


Scheme of Delegation 2022-2023

Monitoring Responsibility	CFO
Next Review Date	July 2023
Approval Body	Board of Trustees
Date Ratified	26/9/2022
Chair of Committee Signature	

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1. Introduction

Voyage Education Partnership (the 'Trust') is committed to working with others to raise achievement for all. Every academy within the Trust places great emphasis on providing a caring environment where each young person is supported in their personal development, meeting all of their needs, as well as ensuring that each and every child and young person reaches and often exceeds their academic potential.



1.1 Our Mission

To create centres of excellence within and for the community which raises the aspirations and achievement of all stakeholders – a Trust which provides care, support, guidance, challenge and empowerment for all.

1.2 Our Aims

- **Every Learner in Voyage is Educated in a 'Good' Academy**, where the quality of education reflects the highest standards and behaviour, attitudes and outcomes are exemplary and consistent from everyone within the school community.

We want every learner to enjoy their learning journey in our academies and have real choices for the future.

We have a shared mission to deliver excellent teaching and learning every day.

- **Voyage is 'The Trust of Parental Choice'**, a leading educational organisation in our communities that gives confidence.

We want to be the 'first choice' in the communities we serve and for our academies to be full, or growing, vibrant places to learn.

Every learner should have access to the best education whatever their starting point.

- **Voyage is 'The Employer of Choice'**, where academies and a Central Team that are great places to work.

We want staff development to be first class and to enable ambitious staff to grow their careers.

We want our CPD networks to offer significant professional development opportunities - and to recruit and retain the very best people.

- **Voyage is 'The Partnership of Choice'**, an outward-facing, collaborative and innovative learning-focused organisation.

We want external agencies and strategic partners to seek to work with us, and for us to have excellent capacity to support others.

Our reputation should attract like minded thinkers and innovators.

1.3 Our Values



2. Governance structure and lines of accountability

As a multi academy trust, The Board of Trustees as the legal entity are accountable in law for all major decisions about all academies within Voyage. This does not mean the Board will make every decision within the Trust, they will delegate some governance and decision-making responsibilities to:

- The Chief Executive Officer and the Executive Team
- Headteachers
- Trust level sub-committees
- Academy Councils

2.1 Summary

The Academy Trust shall have regard to any guidance as to governance of academies that the Secretary of State may publish to the extent permitted by the governing documents. Voyage Education Partnership's Multi Academy Trust Board of Trustees is accountable in law for all decisions about its academies. However, this does not mean that the Board makes all the decisions itself and as such, may choose to delegate to the CEO, Board Committees and Academy Councils (AC). The decision to delegate a function is made by the full Board of Trustees and is recorded as such. Without formal delegation, the individual or committee has no power to act.

The Scheme of Delegation ('SoD') is prepared to reflect the trust's ethos, promoting a positive climate and a culture of honesty, transparency, and accountability for the benefit of all stakeholders.

The Board of Trustees have agreed a SoD to delegate some functions of governance. This SoD is the key document defining the lines of responsibility and accountability agreed by the Board of Trustees.

