



Policy Approved:	12 October 2021
Next Review:	September 2022
Effective Date:	12 October 2021

Reading the grid
✓ - governance function and decision-making is at this level
C - to be consulted prior to decision being made
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, Local Governing Council or HoS

Governance function		Members	Trust board / board committees	CEO/ accounting officer	LGCs	HoS
Governance framework: people	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Parent trustees/parent Local Governing Council (LGC) members: appoint when elected		✓		✓	
	Board committee chairs: appoint and remove		✓			
	Named safeguarding trustee: appoint and remove		✓			
	Local Governing Council (LGC) chairs: appoint and remove		✓			
	Local Governing Council (LGC) members: appoint and remove		✓		C	
	Governance Professional to board: appoint and remove		✓			
Governance Professional to LGC: appoint and remove		✓			C	

Governance function		Members	Trust board / board committees	CEO / accounting officer	LGCs	HoS
Governance framework: systems and structures	Articles of association: review and agree	✓				
	Governance structure for the trust: establish and review annually		✓			
	Committee terms of reference and scheme of delegation: agree annually		✓			
	Annual schedule of governance business: agree		✓		C	
	External review of trust board: complete bi-annually		✓			
	Self-review of LGC				✓	
	Trustee/ LGC member contribution: review annually		✓		✓	
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure			✓		
	Annual report on the performance of the trust: submit to members and publish		✓	C	C	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	C		
	ESFA required reports and returns: submit		✓	C		

Governance function		Members	Trust board / board committees	CEO / accounting officer	LGCs	HoS
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓	C		
	Determine school level policies: approve				✓	C
	Management of risk: establish register, review and monitor		✓	C		
	Engagement with stakeholders: ensure		✓	✓	C	✓
	Determine trust's vision, strategy and key priorities: approve		✓	C		
	Determine schools' vision, strategy and key priorities: approve			C	✓	C
	Chief executive officer: appoint and dismiss		✓			
	Accounting officer: appoint and dismiss		✓			
	HoS: appoint and dismiss		C	✓	C	
	Budget plan to support delivery of trust key priorities: agree		✓	C		
	Budget plan to support delivery of schools' key priorities: agree			✓		C
	Trust's staffing structure: agree		✓	C		
Schools' staffing structure: agree			✓		C	
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C		
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	C	
	Performance management of the CEO: undertake		✓			
	Performance management of HoS: undertake		C	✓	C	

Governance function		Members	Trust board / board committees	CEO / accounting officer	LGCs	HoS
Financial oversight	External auditors: appoint	✓				
	Chief Financial Officer: appoint		✓	C		
	Trust's scheme of financial delegation: establish, monitor and review		✓	C		
	External auditors' report: receive and respond		✓			
	CEO pay award: agree		✓			
	HoS' pay award: agree		✓	C		
	Staff appraisal procedure and pay progression: review and agree		✓	C		
	Benchmarking and trust wide value for money: ensure robustness			✓		
	Monitoring budget: agree reporting		✓	C		