A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

A	Trust vision & ethos
B	Strategy
C	Education standards & curriculum
D	Term times, School days
E	Stakeholder engagement
F	Governance
G	Governance appointments
H	HR
I	Staff appointments
J	Finance
K	Estates
L	IT
M	Health & Safety
N	Risk Registers
O	Financial delegations
P	Policy Ownership & Approvals
Q	Website & Policy Responsibilities
R	Health & Safety Responsibilities

LIONHEART EDUCATIONAL TRUST

Scheme of Delegation

2023-24

Version	Document History	Date
Version 4.0	Approved by Board	05/07/2023

		A Approve	R Recommend	D Develop	I Implement	M Monitor	C Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
A	**Trust Vision & Ethos**																							
A1	Set vision, ethos, culture, values		A							R														
A2	Trust branding & marketing		A							R										D I				
A3	Trust name change	A	R							R														
A4	Ensuring compliance with Equalities legislation		A	R							D I					D I			D I					M
B	**Strategy –** mainly through Trust School Development Plan																							
B1	Whole Trust Strategy		A							R						R								
B2	Education strategy		A	C M						R I	D I	D I		D I										

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
B4	Estates strategy		A		C M					R2						R1	D I							
B5	IT strategy		A		C M					R2						R		D I						
B7	HR strategy		A	C M			C			R2						R			D I					
B6	Governance strategy		A			C M				R2						R1					D I			
B7	Lettings & Enterprise strategy		A		C M					R					D I	R								
B8	Data Protection Strategy		A			C M										R					D I			
B9	Marketing Strategy		A		C M					R										D I				
B10	Health & Safety strategy		A		C M											R	D I							

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
B11	School strategy aligned to trust strategy								C	A	R	R	D I											
B12	Major change		A							R	D I				D I	D I								
C	**Education Standards & Curriculum**																							
C1	Trust key targets		A	C M						R														
C2	School Targets								M	A	R	R	D I											
C3	Trust Core Curriculum		A	C M						R	D I	I	I	D I										
C4	School Curriculum offer & assessment approach outside trust								M	A	R	R	D I	M										

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
	offer & approach									A	R	R	D											
C5	Approve offsite visits											A	A											
C6	Approve exclusion in absence of head									A	A	A												
C7	Delivering support for SEND & Looked After Children in line with statutory		A policy	M					M		R policy Over see	D M I	D M I											
C8	Delivering EYFS in line with statutory expectation			M						A	R	M I	M I	D										
C9	Production & analysis of education data			M					M	A M	D I	D I	I	D I										

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
C10	Delivering CEIAG in line with statutory			M					M		D I R	D M I	D M I											
C11	Setting approach to off-site provision			M					M	A	M A	M		D I											
C12	Keeping admission & attendance registers											M	I											
D	**Term times, School days**																							
D1	Trust Calendar									A	D	C			C	C	D	C	C	C	C	D		
D2	School Day								C	A	R2	R2	R1											
E	**Stakeholder engagement**																							
E1	Trust level engagement/ consideration of views				M	M				R M	D I M	I M			C	C	C	C	C	C	D			

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
E2	School level Engagement/ consideration of views								M		D I M	D I M	D I											
F	**Governance**																							
F1	Structure		A					R2		R2						R1					D			
F2	Terms of Reference		A					R		R											D			
F3	Scheme of Delegation		A					R2		R2						R1					D			
F4	Articles of Association changes	A	R							R											D			
F5	Appointing Link Governors & Committee members		A					R2		R2						R1					R1			
F5	Maintain register of governor interests					M										M					D I			

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
F6	Maintain governance webpages					M										M					D I			
F7	Complaints					M										M					Oversee			
F8	Exclusion Panels		I	M					I		I M		I								Oversee			
F9	HR hearings		I	M					I		I M	I	I			I M			I		Oversee			
F10	Appeals Panels (not admissions)		I	M					I		I M					I M			I – HR		Oversee			

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
F11	School - teach & learn, safeguarding, stakeholder voice, community & business links								M			M	D I								Oversee Report			
F12	Quality of governance		M - all			M			M - LGB							M					D I			
F13	Attending Ofsted inspection interviews with govs		I As many as possible						I	A											A			
F14	Monitoring conflicts of interest & related party transactions		M						M	I	I	I	I		I	I	I	I	I		I			

