

# Scheme of Delegation

*Jesus grew in wisdom and stature*

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## **TRUST PRAYER**

We thank you God of Love, for the gift of children,  
bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come to know you,  
to love you  
and to serve you,  
as Jesus did.

We make our prayer in his name who is God  
with you and the Holy Spirit, now and for ever.

Amen.

# Contents

Introduction	1
Roles and Responsibilities	2
The Members .....	2
The Chief Executive Officer (CEO) .....	2
Local Governing Body (LGB).....	2
Headteacher.....	3
Local Governing Body Structure.....	3
Term of office and resignation/removal.....	4
Delegated Powers .....	4
Scheme of Delegation	6
1. GOVERNANCE.....	6
2. PERSONNEL.....	11
3. CURRICULUM AND STANDARDS.....	17
4. WELFARE .....	20
5. SCHOOL ORGANISATION .....	23
6. PREMISES .....	27
7. FINANCE.....	29
AUTHORISATION LEVELS	36
APPENDIX A – Local Governing Body Role	39
APPENDIX B – POLICY REVIEW AND REVISION SCHEDULE	40

## Introduction

**Liverpool Diocesan Schools Trust, is a company (no. 09235635) limited by guarantee and registered in England and Wales.**

Liverpool Diocesan Schools Trust (LDST) is a Multi-Academy Trust (MAT) formed by the Liverpool Diocesan Board of Education (the 'DBE')

LDST is run by a Board of Directors that is accountable to the Members. As a MAT, LDST is an exempt Charity regulated by, and accountable to, the Secretary of State for Education and (for some purposes) the Charity Commission. Insofar as it receives public funding it is also contractually accountable to the Secretary of State for its use of public monies.

Each school has its own Local Governing Body. This includes elected parent and staff representatives and Board of Directors' appointments.

The Board of Directors has overall legal responsibility for the operation of the MAT and the schools within it, however, the Board works in partnership with its family of schools and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within schools to provide the best outcomes for every child and young person in LDST schools.

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

- the Members;
- the Board of Directors;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the school; and
- the Headteacher of the school and other officers as specified.

**This Scheme of Delegation should be read in conjunction with the Memorandum and Articles of Association, the Master Funding Agreement for LDST and the Supplemental Funding Agreement for each school, the LDST Governor Handbook, the process for appointments to Local Governing Bodies in LDST, the Financial Regulations, and other documents and guidance produced by LDST and the Department for Education from time to time.**

# Roles and Responsibilities

## The Members

The members have ultimate control over the direction of the Trust through the appointment of Directors and control of the governance structure of the LDST Board.

Currently the Members are:

- The Right Reverend Richard Blackburn, Chairman of the Board of Education.
- Mr. Michael Eastwood, Diocesan Secretary
- Mr. Matthew Elliott, Diocesan Finance Manager
- Dr. David Dennison, Member of the Liverpool Diocesan Board of Education
- Reverend Dr. Crispin Pailing, Rector of Liverpool

## The Board of Directors

The Board of Directors have responsibility for the effective running of LDST and the individual schools within it. The Board of Directors may decide to form committees to carry out certain aspects of its functions. Currently there is one committee: the Audit, Finance and Risk Committee. Other committees, working groups or regional boards may be formed as LDST grows. The term 'Board of Directors' will therefore include any such committees/boards that may be formed from time to time and decisions allocated to the Board of Directors may be taken by those committees in accordance with their terms of reference.

**In all cases the Board of Directors is accountable directly to the Secretary of State for each school and thus has overall responsibility in all areas regardless of delegated powers.**

## The Chief Executive Officer (CEO)

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The CEO may choose to delegate some of these functions to members of the central team. The reference to CEO may therefore include the Deputy CEO, the Trust Education Officer, the Director of Finance and Operations, HR Director or other staff employed centrally.

## Local Governing Body (LGB)

The Local Governing Body has delegated powers in order to oversee the running of its individual school. The LGB may choose to delegate some of these powers to smaller committees or to the Headteacher as it deems fit to fulfil its responsibilities. Where the

document refers to the LGB, this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with the LGB.

### Headteacher

The Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff, for example, Deputy Headteacher or School Business Manager. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Headteacher.

### Local Governing Body Structure

Each school will continue to be led by their local governing body (LGB) with delegated decision making powers set out in this Scheme of Delegation. The Governors will be formally appointed by the Board of Directors following recommendations from the LGB, and will include Parochial Church Council (PCC) representation (in church schools), staff and parent representatives, and will reflect the constitution of the converting school governing body when appropriate. The LGB in each school will be responsible for the day-to-day operational matters (see Appendix A). LDST will preserve the local nature of its schools and their traditional place at the heart of each community. It will also preserve the structure such that the governance at each school will remain as close to the position prior to joining LDST as possible.

As now, the structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the school.

The number of people who shall sit on the LGB shall be not less than three but, unless otherwise determined by the Directors, shall not be subject to any maximum.

The LGB of each school shall have the following members:

- At least one LDST foundation governor (in Church schools and appointed with particular reference to their Christian faith)
- At least one LDST non-foundation governor
- Up to two Parent members either elected by the parent body or appointed by the Directors on the recommendation of LGB as agreed with the CEO
- The Headteacher as ex officio member
- Up to two members of staff recommended by the LGB and appointed by LDST
- A maximum of three members co-opted by the LGB

At any point the LGB must not have more than one third of the total number of its members who are employed at the school (including the Headteacher).

