MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

MTOAT SCHEME OF DELEGATION

About this Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within the Merchant Taylor's Oxfordshire Academy Trust (MTOAT) – the Trust Board, Executive Team (including CEO, Trust Operations Director and Trust Finance Director), Academy Headteachers (Principal at AUTC), Local Governing Bodies and trust board/academy committees. This summary is written according to the Responsible Accountable Consulted Informed ("RACI") framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within MTOAT, defined as follows:

- **Responsible**: These are the "doers" of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task. For example, while one person may be responsible for delivering an objective, others may be responsible for monitoring or scrutinising that delivery or preparing information reports delivery on that delivery.
- Accountable: This person or body is the "owner" of the task. They must sign off or approve when the task, objective or decision is
 complete. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one
 person or body accountable.
- Consulted: The individuals or bodies who are active participants who will be consulted as part of the process of completing a task.
 Their input is required before the task can be completed and signed off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered. Consulted, however, does not mean that they are decision makers for the task.
- **Informed**: The individuals or bodies who need to be kept "in the picture." They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

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This Summary is designed for use by governance stakeholders within MTOAT and external regulators, including Ofsted and the Department for Education (DfE). In line with the requirement outlined in the Academy Trust Handbook, it is also made available on MTOAT's website and can be viewed by parents, community members and the wider public. It should be read alongside MTOAT's Articles of Association (AoA) and local governing body terms of reference (ToR), in addition to MTOATs financial regulations.

MTOAT is an exempt charity and a company limited by guarantee. Company details of MTOAT members, trustees, executives and local governing body members, including business interests and attendance at meetings, can be found on MTOAT's website.

Summary of Governance Structure

Within MTOAT, the overarching approach to delegations for each governance tier is as follows:

- **Members:** Members have responsibility for ensuring the purpose of MTOAT is met as set out in its Articles of Association. Members need to assure themselves that governance of MTOAT is effective and that MTOAT's trustees are acting in accordance with MTOAT's charitable objectives. This document sets out areas where the MTOAT Board delegates functions and, as such, does not include the roles or responsibilities of the members.
- MTOAT Board: The MTOAT Trust Board holds ultimate legal accountabilities for all aspects of operational delivery, as well as being responsible for MTOAT policy and decision-making. Trustees oversee the management and administration of MTOAT and the academies run by MTOAT and delegate authority and responsibility to others, including the executive team and academy leadership teams who undertake the day-to-day management of the academies. Key matters reserved to the board include strategic direction, vision and values, and approval of the MTOAT business plan, policies, and educational targets.
- MTOAT Board Committees: the MTOAT Board is supported by two committees: the MTOAT Resources Committee and the Audit and Risk Committee that deliver detailed scrutiny, and may make delegated decisions on behalf of, or make recommendations to, the board. The MTOAT Board from time to time also establishes other committees to manage issues in a particular MTOAT setting.
- Local Governing Bodies (LGBs): At academy level, LGBs will monitor and understand how the academy is led and managed, be the

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key link between the academy and its community and have a role in influencing decision making. They will have a direct link to the MTOAT Board should concerns need to be raised. The LGBs may, in turn, be supported by subcommittees. Details on subcommittees for each LGB are outlined in the LGB terms of reference.

- Executive Team: This is the central team of MTOAT consisting of the senior leaders responsible for the operational running of the organisation, supporting individual academies with operational matters to meet the both the core object of MTOAT to advance education for public benefit, and to achieve strategic targets as set by the MTOAT Board. The membership of the Executive Team includes the Chief Executive /Accounting Officer, Academy Headteachers, the Trust Operations Director and the Trust Finance Director. The Accounting Officer may identify and recommend the addition of further members of the executive team.
- **Academy Headteachers**: The Academy Headteachers (Principal at AUTC) within MTOAT are responsible for all aspects of the day-to-day running of their setting and operational delivery of academy development plans.

