



Scheme of Delegation

Forward

The Learning for Life Education Trust is a Multi Academy Trust (Trust) and the principles of governance are similar to those in maintained schools. The Trust is a charitable company limited by guarantee and the governance arrangements are set out in its governing documentation (the Articles of Association), the Master Funding Agreement and the Academies Financial Handbook. The structure of the Trust is detailed below.

Mission Statement

To develop and nurture to the highest level the talents and aspirations of our children, our schools, and the wider Trust community.

"Stronger together"

Structure

- The Members
- The Trust Board of Directors
- The Chief Executive Officer (also Executive Headteacher and Accounting Officer)
- The Local Governance Committee of each school
- The Headteacher of each school

Delegated Functions

The Scheme of Delegation covers six areas

- Strategy and Leadership
- Education
- Personnel
- Finance
- Health & Safety and Safeguarding
- Premises and Assets

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

STRATEGY & LEADERSHIP				
Strategy	Develop and set the strategic direction for the Trust, setting the vision, values, aims and objectives Approve School structures	Develop and deliver the Trust strategic plan to ensure that the vision, values, aims and objectives of the Trust are met	Develop the strategic direction for the school in line with the Trust strategy, vision, values, aims and objectives	Develop and deliver the vision, values, aims and objectives for the school in-line with the Trust strategy Ensure that the School Improvement and Development Plan is written, shared and drives improvement
Structure	Members appoint the Board subject to Articles 50-58 of the Articles of Association Board committee appointments / suspensions / removals including: chair, vice chair, clerk, members of each committee Approve appointment of LGC Chairs and Vice Chairs Approve all LGC member appointments Review delegation of functions annually		Appoint LGC members and recommend to Board for approval Comply with the LGC terms of reference	
Policies	Ensure that policies are maintained, appropriate and fully implemented within the Trust	Ensure policies are fully implemented within the schools and central team of the Trust	Set and ensure that school policies are maintained, appropriate and fully implemented within the school.	Ensure all policies are fully implemented within the school

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Compliance	<p>Ensure requirements of DfE and ESFA are adhered to</p> <p>Ensure all returns for provision of information are submitted by required dates</p> <p>Ensure the Trust and school websites are compliant</p>	<p>Submit all returns for provision of information to DfE and ESFA by required dates</p>	<p>Monitor that school website is compliant</p>	<p>Ensure school website is compliant and supports parents to help their child</p> <p>Ensure all returns for provision of information to DfE and ESFA are submitted by required dates</p>
Governance	<p>Review Governance effectiveness annually to identify areas of improvement</p> <p>Audit skills annually to identify training needs</p> <p>Review delegation function and committee structure annually, with a focus on membership</p>		<p>Review Governance effectiveness annually to identify areas of improvement</p> <p>Audit skills annually to identify training needs</p> <p>Report to the Board on effectiveness of governance arrangements</p>	
Risk Register	<p>Review at each full Board meeting</p> <p>Ensure individual Board members are named to monitor each medium/high risk</p>	<p>Establish register and put into place mitigating strategies</p> <p>Support the Board in the reviewing and rating of risks</p>	<p>Review termly.</p> <p>Ensure individual LGC members are named to monitor each medium/high risk</p>	<p>Establish register and put into place mitigating strategies</p> <p>Support the LGC and Board in the reviewing and rating of risks</p>
Press management - reputational risk	<p>Represent the Trust in communication with the press on issues of reputational risk</p>	<p>Notify Chair of any incident which may result in reputational risk e.g. where press may contact the school/Trust</p> <p>Work with Board in communication with the press on issues of reputational risk</p>	<p>Act as instructed by the CEO</p>	<p>Notify CEO and Chair of LGC of any incident which may result in reputational risk e.g. where press may contact the school</p>

