



THE  
**NEW GUILD**  
TRUST

# Scheme of Delegation



# SCHEME OF DELEGATION

## Our multi-academy trust

Our Multi-academy trust was created in 2018 by four schools in the Stoke on Trent local authority to serve the needs of the four founder schools. The MAT is committed to the provision of high quality education for all children.

The four founder schools are:

- Alexandra Infant School
- Alexandra Junior School
- Jackfield Infant School
- Moorpark Junior School

The MAT comprises a MAT Members board and a MAT Trustee Board and is accountable to the Department for Education ('the DfE').

There are currently two communities served by the MAT, each having its own Local Community Governing Body. The Governors who serve on the Local Community Governing Body are appointed by the MAT Board. They include both parent and staff representatives.

The MAT serves three types of schools within the MAT family, namely:

- Sponsored Schools;
- Supported Schools; and
- Supporting Schools.

## The way it works

The MAT Board has overall legal responsibility for the operation of the MAT and the Academies within it. However, the MAT Board intends to work in partnership with its family of schools.

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

- the MAT Board;
- the Accounting Officer (ACCOUNTING OFFICER/ CEO);
- the Headteacher/ heads of school of the school(s); and
- the Local Community Governing Body.

### The MAT Board

The MAT Board may decide to form Committees to carry out certain of its functions. The term 'MAT Board' will therefore include any such Committees that may be formed from time to time.

### The Accounting Officer/ CEO

A significant number of responsibilities under the Scheme of Delegation lie with the accounting officer/ CEO.

### School categories

When a school converts and joins the MAT it will be allocated to the appropriate school category based on:

- its latest Ofsted Inspection Report; and
- the MAT's own assessment of its historical performance and future prospects.

The category allocation is very important because it dictates the following:

- the 'make-up' of the Local Community Governing Body;
- the extent to which responsibilities are delegated to the school; and
- the funding arrangements.

### Reviewing the Allocation

The category allocation will be linked to the performance of the School through due diligence in relation to:

- the quality of teaching and learning;
- standards;
- governance;
- finance; and
- premises.

The allocation will be reviewed at the first meeting of the academic year of the MAT Board. Depending on the outcome of the review a School may either stay in its allotted category or be moved to another.

The MAT Board reserves the right to change the category at any time if it believes this to be appropriate in the interests of both the School concerned and the wider MAT family.

### Governor appointments

The 'make-up' of the Local Community Governing Body follows the category allocated to the School:

- Sponsored Academies - the MAT Board appoints all the Governors, other than parent and staff representatives;
- Supported Academies - the majority of the Governors are appointed by the MAT Board; and
- Supporting Academies - the Local Community Governing Body is appointed on an '*as is*' basis to reflect the arrangements in place immediately prior to joining the MAT.

If a School improves and is moved to a higher category then it has more say in the 'make-up' of its Governing Body. Conversely, if a School's performance deteriorates then it may be moved to a lower category with a consequent adjustment to its Governing Body.

### Delegated functions

The Scheme of Delegation covers two main areas:

- Resources (including finance, human resources, appraisal & performance management, premises, asset management,)
- Standards & Provision.

The MAT has direct legal responsibility to the DfE. It is therefore expected to exercise a tight rein over Sponsored schools in order to secure the required school improvement and this is reflected in the Scheme of Delegation.

More responsibility is passed to Supported schools to reflect their higher performance. For Supporting schools it is very much a light-touch approach.

## Funding

A recharge is levied on each of the academies in the MAT to cover the cost of centrally provided services. These services include the provision of a coherent package for school improvement which is tailored to the needs of each individual school.

Supporting schools will be given the opportunity to bid for school improvement projects to help schools in the two other categories. They will be paid for this from the centrally provided services pot.

## Working together as a family

All schools within the MAT family will be expected to contribute to one or more of the following:

- development and maintenance of school policies;
- sharing of best practice;
- provision of emergency cover;
- mentoring and coaching of staff; and
- Recruitment, training and appraisal of Governors for the Local Community Governing Bodies.