2.2 Purpose

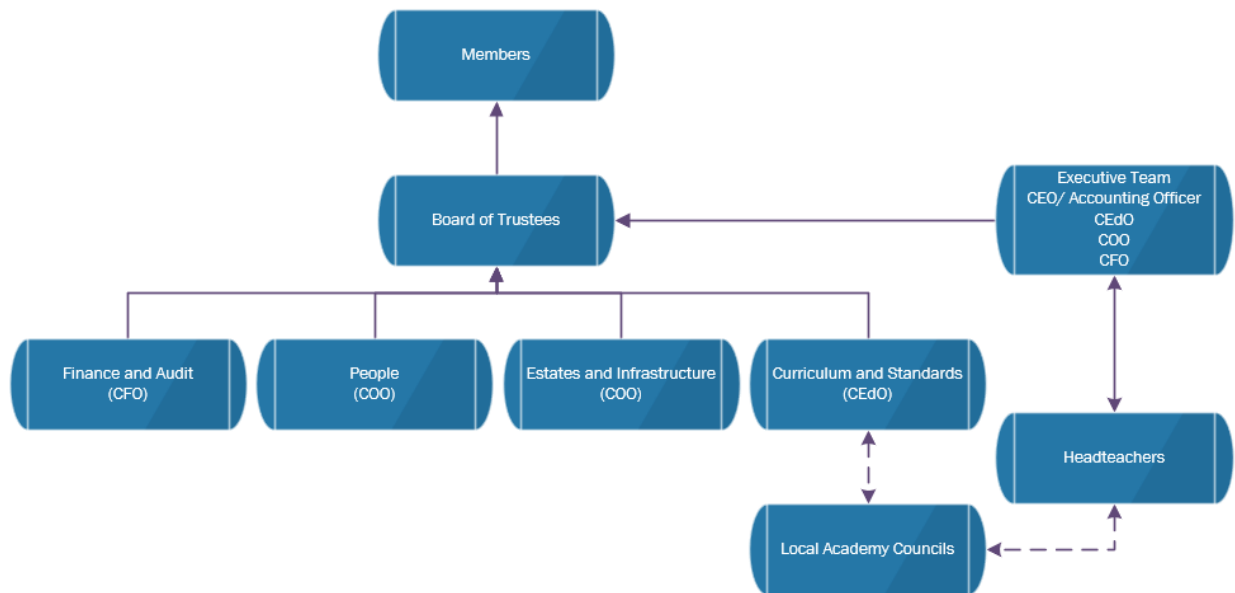
The SoD aims to clarify decision making and lines of accountability in a simple, succinct and clear format and as such includes:

- ♣ A structure diagram which shows the layers of governance and lines of accountability
- ♣ Detailed narrative on roles and responsibilities

A grid format, with columns for each layer of governance which enables stakeholders to quickly determine who is responsible for each strategic decision within the Trust. The grid is in four key areas to reflect both the governance framework and the three core functions of the governing body:

1. The governance framework:
 - a. People
 - b. Systems and structures
2. Being strategic
3. Holding to account
4. Ensuring financial probity

2.3 Governance structure



3. Roles and responsibilities

3.1 Role of the Members

- The Members of Voyage Education Partnership are the guardians of the governance of the trust and must ensure it carries out its charitable objectives and company duties.
- Voyage aims to have five Members (and a minimum of three) in line with the DfE expressed preference; Members are not permitted to be employees of Voyage and there is clear separation between this and other layers of governance.
- The Members agree Voyage's Articles of Association, appoint Trustees, and appoint the Trust's external auditors.
- The Members receive information about Voyage's business along with the Annual Report and Annual Accounts.
- If Members have concerns that Voyage is not carrying out its charitable objective, Members are able to remove Trustees who are failing to fulfil this responsibility.
- The Members ensure that the Trust's charitable objects are carried out.
- The Member's receive an annual report of the Trust's performance and will receive the audited accounts.

3.2 Role of the Trustees

- Voyage Education Partnership is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors (within the terms of the Companies Act 2006).
- Trustees are bound by both charity and company law so the terms 'trustees' and 'directors' are often used interchangeably. Voyage uses the term 'Trustee' as it serves to highlight the overarching charitable purpose of the organisation, distinguishing it from other directorships that may be held in the private sector.
- The Trust appoint the Trustees for their knowledge, skills and/or experience to ensure an appropriate balance on our Board.
- Voyage Education Partnership Trustees are responsible for the general control and management of the Trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of all the schools within the trust; they do this by carrying out the core governance functions.
 - Ensuring clarity of the vision, ethos, and strategic direction
 - Holding the Executive leaders to account for the educational performance of the academies and their pupils and the effective and efficient performance management of staff.
 - Overseeing the financial performance of the academies and seeing that money is well spent.
- The Board of Trustees have approved a written scheme of financial delegation along with a written scheme of delegation setting out what has been delegated to its four committees and

Academy Councils. The Board has also approved terms of reference for each of these groups and a handbook for Academy Council members.

