

# **Scheme of Delegation**

Spring 2023

## **Our Trust's Prayer**

**Heavenly Father**

**Let peace, friendship and love grow in our schools**

**Send the Holy Spirit to give:**

**Excellence to our learning**

**Love to our actions and**

**Joy to our worship**

**Guide us to help others**

**So that we may all**

**Learn, Love and Achieve, Together with Jesus. Amen**

## **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 its 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 which includes parent and staff governors, LDST foundation governors, and sometimes co-opted governors. All governors are appointed by the Board of Directors.

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.

## **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.

## **The Board of Directors**

The Board of Directors is accountable directly to the Secretary of State for each school and thus has overall responsibility for all schools in the Trust. The Board of Directors is held to account by the Department for Education (DfE) for standards, financial oversight and the quality of governance. They have responsibility for the effective running of LDST

and the individual schools within it. Any decision made by the Board must be accepted and, where appropriate, acted upon by every LGB or School in the Trust.

Therefore, the Board of Directors must:

- Establish the right Governance structure and levels of delegation.
- Ensure the impact of leadership and management at MAT and school level.
- Ensure the MAT is delivering high-quality education and improving pupils' achievement.
- Ensure the MAT and schools within it impact on pupils' behaviour and attitudes.

### **The Chief Executive Officer (CEO)**

The CEO is the Accounting Officer, and is accountable to the Board for the effective management of all schools and the implementation of the Trust's ethos and standards.

### **Local Governing Body (LGB)**

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

Local Governance is the key to successful Trust Governance. The Trust needs governors within the Local Governing Body (LGB), as a committee to the main Trust board, to continue to be experts in their own school, within a structure that serves all of its schools fairly and without favour.

LGBs are the "eyes and ears" of the Trust as they feedback information and provide assurance to the Board, that:

- The vision for the school is in line with the overall vision of LDST.
- Each school is well led and managed.
- All Trust Policies are being implemented.
- Safeguarding and Health and Safety are managed effectively.
- Quality of education is good.
- Christian distinctiveness of schools is being upheld.

Local Governing Bodies are well placed to scrutinise delegated areas in greater depth than the trust board and to 'feed' information up to the trustees in a timely and succinct manner. Also, there is a role in terms of representing the trust and consulting with others outside of the MAT, being both an ambassador for the trust but also engaging with stakeholders. Given that LGBs are embedded within their local contexts, they are well situated to engage with pupils, parents, school staff and the wider school community.

Therefore, responsibilities across five key areas are delegated to LGBs:



*The Board of Directors is responsible for the financial management of the school. LGBs have oversight of budgets/forecast to help make recommendations to the Board about financial matters to ensure appropriate school specific decisions are made.*

### **Headteacher**

The Headteacher is line managed by the Chair of the LGB and ultimately accountable to the Trust CEO. The Headteacher will ensure that the LGBs are updated on the five key performance indicators determined by the Trust – see above.

## Delegation

The following tables indicate the responsibility of each party in managing the schools/Trust. The first part covers the Statutory Governance and Financial duties of the Trust whilst the second part outlines procedures and policies within the five core areas.

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## PART 1 STATUTORY DELEGATION

### Governance

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors or designated committee	Members
Agree and amend Articles of Association					Amendments to Articles
Appoint/remove Members					Members and their appointing body, DBE
Appoint/Remove Directors				Co-opt Directors Remove Directors	All Directors appointed by Members and can also remove Directors
Appoint /remove LGB members	Administers the staff and parent election process and makes recommendations if not enough parents standing	Recommends governors to LDST for appointment taking account of LGB self-evaluation and skills audit.	Oversees the LGB appointments process. Monitors effectiveness and reviews LGB self-evaluation and skills audits to inform decisions around LGB support / appointments.	Formally appoints /ratifies all LGB members having given due consideration to safeguarding and the application or nomination form.  May replace LGB governors if deemed necessary	
Register of Business Interests	Ensures register of business interests and governor information is on the school website.  Ensures governor information is reported for National Governance Register	Maintains register of business interests on Governor Hub, and publish on own school website	Ensures Board information and register of business interests is maintained and published on the LDST website.  Monitors school websites for relevant publications.		

<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 or designated committee</b>	<b>Members</b>
Appoint Chair / Vice-Chair		Annually nominate Chair and Vice Chair from existing membership for Board of Directors to approve in the Autumn term and updates Governor Hub.		Annually elects Chair and Vice Chair to the Board of Directors and Chairs to the Board of Directors' committees.  Can directly appoint chair of LGB if deemed necessary.	
Amend the Scheme of Delegation	Consulted on any significant amendments to the Scheme of Delegation.	Consulted on any significant amendments to the Scheme of Delegation.	In line with the SI strategy, 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.  Reviews the Scheme of Delegation annually.  In the event that a school is judged to be in category 3 or 4, or receives a Financial Notice to Improve, (ESFA) the Board will consider additional interventions.	
Membership Structure of LGBs		Ensures membership structure of the LGB is compliant with LDST's framework (see Appendix A), including Link Governors for Safeguarding, Attendance, Pupil	Recommends the membership structure of LGBs to the Board.	Approve the membership structure of the LGBs.	

