Scheme of Delegation

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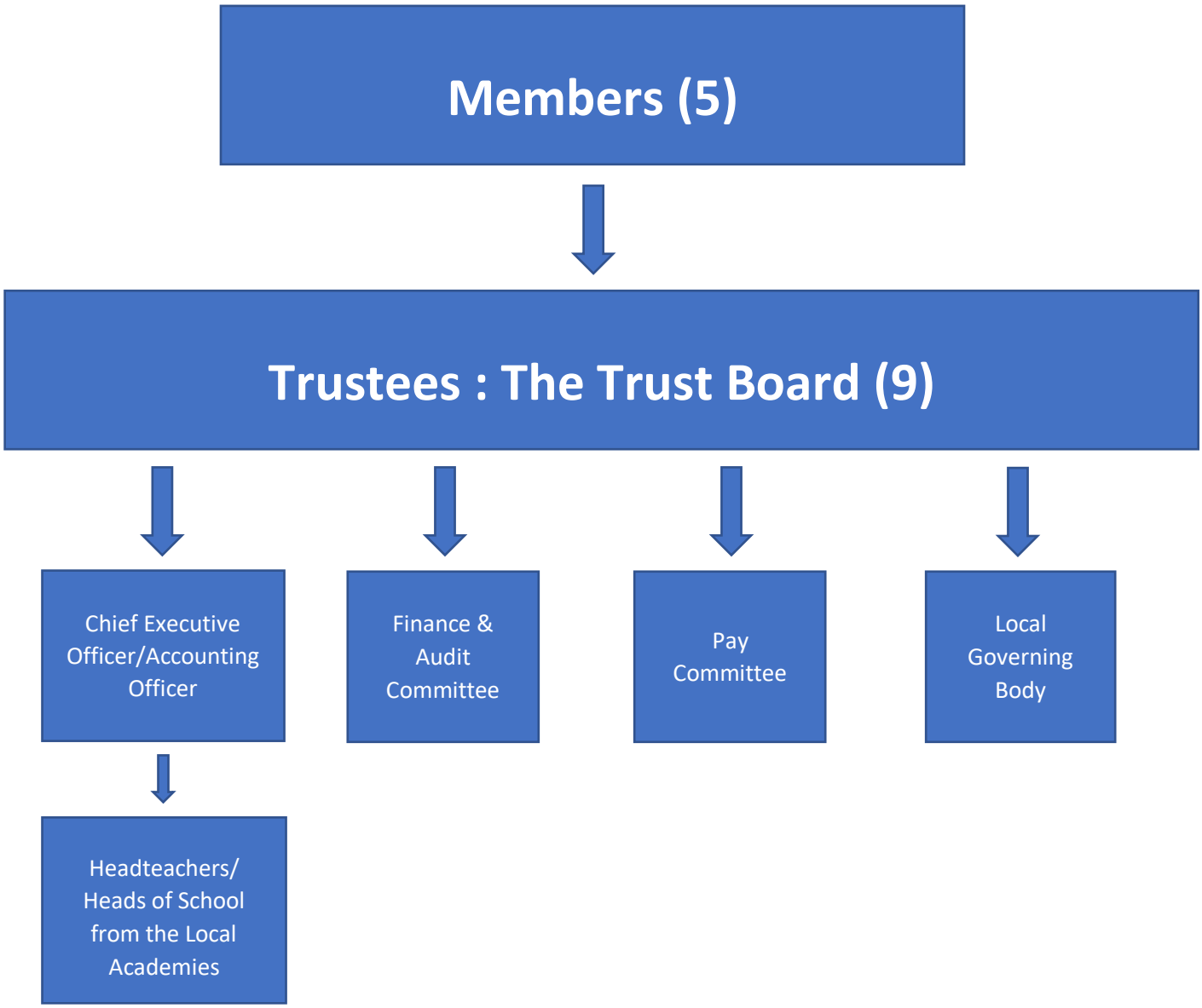
Reviewed: March 2026

Trust Structure



The MAT has entered into a Master Funding Agreement with the Department for Education (DfE) and a Supplemental Funding Agreement in respect of each academy (the "Funding Agreements").