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board		E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
F15	Chair's Actions – decisions by Chair where delay could be detrimental		M						A (Both)		A (Both)														
F16	Approve trust Growth Strategy		A								R														
F17	Approve school or trust joining Lionheart		A								R														
G	**Governor appointments based on skills needed**																								
G1	Chair of Local Govs		A							R												R			
G2	Local Governors		A2							A1			R	R								R			
G4	Trustees	A	A	R					R		R											R			
G5	Board Committees		A								R											R			

	A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
G6	Members	A						R		R											R			
G7	Head of Governance		A							R						R					I			
G8	Governance Officers															A					R			
H	HR																							
H1	Exec Pay						A			R														
H2	Teachers' Pay – unusual / discretionary								C Pay Cttee	Trust Moderation	C	C							C					
H3	Teachers' Pay - normal								A	R2	R2	R1	R1											
H4	Agree Trust leadership and executive roles staffing structure		A	C			C			R														
H5	Agree school leadership staffing structure									A2	A1	A1	R											

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A Approve	**R** Recommend	**D** Develop	**I** Implement	**M** Monitor	**C** Consult																			
H6	Early retirement, secondment, longer leave of absence, sabbatical									A		R1	R1			R2			R1					
H7	Approve regular staff flexible									A Exec	A1	A1	R		Finance	R2	Estates	IT	HR					
H8	Appointment outside salary structure						A			A	R					R			R					
H9	Performance management - CEO						A																	
H10	Performance management – CFO & COO						R			A														
H11	Performance management – Heads & Exec Heads						RemCo			A														

	A Approve	R Recommend	D Develop	I Implement	M Monitor	C Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
H12	Performance management – Director of Estates, Head of HR, Head of IT, Head of Marketing, Head of Governance and Compliance									A						R								
H13	Restructures		A							R2					R1	R1			R1					
H14	Carrying out DBS & SCR checks					M					A		A			A			D					
H15	Reasonable adjustments in line with the Equalities Legislation												A				C I	C I	C I R					
I	**Appointments**																							
I1	CEO, CFO & COO		A							R COO & CFO														

	A	Approve		R	Recommend		D	Develop		I	Implement		M	Monitor		C	Consult

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I2	Exec team except CFO & COO		A – chair or delegated trustee							A														
I3	Exec Heads		A – chair or delegated trustee							A	R													
I4	Heads of School		M							A	R2	R1												
15	Job re-grades									A	A	R	R		D I	D I			I					
J	**Finance**																							
J1	Ensure effective financial controls are in place				M	M				Oversee					D I									
J2	Ensure Finance Policy is adhered to				M	M				Oversee					D I									
J3	Trust overall funding model		A		M					R2					R1									

| | | A | Approve | R | Recommend | D | Develop | I | Implement | M | Monitor | C | Consult |

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
J4	Educational budget model		A		M					R2	R1	R1			R1							M		
J5	Operations funding model		A		M					R2					R1	R1	C	C	C	C			M	
J6	Agree trust budget		A		M					R2					R1									
J7	Agree significant change to trust budget		A		M					R2					R1									
J8	Agree school budget		A							R3	R2	R2	R1		R2									
J9	Asset registers					M									M	M	D I	D I						
J10	Assets / inventory disposals – high level		Linked govs or ACR based on Finance Policy (below)			M									M	R2	R1	R1						

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
J11	Assets / inventory disposals - low level															A	A	A						
J12	Appoint external auditors	A	R3			R2				R1					R1									
J13	Appoint internal auditors					A				R2					R1									
J14	Audit focus - internal					A				R2					R1									
J15	Agree Internal scrutiny plan					A				R					R D	R D	C	C	C		D			
J16	Implement audit action plans					M				M					I									
J17	Agree Annual accounts		A			R2				R1					R1 D	M					D Gov section			

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

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J18	Agree Annual Review Report		A			R2				R1					C	C	C	C	C	D	C			
J19	Submit all statutory documents to ESFA, ensuring compliance with ESFA			M	M	M				M					I	M					M			
J20	Maintain register of staff interests														I	M					D I			
J21	Procurements – see Finance Policy appendix																							
J22	Contracts – See Finance Policy below																							
J23	Ensuring adequate					M				M					I	M								