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors or designated committee	Members
		Premium, SEND and Christian Distinctiveness.			
Membership and Terms of Reference for any standing committees or ad-hoc working groups/panels.	Ensures LGB is advised of progress on work plans agreed with CEO.	<p>Accept Terms of Reference and monitor work plans, which are used to inform agendas.</p> <p>Determines which ad hoc committees are needed, when, and expected duration.</p> <p>The following standing committees are required:</p> <ul style="list-style-type: none"> <li>- Admissions</li> <li>- Pay</li> </ul>	<p>Provides terms of reference and work plans for each LGB.</p> <p>Provides 'template' ad hoc committee terms of reference for LGB.</p>	<p>Approves the Terms of Reference and Workplans for LGBs.</p> <p>Agrees terms of reference for all ad hoc LDST committees.</p>	Attend AGM of LDST to receive annual update of performance and future strategic plans.
Meeting Schedule  LGBs are required to have a minimum of 2 meetings/term. See appendix A.		Ensures LGB meets as set out in the LDST governance structure; sets out further meetings of the LGB and committees as required.	Liaises with the Chair of the Board of Directors to arrange meetings of the Board of Directors, its committees, and Chairs.	Meets a minimum of 6 meetings pa (including committees) where financial information is received to meet regulatory requirements.	Meets at least annually to receive accounts and review LDST performance, preferably at the AGM.

<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 or designated committee</b>	<b>Members</b>
Appoint Clerk		Appoints Clerk to the LGB and monitors the quality of work, reporting any concerns to the CEO.	Meets termly with clerks to discuss Director items, LGB views and Trust expectations	Appoints Clerk to the Board of Directors and committees	
Setting agendas and managing minutes	Sets agenda with LGB Chair  Ensures Part 1 Minutes are available for public scrutiny.	Chair of the LGB sets the agenda following consultation with the Headteacher (and the CEO as appropriate), taking account of the LDST workplan.  Clerk posts agenda and minutes on Governor Hub.	<p>Informs LGB Chair and Clerk of the annual and termly LDST Work Plans.</p> <p>Liases with Chair to set Board agendas.</p> <p>Agrees Directors items for LGBs.</p> <p>Ensures Part 1 Minutes are available for public scrutiny.</p>	<p>Chair of the Board sets the agenda consulting with the CEO and clerk as necessary.</p> <p>Clerk collates the Minutes to be available to Directors and, on request, to others.</p> <p>Clerk posts agenda and minutes on Governor Hub.</p>	
Policy Development and Approval	<p>Monitors and maintains school specific policies.</p> <p>Adopts standardised Trust policies where specified.</p> <p>Adapts standardised Trust wide policies (as specified) with contextual school information, and</p>	<p>Approves school specific policies.</p> <p>Ensures Trust wide policies are adopted and approves contextual amendments proposed by the Headteacher.</p>	<p>Develops agreed standardised policies.</p> <p>Supports LGBs in producing any contextual amendments to Trust policies to ensure statutory requirements.</p>	Reviews and approves all Trust wide policies.	

<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 or designated committee</b>	<b>Members</b>
	uploads to Governor Hub once approved by the LGB.	Provide assurance to the Board that trust wide policies are used consistently.  Ensures Trust wide policies are published on website and updated per review timetable.	Produces list of Trust wide policies annually that must be adopted/adapted by the LGB.  LDST designated officer to monitor compliance.		
Annual Governance check of LGBs and LDST Board		Completes an annual skills audit of the LGB in the Summer Term to inform skills gaps for recruitment for the Autumn Term.  Completes the Governor Hub Health check (self-appraisal) by the end of the academic year.	Monitors work of LGBs.  Solicits feedback from LGB on performance of LDST, through the termly Chairs Forum and Link Director meeting.  Participates in reviews of LGB as required.	Undertakes an annual self-assessment of the skills and the performance of the Board of Directors.  Commissions ERG biannually.	Monitors the composition and work of the Board of Directors through the AGM.
Term Dates and School Hours	Proposes term dates, inset days and opening hours based on local context and provision to LGB.	Agrees term times, inset days and opening hours.	Identify one mandatory inset day for all LDST schools.		

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors or designated committee	Members
	<p>Publish agreed term dates, inset days and opening hours on school website.</p> <p>Ensures that the Trust designated INSET day is adhered to.</p>	<p>Ensure schools are compliant with 32.5 hrs.</p>	<p>Ensure schools are compliant with 32.5 hrs.</p>		
Admissions	<p>Ensures agreed local admissions procedures are followed.</p>	<p>In accordance with the admissions code annually reviews admissions policy based on current regulations and LDST advice and.</p> <p>Submits any draft proposed changes to policy to CEO in the autumn term and prior to any consultation.</p> <p>Undertakes statutory consultation process.</p> <p>Ensures appeals procedures follow statutory requirements.</p> <p>Admissions Sub-committee to hold ad hoc meetings as required and just</p>	<p>Ensures all admission policies are compliant and schools use an appeals service that fulfils statutory requirements.</p> <p>Ask schools if they wish to change their Admissions Policy early in the Autumn Term.</p> <p>Recommends revised admissions policy to Board for approval.</p>	<p>Approves any amendments to admissions policies.</p>	

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors or designated committee	Members
		before or after February half term			