- Information pathways between the Trust Board, its committees and the Chief Executive and their team have been created so that Academy Councils can share with them any concerns or celebrations they may have.
- The Trust aims to achieve clear separation between this and other layers of governance across the Trust.
- The Trust has the right to review and adapt its governance structure at any times, this includes reducing or removing delegation where appropriate.

3.3 The role of Trust Board Committees

- The Trust Board has established four committees either with delegated authority to make decisions or for the purposes of provision advice and support to the work of the Trust Board. However, these committees are not legally accountable for statutory functions. The Trust Board will retain overall accountability and responsibility.
- Some governance functions are delegated by Voyage's Trustees to the four board committees:
 - **Curriculum and Standards:** responsible for supporting, challenging, and scrutinising the Trust's educational strategy including Safeguarding to ensure that excellent educational outcomes and performance are achieved across all academies and for all learners thus ensuring that the Trust works to achieve its stated four core aims.
 - **Estates and Infrastructure Committee:** responsible for supporting, challenging, and scrutinising matters relating to the management of Voyage Education Partnership's property and assets including Health and Safety, Catering and IT thus ensuring that the Trust works to achieve its stated four core aims.
 - **Finance and Audit Committee:** responsible for supporting, challenging, and scrutinising matters relating to the adequacy of Voyage Education Partnerships financial controls and risks along with its financial management thus ensuring that the Trust works to achieve financial probity along with its stated four core aims.
 - **People Committee:** responsible for supporting, challenging, and scrutinising matters relating to the management and wellbeing of all those working and being educated within the organisation, thus ensuring that Voyage Education Partnership works to achieve its stated four core aims.
- All Board committees (save for ACs) have at least three trustees in membership, with trustees being in the majority for voting purposes. Board committee members are appointed according to their skills and are responsible for the election of the Chair of each committee.
- The responsibilities of the Board Committees are set out in their own Terms of Reference. The Trust Board appoint committee Members and Chairs annually.

3.4 Role of Academy Councils

- Trustees delegate some governance functions to Academy Councils. Voyage Education Partnership therefore aims to demonstrate transparent decision making and prevent bias and conflicts from emerging, thus strengthening the governance checks and balances within the Trust.
- Academy Councils must include parental representation with a maximum of four places (minimum of two) being available on each Academy Council. Academy Councils are responsible for the election of their Chair and Vice Chair bi-annually.
- Schools operating under the leadership of a single Executive Headteacher may opt to have a single Academy Council.
- The Academy Council handbook contains more detail of the roles and responsibilities played by this layer of governance including details of the channels of communication between them and the Voyage Education Partnership Board of Trustees.

3.5 Role of the Executive Team

The Executive Team comprises the Chief Executive Officer, Chief Education Officer, Chief Financial Officer and Chief Operating Officer.

Trustees expect the team to work cohesively to support the achievement of outstanding educational outcomes, to provide an excellent service to the Trust's academies, to ensure best value for money and to impact on the delivery of Voyage Education Partnership's vision and values.

Specific elements are delegated to each of the roles within the team:

3.5.1 The Chief Executive Officer (CEO)

- The Trustees have delegated the day-to-day management of Voyage Education Partnership to the Chief Executive Officer (CEO), line managing them in line with Voyage's appraisal and performance management policies.
- The CEO is responsible for the strategic leadership of the Trust, the line management of the Central Executive Team and reports to the Trust Board and to its committees.
- The Chief Executive Officer of Voyage Education Partnership is also its Accounting Officer. The CEO is therefore not only responsible for the success of the Trust as a whole, for the effective management of risk, and for its efficient and compliant management overall, but is also personally responsible to Parliament for regularity, propriety, and value for money, and assuring the Trust Board about compliance with the Funding Agreement and the Academy Trust Handbook.

3.5.2 The Chief Education Officer (CEdO)

- The Chief Education Officer (CEdO) reports directly to and is line managed by the Chief Executive Officer (CEO).
- The CEdO is specifically responsible for preparing reports to the Curriculum and Standards Committee. They also report to the Trust Board where appropriate.

