The Propeller Academy Trust
Scheme of Delegation

Version:	6.0
Date:	October 2026
Consulted with:	LGB Chairs, Heads and Executive Team
Approved by:	Board of Directors
Approval date:	19th October 2026
Planned Review date:	October 2027

Revision History

Version	Date	Author	Comments/ Summary of Changes
2.0		G Campbell	Extensive changes following appointment of CEO.
4.0	18.03.2022	T Stratton	Incorporating feedback on v2.0
4.1	24.03.2022	J Chadwick	Update incorporating LGB feedback
4.2	25.03.2022	J Chadwick	Reinstate Matters Reserved to Board
4.3	28.02.2023	T Pegler	Annual review and response to Bishopswood joining the trust
5.0	27.09.25	T. Pegler	Annual review following consultation with the central team and LGBs: • Inclusion of all standing committees • Linked to policy matrix
6.0	06.10.2026		Annual review including changes and additions to delegations for staffing and addition of John Watson

Contents:

Introduction 2
Our Vision and Principals 2
Governance Structure 3
Scheme of Delegation Matrix *including trust governance; vision and strategy; finance; operations; workforce; curriculum; pupils and learning support and families and community* 7

Introduction

The Propeller Academy Trust Board uses a Scheme of Delegation (SoD) to set out its governance structure and its lines of accountability, including for financial powers. This is reviewed annually, and at the next available board meeting when there has been a change in trust management or organisational structure that would impact the effectiveness of any existing scheme.

The Trust Board has discretion to alter or amend any delegated responsibility within the SoD. In considering any changes, the Trust Board will take into account the views of headteachers, local governing bodies and the executive team.

For clarity and transparency, the SoD is published on the Trust's website and on each of its schools' websites. Any concerns or comments about the working of this SoD can be addressed to the CEO in the first instance.

1. Our Vision and Principles

We believe our gifted and dedicated staff offer extraordinary learning and developmental experiences for children and young people in our schools. We want to offer these opportunities to more children and young people. Our Vision is therefore:

To extend high quality SEN education to as many children and young people as we can.

In pursuing this Vision, we will be guided by the principles that we have maintained since the Trust was founded. We will:

- Keep children and young people at the heart of every decision.
- Provide an innovative and developmental academic curriculum, which ultimately gives children and young people a strong foundation for long-term community cohesion and positive mental health and well-being.
- Maintain the distinctive identities of each school in our Trust and seek recognition nationally and locally for the quality and diversity of our provision.
- Share the benefits of best practice, collaboration, and new initiatives equally across all our schools.
- Support local communities and broader SEN needs within the community.
- Nurture a culture of health and safety and improvement which welcomes learning, challenge, and assurance.
- Provide opportunities for staff to develop and progress, within a supportive and positive environment.
- Work collaboratively and inclusively with internal and external stakeholders, including staff, parents, carers, and our partners.
- Protect and use all our resources efficiently in pursuit of our Vision.

- Keep our governance structures streamlined to enable our teachers to focus on teaching.
- Accord everyone associated with the Trust the respect and dignity they deserve.

2. Governance Structure

The Propeller Academy Trust is a multi-academy trust, established as a charity and company limited by guarantee. It is a single legal entity currently comprising of 6 individual academies overseen by a single governing board, the PAT Board of Directors. This board is ultimately accountable for all pupils, employees, schools, monies, assets, and compliance with statutory duties.

