

# Scheme of Delegation

TEAM Education Trust



**Revisions approved by:** Trust Board **Date:** 06.02.2024

**Last reviewed on:** 05 February 2024

**Next review due by:**

**Associated Policies & Documents**  
Scheme of delegation roles and responsibilities  
Scheme of delegation summary



## Version History

Version	Date	Detail	Author
1	07.02.23	Rewrite	OSH

**M:** Members

**TB:** Trust Board (of Trustee's **TEAM MAT**)

**TBC:** A Committee of the Trust Board

**CEO:** Chief Executive Officer or Chief Finance Officer (where it is not the CEO, this will be explicitly stated as the CFO in the "accountability" column).

**CFO/DCEO:** Chief Financial Officer / DCEO in current structure

**CEOO:** Chief of Education and Operations Officer

**DoFT:** Director of Transformation

**LGB:** Local Governing Body

**P:** Principals

**Blue Box** Function **cannot** be carried out at this level

√ Action could be undertaken by this level. Where a tick is used for more than one tier of delegated responsibilities for the same function, this means that either/or level can discharge delegated responsibilities dependent on the needs of the business at that time.

**A** To advise on function

Area	Function	Delegated Responsibility									Accountability	
		M	TB	TBC	CEO	CFO/DCEO	CEOO	DoFT	LGB	P		
<b>1. Trust Board, Governance and Strategy</b>												
<b>1. Trust Board, Governance and Strategy</b>	<b>1.a</b> Appoint Members	√										
	<b>1.b</b> Remove Members	√										
	<b>1.c</b> Appoint Trustees	√	√									
	<b>1.d</b> Remove Trustees	√	√									TB accountable to Members
	<b>1.e</b> Appoint/Remove Chief Executive Officer & Deputy Chief Executive Officer	√	√									TB accountable to Members
	<b>1.f</b> Review/Amend articles of association	√	√									TB to advise Members. Members have final approval
	<b>1.g</b> Approve annual report to Members on Trust Performance	√	√		√	√						TB accountable to Members
	<b>1.h</b> Determine Trusts mission, vision and values	√	√		√	√						TB accountable to Members



Area	Function	Delegated Responsibility								Accountability	
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoFT	LGB		P
<b>1.Trust Board, Governance and Strategy</b>											
<b>1. Trust Board, Governance and Strategy</b>	<b>1.i</b> Setting the Trust wide strategy/ agreeing key performance indicators (KPI) to inform progress of 5yr plan	√	√		√	√					TB accountable to Members
	<b>1.j</b> Hold CEO / DCEO to account for effective implementation of strategy	√	√								TB accountable to Members
	<b>1.k</b> Contextualise Trust wide vision/strategy in each school				√	√			√	√	Principal and LGB accountable to CEO & DCEO
	<b>1.l</b> Establishing Governance structure for the Trust/ Review Scheme of Delegation	√	√		√	√					TB accountable to Members
	<b>1.m</b> Appoint/Remove Clerk to the school and Trust Governance teams		√		<b>A</b>						TB accountable for quality of clerking
	<b>1.n</b> Appoint Chair of Trust Board and Trust Board committees		√		√						CEO accountable to TB
	<b>1.o</b> Appoint/Remove chairs of LGB led by Principal				√					<b>A</b>	LGB and CEO to advise TB
	<b>1.p</b> Appoint local governor led by Principal				<b>A</b>				√	<b>A</b>	
	<b>1.q</b> Lead with CEO on Trustee recruitment and Trust Executive Team recruitment		√		<b>A</b>	<b>A</b>					TB Accountable to Members



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		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoT	LGB	P	
<b>1. Trust Board, Governance and Strategy</b>											
<b>1. Trust Board, Governance and Strategy</b>	<b>1.r</b> Annual self-review – assess whether size/composition/governance structure conducive against effective working of the Trust		√		<b>A</b>	<b>A</b>			<b>A</b>	<b>A</b>	TB accountable to Members, – CEO to advise
	<b>1.s</b> Carry out review of Trust Chair's performance	√			<b>A</b>						TB accountable to Members, CEO to advise Members
	<b>1.t</b> Annual review of Trustees contribution/succession planning	√	√		<b>A</b>						Chair to TB and Members
	<b>1.u</b> Election of Parent Governors								√	<b>A</b>	LGB accountable to CEO & TB
	<b>1.v</b> Agree Terms Of Reference for all standardised Trust Board committees including Local/Regional governance layers		√		<b>A</b>						TB accountable to Members
	<b>1.w</b> Agree CEO report		√		√						CEO accountable to TB and Members
	<b>1.x</b> Receive/Review termly Principal report								<b>A</b>	√	Principals accountable to CEO



