



CLPT Governance Delegations 2016/17 Updated February 2017

This document outlines where responsibilities are held across the Trust/Academies for key decisions. This applies to the following areas of operation:

Strategy and Leadership

Education & Curriculum

Financial

HR & Operations to include Buildings

The document shows the responsibilities held by the following individuals/groups:

Trust Board

CEO/Executive Level

Local Governing Body or Local Executive Governing Body

Executive Headteacher/Headteacher

The matrix is designed to demonstrate the levels of governance responsibility for member academies that are operating with an Ofsted category of Good or Outstanding and who demonstrate proven budgetary control and appropriately maintained levels of funds. The Trust reserves the right to modify the levels of delegation afforded to member academies if an academy is unable to satisfy this criteria. In such circumstances the Trust will work closely with the Headteacher and Chair of Governors so that appropriate delegations can be determined.

Definition of Key Actions:

In this Annex the phrases used have the following meanings:

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Review/Approve: the individual/group that has responsibility for Reviewing/Approving whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Headteacher this will be at Academy level.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Consult: the individual/group that should consult, and who they should consult with, as part of the process of completing a particular task.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed.

Report: the individual/group that has responsibility for reporting on the delivery of tasks (as appropriate) in relation to their Academy to the CEO/Executive level and/or LGB.

Comply: the individual/group will follow agreed policies and procedures.

(OD - Operations Director, FD - Finance Director)

Executive Level includes CEO, Executive HT's, OD and FD.

STRATEGY AND LEADERSHIP	Trustees	CEO/Executive Level	Local Gov Body/ Local Exec GB (LGB/LEGB)	Headteacher
Set strategic objectives of the Trust	Determine	Develop		
Set strategic objectives for Academy	Determine for Academies	Develop in consultation with LGB & Headteacher to be reported to Trust Board	Recommend to CEO	Develop in consultation with CEO and LGB/LEGB
Deliver strategic objectives of the Trust	Review/Approve	Deliver	Comply	Comply
Deliver strategic objectives of the Academies			Review/Approve	Deliver
Scrutiny - Review/Approve & challenge progress of the Trust against its strategic objectives and Key Performance Indicators (KPI's)	Review/Approve progress of the Trust & Academies	Review/Approve reports from the LGBs/Headteachers Report to Trust Board	Review/Approve with HT and report to the CEO/Exec Level & Trust Board	Report progress of the Academy to the CEO/Exec Level and LGB/LEGB
Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook	Review/Approve	Deliver	Comply	Comply

STRATEGY AND LEADERSHIP	Trustees	CEO/Executive Level	Local Gov Body/ Local Exec GB (LGB/LEGB)	Headteacher
Compliance - with all regulations affecting the Trust (e.g. charity law, company law, employment law, health and safety and safeguarding)	Review/Approve Receive reports on exceptions and action plans	Deliver ensure cross Trust compliance Review/Approve academy action plans	Review/Approve compliance of Academy Report to Trust Board action plan for reported exceptions	Deliver and ensure compliance Report immediately exceptions to CEO/Exec level. Report to next LGB/LEGB meeting
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	Determine policies to ensure compliance Review/Approve action plans	Deliver Ensure compliance Report exceptions and action plans to Trust Board	Review/Approve practice in Academy Determine action plan in consultation with CEO/FD	Deliver ensure compliance Report exceptions to CEO/Exec Level & LGB/LEGB
Compliance - completing the register of business interests and putting in place a procedure to deal with any conflicts of interest and connected party transactions	Deliver Update OD on any changes or additions	Deliver Update OD on any changes or additions	Deliver Update OD on any changes or additions	Deliver checks and update OD on any changes or additions
Appointments of Trustees and Governors - ensuring processes in place for appointment of Trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies)	Determine policies and criteria for the selection of Trustees and Governors Review/Approve the Board's own performance Review/Approve performance of the LGBs	Report to Trust Board on the performance of the LGBs Review/Approve annually the size, structure and composition and skill of LGBs	Review/Approve procedures for the election of staff and parent governors of the LGB/LEGB Review/Approve own Governors performance and training needs	Recommend support for Governors skills training