- The CEO has delegated responsibility for the educational performance of the Trust, for the creation of a team-orientated culture of best practice and continual improvement and for the development of partnerships outside the Trust to the CEo.
- The CEo is responsible for the line management of Voyage Education Partnership's Headteachers, Extended Services and Central Education Teams as well as for nurturing its leaders and leadership talent.

3.5.3 The Chief Financial Officer (CFO)

- The Chief Financial Officer reports directly to and is line managed by the Chief Executive Officer (CEO).
- The CFO is specifically responsible for preparing reports to the Finance and Audit Committee. They also report to the Trust Board where appropriate.
- The CEO as Accounting Officer for the organisation bears the ultimate responsibility for the proper financial conduct of the organisation but has delegated responsibility for financial management, for the leadership and management of the Central Finance team and the provision of advice on strategic financial management to the CFO.
- The CFO is accountable for the accuracy and resilience of Voyage Education Partnership's (and its component academies') accounting practice, systems and data and has direct responsibility for providing the required levels of competence and ownership of the financial operation of Voyage in its entirety along with effective governance and legal processes.

3.5.4 The Chief Operating Officer (COO)

- The Chief Operating Officer (COO) reports directly to and is line managed by the Chief Executive Officer (CEO).
- The COO is specifically responsible for the preparation of reports to the People and Estates Committees. They also report to the Trust Board where appropriate.
- The CEO has delegated the strategic leadership and professional management of the non-academic operating aspects (Human Resources, IT, Estates and Premises, Business and Data Systems, Health and Safety, Catering and GDPR) of Voyage Education Partnership to the COO.
- The COO is responsible for the provision of continuous improvement in all delegated areas and for the development of innovative and collaborative practice.

3.6 Role of the Headteacher

- The Chief Executive delegates the day-to-day management of the Trust's individual academies to the relevant individual headteachers, and they are line managed in accordance with the Trust's appraisal and performance management policies by the CEo.
- Headteachers are accountable for the provision of professional vision and leadership for their academy, for securing its success and improvement and for ensuring the delivery of high-quality education for all its pupils along with improved standards of learning and achievement.

- Headteachers share information about how the trust is managing the school with the Academy Councils so that council members build an understanding about how the academy operates and are enabled to monitor and scrutinise how key policies and improvement plans are working in practice.
- Headteachers are expected to lead their organisation successfully to meet the organisations aims.

4. Delegation and Decision-Making Matrix

<p>Reading the grid</p>	
<p>Groups Included:</p> <p>M: Members</p> <p>TB: Trust Board</p> <p><u>Executive Team</u></p> <p>CEO/AO: Chief Executive Officer/Accounting Officer</p> <p>CFO: Chief Financial Officer</p> <p>CedO: Chief Education Officer</p> <p>COO: Chief Operating Officer</p> <p><u>Trust Board Committees</u></p> <p>F/A: Finance and Audit</p> <p>C/S: Curriculum and Standards</p> <p>E/I: Estates and Infrastructure</p> <p>P: People</p> <p>AC: Academy Councils</p> <p>HT: Headteachers</p>	<p>The following descriptions are used in this document to describe the roles of the various groups and individuals.</p> <p>Accountable (A)</p> <p>Ultimately answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.</p> <p>Responsible (R)</p> <p>Responsible for the delivery/ detailed scrutiny. Does the work to achieve the task. Can be shared between groups/individuals.</p> <p>Consulted (C)</p> <p>Needs to be involved before the decision is made, they normal make a recommendation. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject.</p>
<p>Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, academy committee or HT</p>	

Governance function		M	TB	Executive Team				TB Committees				AC	HT
				CEO/AO	CFO	CEdO	COO	F/A	C/S	E/I	P		
Governance Framework: People													
	Members: appoint/remove/suspend	R											
	Trustees: appoint/remove/suspend	R											
	Co-opted Trustees: appoint/remove/suspend		R										
	Monitor the effectiveness of the Board of Trustees, including the performance of the Chair	R											