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<b>1. Trust Board, Governance and Strategy</b>											
<b>1. Trust Board, Governance and Strategy</b>	<b>1.y</b> Agree trust schedule of business (SoD)	√	√		<b>A</b>	<b>A</b>					TB accountable to Members
	<b>1.z</b> Agree LGB annual schedule of business				√				√	<b>A</b>	LGB accountable to CEO
	<b>1.aa</b> Report annually on effectiveness of LGBs through action plans and external reviews								√	√	LGB and Principals accountable to CEO & TB
	<b>1.bb</b> Enhance trust wide collaboration				√	√				√	CEO accountable to TB
	<b>1.cc</b> Ensure trust complies with publishing requirements on trust website, including governance structure and Trustee details	√	√		√	√		√			CEO & DCEO supported by Trust Governance Administrator, accountable to TB for schools and Trust as a whole
	<b>1.dd</b> Establish a register of interests in compliance with requirements set out in the academies financial handbook		√		√	√			√		TB accountable to Members, LGB accountable to CEO & DCEO. CEO & DCEO work with Clerk
<b>1.ee</b> Maintain and seek approval from Trustees/Members on Governance handbook. Determine LGB training package with Governance Administrator. Recognise where the law and good practice need to be considered; and know where to turn for further advice	√	√		√	√			<b>A</b>		CEO & DCEO to work with Chairs LGB & Clerk TB accountable to Members.	



Area	Function	Delegated Responsibility								Accountability	
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoT	LGB		P
<b>2. Staffing</b>											
<b>2. Staffing</b>	<b>2.a</b> Performance management of the CEO		√	√							TBC accountable to TB and Members
	<b>2.b</b> Performance management of the CFO/DCEO			√	√						CEO accountable to TBC. TBC accountable to TB
	<b>2.c</b> Appoint/remove Executive Leadership tier (non-school Trust Staff)			√	√						CEO accountable to TB
	<b>2.d</b> Appoint, remove school Principal alongside CEO/DCEO		√		√				<b>A</b>		Chair of LGB to sit on appointment panel
	<b>2.e</b> Performance management of school Principal(s) and other senior staff employed centrally by the Trust		√		√	<b>A</b>			<b>A</b>		CEO accountable to TB Chair of LGB to sit on PFM panel
	<b>2.f</b> Appoint, remove, performance management of central trust staff with Chief Executive Officer/Deputy Chief Executive Officer and Executive Team		√		√	<b>A</b>					
	<b>2.g</b> Agree approach to staffing policies – trust wide or delegation to local level		√			<b>A</b>	<b>A</b>	√			CEO delegated to CEO with advice from CFO & HR Manager CEO TB Accountable to Members.



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		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoFT	LGB	P	
<b>2 Staffing</b>											
	<b>2.h</b> (Where applied) Development of trust wide staffing policies			√	√	<b>A</b>	√		<b>A</b>		CEO Delegated to CEOO with advice from CFO & HR Manager CEO CEO CEO accountable to TB.
	<b>2.i</b> Approval/consult on staff policies including: staff appraisal, grievance, discipline, capability, pay, appointments, dismissal, suspension and redundancy		√	√	√	<b>A</b>	√			<b>A</b>	CEO Delegated to CEOO with advice from CFO & HR Manager CEO CEO accountable to TB.