STRATEGY AND LEADERSHIP	Trustees	CEO/Executive Level	Local Gov Body/ Local Exec GB (LGB/LEGB)	Headteacher
Appointment of the Audit Committee	Deliver			
Appointment of Clerk - Trust Board and LGBs	Deliver appoint the clerk to Trust Board & LGBs		Recommend to Trust Board the appointment of the LGB clerk	
Appointment of Chair - Trust Board and LGBs	Approve the appointment of the LGB Chair of Trust Board & LGB/LEGBs		Recommend to Trust Board the appointment of the LGB Chair	
Policies - Review and approval of policies (e.g. admissions, DBS, charging and remissions policies, health & safety)	Determine Trust wide policies	Deliver Presenting policies to Trust Board for approval Report material non-compliance to Trust Board	Comply with all Trust policies approved by Trust Board Review/Approve all Academy specific policies	Deliver Presenting Academy specific policies for approval by the LGB/LEGB. Report non-compliance to the CEO/Exec Level/LGB/LEGB
Prepare terms of reference for LGB's and Committees	Deliver Review/Approve - annually	Develop in consultation with LGB's	Consult/Comply	Consult/Comply
Training programme for Trustees and governors	Deliver for Trustees	Develop for Trustees Develop for LGB/Exec Head	Comply Governors to receive	Develop/Deliver for LGB in consultation with CEO/Exec level

EDUCATION AND CURRICULUM	Trustees	CEO/Executive Level	Local Gov Body Local Exec GB (LGB/LEGB)	Headteacher
Academy Development Plan - for each Academy in line with strategic aims of the Trust	Review/Approve the Academy Development Plan in consultation with the appropriate LGB	Review the Academy Development Plan in line with Trust's Plan	Recommend the Academy Development Plan to the Trust Board	Review/Approve the Academy Development Plan. Work with the CEO/Exec Level in producing the Academy Development Plan
Key Performance Indicators - setting and Reviewing performance of the Trust & the Academies	Review/Approve Trust wide and Academy KPIs Review/Approve performance against KPIs	Consult with the LGBs LEGBs/Head and report KPIs to the Trust Board Receive performance reports and report to Trust Board	Review/Approve Proposed KPI's Review/Approve performance of the Academy and report to the Trust Board Deliver holding leadership to account for delivery against KPIs	Deliver Setting educational KPI's in consultation with CEO/Exec level/LGB/LEGB Deliver performance of the Academy against School Development Plan and KPIs Report performance of the Academy to CEO/Exec Level/LGB/LEGB
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review the reports of the CEO	Deliver supporting the Academies and intervening where appropriate reporting to Trust Board any significant issues	Review/Approve	Review Exec/HT management of staff to ensure objectives are met Report strengths & any concerns in the quality of teaching to LGB

EDUCATION AND CURRICULUM	Trustees	CEO/Executive Level	Local Gov Body Local Exec GB (LGB/LEGB)	Headteacher
Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Review/Approve curriculum plans/effectiveness	Deliver Agree/review the curriculum across the academies and confirm position to Trust Board	Review/Approve reporting any changes to Trust Board	Deliver setting/reviewing curriculum in consultation with CEO/Exec Level and LGB
Pupil Premium - Reviewing and challenging the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review/Approve	Report to Trust Board effectiveness of use of the Pupil Premium across Trust	Review/Approve how Pupil Premium is spent at the Academy	Deliver report on effectiveness of use of the Pupil Premium
Set admissions policy	Deliver	Review recommend to Trust Board	Review recommend to Trust Board	Review recommend to Trust Board
Admission decisions			Deliver	Deliver
Collective worship arrangements for school			Review/Approve	Deliver

EDUCATION AND CURRICULUM	Trustees	CEO/Executive Level	Local Gov Body Local Exec GB (LGB/LEGB)	Headteacher
Student Behaviour and attendance (e.g. attendance, exclusions, punctuality, disciplinary matters for each Academy)	Review/Approve	Review/Approve	Deliver in respect of pupil/student exclusions, receiving reports from the HT Report any material issues to the Board and the CEO/Exec level	Deliver appropriate action or sanctions in accordance with Trust and Academy Policies Report to the LGB/LEGB on any material issues
Academy Hours - setting the opening and closing times for the Academies	Approve in consultation with LGBs		Review/comply report proposed changes to Trust Board	Recommend to the LGB/LEGB any proposed changes
Term Dates and length of school day	Approve in consultation with LGBs		Review/comply report proposed changes to Trust Board	Recommend to the LGB/LEGB any proposed changes
School lunch arrangements - including appropriate nutritional standards			Review/Approve	Deliver
Provision of free school meals to those meeting criteria				Deliver

