



#	Task Key: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Informed (I), Execute (E)	Notes	AGM	MAT Board	MAT Board Resources Committee	MAT Board Standards Cttee	Trust Appointment, Pay and Discipline Cttee	Audit & Risk Cttee	LGB	LGB Sub-Committees	Chair of Trust	CEO	HT	Joint Consultative Committee	
1.	Governance														
1.1.	Approve Trust Articles of Association		A	R					I			R			
1.2.	Approve Trust Board terms of Reference			A					I			R			
1.3.	Approve Trust Scheme of Delegation			A					I			R			
1.4.	Approve new convertor or sponsored academies joining MAT			A					I			R			
1.5.	Establish Trust Committees			A					I			R			
1.6.	Approve Trust Committee Terms of Reference			A					I			R			
1.7.	Approve Local Governing Body (LGB) and Progress Board (PB) Terms of Reference			A					P			R			
1.8.	Establish LBG working groups								A						
1.9.	Appoint Chair of Trust Board			A					I						
1.10.	Appoint Chair/Vice Chair of LGB/PB			A					P			R			
1.11.	Remove Chair/Vice Chair of LGB/PB			A					I						
1.12.	Appoint (and remove) Chair of LGB/PB			A								R			
1.13.	Appoint (and remove) LGB/PB members			A					R			P			
1.14.	Appoint (and remove) Chair (s) of Trust Committees			A					I			R			
1.15.	Appoint (and remove) Trust Committee members			A					I			R			
1.16.	Appoint (and remove) Clerk to Trust Board			A							R	P			
1.17.	Appoint (and remove) Clerk to LGB/PB								R			A	P		
1.18.	Trust Governance Calendar			A					I		P	C	C		
1.19.	Directors' & Governors Allowances Policy			A							P	R			
1.20.	Register of business interests of Trustees			E											
1.21.	Register of business interests of Governors & Headteachers								E						
1.22.	Code of Conduct for Trustees & Governors			A							P	R			
2.	Trust & School Performance, Curriculum and Teaching														
2.1.	Trust Strategic Plan			A	C	M			I			R	C		
2.2.	Academic Performance Targets			M		M			AM			C	P		
2.3.	School Performance Review e.g. SEF					M			AM			C	R		
2.4.	School 3 year plan								AM			C	P		
2.5.	School 1 year plan					M			AM			C	R		
2.6.	Teaching and learning policy (LGB policy)					C			AM			C	R		
2.7.	Curriculum Policy (LGB policy)					C			AM			C	R		
2.8.	Sex Education policy (LGB policy)					C			AM			C	R		
2.9.	Religious Education policy (LGB policy)					C			AM			C	R		
2.10.	SEND & Inclusion policy (LGB policy)					C			AM			C	R		
2.11.	Trust Staff Development Plan					A						R			
2.12.	School Staff Development Plan								A			C	R		
2.13.	Trust Inset Days			A								R	C		
3.	Staff Policies and Pay (these policies are based on advice and guidance from the Trust's HR provider, which might change)														
3.1.	Pay Policy			A	RM		M		I			R	C	C	
3.2.	Job Role Salary & Grading Policy			A	AM		M		I			R	C	C	
3.3.	Employee Terms & Conditions changes	National Conditions		A	R				I			P	C	C	
3.4.	Trust Staff Annual Pay Award	National Agreement		A	R		M		I					C	
3.5.	Teachers Annual Pay Award	National Agreement		A	R		M		I			P	C	C	
3.6.	Support Staff Annual Pay Award	National Agreement		A	R		M		I			P	C	C	
3.7.	Individual Performance Pay Awards						A		I			R	C	R	
3.8.	Performance Management Policy			A	R				M			R	C	C	
3.9.	Disciplinary Policy			A	R				M			R	C	C	
3.10.	Grievance Policy			A	R				M			R	C	C	
3.11.	Capability Policy			A	R				M			R	C	C	
3.12.	Whistleblowing Policy			A	R				M			R	C	C	
3.13.	Recruitment Policy			A	R				M			R	C	C	
3.14.	Re-structuring & Redundancy Policy			A	R				M			R	C	C	