The Directors shall also be entitled to attend meetings of the LGB.

The LGB may also have associate members. These do not count towards the quorum and do not have voting rights. The quorum for any LGB meeting will be three members or (where greater) at least one third of the total number of LGB members in office at the time of the meeting.

#### Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are as for the Directors as set out in the Articles of Association. LGB members will be required to formally record their eligibility prior to appointment.

Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check.

The term of office for all governors will be four years except for the Headteacher who is an ex officio member. Governors will serve a maximum of three consecutive terms.

Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the school to move on to their next stage of education may serve out their term of office.

The Headteacher and staff LGB member will relinquish their position when they cease to work at the school.

Governors may be removed by the body that appointed them and elected parent members can be removed by the Board of Directors.

The Board of Directors may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that breaches the LDST governor code of conduct which each member will be expected to sign.

#### Delegated Powers

In line with LDST's core values of collaboration, valuing the local, valuing difference and inclusion, schools will thrive under the leadership of Headteachers, supported and challenged by LGBs, and accountable to the Board of Directors, who have the ultimate responsibility for each school within LDST.

This Scheme of Delegation sets out the decision making levels and responsibilities for the school. It is a working document that will evolve over time through consultation and collaboration.

The levels may vary within LDST depending on the situation of each school. This will be reviewed annually.

LDST reserves the right to overrule this Scheme of Delegation if at any point it judges the LGB is not acting in the best interests of the children and young people in the school. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the objects, vision and values of LDST. It is expected that this intervention would only occur in exceptional circumstances.

## Scheme of Delegation

1. GOVERNANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Agree and amend Articles of association					Amendments to the articles.
Appoint/remove Members					Members and their appointing body, the DBE.
Appoint/remove Directors				Co-opts Directors in line with Articles. Can remove Directors.	All Directors are appointed by the Members. Members can remove Directors.
Appoint /remove LGB members	Administers the parent election process and makes recommendations if too few parents stand.	Recommends governors to LDST for appointment following LGB self-evaluation and skills audit. Recommends parent and staff LGB members following election. Appoints co-opted members if required.	Oversees the LGB appointments process and agrees appointments. Monitors effectiveness and review LGB self-evaluation and skills audits to inform decisions around support / appointments.	Formally appoint all LGB members having given due consideration to LGB recommendations.	

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
DBS	<p>Administers DBS checks for all LGB members.</p> <p>Ensures Single Central Record is kept updated.</p>	<p>Ensures each member of the LGB has an up to date DBS check and renews on any reappointment or election</p>	<p>Administers DBS checks for Members, Board of Directors, and central staff.</p> <p>Receives summary of checks for LGB members and monitors process.</p> <p>Ensures the Chair of the Board has enhanced DBS clearance as required by the Secretary of State.</p>	<p>Monitors DBS compliance through safeguarding reports from CEO.</p>	
Register of Business Interests	<p>Ensures register of business interests and governor information is on the school website.</p> <p>Ensures governor information is reported via Edubase for National Governance Register</p>	<p>Clerk to the LGB maintains register of business interests and reports any amendments to CEO.</p>	<p>Ensures Board and LGB information and register of business interests is maintained and published on the LDST website.</p> <p>Monitors school websites for relevant publications.</p>	<p>Clerk to the Board of Directors maintains register of business interests for the Members and the Board of Directors.</p>	
Appoint Chair / Vice-Chair		<p>Annually elects Chair and informs CEO.</p> <p>Annually elects a Vice-Chair.</p>	<p>Agrees Chair appointment and recommends to the Board of Directors.</p>	<p>Accepts recommendation unless exceptional</p>	

1. GOVERNANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
				circumstances trigger veto.	
Agree and Amend the Scheme of Delegation		Consulted on any significant amendments to the Scheme of Delegation.	Advises the Board of Directors on the delegated powers for each school following external inspection outcomes, discussions with the LGB, and the review of monitoring reports about the school.	Delegates powers through its Scheme of Delegation and reviews annually. In the event that a school enters Special Measures or Requires Improvement the Board may amend the Scheme of Delegation.	
Agree Membership and Terms of Reference for Committees		Decides on committee structure and agrees terms of reference and membership of any committees formed by the LGB, and informs CEO.	Advises Board on LGB and LDST committees' terms of reference.	Agrees terms of reference for all LDST committees.	
Appoint Clerk		Appoints Clerk to the LGB and monitors the quality of work, reporting any concerns to the CEO.	Monitors clerking across LDST and makes recommendations to LGBs or takes action to replace Clerk.	Appoints Clerk to the Board of Directors and committees other than LGBs.	
Meeting Schedule		Ensures LGB meets at least termly and sets	Liaises with the Chair of the Board of	Meets at least half termly (either full	Meets at least annually to receive

1. GOVERNANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
		<p>out further meetings of the LGB and committees as required.</p> <p>Clerk sends schedule to the CEO.</p>	<p>Directors to arrange meetings of the Board of Directors, its committees, and its Chairs.</p> <p>Monitors meeting schedules of LGBs.</p>	<p>Board or committees) and sets out further meetings of Board and committees as required.</p>	<p>accounts and review LDST performance.</p>
Setting agendas and managing minutes	<p>Advises with LGB Chair on setting agendas.</p> <p>Ensures Part 1 Minutes are available for public scrutiny.</p>	<p>Chair of the LGB sets the agenda following consultation with the Headteacher and the CEO as necessary.</p> <p>Clerk sends agenda and minutes to CEO.</p>	<p>Informs LGB Chair and Clerk of items that must be included on any LGB agenda if required.</p> <p>Liaises with Chair to set Board agendas.</p> <p>Ensures Part 1 Minutes are available for public scrutiny.</p>	<p>Chair of the Board sets the agenda consulting with the clerk and the CEO as necessary.</p>	
Policy Development and Approval	<p>Monitors and maintains school specific policies.</p> <p>When required adapts model/Trust wide policies with information appropriate for individual school/school context and returns to CEO</p>	<p>Approves school specific policies.</p> <p>When required receives model / Trust-wide policy and agrees and approves contextual amendments proposed by the Headteacher.</p>	<p>When required by the Board of Directors and / or LGBs, develops Trust-wide model policies for approval.</p> <p>Supports LGBs in producing specific policies to ensure statutory requirements and school / Trust wide</p>	<p>When required considers Trust-wide policies for approval.</p>	

1. GOVERNANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	once agreed by the LGB. Ensures up to date policies are published on the website.	Monitors and signs off website compliance to statutory guidance <sup>1</sup> .	values are maintained. Ensures Trust-wide policies are published on website. LDST designated officer to monitor compliance.		
Evaluation		Undertakes an annual self-assessment of the performance of the LGB and provides report to the Board of Directors.	Monitors work of LGBs. Solicits feedback from LGB on performance of LDST. Participates in reviews of LGB / Governance as required.	Undertakes an annual self-assessment of the performance of the Board of Directors and particularly its effectiveness in supporting schools.	Monitors the work of the Board of Directors through the AGM.

<sup>1</sup> <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

## 2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Appointment of Headteacher (including maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the CEO, HR Director and the Chair of the LGB.	<p>Identifies LGB members to sit on appointments panel.</p> <p>Chair ensures LGB members involved in recruitment undertake Safer Recruitment training.</p> <p>CEO to be fully involved from the start of the process, including his/her attendance at all related meetings, and to sit and vote on the appointment panel.</p> <p>Informs HR Director of any sickness absence of the Headteacher.</p>	<p>Informs the Board of resignation, retirement, maternity leave or sickness absence.</p> <p>Notifies the LDST Board of the LGB's recommendation for the Headteacher appointment.</p>	Full Board ratifies (or not) the appointment of the Headteacher following advice from the CEO.
Senior Leadership Team Recruitment	<p>Notifies the LGB Chair, HR Director and CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy/Asst. Headteacher).</p> <p>If the school is currently in, or is projected to be in, a</p>	<p>Identifies LGB members to sit on appointments panel constituted by the Headteacher and LGB Chair.</p> <p>Invites CEO to be fully involved from the start of the process, including his/her attendance at all related meetings.</p>	<p>Provide support and advice to the Head and LGB Chair throughout the recruitment process</p> <p>Where possible, attend all related meetings throughout the process.</p> <p>Must ensure the appointment would not be</p>	

## 2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>deficit position the DFO should also be notified.</p> <p>Liaises with the LGB Chair and CEO in constituting a recruitment panel.</p>		detrimental to school/pupils.	
Teacher Recruitment	<p>Informs LGB Chair and HR Director of any resignations.</p> <p>If the schools is currently in, or is projected to be in, a deficit position the DFO should also be notified.</p> <p>Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.</p>	Nominates a representative from the LGB to participate in the teacher appointment process.	Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other schools in the Trust.	
Support Staff Recruitment	As above but an LGB member may not be required to be involved in the process	May nominate a representative from the LGB to participate in the recruitment process if appropriate.	Provides advice and support as necessary for recruitment including, where appropriate, consideration of staff from other schools in the Trust.	
Headteacher Performance Appraisal and Salary Review	Prepare documentation, including evidence towards objectives and send to	Chair of the LGB and at least one other LGB member in conjunction	Responsible for the arrangement of the Headteacher's performance	Receives the report and agrees any pay increment.

2. PERSONNEL				
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	external adviser and designated Governors.	<p>with CEO's designated officer undertake appraisal and salary review.</p> <p>The appraisal review committee, following advice from the appointed external adviser, recommends a pay increment to the LGB in line with School Teachers' Pay and Conditions.</p> <p>LGB should seek approval from the Board of Directors for a pay increase which is above 25% of the school range, in line with School Teachers Pay and Conditions.</p>	<p>appraisal and refers to the LDST Board for approval.</p> <p>Ensures objectives link to the School Improvement Plan.</p>	
Teacher Appraisal and Salary Review	<p>Undertakes appraisal and recommends pay changes to the LGB within agreed budget.</p> <p>Communicates LGB pay decisions to HR Director for moderation.</p> <p>Informs employees of any agreed change to salary.</p>	Ensures appraisal takes place for staff and approves pay recommendations within agreed budget.	Monitors the salary review process across the Trust, and communicates as appropriate high-level summaries to Trade Unions.	