FINANCIAL	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher/ Principal
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies so as to secure the Trust's financial health in the short term and the long term	Determine	Recommend a funding model to Trust Board for approval	Comply	Comply
Trust Annual Budget - formulating and setting the Trust wide budget	Review/Approve	Deliver on preparation of Trust budget and present to the Board for approval Review/Approve - submission of Trust budget to the EFA		
Academy Annual Budgets - formulating and determining the individual academy budget (including uses of brought forward funds)	Review/Approve	Review/Approve Academy budgets in consultation with the LGBs and present to the Trust Board for approval	Review/Approve	Deliver In consultation with LGB/LEGB, CEO/Exec Level incl. FD in respect of the Academy's/Trust's requirements
Ensure expenditure is in line with Annual Budgets	Review/Approve	Report Receive reports on matters of concern in connection with compliance with the Annual Budgets. Report to Trust board any material issues with delivery against the Annual Budget by the Academies	Review termly actual spend to planned budget Report to Trust Board any matters of concern in line with the CLPT Financial Handbook	Comply Report to the CEO/Exec level, LGB/LEGB any matters of concern re the Academy's annual budget in line with the CLPT Financial Handbook

FINANCIAL	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher/ Principal
Delegated Budgets and Finances - Compliance with CLPT Financial Handbook	Determine	Deliver on recommending financial limits to the Board Review effectiveness of limits	Review and Comply adherence to limits	Comply adherence to limits
Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Determine	Review/Approve compliance with policies. Report any issues or non-compliance to Trust Board	Comply	Comply Report any issues or non-compliance to the CEO
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's Financial Handbook	Determine	Deliver	Comply	Comply
Determining and allocating central services provided to the Academies by the Trust	Approve	Deliver in consultation with Headteachers/Exec Head where appropriate.		Consult where appropriate.

FINANCIAL	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher/ Principal
Preparation and approval of annual accounts	Approve	Deliver arrange for auditing and filing of annual report and accounts		Comply by keeping proper accounting records in respect of the Academy and providing timely information to assist the Trust in preparation of the annual accounts
Risk Register	Review/Approve Trust wide risk register	Deliver management of Trust risk register	Review/Approve Academy risk register	Deliver management of Academy risk register
Investments - agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls	Determine	Deliver		

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
Establishing Trust wide employment policies (including recruitment, pay, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine policies ensuring compliance with adopted agreements and legislative requirements.	Recommend	Comply	Comply
Setting Terms and Conditions of Employment in accordance with local and national agreements	Determine	Recommend	Comply	Comply
Appointing the CEO	Deliver (to be ratified by Members)			
Appointing an Executive Headteacher	Deliver Trust Board Representative delivers in conjunction with CEO. Decision Reported in to Trust Board	Deliver in conjunction with Trust Board representative		
Appointing the Headteacher at each Academy	Deliver A representative of the Trust Board to approve appointment in conjunction with the CEO/Exec HT/LGB representative. Decision to be Ratified by Trust Board.	Deliver CEO to approve appointment in conjunction with Trust Board representative/Exec HT/LGB representative.	Deliver A representative of the LGB/LEGB, ideally the Chair, to approve appointment in conjunction with Trust Board representative/ CEO/Exec HT.	

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
Changes to salary Levels of Headteachers (outside annual performance management pay review) or determining salary level of new post.	Deliver Trust Board representative and CEO to approve in conjunction with Exec HT if applicable .Decision to be Ratified by Trust Board.	Deliver CEO to approve in conjunction with Trust Board representative and Exec HT if applicable.		
Appointing Academy Staff			Deliver in consultation with the HT/Exec HT.	Deliver in consultation with LGB/LEGB (Teacher appointments must be made in accordance with CLPT Pay Policy).
a) Establishing new posts at an Academy b) Changes to salary levels or grades of existing academy posts , teaching and support staff, (outside annual performance management pay review) or determining grades of new posts (This is to ensure compliance with Equal Pay legislation across the Trust)		Deliver for academy staff in consultation with the HT/Exec HT, Exec Level and LGB /LEGB of the Trust	Deliver for academy staff in consultation with the HT/Exec HT, CEO/Exec Level of the Trust	Deliver for academy staff in consultation with LGB and Exec HT/CEO and Exec level of the Trust. (changes to existing salary levels of teachers must be made in accordance with the CLPT Pay Policy).
Appointing the Trust’s Executive Directors (non-trustee roles)	Deliver A representative of the Trust Board to approve	Deliver		

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
	appointment in conjunction with CEO.	CEO to appoint in conjunction with a representative of the Trust Board.		
<p>Changes to salary levels or grades of existing posts for Trust's Executive Directors (outside annual performance management pay review) or determining grades of new posts.</p> <p>This is to ensure compliance with Equal Pay legislation across the Trust.</p>	Deliver	Recommend		
Approval for the establishment of the Trust Central Posts	Deliver	Recommend		
Appointing the Trust's central staff.	(Action to be reported in to Trust Board)	<p>Deliver</p> <p>CEO or Executive Directors to appoint, Taking into consideration recommendations made by an appropriately selected interview panel. Action to be reported in to Trust Board</p>		
<p>a) Establishing new posts in the Trusts Central Team</p> <p>b) Changes to salary levels or grades of existing posts for Trust's central staff (outside performance management pay review) or determining grades of new posts.</p> <p>This is to ensure compliance with Equal Pay legislation across the Trust.</p>	Deliver	Recommend		