Governance Framework: People	Governance Function	M	TB	Executive Team				TB Committees				AC	HT
				CEO/AO	CFO	CEdO	COO	F/A	C/S	E/I	P		
				Board of Trustees and Trustee committee chairs and vice chairs: appoint and remove		R							
Trustee committee membership: appoint and remove		R											
Staff recruitment : approve policy matrix										R			
Named safeguarding (inc PREVENT), SEND, Health and Safety, Careers trustee: appoint and remove			R										
Academy Council chairs: appoint and remove			A								R		
Academy Council members: appoint and remove			A								R		
Monitor the effectiveness of Academy Councils			A	R	C								
Applications for secondment: approve				A			R					C	
Banning Individuals from the site			A	R								C	

Governance framework: systems and structures	Articles of association: amend	R											
	Name of the Trust: amend	R											
	Governance structure for the trust, including establishing new committees: review and approve annually		R		C								
	Governance terms of reference: agree annually		R		C								
	Scheme of delegation: agree annually		R		C								
	Determine Trust-wide policies in accordance with the agreed schedule of policies (schedule 5) which reflects the Trust's ethos and values (facilitating discussions with unions where appropriate): approve		R		C								
	Annual calendar and schedule of trustee governance business: agree		R		C								
	Academy times, terms and holidays: approve												R
	Academy logo & branding												R
	Academy uniform												R

Governance framework: reporting and compliance	Determine trust wide policies which reflect the trust's ethos and values: approve policy matrix		R		C								
	Determine school level policies: approve policy matrix		R		C								
	Insurance arrangements: Trust, Academies			A	R		C						
	Off-site visits for learners of more than 24 hours: approve			A			R						C

Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve policy matrix		R		C							
	Determine school level policies: approve policy matrix		R		C							
	Management of Trust risk: establish register, review and monitor		A		C			R				
	Management of Academy risk: establish register, review and monitor					A					C	R
	Engagement with stakeholders: ensure		A	R							R	R
	Determine trust's vision, strategy and key priorities: approve		A	R	C	C	C					C
	Determine academy' vision, strategy and key priorities: approve					A					C	R
	Chief executive officer: appoint/dismiss		R									
	Accounting officer: appoint/dismiss		R									
	Executive Team (exc. CEO): appoint/dismiss			R								
	HTs: appoint/ dismiss			A		R						
	Annual budget plan to support delivery of key priorities: approve		A		C			R				
	Central charging structure: approve			R	C			A				
	Terms and conditions of employment: approve			R			C				A	

Trust's staffing structure: agree			A	R	C	C						
Schools' staffing structure: agree			A		R	C						C
New Academies joining the Trust: approve		R	C									
Expansion of physical teaching capacity: approve		A	C						R			
Expansion onto an additional or satellite site: approve		A	C						R			
Change of lower or upper age range: approve		A	C					R				
Adding or removing a sixth form: approve		A	C					R				
Amalgamating with another academy: approve		A	C					R				
De-Amalgamating an existing academy: approve		A	C					R				
Transfer to another site: approve		A	C						R			
Change of gender composition: approve		A	C					R				
Change in type of SEN provision: approve		A	C					R				
Changes affecting provision reserved for SEN pupils: approve		A	C					R				
Adding or increasing boarding provision: approve		A	C					R				
Permanent closure of an academy		A	C									

Temporary closure (in excess of 2 days) of an academy in response to a health and safety concern			A		R								C
Temporary closure (less than 2 days) of an academy in response to a health and safety concern			A										R
Increase/ decrease in PAN of an academy: approve		R	C										
Increase intake beyond PAN			A		R								C
Sale/ purchase/ granting of long term lease in relation to land and buildings		A		C		C	R						
Asset Management Plan – establish and review						R			A				C

Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment, financial): agree auditing and reporting arrangements		A	C	C	C	C	R	R	R	R		
	Monitoring progress on key Trust priorities: agree reporting arrangements		A	C	C	C	C	R	R	R	R		
	Hold the Chief Executive Officer to account for the Trust performance: undertake (Table A)		A										
	Hold the Headteacher to account for the academy performance: undertake (Table B)		A	R									
	Monitor Headteacher strategies against specific grant funding requirements (e.g. pupil premium, sports premium, catch up funding): Approve strategy			A	C	R	C						
	Annual performance report for members: approve		A	R	C	C	C						

Financial oversight	External auditors: appoint	A	R						C				
	Statutory financial statements: approval		A	C	C				R				
	Chief financial officer: appoint			R									
	External auditors' report: receive and respond				R				A				
	Annual budget plan to support delivery of key priorities: approve		A		C				R				
	3/5 year budget plan to support delivery of key priorities: approve		A		C				R				
	Benchmarking and trust wide value for money: ensure robustness				R				A				C
	Monitoring budget: agree reporting approval				R				A				
	Internal Audit – appoint auditor, create plan to reference financial and non-financial risk risks				C				R				
	Agree contracts constituting related party transactions		A		C				R				
	Service level agreements between central services and academies: monitor and evaluate			A	R	R	R						C
	Opening or closing of bank facilities, including procurement cards: approve			A	R								
	Novel, contentious and repercussive payments: approve		A		C				R				

	Staff severance, compensation and ex gratia payments, ESFA approval required: approve		A		C		C	R							
	Staff severance, compensation and ex gratia payments, no ESFA approval required: approve			R											
	Write-offs and liabilities, ESFA approval required: approve		A		C			R							
	Write-offs and liabilities, no ESFA approval required: approve			R											

	Governance Function	M	TB	Executive Team				TB Committees				AC	HT
				CEO/AO	CFO	CEdO	COO	F/A	C/S	E/I	P		
Hold CEO to account (Table A)	Pupil performance		A						R				
	Attendance		A						R				
	OFSTED		A						R				
	Quality of teaching		A						R				
	Safeguarding		A						R				
	Curriculum		A						R				
	Pupil Premium		A						R				
	SEND		A						R				
	Exclusions		A						R				
	Health and Safety		A								R		
	Financial management		A					R					
	Value for money		A					R					
	Estate management		A								R		
	Safeguarding of assets		A								R		
	IT systems		A								R		
	School Food Standards		A							R			
	GDPR		A								R		
Staff wellbeing		A									R		

	Governance Function	M	TB	Executive Team				TB Committees				AC	HT
				CEO/AO	CFO	CEdO	COO	F/A	C/S	E	P		
Hold Headteacher to account (Table B)	Pupil performance			A		R							
	Attendance			A		R							
	OFSTED			A		R							
	Quality of teaching			A		R							
	Safeguarding			A		R							
	Curriculum			A		R							
	Pupil Premium			A		R							
	SEND			A		R							
	Exclusions			A		R							
	Health and Safety			A			R						
	Financial management			A	R								
	Value for money			A	R								
	Estate management			A			R						
	Safeguarding of assets			A			R						
	IT systems			A			R						
	GPDR			A			R						
	Staff wellbeing			A			R						
	People Resource Management			A			R						
	Academy level governance (AC)			A	R								