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	insurance is in place														(D)									
J24	Trust investment strategy approval		A							R2					R1									
J25	Bank account open / close		A							R					R / I									
J26	Write off significant bad debt in line with policy		A							R2					R1									
J27	Agree settlement agreements of more than one month's salary						M			A	R1				R1	R1			R1					
J28	Authorise exec / trustee expenses									A					A	A								

	A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
J29	Authorise governor expenses												A		M	M					A			
J30	Authorise staff expenses within budget												A		A	A	A	A	A	A	A			
J31	Lettings costs across trust									A					R2		R1							
J32	Appointing CEO as Accounting Officer		A																					
J33	Setting financial delegated authority limits		A Via Policy		M					R2					R1									
J34	Delivering monthly management accounts							M		M					D I									

	A Approve	R Recommend	D Develop	I Implement	M Monitor	C Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
J35	Managing cash position				M			M		M					D I									
J36	Monitoring Pupil Premium, Catch Up & Sports spending				M				M	A M	A M	A M	D I		D I									
K	**Estates**																							
K1	Estates & Asset Man. Plan		A		M					R2						R2	R1							
K2	Additional major works Based on Finance Policy		A							R2						R2	R1							A
K3	SCA Bids		Estates Link is member of SCA mtg		M					R					M	R	R							A
K4	Agree long term lease of		**ESFA approval required**							R2					R1	R1	R1							

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

		Members	Board	E&E Cttee	F&O Cttee	ACR Cttee	RemCo	Trust Chair	LGB	CEO	Deputy CEO	Executive Head	Associate Head/Principal	Director of Curriculum	CFO	COO	Director of Estates	Head of IT	HR	Head of Marketing	Head of Governance & Compliance	Educational Finance Mtg	Ops Finance Mtg	SCA Mtg
	land or buildings		(A)							(R)					(R)	(R)	(R)							
L	**IT**																							
L1	5-year plan		A		M					A						R2		R1						
L2	Additional major works		A		M					A						R2		R1						
M	**Health & Safety**																							
M1	Management of Health & Safety Audits & action plans					M							I			M	I							
M2	Statutory compliance testing & risk assessments (fire, asbestos)					M										M	I							
M3	RIDDOR accident reporting		M						M			M	I			M	D							
N	**Risk Registers**																							

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

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N1	Trust		A			R M				R	C	C			C	R	C	C	C		D			
N2	School								M		A2	A1	R I											

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

O. FINANCIAL DELEGATIONS

As per Appendix A of the finance policy:

APPENDIX A – DELEGATED AUTHORITY LIMITS

1.1 Authority Limits for authorising orders for goods and services and sundry expenses (revenue)

Value	Delegated Authority
Up to £1,000	One of:- CEO, Deputy CEO, COO, Executive Headteachers, CFO, Senior Finance Partners, Assistant Principals, Vice Principals/Deputy Headteachers, Principals/Headteachers, IT Hub Managers, Head of IT, Director of Estates, Premises Hub Managers, Site Managers, Head of HR, Head of Finance, Head of Marketing, Head of Governance & Compliance
Up to £10,000	One of:- CEO, Deputy CEO, COO, Executive Headteachers, CFO, Vice Principals, Associate Principals, Principals, Headteachers , Head of IT, Director of Estates, Premises Hub Managers, Senior Finance Partner, Head of HR, Head of Finance, Head of Catering
£10,000 to £100,000	Two of:- CEO, Deputy CEO, COO, CFO, Director of Estates, Executive Headteachers, Principals/Headteachers, Associate Principals/Vice Principals
Above £100,000	Chair of Trust or Finance Link Trustee + Two of CEO, Deputy CEO or CFO (and either COO or Director of Estates for IT or premises orders)

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Nobody can authorise their own sundry expenses.

1.2 Authority Limits for authorising orders for good and services (capital)

Value	No. of quotes required	Delegated Authority
Up to £4,999	Obtain at least one quote but value for money must be demonstrated	CEO, Deputy CEO, COO, CFO, Director of Estates, Head of IT, Head of Finance, Project Manager
Over £5,000 to £39,999	3 quotes to ensure best value obtained. Best value form completed for purchases over £5,000. Best value form shared with Board if lowest quote not chosen.	CEO, Deputy CEO, COO, CFO, Director of Estates, Head of IT, Project Manager
£40,000 to £99,999	A tendering process and a procurement framework followed or a full tender.	CEO & CFO & COO or Director of Estates
£100,000 and over		CEO & CFO & COO/Director of Estates & Chair or Trust Board link
£500,000 and over		CEO & CFO & COO/Director of Estates & Finance Cttee Chair (or another trustee) & Trust Board Chair

All Capital items must be procured following in the same purchasing guidelines and a Best Value form must be completed for purchases over £5,000.