In addition to the delegations set out in this document, some functions may be further delegated, for example by the Chief Executive Officer to members of the executive team or from one of the Academy Headteachers to senior academy staff. In line with MTOAT's Articles of Association, where any function or power that has been delegated is further delegated, the board must be informed as soon as is reasonably practicable. The articles contain further detail on the requirements under the section on delegation (article 105 onwards). The MTOAT Board retains overarching responsibility for all decisions made. The chair (or the vice chair in the absence of the chair) has the power to carry out functions of the MTOAT Board through chair's action **only** in exceptional circumstances where a delay in doing so would be seriously detrimental to the interests of MTOAT or/and its academies and it would not be possible to postpone a decision until a meeting of the MTOAT Board. The use of chair's action must be compliant with MTOATs financial regulations.

Approval and Renewal

MTOAT's Scheme of Delegation will be renewed at least annually or so that the roles and responsibilities outlined continually reflect the realities of MTOATs organisation or when another school joins MTOAT. Where a number of groups have a shared duty, overall lead/authority is as shown in **bold text.**



Key	
R	Responsible
Α	Accountable
С	Consulted
I	Informed

	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
1	Trust Governance												
1.1	People												
1.1.1	Appoint/remove members	A/R*	I			I	I			С		MTOAT	* Check AoA for full details.
1.1.2	Appoint/remove trustees	A/R*	A/R*			I	I			С		MTOAT	*Check AoA for full details.
1.1.3	Elect chair/vice chair of the MTOAT Board annually	I	A/R			I	С			С		MTOAT	
1.1.4	Establish trust committees		A/R			ı	R	ı		С	С	MTOAT	
1.1.5	Appoint trust board committee chair annually and remove when necessary		A/R				I			С		MTOAT	
1.1.6	Determine powers of chair of MTOAT Board in urgent situations		A/R				ı			ı		MTOAT	
1.1.7	Appoint/remove trust committee members		A/R	С	С		I			ı		MTOAT	
1.1.8	Appoint named safeguarding trustee		A/R			ı	I	I		С		MTOAT	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
1	Trust Governance	The state of the s											
1.1	People												
1.1.9	Appoint named SEND trustee		A/R			ı	ı	I		С		MTOAT	
1.1.10	Appoint named careers trustee		A/R			ı	ı	I		С		MTOAT	
1.1.11	Appoint named safeguarding governor (academy level)		Α			R	-	I		_		LGB	
1.1.12	Appoint named SEND governor (academy level)		Α			R	I	I		I		LGB	
1.1.13	Appoint named careers governor (secondary academies)		Α			R	I	I		I		LGB	
1.1.14	Define link trustee/governor roles and agree role description		A/R			С	I	I		I		MTOAT	
1.1.15	Appoint/remove LGB chairs/vice chairs*		Α			R	I	С		I		LGB	*Check ToR for full details.
1.1.16	Appoint/remove members of an LGB*		Α			R	I	С		I		LGB	*Check ToR for full details.
1.1.17	Appoint trust governors to LGB*		A/R			С	I	С		I		MTOAT	*Check ToR for full details
1.1.18	Establish academy committees		A/R			С		С				MTOAT	
1.1.19	Appoint/remove academy committee chairs*		Α			R	I	I	С		I	MTOAT	*Check ToR for full details
1.1.20	Appoint/remove academy committee members*		Α			R	I	I	С			MTOAT	*Check ToR for full details



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
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1	Trust Governance												
1.1	People												
1.1.21	Appoint/remove trust governance professional		Α				R			ı		MTOAT	
1.1.22	Appoint/dismiss local clerks						A/R					CEO	
1.1.23	Agree LGB clerking arrangements		Α				R					LGB	
1.1.24	Agree board committee clerking arrangements		Α				R			I		MTOAT	
1.1.25	Agree academy committee clerking arrangements		Α			I	R	1	I			LGB	
1.1.26	Appoint and remove the Responsible Officer	Α	R									MTOAT	
1.1.27	Appoint and remove the Company Secretary	С	A/R				R					MTOAT	
1.2	Systems and Structure												
1.2.1	Establish and review trust governance structure		A/R			I	O	_		I		MTOAT	
1.2.2	Determine the name of the trust	A/R	- 1				С	I		С		MTOAT	
1.2.3	Dissolve the company	A/R	I			I	С			С	С	MTOAT	
1.2.4	Articles of association: ratify changes	A/R	I				С			ı		MTOAT	
1.2.5	Articles of association: review		A/R				С			I		MTOAT	
1.2.6	Agree trust's scheme of delegation and complete annual review		A/R			ı	R	I		С		MTOAT	



