

Scheme of							
Ref	Tasks	CL Trustees	CL Officers (Lead HT & Company Sec)	LGB	EHT/SMT	School Business Mgr	students/parents
	Key: R = Responsible A = Approves I = Informs C = Consults						
CL Whole Trust Governance							
1	Maintain links with external agencies who support student learning and their social needs		A/C	I	R		
2	Monitor the effectiveness of support and partnerships between the MAT and local community groups that serve the local area	R	A	C	R		
3	Establish/maintain effective relationships with the LA within which the MAT sits	A	R	I	C		
4	Determine which Services are bought back by the MAT *	A	R	I	C	C	
5	Ensure that MAT policies and procedures are implemented at school level.	A	R	I	C	C	
6	Ensure legal compliance of CL model policies	A	R	I	I	I	
7	Undertake annual pupil and parent satisfaction surveys and publish reports		A	C	R		
8	Publish an annual CL achievement report covering all schools within the Trust	R	C	I	I	I	
9	Development and maintenance of a Risk Register covering Operational, Financial, external and regulatory risk	R	R	C	C	I	
10	Ensure requirements of schools SFA are adhered to	A	R	C	C	C	
CL STRATEGY							
11	Development of core CL vision and principles	R	R	I	C	I	I
11a	Oversee the implementation of the Trust's strategic vision	R	R	I	C	I	
12	Liaise with national bodies DfE/EFA/NCSL/Other MATs to ensure the interests of CL and member schools are well represented	A	R	I	I		
FINANCE							
13	Legally responsible for the Trust's assets and accounts	A	R	I			
14	Develops overall strategic vision for the finances of the Trust and the schools	A	R	C	C	C	C
15	Sets the financial parameters within which the schools' budgets are created	A	R	I	C	I	I
16	Reports to DfE and EFA on financial matters	A	R				
17	Approves any loans taken out by the school	A	R	I	I	I	
18	Develops the overall strategic plan for Capital expenditure taking into account the school's strategic plans	A	R	I	C	C	
19	Make recommendations to the Trust about Capital expenditure priorities.	A	R	C	C	C	
20	To specify the core accounting policies and financial systems	A	R	I	I	I	
21	To approve the first formal budget plan each financial year	A	R	C/I	I	I	
22	To prepare monthly and annual accounts to agreed standards and submit to the Trust	A	R	C/I	C	R	
23	To monitor monthly expenditure	A	R	A	R	R	
24	To comply with internal and external audit requirements and other statutory matters such as accounting for VAT	A	R	C	C	R	
25	To enter into contracts (subject to agreed financial limits at each decision level)	A	R	A	R	R	
26	Responsible for procuring goods and services following value for money principles	A	R	R	R	R	
27	Control costs and ensure budget commitments are met, make payments.	A	R	R	R	R	
28	Responsibility for income generating activity at an MAT level.	A	R	C	C	C	
29	Approves any loans taken out by the school	A	R	C	C		
30	Leads on cross Trust procurement activities	A	R		C	C	