This re-enforces the principle of working together as a family of Academies to deliver first-class education.

## Further Information

For further information about this Scheme of Delegation please contact the MAT project lead and accounting officer:

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07776180332.

RESPONSIBILITY	Headteacher	Local Community Governing Body (LCGB)	Resources Committee	Full MAT Board (Trustees)
<b>RESOURCES</b>				
<p>Budget Forecast</p> <p>Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects</p> <p>Revisions to budget during the year as appropriate</p>	<p>The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the LCGB and with the support of the CEO as required.</p> <p>The Headteacher may make revisions to the budget during the year as appropriate with involvement from members of the LCGB keeping the accounting officer informed.</p>	<p>The Headteacher will refer the Draft Budget to the LCGB finance committee which will make recommendation for approval to the resources Committee of the trust board with any amendments it feels are appropriate.</p> <p>Recommendations for approval for revisions to the budget must be made by the full LCGB</p>	<p>The resources Committee will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full MAT Board</p> <p>Approval of in year revisions to budget</p>	<p>The full MAT Board will approve the consolidated Budget Forecast for the MAT including the individual school budget prior to submission to the EFA by 31 July</p> <p>The initial Budget Forecast for a newly converting school will be based on the Pre-academisation report and must be approved by the full MAT Board before the school converts to academy status and joins the MAT.</p>

<b>RESPONSIBILITY</b>	<b>Headteacher</b>	<b>Local Community Governing Body (LCGB)</b>	<b>Resources Committee</b>	<b>Full MAT Board (Trustees)</b>
Purchase Order/Invoice Approval	HT Up to a value of £9,999 DHT/ AHT up to value £1,000 School Business Manager up to £500	£10,000 up to a value of £24,999	£25,000 up to £59,999	£60,000 and over
Approval to accept a quotation from a minimum of 3 or from a formal tendering process	HT Up to a value of £9,999 DHT/ AHT up to value £1,000 School Business Manager up to £500	£10,000 up to a value of £24,999	£25,000 up to £59,999	£60,000 and over
Authority to accept a quote/tender other than the lowest	Up to a value of £4,999	£5,000 up to a value of £9,999	£10,000 up to OJEU limit	Over OJEU limit
Authority to write off bad debts	Up to a value of £50 – recorded in minutes	£50 - £499.99 – recorded in minutes	£500 up to £44,999 (over £45,000 requires secretary of state approval)	Reported to secretary of state for action
Approval for Capital Expenditure not included in the original budget	Authority in consultation with the LCGB to incur additional capital expenditure up to £10,000 in a financial year (either on one item or in aggregate) from available DFC funding, keeping the accounting officer informed.	Any restriction on this authority (and any changes to it) must be recorded in writing and communicated clearly to the Headteacher.	The resources Committee has authority to approve additional capital expenditure up to £50,000 in a financial year (either on one item or in aggregate).	Capital expenditure for projects exceeding £50,000 requires the express written consent of the MAT Board.



RESPONSIBILITY	Headteacher	Local Community Governing Body (LCGB)	Resources Committee	Full MAT Board (Trustees)
	This is subject to any restrictions imposed from time to time by the LCGB			
Approval for Virements between nominal codes and budget heads.	The Headteacher may request approval for virements between nominal codes and budget heads on the approved financial plan for up to £1,000	The LCGB will monitor the on-going expenditure against budget heads and may approve virements between nominal codes and budget heads. £15,000 - £49,999  Inform the accounting officer	Limit to £50,000	No limit
Expansion of existing facilities/ taking on new premises  Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements	The Headteacher is to notify the ACCOUNTING OFFICER of any proposal to expand any existing facilities at the School.  The Headteacher is responsible for drawing up a business case for the expansion proposal in consultation with the LCGB and accounting officer prior to submission to the MAT	The Local Community Governing Body is to take the lead in developing the School's strategy on the use of existing facilities and any plans for expansion.	The ACCOUNTING OFFICER will assess the viability of any proposal put forward by the Headteacher prior to the development of the Business Case and present to the MAT board.	The MAT Board will review any Business Case and decide whether to approve it or not.