	Governance Function	Members	Trust Board	ARC	MRC	TGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
1	Trust Governance												
1.2	Systems and Structure												
1.2.7	Agree committee terms of reference (including academy committees) and complete annual review - not including LGBs		A/R	R	R	С	С	I	R	I		MTOAT/LGB and committee*	Terms of reference are agreed by the committee in question and LGB/trust board.
1.2.8	Review and agree LGB constitution and terms of reference		A/R			С		I		1		MTOAT	
1.2.9	Agree remit and constitution of any working party established to support trust's strategic objectives		А	С	С	С	R			I	I	MTOAT	
1.2.10	Agree trust board and committee annual schedule of business, meetings and agendas		A/R	I	I		С	I		I	I	MTOAT	
1.2.11	Agree LGB annual schedule of business, meetings and agendas, ensuring trust-wide consistency		А			R	С	I		I		LGB	
1.2.12	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency		Α			R	I	R	R			LGB	
1.2.13	Complete annual trust board self-evaluation and skills audit alongside training plan		A/R				С			I		MTOAT	
1.2.14	Complete annual review and skills audit of LGBs, alongside training plan		А			R	С	I				LGB	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
1	Trust Governance							1			1		
1.2	Systems and Structure												
1.2.15			A/R				С			I		MTOAT	
1.2.16	Set clear expectations on monitoring and visits to schools		Α			R						LGB	
1.2.17	Ensure board reporting channels are established		А				R					MTOAT	
1.3	Reporting												
1.3.1	Publish governance arrangements on trust and academy websites		Α			ı	R	С		R		LGB	
1.3.2	Ensure trust and academy websites are compliant and effective		А			I	R	R		R		MTOAT/LGB	
1.3.3	Maintain compliance on GIAS and Companies House						A/R			R	R	CEO	
1.3.4	DfE required reports and returns		Α	1	- 1		R			R	R	CEO	
1.3.5	Submit annual report of the performance of the trust to members	I	А	С	С		R			С	R	MTOAT	
1.3.6	Maintain a register of interests		A/R			R						MTOAT/LGB	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
2	Vision and Strategy							<u> </u>	Ŭ				
2.1.1	Determine trust's vision, strategy, ethos/culture and key priorities		A/R			С	R	С		С		MTOAT	
2.1.2	Apply trust vision and strategy to individual schools		А			С	R	R		I		LGB	
2.1.4	Growth: Set vision and targets for trust growth	ı	Α			I	R	I		С		MTOAT	
2.1.5	Growth: Undertake due diligence review process on potential schools joining the trust		Α	R			R			С	R	ARC	
2.1.6	Growth: Approve new schools joining the trust	I	A/R	С		ı	R	ı		С	С	MTOAT	
2.1.7	Ensure there is a clear approach to trust-wide policies that reflect the trust's ethos and values, and ensure the maintenance and adoption of these across the trust*		А				R			С	С	MTOAT	*See policy matrix for further information
2.1.8	Approve trust-wide statutory policies*		A/R	С	С		I			Ι	I	MTOAT	*See policy matrix for further information
2.1.9	Approve academy-level statutory policies (including those which are local adaptations of trust models)*					A/R	I	Ι	O	I	Ι	LGB	*See policy matrix for further information
2.1.10	Determine non-statutory trust-wide policies		Α	С	С		R			С	С	MTOAT	
2.1.11	Determine non-statutory academy-level policies					Α	R	R		I	I	LGB	
2.1.12	Approve non-statutory trust-wide policies*		A/R	С	С		I			I	I	MTOAT	*See policy matrix for further information



