is operated in conjunction with Financial Regulations. Ensures the financial procedures reflect the scheme of delegation.	Approves the scheme of delegation which includes its financial powers and duties to its Trustees and Academies. Approves locally agreed Financial Procedures and Policy. Approves the amount to be retained from the school budget to cover services provided centrally.	
Audit	Ensures full, accurate and up to date records are kept and available for audit.	Receives the reports and supplementary information given by the external auditor	Ensures full, accurate and up to date records are kept and available for audit.	Recommends external auditors to the Members Agrees process for	Appoints and removes external auditors

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
		and takes action as necessary. Informs the CEO if it suspects any irregularity affecting resources.	Ensures each school is audited as required by a Responsible Officer, and procedures for internal audit followed. Ensures any actions agreed by the Board following reports on internal and external audit are carried out. Provide the Board with informed assurance of compliance with LDST procedures and the terms of the Funding Agreements and School's Handbook.	appropriate internal audit. Receives reports on internal audit and agrees any necessary action. Informs the ESFA if it suspects any irregularity affecting resources.	
Budgets/ Budgetary control	Prepares an annual draft budget plan, with support and guidance as appropriate from the Trust's DFO in line with the schools' needs, prior to submitting it to the	Agrees the annual school budget and supporting 3 year plan for formal approval by the Trust by 15th June prior to the start of each financial year.	Oversees the preparation of the draft financial statements for each school prior to audit. Ensures that each school has approved	Approves the audited financial statements prior to submission to the Secretary of State by 31 December. Approves school budget for submission to the ESFA by 31 July.	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
	LGB before the start of the relevant financial year. This annual plan will be supported by a 3 year financial plan. Monitors expenditure and income against the approved annual budget and submits monthly reports on the school's financial position to the LGB. Approves the in-year over or underspend up to £5,000 on all budget headings.	Approves the in-year over or underspend of over £5,000 on all budget headings. Approves the allocation of school reserves up to £30,000 to support the in-year budget and immediately reports this decision to the CEO. Monitor the effectiveness of financial controls in the school and holds the Headteacher to account for financial performance. Considers budgetary control reports on the school's financial position, taking appropriate action to	the annual school budget by 15th June prior to the start of each financial year supported by a 3 year financial plan. Reports the budget to the Board. Monitors income and expenditure from individual schools and Trust central services and makes regular reports to the Board. Manages LDST central spending and reports this to the Board. Authorises allocations over £30,000 and up to £50,000 from school reserves to support the in year budget.	Considers budgetary control reports for each school's accounts with relevant explanations and documentation where required. Authorises allocations from reserves in excess of £50,000 for each school.	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
		contain expenditure within the overall budget and reporting to the Board. Reports to the CEO all significant financial matters and any actual or potential overspending on the overall school annual budget.			
Contracts, Purchasing and Payments	Ensures all contracts and agreements conform with locally agreed financial policy and procedures. Accepts quotations up to £5,000 in value. Has receipt and custody of all tenders. Authorises members of staff to open tenders.	Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts. Authorises the award of contracts or purchases of between £5,000 and £20,000 where such contracts are within the budget.	Authorises or arranges approval of contracts over £20,000 in accordance with the authorisation levels. Advises schools on contracts and best value for money. Arranges for tendering and contract negotiation for services requested by a group of schools to achieve	Approves contracts with a value in excess of £100,000. Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of the Trust or academies. Authorises the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and authorises the award of such	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
	Signs contracts on behalf of the LGB. Authorises contracts and expenditure of up to £5,000 where such contracts are within the budget. Authorises members of staff to receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff. Ensures that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for	Informs CEO of any services required that could be purchased at Trust level to provide best value for money.	best value for money. Identifies Trust wide services and arranges for contract tenders. Has receipt and custody of all tenders. Authorises members of staff to open tenders. Signs contracts on behalf of the Trust. Authorises the award of central contracts for LDST central functions for purchases up to £5,000 in value (contracts up to £100,000 are authorised by the Chair).	tenders and informs the LGB. Authorises all virements in excess of £50,000 between or within budget headings for each school and notifies the LGB of the school as appropriate.	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
	inspection by authorised persons. Notifies the payroll provider of any matters affecting payments to employees. Before entering any financial contracts that exceed 24 months advice must be sought from LDST Director of Finance to ensure all financial/legal obligations are taken into consideration.				