## 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 in 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>Recommends the to the Board a reserves policy.</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 the amount to be retained from the school budget to cover services provided centrally, including the 'top-slice' rate for each school.</p> <p>Approves the Trust's reserves 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 Premises Maintenance Programme.</p>	<p>Monitors the Premises Maintenance Programmes and develops a Trust wide overview to ensure good</p>	<p>Receives reports from the CEO and/or designated officer on the Premises Maintenance Programmes across</p>	

<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>	<b>Members</b>
	and the expenditure built into the Budget Forecast.  Reports plan to the LGB and CEO.		maintenance across the Trust.	the Trust and considers in the context of financial viability as well as appropriate learning environments.	
Capital Work	Works with building consultants to identify capital needs and submits a building development plan to the LGB.  Works with consultant to recommend projects to the LGB.  Works with consultant and CEO to submit applications to the ESFA.  Works with school and building consultant to ensure efficient running of the project.	Appoints building consultant from LDST approved list.  Agrees building development plan to be submitted to the Board.  Agrees projects to be recommended to the CEO.	Reports on school building development plans to the Board of Directors.  Maintains oversight of school building needs across the trust and makes recommendations to the Board of Directors for allocation of SCA funding.	Considers and approves the allocation of SCA funding to support school building development work.  Monitors capital work across LDST.	
Minor Building Works using DFC	Identifies areas of need that may be covered by TCSD for submission to the LGB.	Approves expenditure of DFC.	Oversees expenditure of DFC funding across LDST.		
Audit	Ensures full, accurate and up to date records are kept and available for audit.  Ensures compliance with all statutory and regulatory	Receives relevant reports and supplementary information given by the external auditor and	Ensures full, accurate and up to date records are kept and available for audit.  Ensures an appropriate programme of risk	Recommends the appointment and removal of external auditors to the members.	Approves the appointment and removal of external auditors.

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	requirements as set out in Trust policy.	<p>takes action as necessary.</p> <p>Informs the CEO (or designated officer) if it suspects any irregularity affecting resources.</p>	<p>assurance work is undertaken.</p> <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 Academy Trust Handbook.</p> <p>Supports the assessment of external audit provision on behalf of the Board.</p> <p>Submits the necessary returns to companies house, ESFA and other bodies as required for annual financial statements purposes.</p>	<p>Agrees process for appropriate internal audit and appoints internal auditors where necessary.</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> <p>Approves and signs (Chair and CEO) the annual financial statements.</p>	Received audited financial statements annually.
Budget Setting	<p>Prepares a budget annually with support as required from the Central Trust finance team.</p> <p>Prepares a 3-5 year forward budget.</p> <p>Identifies priority areas in line with ICFP protocols</p>	Reviews and challenges the annual and forward budgets ensuring they meet the strategic needs of the school and meet the necessary financial regulations for	Reviews and challenges the schools' annual and forward budgets ensuring they meet the strategic needs of the school and meet the necessary financial regulations for	Reviews, Challenges and Approves the Trust wide budget including the Central Trust budget.	

<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>	<b>Members</b>
	and allocates resources accordingly.	sustainability and long term financial viability.	sustainability and long term financial viability. Prepares the Central Trust budget. Consolidates the Trust wide-budgets (annual and forward) for presentation to Board of Directors.		
Budgetary Control	Monitors expenditure and income against the approved annual budget. Takes necessary action to ensure any variation to budget is understood and remediated in order to achieve the overall budget in the round. Approves individual spending in line with defined limits/authority table. Seeks approval for any staffing related changes to the establishment list (i.e. new positions) from Central Trust. [Link to Staffing]	Reviews and challenges financial information within their specific areas of remit: Pupil Premium Grant; SEND funding; Sports Premium Grant; and any other specifically allocated grant funding (e.g. Catch-up funding) as advised by the CEO or designated officer. Approves individual spending in line with defined limits/authority table.	Maintains oversight of schools' overall financial positions and intervenes where deemed necessary. Monitors expenditure and income against the approved central budget. Approves individual spending in line with defined limits/authority table.	Chair of the Board receives Monthly Management Accounts. Reviews and challenges trust wide financial performance at least 6 times per year at designated meetings. Approves individual spending in line with defined limits/authority table.	
Financial Concerns (Category 3 or 4)	Report to TCSD and notify LGB significant changes in expected financial position,	Monitors the revised budget ensuring the spending impacts on	Reports regularly to the Board on development across the Trust about	Monitors development across	

<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>	<b>Members</b>
	within the agreed headings, and in relation to the impact on the whole budget.	<p>priorities identified, within specific areas of remit.</p> <p>Recognises that in schools categorised as 3 or 4 delegated powers over curriculum, staffing and budget may be transferred to a Monitoring Board by the Directors.</p>	<p>financial performance of each Category 3/4 school.</p> <p>Informs Board if monitoring indicates concern about the school.</p> <p>In schools categorised as 3 or 4, establishes and chairs a Monitoring Board, that meets regularly, to hold leaders and LGB to account.</p> <p>In schools categorised as 3 or 4, the CEO and TCSD have greater control over the budget, ensuring that spending is matched to recommended improvement priorities.</p>	<p>the Trust and takes action as necessary.</p> <p>In schools categorised as 3 or 4, may revoke delegated powers over curriculum, staffing and budget.</p>	
Non-pay Contracts, Purchasing and Payments	<p>Ensures all contracts and agreements conform with locally and Trust wide agreed financial policies and procedures.</p> <p>Ensures all orders and payments are appropriate authorised in line with financial regulations and local policies and procedures.</p>	Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts.	Advises schools on contracts and best value for money.	Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of LDST or schools.	
Income and Security of Assets	Ensures the arrangements for collection of income,	Authorises the write- off of debts not collectable	Arranges for adequate insurance cover for each	Authorises the write off of debts not	

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>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 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>between £1,000 and £10,000 (Subject to limits set by EFA that require EFA approval)<sup>1</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 could affect the school's insurance arrangements.</p>	<p>school in relation to income and security of assets.</p>	<p>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>	

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	Authorises the write off of debts not collectable up to £1,000.				