All items with a purchase price of more than £2,500 (the Capitalisation Limit) must be recorded on the fixed asset register.

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

1.3 Authorisation of Payment

Delegated Authority – Revenue
Two of the below **Primary Schools** • Executive Headteacher • Headteacher • Deputy Headteacher • Member of SLT in the absence of Executive Headteacher or Headteacher • CEO • Deputy CEO • COO • Head of Finance in the absence of the CFO • CFO • Director of Estates • Premises Hub Managers • Head of IT • Head of HR • Head of Marketing • Chair of the Trust or Finance Link Trustee (this is a requirement for single payments exceeding £500,000) **Secondary Schools/Sixth Form Colleges** • CEO • Deputy CEO • COO • Principal • Associate Principals • Vice Principals • Head of Finance in the absence of the CFO • CFO • Director of Estates • Premises Hub Managers • Head of IT • Head of HR • Head of Marketing • Chair of the Trust or Finance Link Trustee (this is a requirement for single payments exceeding £500,000)

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Amount	Delegated Authority - Capital
Up to £10,000	COO/Premises Hub Managers or Project Manager
Up to £39,999	COO/Director of Estates & CFO
£40,000 - £99,999	COO/Director of Estates & CFO or CEO
£100,000 - £499,999	COO/Director of Estates & CFO (or Head of Finance in CFO's absence) & CEO (or Deputy CEO in CEO's absence)
£500,000 or more	COO/Director of Estates & CFO (or Head of Finance in CFO's absence) & CEO (or Deputy CEO in CEO's absence) & Chair of Trust (or Chair of Finance Committee in Chair of Trust Board's absence)

1.4 Authorisation of Mileage and Payclaims

Staff	Delegated Authority
All Teaching Staff Local Governing Body Governors	Principal/Headteacher, Vice Principal/Deputy Headteacher, Deputy CEO, CEO
All Associate Staff	Headteacher/Principal, Deputy Headteacher/Vice Principal, Senior Finance Partner, Financial Controller, CFO, Deputy CEO, CEO, COO, Director of Estates, Head of IT, Premises Hub Managers, Head of HR, Head of Governance & Compliance, Head of Marketing, Head of Finance
Governors Trustees	CEO, Deputy CEO, Head of Governance & Compliance, CFO

Nobody can authorise their own mileage or payclaims.

| A | Approve | R | Recommend | D | Develop | I | Implement | M | Monitor | C | Consult |

1.5 Authorisation to write-off bad debts

Value	Delegated Authority
Up to £500	Senior Finance Partner/Headteacher
Up to 1% of total annual income of school or £45,000 for a single item (whichever is smaller)	As above + CFO + Board Chair or Finance Link Trustee
1% or more of total annual income or greater than £45,000 for a single item (whichever is smaller)	As above + ESFA prior approval

The writing off of all bad debts must be minuted at the Trust Finance meetings.
The ESFA Academies Trust Handbook (2021) also sets out the following:

- cumulatively, 2.5% of total annual income in any financial year per category of transaction for trusts that have not submitted timely, unqualified accounts for the previous two financial years. This category includes new trusts that have not had the opportunity to produce two years of audited accounts
- cumulatively, 5% of total annual income in any financial year per category of transaction for trusts that have submitted timely, unqualified accounts for the previous two financial years

The above delegated limits are subject to a maximum of £250,000. The above delegated limits also apply to guarantees, letters of comfort and indemnities.

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

1.6 Disposals of fixed assets

Net Book Value	Delegated Authority
Up to £5,000	CFO, COO
Up to £10,000	CEO
Over £10,000	As above + Chair to Trust or Finance Link Trustee

All disposals must be minuted at the next Trust Finance Committee or ACR Committee meeting.

Land buildings and heritage assets, which have been purchased using ESFA Grant income, must be have prior approval from the Trust Board and ESFA.

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

1.7 Insurance Cover

Insurance Cover for cash in the Academy safe(s) is as follows:-

School	Total Value of Cover
All Trust Schools - locked safe	£10,000
All Trust Schools – cash in transit or elsewhere within school premises	£5,000
All Trust Schools – monies kept at employees dwellings	£500

Any school joining in the year should also have cover for £10,000.