The MAT is responsible for ensuring that the company fulfils its statutory objectives, general functions and duties and appropriately exercises the legal powers vested in it, under the Charities Act 2011 and other legislation. The MAT is ultimately responsible to:

- the Members of the Trust - for overall performance and conduct. Members may at any time review and/or make amendments to the Governance Structure of the MAT; and
- the DfE in relation to compliance with the Funding Agreements and the requirements of the Academy Trust Handbook.

The Context of the Scheme of Delegation ("the Scheme")

The Trust Board ("the Board") is the Governing Body of the Multi Academy Trust (MAT). The Board has full authority and responsibility for:

- setting strategic direction and policy governing all aspects of MAT activity. This includes strategic oversight, vision and planning for the MAT, oversight, and determination of the organisational structure and of the performance and standards of each Academy and determination and oversight of the extent of provision of central services for schools ("the central MAT"); and
- governance and compliance (including the arrangements for self-evaluation of effectiveness), probity and financial management (including investment, audit and identification and management of risk), contractual relationships, management of estates and infrastructure and human resource management (as employer this includes the terms and conditions of service of all staff and related policy and procedures).

In accordance with Clause 105 of the Articles of Association (revised 2016) of the MAT, the Board may delegate the power to carry out many of these responsibilities to Committees or, through the Chief Executive, to the Executive Team, other Senior Staff and Heads of School. This document sets out the Scheme of Delegation approved by the Board ("the Scheme").

General Principles of the Scheme

1. All references in this Scheme to “the Board” mean the Trust Board.

2. The Trust Board has overall responsibility and ultimate decision-making authority for all the operations of the MAT, including the establishment, performance and maintenance of Academies. The Board retains ultimate responsibility for all the powers and responsibilities that it has delegated and receives reports on actions and key powers exercised on its’ behalf. The Board may at any time withdraw or vary any delegation and request additional reports/explanation on the exercise of delegated actions and powers.

3. Subject to the direction of the Board, there shall be three tiers of Governance (i.e. the Board and its’ Committees, the Trust Management Team and Local Governing Bodies (LGBs). There shall be no duplication of governance between the three tiers. Governance shall be as close as possible to the point of impact of decision making. The relationship between the Board, Board Committees (including LGBs) and Trust Management Team is characterised as a partnership to realise a common vision and common purpose.

Board Chair (and Chairs of Committees including Local Governing Bodies)

4. The Board appoints a Chair and Vice-Chair at the first meeting in each academic year. Similarly, each Committee elects a Chair at the first meeting of each academic year (see 7 below).

5. The Chair of the Trust Board, following consultation with the Chief Executive or his/her nominee, is authorised to act on any urgent matter within the remit of the Trust Board that may arise between scheduled meetings and where, in the view of the Chief Executive (or his/her nominee) delay in making that decision would seriously impede the business of the MAT. The Chairs of Committees do not have delegated powers to make decisions.

6. All Committees of the Board are, unless determined otherwise by the Board, advisory only. Committees may make recommendations to the Board.

7. LGBs are Committees appointed by the Board. Whilst LGBs elect their Chair and Vice-Chair, the confirmation of the MAT Board of those elected is required. The Board shall determine the number and constitution of LGB’s subject only to the Articles of the Company.

Principles of Delegation

8. Those to whom delegations have been granted (including Committees where appropriate) are ultimately accountable to the Board.

9. Delegation of power(s) to any individual does not obviate the need for consultation with colleagues as appropriate.

10. All delegated functions must be exercised in accordance within the established policies and procedures, budgetary and financial and legal constraints of the MAT.

11. Those to whom delegations have been granted (including Committees where appropriate) may elect not to exercise their delegation but to refer any matter to the Board (or in the case of the Executive and other members of staff, to the Chief Executive) if in their judgement, the complexity or risk associated with any matter merits this.