**PART 2 PROCEDURES AND POLICIES**

**People**

<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>
<p>Appointment of Headteacher (including appointment of an Interim Headteacher during a period of maternity leave and sickness absence).</p>	<p>Notifies the LGB Chair and CEO of intention to resign or of expected periods of sickness longer than 5 days.</p>	<p>Identifies LGB governors to sit on appointments panel, Chair ensures at least one LGB governor involved in recruitment has undertaken Safer Recruitment training.</p>	<p>CEO is responsible for the appointment of a HT (or interim HT in event of sickness or Maternity leave) and is fully involved from the start of the process attending all meetings, advising (in conjunction with the Trust HR Lead) the LGB on all aspects of the HT appointment process.</p> <p>CEO recommends a pay scale for the post, in relation to STPCD.</p> <p>CEO and Education Officer for the school sit on and vote on the appointment panel.</p> <p>Notifies the LDST Board of the HT appointment for approval.</p> <p>Makes an appointment as agreed by Board.</p>	<p>Is represented on and votes on a HT appointment panel.</p> <p>Approves the CEO’s recommendation for appointment.</p>

For all recruitment below, if the school is currently in, or is projected to be in, a deficit position, the CEO and TCSD must be notified to discuss and review the staffing structure.

<p>Senior Leadership Team Recruitment</p>	<p>Notifies the LGB Chair, and CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy/Asst. Headteacher/SBM).</p> <p>Liaises with the LGB Chair and CEO in constituting a recruitment panel.</p>	<p>Identifies LGB governors (of which at least one must have Safer Recruitment Training) 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>CEO or nominated Officer for the school sit on and vote on the appointment panel for any senior leadership appointment.</p> <p>Trust HR Lead advises the panel.</p>	
<p>Teacher Recruitment</p>	<p>Informs LGB Chair and Trust HR of any resignations.</p> <p>Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.</p> <p>Complies with the Trust recruitment policy and processes, including advertising and paperwork.</p>	<p>Nominates a representative from the LGB to participate in the teacher appointment process.</p> <p>The panel has final approval of the appointment.</p>		
<p>Support Staff Recruitment</p>	<p>Informs LGB Chair of any resignations and follows the Trust recruitment policy.</p>	<p>May nominate a representative from the LGB to participate in the recruitment process if appropriate.</p>		

		Approves the post and the appointment.		
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.	Recommends changes to terms and conditions to the Board.  Negotiates with unions on changes to terms and conditions.	Approves changes to terms of conditions.
Reductions in Staffing and Revisions to Staffing Structures	Notifies the LGB Chair and CEO as soon as possible after becoming aware that reductions in staffing may be necessary.  Proposes a revised staffing structure with the support of the CEO, TCSD and Trust HR, for consultation with the LGB.  Notifies Trade Unions.  Manages the restructuring process with the support of the CEO, TCSD and Trust HR.	Consulted regarding any proposals for reducing staffing or revising staffing structures.  Work with the Headteacher, CEO and Trust HR in supporting the restructuring process.  Forms panel to consider the proposals and any alternatives to the proposals and to agree recommendations to CEO for restructuring.  Forms an Appeals Panel to hear any appeals regarding the restructure.	Trust HR Supports the Headteacher throughout the restructuring process and attends consultation meetings.  Refers recommendations for revised staffing structures and possible redundancies to the Board for approval.	Approves or amends restructuring proposal based on recommendation from CEO.
Pay and performance management  As specified in LDST policy	Ensures that appraisals are undertaken in accordance with the LDST policy.  Report the outcome of performance management identifying staff not	Puts a HT Appraisal panel together of two local governors to work with the EO on HT appraisal.  LGB receives an annual report from the Headteacher regarding the	CEO ensures that all LDST Executive and Central Team staff receive appropriate appraisal and remuneration.	Approval of whole Trust Pay Policy, pay scales and benefits.  Performance management and pay of CEO.