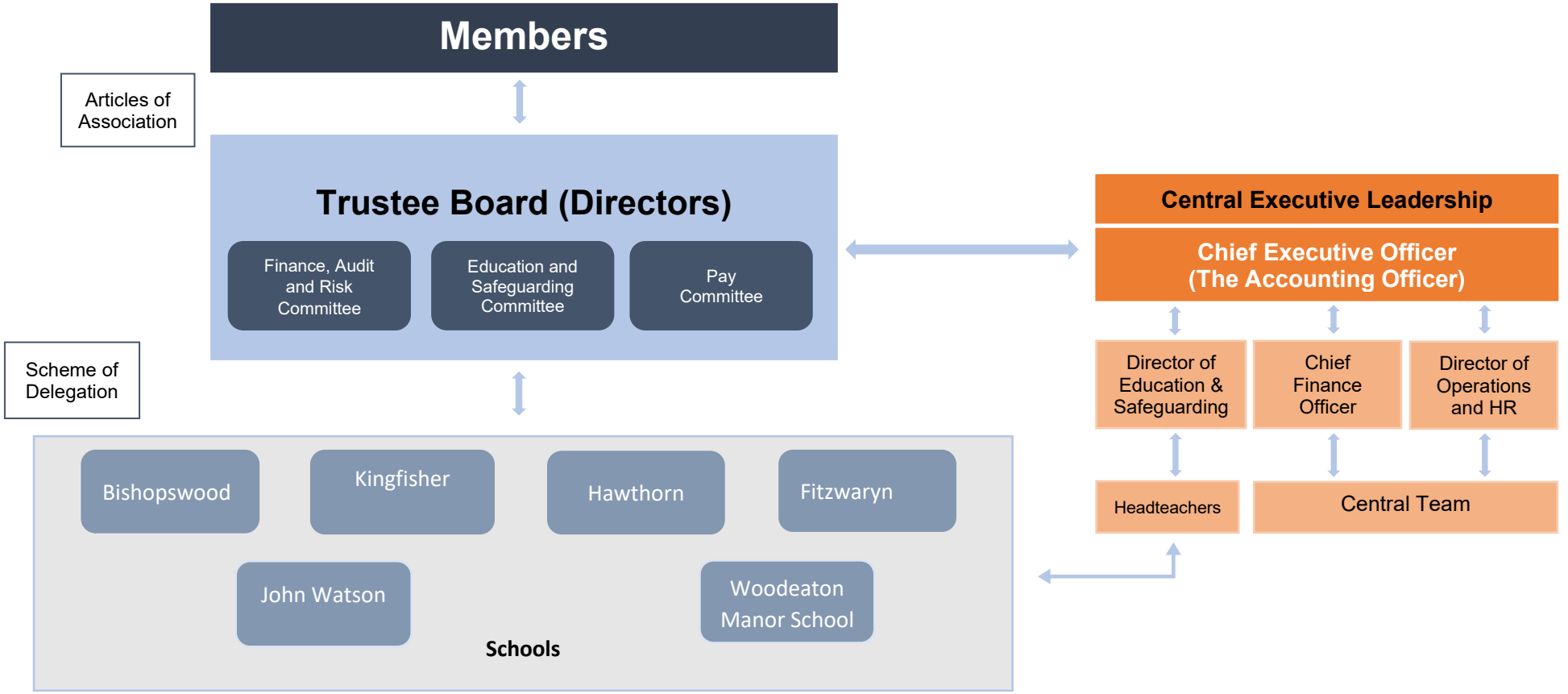
The Trust's purpose is defined by its 'objects' in the Articles of Association which, in summary are to 'provide education for children with special educational needs for public benefit.' A copy of the Articles of Association can be found here: The Propeller Academy Trust - Governance

Governance across the Trust is delegated to support the delivery of the Trust's objects, to meet the provisions contained within the Articles of Association and the Academies Trust Handbook, and to ensure effective accountability, responsibility and decision making for Members, Directors and Local Governors and for those employed within the trust.

To support this aim, the Trust appoints committees for each of its schools. These are called Local Governing Bodies (LGBs). LGBs provide direct oversight and support to each school in line with the SoD and the Terms of Reference agreed by the Board of Directors. These committees all have parental representation from within the community. The Board of Directors recognises and appreciates the strategic leadership of the Local Governors who oversee delivery of the Trust's vision and strategic priorities, so they impact positively on children, families, and communities in our unique schools.

The Trust Board retains overall accountability and ultimate decision-making authority for governance and for the work of the Trust and its schools except for items that remain the responsibility of the Members. Delegation by the Board of Directors to committees and to the executive team, where permitted by the Articles of Association, cover the areas of: Trust governance; vision and strategy; finance; operations; workforce; curriculum; pupils and learning support, and families and community.

The Board of Directors has direct responsibility to the Members to ensure the Trust's charitable objects are met and to the Secretary of State for Education as the Principal Regulator. As such, the Board has authority to overrule decisions made under this delegated authority if they do not support the Trust's responsibilities.