STAFFING							
31	To implement an appropriate people strategy and to comply with all requirements under employment law	A	R	R	R	C	
32	To specify the core HR policies the MAT will adopt	A	R	C	C	I	
33	Ensuring the Trust's HR policies and practices are consistently applied and adhered to.	A	R	R	R		
34	Approve the recruitment and deployment of staff with cross-Trust contracts and responsibilities.	A	R	C	C		
35	Review and approve the salary framework across the Trust	A	R	C	C		
36	To provide specified employment returns on a termly basis	A	C	C	R	R	
37	To maintain records of all staff employed to an agreed specification	A	R	R	R	R	
38	To maintain a payroll system such that all staff are paid accurately on a timely basis	I	C	R	R	R	
39	To undertake all negotiations with local trades unions, unless such matters have a bearing on the Trust more widely	I	R	C	R	I	
40	To approve head teacher appointments	A	R	C		I	I
41	To approve all other appointments	A	R	C	R	C	I
42	To agree a pay policy	A	R	I	I		
43	To agree pay discretions (except for the Head)	A	C	R	R	I	
44	To agree pay discretions for Heads	R	R	I	I	I	
44a	To agree Pay Discretion for the Lead Headteacher/CEO	R	I				
45	Dismissal of head teacher	R	I	I		I	
46	Dismissal of other staff	A	C	I	R		
47	Suspension of head teacher*	R	I	I		I	
48	Suspension of staff other than the head teacher	A	C	I	C	I	
49	Determination of staff complement*	A	R	A	C	I	
50	Where academies' own provision is unsatisfactory, to specify the supply of key personnel services such as payroll and pensions	A	R	C	C		
51	Determination of dismissal and early retirement payments (unless calling upon the Trust's Emergency Fund in which case application to the Trust from the full Governing Body is required)	A	R	C	C	C	
52	Provide strategic and legal HR/employment support on matters that would impact on the Trust as a whole (e.g. grievances, restructure, safeguarding).	A	R	I	R		
53	Establish and maintain single central record within each school.	I	C	R	R	R	
54	Review staffing structure for efficiency and affordability*	A	R	C	C	I	
55	Responsible for staff training and CPD	A	R	I	C	I	
CURRICULUM							
56	To ensure compliance with legal curriculum requirements	A	R	R	R		
57	To establish a CL curriculum policy	A	R	C	C		
58	To implement, agree and monitor curriculum policy	A	R	R	R		I
59	Responsibility for standards of teaching	R	R	R	R		I
60	To decide which subject options should be taught having regard to resources, and to implement provision for flexibility in the curriculum (including activities outside school day)	R	C	A	R		
61	Responsibility for individual child's education	A	R	R	R		C
SUPPLEMENTAL FUNDING AGREEMENT REQMTS							
62	Abide by the terms of the schools Supplementary Funding Agreement in relation to Religious Education provision and collective worship.	I	I	A	R		
63	Provision of sex education – to establish and keep up to date a written policy	A	R	R	R		
64	To prohibit political indoctrination and ensuring the balanced treatment of political issues	A	R	R	R		
65	Development of overall CL Education Model	A	R	C	C		C
66	School monitoring of statutory compliance and curriculum implementation	A	R	R	R		

67	Responsible for oversight of School Improvement and development plan implementation of all schools in the Trust	A	R	R	C	C	
68	Ensure that the most effective practice across the Trust is shared as widely as possible	A	R	C	C	C	
69	Commission reviews of curriculum and T&L practice across the Trust	A	R	C	C		
PERFORMANCE MGMT/QTY OF TEACHING AND LEARNING							
70	To formulate and review annually a Trust-wide performance management policy	A	R	C	C		
71	To implement the CL performance management policy	A	R	I	C		
72	To undertake a termly review of performance and to undertake a formal assessment of overall performance annually	A	R	R	R		
73	Responsible for overall outcomes of the CL and the schools within it	A	R	C	C		I
74	Monitor the quality of teaching and learning across CL schools	A	R	R	R		
75	Monitor and report and quality of teaching and learning in individuals schools	A	R	R	R		I
TARGET SETTING							
76	Set CL progress targets	A	R	C	R		
76	Receive and approve targets for CL schools	A	R	I	C		
76	Monitor progress towards CL Trust targets	A	R	R	R		
76	To set and publish targets for pupil achievement in individual schools	A	R	R	R		I
76	Monitor and report pupil progress and achievement in individual schools	A	R	R	R		I
DISCIPLINE AND EXCLUSION							
77	Adherence to the Exclusions Code and provision of guidelines and support	A	C	R	R		
78	To implement a discipline policy	A	R	R	R		C
79	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions.	A	R	C	C		
80	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		C	R	R		
Admissions: application decisions and appeals							
81	Adherence to the Admissions Code and provision of guidelines and support	A	R	R	R		
82	To agree changes to any school's admissions arrangements or policy (including changing PAN)	A	R	C	C		
83	Admissions: application decisions and appeals	A	R	R	R		
84	Monitor pupil numbers and the impact on the financial health of the school	A	R	R	R		
PREMISES AND INSURANCE							
85	To procure suitable insurance cover including premises, contents, business interruption, governing body and employer liability and statutory motor transport insurance	A	R	C	C	R	
86	To develop a buildings strategy or master plan to ensure that all property remains 'fit for purpose'	A	R	C	C	C	
87	To agree the asset management plan and monitor progress on agreed improvement activity	I	I	R	R	C	
88	Maintain school's facilities	I	I	R	R	R	
89	To check compliance with core policies and provide advice and support as required	A	R		C	I	
90	To procure and maintain buildings, to scope and plan any enhancements or alterations , and to develop and implement a funded preventative maintenance schedule**	A	R	C	C	C	
91	To give landlord consent for property alterations	A/R	C	C	C	C	
92	To institute a disaster recovery policy which meets specified minimum requirements	I	A	R	R	C	
93	To review and approve disaster recovery arrangements	I	A	R	R	C	
94	To specify project management arrangements for major capital projects	A	R	C	R	C	
HEALTH AND SAFETY							
95	Setting overall Health and safety policies	A	R	C	C	C	