<b>RESPONSIBILITY</b>	<b>Headteacher</b>	<b>Local Community Governing Body (LCGB)</b>	<b>Resources Committee</b>	<b>Full MAT Board (Trustees)</b>
	Finance Committee/MAT Board			
<b>RESPONSIBILITY</b>	<b>HEADTEACHER</b>	<b>LCGB</b>	<b>AUDIT COMMITTEE</b>	
Reporting and Internal Audit Requirements	<p>The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the MAT Board may from time to time require.</p> <p>This will include reporting formally to the Finance Committee at regular intervals as specified.</p>	<p>The Local Community Governing Body will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation.</p> <p>It will provide a finance report to the Resources Committee in such form and at such intervals as the MAT Board may from time to time require.</p>	<p>The Audit Committee will monitor the management accounts supplied by the Local Community Governing Body and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the MAT Board. The audit Committee may appoint a Responsible Officer to conduct reviews of processes and procedures to provide assurance that these are efficient and effective.</p>	<p>The MAT Board will review the performance of the school against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.</p>
Statutory Audit Procedures	The Headteacher is to provide such information and assistance in relation to	The Local Community Governing Body is to provide such information and	The Audit Committee is responsible for recommending the statutory	The statutory accounts are signed off by the members at the AGM

<b>RESPONSIBILITY</b>	<b>Headteacher</b>	<b>Local Community Governing Body (LCGB)</b>	<b>Resources Committee</b>	<b>Full MAT Board (Trustees)</b>
	statutory audit procedures as the MAT Board may from time to time require.	assistance in relation to statutory audit procedures as the MAT Board may from time to time require.	accounts for approval to the AGM	

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
<b>STAFFING (HUMAN RESOURCES)</b>				
For the avoidance of doubt, all appointments identified under this Human Resources section, <b>whether internal or external</b> , are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the HR Advisor.				
Accounting officer / CEO recruitment				The trustee board will constitute an appointment panel as a task group. LCGB trustees and at least 2 HT/HoS must be representative in the group.
Headteacher / Head of School Recruitment		<p>The Local Community Governing Body will meet with the ACCOUNTING OFFICER/ to discuss the recruitment process.</p> <p>The Local Community Governing Body will constitute an Appointment Panel as a task group. The ACCOUNTING OFFICER will sit on the Appointment Panel (include at least 2 trustees on the interview panel)</p> <p>Once the Appointment Panel has reached a decision it will</p>	The ACCOUNTING OFFICER will support the Local Community Governing Body with the recruitment process following the meeting with the Local Community Governing Body and sit on the appointment panel.	Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Appointment Panel.

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
		make a recommendation to the MAT Board for ratification.		
Senior Leadership Team Recruitment	<p>The Headteacher will notify the ACCOUNTING OFFICER as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team.</p> <p>The Headteacher will lead the recruitment and appointment process following the MAT approved procedures. (need to agree the procedures)</p> <p>Once a decision has been made a recommendation will be referred to the MAT Board for ratification.</p>	The Chair of the Local Community Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process	The ACCOUNTING OFFICER, or will advise the Headteacher throughout the process	Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Headteacher.
Teacher Recruitment	The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the Local Community Governing Body following the MAT approved procedures.	The Chair of the Local Community Governing Body will nominate a representative from amongst its ranks to participate in the teacher appointment process.		

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
Support Staff Recruitment	The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of a Local Community Governing Body (if appropriate) following the MAT approved procedures.	The Chair of the Local Community Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.		
Appointment of bought in professional services	The Headteacher to inform the executive board of their intention to appoint an external service so this can be reviewed in terms of best value for bulk purchase.	Any decision concerning the appointment of an external consultant is to be taken jointly by the Headteacher and the Local Community Governing Body f		
CEO/ accounting officer performance appraisal and salary review				Appraisal committee to review the objectives of the CEO, when the CEO is also in post as Headteacher of one of the schools then the appraisal committee should include at least 1 member of the LCGB of that school. Appoint an external adviser to discuss CEO appraisal and salary review.