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<b>2 Staffing</b>												
<b>2. Staffing</b>	<b>2.j</b> Recommend and agree central trust staff structure				√	√					CEO / DCEO accountable to TB	
	<b>2.k</b> Delegate Executive Team standing items within meetings with Principals, Central Team and Trust Board				√	<b>A</b>					CEO able to delegate responsibility as appropriate	
	<b>2.l</b> Appoint, dismiss, Performance management of school SLT				√	<b>A</b>			<b>A</b>	<b>A</b>	CEO with support from HR Manager. CEO accountable to TB	
	<b>2.m</b> Appointment, dismissal and performance management of school teaching and support staff				<b>A</b>	<b>A</b>				√	Principals with support from HR Manager. Principals accountable to CEO	
	<b>2.n</b> Agree recommendations on leaders and teachers performance related pay				√	<b>A</b>					<b>A</b>	CEO accountable to TB
	<b>2.o</b> Facilitate discussions with unions and agree trust policies				√	√		<b>A</b>				CEO / DCEO with support from CEO and HR Manager. CEO / DCEO accountable to TB



Area	Function	Delegated Responsibility								Accountability	
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoFT	LGB		P
<b>3 Finance</b>											
<b>3. Finance</b>	<b>3.a</b> Designate named accounting officer (CEO)		√		√						TB accountable to Members
	<b>3.b</b> Appointment of Chief Financial Officer		√		<b>A</b>						CEO to advise TB
	<b>3.c</b> Overall responsibility of trust funds	√	√	<b>A</b>	<b>A</b>	<b>A</b>					TB accountable to Members
	<b>3.d</b> Establish a scheme of financial delegation		√	<b>A</b>	<b>A</b>	<b>A</b>					CEO delegates financial functions as appropriate. TB Strategic Audit, Finance & Risk Committee to advise and review
	<b>3.e</b> Establish a trust Strategic, Audit, Finance and Risk Committee (SAF&RC)		√		<b>A</b>	<b>A</b>					TB Accountable to Members
	<b>3.f</b> Establish a separate Audit Committee if annual income of over £50m, or incorporate function of audit committee if under £50m		√	<b>A</b>	<b>A</b>	<b>A</b>					TB Accountable to Members CFO to advise TB
	<b>3.g</b> Agree financial delegation for each school		√		<b>A</b>	√					TB Strategic Audit, Finance & Risk Committee to agree
	<b>3.h</b> Agree school top slice/charging policy		√		<b>A</b>	<b>A</b>					CEO/DCEO to advise TB, TB to also consult with Principal/LGB Chair
	<b>3.i</b> Monitor use of financial procedures		√	√	<b>A</b>	<b>A</b>					TB Strategic Audit, Finance & Risk Committee accountable to TB



Area	Function	Delegated Responsibility									Accountability
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoT	LGB	P	
<b>3 Finance</b>											
	<b>3.j</b> Ensure Central Financial procedures are implemented effectively	√	√		<b>A</b>	<b>A</b>					TB Strategic Audit, Finance & Risk Committee accountable to TB
	<b>3.k</b> Monitor effective use of local financial procedures	√	√		<b>A</b>	<b>A</b>					CEO/DCEO to advise TB, TB to also consult with Principal/LGB Chair
	<b>3.l</b> Ensure local financial procedures are implemented effectively				√	√					LGB accountable to CFO CEO delegate to CFO



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<b>3. Finance</b>											
<b>3. Finance</b>	<b>3.m</b> Submit annual report and accounts Inc: Accounting Policies, signed statement on regularity, propriety and compliance, incorporating governance statement		√		√	<b>A</b>					CEO to advise CFO who has delegated responsibility and reports to CEO and TB who are accountable to Members
	<b>3.n</b> Appoint external auditors		√		<b>A</b>	<b>A</b>				CEO delegate to CFO	
	<b>3.o</b> Complete actions from external auditors					√				CFO accountable to TB	
	<b>3.p</b> Monitor and evaluate for money overall trust performance		√	√	<b>A</b>	<b>A</b>				TB Strategic Audit, Finance & Risk Committee to advise/ accountable to TB	
	<b>3.q</b> Appoint trust internal auditors			√	<b>A</b>	<b>A</b>				CFO to advise Strategic Audit, Finance & Risk Committee	
	<b>3.r</b> Appoint trust internal/ external auditors report recommendations/ requirements are actioned					√				CFO accountable to Strategic Audit, Finance & Risk Committee	
	<b>3.s</b> Evaluate trust value for money		√	√	<b>A</b>	<b>A</b>				CEO / DCEO advice TB Strategic Audit, Finance & Risk Committee who are accountable to TB	
	<b>3.t</b> Funding agreement for schools with CFO (set up and monitor)		√		√	√				CFO accountable to CEO and TB	