5. Policies and Procedures Matrix

ame	Policy/Document/Procedure	Status	Does this need to be published on the academy website?	Review frequency (years)	Review frequency requirements	Approval requirements	Who is responsible for reviewing the policy/document?	Who is responsible for preparing the policy/document?
EYFS policy [Primary academies only]	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
EYFS procedure [Primary academies only]	Procedure	Policy into practice document	No	1	Annual review recommended	Chief Education Officer	Trust Lead - EYFS	Headteacher
Relationships, Sex and Health Education policy	Policy Template	Statutory	No	1	Annual review recommended	Standards and Curriculum Committee	Executive Team	Chief Education Officer
Relationships, Sex and Health Education policy	Policy	Statutory	No	1	In accordance with policy template	Chief Education Officer	Headteacher	
Provider access policy statement [Secondary academies only]	Procedure	Statutory	Yes	1	Academy free to determine	Executive Team	Chief Education Officer	Headteacher
Absence management policy	Policy	Good practice	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Academy information published on a website		Statutory	Yes	Live	Live – must be updated as soon as possible after a change		Headteacher	
Acceptable use of ICT policy - staff	Policy	Good practice	No	2	Recommend every 2 years	People Committee	Executive Team	Chief Operating Officer
Acceptable use of ICT policy - pupil	Policy	Good practice	No	2	Recommend every 2 years	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Accessibility plan	Document	Statutory	No	3	Every three years	Estates Committee	Executive Team	Headteacher
Admissions arrangements	Policy	Statutory	Yes	1	Annually	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Alternative Provision Policy (Primary)	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Education Officer	Trust Lead - Inclusion
Alternative Provision Policy (Secondary)	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Education Officer	Trust Lead - Inclusion
Anti-bullying policy	Policy	Good practice	No	2	Recommend every 2 years	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Anti-bullying procedure	Procedure	Policy into practice document	No	2	Academy free to determine	Chief Education Officer	Headteacher	
Assessment Procedure	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Education Officer	Trust Lead - Data and Assessment
Assessment Statement of Intent	Policy	Good practice	No	1	Annual review recommended	Standards and Curriculum Committee	Executive Team	Chief Education Officer
Attendance Policy	Policy	Good practice	No	1	Annual review recommended	Standards and Curriculum Committee	Executive Team	Chief Education Officer
Attendance Procedure	Procedure	Good practice	No	1	Annual review recommended	Chief Education Officer	Headteacher	
Academy Behaviour policy	Policy Template	Statutory	Yes	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer

Academy Behaviour policy	Policy	Statutory	Yes	1	In accordance with policy template	Chief Education Officer	Headteacher	
Careers policy	Policy	Statutory	Yes	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Headteacher
Charging and remissions policy	Policy	Statutory	Yes	1	Annual review recommended	Finance and Audit Committee	Executive Team	Chief Financial Officer
Child protection and safeguarding policy	Policy	Statutory	No	1	Annually	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Safeguarding procedure	Procedure	Policy into practice document	Yes	1	Annually	Chief Education Officer	Headteacher	
Children missing in education Policy	Policy	Good practice	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Learners with health needs who cannot attend school policy	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Complaints policy	Policy	Statutory	Yes	1	Annually	Finance and Audit Committee	Executive Team	Chief Financial Officer
CPD and Professional Learning Policy	Policy	Good practice	No	2	Recommend every 2 years	Executive Team	Chief Education Officer	Trust Lead - T & L
Critical Incident Policy	Policy	Good practice	No	1	Annual review recommended	Estates Committee	Executive Team	Chief Operating Officer
Critical Incident Procedure	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Operating Officer	Headteacher
Curriculum Statement of Intent	Policy	Good practice	No	1	Annual review recommended	Standards and Curriculum Committee	Executive Team	Chief Education Officer
Curriculum intent and implementation policy	Procedure	Policy into practice document	No	1	Annual review recommended	Executive Team	Chief Education Officer	Headteacher
Data protection policy, inc Biometric information	Policy	Statutory	No	2	Recommend every 2 years (registration on an annual basis)	Estates Committee	Executive Team	Chief Operating Officer
Disciplinary policy and procedure	Policy	Statutory	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
ECT policy	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Emergency closure Procedure	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Education Officer	Headteacher
Equality information and objectives statement for publication	Policy	Statutory	Yes	4	Review every four years, publish information annually	People Committee	Executive Team	Chief Executive Officer
Finance policy, including trustees' allowances	Policy	Good practice	No	1	Annual review recommended	Finance and audit committee	Executive Team	Chief Financial Officer
Finance procedures	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Financial Officer	Finance Manager
Fire prevention and evacuation procedure	Procedure	Good practice	No	1	Annual review recommended	Chief Operating Officer	Health, Safety and Estates Officer	Headteacher
First aid policy	Policy	Statutory	No	1	Annual review recommended	Estates Committee	Executive Team	Chief Operating Officer
First aid procedures	Procedure	Policy into practice document	No	1	Annual review recommended	Headteacher		
Freedom of information publication scheme	Policy	Statutory	No	2	Recommend every 2 years	People Committee	Executive Team	Chief Operating Officer