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
Headteacher / Executive Headteacher		The Local Community Governing Body will be responsible for the arrangement of the Headteacher's performance appraisal and salary review. This will include the appointment of an external advisor in consultation with the MAT School Improvement Advisor.		The MAT Board will approve the appraisal report
Head of school Performance Appraisal and Salary Review	The Headteacher will complete the appraisal and target setting of the head of school.	The Local Community Governing Body is responsible for approving the Headteacher's recommendations regarding salary reviews.	CEO/ accounting officer will complete the appraisal and target setting of the head of school.	
Teacher Appraisal and Salary Review	The Headteacher is responsible for leading the appraisal and salary review process for teaching staff  The Headteacher will make recommendations to the Local	The Local Community Governing Body is responsible for approving the Headteacher's recommendations regarding salary reviews.	The accounting officer will provide advice and support to the Headteacher	

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
	Governing Body for approval following the review.			
Terms of Employment	The Headteacher may make proposals with regard to the terms of employment for an individual member of staff e.g. flexible working request report to LCGB		The ACCOUNTING OFFICER is to review and comment on any proposals that may involve a change to the terms of employment.	<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the MAT Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the MAT Board.</p> <p>The MAT Board will consider any Accounting Officer presentations made by the ACCOUNTING OFFICER, the / Headteacher and/or the LCGB.</p>
Reductions in Staffing and Revisions to Staffing Structures	The Headteacher will notify the accounting officer as soon as possible after becoming aware that reductions in staffing may be necessary.	The Local Community Governing Body will be responsible for recommending the revised staffing structure for approval to the MAT Board and recommending approval	The ACCOUNTING OFFICER will support the Headteacher throughout the restructuring process and will attend consultation meetings where the ACCOUNTING OFFICER considers this is appropriate	<p>Decisions concerning the redundancies will lie with the MAT Board.</p> <p>The MAT Board will consider any Accounting Officer presentations made by the</p>



RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
	<p>The Headteacher will be responsible for proposing a revised staffing structure for the school, with the support of the accounting officer, and for referring this to the Local Community Governing Body</p> <p>The Headteacher will be responsible for leading and managing the redundancy process with the support of the ACCOUNTING OFFICER</p>	<p>for any proposed reductions in staffing to the MAT Board</p>	<p>The ACCOUNTING OFFICER will refer recommendations for revised staffing structures and possible redundancies to the MAT Board for approval.</p>	<p>ACCOUNTING OFFICER, the Headteacher and/or the Local Community Governing Body.</p>
<p>Allegations of Gross Misconduct</p>	<p>The Headteacher is to notify the ACCOUNTING OFFICER as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct.</p> <p>The Headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction members of the Local Community Governing Body may be asked to sit on the panels for the Disciplinary or Appeal hearings which will be conducted in accordance with the Disciplinary Procedure should this be considered to be appropriate.</p> <p>If an allegation of gross misconduct has been made</p>	<p>The ACCOUNTING OFFICER will be responsible for arranging the constitution of panels consisting of members of the MAT Board and/or members of the Local Community Governing Body if this is deemed appropriate for the Disciplinary and Appeal Hearings</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board. Directors will be asked to sit on panels for Disciplinary and Appeal Hearings</p>

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
	<p>Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>against the Headteacher then the Local Community Governing Body will be responsible for informing the ACCOUNTING OFFICER and for organising an investigation into the allegation under the Disciplinary Procedure. The Local Community Governing Body will be responsible for keeping the ACCOUNTING OFFICER informed.</p>		
<p>Disciplinary Allegations that fall short of Gross Misconduct</p>	<p>The Headteacher is to notify the ACCOUNTING OFFICER as soon as possible after becoming aware of an allegation.</p> <p>The Headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the</p>	<p>Members of the Local Community Governing Body will form panels for Disciplinary and Appeal Hearings as may be required and will have the authority to impose sanctions up to, but not including, dismissal.</p> <p>Where an allegation of a less serious nature has been made against the Headteacher then the Local Community Governing Body will be responsible for informing the</p>		<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Headteacher will lie with the MAT Board. Trustees will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers.</p>