Members

The role of Members is to act as the guardians of the Trust's constitution. They hold accountability for the Articles of Association and ensuring the Trust carries out is charitable objects.

In addition to attending the Annual General Meeting, Members are made aware of any key factors affecting the Trust and its educational and financial performance.

Members:
1. May amend the Articles of Association subject to any restrictions created by the funding agreement or charity law.
2. May, by special resolution, appoint new Members or remove existing Members.

3. May appoint and remove Directors (up to 10).
4. Appoint the Trust's external auditors and receive the audited annual report and accounts.

Board of Directors
The Board has a minimum of three Directors and is the accountable body for the trust, setting the strategic direction and vision and values. It has accountability and oversight of Trust management, performance, and administration of the Trust, and of educational standards within the Trust. It approves Trust level policies and can co-opt Directors in line with the Articles of Association.

The Board is responsible for approving the Annual Report and Accounts for submission to Auditors and Members. It approves committees with delegated authority from the Board of Directors to undertake governance, oversight, and monitoring responsibilities. Currently, these committees include the **Finance, Audit and Risk committee**, **The Education and Safeguarding committee, the Pay committee,** and a **Local Governing Body for each of its schools**.

Chief Executive Officer (CEO)
In our Trust, the CEO is also the Accounting Officer. They are the only paid staff member on the Board and are responsible to the Board for the delivery of the vision and objects of the Trust, and for ensuring that development plans are achieved. They also provide leadership to, and management of, the Headteachers and Central Team and are responsible for the day-to-day management of the Trust and its schools.

Committees
The Board of Directors has established a structure of committees to support the work of the Trust. These committees act in an advisory capacity to the Board except where powers have been specifically delegated to them (see Delegation Matrix).

The Terms of Reference (ToR) are approved annually by the Board of Directors. Terms of office and disqualification from any committee will replicate those specified for Trustees in the Articles of Association.

All committee and board members must abide by The Propeller Academy Trust Code of Conduct which is reviewed and approved annually.

There are three standing committees:

1. Finance, Audit and Risk (FAR) Committee
   • Meets at least three times per year
   • Minimum three Directors, one of whom should have relevant finance or audit experience
   • Trust Accounting Officer, Director of Operations and HR and Chief finance Officer will be in attendance but are non-voting members
   • Advises the Board on matters relating to the Trust's audit arrangement, systems of internal control and risk management and financial oversight.

2. Education and Safeguarding (E&S) Committee
   - Meets at least three times per year
   - Membership is a minimum of three Directors and a maximum of five
   - The CEO and Director of Education and Safeguarding are executive members without voting rights
   - Advises the Board on matters relating to the Trust's educational standards and Performance (including the curriculum, quality of education, personal development of pupils and school improvement); safeguarding and compliance with legal and best practice requirements.

3. Pay Committee
   • Meets at least once per year
   • Minimum three Trustees/Directors
   • LGB Chairs, CEO, DoO&HR, CFO and Headteachers may be in attendance but are not voting members
   • Advises the Board on matters relating to application of the Pay Policy and schools' management of performance
   • Undertakes approval of pay recommendations and appeals, ensuring consistency and objectivity in application of the Policy

Local Governing Bodies (LGB)

Each of our schools has a Local Governing Body, involved in setting the school's vision and nominating LGB governors. The Board appoints all Local Governors with the exception of the LGB parent and staff members where they have been elected by the parent or staff body, respectively.

The LGBs are responsible to the Board and report back to it. They provide local challenge and support at individual school level, ensuring that the school leadership team fulfils its responsibility for educational outcomes; budget review; safeguarding; health and safety; school level policies and community engagement. They support the Trust's vision and provide regular information to the Trust Board to inform its work.