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Legal Claims	Instruct the CEO, LGC and Headteacher to take action to defend or prosecute any claim, where appropriate	Take legal advice and direct the LGC and/or the Headteacher as appropriate, keeping Trust Board informed.	Act as instructed by the CEO	Notify the CEO and Chair of LG of any actual or potential claim as soon as it arises Act as instructed by the CEO

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

EDUCATION				
Improvement and Development Plans for Trust and Schools	Approve and, where needed, modify the Trust Improvement and Development Plan	Develop and write Trust Improvement and Development Plan (TIDP) and deliver to the Board Cost the plan in conjunction with the CFO	Monitor and review the School Improvement and Development Plan Contribute to the School Improvement and Development Plan	Develop and write the School Improvement and Development Plan (SIDP) in conjunction with the CEO Cost the plan in conjunction with the CFO
Improvement	Enlist, where necessary, teaching, leadership and professional business support Monitor quality improvement within each school at each key stage Monitor progress toward the annual priorities in the TIDP Oversee arrangements for intervention to support pupil progress	Complete regular evaluation of the TIDP and SIDPs in conjunction with the Headteachers Oversee training and development of staff to ensure: quality first teaching, effective assessment and target setting, regular monitoring, and quality intervention Use external advisors and bodies to review and triangulate performance within all schools Ensure that improvement plans show fair cost estimations and are robust financially	Work with the Headteacher and the Trust to drive continuous improvement Monitor quality improvement within the school Monitor progress toward the annual priorities in the SIDP	Complete regular evaluation of school effectiveness and SIDP in conjunction with the CEO Deliver the SIDP
Key Performance Indicators	Approve Trust KPIs Review Trust performance against KPIs and ensure corrective actions are in place.	Agree KPIs and targets for all Trust Schools and recommend to the Board Ensure performance and corrective actions are in place for the School to achieve KPIs	Monitor performance and corrective actions to achieve KPIs	Deliver against the agreed KPIs and report performance to the LGC and CEO including proposed corrective actions

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
		Report performance of Trust schools to the Board including proposed corrective actions		
Curriculum	Ensure that the delivery of the curriculum translates into effective outcomes for the pupils, including those with special educational needs and/or disabilities	Monitor the quality of education Ensure the curriculum meets the legal requirements for children with special educational needs and/or disabilities	Monitor and report on the contribution of the curriculum to pupils' outcomes and SMSC development	Develop and deliver the agreed curriculum Monitor the quality of provision Ensure the curriculum meets the legal requirements for children with special educational needs and/or disabilities
SEND	Review effectiveness of SEND spending and define corrective actions with the CEO	Monitor and report effectiveness of SEND spending and propose corrective actions if needed	Monitor and report impact of SEND spending	Deliver improved educational outcomes based on good use of SEND Report on effective use of SEND to LGC and CEO
Pupil Premium	Review effectiveness of Pupil Premium spending and define corrective actions with the CEO	Monitor and report effectiveness of Pupil Premium spending and propose corrective actions if needed	Monitor and report impact of Pupil Premium spending	Deliver improved educational outcomes based on good use of Pupil Premium Report on effective use of Pupil Premium to LGC and CEO
Sports Premium	Review effectiveness of Sports Premium spending	Monitor and report effectiveness of Sports Premium spending	Monitor and report impact of Sports Premium spending	Deliver improved outcomes based on good use of Sports Premium Report on effectiveness of Sports Premium to LGC and CEO