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
2	Vision and Strategy	1	1	1	ı	1							
2.1.13	Approve non-statutory academy-level policies*					A/R	Ι	I	С	I	Ι	LGB	*See policy matrix for further information
2.1.14	Develop engagement channels with key stakeholders in line with trust vision and priorities		А				R	R		С		MTOAT	
3	Finance												
3.1	Finance and Resources												
3.1.1	Produce MTOAT financial procedures manual to further expand on processes relating to delegated financial powers		Α		С		С			С	R	MTOAT	Trust board to approve
3.1.2	Produce and adopt MTOAT annual report and accounts	ļ	Α	R	R		R			С	R	MTOAT	Trust board to approve
3.1.3	Submit required financial reports and returns		Α								R	MTOAT	
3.1.4	Agree budget plan to support delivery of trust strategic priorities		Α	I	R		R			С	R	MTOAT	
3.1.5	Agree budget plan to support delivery of academy strategic priorities		Α	I	R	С	Α	R		_	R	MTOAT	
3.1.6	Agree reporting and monitoring arrangements for trust and academy budgets		Α		С	I	R	I		С	R	MRC	
3.1.7	Monitor MTOAT budget in-year		Α		С		R			ı	R	MRC	
3.1.8	Monitor academy budgets in-year		Α			С	R	R		Ι	R	LGB	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
3	Finance												
3.1	Finance and Resources												T 1 1 1 11
3.1.9	Prepare management accounts every month setting out the trust's financial performance and position		А		С	I	С	ı		I	R	MTOAT	To be shared with chair of trustees every month and circulated at every full trust board meeting
3.1.10	Agree MTOAT Financial Scheme of Delegation		Α	R	С	ı	R	I		С	R	ARC	
3.1.11	Develop financial, procurement and charging policies and procedures		Α		R	I	С	I		R	R	MRC	
3.1.12	Manage cash position		Α		С		R	I		I	R	MRC	
3.1.13	Agree the financial charging model (top slice) for academies		Α		С		R				R	MTOAT	
3.1.14	Approve long-term financial plans		Α	С	С							MTOAT	
3.1.15	Develop and submit three-year budget forecast		Α				R				R	MTOAT	
3.1.16	Approval of significant capital projects (expenditure/contracts above a certain threshold)		A/R	I	С		R			С	С	MTOAT	
3.2	Financial Accountability (including audit)												
3.2.1	Agree the annual audit programme	Α	R	R			С			С	С	ARC	
3.2.2	Appoint/remove external auditors	Α	R	R			С			С	С	ARC	



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3	Finance												
3.2	Financial Accountability (including audit)												
3.2.3	Receive and respond to external auditor's report	I	Α	R	O		R			С	R	ARC	
3.2.4	Action recommendations made by external auditors		Α	R	С		R	R		С	R	ARC	
3.2.5	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		А	R			С			С	С	ARC	
3.2.6	Appoint internal auditors	ı	Α	С			R			С	С	MTOAT	
3.2.7	Receive internal audit management letters and findings reports		Α	С			R			I	R	ARC	
3.2.8	Action recommendations made by internal auditors		А	С			R	I		I	R	MTOAT/ARC	
3.2.9	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust		А	R								ARC	
3.2.10	Carry out benchmarking and trust-wide value for money evaluation		Α		1		С	С		С	R	MTOAT	
3.2.11	Manage conflicts of interest and related party transactions		Α	R			R			R	R	ARC	
3.2.12	Ensure compliance with requirements of DfE and funding agreement	_	Α	R			R			R	R	ARC	



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3	Finance												
3.2	Financial Accountability (including audit)												
3.2.13	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust		А	С	I	I	R	С		R	С	ARC	
4	Operations, H&S and Estates												
4.1.1	Agree premises management documents, including estate vision, estate strategy and asset management plan		А	С	R		R			С	С	MRC	
4.1.2	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level		А		С	R	R	R		R		LGB	
4.1.3	Monitor school estates to ensure they are safe and well maintained		Α		С	R		R		R		LGB	
4.1.4	Ensure that there is suitable expert support on health and safety						Α			R		Trust OD	
4.1.5	Produce site compliance report to include cyclical maintenance, fire-risk assessment, asbestos management, water management, catering compliance reports		А		С	I	С	С		R	С	MRC	
4.1.6	Contractual arrangements reports, including statutory checks, for those hiring or working on trust premises		А		R	С	R	O		R	С	MRC	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
4	Operations, H&S and Estates							Ĭ	O				
4.1.7	Agree risk management policy		A/R	R			R			С	С	MTOAT	Trust Board to approve.
4.1.8	Oversee the risk register and undertake a full review at least annually		A/R	R	С	С	R	С		R	R	MTOAT	
4.1.9	Undertake termly review of risk register		Α	R	С	С	R	R		R	С	ARC	
4.1.10	Manage and report on risk mitigation strategies			С			A/R	R		С	С	ARC	
4.1.11	Maintain trust contingency and business continuity plans			С			A/R			С	С	ARC	
4.1.12	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes		А	R			R			С	С	ARC	
4.1.13	Appoint a data protection officer (DPO)			I			A/R	I		С	С	CEO	
4.1.14	Develop a cybersecurity framework		Α			ı	R	I		R		MTOAT	
4.1.5	Produce site compliance report to include cyclical maintenance, fire-risk assessment, asbestos management, water management, catering compliance reports		А		С	ı	С	С		R	С	MRC	
4.1.6	Contractual arrangements reports, including statutory checks, for those hiring or working on trust premises		А		R	С	R	С		R	С	MRC	
4.1.7	Agree risk management policy		A/R	R			R			С	С	MTOAT	Trust Board to approve.