The Propeller Academy Trust delegates significant local functions to each LGB within the trust.
Their ToR include:

- A requirement to meet at least six times per year
- A minimum six governors including the Headteacher; at least two parent Governors of pupils currently registered at the school; two staff Governors and up to seven co-opted Governors to ensure a range of skills and experience and with due regard to succession planning
- The CEO or their representative may attend each meeting but does not have voting rights
- Governors who are employees of the Trust can be appointed by the LGB but must not exceed one third of the total number of governors
- Parent Governors will be elected by the parents or carers of pupils registered at the school, all of whom should be made aware of the vacancy and informed that they may stand for election and vote.
- Any election of persons who are to be staff or parent members of the LGB which is contested, appointment will be through secret ballot of staff or parents and carers (as appropriate), arrangement for which are made by the LGB.
- Where parent Governor vacancies are greater than the number standing for election the LGB may exceptionally appoint a person who is the parent of a child of compulsory school age
- The term of office for Governors is four years (except for the Headteacher who remains on the LGB while the Headteacher of the school), but Governors may be re-elected or reappointed subject to remaining eligible
- Resignation should be notified in writing to the Chair of the LGB. Resignation by the Chair should be in writing to the Board of Directors. The Board should be notified of all changes to membership.

The Central Executive Team provides support to LGBs through regular contact, leadership and governance events, briefings, training, providing model documentation and resources, headteacher appraisal and recruitment support and advice on school improvement plans, HR and finances as required.

The Board believes that LGBs are best placed to lead on local governance and are effective in supporting schools to achieve the best outcomes for pupils at their school. If an LGB is not able to oversee its school effectively, the Directors can intervene to support in driving improvement, initially through the support of a Link Director.

3. Scheme of Delegation

The Board of Directors has delegated certain functions to committees, Local Governing Bodies, Headteachers and to the Executive Team. The agreed delegation is set out below and this should be read in conjunction with any ToR for committees and LGBs and the Trust's Financial Procedures Manual. Key decisions will be communicated through the minutes and through the communication channels within the Trust.

It should be remembered that although decisions may be delegated, the Board of Directors remains responsible and accountable for any decisions made under delegation.

Key:

- ✓: Accountable
- Ap: Approval level
- R: Responsible (where activity, work or decision takes place)
- C: Consulted (where contributions or feedback is requested or required)
- M: Monitor (where ongoing review of processes, outcomes, decisions, or action is needed)

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
1	**Trust Governance**											
1.1	Appoint/ remove members	✓										
1.2	Appoint/ remove directors	✓ Member Appointed	✓ Co-opted									
1.3	Elect chair/ vice chair of trustees annually		✓									
1.4	Agree committee structure; appoint committee chairs		✓									

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
	annually and remove when necessary											
1.5	Determine powers of chair of directors in urgent situations		✓									
1.6	Establish and review Trust governance structure		✓									
1.7	Agree named safeguarding Director		✓									
1.8	Agree named careers Director and whistleblowing Director		✓									
1.9	Appoint trust governance professional (GP)		✓									
1.10	Undertake trust GP appraisal annually		✓									
1.11	Articles of Association (AoA): review		✓									
1.12	AoA: ratify changes	✓										
1.13	Lead annual consultation on the Scheme of Delegation (SoD)						✓					
1.14	Agree SoD		✓									
1.15	Lead annual consultation on the committee terms of reference (ToR)						✓					
1.16	Agree committee ToRs including for LGBs		✓									
1.17	Agree role descriptions for link Director and lead Governor areas		✓ Link Directors								✓ Lead Governors	
1.18	Agree Board meeting dates and agendas		✓ R				✓ C			✓ C		

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
1.19	Agree FAR and E&S committee meeting dates and agendas			✓ R For FAR	✓ R For E&S							
1.20	Commission external review of trust board effectiveness every three years		✓									
1.21	Complete annual Board self-evaluation		✓									
1.22	Complete annual committee self-evaluation			✓ R For FAR	✓ R For E&S						✓ R School-level	
1.23	Publish governance arrangements on trust and academy websites									✓ R		
1.24	Ensure trust and academy websites are compliant and effective		✓		✓ M Trust website		✓ R Trust website				✓ M School website	✓ R School website
1.25	Maintain compliance on GIAS and Companies House								✓			
1.26	Submit annual report on the performance of the trust to members		✓				✓ R		✓ R			
1.27	Maintain register of interests		✓				✓ R				✓ R	
1.28	Maintain a Director/ local Governor expenses policy			✓ Ap			✓ C		✓ R			
1.29	Approve statutory trust-wide policies not delegated through the terms of reference		✓ Ap	✓ R	✓ R		✓ R					