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Collective Worship	Monitor compliance	Monitor compliance	Monitor and report that collective worship within the school meets statutory requirements and is in line with the school ethos	Deliver appropriate collective worship
Admissions	Approve admissions policy	Develop and propose admissions policy		Manage admissions decisions
Provision of Free School Meals		Review delivery of free school meals		Ensure provision of free school meals Monitor quality of free school meal provision
Pupil Issues (attendance, exclusions, punctuality, discipline)	Review specific issues	Present specific issues to the Board Provide guidance to LGCs and Headteachers on specific issues	Review reports from the Headteacher and escalate any specific issues	Ensure that pupil issues are dealt with in line with the Trust's policies. Report to LGC and CEO any specific issues
Ofsted	Engage with Ofsted on Trust inspections Monitor progress against Ofsted areas for development Respond to Ofsted and other commissioned reports where necessary Monitor progress against areas for improvement	Ensure that the Trust is prepared for inspection and manage the process. Support Directors, LGCs and Headteachers in individual School inspections Monitor progress against areas for improvement	Engage with Ofsted during inspection Support the Headteacher in responding to findings and monitor progress against areas for improvement	Ensure that the school is ready for inspection and manage the process with the support of the CEO Report on progress against areas for improvement

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Monitoring	<p>Monitor achievement by comparing with a range of Key Performance Indicators (KPIs) and benchmarking to bring about improvements in performance</p> <p>Undertake programme of Monitoring Visits</p>	<p>Monitor and compare schools' performance with a range of Key Performance Indicators (KPIs) and benchmarking to bring about improvements, including that of:</p> <ul style="list-style-type: none"> - Pupil premium pupils - pupils relative to their start points - SEND pupils - attendance - pupils at risk of under achievement <p>Agree programme of Director Monitoring Visits</p>	<p>Review the school's DfE Performance Tables.</p> <p>Scrutinise and compare school data with national test results and benchmarks, including progress of SEND and Pupil Premium students</p> <p>Monitor impact of PSHE, Collective worship, Sex and Relationships Education and report to CEO</p>	<p>Conduct frequent, regular monitoring of the quality of teaching, learning and assessment, pupil outcomes, and pupils' personal development, behaviour and welfare.</p> <p>Report findings to CEO and LGC</p>

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

PERSONNEL				
Executive recruitment	Appoint the Executive	Participate as requested	Participate as requested	Participate as requested
Headteacher recruitment	Ratify the proposal unless the Board has legitimate reasons to do otherwise	Establish the appointments panel with LGC membership and final panel proposal to the Board	Nominate two members of the LGC to join the recruitment panel	Support the panel in making arrangements for the process
Deputy Headteacher recruitment		Participate in the recruitment process Ratify the proposal unless there are legitimate reasons to do otherwise	Nominate two members of the LGC to participate in the recruitment process	Notify CEO immediately they become aware of a potential vacancy Manage the recruitment process following Trust procedures
Permanent TLR recruitment		Be involved and consulted on the recruitment proposal and final decision	Nominate an LGC representative to participate in the recruitment process	Notify CEO immediately they become aware of a potential vacancy Manage the recruitment process following Trust procedures
Other staff recruitment		Recruit central Trust staff		Lead the School staff appointments process following Trust procedures and inform the CEO and LGC of appointments
Terms and Conditions of employment	Approve changes to staff terms and conditions of employment to staff groups	Review and inform Board of any proposals that may involve a change to the terms and conditions of employment to staff groups	Be informed of any proposed changes to terms and conditions of employment	Implement any changes to staff terms and conditions of employment
Succession Plan	Develop Board succession plan and that of the CEO	Ensure that appropriate succession plans are in place for	Develop succession planning for the LGC	Develop school's succession plan to meet the staffing needs going forward

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
		all Trust Schools and central Trust staff		
CEO Performance Management & salary review	Performance manage the CEO	Provide timely reports on progress against objectives to the review panel		
Headteacher Performance Management & salary review	Participate in the performance management of the Headteachers with CEO Approve recommendations for pay review	Performance manage the Headteachers with LGC Chair and Director	Participate in the performance management of the Headteacher with CEO	Provide timely reports on progress against objectives to the review panel
Teacher Performance Management & salary review	Approve recommendations for pay review	Moderate proposed salary reviews and recommend to the Board for approval	Advised of pay recommendations	Lead appraisal and salary review process and make recommendations to CEO
Support staff Performance Management & salary review	Approve recommendations for pay review	Lead appraisal and salary review process for Trust Central Staff Recommend to Board for approval		Lead appraisal and salary review process for school-based support staff Make recommendations to CFO
Allegations of gross misconduct	Form panel for the CEO/Headteacher's hearing Form appeals panel for all other staff.	Support Headteachers and LGC and join panel to investigate where appropriate. Monitor investigation Report to Board	Notify the CEO immediately If allegation is against the Headteacher and follow disciplinary procedure	Notify CEO and LGC Chair immediately of any situation than may potentially be Gross Misconduct. Ensure investigation follows disciplinary procedure