	<p>automatically incrementing the upper pay spine.</p> <p>Recommends applications from staff to go through to the upper pay threshold to the threshold committee and Executive Team annually.</p>	<p>implementation of the Trust Performance Management Policy.</p> <p>Approves all applications from staff to go through the threshold through a threshold committee.</p> <p>Responsibility for pay appeals from staff.</p>	<p>CEO nominates an EO to support the LGB in appraisal of HT.</p>	<p>Directors act as the Pay Body for the Trust, with some responsibility delegated to each LGB.</p>
<p>Capability Proceedings As set out in the agreed policy</p>	<p>Manages the process set out in the appropriate appraisal and capability policies with advice and support from LDST Trust HR.</p> <p>Keeps the LGB and CEO informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>Takes advice from Trust HR.</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>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>Trust HR 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 out in the appropriate appraisal and capability procedures. In some rare 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>	<p>At the Board's discretion a Director may sit on panels for final stage capability hearings and any subsequent appeal hearings.</p>

<p>Managing Headteacher Absence (all absences) as set out in agreed LDST Supporting Attendance Policy</p>	<p>Headteacher must inform the Chair of LGB of their absence and the reason for it.</p>	<p>Chair of LGB advises Trust HR of the absence of the headteacher, and follows Trust policies accordingly.</p>	<p>CEO agrees who will maintain contact with Headteacher during prolonged absence.</p> <p>Trust HR will support the Chair of the LGB in managing Headteacher absence.</p>	
<p>Disciplinary and grievance Procedures</p> <p>As set out in the agreed policy</p>	<p>Notifies the LGB Chair, and Trust HR as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures, and follows the agreed policy.</p> <p>Notifies Trust HR that disciplinary action or suspension is being initiated.</p>	<p>Chair responsible for informing the CEO and Trust HR if an allegation is made against the Headteacher.</p> <p>Chair ensures the appropriate disciplinary and grievance procedures are followed with support from the CEO and Trust HR.</p> <p>Kept informed by the Headteacher of proceeding concerning other staff, 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</p>	<p>Trust HR 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 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>	<p>At the Board's discretion, a Director may sit on panels for disciplinary/grievance hearings and any subsequent appeal hearings.</p>

		appeals as may be required.		
Supporting staff attendance	As set out in the agreed LDST policy.			

## 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 that meets the needs of the community and pupils, a is in line with national curriculum, and reflects LDST curriculum principles and Trust wide values.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum.</p> <p>Works with other schools in the Trust to share practice and develop common practices to provide consistency.</p> <p>Ensures all stakeholders understand the curriculum intent and can articulate the school's curriculum aims</p>	<p>Approves curriculum, ensuring it matches the culture of the setting and the local context and reflects LDST's agreed curriculum principles.</p> <p>Monitors curriculum implementation through monitoring carried out by curriculum link governors.</p>	<p>Develop a set of Trust Curriculum principles.</p> <p>Through Trust Education Officers, monitor the impact of the curriculum, and facilitate school to school work and central team support, to promote curriculum development and build consistency across the Trust.</p>	<p>Receives reports from the Trust Education Director on curriculum development to monitors implementation across the Trust.</p>
School Improvement	Draws up a draft School Improvement Plan with	Agrees School Improvement Plan and	Reports regularly to the Board on development	Monitors improvements across the Trust and holds

	<p>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>Ensures that budget aligns with School Improvement Plan priorities, and that it is used appropriately so that it impacts upon standards, including funds allocated for sports, pupil premium and SEN.</p> <p>Monitors the ongoing actions of the SIP with support as appropriate 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 pupil outcomes with the TEO.</p>	<p>pupil 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>Monitors self-evaluation and progress towards targets and takes action as necessary.</p> <p>Recognises that in schools categorised as 3 or 4 delegated powers over curriculum, staffing and budget are transferred to the Monitoring Board by Directors.</p>	<p>across the Trust about standards and performance of each school.</p> <p>Agrees the categorisation for each school and maintains the school Thumbnails.</p> <p>Validates school self-evaluation.</p> <p>Informs Board if monitoring indicates concern about the school.</p> <p>In schools categorized as 3 or 4, establishes and chairs a Monitoring Board, that meets regularly, to hold leaders and LGB to account.</p> <p>In schools categorised as 3 or 4, the CEO and TCSD have greater control over the budget, ensuring that spending is matched to recommended improvement priorities.</p>	<p>the CEO to account for outcomes, taking action as necessary.</p> <p>In schools categorised as 3 or 4, may revoke delegated powers over curriculum, staffing and budget.</p>
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<p>Pupil Premium and Spirts Premium</p>	<p>Produces a three year Pupil Premium Strategy, monitoring and evaluating the impact and effectiveness of this.</p> <p>Develops plan for the use of pupil premium to be submitted to the LGB.</p> <p>Maintains records to pupil premium spending, monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB.</p> <p>Publishes Pupil Premium Strategy on the website.</p>	<p>Appoints a governor responsible for pupil premium.</p> <p>Approves Pupil Premium statement.</p> <p>Monitors impact of pupil premium statement with the advice and support of the Trust Education Officer.</p> <p>Ensures statutory information regarding pupil premium is published on the school website.</p>	<p>Monitors impact of pupil premium statements across LDST and reports to the Board of Directors.</p>	<p>Receives reports on pupil premium and takes action as necessary.</p>
<p>Special Educational Needs and Disability</p>	<p>Designates a full-time SENDCO, ensuring they are suitably qualified.</p> <p>Implements a SEND policy setting out how the needs of pupils are to be met.</p> <p>Ensures compliance with the Equality Act.</p> <p>Reports to LGB and Trust Education Officer on achievement of SEND pupils.</p>	<p>Appoints governor responsible for SEND and inclusion.</p> <p>Monitors implementation of SEND policy and achievement of pupils with SEND, including compliance with statute.</p>	<p>Through the Trust Education Officers, monitors outcomes for SEND pupils and reports any concerns to the Board.</p> <p>Ensures each school is compliant with current legislation.</p>	<p>Receives reports on outcomes for children with Special Educational Needs and Disability and takes action as necessary.</p>