12. Issues regarded as novelty or potentially precedent-setting shall be referred to the Board for consideration and decision. (For example, where an issue may become a 'test case' or, in the view of the Chief Executive, is likely to be controversial or contentious. This includes issues that may risk potential damage to reputation/public trust and confidence, key relationships and /or that may have a personal impact on Trustees and/or on senior members of staff).

13. The Scheme is not intended as an exhaustive list of all aspects of MAT activity but aims to set out the salient powers.

14. All material revisions to the Scheme shall be subject to formal approval by the Board.

Matters Reserved for decision by the Board

15. The Trust Board is responsible for the three core governance functions as set out in the DfE Governance Handbook:

    - Ensuring clarity of vision, ethos and strategic direction;
    - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
    - Overseeing the financial performance of the organisation and making sure its money is well spent.

16. The Board appoints the Chief Executive (CEO), to whom it delegates responsibility for delivery of its vision and strategy, and holds the CEO to account for the conduct and performance of the Trust, including the performance of the academies within the trust, and for its financial management.

17. The CEO has full operational authority, through the Scheme of Delegation for management of staff (including setting annual targets and performance management) and implementation of the Strategic Plan and School Improvement Plan and therefore for Trust performance.

18. The Board has reserved decisions on some key issues to itself. These are referred to in the Scheme as "Reserved Matters". The Board shall determine all reserved matters following consideration of reports and/or recommendations from Committees and/or the Chief Executive.

Establishment of and procedures relating to Committees

19. The Constitution, Membership, terms of reference and delegations to all Committees shall be determined and reviewed annually (or such other frequency as may be agreed) by the Board.

20. Any member of the Board who is not a member of a Committee shall have the right to attend any meeting of any Committee, and at the discretion of the Chair, to speak on any matter included on the agenda.

21. The Chair of the Board or of a Committee may, through the Clerk to the Board or Committee, call a special meeting of the Board/Committee at any time, provided the purpose of the meeting is specified in the agenda for the meeting.

22. The Clerk to the Board and to Board Committees (including LGB) shall:

    - consult with the Chair of the Board/Committee on the content of the agenda for meetings;
    - ensure that the agenda and papers for meetings are sent to members of the Board/Committee a minimum of five days before the day of the meeting;
    - ensure that minutes of all meetings are prepared in a timely manner and approved by the Chair prior to circulation to Board/Committee members. (Following approval by the Chair, minutes shall be provided to all Board/Committee members via Governor Hub. The Minutes shall be submitted to the next available meeting of the Board/Committee for noting/approval. The Minutes of all Committees shall be submitted in full to the Board unless the Board has agreed that a summary report will suffice).
    - agree, in consultation with the Chief Executive and Chair of the Board, an annual programme of meetings for the Board and its' Committees, together with a supporting termly programme of business.

Members and the Member Board

1. The role of Members: Key Principles.

1.1. The Trust shall operate within the framework established by the DfE and related requirements of the Regional Schools Commissioner (RSC). Company Articles are of a charitable nature and therefore the Trust shall act within the principles of the Charities Acts.

1.2. Members are wholly independent of the Trust. They:

- are the subscribers to the memorandum of association (where they are founding members)
- may amend the articles of association subject to any restrictions created by the funding agreement or charity law
- may, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed
- have powers to appoint trustees as set out in the trust's articles of association and powers under the Companies Act 2006 to remove trustees
- may, by special resolution, issue direction to the trustees to take a specific action
- appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act)
- have power to change the company's name and, ultimately, wind it up.

1.3. As a matter of good governance, Members shall undergo occasional skills audit and ensure that the MAT Board commit to and ensure that Trustees and Governors undergo annual skills audit, the outcomes from which shall be anonymised and reported to the Member Board and shall inform recruitment of Trustees and Governors;

1.4. The Trust shall notify the DfE and Companies House of any changes in membership. (The DfE can require any "unsuitable" members to resign).

