

VERITAS EDUCATIONAL TRUST

SCHEME OF DELEGATION

Approved by the Trust Board: 19th October 2022

Review date: September 2023

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1. INTRODUCTION

- 1.1 Veritas Educational Trust (referred to herein as the “**Trust**”) was established on 29th July, 2016 when Bishop Ramsey Church of England School converted from single academy status to a multi academy trust with the intention to establish and maintain, and to carry on or provide for the carrying on of, a number of academies in accordance with the Master Funding Agreement entered into on that day with the Secretary of State. A Supplemental Funding Agreement was also entered into for the running of Bishop Ramsey Church of England School on 29th July, 2016. The Master Funding Agreement, the Supplemental Agreement with Bishop Ramsey Church of England School and any other supplemental agreements entered into in furtherance of the Trust’s objects as contained in the Articles of Association are referred to herein as the “**Funding Agreements**”.
- 1.2 As at October 2022, the Trust has not grown, therefore, this document has been updated to reflect it’s single Academy Status. (An empty MAT).
- 1.3 The Trust is both a company limited by guarantee, registered at Companies House (Company Number 07724916) and, by virtue of its charitable object “to advance, for the public benefit, education in the United Kingdom by establishing, maintaining, carrying on, managing and developing the Academy which shall offer a broad and balanced curriculum.. The Trust is not a registered charity but an “exempt” charity, regulated by the Secretary of State for Education, who acts as the principal regulator.
- 1.4 The Trust’s constitution is set out in its **Articles of Association** and this Scheme of Delegation has been put in place in accordance with the provisions of the Articles and should be read in the light of them.
- 1.5 The purpose of this Scheme of Delegation is to provide clarity as to the role and responsibilities of those who contribute to the governance of the Academy and the Trust itself. All those with governance and management responsibilities must be familiar with this Scheme of Delegation so that appropriate steps can be taken to ensure there is sufficient and proper challenge of those with leadership responsibilities, to ensure that senior leaders are held to account for the performance of the Academy and that there is financial stability within the Trust.
- 1.6 This Scheme of Delegation will apply to the Academy.

- 1.7 The Effective Date of this Scheme of Delegation is **1st September 2020** and it will be reviewed every year or when change is necessary.

2. **CORE COMMITMENT, AIMS AND PRINCIPLES OF PARTNERSHIP**

2.1 **Core Commitment and Aims**

The Trust is committed to providing an outstanding education in the context of human achievement and flourishing. This commitment is based on the Trust's Christian worldview, which means that:

- 2.1.1 We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills in a positive and ordered learning environment, so that pupils mature into responsible and caring adults, and that all members of the school community recognize the value of every individual in God's eyes.
- 2.1.2 The principle of stewardship underpins our approach to the use of the Trust's resources.
- 2.1.3 Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.
- 2.1.4 We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness'.
- 2.1.5 We wish all pupils to grow in the knowledge and understanding of Christian values. We are committed to enable members of all faith groups to grow in their own faith and to have the opportunity to celebrate their faith as part of their school life. We welcome those of no faith and encourage them to take a full part in the life of their academy community.'

In the light of the Trust's core commitment to provide an outstanding education in the context of human flourishing, its activities both centrally and within each academy will be characterised by the following strategic aims.

To ensure that:

- Every learner is an empowered learner
- Every lesson is an excellent lesson
- Every day at school is a rich experience
- Every relationship is a positive encounter
- Each school community looks outwards and beyond.

These aims will dictate the development priorities of the Trust and how the Trust's resources are deployed.

2.2 **Principles for Effective Partnership**

The Academy, and those responsible for the governance and management of the Trust and the Academy, have committed to working in partnership, supporting one another and there are clear underlying principles around how that partnership will work:

2.2.1 **Transparency**

All those involved in the running and oversight of the Trust and the Academy will be open and honest in their dealings with each other, at all times acting in good faith and recognising the value of independence and separation in relation to decision making.

