

The Board of Directors have overall responsibility and decision making authority for all of the work of the Trust. The Board and/or CEO have the right to withdraw the delegation of powers at any time if required

Northern Lights Learning Trust are using RASCI Responsibility Matrix as one of the methods used to assign and display responsibilities of individuals or jobs in a task (project, service or process) in the organisation.

- **R - Responsible** - who is responsible for carrying out the entrusted task?
- **A - Accountable** (also Approver) - who is responsible for the whole task and who is responsible for what has been done?
- **S - Support** - who provides support during the implementation of the activity / process / service?
- **C - Consulted** - who can provide valuable advice or consultation for the task?
- **I - Informed** - who should be informed about the task progress or the decisions in the task?

The Scheme of Delegation remains the responsibility of the Board of Directors and may be amended or changed at any time. When a strategic decision is needed urgently, it is not possible to call a meeting and it could be seriously detrimental to a school/the Trust, a pupil, parent or a staff member to wait until a Board meeting is convened, the Chair is able to make a decision using Chair's powers and inform the Board of the decision. This applies to the Chair of the Board and the Chair of FARM relating to the relevant terms of reference in the scheme of delegation.

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Strategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation	A	R	C	R			
	Set the Trust vision, strategy, culture and values	A & R	R		C		S	In consultation with CEO & COFO, who will report to Board on progress and evaluation.
	Approval of the terms of reference for governance and amendments, including the scheme of delegation	A	R	R	R			Board of Directors to review this annually. CEO to provide professional advice and guidance to support.
	Determination of the school specific vision, values and ethos as part of and in line with the Trust vision, values and ethos		C			A	R	CEO support and guidance. If a school is judged to be in need of support then this must be done with CEO approval.
	To ensure the school community understand their role as part of the Trust		C				A/R	
	Compliance with all statutory obligations governing the Trust and the schools within it	A	R	A	R	R	R	FARM to monitor all finance, audit and risk issues and advise the Trust Board. Internal scrutiny to provide evidence for the Board.

Tasks	Decision Level						Notes
	MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
To approve and monitor the Trust development plan within the agreed aims, objectives & values of the Trust	A & R						
To approve school admission policies	A & R						
To present admissions policies to the Board and manage admissions					A	R	NB When required the MAT Board will make amendments to the admissions policies in order to act upon guidance received and meet consultation deadlines
To establish, implement and monitor central Trust policies	A & R	R	A & R	R			Trust Policy schedule to be adhered to.
To approve the strategy for the promotion and marketing of the Trust	A	R		R			CEO and COFO to develop the strategy
To ensure parental engagement systems are in place	I	C/S		C/S	A	R	
To ensure compliance with equalities legislation	A	R	R	R	R	R	
To ensure SEND & safeguarding leads are appointed on Board of Directors	A	S					

	Tasks	Decision Level					Notes	
		MAT Board of Directors	CEO	FARM	COFO	LGB		HT/HofS
	To ensure SEND & safeguarding leads are appointed on LGB					A	S	
	Setting safeguarding practices, with regard to statutory guidance, including appointing DSLs	A	C/I			I	R	
	Setting safeguarding policies	A	C/I			I	R	Trust templates to be used (SF template)
	Setting Health & Safety policies	A/C	R	C	R			
	Setting staff and pupil uniform	A	R		C	C	C	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
Financial responsibilities	To select KPIs for finance and non-finance and measure the Trust performance against them regularly	A & R	R	A & R	R			
	Ensure compliance with provisions of funding agreements and Academies Financial Handbook	A	R (As Accounting Officer)	A	R			FARM to inform the Board of Directors
	To monitor the financial position of the Trust and monitor expenditure, ensuring compliance		I	A	R			To report any concerns to the Board of Directors
	Establish controls framework and processes to provide assurance over the suitability of and compliance with financial system and internal controls approving the annual programme of internal scrutiny	A	C/S	R	C/S			

	Tasks	Decision Level					Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	
	To review the Trust's internal & external statements & reports to ensure best practice and compliance		R	A	R		
	To approve, implement and monitor finance and procurement policies and any amendments	A	R	R	R		Monitoring supported by COFO. Headteachers are responsible for ensuring finance and procurement policies are implemented within their respective schools.
	To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust		C	A	R		FARM to approve and recommend to the MAT Board of Directors