2. The purpose of the Member Board: Terms of Reference

Appointment and Constitution	Members have agreed to establish a Member Board and supporting terms of reference. The Constitution and Membership of the Member Board shall be determined by Members, subject always to the Articles of the Trust. There shall be a minimum of five Trustees.
Quorum	Any three Members shall constitute a quorum of the Member Board.
Frequency of Meetings	The Member Board shall meet at least once each year. The Chair of the Member Board, through the Clerk, may call a special meeting of the Board at any time, provided the purpose of the meeting is specified in the agenda for the meeting.
Attendance	The Chair of the MAT Board, the Chief Executive and his/her nominee(s) shall normally attend meetings of the Board. Other staff may attend at the discretion of the Chair.
Terms of Reference and Duties of the Member Board	1. Annually to appoint a Chair of the Member Board. 2. The Chair of the Member Board shall: • determine the agenda for meetings of the Member Board in consultation with Members, the CEO and the Clerk. The objective is to present to the Member Board an overview of performance; • ensure that Members have access to sufficient and appropriate information about Trust activity and performance to enable them to fulfil their role of reviewing Trust Outcomes and Performance. For this purpose, the Chair of the MAT Board and the Chief Executive, and any other member of staff agreed by the Chair of the Member Board and the Chief Executive, shall attend meetings of the Member Board and report/present evidence on the Performance of the Trust; • subject to agreement of a majority of other Members, request the Clerk to convene special meetings of the Member Board; 3. Trustees and the Chief Executive shall report to the Member Board against Trust values and ethos and the targets of the Strategic Development Plan. The Member Board may request information from Trustees through the chain of Trustees and, subject to the agreement of the Chair of the Member Board and the Chief Executive, Trustees may invite other representatives of the Trust to present information to the Member meeting. This will enable Members to discuss with Trustees the achievements and effectiveness of the Trust Board. Representatives other than Trustees or the Chief Executive shall attend Member Board meetings only for that part of the meeting relevant to their report/discussion and shall withdraw when discussion of their report has concluded

Terms of Reference and Duties of the Member Board (cont.)	4. The Chief Executive shall notify Members immediately of any of the following: • Serious financial issues • Falling Standards • Gaps in skills • Reputational damage • any school falling into Special Measures or become Outstanding 5. 5. In addition, the Member Board shall: • ensure that Trust governance at all levels is fit for purpose and that appropriate structures are in place to support and deliver this; • a copy of the most recent report on Safeguarding will be presented to the Board at each of their 2 meetings, one of which is the AGM • approve any proposal to amend the Articles (the consent of the Charity Commission/DfE to this may be needed); • appoint or remove Trustees – Annex 1 • appoint or remove External Auditors; • receive annual audited accounts; • exercise their right to direct the Trust Board by special resolution; ● consider and approve a proposal to amend the company name. 6. The Member Board may: • appoint* by ordinary resolution (a simple majority of members) up to 9 trustees to the MAT Board. In appointing trustees, Members shall consider the suitability of candidates having regard to any skills audit/competency framework undertaken or adopted by the Trust. The MAT Board may seek out/recruit potential trustees for Members to consider; • appoint* the Chief Executive Officer to the Trust by ordinary resolution; • remove* any trustee appointed by them as well as having a right under the Companies Act to remove <u>any</u> trustee of the company following a specific notice procedure and the passing of an ordinary resolution.