2.2.2 **Subsidiarity**

Decisions are to be taken at the level nearest to those affected by those decisions which is compatible with the principles of subsidiarity

and support for the common good, avoiding unnecessary bureaucracy and aiming in so far as possible to make changes to established practices only where it can be demonstrated there is a reasonable need.

3. **ACCOUNTABILITY: GOVERNANCE AND MANAGEMENT STRUCTURES**

3.1 **Structure**

3.1.1 The “**Members**” of the Trust are equivalent to shareholders of a trading company but as the Trust is charitable with no power to distribute profit to shareholders, the Members are best viewed as guardians of the constitution, changing the Articles if necessary and ensuring the charitable object is fulfilled. Each Member’s liability is limited to £10 and, in view of the limited liability and therefore scope for accountability, they have limited governance and no day to day management responsibilities. The Members are chosen in accordance with the Articles of Association.

- 3.1.2 The corporate management and both “trustee” and “director” responsibility for the Trust is vested in the “**Trustees**”, who will be trustees for charity law purposes and company directors registered with Companies House for company law purposes. The Trustees are personally responsible for the actions of the Trust and the Academy and are accountable to the Members, the Secretary of State for Education and the wider community for the quality of the education received by all pupils of the Academy and the expenditure of public money. The Trustees are required as trustees and pursuant to the Funding Agreements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust. The Trustees meet as a board of Trustees, generally known as the “**Trust Board**”. All Trustees have the same responsibility to act in the best interests of the Trust, irrespective of their role on the Board i.e. whether appointed in an executive capacity, or nominated by the Academy.
- 3.1.3 The Trustees oversee the management and administration of the Trust and the Academy run by the Trust and delegate authority and responsibility to others, including executive officers and individuals who are locally based who can undertake the day to day management and governance of the Academy. The Trust Board will continue to have the necessary strategic and legal oversight of the Trust and will monitor all activities; determining the strategic direction of the Trust, assessing the performance of the Academy and establishing and reviewing the policies and practices governing the life of the Academy.
- 3.1.4 Article 100 and 101 of the Articles of Association provides for the appointment by the Trustees of committees to whom the Trust Board may delegate certain functions and responsibilities. **TrustTrustTrust**

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3.1.5 For an overview of the different levels of delegated power refer to the “**Company Levels of Delegation**” table attached at Appendix 3.

3.2 **Role of the Members**

3.2.1 The Members are the guardians of the constitution, determining the governance structure of the Trust and providing oversight and challenge of the Trustees to ensure the charitable object of the Trust is being fulfilled. To ensure the objectivity with which the Members can exercise their powers is not reduced the Department for Education’s view is that there should be ‘a significant degree of distinction between those individuals who are Members and those who are Trustees’ and their ‘strong preference is for at least a

majority of Members to be independent of the board of Trustees' **Governance Handbook, October 2020**).

3.2.2 The Members' key responsibilities are:

3.2.2.1 to ensure the Objects of the Trust are met. The Annual Report should address this which will be presented to the Members either at a General Meeting of the Trust held in accordance with the Articles of Association or by other means;

3.2.2.2 to determine the Trust's constitution and governance structure, i.e. the Articles, which will have been finalised on incorporation; and

3.2.2.3 exercising either a direct power under the Articles or a statutory power under the Companies Act 2006 to appoint and remove Trustees (noting the power of the Trust Board also to appoint and remove trustees) which should be exercised sparingly given the management responsibility is vested in the Trust Board.

3.2.3 The London Diocesan Board for Schools (LDBS), will also exercise oversight and supervision as diocesan authority and the LDBS Memorandum of Understanding seeks to articulate this. The Members, Directors/Trustees and Trust Committee members are required to observe any requirements and conditions of the LDBS where applicable.

3.3 **Role of the Trustees and the Trust Board**

3.3.1 The Trustees have overall responsibility and ultimate decision making authority for all the work of the Trust, and of the Academy. The Trustees have the power to direct change where required.