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
(This is to ensure compliance with Equal Pay legislation across the Trust)				
Setting Teachers' Performance Management process (in line with the Trust's teachers' pay and appraisal policies)	Determine	Deliver		
Undertake the Teacher's Performance Management annual assessment together with pay review	<p>Deliver</p> <p>in respect of CEO</p> <p>Receive report from CEO on process completion across schools and a summary of pay progression outcomes</p> <p>Deliver</p> <p>any appeals in respect of HT/Exec HT in conjunction with external adviser</p>	<p>Deliver</p> <p>in respect of HT/Exec HT (includes advice from external adviser where applicable)</p> <p>CEO Reviews the process across the Trust to ensure completion</p> <p>CEO Reports to Trust Board on process completion and a summary of pay progression outcomes.</p>	<p>Deliver (for staff below HT)</p> <p>LGB/LEGB Pay Committee make determination on recommendations from HT</p> <p>LGB/LEGB Appeals Committee Deliver any appeals</p>	<p>Recommends</p> <p>HT gathers information and produces a report making recommendations in accordance with CLPT Pay Policy and national legislation where applicable</p> <p>HT reports summary to Exec HT (if applicable) and CEO</p> <p>HT Reports all pay progression recommendations to LGB/LEGB Pay Committee for approval</p>

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
Academy's Staff Handbooks		Recommends	Reviews	Delivers in consultation with CEO/Exec Level and LGB
Dismissing CEO (in accordance with the Trust's employment policies)	Deliver A separate Appeals committee would need to be convened.			
Dismissing Executive Headteachers (in accordance with the Trust's employment policies)	Deliver in conjunction with CEO	Deliver in conjunction with Trust Board.		
Dismissing Headteachers (in accordance with the Trust's employment policies)	Deliver in conjunction with CEO/Exec HT and LGB	Deliver in conjunction with LGB and Trust Board	Deliver in conjunction with LGB/Exec HT/ CEO and Trust Board	
Dismissing Executive Directors (in accordance with the Trust's employment policies)	Deliver in conjunction with CEO	Deliver in conjunction with Trust Board		
Dismissing all other staff (in accordance with the Trust's employment policies)	Receive Reports on dismissals. Deliver any appeals for central staff	Deliver for Trusts central staff Report in to Trust Board.	Deliver for Academy staff in conjunction with HT and Exec Level. Also Exec HT (where applicable)	Deliver for academy Staff in conjunction with LGB/LEGB and Exec level. Also Exec HT (where applicable) Report to Trust Board and CEO

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Trust Board		
Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained (in-line with PFI agreements where appropriate)	Determine Trust wide policy	Review/Approve delivery of academy plan.	Determine academy plan in accordance with Trust policy Review/Approve delivery of academy plan	Deliver in consultation with Exec HT if applicable/ Exec level, in accordance with Academy policy and CLPT Financial Handbook.
Acquiring and disposing of Trust land and Buildings	Deliver	Recommend		
Commissioning building works over £3,000 for academy buildings including commissioning surveys and architectural drawings to support proposals	Approve	Recommend	Recommend In consultation with CEO, Exec Level and HT	Recommend in consultation with the CEO, Exec level and LGB/LEGB Deliver following approval from Trust Board

HR AND OPERATIONS	Trustees	CEO/Executive Level	Local Gov Body Local Exec. GB (LGB/LEGB)	Headteacher
Media and PR - overseeing public relations activities	Review	Deliver Trust wide activities	Review	Deliver Academy specific activities in consultation with CEO/Exec Level
Academy Prospectus		Review	Approve	Deliver in consultation with CEO/Exec HT
Trust Prospectus/Business Plan and website	Review	Deliver		
Ensuring Key Governance Appointments and changes are approved by Members/Trust Board	Trustees approve Trust appointed Trustees (Co-opted) Members approve Member appointed Trustees Trustees approve LGB/LEGB Chairs, Vice Chairs and Co-opted Governors		Governing Bodies make recommendations regarding the appointment of Chairs and Vice Chairs and Co-opted Governors which go to Trust Board for approval	Headteacher has input as a Governor

Approved by Trust Board: 9 Feb 2017