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
4	Operations, H&S and Estates												
4.1.8	Oversee the risk register and undertake a full review at least annually		A/R	R	С	С	R	С		R	R	MTOAT	
4.1.9	Undertake termly review of risk register		Α	R	С	С	R	R		R	С	ARC	
4.1.10	Manage and report on risk mitigation strategies			С			A/R	R		С	C	ARC	
4.1.11	Maintain trust contingency and business continuity plans			С			A/R			С	С	ARC	
4.1.12	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes		А	R			R			С	С	ARC	
4.1.13	Appoint a data protection officer (DPO)			I			A/R	I		С	С	CEO	
4.1.14	Develop a cybersecurity framework		Α			I	R	I		R		MTOAT	
5	Workforce												
5.1.1	Appoint/dismiss CEO/accounting officer; inform the Secretary of State of appointment	I	A/R		С	I		I		I	-	MTOAT	
5.1.2	Appoint/dismiss trust finance director		Α		С		R			ı		MTOAT	
5.1.3	Appoint/dismiss trust operations director		Α	I	I		R	I			1	MTOAT	
5.1.4	Appoint/dismiss academy headteachers/principals		Α	I	I	R	R	I		I	Ι	LGB	
5.1.5	Appoint/dismiss academy SLT				I	Α	R	R			1	HT	
5.1.6	Appoint/dismiss central services team						A/R		- 1	R	- 1	Trust OD	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
5	Workshop												
5.1.7	Appoint / dismiss other staff (in staffing/pay structure)						Α	R			С	НТ	
5.1.8	Appoint / dismiss other staff (not in staffing/pay structure)		Α		С	I	R	R		I	С	MRC	
5.1.9	Determine approach to appraisal and performance management		Α		R		R				I	MRC	
5.1.10	Performance manage CEO and determine pay/progression		А		R					I	С	MRC/CPPRC	CPPRC: CEO Pay and Performance Review Committee
5.1.11	Performance manage other members of executive team and determine pay / progression		А		С		R			I	I	MTOAT	
5.1.12	Performance manage academy headteachers / principals and determine pay / progression		Α			R	R			I	С	LGB	
5.1.13	Performance manage academy-level staff members and determine pay / progression					Α		R		С	С	MTOAT	
5.1.14	Performance manage central team staff members and determine pay / progression		Α				R			R		MTOAT	
5.1.15	Determine staffing structure - executive and central teams		Α		С	I	R			С	С	MRC	
5.1.16	Determine academy-level staffing structure		I		I	С	Α	R		I	С	LGB	
5.1.17	Ensure appointment of DSLs and deputy DSLs	-	I			I	Α	R	_		-	HT	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
5 5.1.18	Workforce Ensure appointment of SENCos						Α	R				HT	
5.1.19	Ensure there is effective school development capacity within, or accessed by, the trust						A/R	IX			R	CEO	
5.1.20	Monitor compliance with safer recruitment requirements		Α				R	С		R		MTOAT	
5.1.21	Implement disciplinary, grievance and capability procedures (including panel hearings) - CEO		A/R									MTOAT	
5.1.22	Implement disciplinary, grievance and capability procedures (including panel hearings) - other executive team						A/R					CEO	
5.1.23	Implement disciplinary, grievance and capability procedures (including panel hearings) – central team						А			R		CEO	
5.1.24	Implement disciplinary, grievance and capability procedures (including panel hearings) - schools						А	R				CEO	
5.1.25	Monitor staff wellbeing and workload		Α		R	R		R				MRC/LGB	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
5	Workforce												
5.1.26	Approve GPG report and Facility Time report*		A		R		ı			ı		MRC	*For 2024-25 it was confirmed that the trust is not quite at the threshold yet, but this needs to be monitored.
5.1.27	Complete statutory safeguarding employment checks		Α		ı	I	R	R		R		Trust OD	memerea.
5.1.28	Complete and maintain Single Central Record (SCR)						Α	R		R		Trust OD	
5.1.29	Receive routine reports on the status of the Single Central Record (SCR)		Α	R								ARC	
5.1.30	Monitor staff statutory training (safeguarding, Prevent, H&S, etc.) and impact of CPD				Α	Α	R	R				MRC	
6	Curriculum												
6.1.1	Agree MTOAT's approach to curriculum and assessment regarding statutory requirements		Α			С	R	С				MTOAT	
6.1.2	Set and approve school curricula and curriculum policies					А	R	R				LGB	
6.1.3	Delivery of curriculum					-	I	A/R				HT	
6.1.4	Deliver provision of statutory careers education (secondary)					I	I	A/R				HT	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
7	Students and Learning Support												
7.1.1	Ensure high standards of teaching and learning					Α	R	R				LGB	
7.1.2	Set targets for student outcomes across the trust monitor in-year data termly					I	A/R	С				CEO	
7.1.3	Agree individual school development plans and strategies		I			Α	R	R				LGB	
7.1.4	Monitor and review progress against school development plan		I			Α	R	R				LGB	
7.1.5	Set academy day times, dates of academy terms and holidays		I			Α	R	R				LGB	
7.1.6	Monitor attendance and persistent absence of students		I			Α	I	R				LGB	
7.1.7	Complete safeguarding annual report and file with the trust		A/R			R	R	R				MTOAT	
7.1.8	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements		I			Α	R	R				LGB	
7.1.9	Ensure effective and compliant trust-wide SEND provision		Α			I	R	С				MTOAT	
7.1.10	Regularly monitor compliance with SEND code of practice		I			I	Α	R				CEO	