## 2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Terms of Employment	Consulted regarding any proposed changes to terms and conditions of employment.	Consulted regarding any proposed change to terms and conditions of employment.	Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.	Approves any changes to the terms of employment of School staff (both teaching and support).
Reductions in Staffing and Revisions to Staffing Structures	<p>Notifies the LGB Chair and CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>Proposes a revised staffing structure with the support of the CEO, Director of Finance and Operations and HR Director for consultation with the LGB.</p> <p>Manages the redundancy process with the support of the CEO, DFO and HR Director.</p>	<p>Consulted regarding any proposals for reducing staffing or revising staffing structures.</p> <p>Work with the Headteacher, CEO and HR in supporting the restructuring process.</p> <p>Forms panel to agree recommendations to CEO for redundancy.</p>	<p>Supports the Headteacher throughout the restructuring process and attends consultation meetings.</p> <p>Refers recommendations for revised staffing structures and possible redundancies to the LDST Board for approval.</p>	Approves or amends redundancy/restructuring proposal based on recommendation from CEO and HR Director.
Disciplinary and Grievance Procedures	Notifies the LGB Chair, HR Director as soon as possible after becoming aware of any circumstances that may need to be dealt with under	Chair responsible for informing the CEO and HR Director if an allegation is made against the Headteacher.	HR Director to be present to advise any panel where dismissal is a possible outcome.	Sits on panels for disciplinary/grievance and Appeal Hearings where appropriate.

## 2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>the disciplinary or grievance procedures.</p> <p>Ensures the appropriate disciplinary and grievance procedures are followed.</p> <p>Conduct disciplinary and grievance investigations or hearings, where appropriate.</p> <p>Notifies HR Director that disciplinary action or suspension is being initiated.</p>	<p>Chair ensures the appropriate disciplinary and grievance procedures are followed with support from the CEO and HR Director.</p> <p>Kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p> <p>Form panels for disciplinary and grievance hearings as may be required.</p> <p>Form panels for disciplinary and grievance appeals as may be required.</p>	<p>Where the Headteacher is subject to procedures, support will be provided to the Chair of Governors in managing the process set out in the appropriate disciplinary and grievance policy and procedures.</p> <p>In some cases it may be appropriate for this process to be managed by the CEO or Designated Officer.</p>	
Capability Proceedings	<p>Manages the process set out in the appropriate appraisal and capability procedures with advice and support from LDST HR Director.</p> <p>Keeps the LGB and CEO informed regarding the progress of the</p>	<p>Informs CEO of any capability concerns regarding the Headteacher</p> <p>Chair works with CEO, or designated officer on proceedings involving the Headteacher.</p>	<p>HR Director to be present to advise any panel where dismissal is a possible outcome.</p> <p>Where the Headteacher is subject to procedures, support will be provided to the Chair of Governors in managing the process set</p>	<p>Sit on panels for final stage Capability and Appeal Hearings, where appropriate.</p>

## 2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>proceedings for any member of teaching or support staff.</p> <p>Notified HR Director of any formal capability action taken.</p>	<p>Chair kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p> <p>Where appropriate form a capability/capacity appeal panel, as may be required.</p>	<p>out in the appropriate appraisal and capability procedures. In some cases it may be appropriate for this process to be managed by the CEO or Designated Officer.</p> <p>Keeps the LDST Board and LGB informed regarding proceedings in a manner that does not 'taint' possible members of any panel.</p>	

### 3. CURRICULUM AND STANDARDS

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Curriculum	<p>Develops a broad and balanced curriculum consistent with current national and LDST strategies and trust wide values, that meets the needs of all pupils.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum.</p> <p>Works with other schools in the Trust to develop common practices to provide consistency.</p>	<p>Approves curriculum and monitors its implementation</p>	<p>Trust Education Officer monitors the impact of the curriculum and facilitates school to school work to support curriculum development and build consistency across the Trust.</p>	<p>Receives reports from Trust Education Officer on curriculum development and monitors implementation across the Trust.</p>
School Improvement	<p>Draws up a draft School Improvement Plan with support as appropriate from the Trust Education Officer and in line with the agreed categorisation of the school's needs, prior to submitting it to the LGB.</p> <p>Monitors the ongoing actions of the plan with support as appropriate</p>	<p>Agrees School Improvement Plan and targets following advice from the Headteacher and Trust Education Officer, as appropriate.</p> <p>Monitors the ongoing plan and takes action as necessary.</p> <p>Contributes to school self-evaluation</p>	<p>Reports regularly to the Board on development across the Trust about standards and performance of each school.</p> <p>Informs Board if monitoring indicates concern about the school.</p>	<p>Monitors development across the Trust and takes action as necessary.</p>

### 3. CURRICULUM AND STANDARDS

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>from the Trust Education Officer and in line with the with the agreed categorisation of the schools' needs, and provides regular reports to the LGB.</p> <p>Undertakes regular school self-evaluation and reports, to the LGB and to the TEO, as agreed in line with the agreed categorisation of the schools' needs.</p> <p>Sets challenging targets for assessment outcomes and achievement Trust Education Officer.</p>	<p>Monitors self-evaluation and progress towards targets and takes action as necessary.</p> <p>Ensures that budget aligns with School Improvement Plan.</p>		
<p>Church School Distinctiveness (for church schools)</p>	<p>Ensures church school distinctiveness is part of self-evaluation and the School Improvement Plan.</p> <p>Ensures a distinctively Christian act of collective worship takes place daily</p> <p>Provides for good quality religious education that fulfils the Church of</p>	<p>Ensures the vision and ethos of the school is consistent with the distinctive Christian vision of LDST.</p> <p>Monitors worship, RE and the Church school ethos and takes action as necessary</p>	<p>Develops a Trust wide RE and worship policy</p> <p>Monitors the distinctiveness of each school and reports any areas of concern to the Board.</p>	<p>Approves Trust wide policies on RE and Collective Worship.</p> <p>Ensures that LDST's Christian vision informs policy development and decision making</p> <p>Monitors the church school distinctiveness</p>

### 3. CURRICULUM AND STANDARDS

<b>Responsibility</b>	<b>Headteacher and/or designated officer</b>	<b>Local Governing Body</b>	<b>CEO and/or designated officer</b>	<b>Board of Directors</b>
	England statement of entitlement.			across the Trust and takes action as necessary.