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Disciplinary allegations that fall short of gross misconduct	Support Executive Headteachers and LGCs through the process. Follow disciplinary procedures Form panel for the CEO/Headteacher's hearing Form appeals panel for all other staff	Support Headteachers and LGC and join panel to investigate where appropriate. Monitor investigation Report to Board	Notify the CEO immediately if the allegation is against the Headteacher Ensure investigation follows disciplinary procedure	Notify CEO & LGC Chair of any incident which involves use of the Disciplinary Policy Ensure investigation follows disciplinary procedure
Capability proceedings	Support Executive Headteachers and LGCs through the process. Follow capability policy and procedures	Support Headteachers and LGC through the process. Inform Board Follow capability policy and procedures	Notify CEO of any situation regarding the Headteacher that may potentially involve use of the Capability Policy Follow capability policy and procedures	Notify CEO of any situation that may potentially involve use of the Capability Policy Follow capability policy and procedures
Reductions in staff and revisions to staff structures	Approve restructuring and any redundancies	Initiate a review of a school structure if deemed necessary Refer recommendations of restructuring and possible redundancies to the Board Support Headteacher throughout the restructuring process and attend consultation meetings as appropriate Review staffing reductions and redundancy proposals for the Headteachers for costing and budget purposes	Participate in consultation on restructuring proposals	Notify CEO as soon as reductions in staffing may be necessary Propose a revised staffing structure with the support of the CFO and in consultation with the CEO Lead and manage the reduction of staff with the CEO

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Probationary period procedure (Support staff only)		Support Headteachers throughout the process Inform Board	Form appeals panel	Notify the CFO immediately of any situation that causes concern

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

FINANCE				
Financial Governance	<p>Ensure General Annual Grant (GAG) is spent appropriately and outcomes are appropriate</p> <p>Ensure additional funding (Pupil Premium, Sports Premium, High Needs Funding, Capital, Nursery funding) is spent appropriately and outcomes are appropriate</p> <p>Review each school's Finances regularly</p> <p>Ensure all company annual accounts and reporting requirements are met</p>	<p>Ensure that the financial responsibilities of the Board are correctly discharged</p> <p>Present financial information and reports to the Board of Board as required</p> <p>Ensure Trust's Whistleblowing policy is understood, and use encouraged</p> <p>Ensure Trust is in compliance with Academies' Financial Handbook</p> <p>Ensure additional funding is spent appropriately and outcomes are appropriate</p> <p>Follow Trust policy for signing and authorising payments over £10,000</p>	<p>Monitor that the Trust's Whistleblowing policy is understood and is effective and encourage its use.</p> <p>Monitor that additional funding is spent effectively and outcomes are appropriate</p> <p>Follow Trust policy for signing and authorising payments</p>	<p>Ensure Trust's Whistleblowing policy is understood, and use encouraged.</p> <p>Ensure school is in compliance with Academies' Financial Handbook</p> <p>Ensure additional funding is spent appropriately and outcomes are appropriate</p> <p>Follow Trust policy for signing and authorising payments</p>

