

ACCOUNTABLE - Those who are ultimately **Accountable** for **Tasks** and have the final agreement/sign off.
RESPONSIBLE - Those who have the **Responsibility** to ensure the entire **Task** is completed. There may be a need for input and support from other parties. Some **Aspects** may be delegated - there may be more than one responsible person.
CONSULTED/INFORMED - Those whose opinions and input are sought to assist with the **Tasks** completion or those who are kept **Informed** of progress and completion of the **Task**.
DELEGATED RESPONSIBILITY - Those who have been **Delegated Responsibility** for aspects of the **Task** eg **LABs**, or for **executive leaders completion and oversight of entire tasks/ role responsibility**

	DFE/ESFA	Members/Non-Executive Directors / LAB Members				Trust Executive Team			Principal	
		Members	Directors	FAR Committee	AS Committee	LAB	CEO	DCEO/DOP		CFOO
Leadership, Strategy and Culture										
Overall Strategic Planning										
Determine Trust Vision, Mission, Values, Strategy, Key priorities			Accountable			Consulted	Responsible	Consulted	Consulted	Consulted
Approving Trust Financial Targets - To deliver the Trust Strategic Priorities			Accountable	Responsible		Informed	Consulted		Consulted	
Approval and monitoring of all consolidated Trust Budgets			Accountable	Responsible		Informed	Responsible		Delegated	
Accountability Overview										
Scrutiny - Review & challenge progress of the Trust against its strategic objectives and KPIs			Accountable	Delegated	Delegated	Informed	Responsible	Consulted	Consulted	Consulted
Compliance: Funding Agreement - Comply with all obligations including the Academies Handbook	Informed	Informed via Annual accounts	Accountable	Delegated			Responsible		Delegated	Consulted
Identify the major risks that apply to the school or Trust: Operational risks, Financial risks, Change in Government policy or Regulatory risks - Corporate Risk Register			Consulted	Consulted	Consulted		Accountable	Delegated	Delegated	Consulted
Compliance: Financial Oversight - Ensuring appropriate financial controls so that there is Regularity, Probity and value for money in relation to the Management of Public funds	Informed	Informed via Annual accounts	Accountable	Delegated			Accountable		Delegated	Consulted
Completing the register of business interests and put in place a procedure to deal with any Conflicts of Interest and connected party transactions within all tiers of Governance and Executive leadership.		Delegated	Accountable			Delegated	Responsible	Consulted	Consulted	Consulted
Compliance: Regulatory - with all regulations affecting the Trust (including all Charity law, Company law, Employment law and Health and Safety	Informed	Informed via Annual accounts	Accountable				Responsible	Consulted	Responsible	Consulted
Engagement with stakeholders - To Implement a means whereby the School can receive and react to Stakeholder feedback			Informed	Informed	Informed	Delegated	Accountable	Delegated	Consulted	Delegated
Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements for the Trust			Accountable	Delegated	Delegated	Delegated	Responsible	Delegated	Delegated	delegated
To have published the procedures for Whistleblowing			Accountable			Delegated	Responsible	Consulted	Consulted	delegated
Approval of New Schools/Academies joining the Trust and bids to run Free Schools or Basic Needs Schools	Approval required.		Accountable				Responsible	Consulted	Consulted	
Compliance										
The Directors /Members /LAB										
To adopt and comply with the Articles of Association	Informed	Informed	Accountable				Responsible			
Members and Directors - Adhere to the Academies hand book roles and responsibilities		Accountable	Accountable				Consulted	Consulted	Consulted	
Members and Directors - Adhere to the Governance handbook and competency framework		Accountable	Accountable				Consulted	Consulted	Consulted	
Members and Directors - Adhere to the Charity Commission and Companies Act 2016 requirements		Accountable	Accountable				Consulted	Consulted	Consulted	
Amending the Academy Trust Articles of Association:	Informed	Accountable	Responsible				Consulted			
Change the company's name and wind up the company	Informed	Accountable	Responsible				Consulted			
Adhere to the Code of Conduct		Accountable	Accountable			Accountable	Accountable	Accountable	Accountable	Accountable
Adhere to the Seven Principles of Public Life		Accountable	Accountable			Accountable	Accountable	Accountable	Accountable	Accountable
Health and Safety and Risk										
To review Risk Management and maintain a Risk Register			Consulted	Consulted			Accountable	Delegated	Delegated	Consulted