4. WELFARE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
<p>Safeguarding (including Prevent)</p>	<p>Ensures a senior qualified designated safeguarding member of teaching staff has been appointed and that their training is current.</p> <p>Maintains the Single Central Record.</p> <p>Undertakes DBS checks for all staff, LGB members and volunteers.</p> <p>Ensures all staff and LGB members receive regular safeguarding and 'prevent' training as set out in the relevant safeguarding policy and in accordance with the 'Keeping children safe in education Act'.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair, CEO and LDST HR Manager immediately of any allegation made against a member of staff.</p>	<p>Responsible for safeguarding in the school by implementing and monitoring the effectiveness of the relevant safeguarding and child protection policies.</p> <p>Appoints one of its members as the named governor to liaise with the Headteacher regarding safeguarding matters.</p> <p>Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all members.</p> <p>Nominated Governor monitors and signs the Single Central Record and confirms compliance to the LGB as the responsible body.</p>	<p>Ensures each school has appointed designated Looked After Children, safeguarding leads and governors.</p> <p>Makes arrangement for safeguarding audits and reports the outcomes to LGBs in detail and in summary to the Board.</p> <p>Informs the LDST Board of Directors of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the school and takes action as necessary.</p> <p>Provides safeguarding training and model policies to ensure consistency and effectiveness.</p>	<p>Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>

4. WELFARE				
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	Appoints a designated member of staff for Looked After Children.			
Special Educational Needs and Disability	Designates a SENCO Ensures compliance with the Equality Act. Reports to LGB and Trust Education Officer on achievement of SEND pupils.	Appoints governor responsible for SEND and inclusion. Monitors implementation of SEND policy and achievement of pupils with SEND, including compliance with statute.	Through the Trust Education Officer, monitors outcomes for SEND pupils and reports any concerns to the Board. Ensures each school is compliant with current legislation.	Receives reports on outcomes for children with Special Educational Needs and Disability and takes action as necessary.
Pupil Premium	Implements Pupil Premium Policy. Develops plan for the use of pupil premium to be submitted to the LGB. Maintains records to pupil premium spending, monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB. Publishes Pupil Premium Plan on the website.	Appoints a governor responsible for pupil premium. Approves Pupil Premium Policy and Plan. Monitors impact of pupil premium with the advice and support of the Trust Education Officer. Ensures statutory information regarding pupil premium is published on the school website.	Monitors impact of pupil premium across LDST and reports to the Board of Directors.	Receives reports on pupil premium and takes action as necessary.

#### 4. WELFARE

<b>Responsibility</b>	<b>Headteacher and/or designated officer</b>	<b>Local Governing Body</b>	<b>CEO and/or designated officer</b>	<b>Board of Directors</b>
Behaviour, Safety and Welfare	<p>Implements all policies on behaviour safety and welfare.</p> <p>Reports on pupil absences and develops procedures to continually improve attendance.</p> <p>Implements appropriate strategies, including those on behaviour, safety and welfare, and reports regularly to the LGB.</p> <p>Informs CEO immediately of any serious incidents.</p> <p>Ensures LDST exclusions policy and procedures are followed.</p>	<p>Agrees school attendance policy and targets.</p> <p>Monitors levels of attendance and takes action as necessary.</p> <p>Agrees school behaviour policy following LDST model and guidelines.</p> <p>Monitors behaviour in the school.</p> <p>Constitutes panel to review exclusions as required by the LDST exclusions policy and procedures and statutory guidance.</p> <p>Constitutes appeals panel.</p>	<p>Monitors attendance and exclusions across LDST and reports to the Board of Directors.</p> <p>Supports Headteacher in setting up independent review panels.</p>	<p>Monitors attendance and exclusions across the Trust and takes action as necessary.</p>

## 5. SCHOOL ORGANISATION

<b>Responsibility</b>	<b>Headteacher and/or designated officer</b>	<b>Local Governing Body</b>	<b>CEO and/or designated officer</b>	<b>Board of Directors</b>
Term Dates and School Hours	Proposes term dates, inset days and opening hours based on local context and other provision in the area to LGB.  Reports agreed term dates, inset days and opening hours to CEO.	Agrees term times, inset days and opening hours.	Monitors across LDST and reports any issues to the Board of Directors.  At the CEO's discretion, designate one mandatory inset day for some or all LDST schools.	
Admissions	Ensures admissions procedures are followed.	Agrees admissions policy based on current regulations and LDST advice and in accordance with the admissions code.  Submits draft policy to CEO in the autumn term and prior to any consultation.  Undertakes statutory consultation process.  Ensures appeals procedures follow statutory requirements.	Ensures all admission policies are compliant and schools use an appeals service that fulfills statutory requirements.  Advises Board of Directors of admissions policy of schools joining and any amendments thereafter.	
Information Management	Ensures publication of statutory information on the school website.	Ensures effective implementation of data protection policies and procedures.	Sets standards for information security, privacy, data protection	Appoints Data Protection Officer.  Accountable for implementation of GDPR.