No Cash above the insurance limit should be kept in the safe(s) overnight as the insurance will not cover any losses above this value. Please arrange for any excess cash to be collected/banked as necessary.

All cash must be placed in the safe overnight and should not be left in the desk drawers.

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

P. POLICIES

Ownership & Approvals

Prefix	Owner	Approval	Policy Name
A Policies - Statutory policies schools must have			
ACFO	CFO	F&Ops Committee	Anti-Bribery
ACFO	CFO	F&Ops Committee	Anti-Fraud
ACFO	CFO	Board	Finance
ACFO	CFO	F&Ops Committee	Gifts & Hospitality
ACFO	CFO	F&Ops Committee	Investment
ACFO	CFO	F&Ops Committee	Reserves
ACFO	CFO	F&Ops Committee	Travel and Expenses - Governor
ACFO	CFO	F&Ops Committee	Travel and Expenses - Staff
ACOO	COO	ACR	Business Continuity Plan
ACOO	COO	Chair	Whistleblowing
AD	Deputy CEO	Board	Behaviour Policy - Secondary
AD	Deputy CEO	Board	Behaviour Policy - Primary
AD	Deputy CEO	E&E Committee / Education Link	Children with Medical Needs who cannot attend school
AD	Deputy CEO	E&E Committee / Education Link	EYFS - Primary
AD	Deputy CEO	E&E Committee / HR Link	Early Career Teachers (ECT) policy
AD	Deputy CEO	Board	Exclusions
AD	Deputy CEO	Board	Relationship and Sex Education (Secondary)
AD	Deputy CEO	Board	RHE - Primary
AE	Dir Estates	ACR / Estates Link	First Aid code of practice
AE	Dir Estates	ACR / Estates Link	First Aid Policy
AE	Dir Estates	ACR / Estates Link	Health & Safety
AE	Dir Estates	ACR / Estates Link	Medical Needs Policy

| A | Approve | R | Recommend | D | Develop | I | Implement | M | Monitor | C | Consult |

Prefix	Owner	Approval	Policy Name
AG	Head of Gov & Comp	COO	Appropriate Policy
AG	Head of Gov & Comp	COO	Biometrics
AG	Head of Gov & Comp	Chair	Complaints against a Trustee or Governor
AG	Head of Gov & Comp	Chair	Complaints
AG	Head of Gov & Comp	COO	Data Protection
AG	Head of Gov & Comp	COO	FOIA Publication Scheme
AG	Head of Gov & Comp	COO	Freedom of Information
AG	Head of Gov & Comp	COO	Records Management
AG	Head of Gov & Comp	ACR	Risk Management
AH	Head of HR	Board	Capability
AH	Head of HR	Board	Disciplinary
AH	Head of HR	Board	Equality Statement
AH	Head of HR	Board	Grievance
AH	Head of HR	Board	Performance Management
AH	Head of HR	Board	Support staff pay
AH	Head of HR	Board	Teacher's Pay
B Policies - Non-statutory - trust says schools must have			
BC	Director Catering	ACR	Food Safety
BCFO	CFO	F&Ops Committee	Donations
BCFO	CFO	F&Ops Committee	Sponsorship
BCFO	CFO	F&Ops Committee	Lettings Policy (including Venue Hire Agreement)
BComp	Director Computing	COO	E-safety
BCOO	COO	ACR	CCTV
BD	Deputy CEO	E&E Committee / Education Link	Anti-Bullying - Primary
BD	Deputy CEO	E&E Committee / Education Link	Assessment for Learning
BD	Deputy CEO	E&E Committee / HR Link	Bereavement

