

✓ = Responsibility  
A = Advisory role

## DECISION MAKING MATRIX

### The governance framework

Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT	Clerk
People	Appointment and removal of Members	✓							
	Determine the structure of the Board of Trustees	✓							
	Appointment and removal of Trustees	✓	A						
	Appointment and removal of Chair of Trustees		✓						
	Appointment and removal of Chair and members of Audit and Risk Committee, Achievement and Standards Committee and Finance and Resources Committee		✓	A					
	Appointment and removal of Local Governors						✓		
	Appointment and removal of Chair of the Local Governing Body		A				✓		
	Role description for Members	A	✓						
	Role description for Trustees		✓						
	Role description for Local Governors		✓				A		
	Terms of reference for the Audit and Risk Committee, Achievement and Standards Committee and Finance and Resources Committee		✓	A					
Code of conduct for Members, Trustees and Local Governors		✓				A			

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Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT	Clerk
	Appointment and removal of Clerk to the Trust Board		✓						
	Appointment and removal of Clerk to the Local Governing Body		A				✓		
Systems and structures	Agree and review Articles of Association	✓	A		A				
	Establish and review governance structure for the Trust		✓	A	A				
	Establish and review Scheme of Delegation		✓	A	A		A		
	Terms of reference for the Local Governing Body and other Board of Trustees committees		✓	A	A		A	A	
	Skills audit for Trust Board		✓	A					
	Skills audit for Local Governing Body						✓		
	Evaluation of performance of Trust Board		✓	A	A	A	A		
	Evaluation of performance of Local Governing Body		A		A	A	✓	A	
	Annual evaluation of contribution of Trust Board members		✓	A	A				
	Annual evaluation of contribution of Local Governing Body members						✓	A	
Statutory responsibilities	Trust governance details on the website		A						✓
	School governance details on the website						A		✓
	Register of pecuniary and business interests for Members	A							✓
	Register of pecuniary and business		A						✓

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Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT	Clerk
	interests for Trustees								
	Register of pecuniary and business interests for Local Governing Body						A		✓
	Annual report on the performance of the Trust	✓	A	A					

## Being strategic

Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
Vision	Establish and review Trust vision and ethos		✓		A	A		
	Maintain Trust vision and ethos in individual schools					A	✓	A
	Change the name of the Trust	✓						
Composition of the Trust	Determine and approve future partners within the Trust		✓	A	A			
	Wind up the Trust	✓						
Support and challenge	Agree key strategic Trust priorities for the year		✓	A	A			
	Agree key school improvement priorities for the year					A	✓	A
	Responsibility for standards in individual schools		✓		A	A	A	A
	Termly monitoring of progress against key strategic Trust priorities		✓		A			
	Termly monitoring of key school improvement priorities						A	✓

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Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
Statutory responsibilities	Approve and review Trust wide statutory policies <sup>1</sup>		✓	✓	A	A		A
	Monitor the implementation of Trust wide statutory policies		A				✓	A
	Approve and review school level statutory policies						✓	A
	Monitor the implementation of school level statutory policies						✓	A
Community	Engage with stakeholders						✓	A
Individual schools	Making significant changes to an individual school		✓	A	A		A	A
	Determining individual school name, uniform and branding		✓		A		A	A
	Setting term dates and the length and composition of the school day				✓	A	A	A
	Wind up an individual school		✓					

## Finances

Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
Top slice	Agree and review top slice		✓	A	A			
Risk	Manage risk		✓	A	A		A	
Budgets	Agree annual budget for the Trust and individual schools		✓	A			A	
	Responsibility for financial stability across the Trust		✓	A				
	Responsibility for spend within delegated limits	Refer to Finance Manual for delegated authorisation limits by amount (spending and transfers)						

<sup>1</sup> Approval level depends on individual policies – See details in Scheme of Delegation

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Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
	Monitoring of individual school budgets						✓	A
Accounts	Approval of annual accounts	✓	A	A				
Auditors	Appointment of external auditors	✓	A	A				

## People

Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
Appointments	Appointment of the CEO		✓					
	Appointment of Executive HT		✓		A			
	Appointment of HT		✓		A	A	A	
	Appointment of SLT					A	✓	A
	Appointment to other key Trust functions (e.g. Finance Director)		✓	A	A			
Performance management	Performance management of the CEO		✓					
	Performance management of Executive HT		✓		A			
	Performance management of HT		✓		A	A	A	
	Performance management of other key trust functions		✓	A	A			
	Determine CEO pay range and annual award		✓					
	Determine Executive HT pay range and annual award		✓		A			
	Determine HT pay range and annual award		✓		A	A	A	
	Determine pay range and annual award of other key Trust functions		✓		A			

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Area	Function	Members	Trust Board	Trust Committees	CEO	Exec HT	LGB	HT
Staffing structures	Determine senior staffing structures across the Trust		✓		A	A		
	Determine staffing structures in an individual school					A	✓	A

Approved 13 February 2019