

		Role				
		Members	Trustees	CEO	LGB and Trust Committees	Headteacher
Strategy and Leadership						
Strategy	Set Academy Trust's objects		A/R	S	I	I
Compliance	Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook		A	R	S	R
	Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, GDPR, employment law and health and safety)		A	S	R	S
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		A	R	S	S
	Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and related party transactions		A	R	R	S
Appointments	Appointment and removal of Trustees/Board - to include ensuring processes in place for appointment and removal of Trustees/Board (including ensuring that the Trustees have the skills to run the Trust)	A/R	R	S		
	Appointments of Governors - ensuring processes in place for appointment of governors (including ensuring that the Governors have the skills to run the Academies)		R	C	A/R	S
	Appointment of Clerk - Board		A/R	S		
	Appointment of Clerk - Governing Body		C	C	A/R	S
Policies	Review and approval of Trust Wide Policies		A	R	I	I
Committee Delegations	Prepare terms of reference for LGB's and Committees		A/R	S	C	C
Training	Training programme for trustees		A/R	S		
	Training programme for governors		C		A/R	S
Education and Leadership						
Academy Performance	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		R	S	A/R	S
	Curriculum - setting the curriculum for the Academies and reviewing its effectiveness		C	S	A/R	S
Student Issues	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		C	C	A	R

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	Ensure school lunch provided to appropriate nutritional standards			S	A	R
Safeguarding	Ensuring each academy has appointed a designated safeguarding lead, ensuring compliance with statutory guidance and maintenance of single central record		C	S	A/R	S
Admissions	Approval of schools' admissions policies		A/R	S	I	I
	Admissions Decisions		C	I	R	S
Ofsted	Ofsted Inspections Trust Support: (1) Board will liaise with Ofsted where MAT is inspected and will assist with an Academy inspection. (2) CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review (3) CEO will support LGBs and Principals/Headteachers for individual Academy inspections		A/R	S	I	I
	Ofsted Inspections: Academy Level		A	S	R	R
Financial						
Appointments	Appointment of Audit and Risk Committee		A	S		
	Appointment of Accounting Officer and Chief Financial Officer		A/R			
	Appointment of External/Internal Auditors	A/R	I	I		
Funding Model and Budget	Agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term		A/R	S	R	R
	Formulating and setting the Trust wide budget		A/R	S	R	R
	Ensuring delivery of Annual Budgets		A/R	S	R	R
Investments	Agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation		A	R		
HR and Operations						
Appointments	Appointment of CEO		A/R			
	Appointment of Principals/ Heads at each Academy		A	R	C	
	Appointment of Academy SLT (excluding Headteacher)			S	A	R
	Excluding SLT and Principal/ Head)				A	R
Dismissals	Dismissing CEO (in accordance with the Trust disciplinary and capability policies)		A/R		I	
	Dismissing Trust Staff (in accordance with the Trust disciplinary and capability policies)		I	A/R	C	

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Dismissals	Dismissing Headteachers (in accordance with the Trust disciplinary and capability policies)		A	R	S	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)			S	A	R
Procurement	Setting Trust's procurement policy in accordance with the Funding Agreement and Academies Financial Handbook		A	R	I	I
	Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy			C	A	R
	Enter into contracts - up to limit of delegation set out in Scheme of Financial Delegation			C	A	R
Media and PR	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		A	R	S	S
	Information management - including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student)		A	R	S	S

R means **Responsible**. The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO, this reporting will be at Board level. In the case of the Principal/Head, this will be at Academy LGB level.

A means **Accountable**. The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

S means **Support**. The individual/group who should provide support during the implementation of the task.

C means **Consult**. The individual/group that should be consulted as part of the process of the completing the task because they can provide valuable advice and/or input.

I means **Inform**. The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task.