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Prefix	Owner	Approval	Policy Name
BD	Deputy CEO	E&E Committee / Education Link	English as an Additional Language
BD	Deputy CEO	E&E Committee / Education Link	Hybrid Learning Policy - Primary
BD	Deputy CEO	ACR	Kirpan
BD	Deputy CEO	ACR	Management of Outdoor Visits
BD	Deputy CEO	E&E Committee / Education Link	Marking & Feedback - Primary
BD	Deputy CEO	E&E Committee / Education Link	PTA
BD	Deputy CEO	E&E	Remote Education
BD	Deputy CEO	E&E	Right to withdraw from RE
BD	Deputy CEO	E&E Committee / Education Link	Young Carers - Primary
BE	Director Estates	ACR	Accessibility Action Plan and Disability Policy
BE	Director Estates	ACR	Asbestos Management
BE	Director Estates	ACR	Contractor Management
BE	Director Estates	ACR	Environmental
BE	Director Estates	ACR	Manual Handling
BE	Director Estates	ACR	Risk Assessment
BEx	Head Exams	E&E Committee / Education Link	Exams Contingency
BEx	Head Exams	E&E Committee / Education Link	Exams Emergency Evacuation
BEx	Head Exams	E&E Committee / Education Link	Exams Internal Appeals
BEx	Head Exams	E&E Committee / Education Link	Exams Non-Examination Assessment
BEx	Head Exams	E&E Committee / Education Link	Examinations Policy

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Prefix	Owner	Approval	Policy Name
BEx	Head Exams	E&E Committee / Education Link	Exams Whistleblowing
BEx	Head Exams	E&E Committee / Education Link	Exams Word Processing Usage
BEx	Head Exams	E&E Committee / Education Link	Exams Conflict of Interests
BG	Head of Gov & Comp	Board	British Values & Challenging Extremism statement
BG	Head of Gov & Comp	Chair	Governance - online & blended attendance at meetings
BG	Head of Gov & Comp	Board	Policy for handling unreasonable behaviour of parents
BH	Head HR	E&E Committee / HR Link	Appeals
BH	Head HR	E&E Committee / HR Link	Attendance Management
BH	Head HR	E&E Committee / HR Link	DBS
BH	Head HR	E&E Committee / HR Link	Flexible Working
BH	Head HR	E&E Committee / HR Link	Adoption (old Maternity, Adoption, Paternity policy)
BH	Head HR	E&E Committee / HR Link	Menopause in the Workplace
BH	Head HR	E&E Committee / HR Link	Modern Slavery Statement
BH	Head HR	E&E Committee / HR Link	Paternity Leave
BH	Head HR	E&E Committee / HR Link	Restructure Policy
BH	Head HR	E&E Committee / HR Link	Sabbatical
BH	Head HR	E&E Committee / HR Link	Shared Parental Leave
BH	Head HR	E&E Committee / HR Link	Special Leave of Absence
BH	Head HR	E&E Committee / HR Link	Support Staff Annual Leave
BH	Head HR	E&E Committee / HR Link	Support Staff Probation
BI	Head of IT	COO	Acceptable Use KS1 & Foundation Stage
BI	Head of IT	COO	Acceptable Use KS2
BI	Head of IT	COO	Acceptable Use KS3,4,5
BI	Head of IT	COO	Acceptable Use Staff
BI	Head of IT	COO	Electronic Communication

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Prefix	Owner	Approval	Policy Name
BI	Head of IT	COO	IT Disaster Recovery
BI	Head of IT	COO	IT Security
BI	Head of IT	COO	Mobile Phone
BI	Head of IT	COO	Recording
BI	Head of IT	COO	Social Media
BS	Safeguarding Lead	Board	Staff Code of Conduct
C. Statutory Policies which schools must have - school's own			
CD	Deputy CEO	Board	Admissions
CD	Deputy CEO	E&E Committee / Education Link	Anti-bullying (secondary template)
CD	Head	Exec Head	Anti-bullying (secondary schools own policy)
CD	Deputy CEO	Board	Attendance (template)
CD	Deputy CEO	E&E Committee / Education Link	Careers Policy (Secondary Only) (template)
CD	Deputy CEO	E&E Committee / Education Link	Provider Access Policy Statement (template)
CD	Deputy CEO	E&E Committee / Education Link	Effective Feedback Policy (Secondary template)
CD	Head	Exec Head	Effective Feedback Policy (Secondary schools own policy)
CD	Deputy CEO	Board	SEND Secondary (template)
CD	Deputy CEO	Board	SEND Primary (template)
CE	Director Estates	ACR	Site Security
CE	Director Estates	ACR	Invacuation and Lockdown (NEW POLICY COMING SOON - SITE SPECIFIC)
CCFO	CFO	F&Ops Committee	Charging & Remissions Policy (template)
CH	Head of HR	Board	Staff Wellbeing (template)
CS	Safeguarding Lead	Board	Child Protection & Safeguarding Policy (template)

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Q. Policy & Website responsibilities