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Financial responsibilities continued</b>	To ensure appropriate insurance arrangements for all schools within the Trust				R			
	To monitor and review the effectiveness of insurance arrangements	I		R				
	To appoint the accounting officer for the Trust	A						
	To approve the annual MAT business plan each financial year	A	C	C	R			To be produced by COFO in discussion with CEO and recommended by FARM to MAT Board
	To monitor level of reserves at Trust level			A	R			In line with Trust's reserve policy

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Financial Responsibilities Continued</b>	To appoint internal and external auditors to ensure compliance and ensure each academy complies with financial regulations, the Academies financial handbook and ESFA requirements	A	C/S		C/S			Members to formally appoint the external auditors
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Central Trust		R		R			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A		R				
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	A	S		S	R	R	With support from the Chief Operations and Finance Officer.  In collaboration with Headteachers. Directors responsible for schools with a grade three or four Ofsted classification and/or have sponsored status or are in a deficit position.



Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Financial Responsibilities Continued</b>	To appoint internal and external auditors to ensure compliance and ensure each academy complies with financial regulations, the Academies financial handbook and ESFA requirements	A	C/S		C/S			Members to formally appoint the external auditors
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Central Trust		R		R			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A		R				
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school.	A	S		S	R	R	With support from the Chief Operations and Finance Officer.  In collaboration with Headteachers. Directors responsible for schools with a grade three or four Ofsted classification and/or have sponsored status or are in a deficit position.

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To agree and annually review the percentage of funding each school receives after the funding for core central services is identified	A			R			
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend		I	A	R			
	To approve any amount to be transferred between budget headings and/or likely budget overspends			A	R			
	To identify, manage and monitor procured services and ensure value for money			A	R			
	To consider all relevant reports by the COFO, auditors, National Audit Office and ESFA management letters	A	R	A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Financial Responsibilities Continued</b>	To prepare the monthly management accounts including cash flow forecasts		A		R			COFO to prepare and share monthly with CEO & Chair of Board and present at each FARM meeting
	To review, challenge and approve the monthly management accounts including cash flow forecasts	R	R	R				Chair of Board of Directors and Chair of FARM Committee receive monthly for review and challenge. CEO to approve
	To establish financial decision levels and limits	A			R			
	To establish, approve & monitor a procedure to deal with any conflicts of interest and connected party transactions	A	C/S		C/S			
	To enter into additional contracts which exceed the agreed annual budget allocation	A			R			
	To approve payments within agreed financial limits	A	R	A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Financial responsibilities continued	To collect income due to the Trust			A	R			
	To ensure the appropriate and effective use of Pupil Premium, Sports Premium, SEND funding and other school specific grant funding	I	C/I			A	R	Minutes to be received by FARM
	To establish a charging and remissions policy for the Trust			A	R			
	To approve the charging & remissions policy for the Trust			A				

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To review the performance of external providers including SLAs			A	R			
	Maintain a register of business interests for members, Directors, governors and senior staff with financial responsibility	A			R			Ensure published on website
	To consider and approve procurement proposals			A				See breakdown in delegated duties section of scheme of delegation overview
	To approve the financial software for use in the Trust			A	R			
	To prepare and review a Trust risk register that reflects individual school circumstances	A	R		R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Financial responsibilities continued	To prepare and review a school level risk register that reflects individual school circumstances		C	A	A	C & I	R	
	To review and approve the governance report for inclusion in the annual accounts	A	R		R			
	To review staff employer-related pension arrangements and actuarial valuation reports	I		A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>Financial responsibilities continued</b>	To annually review the central Trust staffing structure ensuring affordability, capacity, growth, impact on schools and value for money	A	C	R	R			
	To prepare annual financial statements which are included in the annual report and account	A	R	R	R			
	To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained			A				With support from the COFO, where appropriate
	To review the external auditor's annual planning document and approve the planned audit for each school		C	R	C/S	I	I	
	To take responsibility for the oversight of the Trust anti-corruption policy and risk assess bribery/corruption risks across operating procedures			A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Financial responsibilities continued	To implement and strictly enforce the Trust's anti-corruption policy	I	R	A	R	R	R	
	To annually provide advice, support and training including advising on financial/business links with parents			A	R			
	To update all associated Trust policies		C	A	R			
	To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials			A	R			
	To carry out due diligence on potential business partners prior to the Trust entering business relationships			A	R			



Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Financial responsibilities continued</b>	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	R	A	R	A	R	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud			A	R			
	To encourage and enable all staff to raise serious concerns	A	R	A	R	A	R	
	To report regularly to the CEO & Headteachers on the efficacy of individual academy arrangements and to the MAT Board at least annually	A	I	A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
HR responsibilities	Appointment of a CEO	A & R						
	Appointment of a Headteacher or Head of school	A	R		S	R		Selection panel to include Chair of LGB, CEO & MAT Board representation. Recommend to MAT board for approval
	Appointment of Deputy Head or Assistant Head		R		S	A	R	Selection panel to include CEO (or Board rep in their absence), HT, Chair of LGB. Recommend to MAT board for approval.
	Appointment of teachers				S	A	R	LGB representation where possible, in addition to the HT/staff Governor
	Appointment of non-teaching staff				S		A & R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
HR Responsibilities Continued	To agree a pay policy			A	R			
	To agree pay discretions for Trust staff		C	A	R			
	To set pay levels, including executive pay	A & R						
	Setting approach to appraisal and performance management	A	R					
	Setting approach to staff appointment and dismissal, with regard to statutory requirements	A	R					
	To ensure appraisal and pay review for CEO & COFO	A&R						Decisions made with recommendations from external advice for CEO appraisal and CEO recommendations for COFO
	Performance management for Headteachers	I	A & R					MAT Board to approve CEO recommendations
	To ensure performance management policy is in place	A	R		R			

	Tasks	Decision Level					Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	
	To ensure performance management is carried out in line with policy		S			I	A & R
	To produce annual staffing structure of school illustrating staff deployment		I			I	A & R

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>HR Responsibilities Continued</b>	To approve annual staffing structure of schools	A	R		S & C			
	To approve in year changes to school staffing structures, ensuring affordability and value for money		R		R			Proposals made by HT with approval and sign off by CEO and COFO. CEO and COFO approval required before HTs can proceed.
	To review the staffing structure of the Central trust team, ensuring affordability and value for money		R	A	C			
	Appointment of Chief Operations and Finance Officer (COFO)	A & R	R					
	Appointment of Trust central service roles		R		R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>HR responsibilities continued</b>	Establishing disciplinary and capability procedures	R						Disciplinary & capability of COFO & Headteachers to be responsibility of CEO
	Dismissal of CEO, COFO, HTs and Head of Schools	R						
	Suspension/ending suspension of CEO	R						
	Suspension/ending suspension of HTs, Head of Schools & COFO		R					
	Suspension/ending suspension or dismissal of other central team staff		R		R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
HR responsibilities continued	Suspension/ending suspension of other school staff		C				R	
	Dismissal of other school staff		C				R	
	Approval of all HR and staffing policies	R						In consultation with Trade Unions where appropriate
	To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred	A		A	R			
	To approve leave of absence of school staff						R	In discussion with LGB where appropriate
	To manage absence of school staff						R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>HR responsibilities continued</b>	To approve leave of absence and manage absence of Central team staff		R					Approval for central admin staff can be delegated to COFO
	To approve leave of absence and manage absence of CEO	R						
	To approve leave of absence of Headteacher/Head of School		R					Where appropriate in discussion with Chair of LGB and Board of Directors
	To manage absence of Headteacher/Head of School		R		S			
	To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)		R		R			Drawing on the membership of the LGB and Board where appropriate



Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
HR responsibilities continued	To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	A	R/A	A	R			
	To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals	A		R				Take account where appropriate of the CEO and COFO recommendations, as well as SLT recommendations when appropriate
	To ensure accurate and up to date job descriptions are maintained			A	R			FARM to challenge to ensure the job descriptions are maintained
	To review job descriptions		R		R			
	To ensure annual pay statements are issued to school staff					A	R	
	To ensure annual pay statements are issued to central team staff		A	A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
<b>HR responsibilities continued</b>	Consider secondment and early retirement requests		R		S			In consultation with HT where appropriate
	Consider secondment and early retirement requests of CEO & COFO	R		R				
	Consider work/life balance and welfare of staff	A	A			A	R	Including monitoring absence levels
	Responsibility for hearing employment related appeals	R						
	To consider reports relating to compliance in relation to HR and employment	R	R		R	R	R	
	To approve and manage Trust contract template		S	A	R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
HR responsibilities continued	To monitor and analyse employment related KPIs across the Trust to assess Trust performance and formulate strategic objectives to effectively manage			A	R			With support from CEO & Headteachers
	To maintain a single central record of recruitment and pre-employment checks	A	S		A	A	R	Trust central staff to be monitored by CEO & COFO to ensure compliance