The Trust Board

Appointment and Constitution	The Constitution and Membership of the Trust Board shall be determined by Trustees, subject always to the Articles of the Trust.
Quorum	Any three members of the Board shall constitute a quorum.
Frequency of Meetings	The Trust Board shall meet at least four times a year. The Chair of the Board, through the Clerk to the Board, may call a special meeting of the Board at any time, provided the purpose of the meeting is specified in the agenda for the meeting.
Attendance	The Chief Executive and his/her nominee(s) shall normally attend meetings of the Board. Other staff may attend at the discretion of the Chair.
Reserved Matters Generally Specific Reserved Matters Strategic oversight, vision and planning	Matters referred to the Board shall take account of the Board Risk Register and shall include any proposal for new initiatives and/or policies and any developments which may impact on the strategic direction of the Trust in terms of finance, policy, service delivery, reputational risk or organisational structure. Any issue regarded as novelty or potentially precedent-setting shall be referred to the Board for consideration and decision. (For example, where an issue may become a 'test case' or, in the view of the Chief Executive, is likely to be controversial or contentious. This includes issues that may risk potential damage to reputation/public trust and confidence, key relationships and /or may have a personal impact on Board Members and/or on senior members of staff). **Approval of**: • MAT Vision, values and ethos, promotion and protection of this and the integrity and reputation of the organisation; • the overall strategic direction of the MAT within available resources and review and/or variation of agreed strategy and plans. This includes, on recommendation of the Chief Executive: – the Strategic Plan for the MAT and its Academies and any proposed amendments thereto; and – proposals for entering into formal strategic partnerships; • matters referred to the Board by the Chief Executive and on which: – the Board has indicated it wishes to be kept informed and/or requires early warning or dialogue; and – the Chief Executive requires a steer or input from the Board.

Finance	**<u>Approval on recommendation of the Chief Executive of</u>:** • the financial management and investment policies and decisions of the MAT (and any proposed amendment thereto) including the funding model to be adopted across the MAT and the Academies. (This includes funding models for individual Academies). • actions relating to the effective and appropriate management and use of MAT finances; • the annual revenue budget for the MAT including the annual budget of each Academy; • the Capital Programme where it exceeds the delegated amounts for the Trust Management Team; • variations to approved budgets and/or actions that may be necessary to ensure that the expenditure of the MAT remains within agreed limits; and • appointment of internal auditors. (members are responsible for the appointment of external auditors)
Governance and compliance	**<u>Approval of</u>** • the governance arrangements of the MAT to ensure the highest standards of governance that command the confidence of staff and stakeholders; • the Scheme of Delegation and any amendments thereto; ● the report and recommendations (if any) of the Chair following the annual Board self - review of effectiveness (this to include review of the effectiveness of the Board and its' Committees, the Chair and individual members of the Board); • procedures for the appointment and/or removal of Local Governing Bodies (LGBs); • the role of the Chair of the Board and Succession Planning for Board members; • Trustee and Governor Code of Conduct and any actions required in relation to breaches thereof; • Staff Code of Conduct and any actions required in relation to breaches thereof; • arrangements for training and evaluation of Trustees and Governors; • appointment or dismissal of the Chief Executive and of the Clerk to the Board; and
Organisational structure	**<u>Approval of</u>** • establishment and appointment of Board Committees; • the overall structure and staffing of the MAT and any proposed amendments thereto;

Performance, targets and standards including Pupil outcomes	**Monitoring and approval of** • performance targets and key performance indicators (KPI's) for the MAT and its' Academies; • the overall performance and standards of the MAT and its' Academies against agreed targets and KPIs and, through the reports and recommendations of the Chief Executive, consideration and approval of actions recommended in relation to School Improvement and performance. • the performance of the Chief Executive –holding to account for the overall performance of the MAT (and/or of individual academies) against agreed targets and KPI's, and exercise of delegated powers and delivery against the targets, plans, and budgets approved by the Board.
Policies	**Review and approval of** • All statutory policies NOTE: The Chief Executive is authorised to approve all non-material amendments to Trust Policies without the need to refer to committee or the Board. All Trust Policies requiring material amendment to be subject to the approval of the appropriate Committee or of the Trust Board.