Gifts, hospitality and anti-bribery	Procedure	Good practice	No	3	Recommend every 3 years	Executive Team	Chief Financial Officer	Finance Manager
Governing board and committee meeting minutes, and papers considered at meetings	Document	Statutory	No		N/A	Full governing board or committee of the governing board		
Grievance policy	Policy	Statutory	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Health and safety policy	Policy	Statutory	No	1	Annually	Estates Committee	Executive Team	Chief Operating Officer
Health and safety procedures	Procedure	Statutory	No	1	Annual review recommended	Chief Operating Officer	Health, Safety and Estates Officer	Headteacher
Home school agreement	Document	Good practice	No	1	Annual review recommended	Headteacher		
Investment and reserves policy	Policy	Statutory	No	1	Annual review recommended	Finance and audit committee	Executive Team	Chief Financial Officer
Lettings	Policy	Good practice	No	2	Recommend every 2 years	Estates Committee	Executive Team	Chief Operating Officer
Lettings	Procedure	Good practice	No	2	Recommend every 2 years	Chief Operating Officer	Health, Safety and Estates Officer	Headteacher
Safeguarding: Policy and Procedure for allegations and concerns raised in relation to staff, supply staff, contractors and volunteers	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Estate asset management plan	Document	Good practice	No	1	Annual review recommended	Estates Committee	Executive Team	Chief Operating Officer
Pay policy	Policy	Good practice	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Premises management documents	Document	Statutory	No	1	Annual review recommended	Executive Team	Chief Operating Officer	Headteacher
Pensions : Employer Discretion policy	Policy	Good practice	No	1	Annual review recommended	Executive Team	Chief Financial Officer	Finance Manager
Prevent Policy	Policy	Good practice	No	1	Annual review recommended	Executive Team	Chief Education Officer	Trust Lead - Inclusion
Privacy notices	Document	Statutory	Recommended	1	Annual review recommended	Executive Team	Chief Operating Officer	Data Manager
Recruitment and Selection	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Operating Officer	HR Manager
Register of business interests	Document	Statutory	Yes	Live	This is a live document that should be updated as soon as possible after a change		Chief Financial Officer	Clerk
Register of pupils' admission to the academy	Register	Statutory	No	Live	Live document		Headteacher	
Register of pupils' attendance	Register	Statutory	No	Live	Live document		Headteacher	
Risk management	Procedure	Good practice	No	1	Annual review recommended	Executive Team	Chief Financial Officer	Finance Manager
School exclusion policy	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
SEN information report	Document	Statutory	Yes	1	Annually – any changes to the information occurring during the year should be updated as soon as possible	Executive Team	Chief Education Officer	Headteacher
SEND and Disabilities policy	Policy	Good practice	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer

Single central record of recruitment and vetting checks	Document	Statutory	No	Live	Live document		Headteacher	HR Manager
Social Media	Policy	Good practice	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Staff appraisal and capability policy	Policy	Statutory	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Staff Code of Conduct	Document	Good practice	No	1	Annual review recommended	Executive Team	Chief Operating Officer	HR Manager
Staff Wellbeing Policy	Policy	Good practice	No	1	Annual review recommended	People Committee	Executive Team	Chief Operating Officer
Supporting learners with medical conditions policy	Policy	Statutory	No	1	Annual review recommended	Curriculum and Standards Committee	Executive Team	Chief Education Officer
Whistleblowing policy	Policy	Statutory	No	1	Annual review recommended	Finance and Audit Committee	Executive Team	Chief Financial Officer

6. Staff Recruitment Delegation Matrix

Role	Responsibility
CEO	Board of Trustees
Executive Team (CEdO, CFO, COO)	CEO
Headteachers	CEdO
Academy Staff	Headteachers
Trust Staff	Executive Lead for Directorate