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
1.30	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust		✓				✓ R					
1.31	Undertake an annual skills audit when requested, to support recruitment and training need identification		✓ All Directors								✓ All Governors	
1.32	Complete and update training to ensure skills for effective governance are robust		✓ Board-level								✓ School-level	
1.33	Appoint/ remove LGB chairs						✓ C				✓ R	
1.34	Appoint/ remove local Governors		✓ Ap								✓ Nominate (except for elected parents and staff)	
1.35	Agree LGB clerking arrangements						✓ Ap				✓ R	✓ C
1.36	Appoint / dismiss LGB clerks						✓ Ap				✓ C	
1.37	Agree LGB meeting dates and agendas, ensuring trust-wide consistency									✓ C	✓ R	✓ C
1.38	Complete periodic review of local tier governance										✓ R	
1.39	Set clear expectations on monitoring and visits to schools		✓ Board-level								✓ School-level	
1.40	Ensure board reporting channels are established		✓ R							✓ C		

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
1.41	Agree the remit and constitution of any working party established to support the Trust's strategic objectives		✓									
2	**Vision and Strategy**											
2.1	Determine the Trust's vision, strategy, ethos/culture, and key priorities		✓ Ap				✓ R				✓ C	✓ C
2.2	Develop engagement channels with key stakeholders in line with the trust's vision and priorities		✓ Ap				✓ R					✓ C
2.3	Agree Trust growth strategy		✓ Ap				✓ R				✓ C	✓ C
2.4	Determine non-statutory trust-wide policies						✓					
2.5	Determine school level policies						✓ C				✓ Ap where required	✓ R
2.6	Approve strategic partnerships or admission of new schools		✓ Ap				✓ R					✓ C
3	**Finance** *Specific details of delegated responsibilities and thresholds will be in the Financial Procedures Manual*											
3.1	Appoint the CFO		✓ Ap				✓ R					
3.2	Performance manage the CFO						✓					
3.3	Produce Trust's Financial Manual to further expand on processes related to delegated financial powers		✓ Ap	✓ C			✓ C		✓ R			

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
3.4	Produce annual report and accounts		✓ Ap				✓ R		✓ R			
3.5	Submit required financial reports and returns								✓			
3.6	Agree budget plan to support delivery of Trust strategic priorities		✓ Ap	✓ M			✓ C		✓ R			
3.7	Agree budget plan to support delivery of schools' strategic priorities		✓ Ap				✓ C		✓ R		✓ C	✓ C
3.8	Monitor Trust budget		✓	✓ M			✓ M		✓ M			
3.9	Approve long term financial plans		✓ Ap	✓ C			✓ C		✓ R			
3.10	Develop and submit three-year budget forecast		✓ Ap	✓ C			✓ C		✓ R			
3.11	Carry out benchmarking and trust-wide value for money evaluation						✓ C		✓ R			
3.12	Agree reporting and monitoring arrangements for the Trust and academy budgets		✓ Ap	✓ C			✓ C		✓ R			✓ C
3.13	Prepare management accounts every month setting out the trust's financial performance and position		Shared with Chair every month and circulated at every board meeting						✓ R			
3.14	Approve expenditure/ contracts above a certain threshold. *See Financial Procedures Manual for details*		✓ Approval of thresholds	✓ Ap Set limit			✓ Ap Set limit		✓ Ap Set limit			
4	**Operations**											

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
4.1	Appoint/ remove external auditors	✓ Ap		✓ C			✓ C		✓ R			
4.2	Receive external auditor's report	✓		✓ C			✓ M		✓ R			
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to			✓ M					✓ R			
4.4	Action recommendations arising from internal audits						✓		✓ R			
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the trust			✓ R			✓ C		✓ C			
4.6	Agree risk management policy			✓ Ap			✓ C	✓ R DoO&HR				
4.7	Oversee the risk register and undertake a full review at least annually		✓	✓ M			✓ M		✓ M			
4.8	Undertake termly review of risk register			✓ R			✓ C		✓ C			
4.9	Manage and report on risk mitigation strategies						✓ R					✓ R
4.10	Maintain Trust contingency and business continuity plan						✓					
4.11	Monitor implementation of, and compliance with, health						✓ R Trust-wide				✓ M School-wide	✓ R School-wide