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<b>3 Finance</b>											
<b>3. Finance</b>	<b>3.u</b> Produce accurate and up to date reporting on trust wide financial data and accounting records					√					CEO delegate to CFO
	<b>3.v</b> Produce accurate and up to date reporting on school financial data and accounting records					√				√	Principals work with CFO and Business Manager, accountable to TB
	<b>3.w</b> Annual approval of trust balanced budget in accordance with ESFA timeframe		√	√	√	<b>A</b>					TB Strategic Audit, Finance & Risk Committee delegated to CFO
	<b>3.x</b> Annual Approval of school balanced budget in accordance with Trust requirements & ESFA timeframes		√		<b>A</b>	<b>A</b>					Delegated to CFO accountable to CEO and TB
	<b>3.y</b> Monitor & review performance against trust budget		√	√	<b>A</b>	<b>A</b>					Delegate to CFO who reports to TB Strategic Audit, Finance & Risk Committee
	<b>3.z</b> Monitor financial performance against school budget		√	√	<b>A</b>	<b>A</b>				<b>A</b>	Delegate to CFO
	<b>3.aa</b> Implement timely policy review schedule		√					√		√	Delegated to CEO LGB accountable to TB. TB accountable to Members.
	<b>3.bb</b> Agree trust wide expenses and reserve policy		√		√	<b>A</b>					Delegated to CFO TB accountable to Members
	<b>3.cc</b> Agree trust wide charging remissions policy		√		√	<b>A</b>	<b>A</b>				Delegated to CFO. CFO reports to TB & CEO
	<b>3.dd</b> Ensure Trust risk management policies are in place and adhered to.		√	<b>A</b>	√	<b>A</b>	√				Delegated to CEO. CEO reports to TB & CEO



Area	Function	Delegated Responsibility									Accountability
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DofT	LGB	P	
<b>3 Finance</b>											
	<b>3.ee</b> Agree a trust wide whistle blowing policy		√				√				Delegated to CEOO with CEO advice. Accountability to TB
	<b>3.ff</b> Establish trust wide data protection and freedom of information policies and procedures		√	<b>A</b>			√				Delegated to CEOO with CEO advice. Accountability to TB
	<b>3.gg</b> Establish Trust Complaints policy and ensure compliance with this		√		<b>A</b>		√				Delegated to CEOO with CEO advice. Accountability to TB
	<b>3.hh</b> Develop trust wide procurement strategies/procedures to ensure value for money & efficiency savings				√	<b>A</b>					CEO delegate to CFO
	<b>3.ii</b> Ensure school contractual arrangements comply with regulations and trust strategy/ procedures				√	<b>A</b>					CFO to advise CEO
	<b>3.jj</b> Authorise financial outgoings not covered by scheme of delegation		√		<b>A</b>	<b>A</b>					CEO / CFO to advise Strategic Audit, Finance & Risk Committee accountable to TB and M



Area	Function	Delegated Responsibility								Accountability	
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoT	LGB		P
<b>4. Risk Management</b>											
<b>4. Risk Management</b>	<b>4.a</b> Agree and review Trust strategic Growth Plan	√	√		<b>A</b>	<b>A</b>					CEO & CFO to advise TB M for approval
	<b>4.b</b> Implement trust expansion plan, exploring school development, assessing opportunity against capacity and risk of organisational threats etc. Complete due diligence process of any potential developments and acquisitions	√	√		<b>A</b>	<b>A</b>	<b>A</b>				TB accountable to Members
	<b>4.c</b> Approve expansion and permit acquisition of upcoming schools	√	√		<b>A</b>	<b>A</b>					TB accountable to Members
	<b>4.d</b> Agree trust wide strategy for insurance arrangements to deliver financial efficiencies		√		<b>A</b>	<b>A</b>					CEO delegate to CFO. CFO to advise TB
	<b>4.e</b> Implementation and maintenance of trust risk register		√	√	<b>A</b>	<b>A</b>	√				CEO to delegate to CFO accountable to TB Strategic, Audit, Finance & Risk Committee
	<b>4.f</b> Implementation and maintenance of school risk register			√	<b>A</b>	<b>A</b>	√		<b>A</b>	<b>A</b>	CEO delegated to CEOO. Accountable to CEOO who is responsible at TB/C
	<b>4g</b> Establish a financial contingency plan/appropriate level of reserves to ensure continued operations in event of substantial financial loss		√	<b>A</b>	<b>A</b>	<b>A</b>					CEO to delegate to CFO. CFO and Trust Strategic, Audit, Finance & Risk Committee to advise TB
	<b>4.h</b> Comply with all GDPR legislation and good practice	√	√	√	<b>A</b>	<b>A</b>	√				Delegate to CEOO as needed
	<b>4.i</b> Monitor all aspects of risk across the Trust	√	√		<b>A</b>	<b>A</b>	√				Delegate to CEOO and respond as needed