Pay Committee

Purpose	The purpose of the Committee is to: • review teacher performance and progression, make recommendations to the Board regarding Trust Pay Policy; • consider, review and make recommendations to the Board regarding the terms and conditions • including salary, annual performance targets and annual Performance Review (PRP) Award of the Chief Executive.
Constitution / Membership	The Committee shall comprise a minimum of three Board members. When considering the annual targets and PRP of the Chief Executive, the Committee shall appoint and have due regard to the advice of a qualified independent External Adviser. The Independent External Adviser shall be appointed by the Chair of the Board in consultation with the CEO.
Chair	The Committee shall appoint a Chair at the first scheduled meeting of each Academic Year.
Quorum	Any two members of the Committee shall constitute a quorum.
Frequency of Meetings	The Committee shall meet at least once each year (normally in October).
Attendance	The Chief Executive shall normally attend meetings of the Committee and shall withdraw if requested to do so by the Chair and/or if any item relating to their terms and conditions of service are to be discussed.
Authority and Delegated Functions	Any decision with resource implications for which provision has <u>not</u> been made in the budget shall be subject to recommendation to the Board. Subject to this the Pay Committee has full delegated authority in relation to: <u>Performance appraisal and salaries</u> • to undertake the annual performance appraisal of and target setting for the Chief Executive, subject to appointment by the Chair of the Board in consultation with the Chief Executive of an independent external adviser; • annual review of the salary ranges of each member of Trust Management Team (i.e. the Chief Executive and Heads of School). The annual salary review shall take account of the recommendations of the independent external adviser. **Any appeal against a decision of this Committee shall be considered by an Appeal Panel comprising Trustees who are not members of the Committee.*

Local Governing Bodies

Purpose	The purpose of the LGB is to: • ensure that the core principles of Odyssey Educational Trust are adhered to and, within the delegations agreed by the MAT Board from time to time, provide oversight of and challenge to the performance of the school; • represent the educational and related interests of pupils and the voice of parents and the community; and • draw to the attention of the MAT Board to any concerns arising from the above.
	Local Governing Bodies shall comprise: • a minimum of one Community Governor - appointment subject to approval by the Board; • a minimum of two elected parent Governors (subject to a maximum of four governors) • the Head of School (ex – officio); • up to two Staff Members (one member of teaching staff and one member of support staff); • up to two co-optees – appointment subject to approval of the Board. Minimum number of members: 5 *The Chair and Vice-Chair of an LGB are selected by the LGB but their formal appointment is subject to approval by the MAT Board.*
Quorum	Any three Governors provided that Staff Members (including the Head Teacher) do not form the majority of those present.
Frequency of Meetings	Once per term in accordance with the Programme of meetings agreed by the Board.
Attendance	The Head of School shall normally attend all LGB meetings. At the discretion of the Chair of the LGB, other members of staff may attend and may participate in / present to the meeting. The CEO may attend and report to any meeting. All LGB meetings shall be formally minuted by the Clerk who shall attend throughout the meeting.
Authority and Delegated Functions	Vision and Accountability To carry forward the MAT's vision, in a way appropriate to the specific qualities and community characteristics of each Academy.