	Governance Function	Members	Trust Board	ARC	MRC	ГСВ	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
7	Students and Learning Support												
7.1.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements		I			А	R	R				LGB	
7.1.12	Monitor progress and attainment for all vulnerable students		I			Α	R	R				LGB	
7.1.13	Monitor support for looked after and previously looked after students		I			А	R	R				LGB	
7.1.14	Monitor student behaviour data across different student groups		I			Α	R	R				LGB	
7.1.15						A/R						LGB	
7.1.16	Monitor rates of suspension and exclusion across the trust		Α				R					MTOAT	
7.1.17	Ensure school food standards are met for students						Α	R				CEO	
7.1.18	Ensure free school meal provision is adequately implemented						Α	R				CEO	
7.1.19	Ensure the provision of universal infant free school meals						Α	R				CEO	
7.1.20	Deliver inclusive extra-curricular activities						Α	R				CEO	
7.1.21	Monitor student wellbeing and how this is actively supported		ı			Α	R	R				LGB	



	Governance Function	Members	Trust Board	ARC	MRC	LGB	CEO	Academy Headteachers	Academy Committees	Trust OD	Trust FD	Monitored where?	Comments
7	Students and Learning Support												
7.1.22	Monitor provision and outcomes for EAL students		I			Α	R	R				LGB	
7.1.23	Determine use and monitor impact of additional grants, including pupil premium and sports funding		I			Α		R				LGB	
7.1.24	Ensure careers provider access across trust						A/R					CEO	
8	Parents and Community												
8.1.2	Implement admissions appeal process					Α		R				LGB	
8.1.4	Review complaints at panel stage		Α			R						LGB	
8.1.5	Monitor all complaints raised (including through external agencies e.g LA, DfE and Ofsted) across the trust		А				R					MTOAT	
8.1.6	Engage with key stakeholders at academy level					Α	I	R				LGB	