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		M	TB	TBC	CEO	CFO/ DCEO	CEOO	DofT	LGB	P	
<b>5 MAT &amp; School Improvement</b>											
<b>5. MAT &amp; School Improvement</b>	<b>5.a</b> Ensure the Trust promotes pupil wellbeing/attainment as strategic priority		√	√	<b>A</b>	<b>A</b>	√		√	√	CEO delegated to CEOO and report as appropriately to CEO / TB
	<b>5.b</b> Responsibility for cultivating trust focus on improving teaching and learning			√	<b>A</b>		√		√	√	CEO delegated to CEOO and report as appropriately to CEO / TBC
	<b>5.c</b> Publish and regularly review a Trust development and improvement plan, taking learning from self-evaluation; Ofsted findings; lesson's learned; and other best practice guidance			√	<b>A</b>		√				CEO delegated to CEOO and report as appropriately to CEO / TBC
	<b>5.c (i)</b> Develop a trust wide strategy for School improvement planning (SIP) and self-evaluation with CEOO						√			<b>A</b>	CEO delegated to CEOO and report as appropriately to CEO / TB
	<b>5.d</b> Agree format for school improvement plan			√	<b>A</b>		√				CEO delegated to CEOO and report as appropriately to CEO / TBC
	<b>5.e</b> Agree format for school self-evaluation (SEF)/quality assure SEF implementation			√	<b>A</b>		√		<b>A</b>	√	CEO delegated to CEOO and report as appropriately to CEO / TBC
	<b>5.f</b> Monitor and Challenge School Improvement Plan and Self-Evaluation data			√	<b>A</b>		√		<b>A</b>	√	CEO delegated to CEOO and report as appropriately to CEO / TBC
	<b>5.g</b> Agree and implement trust approach to intervention for schools causing concern and support for team around schools		√	√	√	<b>A</b>	√		<b>A</b>		CEO delegated to CEOO and report as appropriately to CEO / TBC / TB



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<b>5 MAT &amp; School Improvement</b>											
<b>5 MAT &amp; School Improvement</b>	<b>5.h</b> Action intervention plans (e.g. progress boards/IB's) where required in line with intervention strategy			√	<b>A</b>		√		<b>A</b>		Delegated from CEO to CEO and report to TBC
	<b>5.i</b> Promote awareness of national changes in education policy, developing trust wide strategies and procedures			√			√		√	<b>A</b>	Delegated from CEO to CEO and report to TBC
	<b>5.j</b> Develop/promote trust wide forums for the sharing of best practice, exploring perspectives on challenges facing education community with CEO			√			√		√	<b>A</b>	Delegated from CEO to CEO and report to TBC
	<b>5.k</b> Assist CEO with Principals to develop school curriculum in line with trust			√	√		√			<b>A</b>	Delegated from CEO to CEO and report to TBC Principals responsible to CEO
	<b>5.l</b> Hold school SLT to account for implementing school curriculum				√		√		<b>A</b>	√	LGB accountable to CEO and CEO Re: engagement and experiences of pupils
	<b>5.m</b> Implementation of trust wide teaching objectives/priorities at local level				√		√			√	Delegated from CEO to CEO Principals accountable to CEO
	<b>5.n</b> Monitor/challenge quality of school teaching/learning and pupil attainment		√	√	√		√			<b>A</b>	Delegated from CEO to CEO Reports to TB / TBC