Task	School admin team	School Head / SLT	Ops Manager	Head of Governance
Website compliance	Ensure compliance by updating as needed, seeking information and documents from SLT to ensure compliance, checking regularly		Checking termly	Checking annually & reporting to Board ACR Committee
Website accuracy	Key practical details e.g. school phone number, dates for parents etc.	Key educational details e.g. curriculum offer, performance data, holistic information		
Trust policies	Sharing with head & relevant staff when they arrive from Head of Governance	Ensuring school complies with policies – raising queries with the policy owner where policies raise concerns or are impractical		Ensuring trust policies are up to date; sending reminders to trust leads re reviewing; sharing reviewed policies with schools; sending reviewed policies to DDD team for uploading to websites. Maintaining the Master folder on the L Drive and uploading new school policies from the school's own 'new policies' folder to the Master folder for safekeeping.
School policies (C and D)	Reminding staff that policies need to be reviewed; chasing as needed; sending to IT for uploading when ready; adding to the school's L drive folder 'New Policies' section ready for the Head of Governance to add to the Master Policies folder	Reviewing & updating policies, sending to the school admin for central storing in one place. Choosing which D policies to have.	Checking C and D policies on website are up to date termly	Duplicating policies added by school to 'New Policies' folder on L drive into Master Policies folder. Checking school website policy pages annually

| A | Approve | R | Recommend | D | Develop | I | Implement | M | Monitor | C | Consult |

R. Health & Safety responsibilities

Responsibility	Frequency	Trust	Hub	Local
Reviewing Health and Safety Policy	2 years	Director of Estates (non-academic) Deputy CEO (academic) *Delegated as appropriate*		
Backing up Compliance and Safety Documents			Hub estates Leads (non academic)	
Organise Display Certificate renewal	Annually		Hub Estates Lead	
Display Energy Certificate Renewal	Annually			Premises Officer
Organising Type 2 Fire Risk Assessment	Every 5 years		Hub Estates Lead	
Conducting Type 1 Fire Risk Assessment	Annually		Hub Estates Lead	
Internal Checking the Fire Alarm Panel	Weekly			Premises Officer
Internal Fire Evacuation Drill Organisation	Termly			Premises Officer
Internal Manual Call Point Checks	Weekly			Premises Officer
Internal Emergency Lighting Checks	Weekly			Premises Officer
Internal Extinguisher Checks	Weekly			Premises Officer
Internal Sprinkler System Checks	Weekly			Premises Officer
Internal Fire Door Checks	Weekly			Premises Officer
Organising Service of The Fire Alarm System	Quarterly		Hub Estates Lead	
Organising Service of Fire Extinguishers	Annually		Hub Estates Lead	
Organising Service and Maintenance to the Sprinkler System	Annually		Hub Estates lead	
Organising Service and Maintenance of Emergency Lighting	Quarterly		Hub Estates lead	
Organising Service and Maintenance of Air Conditioning Units	Annually		Hub Estates lead	

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Organising Service and Maintenance of Air Handling Units	Annually		Hub Estates lead	
Reviewing the Emergency Evacuation Plan	Annually		Operations Manager	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	Annually or following changes.		Operations Manager	
Reviewing the Winter Gritting Plan	Annually		Hub Estates Lead	
Winter Gritting Pavements and Carparks	When required			Premises Officer
Reviewing the Business Continuity Plan and Emergency Procedures	2 Years	Trust – Director of IT		
Reviewing the LAMP (Local Asbestos Management Plan)	Annually		Hub Estates Lead	
Organising Asbestos Management Surveys	Every 5 Years		Hub Estates Lead	
Monitoring the Condition of Asbestos on the Premises	Monthly			Premises Officer
Organising Water Hygiene Surveys	Every 5 years		Hub Estates Lead	
Flushing of Little Used Outlets	Weekly			Premises Officer
Water Temperature Monitoring	Monthly			Premises Officer
Signing Off Water Temperature Monitoring	Monthly		Hub Estates Lead	
Organising Water Heater Service and Maintenance	Annually		Hub Estates Lead	
Organising Water Tank Inspections	Annually		Hub Estates Lead	
Organising Electrical Installations Condition Reports	Every 5 Years		Hub Estates Lead	
Organising PAT (Portable Appliance Testing)	Annually		Hub Estates Lead	
Organising Service and Maintenance of Stage Lighting	Annually		Hub Estates Lead	