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>Maintains accurate and secure pupil and staff records.</p> <p>Ensures compliance with data protection legislation in the school.</p> <p>Ensures compliance in relation to School Workforce Census.</p> <p>Ensures that all staff are trained on IT, information management, GDPR and privacy and is able to evidence outcomes.</p> <p>Appoints a Designated Data Protection Lead.</p> <p>Implements any data protection and freedom of information policies developed by LDST.</p> <p>Ensures safe and confidential systems are in place.</p> <p>Ensures Privacy Notices and consent forms are shared with stakeholders.</p>	<p>Ensures secure systems are in place.</p> <p>Monitors the publication of statutory information on the website.</p> <p>Ensures compliance with the GDPR and the Data Protection Policy.</p> <p>Appoints a named Governor as having responsibility for Data Protection.</p>	<p>and freedom of information for LDST.</p> <p>Monitors compliance with data protection legislation across the trust including data protection activities, advising on data protection impact assessments, training for Designated Data Protection Leads and conducting internal audits.</p> <p>Maintains accurate and secure staff records for LDST central functions.</p> <p>Ensures registration with the Information Commissioner's Office is up to date.</p> <p>Monitors school websites across the Trust to ensure statutory information is included.</p> <p>Informs and advises the Trust of its obligations under GDPR.</p>	<p>Ensures trust-wide compliance with data protection principles.</p> <p>Approves suite of data protection policies and procedures including:</p> <ul style="list-style-type: none"> <li>• Data Breach Notification Policy</li> <li>• Data Protection Policy</li> <li>• Subject Access Request Policy</li> <li>• CCTV Policy</li> <li>• Privacy Notices (workforce, pupils, parents and recruitment)</li> </ul> <p>Approves Freedom of Information Policy and Publication Scheme.</p>

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>Ensures third party processors are GDPR compliant, keeps a record of the processing activity and checks that there are appropriate data sharing agreements in place.</p> <p>First point of contact for data breaches and subject access/freedom of information requests; works with the Trust's Data Protection Officer.</p> <p>Completes data protection impact assessments for any new processes or systems being implemented by school and submits to the Trust's Data Protection Officer for review.</p> <p>Documents all data processing activities carried out by the school including data breaches.</p> <p>Maintains a data asset register for the school.</p>		<p>Maintains a data asset register for the Trust.</p> <p>Maintains a log of data breaches across the Trust.</p> <p>Completes data protection impact assessments for any new processes or systems being implemented Trust-wide.</p> <p>Aids schools with implementing new processes or measures to comply with the GDPR, to include providing advice on undertaking Data Protection Impact Assessments where appropriate.</p> <p>Assists/oversees any response to requests from data subjects relating to their rights in respect of their personal data.</p> <p>Monitors performance by undertaking internal audits and recommends improvements.</p>	

5. SCHOOL ORGANISATION

<b>Responsibility</b>	<b>Headteacher and/or designated officer</b>	<b>Local Governing Body</b>	<b>CEO and/or designated officer</b>	<b>Board of Directors</b>
			Acts as the direct contact with the Information Commissioner's Office (ICO) as necessary, including but not limited to any direct enquiries from the ICO or reporting any reportable breaches.	

6. PREMISES

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Health and Safety	<p>Ensures site specific health and safety procedures in line with current legislation.</p> <p>Ensures suitable risk assessments are prepared and appropriate actions taken.</p> <p>Ensures that proper policy is followed in good time for all external visits.</p> <p>Monitors the accident book and agrees appropriate actions.</p> <p>Reports immediately to the LGB and CEO any serious incidents.</p> <p>Reports compliance with health and safety systems termly to the CEO.</p>	<p>Appoints a governor with responsibility for Health and Safety.</p> <p>Approves site specific procedures.</p> <p>Monitors the effectiveness of health and safety policy and procedures.</p> <p>Undertakes annual site inspections with a senior member of staff.</p>	<p>Develops a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance.</p> <p>Ensures adequate insurance cover is in place.</p> <p>Monitors health and safety procedures across the Trust.</p> <p>Reviews school risk registers and reports health and safety performance to the Board.</p> <p>Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.</p>	<p>Reviews risk management and maintains Trust risk register.</p> <p>Approves insurance arrangements.</p> <p>Approves Trust Health and Safety policy.</p>
Maintenance	<p>Works with building consultants to draw up a Premises Maintenance Programme that is costed</p>	<p>Approves plan and monitors the implementation of the</p>	<p>Monitors the Premises Maintenance Programmes and develops a Trust wide programme to ensure</p>	<p>Receives reports from the CEO on the Premises Maintenance Programmes across the Trust and makes amendments as</p>