3.3.2 As trustees of a charity, the Trustees have a fiduciary duty to act in good faith in the best interests of the charity. This duty includes a responsibility to do the following:

- 3.3.2.1 to ensure compliance with any legal obligations;
- 3.3.2.2 to report on the charity's activities (the Trust must prepare accounts in accordance with the Statement of Recommended Practice for Charities, the so called "**Charity SORP**");
- 3.3.2.3 to fulfil the charitable object of the charity as set out in its constitution (i.e. the **Articles of Association**) and to act in a way which is compliant with the rules of the charity contained in the Articles;
- 3.3.2.4 to act with integrity and to avoid any personal conflicts of interest and not to misuse any charity funds or assets;
- 3.3.2.5 to act prudently in the financial management of the Trust, avoiding putting any assets, funds or reputation of the Trust at undue risk;
- 3.3.2.6 to exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient; and
- 3.3.2.7 to act responsibly, getting advice from others, including professional advisors, where appropriate.

3.3.3 **Conflict of Interests**

The Trustees must act independently and in the best interest of the Trust even if those interests conflict with those of the body or organisation that might have appointed or nominated such Trustee to serve on the Trust Board, this will include a conflict of loyalty where there is no obvious benefit involved, as well as a conflict of interest. The Trust Board has adopted a formal **Conflict of Interest Policy**, attached to this Scheme of Delegation as Appendix 5, in order to assist all those involved in the running of the Trust at every level to avoid and manage conflicts. Specific attention must be given to any arrangement whereby a Member or Trustee will personally benefit from an arrangement and the Conflict of Interest Policy makes reference to both the restrictions in the Articles of Association and the ESFA's guidance on "related party transactions" which all those involved in the running of the Trust

must have regard to. This does recognise however the fundamental and necessary relationship between the Trust and the Academy in both governance and management terms and that individuals may serve in a number of capacities and at numerous levels within the Trust.

3.3.4 **Specific tasks and responsibilities of the Trust Board**

3.3.4.1 **to determine and fulfil the shared vision and ethos of the Trust and the Academy**, acknowledging the uniqueness of each individual Academy and the needs of the communities they serve;

3.3.4.2 **to develop a strategic plan for the Trust** and to effectively communicate that plan so this can be implemented across the Trust and all the Academy, including determining any future expansion of the Trust and the relationship that the Trust has with the Secretary of State for Education (including also the Department for Education, the Education & Skills Funding Agency and Ofsted);

3.3.4.3 **to develop and support strategic partnerships** with other bodies and organisations, including service providers and government agencies, which will further the Trust's strategic plan;

3.3.4.4 **to act as a critical friend to the Chief Executive Officer and each of the Trust Committees** and to ensure they are effective;

3.3.4.5 **to determine and, through the Chief Executive Officer, ensure the implementation of policies and procedures** which it is intended will achieve a consistently high standard of education and financial prudence across the Trust dealing with (but not limited to) the following areas (as specified in the Trust's policy schedule):

- Human Resources/Employment
- Audit & Risk Management

- Contingencies and Reserves (both central and at Academy level)
- Governance
- Health & Safety
- Operational Matters
- Standards and Educational Performance
- Data Management
- Complaints and Appeals
- Legal Compliance

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3.3.4.6 to approve the overall Trust budget and allocations to the Academies including determining the budget for any shared or central expenditure and support (acknowledging the full delegation of the Academy's budget to the Academy which the Trust Committees will monitor as set out in this Scheme of Delegation), establishing a Finance Committee, as necessary, to support the Trust Board in this function.