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
	<p>allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p> <p>The Headteacher is responsible for keeping the accounting officer informed at all stages of the procedure.</p>	<p>ACCOUNTING OFFICER and for conducting the investigation into the allegation under the Disciplinary Procedure. The Local Community Governing Body will be responsible for keeping the ACCOUNTING OFFICER informed.</p>		
<p>Capability Proceedings</p>	<p>Where a capability issue is identified the Headteacher is responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The Headteacher is responsible for keeping the ACCOUNTING OFFICER and Local Community Governing Body informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance</p>	<p>Where the Headteacher is subject to a capability procedure the ACCOUNTING OFFICER and Local Community Governing Body together are responsible for leading and managing the process set out in the appraisal and capability procedures.</p>	<p>The ACCOUNTING OFFICER is responsible for keeping the MAT Board informed regarding proceedings</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board.</p> <p>Trustees will be asked to sit on panels for final stage Capability and Appeal Hearings</p>

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer/ CEO	MAT Board
	after having followed the capability procedures the final hearing will be referred to a panel of the MAT Board			
Safeguarding	<p>The Headteacher is to ensure that:</p> <ul style="list-style-type: none"> <li>• a Senior Designating Safeguarding member of staff, has been appointed</li> <li>• they have sufficient resources to enable them to undertake the role</li> <li>• all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum</li> <li>• The LCGB and ACCOUNTING OFFICER are notified immediately of any allegation made against a member of staff.</li> </ul>	<p>The LCGB is responsible for:</p> <ul style="list-style-type: none"> <li>• Appointing one of its members as the named Governor to liaise with the Headteacher regarding safeguarding matters</li> <li>• Ensuring members are safeguarding trained</li> <li>• Taking collective responsibility for safeguarding in the school and monitoring safeguarding procedures within the school</li> <li>• Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is against the Headteacher.</li> </ul>	<p>The ACCOUNTING OFFICER is to inform the MAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the MAT.</p>	<p>The MAT Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Community Governing Body for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices.</p> <p>A MAT Trustee will address any allegations made against a Headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair</p>



RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer	MAT Board
<b>Premises - ASSET MANAGEMENT</b>				
<p>Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements</p> <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher will inform the Local Community Governing Body and the executive board of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The Headteacher may approve quotations up to a value of £9,999.</p>	<p>The Local Community Governing Body will have the final decision concerning any such negotiation or renegotiation between the value of £10,000 and £24,999 unless this has a significant impact on the wider MAT family of Academies.</p>	<p>If the contract has a significant impact on the wider MAT family of Academies or is between the value of £25,000 and up to a value of £59,999 the consent of the resources Committee will be required.</p>	<p>Orders for contracts over £60,000 must be authorised by the MAT Board.</p>
<p>Disposal of Assets</p> <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher may authorise the disposal of assets up to and including a market value of £4,999 (either as one item or in total) Records must be kept of all disposals and reporting to LCGB finance committees.</p>	<p>The LCGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.</p>	<p>The accounting officer will advise the Headteacher regarding disposals above £5,000, ensure these are accounted for correctly and keep the MAT Board informed as appropriate.</p> <p>The resources Committee must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</p>	<p>The MAT Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</p>