96	To ensure that health and safety regulations are followed, to undertake periodic H&S and fire risk assessments, and to provide specified H&S information to the Trust on a termly basis	I	I	R	R	C	
97	To conduct an annual health and safety audit	I	C	R	R	C	
98	Responsible for overall Health and safety of the school and keeping documentation up to date.	I	C	R	R	R	
SCHOOL ORGANISATION							
99	Agree parameters of the CL Academic year	A	R	C	C	I	C
100	To set the times of MAT sessions and the dates of MAT terms and holidays within parameters agreed by the CL	A	R	C	C	I	C
101	To ensure that the MAT meets for a minimum of 380 sessions in an MAT year	A	R	A	R		
102	To ensure that school lunch nutritional standards are met	A	R	C	R	C	
INFORMATION FOR PARENTS/COMPLAINTS							
103	To prepare and publish the MAT prospectus (inc website updates in line with legal requirements)	A	R	C	C	I	I
104	To ensure provision of free school meals to pupils meeting the criteria	A	R	R	R	I	I
105	Adoption and review of home-school agreements	A	C	R	R		C
106	Ensure there is excellent communication between the school, parents and the local community	A	R	R	R	I	C
107	Provides guidance and exemplar policies with respect to handling complaints	A	R	C	C	C	
108	Resolve or escalate complaints as appropriate	I	R	R	R		
109	Monitor complaints received and ensure statutory compliance	I	R	R	R	I	

GOVERNING BODY PROCEDURES							
110	To draw up instrument of government and any amendments thereafter	A	R	C	C	I	
111	To agree instrument of government and any amendments thereafter	A	R	C			
112	To appoint (and remove) the chair of a permanent or a temporary governing body	R/A	C	C	C		
113	To appoint and dismiss the clerk to the governors	A/R	C	AR	C		
114	To hold a Local Governing body meeting at least three times in an MAT year, or a meeting of the temporary governing body as often may require and to submit minutes to the Schools Trust	A	C	AR	C	C	
115	To appoint and remove Schools Trust appointed governors (where such governors have been agreed with the MAT Governing Body)	AR	C	C	C		
116	To appoint and remove school appointed governors at any point.	A	C	R	C		
117	To appoint and remove any governors in the event of a significant failure of governance	A	R	C			
118	To set up a Register of Governors' Business Interests	A		AR			
119	To discharge duties in respect of pupils with special needs, LAC, EAL by appointing a "responsible person and monitoring progress, learning and achievements of these pupils"	A	R	R	R		
120	To consider whether or not to exercise delegation of functions to individuals or committees within the parameters of the scheme of delegation*	A	R	C	C		
121	Review school policies as part of an annual rolling programme	A	R	C	C	C	
122	Ensure the school undertakes an annual self evaluation programme	A	R	R	R		
123	Develop the schools five year Strategic Plan for approval by Trustees	A	R	R	R	C	
124	Oversee the development and updating of school's Action Plan	A	R	R	R	I	
125	Approve and delegate authority between CL and LGB.	A	R	C	C		
INFORMATION TECHNOLOGY AND DATA MANAGEMENT							
126	Specify data requirements, templates and reporting timescales for the Trust e.g. SEN, LAC, exclusions, attendance etc	A	R	C	C	C	

127	Ensure core data required by the DfE/EFA is submitted on time and accurately	A	R	C	C	C	
128	To comply with minimum requirements in relation to management information reporting requirements and data security/retention and back-up	I	R	R	R	C	
MARKETING, COMMS AND EXTERNAL LIAISON							
129	Determine and approve CL brand	A	R	C	C		
130	To comply with the Trust's branding requirements and design guide	A	R	R	R		
131	To market the MAT and maintain effective internal and external communications	A	R	C	C		
132	To communicate with press and media on all matters relating to the MAT (with the exception of matters having a bearing on the national reputation of the Trust)	A	R	C	R		
133	To communicate with the press and media on matters having a bearing on the national reputation of the Trust	A	C	R	C		
134	To provide support to any critical PR incident	A	R	R	R		
135	Manage CL website	A	R	C	C		
136	Manage school website and ensure legal compliance	A	R	R	R		C