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
	and safety policy and procedures at school level											
4.12	Agree premises management documents, including estate vision, estate strategy, and asset management plan		✓ Ap				✓ C	✓ R DoO&HR				
4.13	Monitor school estates to ensure they are safe and well maintained						✓ Trust-wide				✓ School-wide	✓ School-wide
4.14	Ensure there is suitable expert support on health and safety						✓					
4.15	Secure suitable insurance (commercial and/or the risk protection arrangement for the trust			✓ Ap			✓ R		✓ C			
4.16	Develop a cyber security framework						✓					
4.17	Monitor and evaluate the effectiveness of the cyber security systems							✓ Trust-wide			✓ School-wide	
4.18	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and procedures			✓ Ap			✓ C		✓ R			
4.19	Ensure there is adequate company secretarial support		✓				✓ R		✓ C			
4.20	Appoint a data protection officer						✓					

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
4.21	Complete and maintain the Single Central Record (SCR)						✓ R Trust-wide					✓ R School-wide
4.22	Receive routine reports on the status of the SCR				✓ For whole trust						✓ For individual schools	
5	**Workforce**											
5.1	Appoint /dismiss the CEO/Accounting Officer in line with any Trust policies		✓									
5.2	Appoint/ dismiss other executive team staff in line with any Trust policies		✓ Ap				✓ R					
5.3	Appoint/ dismiss headteacher in line with any Trust policies						✓ R				✓ C	
5.4	Appoint/ dismiss central trust staff in line with Trust policies						✓ R					
5.5	Appoint/ dismiss school level staff in line with any Trust policies										✓	✓ R
5.6	Performance management / determining pay/progression for the CEO		✓ R For performance management			✓ R For pay and pay progress ion						
5.7	Performance management / determining pay/progression for other executive team members					✓ Ap For pay and pay	✓ R					

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
						progress ion						
5.8	Performance management / determining pay/progression for the headteacher					✓ Ap For pay and pay progress ion	✓ R				✓ C	
5.9	Performance management / determining pay/progression for central trust staff members					✓ Ap For pay and pay progress ion	✓ C					
510	Performance management / determining pay/progression for school level teaching staff members					✓ Ap For pay and pay progress ion					✓ M For performance management process	✓ R For performanc e manageme nt and recommend -ations
5.11	Undertake panel hearings for staffing matters related to the CEO		✓									
5.12	Undertake panel hearings for staffing matters related to other members of the executive team		✓ R									
5.13	Undertake panel hearings for staffing matters related to the headteacher						✓ R				✓ R	
5.14	Undertake panel hearings for staffing matters related to central trust staff members		✓ (for appeals)					✓				

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
5.15	Undertake panel hearings for staffing matters related to school staff members										✓ R	
5.16	Determine the executive and central team staffing structure		✓ Ap				✓ R					
5.17	Determine the school level staffing structure		✓ Ap				✓ R				✓ C	✓ C
5.18	Ensure appointments of DSLs and deputy DSLs				✓ M		✓					✓ R
5.19	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓ R		✓ C			
5.20	Monitor compliance with safer recruitment requirements		✓		✓ M		✓ R Trust-wide				✓ M	✓ R School-wide
5.21	Monitor staff wellbeing and workload			✓ M Trust-wide			✓ R Trust-wide				✓ M School-wide	✓ R School-wide
5.22	Monitor staff statutory training and the impact of CPD				✓ M		✓ R Trust-wide				✓ M School-wide	✓ R School-wide
6	**Curriculum**											
6.1	Approve trust-wide curriculum						✓	✓ C DoE&S				✓ C
6.2	Approve school curriculum				✓ M Trust-wide		✓ C	✓ C DoE&S			✓ M School-wide	✓ R School-wide