- 3.3.4.7 **to ensure there is a proper system for the internal audit of the accounts of the Trust (including the Academy) and the financial procedures followed by the Academy,** facilitating the audit of the Trust's accounts by the Trust's auditors, establishing a formal **Audit Committee**, when required, which will be responsible for carrying out periodic internal audits of the Academy' financial processes, procedures and accounting records; This function may be part of the responsibilities of the **Finance Committee** dependent on the size of the Trust at the time.
- 3.3.4.8 **to act as the ultimate decision maker in relation to any appeals by staff following disciplinary or grievance procedures;**
- 3.3.4.9 **to ensure proper advice is available to the Trust and the Academy in relation to legal and compliance matters;**
- 3.3.4.10 **to ensure that insurance or risk protection cover is put in place and maintained for all risk areas** including damage to property, employer liability, public and third party liability and director/trustee liability;

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3.3.5 Core competencies and skills expected of all Trustees

- 3.3.5.1 to work as a team;
- 3.3.5.2 to attend meetings and be prepared to contribute to discussions;
- 3.3.5.3 to be respectful of the views of others and to be open to new ideas and thoughts;
- 3.3.5.4 to treat all confidential information confidentially;
- 3.3.5.5 to develop a deep understanding of the vision and ethos of the Trust and its Academy and the roles played by all individuals in fulfilment of the mission of the Trust;
- 3.3.5.6 to understand the policies and procedures of the Trust and how these flow down to the Academy;
- 3.3.5.7 to support the Trust and the Academy in public and act as an ambassador;
- 3.3.5.8 to commit to training and skills development;
- 3.3.5.9 to be ready to ask questions;
- 3.3.5.10 to be focussed on problem solving and be ready to learn from past experiences.

3.3.6 Specific skills may be needed if a Trustee is to take responsibility for and lead on a specific area. For example, the Chief Executive Officer fulfils the role of the “accounting officer”. Other Trustees may lead on finance, premises or facilities, leadership appointments or standards. A regular skills audit will be undertaken and Trustees should expect to be able to articulate their contribution to the success of the Trust and the Academy.

3.3.7 The organisation of the Trust Board is set out in the Articles of Association which determine meeting frequency, quorum and the appointment of a chair and vice chair. For ease, the Trust Board is required to meet at least 3 times a year and the quorum for any

meeting is 3 Trustees or, where greater, any one third of the total number of Trustees holding office at the date of the meeting.

3.4 **The Chair's Power to Act**

3.4.1 There is no automatic right for anyone individually to perform any of the functions for which Trustees and Trust Committee members are responsible. Exceptional circumstances may arise when a delay in exercising a function of the Trust Board or Trust Committee is likely to be seriously detrimental to the interest of:

3.4.1.1 the Trust or one of its Academy;

3.4.1.2 a pupil (or their parents) at Trust's academy; or

3.4.2 In order to facilitate the Trust making urgent decisions that arise between Board and committee meetings the Chair (or Vice Chair) may use the following decision-making procedure (to be known as **Chair's Action**):

3.4.3 Notwithstanding any provisions of the Trust's Articles of Association (the **Articles**) and Scheme of Delegation, if the Chair is of the opinion that a matter of urgency exists as outlined in paragraph 3.4.1, the Chair of Trustees (or, in the absence of the Chair, the Vice Chair) has the power to carry out the required functions if it is not practicable to arrange a Board (or a Committee) meeting on short notice in the circumstances either:

3.4.3.1 after receiving a written report from the Chief Executive Officer (CEO) which clearly states, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or

3.4.3.2 as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust, the

Academy, pupil or their parent or a person who works at the Trust,

- 3.4.4 Where it appears to the Vice Chair that:
 - 3.4.4.1 the circumstances mentioned in paragraph 3.4.3.1 and/or 3.4.3.2 apply; and
 - 3.4.4.2 the Chair (whether by reason of vacancy in the office, incapacity or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered,
- 3.4.5 the reference in paragraphs 3.4.3 to the Chair is to be read as if it were a reference to the Vice Chair.
- 3.4.6 The Chair may decide, on receipt of a request for a decision under Chair's Action, that the matter should be dealt with instead by a special Board (or Committee) meeting called on short notice, in which case a meeting shall be called promptly.
- 3.4.7 Chair's emergency powers to act should on be used in rare and genuinely urgent situations. Chairs should resist the temptation to make decisions outside of Board or Committee meetings except in cases of real urgency.
- 3.4.8 Any action under Chair's Action should be reported in writing as soon as possible to the Trustees, and, where applicable, the Committee, (together with a copy any written report from the CEO). A record of the decisions taken shall also be included with the Board's and / or Committee's minutes.