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer	MAT Board
Premises Maintenance Programme	<p>Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up, taking into consideration the most recent Condition Survey and planned lifecycle &amp; maintenance work being undertaken by the PFI provider.</p> <p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>The Local Community Governing Body should contribute to the development of the Premises Maintenance Programme and is responsible for approving it and for monitoring its implementation.</p> <p>Inform accounting officer of concerns as soon as possible.</p>	<p>Report to MAT board where concerns are a threat to the sustainability of the school.</p>	
Health and Safety	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> <li>• developing a health and safety culture throughout the school</li> <li>• ensuring that staff are aware of their responsibilities</li> <li>• drawing up site specific health and safety procedures (with the support of the EBM as appropriate)</li> </ul>	<p>The LCGB shares with the MAT the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> <li>• Appointing a Governor with responsibility for Health and Safety</li> <li>• monitoring and reviewing the effectiveness of health and safety procedures</li> <li>• ensuring adequate resources are available for Health and Safety</li> </ul>	<p>The accounting officer will provide model procedures to assist the Headteacher via the SBM executive board with putting school specific health and safety procedures in place.</p> <p>H&amp;S reports shared at executive board meetings – a summary report to share with the resources committee</p>	<p>The MAT Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Community Governing Body for ensuring that health and safety arrangements are fully embedded within the school's ethos and reflected in the school's day to day practices</p>

RESPONSIBILITY	Headteacher	Local Community Governing Body	Accounting Officer	MAT Board
	<ul style="list-style-type: none"> <li>ensuring staff are aware of their responsibilities</li> <li>updating the LCGB</li> </ul>	<ul style="list-style-type: none"> <li>Providing training opportunities.</li> </ul>		
Legal Claims	<p>The Headteacher is to notify the ACCOUNTING OFFICER and Chair of Governors of any actual or potential claims or proceedings affecting the School as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the ACCOUNTING OFFICER and/or the MAT Board.</p>	<p>The Local Community Governing Body will act on any instructions received from the ACCOUNTING OFFICER/and/or MAT Board.</p>	<p>The ACCOUNTING OFFICER will take appropriate advice (legal/insurance etc) and direct the LCGB and/or Headteacher as appropriate in line with this guidance, keeping the MAT Board informed</p>	<p>The MAT Board may instruct the ACCOUNTING OFFICER and/or the Headteacher and/or the Local Community Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>



## Standards & Provision

RESPONSIBILITY	HEADTEACHER	LCGB	ACCOUNTING OFFICER	STANDARDS COMMITTEE	MAT BOARD
SEF & SIP	The Headteacher is to draw up a draft School Improvement Plan and share it with the executive board.	The Local Community Governing Body is responsible for monitoring the implementation of the approved School Improvement Plan	<p>Provide a summary report of SEF &amp; SIP to trust board</p> <p>Provide termly impact reports of progress towards KPIs to the standards committee and an overall summary to the trust board.</p>	Review & approve the draft MAT School Improvement Plan and monitor the impact of progress against KPIs	Receive and approve the report of the committee
School Hours		LCGB determines the most effective school hours for the community.			approves the setting the opening and closing times for all schools within the MAT taking into consideration the views of the Headteachers and Local Community Governing Bodies

Term Times	As part of the executive boards will review and agree the term dates for the MAT to ensure INSET days are shared effectively.	Agree recommendations from executive board.			The MAT Board approves the term dates
Policies Requiring Consistency Across the MAT as a legal requirement.	The Headteacher will be responsible for ensuring that MAT policies and procedures are applied across the school	The Local Community Governing Body will note the policies requiring consistency across all the academies as approved by the MAT Board and monitor their implementation	Policies requiring consistency across all the academies in the MAT will be provided to each MAT school and ensuring all schools have the approved MAT policies.		The MAT Board will approve all such policies and any amendments to them
Other Policies e.g. curriculum, uniform,	The Headteacher will have responsibility, with the involvement of the LCGB, for developing School specific policies and as statutorily required.	The Local Community Governing Body will have responsibility for approving any such School specific policy and monitoring its implementation and review.	To ensure each school has all necessary policies in action.		

<p>School improvement through partnering, networking with other schools, school to school support.</p>	<p>The Headteacher will discuss and develop any proposals to enter into, renew, amend or terminate any partnering arrangement with the executive board.</p>	<p>The Local Community Governing Body is informed of networking arrangements</p>	<p>Summary report to MAT board of networks MAT schools are working within</p>		
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