## Safeguarding

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Behaviour, Safety and Welfare	<p>Implements all policies on behaviour, safety and welfare.</p> <p>Implements appropriate strategies, including those on behaviour, safety and welfare, and reports regularly to the LGB.</p> <p>Informs CEO and/or designated officer, Chair of LGB and Local Authority immediately of any serious incidents.</p>	<p>Agrees school behaviour policy following LDST model and principles.</p> <p>Monitors behaviour in the school.</p>	<p>Ensures behaviour policies in schools comply with LDST behaviour principles.</p> <p>Annually gathers pupil voice about behaviour.</p>	<p>Receives monitoring information relating to Behaviour, Safety and Welfare.</p>

<p>Managing Pupil Attendance</p>	<p>Adapt the LDST attendance policy and targets.</p> <p>Reports on pupil absences and develops procedures to continually improve attendance.</p> <p>Ensures LDST exclusions policy and procedures are followed. It is the headteacher's decision to exclude.</p>	<p>Ensures that leaders adapt the LDST attendance policy and targets.</p> <p>Identifies an attendance governor and Monitors levels of attendance and takes action as necessary.</p> <p>Constitutes panel to review exclusions as required by the LDST exclusions policy and procedures and statutory guidance.</p> <p>Constitutes appeals panel. Receive a termly report on exclusions.</p> <p>Has a legal duty to inform the parent(s) of an excluded child of their rights to an Independent Review Panel hearing.</p>	<p>Monitors attendance and exclusions across LDST and reports to the Board of Directors.</p> <p>Sets up an independent review panel, which cannot include HT or LGB member</p>	<p>Receives termly reports on exclusion rates across the Trust. Monitors attendance and exclusions across the Trust and takes action as necessary.</p> <p>Receives the outcomes of the independent review panel.</p>
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<p>Single Central Record- DBS Checks</p>	<p>Administers DBS checks for all staff, volunteers and LGB members.</p> <p>Uses the agreed Trust SCR template.</p>	<p>Ensures each LGB governor has an up to date DBS check via the DBS update service.</p> <p>Monitors the SCR and personnel files.</p>	<p>Administers DBS checks for Members, Board of Directors and central staff.</p> <p>Maintains and checks the SCR for each school to ensure that all relevant checks are carried out.</p> <p>Ensures the Chair of the Board of Directors has enhanced DBS clearance as required by the Secretary of State.</p>	<p>Ensures each director has an up to date DBS check via the DBS update service.</p> <p>Monitors DBS compliance through safeguarding reports from CEO.</p>
<p>128 Checks</p>	<p>Administers 128 checks for all senior leaders and members of the LGB.</p>	<p>Ensures s128 checks are undertaken as appropriate.</p>	<p>Ensures s128 checks are undertaken for Members and Directors.</p>	
<p>Safeguarding (including Prevent)</p>	<p>Headteachers should ensure that the school is adapting and using the LDST CP policy and agreed processes.</p> <p>Ensures that a Designated Safeguarding Lead and Deputy DSL are appointed and that postholders</p>	<p>It is the responsibility of the LGB to ensure that all LDST safeguarding policies and procedures are implemented by the school and promoted to all staff, and that the LGB has systems in place to assess the effectiveness of the policies and procedures.</p>	<p>Recommends safeguarding policies to the Board of Directors.</p> <p>Reviews the safeguarding policies in line with the policy review CEO to inform the Board of Directors of any safeguarding issues raised</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> <p>Appoints a Link Director for safeguarding.</p>

	<p>attend LDST annual training.</p> <p>Headteacher to draft school specific safeguarding policies for LGB approval – ensuring all policies are reviewed at least annually.</p> <p>Ensures that the school meet their safeguarding statutory responsibility as set out in the KCSIE and other stat guidance, and to ensure compliance with OFSTED, including (but not exclusively):</p> <ul style="list-style-type: none"> <li>-Maintains the Single Central Record and carries out half termly checks.</li> <li>-Undertakes DBS checks for all staff, LGB members and volunteers.</li> <li>- Ensures all safeguarding policies are shared with staff at induction and throughout the year in training.</li> </ul> <p>Ensures all staff and LGB members receive regular safeguarding and 'prevent' training as set out in the relevant safeguarding policy and in accordance</p>	<p>Monitoring the effectiveness of the relevant safeguarding and child protection policies.</p> <p>Appoints a named Safeguarding 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 governors and ensuring that Governors attend LDST annual safeguarding training.</p> <p>Nominated Governor monitors and signs the Single Central Record termly and confirms compliance to the LGB as the responsible body.</p> <p>Checks that the 175 audit has been completed and signed by Chair of LGB.</p>	<p>in respect of any member of staff.</p> <p>Ensures that safeguarding procedures within the schools and centrally meet all national and local requirements as set out in the KCSIE guidance.</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>Provides safeguarding training and model policies to ensure consistency and effectiveness.</p> <p>The CEO is to ensure the LADO and Chair of the Board of Directors are notified immediately of any safeguarding issues or concerns relating to Headteachers, Directors, Members, or the Trust Central Team.</p>	<p>Approve Safeguarding policy.</p> <p>Ensures relevant central team undergo safeguarding and prevent training as required.</p>
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	<p>with the 'Keeping children safe in education Act'. Ensures all staff sign an annual declaration to say that they have read the KCSIE and understand the changes.</p> <p>Ensures that a Link Governor for safeguarding is appointed and attends annual training.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair, CEO, LADO and Trust HR immediately of any allegation made against a member of staff.</p> <p>Appoints a designated member of the teaching staff for Looked After Children.</p> <p>Completes the 175 audit and shares this with the LGB.</p>			
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**Christian Ethos**