3.5 **Removal of the Chair's Power to Act:**

- 3.5.1 The delegation of Power to Act will be removed from any Chair who abuses the delegation or fails to report any actions to the Board / Trustas soon as possible.

3.6 **The Chief Executive Officer and the Executive Team**

- 3.6.1 As a non-executive body, the Trust Board must rely on others to fulfil the executive functions. For the most part, this responsibility

will fall on the Heads of the Academy, supported by the leadership teams. Certain strategic functions relating to the management of the Trust itself and the oversight of leadership or which relate to the activities of more than one Academy may be undertaken by an “**Executive Team**”, who may also fulfil a function in the Academy.

- 3.6.2 The need for and size of the Executive Team will be determined by the Trust Board, in consultation with the Trust Committees. Where possible, resources will be drawn from the Academy rather than the use of external consultants or through recruitment. This will include the identification of a person who will fulfil the roles of the “**Accounting Officer**” and “**Chief Financial Officer**” as required by the Academies Financial Handbook. For more information on these roles please see the Financial Regulations Manual (Appendix 3).
- 3.6.3 The “**Chief Executive Officer**” will fulfil the role of the Accounting Officer. The Executive Team will operate under the leadership and direction of the Chief Executive Officer. The Executive Team works directly with the staff in the Academy Trust to ensure that the required outcomes are achieved in accordance with the direction and vision of the Trust Board.
- 3.6.4 **Principal responsibilities of the Chief Executive Officer and the functions of the Executive Team**
- 3.6.4.1 to manage the processes for schools joining the Trust (including carrying out appropriate due diligence and identifying any actions required to address areas of weakness or opportunities for improvement);
- 3.6.4.2 to advise on and facilitate or provide (as required) the necessary operational and management support to each Academy, advising on policies in core areas of the operation in accordance with the requirements of the Trust Board. These core areas include legal compliance, risk management, teaching and learning/standards, training (Trustees and staff), finance, HR and ICT;

- 3.6.4.3 to specify management controls and reporting requirements, audit the associated processes, procedures and outcomes in each Academy, identify and deliver appropriate training and support and report to the Trust Board on progress and concerns;
- 3.6.4.4 to ensure that insurance or risk protection cover is put in place and maintained for all risk areas including damage to property, employer liability, public and third party liability and director/trustee liability;
- 3.6.4.5 to undertake the strategic management of the whole school estate, advising the Trust Board on areas of risk and assessing the Trust's overall safeguarding responsibilities, including drawing up a long term estate plan which identifies areas in need of expansion and/or development and areas likely to be surplus to requirements; and
- 3.6.4.6 to take a lead on any capital bids and allocations, supporting the Academy' premises teams to carry out works safely and cost effectively.

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3.6.6 As with the Trustees, the following are the **core competencies and skills expected of all Trust Committee members:**

3.6.6.1 to work as a team;

3.6.6.2 to attend meetings and be prepared to contribute to discussions and commit to agreed actions;

3.6.6.3 to be respectful of the views of others and to be open to new ideas and thoughts;

3.6.6.4 to treat all confidential information confidentially;

3.6.6.5 to develop a deep understanding of the vision and ethos of the Trust and its Academy and the roles played by all individuals in fulfilment of the Trust's mission;

3.6.6.6 to understand the policies and procedures of the Trust and how these are flowed down to the Academy;

3.6.6.7 to support the Trust in public and act as an ambassador of the Trust;

3.6.6.8 to commit to training and skills development

3.6.6.9 to be ready to ask questions;

3.6.6.10 to be focussed on problem solving and be ready to learn from past experiences.