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
Income and Security of Assets	Ensures the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with locally agreed financial policy and procedures. Ensures proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control. Ensures that all income is accurately accounted for and is promptly collected and banked intact. Notifies the LGB on any eventuality that	Authorises the write-off of debts not collectable between £1,000 and £10,000 (Subject to limits set by EFA that require EFA approval). Arranges for annual independent checks of assets and the asset register. Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of between £1,000 and £10,000. Notifies the CEO on any eventuality that could affect the	Arranges for adequate insurance cover for each school.	Authorises the write off of debts not collectable over £10,000 (Subject to limits set by EFA that require EFA approval). Authorises the disposal of individual items of equipment and materials owned by the school that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £10,000.	

7. FINANCE

Responsibility	Headteacher	Local Governing Body	CEO and other officers as specified	LDST Board	Members
	could affect the school's insurance arrangements. Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant. Authorises the write off of debts not collectable up to £1,000	school's insurance arrangements.			

AUTHORISATION LEVELS

Delegated Duty	Value	Delegated Authority
Ordering Goods and Services (raising requisitions) for delegated items	Up to £5,000	Headteacher
	£5,000 to £20,000	LGB
	£20,000 to £50,000 or any non-delegated item	LDST CEO or Deputy CEO in conjunction with the School Headteacher and the Chair of the LGB
	Over £50,000	LDST CEO or Deputy CEO in conjunction with another LDST Director
	Over £100,000	LDST Board
Signatories for cheques, BACS payment authorisations and other bank transfers		Two signatories in accordance with bank mandate (any two up to £10k, must include Headteacher or LDST executive up to £50k, LDST executives over £50k)
Signatories for EFA grant claims and EFA returns		Two signatories (or as required by ESFA) from: - Headteacher - School Business Manager (or equivalent) - Nominated Governor - LDST CEO - LDST Deputy CEO

Approval of in-year over or underspend of budget heads (for delegated items) within overall annual budget	Up to £5,000	Headteacher
	Over £5,000 and below £50,000	LGB
	Over £50,000	LDST Board
Approval of use of school's reserves	Up to £30,000	LGB
	Between £30,000 and £50,000	CEO
	Over £50,000	LDST Board
Disposal of assets	Up to £1,000	Headteacher
	£1,000 to £10,000	LGB
	Over £10,000	LDST Board
Write-off of bad debts (Subject to limits set by EFA that require EFA approval.	Up to £1,000	Headteacher
	Up to £10,000	LGB
	Over £10,000	LDST Board
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	CEO
Quotations and tendering for delegated items	£1,000 to £2,500	Two oral quotes are required
	£2,500 (£5,000 for works) to £10,000	Three written quotations are required
	£10,000 to £20,000	Three formal written quotes to be submitted by a specified date and time based on a written specification and evaluation criteria produced by School Business Manager (or equivalent) or Headteacher for approval by the LGB
	£20,000 to relevant OJEU limit	As above but requiring LDST Board approval

	Over OJEU limit	OJEU advertising required, LDST Board approval
Authority to accept other than lowest quotation	Greater than or equal to £20,000	LDST
	Less than £20,000	LGB
Raising invoices to collect income	Up to £1,000	School Business Manager (or equivalent)
	£1,001 to £5,000	School Business Manager (or equivalent) plus Headteacher
	Over £5,000	LGB

Appendix I

The core business of each Local Governing Body will be:

- Christian Ethos/Character of School
- Ensure that denominational education and worship as defined in the Trust Deed are inspected in accordance with the requirements of Section 48 of the Schools Inspection Act 2002
- Staff recruitment
- Reviewing and monitoring the School Improvement Plan
- Monitoring and reviewing Progress & Attainment
- Monitoring SEND provision
- Preparing and monitoring the budget ensuring money is spent well and achieving value for money
- Reviewing and monitoring the Curriculum
- Ensuring safeguarding and safety of pupils
- Health and safety
- Challenging and monitoring the performance of the academy
- Supporting the Headteacher and SLT and continuing to act as a critical friend and provide support and challenge.
- Admissions
- Performance management of the Headteacher