<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>
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<p>Church School Distinctiveness (For church schools)</p>	<p>Ensures school vision reflect the distinctive Christian vision of LDST.</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 is recognised in SIAMs inspections.</p>	<p>Ensures the vision and ethos of the school is consistent with the distinctive Christian vision of LDST.</p> <p>Ensures that our Christian values run through the curriculum in our church schools and it supports the doctrine of the Church of England.</p> <p>Monitors worship, RE and the Church school ethos and takes action as necessary.</p>	<p>Monitors the distinctiveness of each school and reports successes and any areas of concern to the Board.</p> <p>Ensures that the Trust contributes to the Christian distinctiveness of all schools.</p>	<p>Ensures that LDST's Christian vision informs policy development and decision making.</p> <p>Monitors the church school distinctiveness across the Trust and takes action as necessary.</p> <p>Monitors how well the Trust contributes to and enhances the Christian distinctiveness of our schools.</p>
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### Stakeholder Engagement

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Stakeholder Views	<p>Gather staff, pupil and parent voice across the year and report to LGB.</p> <p>Produce an action plan to respond to outcomes of audits and report on progress to LGB and stakeholders.</p>	<p>Consider the outcomes and monitor progress of actions.</p> <p>Share outcomes with Trust Link Director.</p>	<p>Carry out biennial staff voice, reporting trends and actions to schools and directors.</p> <p>Carry out annual pupil voice survey in each school.</p>	Monitor actions.



### Governance

#### 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. LGB governors will formally be appointed by the LDST Board of Directors. The LGB will include Parochial Church Council (PCC) representation (in church schools), staff and parent representatives. The LGB in each school will be responsible for the day-to-day operational matters. 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.

In a primary school, ; the number of people who will sit on the LGB shall be not less than six, and will not exceed 12; in a secondary school, the number of people who will sit on the LGB will not exceed sixteen.

The LGB of each school should have the following members:

- A minimum of two LDST foundation governors including the incumbent/s of the linked church/es (in Church Schools) appointed by LDST.
- A minimum of two parent governors elected by the parent body and appointed by LDST.
- Two members of staff (including the Headteacher) recommended by the LGB and appointed by LDST.
- A maximum of four members co-opted by the LGB and appointed by LDST; a maximum of eight in a secondary school.

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.

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

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

## **Appointment, 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. LDST will not appoint as governors of a LGB a previous Headteacher or Deputy Headteacher of the school in question, or anyone with a spouse, or close family member already on the LGB. All LGB governors will be required to formally record their eligibility prior to appointment.

Every LGB governor will be required to complete a LGB Governor Application or Nomination form and to undertake safeguarding checks including an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB governors based on the outcome of the safeguarding checks or information disclosed on the nomination form.

The term of office for all governors will be four years and governors will serve a maximum of three consecutive terms, except for the Headteacher and Incumbent of the linked church/s who are ex officio members. Following analysis of the annual skills audit, the LGB may, if needed, request an extension to a governor's term in order to ensure that there are no gaps on the LGB. Directors will consider such requests so that LGBs have the skills and expertise needed to enable them to carry out their statutory roles.

Any LGB governor who is elected/appointed as a parent governor 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 governor will relinquish their position when they cease to work at the school.

LGB Governors may be removed by the body that appointed them, which is in all cases, except for the Headteacher, the LDST Board of Directors.

The Board of Directors may remove any governor who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles of Association or who has acted in a manner that breaches the Code of Conduct for Governance at LDST.

## **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.

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.

Finance

Delegated Duty	Authorisation Levels		Delegated Authority
	Value (Primary)	Value (Secondary)	
Ordering Goods and Services (raising requisitions) for delegated items	Up to £5,000	Up to 10,000	Headteacher
	Up to £20,000	Up to £30,000	LGB
	Up to £50,000 or any nondelegated item	Up to £75,000	CEO or Deputy CEO in conjunction with the school Headteacher and the Chair of the LGB
	Up to £100,000	Up to £150,000	CEO or Deputy CEO in conjunction with another member of the Board of Directors.
	Over £100,000	Over £200,000	Board of Directors
Signatories for cheques	Up to £10,000	Up to £10,000	Two signatories in accordance with bank mandate.
	Up to £50,000	Up to £50,000	Two signatories including either the Headteacher or a member of LDST.
	Over £50,000	Over £50,000	Two LDST signatories.
Authorisation for BACS transfers	Up to £50,000	Up to £75,000	Two BACS authorisers from school authorisers, TCSD and TSFM.
	Over £50,000	Over £75,000	TCSD and TSFM
Signatories for ESFA grant claims and ESFA returns	Any value	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>• TCSD</li> <li>• Deputy CEO</li> </ul>