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
6.3	Agree equality information and objectives (public sector equality statement) and monitor delivery		✓ Ap				✓ R Trust-wide				✓ School-wide	✓ R School-wide
6.4	Ensure provision of religious education				✓ M Trust-wide			✓ R DoE&S Trust-wide			✓ M School-wide	✓ R School-wide
6.5	Ensure delivery of collective worship				✓ M Trust-wide			✓ R DoE&S Trust-wide			✓ M School-wide	✓ R School-wide
6.6	Ensure compliance with SMSC requirements including the promotion of British values		✓		✓ M Trust-wide			✓ R DoE&S Trust-wide			✓ M School-wide	✓ R School-wide
6.7	Deliver provision of statutory careers education (secondary)				✓ M Trust-wide			✓ C DoE&S Trust-wide			✓ M School-wide	✓ R School-wide
6.8	Monitor the inclusiveness of the curriculum				✓ M Trust-wide		✓	✓ C DoE&S Trust-wide			✓ M School-wide	✓ R School-wide
7	**Pupils and learning support**											
7.1	Ensure high standards of teaching and learning				✓ M Trust-wide		✓ Trust-wide				✓ School-wide	✓ R School-wide
7.2	Set targets for pupils' outcomes across the trust and monitor in-year data termly				✓ Ap Trust-wide		✓ R Trust-wide				✓ AP School-wide	✓ R School-wide

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
7.3	Agree school improvement strategies						✓				✓ School-wide	
7.4	Determine use, and monitor impact of, the sports premium				✓ M Trust-wide						✓ Ap School-wide	✓ R School-wide
7.5	Determine use, and monitor impact of, the pupil premium				✓ M Trust-wide						✓ Ap School-wide	✓ R School-wide
7.6	Set the dates of school terms and holidays		✓ Ap				✓ R					
7.7	Set the times of school sessions		✓ Ap				✓ R				✓ C	✓ R
7.8	Monitor attendance and persistent absence of pupils				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.9	Ensure effective and compliant trust-wide SEND provision		✓				✓ R					
7.10	Regularly monitor compliance with the SEN code of practice						✓					
7.11	Monitor effectiveness of SEND provision at school level						✓ M				✓ M School-wide	✓ R School-wide
7.12	Monitor progress and attainment for all vulnerable children				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.13	Monitor support for children looked after by the Local Authority/ previously looked after children				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
7.14	Monitor pupil behaviour data across different groups				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.15	Ensure career provider access across the trust				✓ M Trust-wide		✓ R					
7.16	Ensure career provider access at school level										✓	✓ R
7.17	Review Headteacher's decision to suspend/ exclude		✓								✓ R	
7.18	Monitor rates of suspension and exclusion across the Trust				✓ M Trust-wide		✓					
7.19	Monitor rates of suspension and exclusion at school level										✓ M School-level	✓ R
7.20	Ensure food standards are met for pupils across the Trust						✓	✓ R DoO&HR				✓ C
7.21	Ensure food standards are met for pupils at school level										✓ M School-wide	✓ R
7.22	Ensure free school meal provision is adequately implemented across the Trust						✓	✓ R DoO&HR				
7.23	Ensure free school meal provision is adequately implemented at school level										✓ M School-wide	✓ R

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
												School-wide
7.24	Ensure the provision of universal infant free school meals across the Trust						✓	✓ R DoO&HR				
7.25	Ensure the provision of universal infant free school meals at school level										✓ M School-wide	✓ R School-wide
7.26	Deliver inclusive extra-curricular activities				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.27	Monitor children's wellbeing and how this is supported				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.28	Monitor provision and outcomes for EAL children				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
7.29	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and procedures				✓ M Trust-wide		✓				✓ M School-wide	✓ R School-wide
8	**Parents and Community**											
8.1	Implement admissions appeal process										✓	✓ R School-wide
8.2	Review school complaints at panel stage		✓								✓ R	
8.3	Monitor all complaints raised (including through		✓		✓ M		✓ R					

	Task	Members	Trust Board	FAR Cttee	E&S Cttee	Pay Cttee	CEO	Executive Team	CFO	Clerk/ Lead Governance Professional	LGBs	Heads
	external agencies) across the Trust											
8.4	Engage with key stakeholders at school level										✓ R	✓ R
8.5	Engage with key stakeholders at trust-wide level		✓		✓ M		✓ R					