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Education & curriculum	Setting trust approach to curriculum and assessment, with regard to statutory requirements	A	R				I/C	
	Setting and delivering school curriculum and assessment in line with trust approach		C/I			A	R	
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		C			A	R	
	Developing curriculum and behaviour policies as required by schools (RE, SRE, collective worship, etc) in line with Trust principles	A/I (see notes)	C			A	R	Curriculum policies must be approved by Board in the first instance. If no major changes in subsequent reviews then these can be approved at LGB level and the Board informed
	Production and analysis of educational data	I	C			A	R	
	Delivering careers guidance, with regards to statutory requirements					A	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Education & curriculum	Ensuring compliance with SEND code of practice, including writing SEND information report	I	C/I			A	R	
	Freedom to opt out of national curriculum	A						
	To develop curriculum intent and vision for education across the Trust		R				R	SSIG area of responsibility
	Responsibility for standards and quality of teaching	A	A			A	R	
	Responsibility for every individual child's education		S			A	R	

		Decision level					Notes
	Tasks	MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS
	Accountability for every child's education	A	A				
	Keeping admission and attendance registers				S		A

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Education curriculum continued</b> &	Ensuring appropriate sex and relationships education, in line with Dfe guidance					A	R	
	Ensuring protection from extremism	A				A	R	
	Pupil assessment & providing reports to CEO		S				R	CEO to report to Board of Directors
	Approval of appropriate KPIs for each school (including attainment, progress, attendance and behaviour)	A	R					Presented to Board for approval
	Accountability for standards of teaching and learning across the Trust	A	R				R	
	Responsibility for standards of teaching and learning at school level					A	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Education and curriculum Continued	To monitor progress of all groups of pupils and ensure positive impact on outcomes					A	R	
	To establish behaviour policy	A	S			C	R	
	To review the use of exclusion	A				R		
	To direct re-instatement of excluded pupils	A	C			R		
	Responsibility for school development plan		C			A	R	



	Tasks	Decision Level					Notes	
		MAT Board of Directors	CEO	FARM	COFO	LGB		HT/HofS
	Monitoring progress of school development priorities		C			A	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Education and curriculum continued	Responsibility for school SEF		C			A	R	
	Ensure timely data returns				S		R	
	Ensure appropriate RE curriculum and daily act of worship					A	R	
	Responsibility for Trust SDP and SEF	A	R					
	Delivering support for looked after children	I	I			A	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
Education curriculum continued &	Final approval of school SDPs and SEFs		R					
	Ensure curriculum is broad and balanced		A			A	R	
	Ensure opportunities for extra curricular activities		I			A	R	
	Ensure each school is inclusive for all pupils		C			A	R	
	Monitor staff professional development		R	A		A	R	
	Carrying out DBS and necessary safeguarding and safer recruitment checks					A/C	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
Estates responsibilities	Ensure adequate buildings insurance and public liability for schools	A			R			
	Ensure long term plan for buildings and estates	I	C	A	R	C	C	
	Develop, implement and monitor Trust wide health and safety policies	A			R			
	To ensure health and safety regulations are followed and all premises are secure	A	A	A	R	R	R	
	Recommend capital expenditure and implement (after approval by Trust if required)			C/A		R	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Estates responsibilities continued</b>	Consider any recommendations for disposal of Trust property and make recommendations to the Board in line with Academies Handbook		I	A	R			
	Agree any capital bids for work outside Trust annual revenue budget	I	I	A	R			
	Ensure health and safety, building inspections and risk assessments are carried out in the prescribed manner and timing and risk register is updated and maintained. Ensure all recommendations are acted upon in a timely manner	I	C	A	R	A	R	
	To have overall responsibility for the health, safety and welfare of all staff, pupils and visitors to Trust premises and Trust activities	A	I		S		R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Estates responsibilities continued</b>	To ensure a robust emergency plan is in place for all schools and is tested appropriately		I	A	S	R	R	
	To identify and prepare CIF priorities and prepare bids for external funding to address these		C	C	R			
	To consider and approve CIF bid proposals			A				
	To ensure the schools are compliant with all aspects of estate management	I	C	A	R	R	R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Governance responsibilities</b>	To appoint and remove LGB members, including Chair and Vice Chair	A	C					Chair and Vice Chair recommended to Board of Directors by LGB for approval  Local Governors are recommended to the Board by Chair of Governors
	To establish all Board and school level LGB committees, reporting mechanisms and terms of reference	A/R	R		R			
	To appoint and remove the clerk to the LGB and Board of Directors and all committees	A						
	To complete and hold business interest register for Directors	A			R			
	To complete and hold business interest register for Local Governors					A	R	
	To appoint Local Governors to committees					R		Heads and CEO to determine LGB training needs  CEO & Chair of Board to determine Board training needs