Ensuring the adequacy of Health and Safety practice and Compliance throughout the Trust			Accountable				Responsible	Consulted	Delegated	Delegated
To approve Insurance arrangements				Consulted			Accountable		Delegated	
To review and maintain a Buildings Strategy and Asset Management planning arrangements				Consulted			Accountable	Consulted	Delegated	Consulted
To consider procedures on any Health and Safety issues and the security of premises and equipment				Consulted		Consulted	Accountable	Consulted	Delegated	Delegated
Statutory Website check				Informed			Accountable	Responsible	Delegated	Delegated
Safeguarding										
To ensure the completion of the Single Central record in compliance with Legislation current at the time				Consulted			Accountable	Delegated	Delegated	Responsible
Policies and Training to be kept up to date on Statutory changes, including KCSIE and PREVENT			Accountable			Informed	Responsible	Consulted		Delegated
Ensure compliance with all policies and statutory requirements across different areas			Accountable			Informed	Responsible	Consulted		Delegated
Monitors the effectiveness of the Trust Safeguarding Policy and procedures via internal audit process			Consulted	Accountable		Informed	Responsible	Consulted	Consulted	Delegated
Trust Structures and HR										
Appoint Members to Trust		Accountable					Consulted			
Appoint Non-Executive Directors		Accountable	Responsible				Consulted			
Appoint THAT appointed Governors to the Local Academy Board			Accountable			Delegated	Responsible	Consulted		Delegated
Appoint Chair and Vice-Chair of Academy Board			Consulted			Delegated	Responsible	Consulted		Delegated
Appoint Safeguarding Director			Accountable				Consulted			
Appointment of Clerk - Board and LABs			Accountable				Responsible			
Appointment of the Finance, Audit and Resources Committee			Accountable							
Review of terms of reference for LABs and any Board Committees			Accountable			Consulted	Responsible	Consulted	Consulted	Consulted
Development of Governance Tiers			Accountable			Informed	Responsible	Consulted	Consulted	Consulted
Approval of the Overall structure			Accountable				Responsible	Consulted	Consulted	Informed
HR Policies										
Approval of pay-related HR policies			Accountable				Responsible	Consulted	Delegated	Consulted
Approval of non-pay related HR policies				Accountable			Responsible	Delegated	Consulted	Consulted
Safer recruitment and SCR ensuring all processes are compliant and monitored				Consulted			Accountable	Delegated	Delegated	Delegated
Making Appointments, amending contracts of Employment and Dismissals										
Appoint Chief Executive	Informed		Accountable							
Appoint Chief Financial officer	Informed		Accountable				Responsible			
Appoint Trust Executive Team			Consulted				Accountable		Consulted	
Appoint Tier 1 Leadership (Principal)						Consulted	Accountable	Responsible	Consulted	
Appoint Tier 2 Leadership (VP & AP)							Accountable	Responsible	Consulted	Responsible
Appoint Central Services Staff							Accountable	Consulted	Delegated	
Academy Improvement Staff							Accountable	Delegated	Consulted	
Academy Teaching and other support staff (currently in structure)							Accountable	Consulted	Consulted	
Academy Teaching and other support staff (not in existing structure)							Accountable	Delegated	Delegated	
Dismissal of Staff (Panel of 3 Directors or Governors)			Accountable			Delegated				
Annual Salary Review										
Chief Executive			Accountable							
Trust Executive Team							Accountable			
Tier 1 Leadership (Principal)							Accountable	Consulted	Consulted	
Tier 2 Leadership (VP & AP and other Leadership Roles)							Accountable	Consulted	Consulted	Consulted
Central Services Staff							Accountable		Delegated	
Academy Improvement Staff							Accountable	Delegated	Consulted	
Academy Teaching and other Support Staff							Accountable	Consulted	Delegated	Consulted
Approving Severance Payments, Compensation, ex Gratia payments										
<£50,000 (Academies)				Accountable			Responsible	Consulted	Consulted	