- 3.6.7 Specific skills may be needed if a Trust Committee member is to take responsibility for and lead on a specific area. A regular skills audit will be undertaken and Trust Committee members should expect to be able to articulate their contribution to the success of the Academy.

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4. **DELEGATED AUTHORITY AND RESPONSIBILITIES OF THE TRUST COMMITTEE**

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4.2 **Finance, Resources and Audit**

4.2.1 Except as provided for in this Scheme of Delegation, in addition to all powers hereby expressly conferred upon the Trust Committee and without detracting from the generality of the powers delegated, the Trust Committee shall have the following powers, namely:

4.2.1.1 to expend the funds of the Trust received in respect of the Academy in such manner as the Trust Committee shall consider most beneficial for the running of the Academy within the approved budget; and

4.2.1.2 to enter into contracts on behalf of the Trust in so far as they relate to the Academy and are within the scope of the Trust Committee's responsibility as set out in this Scheme of Delegation, subject to the limits to act without specific authorisation as set out in the "**Financial Regulations Manual**" annexed to this Scheme of Delegation as Appendix 2; and, furthermore, are subject to obtaining written consent of the Trustees to any contracts or expenditure for any single matter above £20,000 (or such other amount as shall be notified by the Trust Board to the Academy from time to time). This provision does not relate to entering into staff contracts within the agreed budget.

4.2.2 The Academy will have its own bank account, opened by the Trust when the Academy joined the Trust, which shall be operated by the Trust Committee. All cheques, BACS and orders for the payment of money from such account shall be signed by or authorised in accordance with the Financial Regulations Manual.

- 4.2.3 No Trust monies (whether or not authority to expend has been devolved to the Trust Committee) shall be paid into any bank account other than a bank account authorised by the Trust Board.
- 4.2.4 The Trust’s accounts shall be the responsibility of the Trust Board but the Head of the Academy shall provide such information about the Academy, as often and in such detail and format as the Trust Board shall reasonably require, in order to carry out an internal audit of the Academy in accordance with the requirements of the ESFA’s **Academies Financial Handbook**. Without prejudice to the above, the Head shall provide management accounts in an approved format to the Chief Executive Officer and the Finance Committee regularly or as requested by the Trust Board.
- 4.2.5 The TrustTrust Committee shall ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the Funding Agreements are observed at all times as well as any requirements and recommendations of the Trust Board or Audit Committee, where one exists, and the ESFA. For the avoidance of doubt the Trust Committee acknowledges the restriction on borrowing contained in the Funding Agreements.
- 4.2.6 The TrustTrust Committee shall provide sufficient funds available to enable the Trust to place such insurance or risk protection cover as is necessary to protect the Academy from loss and other risks that shall include (but shall not be limited to) the following, such insurance to be placed with a reputable insurance company or through the ESFA as directed by the Trust Board:
- 4.2.6.1 land, buildings and contents;
 - 4.2.6.2 public, employer’s and hirer’s liability;
 - 4.2.6.3 trustees’/directors’ and governors’ liability and professional indemnity;
 - 4.2.6.4 personal accident and school journeys;
 - 4.2.6.5 terrorism and business interruption;
 - 4.2.6.6 money and fidelity;

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4.2.6.7 legal expenses, libel and slander;

4.2.6.8 engineering.

The TrustTrust Committee will fulfil any requirements of the Trust Board and will notify the Trust Board (or as directed) as soon as reasonably practicable following the occurrence of an event in respect of which insurance or risk protection cover has been obtained. The responsibility for notifying the insurers or the ESFA (as the case may be) is the Head's. The Executive Team and the Head will provide each other with all necessary information and assistance as may be helpful in the management of any insurance claims or claims for reimbursement from the ESFA.