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Governance responsibilities</b>	To ensure school websites are statutorily compliant		S		S	A	R	
	To ensure Trust website is statutorily compliant	A	R		R			
	To ensure skills audit is completed for Board and the necessary finance skill set is present	A/R						Heads and CEO to determine LGB training needs CEO & Chair of Board to determine Board training needs
	To ensure skills audit is completed for LGB and the necessary skill set is present					A/R		Heads and CEO to determine LGB training needs CEO & Chair of Board to determine Board training needs
	To appoint Directors to committees	A						



Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/HofS	
<b>Governance Responsibilities Continued</b>	To ensure induction and training for LGBs	A	R			C	R	Linked to the Trust skills audit
	To ensure induction and training for Directors	A	R					Linked to the Trust skills audit
	To ensure all relevant checks are made on Governors		I		S	A Chair of Governors	R	
	To ensure all relevant checks are made on Directors	A Chair of MAT Board	S		R			Secretary of State Chair of Board DBS Application
	Setting governance policies and protocols (data protection, information sharing, FOI, code of conduct, complaints, whistleblowing)	A/C	R		R			

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
Operational responsibilities	Term dates approval		R				C	Presented by HTs
	Ensure all child protection policies and procedures are in place and followed		A		S	A	R	HTs to take responsibility for following policies and procedures in schools
	To approve child protection policies and procedures	A						
	To set timings of school days	A	R			C	C	
	To Maintain accurate pupil and staff records				S		R	
	To ensure all data protection and GDPR compliance				R		R	

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	COFO	LGB	HT/Hofs	
Operational responsibilities continued	To determine policy schedule and clarity on Trust and individual school policies, and review them regularly	A	R		R			With support from Central Trust Team
	Handling complaints in line with Trust policy	A	R				R	
	Approving severance and compensation up to £50000	A	S/C		S/C			Over £50,000 will need ESFA approval
	Approving lettings over one year and/or to the value of £25000 or more	A		R	S			

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Virements between and within budget headings (all reported to LGBs and Board as appropriate)	Up to £10,000	HT and COFO or CEO				
	£10,001-£30,000	CEO/COFO		R		
	Over £30,000				R	
Internal bank account transfers	Any	COFO				CEO/Accounting Officer to be made aware
Cheque signing	Any	2 from: COFO, CEO, BB HT				

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Requisition approval for orders	Up to £200	HT/DHT/AHT				
	Up to £5000	Headteacher				<p>Must secure best value and have sufficient funds remaining to cover the financial commitment. DHT/AHT must inform Headteacher of spending</p> <p>Office Manager or Admin assistant check and mark goods received.</p> <p>Office Manager or Admin assistant mark on PS Financials goods received and follow up any issues.</p>
	£5,001-£10,000	HT & CEO/ COFO				
	£10,001-£20,001	CEO & COFO				

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Quotations and tendering (individual school/central team procurement)	Up to £5000	HT/COFO				Must secure best value
	£5,001-£10,000	2 from: HT, CEO, COFO				Must secure and retain a minimum of three quotes and secure best value
	£10,001-£40,000	HT/COFO plus CEO				Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria
	£40,001-OJEU threshold			R		Formal tender with Directors approval. Can be authorised by FARM committee
	Over OJEU threshold				R	OJEU procedures. Five tenders with Directors' approval
	If a public sector framework agreement is used, it will be deemed that a tendering or quotation exercise has taken place and therefore a further exercise will not be required. A further 'mini-competition' can be carried out if required or appropriate.					

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Authority to accept anything other than the lowest quote	Up to £5,000		R			
	Up to £10,000	CEO and COFO				
	Over £10,000			R		
Asset disposal (other than land and buildings)	Up to £5,000	COFO				
	Over £5,000			R		
Writing off debt	Up to £500	COFO and CEO	R			
	Over £500			R		
	Above 1% of total annual income or £45,000 (whichever is smaller)					ESFA approval required
	Cumulatively, 2.5% or 5% of total annual income in any financial year per category (depending on financial position)					ESFA approval required

Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Signatories for grant claims/Dfe returns	Any	2 signatories from HT, CoG, CoB, CEO or COFO				
Signatories for contracts/SLAs	Up to £15,000	HT, CEO or COFO				
	£15,001 - £30,000	CEO & COFO				
	£30,000 or above				R	
Purchase or sale of any freehold property						ESFA approval required