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Budget Setting and Strategy	Approve the budget plan for Trust and all schools to meet TIDP and SIDPs	Prepare the Trust central spend and schools' budgets and forecasts with the Headteachers and consult with the Director responsible for Finance Ensure school budgets are appropriate for each school's needs and meet the overall balanced budget for the Trust Manage bids for all premises related funding	Receive the final budget for comment prior to its approval by the Board	Prepare school budget with the CFO to present to the LGC and Board
Budget Control	Monitor the Trust's finances and ensure that policies and procedures promote sound budget control Maintain appropriate financial delegation. Set central service percentage. Accountable for the budgeting for the Trust and spend monitoring	Recommend Trust and school budgets to the Board Prepare monthly management accounts and exceptions for Trust and each school Ensure internal controls systems are appropriate and maintained	Monitor the school budget	Monitor and manage the school budget, making revisions in conjunction with CFO and reporting to LGC and Board
Spend Control	Set policy and ensure mechanisms for Best Value Ensure systems are in place so that staffing decision expenditures are taken into account and all unbudgeted items are pre-approved	Ensure effective use of resources avoiding waste and delivering efficient administration Provision of timely and accurate monitoring reports to Board and Headteachers Authorisation of contracts and	Authorise spending in line with Trust Financial Management Policy.	In an emergency, commit to expenditure up to £5,000 where delay would cause further damage or present a H&S issue, and, where possible, consult CEO and LGC chair

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

		purchases in line with Trust Policies		
Bank Accounts	Appoint bankers	Establish and maintain appropriate signing mandates		Establish and maintain appropriate signing mandates in line with Trust policy
Investments	Ensure investments are made in line with Trust policy and Academies Financial Handbook	Ensure investments are made in line with Trust policy and Academies Financial Handbook		
Approval to accept a quotation (budgeted)		Approve quotes over £10,000 Refer contentious or novel contracts to ESFA		Approve quotes up to £10,000
Purchase Order / Invoice approval (budgeted)		Approve orders / invoices over £10,000 Refer contentious or novel contracts to ESFA		Approve orders / invoices up to £10,000

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Capital Expenditure (unbudgeted)	Approve capital expenditure exceeding £30,000	Ensure expenditure is appropriate and in line with the SIDP and 3-year plan Approve spending up to £30,000 in any one financial year		Approve additional capital spending up to £10,000 from available funding with the agreement of the CEO within one financial year
Bad Debt	Authorise write-off from £1,000 to £45,000	Monitor aged debtors of Trust and schools and intervene as required Approve write-off of debt from £100 to £1,000		Ensure that the CFO is notified of any bad debt exceeding £100 Approve bad debt write-offs up to £100
External reporting	Ensure timely and accurate reporting	Submit timely forms and returns to DfE and ESFA Propose annual accounts for schools and Trust		Coordinate with the CFO to ensure school submissions are timely and accurate
Audit	Approve the Trust audit annually	Monitor audit findings and resolutions with Risk and Audit Committee Support schools in responding to audit findings	Monitor audit findings Review External Audit reports and comment on recommendations.	Implement recommended corrective actions following audit
Internal Audit	Appoint internal auditors Ensure audit findings from each school are acted upon and closed	Prepare and validate the statutory accounts Scrutinise and monitor capital and revenue expenditure Monitor findings of internal audit and ensure recommendations are actioned		Provide the Trust Board reporting and internal audit information as required Report regularly to the LGC

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Information Technology	Ensure the Trust IT strategy is adequate and supports the Trust and School Improvement and Development Plans	<p>Ensure the Trust and schools have a long-term, planned approach to IT expenditure for infrastructure, hardware and software</p> <p>Ensure the Trust and schools have adequate antivirus and content filtering provision</p> <p>Maintain systems based internal controls</p> <p>Adopt and ensure suitable accounting, personnel and pupil MIS systems are in place</p>		<p>Develop strategy for equipment and infrastructure with the CEO to support the 3 Year Plan</p> <p>Ensure that staff and pupils follow protocols for safe internet use</p> <p>Monitor the use of the internet by staff and pupils and ensure that appropriate filtering provision is effective</p>