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3.15.	Employee Health & Safety Policy			A	R				M			R	C	C
3.16.	Statement of procedures for dealing with allegations of abuse against staff			A	R				C			R	C	C
4.	Staff Management (within agreed staffing structure)													
4.1.	Single Central Record (Trust)										M	A		
4.2.	Single Central Record (School)											M	A	
4.3.	Trust staffing structure			A	C				I		C	R		
4.4.	Trust CEO appointment			A					I		R			
4.5.	Trust staff appointment										C	A		
4.6.	School staffing structure			A	R				R			C	P	
4.7.	EHT appointment			A					C		C	R		
4.8.	Headteacher appointments						A		C			R		
4.9.	Senior leadership appointments								C			A	R	
4.10.	Teacher appointments								C				A	
4.11.	Support staff appointments								C				A	
4.12.	Central Trust appointments										A	R		
4.13.	Suspension of CEO			I					I		E			
4.14.	Return of CEO after suspension			I					I		E			
4.15.	Dismissal of CEO			I			A		I		R			
4.16.	Suspension of EHT			I					I		I	E		
4.17.	Return of EHT after suspension			I					I		I	E		
4.18.	Dismissal of EHT			I			A		I		I	R		
4.19.	Suspension of Headteacher			I					C			E		
4.20.	Return of Headteacher after suspension			I					C			A		
4.21.	Dismissal of Headteacher			I			A		C			R		
4.22.	Suspension of teaching and support staff								I			I	A	
4.23.	Return of teaching and support staff after suspension								I			C	A	
4.24.	Redundancy of school staff			A	C				C			R	P	
4.25.	Restructuring of school staff			A	C				C			R	P	
5.	Financial Governance & Management													
5.1.	Trust & School Financial Regulations			A	RM				M			P		
5.2.	Trust & School Financial Procedures			A	AM				M			P		
5.3.	Appoint Trust auditors		A		R				I			P		
5.4.	Trust 3 year Budget Plan			AM	RM				I			P		
5.5.	Trust 1 year Budget			AM	RM				I			P		
5.6.	Trust YTD reports			AM	RM							P		
5.7.	Trust Annual Accounts		A		R				I			P	C	
5.8.	Trustees Report		A	R					I			P	D	
5.9.	Trust Academies Accounts Return to EFA			I	A							R		
5.10.	Response to Auditor's Management Ltr				A				C			E	C	
5.11.	Response to Internal Audit Report and Recommendations			A					R			E	E	
5.12.	School 3 year Budget Plan			AM	RM				PM			CM	D	
5.13.	School 1 year Budget			AM	RM				PM			CM	D	
5.14.	School YTD reports				AM				RM			CM	P	
5.15.	Reserves Policy		A	R					C			P	C	
5.16.	Investment Policy		A	R					C			P	C	
6.	Financial Authorisation (School level)													
6.1.	Expenditure or contracts up to £10,000												A	
6.2.	Expenditure or contracts from £10,001 to £29,999 (two authorisers required)								A		A	A	P	
6.3.	Expenditure or contracts from £30,000 to £50,000 (two from three authorisers required)				A				C		A	A	P	
6.4.	Expenditure or contracts from Upper Limit to OJEU Limit			A	R				C		A	R	P	
6.5.	Expenditure over OJEU limit			A	R				C		A	P	P	
6.6.	Compensation payments up to £30,000	EFA threshold			I						A	P		
	Financial Authorisation (Trust level)													
6.7.	Expenditure or contracts up to £10,000											A		
6.8.	Expenditure or contracts from £10,001 to £29,999										A	A		
6.9.	Expenditure or contracts from £30,000 to £50,000										A	A		

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6.12	Expenditure or contracts from £50,001 to OJEU Limit			A	R	R					A	P		
6.13	Compensation payments up to £30,000	EFA threshold			I						A	P		
6.14	Compensation payments up to £30,000 involving CEO			A							P			
Financial Authorisation (Brentwood County High School Only)														
6.15	Expenditure or contracts up to £500												A	
6.16	Expenditure or contracts from £501 to £1000	Approved by Exec Head											P	
	Expenditure or contracts from £1000 to £29,999									A	A	P		
6.17	Expenditure or contracts from £30,000 to £50,000 (two from three authorisers required)				A			M	C		A	A	P	
6.18	Expenditure or contracts from Upper Limit to OJEU Limit			A	R			M	C		A	R	P	
6.19	Expenditure over OJEU limit			A	R			M	C		A	P	P	
6.2	Compensation payments up to £30,000	ESFA threshold			I			M			A	P		
7. School & Trust Policies & Procedures														
7.1.	School times, terms and holidays			A					C			P	C	
7.2.	Change of School Age Range			A					R			C	P	
7.3.	Expansion of School PAN			A					R			C	P	
7.4.	Extension of School provision			A	C	C			R			C	P	
7.5.	Extended services on-site				C				A			C	p	
7.6.	Safeguarding (Child Protection Policy and Procedures)					M			A			C	R	
7.7.	Attendance Register					M			M				E	
7.8.	Attendance Policy (Trust)			A		C			C			P	C	
7.9.	Attendance Plan (LGB)								A			C	R	
7.10.	Pupil Premium Policy (Trust)			A	C				C			P	C	
7.11.	Pupil Premium Plan (LGB)					M			AM			C	R	
7.12.	School Trips Policy & Procedure (Trust)			A	C				C			P	C	
7.13.	Trust Behaviour Vision & Strategy			A		M						P	C	
7.14.	Pupil Behaviour & Exclusions Policy					CM			A			C	P	
7.15.	Short-term Exclusion								I			C	RE	
7.16.	Return after short-term exclusion								I			C	RE	
7.17.	Permanent Exclusions								I	A		C	RE	
7.18.	Appeals against Permanent Exclusion								I	E				
7.19.	Complaints Policy (Trust, includes schools)			A					C			R	C	
7.20.	Complaints Appeals								I			E		
7.21.	Admissions Policy			A					C			P	C	
7.22.	Admissions allocation of places								I			C	E	
7.23.	Admissions Appeals								I	E			R	
7.24.	Admission Register				M				A				RE	
7.25.	School prospectus								A			C	P	
7.26.	School website								A			C	P	
7.27.	School uniform								A			C	P	
7.28.	School Charging & Remissions Policy								A				P	
7.29.	Data Protection Policy			A					C			R	C	
7.30.	Freedom of Information Publication Scheme			A					C			R	C	
7.31.	EYFS Policies & Procedures					M			A				R	
7.32.	Equality Information & Objectives					A			R				P	
7.33.	Examination Contingency Plan (Exam Centres)								A				P	
7.34.	First Aid					M			A				P	
7.35.	Non-examination Assessment Policy								A				P	
7.36.	Supporting Pupils with Medical Conditions								A				P	
8. Premises & Assets														
8.1.	Asset Management Policy					AM						R		
8.2.	Asset Management Plan					AM			C			R	CI	
8.3.	Health & Safety Policy			A	M							R	C	