<£50,000 (Central Staff)
>£50,000
ex Gratia
Financial oversight
Accounts and Audit
Approval of the Financial Statements
Appointment of Auditors External - Reviewed every 5 years
Appointment of Auditors Internal - Setting scope of work
Approving and monitoring of Budgets
Central Services (Finance, HR, Admin, Estates)
Central Services (Education)
Central Trust - Executive and Admin
Draft Academy Budget
Draft Central Budget
Approval and monitoring of all consolidated Trust Budgets
Procurement and Financial Controls
Estates related <£25,000
IT related <£25,000
HR related <£25,000
All other categories <£10,000 (in Academies)
All other categories <£25,000 (Central Fund)
All categories £10,000 <£75,000 (in Academies and Central Trust)
Approving ICT renewal programme <£50,000
Any order between £75,000 < £150,000
Any orders over £150,000
Approving Academy CPD funded from the Apprenticeship Levy Fund
Approving Central Staff CPD funded from the Central Fund
Arranging Insurance for the Trust
Related Parties
Approving supplies to the Trust from related parties <£20,000
Approving supplies to the Trust from related parties >£20,000
Approving novel, contentious and repercussive transactions
Approving the giving of gifts from Public Funds
Policy and Management of use of Business charge cards
Approving Bank overdrafts/Loans
Making changes to the Bank mandate
Property and Assets
Acquiring of Freehold of land or buildings
Disposing of Freehold land or buildings
Disposing of Other Assets
Disposing of other assets <£10,000
Disposing of other assets £10,000 <£20,000
Disposing of other assets >£20,000
Taking up a Finance Lease
Taking up a Leasehold or Tenancy Agreement on land and buildings from another party for a term of 7 years or more
Granting a Leasehold interest, including tenancy agreement, of any duration, on land and Buildings to another party
Taking out or granting any other operating lease
Approving CIF Bid Applications
Approving Structural alterations within existing framework of buildings, including erection or removal of fixed partitions in buildings
Approving the use of Buildings for hire or reward
Approving the siting of external temporary buildings/containers or outbuildings
Approving alterations or amendments to any perimeter fencing and/or external signage
Approving alterations, or amendments to, fire and/or security protection services

		Informed	Accountable			Responsible	Consulted	Consulted	
Approval required			Accountable			Responsible	Consulted	Consulted	
Approval required			Accountable			Responsible	Consulted	Consulted	
Financial oversight									
Accounts and Audit									
	Accountable	Responsible	Consulted			Consulted		Consulted	
	Accountable	Responsible	Consulted			Consulted		Consulted	
		Consulted	Accountable			Responsible		Consulted	
Approving and monitoring of Budgets									
			Consulted			Accountable	Consulted	Delegated	
			Consulted			Accountable	Consulted	Delegated	
			Consulted			Accountable	Consulted	Delegated	Consulted
			Consulted			Accountable	Consulted	Delegated	
		Accountable	Responsible			Accountable	Consulted	Delegated	
Procurement and Financial Controls									
								Accountable	
								Accountable	
								Accountable	Responsible
						Accountable		Responsible	
						Accountable	Consulted	Responsible	Consulted
						Accountable		Responsible	
			Accountable			Responsible		Consulted	
		Accountable	Consulted			Responsible		Consulted	
							Accountable		Responsible
						Accountable		Responsible	
			Informed			Accountable		Delegated	
Related Parties									
Approval required		Accountable	Consulted			Responsible			
Approval required		Accountable	Consulted			Responsible			
		Accountable	Consulted			Responsible			
						Responsible	Consulted	Consulted	
			Accountable					Delegated	
Approval required		Accountable				Responsible		Consulted	
						Accountable		Responsible	
Property and Assets									
Approval required		Accountable	Consulted			Responsible		Consulted	
Approval required		Accountable	Consulted			Responsible		Consulted	
Disposing of Other Assets									
						Accountable		Responsible	
						Accountable		Responsible	
			Accountable			Responsible		Consulted	
Approval required			Consulted			Accountable		Responsible	
Approval required			Consulted			Accountable		Responsible	
Approval required		Consulted				Accountable		Responsible	
						Accountable		Responsible	
			Consulted			Accountable		Responsible	
								Accountable	Consulted
								Accountable	Consulted
								Accountable	Consulted
								Accountable	Consulted