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<b>6.Pupils Voice and Family Engagement</b>											
<b>6. Pupils Voice and Family Engagement</b>	<b>6.a</b> Decide on how to report trust/school progress to parents				<b>A</b>		√		<b>A</b>	<b>A</b>	Delegated to CEO from CEO
	<b>6.b</b> Agree and monitor implementation of broad and balanced curriculum, delegating sufficient resources, questioning SLT on suitability/rationale				<b>A</b>		√		<b>A</b>	<b>A</b>	Delegated to CEO from CEO
	<b>6.c</b> Development and enhancement of curriculum, decide which subject options should be taught and applying teaching and other resources where required				<b>A</b>		√		<b>A</b>	<b>A</b>	Delegated to CEO from CEO
	<b>6.d</b> Agree school year and school day				√		√		<b>A</b>	<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB
	<b>6.e</b> Agree school admissions policy				√		√			<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB
	<b>6.f</b> Consult on changes made to admissions arrangements where no changes made consult at least every 7yrs				√		√			<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB
	<b>6.g</b> Admissions authority, mainstream schools; establish independent admissions appeals panel to address parent appeal Special school; establish process to address disagreement with commissioning LA subsequent to placement consultations		√		√		√			<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB
	<b>6.h</b> Monitor school website compliance with regulations including local governance structure/governor details				√	<b>A</b>	√	√	<b>A</b>	<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB



Area	Function	Delegated Responsibility									Accountability	
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<b>6.Pupils Voice and Family Engagement</b>												
<b>6. Pupils Voice and Family Engagement</b>	<b>6.i</b> Agree strategy for the promotion of parental, pupil and local stakeholders			√			√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and responsible to CEO & TBC	
	<b>6.k</b> Implement strategy for parental and pupil voice			√			√		<b>A</b>	<b>A</b>	Delegated to CEOO and DoFT from CEO and responsible to CEO & TBC	
	<b>6.l</b> Agree sex education policy and ensure parents are informed of their rights		√				√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and with the advice of the CEOO and responsible to CEO & TB	
	<b>6.m</b> Agree RE provision in compliance with statutory requirements & any trust deed		√				√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and responsible to CEO & TB / Diocese	
	<b>6.n</b> Agree collective worship policy in line with legislation and funding agreement		√				√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and responsible to CEO & TB / Diocese	
	<b>6.o</b> Decide on enrichment/extended services offer and stop if not sustainable			√			√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and responsible to CEO & TBC	
	<b>6.p</b> Ensure school food standards are met and the provision of free school meals to those pupils meeting the criteria		√				<b>A</b>	√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO with CFO to advise Responsible to CEO & TB
	<b>6.q</b> Agree school special educational needs and disability (SEND) policy		√					√		<b>A</b>	<b>A</b>	Delegated to CEOO from CEO and responsible to CEO & TB



Area	Function	Delegated Responsibility									Accountability	
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DoT	LGB	P		
<b>6.Pupils Voice and Family Engagement</b>												
	<b>6.r</b> Agree school Safeguarding and child protection procedures		√					√		<b>A</b>	<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB
	<b>6.s</b> Responsibility for school equality information and objectives statement		√					√ √		<b>A</b>	<b>A</b>	Delegated to CEO from CEO and responsible to CEO & TB



Area	Function	Delegated Responsibility									Accountability
		M	TB	TBC	CEO	CFO/ DCEO	CEO	DofT	LGB	P	
<b>7 Premises, ICT, Health and Safety</b>											
<b>Premises, ICT, Health and Safety</b>	<b>7.a</b> Implement trust ICT strategy to prioritise pupil wellbeing and maximise efficiency		√				√				TB Strategic Audit, Finance & Risk Committee accountable to TB CEO accountable to TB represented by CEO
	<b>7.b</b> Lead on strategic oversight of effectiveness of premises/ICT strategies			√	<b>A</b>		√				CEO accountable to TBC represented by CEO
	<b>7.c</b> Lead on trust forums promoting sharing best practice and improve trust strategies		√		√	√	√				CEO accountable to TB represented by executives
	<b>7.d</b> Decide local level health and safety procedure in line with Trust Policy		√				√		√	√	CEO accountable to TB represented by CEO
	<b>7.e</b> Responsibility for trust compliance with H&S legislation		√		<b>A</b>	<b>A</b>	√				CEO delegated to CEO CEO accountable to TB
	<b>7.f</b> Approve school lettings procedure in line with Trust policy		√				√	√			CEO delegated to CFO and CEO CEO accountable to TB represented by CEO