Delegated Duty	Authorisation Levels		
	Value (Primary)	Value (Secondary)	Delegated Authority
Approval of in-year over or underspend of budget heads (for delegated items) within overall annual budget	Up to £5,000	Up to £10,000	Headteacher
	Up to £50,000	Up to £100,000	LGB
	Over £50,000	Over £100,000	Board of Directors
Approval of use of school's reserves (within reserves threshold policy)	Up to £30,000	Up to £50,000	LGB
	Up to £50,000	Up to £75,000	CEO
	Over £50,000	Over £75,000	Board of Directors
Disposal of assets	Up to £1,000	Up to £2,000	Headteacher
	Up to £10,000	Up to £20,000	LGB
	Over £10,000	Over £20,000	Board of Directors
Write-off of bad debts (Subject to limits set by ESFA that require ESFA approval.)	Up to £1,000	Up to £1,000	Headteacher
	Up to £10,000	Up to £10,000	LGB
	Over £10,000	Over £10,000	Board of Directors
Granting or take up of any leasehold or tenancy agreement	Any	Any	CEO
Quotations and tendering for delegated items	£1,000 to £2,500	£1,000 to £2,500	Two verbal quotes are required
	Up to £10,000	Up to £10,000	Three written quotations are required. Unsuccessful quotations must be retained as audit evidence.
	Up to £20,000	Up to £30,000	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.

<b>Delegated Duty</b>	<b>Authorisation Levels</b>		
	<b>Value (Primary)</b>	<b>Value (Secondary)</b>	<b>Delegated Authority</b>
	Up to relevant OJEU limit	Up to relevant OJEU limit	As above but requiring Board of Directors approval.
	Over OJEU limit	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	Greater than or equal to £20,000	LDST
	Less than £20,000	Less than £20,000	LGB
Raising invoices to collect income	Up to £5,000	Up to £10,000	School Business Manager (or equivalent)
	Up to £5,000	Over £10,000	School Business Manager (or equivalent) plus Headteacher
	Over £5,000		LGB or TCSD

Data and GDPR

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
<p>Data Management including website and GDPR</p>	<p>Ensures publication of statutory information on the school website.</p> <p>Ensures compliance in relation to School Workforce Census.</p> <p>Implements Freedom of Information Policy and Publication scheme.</p> <p>Appoints a Designated Data Protection Lead.</p> <p>Ensures compliance with data protection legislation and implements the trust's policies and procedures.</p>	<p>Monitors the publication of statutory information on the website.</p> <p>Adopts Freedom of Information Policy and Publication Scheme.</p> <p>Appoints a named governor with data protection responsibility.</p> <p>Ensures effective implementation of data protection policies and procedures.</p>	<p>Monitors school websites across the Trust to ensure statutory information is included.</p> <p>Sets standards for freedom of information for the trust.</p> <p>The DPO reports to the Board of Directors</p> <p>Monitors compliance with data protection legislation across the trust, conducts internal audits and sets trust-wide standards for information security, privacy and data protection.</p>	<p>Receive monitoring information regularly and take action where necessary.</p>

	<p>Ensures all staff receive data protection training and that school is able to evidence outcomes.</p> <p>Ensures safe and confidential systems are in place and maintains accurate and secure records.</p> <p>Ensures school's third party processors are GDPR compliant with data sharing agreements in place and completes data protection impact assessments for any new processes or systems.</p> <p>First point of contact for data breaches and subject access requests in school – keeps a record of breaches and SARs and escalates to the DPO.</p>	<p>Ensures all governors complete data protection training and reviews outcomes of staff training.</p>	<p>Informs and advises the Trust of its obligations under GDPR, monitors training and identifies gaps in learning.</p> <p>Advises schools and the central team in relation to data security and maintains accurate and secure records for central functions.</p> <p>Ensures trust-wide third party processors are GDPR compliant with data sharing agreements in place and data protection impact assessments completed for any new processes or systems – assists schools with their documentation.</p> <p>Helps schools with data breaches and subject access requests and maintains a trust-wide log. Advises schools if a breach is reportable and steps to be taken.</p> <p>Maintains a data asset register/record of</p>	
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	Maintains a data asset register/record of processing activity for the school.		processing activity for the central team. Ensures registration with the Information Commissioner's Office is up to date. The DPO acts as the direct contact with the Information Commissioner's Office (ICO).	
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Health and Safety

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Health and Safety	<p>Responsible for specific health and safety duties as set out in the Trust Health and Safety Policy.</p> <p>Adopt the Trust H&amp;S policy, adapting it to reflect local conditions.</p> <p>Ensure electronic accident book is used to record all accidents and safety incidents. All accidents to be recorded on the same day as the accident.</p> <p>Monitors the accident and H&amp;S drills book and agrees appropriate actions.</p> <p>Notify CEO and/or TCSD of any incident or accidents that is RIDDOR reportable to HSE or results in a hospital visit.</p> <p>Maintains responsibility for Health and Safety of the school site (with support from competent person through HS SLA).</p>	<p>Ensure that all schools have a Health &amp; Safety policy which is based on the LDST Health and Safety policy.</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, monitoring the risk assessments annually.</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>Receive reports from the on compliance with health and safety and accident reporting. and takes actions where necessary.</p>

	<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 H&amp;S recommended actions are carried out following I H&amp;S reviews and EO visits.</p> <p>Reports compliance with health and safety systems termly to the CEO.</p>			
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