Approving the Business Continuity Plan
Approving the write off of debts and losses and entering into Guarantees, Indemnities or Letters of Comfort
<£45,000 per single transition
>£45,000 -£250,000 per single transaction
Policies
Approving Statutory Policies
Approving Non-Statutory Policies
Approving Local Policy appendix
Information Technology /GDPR
Approving the IT Renewal Program
Approve changes to IT Infrastructure, system and/or security
Approve IT Strategy
Adopt and review Data Protection Policies and Procedures.
Approve changes to the Data Retention Policy
Education
Curriculum and Standards
Making significant variations to the Curriculum
Reviewing the effectiveness of the curriculum
Making variations to the length and/or structure of the School day including term dates
Approve and monitor the Academy Review Process: Looking at matters such as the Quality of Teaching ensuring appropriate levels of support, challenge and intervention to support the delivery of education outcomes, the Key Performance Indicators setting and reviewing performance of the Trust & the Academies
Pupil Premium - Reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of Educational outcomes and narrowing the achievement gap. Including the provision of free school meals to those meeting the criteria.
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)
Behaviour
To adopt and review the implementation of a behaviour policy, including exclusions and restraint for the schools.
Dealing with Complaints
Adopt Trust-wide Complaints Policy and receive reports from the Executive regarding the level of Complaints across the Trust
Complaints Stage 1 - As outlined in the Compliants policy
Complaints Stage 2 - As outlined in the Compliants policy
Complaints Stage 3 - As outlined in the Compliants policy
Admissions
Make changes to Admissions Policy, inc PAN Changes
Removal of a Student from the Academy roll without an onward destination and/or elective home education/dual rolling a pupil
Withdrawal of a Student from courses that would mean P8 slots are not filled
To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes
To make arrangements for determining admissions and hearing admission appeals
To set the times of School sessions and the dates of School terms and holidays ensuring Compliance with Trust and legislative requirements
SEND
To review and maintain the Academy specific SEN policy
Ensure compliance with the Disability Discrimination Act requirements within the school accessibility plan
Other
Making changes to the Academy branding
Making changes to the Academy Vision Statement
Statutory Website check
Ofsted Preparation

		Consulted				Accountable	Consulted	Responsible	Consulted
			Accountable			Responsible		Delegated	
Approval required		Accountable				Responsible		Consulted	
		Accountable	Consulted	Consulted	Informed	Responsible	Consulted	Consulted	Consulted
		Consulted	Consulted	Consulted	Informed	Accountable	Responsible	Responsible	Consulted
					Consulted	Accountable	Consulted	Consulted	Responsible
			Consulted			Accountable		Delegated	
			Consulted		Informed	Accountable		Responsible	
		Consulted	Consulted		Informed	Accountable	Consulted	Consulted	Delegated
		Consulted				Accountable		Responsible	
				Consulted	Informed	Accountable	Responsible		Delegated
				Consulted	Informed	Accountable	Delegated		Delegated
				Informed	Consulted	Accountable	Consulted	Consulted	Delegated
		Informed	Informed	Responsible	Informed	Accountable	Delegated	Consulted	Consulted
		Informed	Informed	Responsible	Delegated	Accountable	Delegated	Responsible	Delegated
		Informed	Informed	Responsible	Delegated	Accountable	Delegated		delegated
		Consulted			Delegated	Accountable	Responsible		Delegated
		Consulted			Informed	Accountable	Consulted	Consulted	Delegated
		Informed			Informed	Accountable	Consulted	Consulted	Delegated
		Delegated			Delegated	Accountable			Informed
						Accountable	Delegated	Consulted	Consulted
						Accountable	Consulted		Delegated
						Accountable	Consulted		Delegated
				Consulted	Delegated	Accountable	Consulted		Responsible
				Consulted	Delegated	Accountable	Consulted		Responsible
		Consulted			Consulted	Accountable	Consulted	Delegated	Consulted
		Consulted			Consulted	Accountable	Consulted		Responsible
		Consulted	Consulted		Delegated	Accountable			Responsible
		Consulted			Delegated	Accountable	Consulted		Responsible

Making changes to the uniform for students					Consulted	Consulted	Accountable		Responsible
Attendance at Ofsted Inspections		Accountable			Delegated	Responsible	Responsible	Consulted	Responsible