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

HEALTH & SAFETY AND SAFEGUARDING				
Health and Safety	<p>Ensure school compliance with H&S legislation</p> <p>Establish and review Trust H&S policies, inclusive of regular review of building and site safety</p> <p>Review H&S Policy and its practice and make revisions where appropriate - on an annual basis or in line with changes to guidance</p>	<p>Ensure H&S requirements are adhered to and support Headteachers in putting school specific H&S procedures in place</p> <p>Ensure management and compliance documentation are up to date – asbestos register, fire risk assessment, fire equipment tests, legionella tests</p> <p>Monitor safe working practices for site staff and ensure appropriate training</p> <p>Ensure that training for non - classroom based support staff is appropriate and up to date</p>	<p>Monitor Trust H&S policy as adapted for the school</p> <p>To provide support and guidance for the Headteacher on matters relating to the maintenance and development of the premises and grounds, including Health and Safety.</p>	<p>Develop H&S Culture</p> <p>Ensure staff are aware of their responsibilities</p> <p>Ensure all relevant risk assessments are in place</p> <p>Adopt and develop site specific H&S policies and ensure they are implemented</p> <p>Inform the CEO of any issues</p> <p>Ensure premises are kept in a good state of repair</p> <p>Ensure management of waste</p>
Educational Visits	<p>Ensure compliance with all appropriate policies and legislation</p>	<p>Monitor compliance with all appropriate policies and legislation</p>	<p>To monitor educational visits on an annual basis to ensure they enhance the curriculum</p>	<p>Ensure Educational Visits Co-ordinator is in place and trained</p> <p>Ensure all staff receive appropriate training</p> <p>Comply with all H&S policies and legislation</p>

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Safeguarding	Accountable for ensuring safeguarding within the Trust Ensure that the Safeguarding Policy reflects and meets statutory requirements	Ensure that safeguarding is fully implemented and that procedures are adhered across the Trust	Monitor that safeguarding is fully implemented and that procedures are adhered to within the School Implement Managing Allegations Against Staff policy should an allegation be made To set school policies and ensure that they are maintained and fully implemented, including Behaviour and Safeguarding	Ensure that a designated safeguarding lead is appointed and that they have the resources necessary to undertake the role Ensure that all staff have read the required safeguarding documentation and that the Managing Allegations against staff policy is followed

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
--	---------------------------	--	---------------------------------------	--------------------

PREMISES AND ASSETS				
Premises	Respond to external inspection reports and delegating actions Ensure Equality Duty is met	Ensure that all maintenance programmes are reflected appropriately in the overall Trust budget, with relative priorities being agreed between schools and with the Trust Board Monitor and review provision for cleaning buildings and maintaining surrounding areas Overseeing the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance Monitor Trust energy needs	To provide support and guidance for the Headteacher on matters relating to the maintenance and development of the premises and grounds, including Health and Safety. Monitor and review the Accessibility Plan	Ensure that the annual maintenance programme has been drawn up, based on the most recent condition survey Ensure that the maintenance programme has been costed appropriately and is accounted for in the budget Report on the ongoing programme of repairs and maintenance to the LGC Ensure an accessibility plan is in place which reflects the Equality Duty
Asset Register	Ensure Asset Registers are monitored and maintained	Ensure that Asset Registers across the Trust are in place and current		Complete the Asset Register
Asset Disposal	Ensure disposal follows principles of regularity, propriety and value for money, achieving the best price that can be reasonably obtained Write off assets with original cost over £20,000	Monitor asset disposal Write off assets with original cost over £500 and under £20,000		Dispose of and write off inventory items with an original cost under £500 in agreement with the CFO
Acquiring and disposal of land	Seek written approval of ESFA before any acquisition or disposal of land or buildings			

	BOARD OF DIRECTORS	CHIEF EXECUTIVE OFFICER (inc. Accounting Officer and Chief Finance Officer)	LOCAL GOVERNANCE COMMITTEE	HEADTEACHER
Changing use of assets	Ensure current DfE requirements are observed should a change of use of assets be considered			