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Organising Servicing and Maintenance of Gas Boilers	Annually		Hub Estates Lead	
Organising Gas Risk Assessment	Annually		Hub Estates Lead	
Conducting Workplace inspections	Annually		Hub Estates Lead	
Conducting Workplace Inspections			Hub Estates Lead with a premises officer from another setting	
Organising Building Condition Surveys	Every 5 Years		Hub Estates Lead	
Internal Inspections of Playing Fields and Playground Equipment	Weekly			Premises Officer
Organising RPII Inspections of Outdoor Play Equipment	Annually		Hub Estates Lead	
Inspecting PE Equipment	Annually			PE Lead
Organising External Inspections of PE Equipment	Annually		Operations Manager	
Organising Glazing Surveys	Every 5 Years		Hub Estates Lead	
Procuring and Commissioning Contractors	When required	Director of Estates/Head of Enterprise		
Managing and Supervising Contractors	When required		Hub Estates Lead – major works	Premises Officer – minor works
Contractor Inductions	When required		Hub Estates Lead – major works	Premises Officer – minor works
Internal Inspection of Passenger Lifts and Hoists	Weekly			Premises Officer
Organising Service and Maintenance of Lifts and Hoists	Quarterly		Hub Estates Lead	
Organising Service and Maintenance of The Kiln	Annually		Hub Estates Lead	
Organising the Service and Maintenance of Work Equipment	Annually		Hub Estates Lead	

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Organising the Service and Maintenance of The Kitchen Equipment	Annually		Catering Manager	
Creating Classroom Risk Assessments	Annually or if a change of activity			Headteacher – delegated to relevant staff
Creating and Reviewing Premises Related Risk Assessments	Annually or if change of activity		Operations Manager together with Site Manager/Premises Officer	Premises Officer
Creating and Reviewing PE Risk Assessments	Annually			PE Lead
Creating and Reviewing Design Technology Risk Assessments	Annually			D&T Lead
Creating and Reviewing Science Risk Assessments	Annually			Science Lead
Ensuring the Creating and Reviewing of the Academy's Risk Assessments - academic	Annually			Head to delegate
Ensuring the Creating and Reviewing of the Academy's Risk Assessments – non-academic	Annually		Hub Estates Lead	
Conducting Pregnancy Risk Assessments	When required			School HR
Conducting Return to Work Risk Assessments	When required			School HR / Head
Selecting Staff Health and Safety Training	When required	Director of Estates – non-academic Deputy CEO – academic *Delegated by them as appropriate*		
Recording Staff Health and Safety Training in a Central Record	Annually			HR Lead using template list set up by Director of Estates / Deputy CEO
Creating and Reviewing COSHH Risk Assessments for Premises	Annually		Hub Estates Lead	

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Creating and Reviewing COSHH Risk Assessments for Classrooms and Offices	Annually			Operations Manager	
Creating and Reviewing COSHH Risk Assessments for Cleaning Staff	Annually			Hub Estates Lead	
Logging Accidents onto the AssessNet system	When required				SLT / school admin
Reporting RIDDOR	When required				SLT / school admin
Reviewing the Management of Medications Policy	Annually	Deputy CEO *Or delegated by them as appropriate*			
Reviewing the First Aid Needs Assessment	Annually	Deputy CEO *Or delegated by them as appropriate*			
Checking First Aid Kit Contents	Monthly				School admin
Checking the Condition of First Aid Facilities	Monthly				Premises Officer
Reviewing Pupil Individual Care Plans	When required				Headteacher delegates to SLT
Reviewing Individual Behaviour Plans	When required				Headteacher delegates to relevant staff
Creating and Reviewing Off-Site Visit Risk Assessments	When required				EVC coordinator
Approving Off-Site Visits	Head				Headteacher
Creating a Health & Safety Report for Trust Board including accident statistics	Annually	Director of Estates	Board Finance & Ops		
Communicating Emergency Procedures to Lettings	Annually	Head of Enterprise			
Emergency Contact during Lettings	On going				Premises Officer

A	Approve	R	Recommend	D	Develop	I	Implement	M	Monitor	C	Consult

Work Experience Co-ordinator				Headteacher delegates to relevant staff
Organising Service and Maintenance of The School Minibus	Annually			Premises Officer
Pre-Use/Daily Mini bus Driver Checks	Daily			Premises Officer
Driving for Work Drivers Licence and Insurance Checks	On going			HR Lead