4.3 **Curriculum and Standards**

- 4.3.1 The Trust Board shall be responsible for the setting and review of the curriculum priorities for the Academy, but shall have regard to any views of the Trust Committee in recognition of the Trust Board's obligation to the Secretary of State to provide a broad and balanced curriculum and, with regard to constituent Church of England Schools, to the LDBS in respect of the teaching of RE and more widely.
- 4.3.2 The Trust Committee shall be responsible for the standards achieved by the Academy and the pupils attending the Academy. The Trust Committee will support the Head in the development and implementation of any action plan or school development plan which is to address any weaknesses and areas for improvement of standards and overall attainment at the Academy, but in so doing shall have regard to any advice and recommendations of the Trust Board as they might issue from time to time, particularly in relation to benchmarking and target setting.
- 4.3.3 The Trust Committee will be responsible for the curriculum on a day to day basis and for implementing any strategic plan for the improvement of standards and attainment at the Academy.
- 4.3.4 The Trust Committee will develop appropriate links with other trusts or education organisations to promote best practices in learning and development and to facilitate peer to peer review and support. The Trust Committee will also promote and develop links with local businesses and community organisations which are designed to enrich the school life of pupils and foster citizenship.

4.4 **Personnel**

4.4.1 **Head**

- 4.4.1.1 The formal power to appoint the Head (Executive Headteacher, headteacher) of the Academy is vested in the Board who must consult with the LDBS. Whenever an appointment is to be made, the Board will establish an appointments committee made up of Directors/Trustees, plus an appropriate number of representatives from the

School (see Appendix 1 for further details), a representative from the LDBS, and a suitable professional advisor as appropriate. The appointment committee must have a majority of members who are directors/trustees to be quorate.

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4.5 **TrustAdmissions and Exclusions**

- 4.5.1 The TrustTrust Committee shall be responsible for the setting and review from time to time of the Academy’s admissions policy provided that no material change will be made to the admissions criteria without the approval of the Trust Board. The Academy must continue to comply with the terms of the statutory **Admissions Code**.

- 4.5.2 Any decision to alter the Published Admission Number (PAN) of the Academy shall be that of the Trust Board but who shall have regard to the views of the Trust Committee.
- 4.5.3 Any appeal against admissions shall be heard by an independent appeal panel established and authorised by the Trust Board.
- 4.5.4 The Trust Trust Committee shall consider any decision by the Head to exclude any pupil and will be the appropriate Board for reconsidering any decision to readmit required by any independent panel hearing.

4.6 **Premises**

- 4.6.1 The day to day maintenance and care of the buildings and facilities used in respect of the Academy is the responsibility of the Trust FRAC (with management responsibility being delegated to the CEO), who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Trust and/or any others, as owner of such buildings and facilities.
- 4.6.2 The Trust FRAC shall work in collaboration with the Executive Team in developing a long term estate management strategy that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the Trust's legal responsibility to ensure the buildings and facilities used by each Academy are maintained to a good standard.
- 4.6.3 Short term lettings and day to day uses of the school buildings and playing fields will be the responsibility of the Trust, who shall comply with any policy issued from time to time by the Trust Board regarding such uses.
- 4.6.4 The responsibility for any significant capital works and/or disposals or acquisitions of land to be used by the Academy will be that of the Trust Board.

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5. SUPERVISION AND INTERVENTION - RISK MANAGEMENT

5.1 Supervision and Reporting

5.1.1 Notwithstanding the level of delegated responsibility, the Trustees remain legally responsible for all matters in connection with the Academy and they are required to have systems in place through which they can assure themselves of quality, safety and good practice in the Academy. The Trust has adopted a Risk Management Policy, which is set out in Appendix 4.

5.1.2 Once per term in every school year (three times), the TrustTrust The Trusts Risk Register will be reviewed by the Risk committee and the Trust Board

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