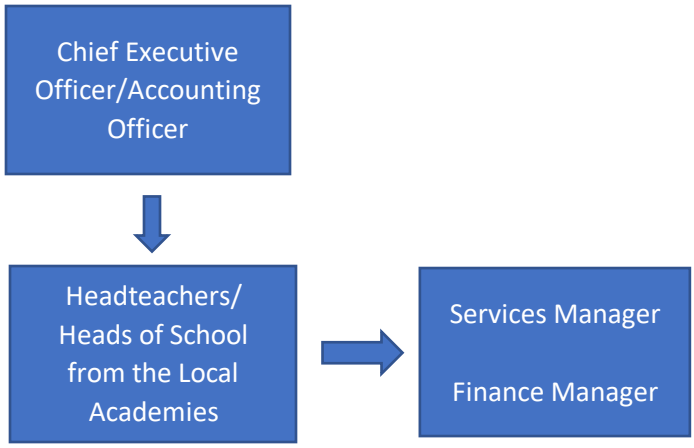
	<u>Oversight of the Academy's activities</u> Support and scrutiny to the Head Teacher and Academy leadership to account for: • Outcomes for pupils, and their attainment and progress; • The quality of teaching, learning and assessment; • Personal development, behaviour and welfare; • Leadership and management; • Safeguarding and SEND*; *The LGB shall appoint a Named Governor (s) with responsibility for assurance of provision for safeguarding and SEND. <u>Head Teacher Performance Review Appraisal</u> LGBs are not directly involved in the annual appraisal of the Head of School. *Note:* 1. *The Headteacher of each Academy is responsible for school performance and is accountable to the Chief Executive for this. This includes accountability for operational decisions relating to finance, staffing and premises within the policies and budget set by the MAT Board.* 2. *The role of LGBs in offering constructive challenge to the Head of School to account for the actions and outcomes in each of the headings listed above is to:* • understand the issues facing the school and parents of children attending the school; and • satisfy *themselves that appropriate and timely actions are being taken to deliver high quality performance in a manner that meets the Vision of the MAT and that is appropriate to the specific qualities and community characteristics of the Academy.* 3. *Governors are not responsible for operational issues. If Governors have concerns regarding the performance of the school these should be discussed by the LGB, recorded in the minutes and in that way brought to the attention of the MAT Board;* 4. *Staff Appointments - the Chief Executive (or his/her nominee) is authorised to appoint staff within the constraints of the budget and the staffing structure agreed by the MAT. At the discretion of the Chief Executive, non-staff Governors may be invited to participate in the process for appointment to all permanent teaching posts.*

Finance and Audit Committee

Purpose	The purpose of the Committee is to hold to account the CEO and each academy school to ensure that the financial resources of the Trust are deployed in accordance with the Academy Trust Handbook and in the most effective manner.
Constitution / Membership	The Trustees will decide the membership of the committee on an annual basis. A resolution approving the membership of the committee will be recorded in the minutes of the Trustees meeting. The CEO is a member of the committee. The majority of the members will be Trustees.
Chair	The Chair of the committee will be appointed by the Trustees.
Clerk	The Trustees will appoint a clerk to the committee.
Quorum	The quorum is 3 members of the committee.
Frequency of Meetings	Meetings will be held at least once each term. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes. No decision may be made unless the majority of those attending the meeting and voting in favour of the decision are Trustees.
Attendance	The Chief Executive shall normally attend meetings of the Committee and shall withdraw if requested to do so by the Chair and/or if any item relating to their terms and conditions of service are to be discussed.
Delegated Responsibilities:	**Audit** • To review internal and external audit reports • To review action plans arising from audit reports • To ensure the Financial Procedures manual reflects any amendments arising from audit actions • To recommend areas for audit by internal auditors • To nominate a Trustee representative at the audit review meeting with external auditors • To recommend the appointment of the external auditor for adoption by the Members at the AGM • To require action by the CEO wherever deficiencies are identified

	Finance • To monitor the management accounts and propose remedial action if necessary. • To ensure that all money is spent in accordance the relevant regulations • To approve the form and content of monthly management accounts to be provided to the Trustees that as a minimum satisfy the requirements of the DFE • To review policies for financial management including the Financial Procedures Manual and any required by the current Academy Trust handbook. It will include the General Estate Management (GEMS) policy. • To require action by the CEO or LGB of a school wherever deficiencies are identified **Risk** • direct the trust's programme of internal scrutiny • ensure that risks are being addressed appropriately through internal scrutiny • report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks **Any appeal against a decision of this Committee shall be considered by an Appeal Panel comprising Trustees who are not members of the Committee.*

Delegations to the CEO



Within approved budgets and subject always to Trust Policies and Procedures approved by the Trust Board from time to time, the Chief Executive is authorised to determine and implement all operational management and school improvement decisions and policies not otherwise reserved to the Board. This includes:

Staffing	• Recruitment and appointment of all staff* • Management, supervision and direction of all staff • Annual Performance Review of teaching staff in accordance with the agreed PRP policies and procedures of the Trust, including report and recommendations to the Board as to the level of annual PRP Award, if any. • Oversight and Management of annual appraisal of all administrative support staff (annual appraisal to be undertaken by the Services Manager, who shall make recommendations for salary review (if any) to the CEO. • Determination of staff CPD and related training programmes. • Consideration and determination of recommendations for salary review for all administrative support staff. • Overall responsibility for staff disciplinary and grievance process. In cases which could result in dismissal this decision is reserved to the CEO. (All appeals to be considered by a Panel comprising at least one Trustee, Governor, or Member not previously involved in the issue). • Subject to report to and approval of the Board, development and implementation of proposals (including consultation) for staff restructuring / re-organisation or substantive changes to the

	individual responsibilities/duties of staff or groups of staff. (Minor changes to staff duties are a matter for the CEO to determine subject to any necessary consultation and grievance procedures). **the Chair or his/her nominee to be included in the shortlist and interview Panel for Head of School.*
Finance (Revenue)	Subject to the approved revenue budget and adherence to Trust procedures, approval of all revenue spending decisions. The CEO may vire (the transfer of a budget allocation) budgets between headings up to £30.000. Virements in excess of this must be approved by the Finance and Audit committee. The CEO may delegate spending authority within the approved budget as follows: • Head of School: £1,000 per single item* • Services Manager: £1,000 per single item* • Finance Manager £250 per single item* **subject to monthly report and submission of Management Accounts (as required by the Academy Trust Handbook) to CEO and Chair of the Trust Board.*
Finance (Capital)	Approval of Capital Spending. Proposals in excess of £15,000 off budget reserved to Trust Board on report from CEO. The use of Devolved Formula Capital (DFC) is delegated to the CEO.
Pupil Premium, Sports Premium and other non-core funding	Subject to report to the Board and to compliance with DfE reporting and impact reporting requirements, determination of the use and distribution of Pupil Premium and Sports Premium funding and any other non-core funding received from time to time.
Education and Educational Improvement	Subject to report to the Board: • design and delivery of the curriculum and all decisions relating thereto having regard to DfE and Ofsted guidelines; • design and delivery of annual school improvement targets; Subject to approval of the Board: • acceptance of school improvement commissions as NLE in support of other schools • Determination of Fixed Term Exclusions. (Permanent exclusions to be subject to determination by Governor Panel)

Complaints	Subject to adherence to the Trust Complaints Policy – referral as required to the Chair of the Trust Board for investigation. The Services Manager (or Clerk) to act as Trust Complaints Manager.
Governance including GDPR	In liaison with the Chair of the Trust Board, Services Manager and Trust Clerk – responsible for: • reporting to, ensuring and assuring the Board that the Trust is compliant with the requirements of the DfE Governance Handbook, Academy Trust Handbook, DfE, GDPR and other statutory and regulatory compliance matters.
Safeguarding	Subject to termly report to the Board, management of the Trust Safeguarding arrangements.
The Chief Executive has delegated the following functions	Spending authority within budget headings as stated above – HoS, Services Manager and Finance Manager. Within Trust Policy and Procedure: • day to day management and operation of the school(s) – includes staff management and appointment of Teaching Supply Staff to cover for staff sickness – Head of School (HoS) • day to day management of the administrative support team – Services Manager • day to day management and operation of the Premises Team – Services Manager • low level pupil disciplinary and behavioural management issues including bullying and other non-safeguarding incidents – Panel comprising HoS, CEO and any other member of the SLT (Serious incidents to be referred to CEO) • subject to consultation with CEO, organisation and management of school trips. HoS • day to day operational Health and Safety – Services Manager • effective and efficient management and implementation of Governance procedures and support for Trustees and the Board – Services Manager/Clerk • Finance reports: monthly and end of year to the MAT Board Chair and any other finance.