6. PREMISES

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>and the expenditure built in to the Budget Forecast</p> <p>Reports plan to the LGB and CEO.</p>	<p>Premises Maintenance Programme.</p>	<p>good maintenance across the Trust.</p>	<p>necessary to ensure financial viability as well as appropriate learning environments.</p>
<p>Capital Work</p>	<p>Works with building consultants to identify capital needs and submits a building development plan to the LGB.</p> <p>Works with consultant to recommend projects to the LGB.</p> <p>Works with consultant and CEO to submit applications to the ESFA.</p>	<p>Appoints building consultant from LDST approved list.</p> <p>Agrees building development plan to be submitted to the Board.</p> <p>Agrees projects to be recommended to the CEO.</p>	<p>Reports on school building development plans to the Board of Directors.</p> <p>Approves applications to the ESFA based on plan.</p> <p>Works with school and building consultant to ensure efficient running of the project.</p>	<p>Approves school building development plans.</p> <p>Monitors capital work across LDST.</p>
<p>Minor Building Works using DFC</p>	<p>Identifies areas of need that may be covered by DFC for submission to the LGB.</p>	<p>Approves expenditure of DFC.</p>	<p>Oversees expenditure of DFC funding across LDST.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
General	<p>Operates financial processes within the school compliance with this Scheme of Delegation and the Financial Regulations.</p> <p>Maintains adequate operational and internal controls in line with the Financial Regulations and locally agreed financial policies and procedures.</p> <p>Maintains full, accurate and up to date records to support financial and statistical information.</p>	<p>Ensures there are adequate operational controls in place for all the financial processes within the school with reference to the Financial Regulations, the Academies Financial Handbook, and locally agreed financial policies and procedures.</p>	<p>Recommends to the Board of Directors appropriate levels of delegation based on the current circumstances of the school.</p> <p>Ensures the Scheme of Delegation is operated in conjunction with the Financial Regulations.</p> <p>Ensures that financial procedures reflect the Financial Regulations and Scheme of Delegation.</p>	<p>Approves the Scheme of Delegation which includes its financial powers and duties to the Members, staff and schools.</p> <p>Approves locally agreed financial policies.</p> <p>Approves the amount to be retained from the school budget to cover services provided centrally, including the 'top-slice' rate for each school.</p>	
Audit	<p>Ensures full, accurate and up to date records are kept and available for audit.</p>	<p>Receives the reports and supplementary information given by the external auditor and takes action as necessary.</p> <p>Informs the CEO if it suspects any</p>	<p>Ensures full, accurate and up to date records are kept and available for audit.</p> <p>Ensures an appropriate programme of risk assurance work is undertaken.</p>	<p>Appoints and removes external auditors</p> <p>Agrees process for appropriate internal audit and appoints internal auditors where necessary.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
		irregularity affecting resources.	<p>Ensures any actions agreed by the Board of Directors following reports from internal and external audit are implemented.</p> <p>Provides the Board of Directors with informed assurance of compliance with LDST procedures and the terms of the Funding Agreements and Academies Financial Handbook.</p> <p>Recommends external auditors to the Board</p>	<p>Receives reports on internal audit and agrees any necessary action.</p> <p>Informs the ESFA if it suspects any irregularity affecting resources.</p>	
Budgets and Budgetary control	Prepares an annual draft budget plan, with support and guidance as appropriate from the LDST DFO in line with the schools' needs, prior to submitting it to the LGB before the start of the relevant financial year. This annual plan will be	<p>Agrees the annual school budget and supporting 3-5 year plan for formal approval by the Board of Directors prior to the start of each financial year.</p> <p>Approves the in-year over or underspend of</p>	<p>Oversees the preparation of the draft financial statements for each school prior to audit.</p> <p>Ensures that each school has approved the annual school budget prior to the start of each financial year supported by a</p>	<p>Approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Approves school budget for submission to the ESFA by 30 July.</p> <p>Considers budgetary control reports for each school's accounts with relevant explanations and</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>supported by a 3-5 year financial plan.</p> <p>Monitors expenditure and income against the approved annual budget and submits monthly reports on the school's financial position to the LGB.</p> <p>Approves the in-year over or underspend up to £5,000 on all budget headings.</p>	<p>over £5,000 on all budget headings.</p> <p>Approves the allocation of school reserves up to £30,000 to support the in-year budget and immediately reports this decision to the CEO.</p> <p>Monitors the effectiveness of financial controls in the school and holds the Headteacher to account for financial performance.</p> <p>Considers budgetary control reports on the school's financial position, taking appropriate action to contain expenditure within the overall budget and reporting to the Board of Directors.</p> <p>Reports to the CEO all significant financial</p>	<p>3-5 year financial plan.</p> <p>Reports the budget to the Board of Directors.</p> <p>Monitors income and expenditure from individual schools and LDST central team and makes regular reports to the Board of Directors.</p> <p>Manages LDST central spending and reports this to the Board of Directors.</p> <p>Authorises allocations over £30,000 and up to £50,000 from school reserves to support the in-year budget.</p>	<p>documentation where required.</p> <p>Authorises allocations from reserves in excess of £50,000 for each school.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
		<p>matters and any actual or potential overspending on the overall school annual budget.</p>			
<p>Contracts, Purchasing and Payments</p>	<p>Ensures all contracts and agreements conform with locally agreed financial policies and procedures.</p> <p>Accepts quotations up to £5,000 in value.</p> <p>Has receipt and custody of all tenders.</p> <p>Authorises members of staff to open tenders.</p> <p>Signs contracts on behalf of the LGB.</p> <p>Authorises contracts and expenditure of up to £5,000 where such contracts are within the budget.</p> <p>Authorises members of staff to receive</p>	<p>Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts.</p> <p>Authorises the award of contracts or purchases of between £5,000 and £20,000 where such contracts are within the budget.</p> <p>Informs CEO of any services required that could be purchased at Trust level to provide best value for money.</p>	<p>Authorises or arranges approval of contracts over £20,000 up to £100,000 in accordance with the authorisation levels.</p> <p>Advises schools on contracts and best value for money.</p> <p>Arranges for tendering and contract negotiation for services requested by a group of schools to achieve best value for money.</p> <p>Identifies Trust-wide services and arranges for contract tenders.</p> <p>Has receipt and custody of all tenders.</p>	<p>Approves contracts with a value in excess of £100,000.</p> <p>Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of LDST or academies.</p> <p>Authorises the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and authorises the award of such tenders and informs the LGB.</p> <p>Authorises all virements in excess of £50,000 between or within budget headings for each school and notifies the LGB of the school as appropriate.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff.</p> <p>Ensures that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.</p> <p>Notifies the payroll provider of any matters affecting payments to employees.</p> <p>Before entering any financial contracts that exceed 24 months, advice must be sought from LDST DFO to ensure all</p>		<p>Authorises members of staff to open tenders.</p> <p>Signs contracts on behalf of LDST.</p> <p>Authorises the award of central contracts for LDST central functions for purchases up to £20,000 in value (contracts up to £100,000 are authorised by the Chair).</p>		

7. FINANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	financial/legal obligations are taken into consideration.				
Income and Security of Assets	<p>Ensures the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations and locally agreed financial policies and procedures.</p> <p>Ensures proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under their control.</p> <p>Ensures that all income is accurately accounted for and is</p>	<p>Authorises the write-off of debts not collectable between £1,000 and £10,000 (Subject to limits set by EFA that require EFA approval)<sup>2</sup>.</p> <p>Arranges for annual independent checks of assets and the asset register.</p> <p>Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of between £1,000 and £10,000.</p> <p>Notifies the CEO on any eventuality that</p>	<p>Arranges for adequate insurance cover for each school in relation to income and security of assets.</p>	<p>Authorises the write off of debts not collectable over £10,000 (Subject to limits set by EFA that require EFA approval)<sup>2</sup>.</p> <p>Authorises the disposal of individual items of equipment and materials owned by the school that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £10,000.</p>	

<sup>2</sup> The lower of 1% of total annual income or £45,000. Total annual income is grant income as disclosed in the prior year audited accounts.

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>promptly collected and banked intact.</p> <p>Notifies the LGB on any eventuality that could affect the school's insurance arrangements.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant.</p> <p>Authorises the write off of debts not collectable up to £1,000</p>	<p>could affect the school's insurance arrangements.</p>			

**AUTHORISATION LEVELS**

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>
Ordering Goods and Services (raising requisitions) for delegated items	Up to £5,000	Headteacher
	Up to £20,000	LGB
	Up to £50,000 or any non-delegated item	CEO or Deputy CEO in conjunction with the school Headteacher and the Chair of the LGB
	Up to £100,000	CEO or Deputy CEO in conjunction with another member of the Board of Directors.
	Over £100,000	Board of Directors
Signatories for cheques	Up to £10,000	Two signatories in accordance with bank mandate.
	Up to £50,000	Two signatories including either the Headteacher or a member of LDST.
	Over £50,000	Two LDST signatories.
Authorisation for BACS transfers	Up to £50,000	Two BACS authorisers from school authorisers, DFO and DCEO.
	Over £50,000	DFO and DCEO
Signatories for EFA grant claims and EFA returns	Any value	Two signatories (or as required by ESFA) from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• School Business Manager (or equivalent)</li> <li>• Nominated Governor</li> <li>• CEO</li> <li>• Deputy CEO</li> </ul>
Approval of in-year over or underspend of budget heads (for delegated items) within overall annual budget	Up to £5,000	Headteacher
	Up to £50,000	LGB
	Over £50,000	Board of Directors
Approval of use of school's reserves	Up to £30,000	LGB

**AUTHORISATION LEVELS**

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>
	Up to £50,000	CEO
	Over £50,000	Board of Directors
Disposal of assets	Up to £1,000	Headteacher
	Up to £10,000	LGB
	Over £10,000	Board of Directors
Write-off of bad debts (Subject to limits set by EFA that require EFA approval.)	Up to £1,000	Headteacher
	Up to £10,000	LGB
	Over £10,000	Board of Directors
Granting or take up of any leasehold or tenancy agreement	Any	CEO
Quotations and tendering for delegated items	£1,000 to £2,500	Two verbal quotes are required
	Up to £10,000	Three written quotations are required. Unsuccessful quotations must be retained as audit evidence.
	Up to £20,000	Three formal written quotes to be submitted by a specified date and time based on a written specification and evaluation criteria produced by School Business Manager (or equivalent) or Headteacher for approval by the LGB.
	Up to relevant OJEU limit	As above but requiring Board of Directors approval.
	Over OJEU limit	OJEU advertising required, Board of Directors approval required.
Authority to accept other than lowest quotation	Greater than or equal to £20,000	LDST

**AUTHORISATION LEVELS**

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>
	Less than £20,000	LGB
Raising invoices to collect income	Up to £5,000	School Business Manager (or equivalent)
	Up to £5,000	School Business Manager (or equivalent) plus Headteacher
	Over £5,000	LGB or DFO

## **APPENDIX A – Local Governing Body Role**

The core business of each Local Governing Body will be:

- Christian Ethos / Character of School
- Ensure that denominational education and worship as defined in the Trust Deed are inspected in accordance with the requirements of Section 48 of the Schools Inspection Act 2002
- Staff recruitment
- Reviewing and monitoring the School Improvement Plan
- Monitoring and reviewing Progress & Attainment
- Monitoring SEND provision
- Preparing and monitoring the budget ensuring money is spent well and achieving value for money
- Reviewing and monitoring the Curriculum
- Ensuring safeguarding and safety of pupils
- Health and safety
- Challenging and monitoring the performance of the academy
- Supporting the Headteacher and SLT and continuing to act as a critical friend and provide support and challenge.
- Admissions
- Performance management of the Headteacher

