

# SCHEME OF DELEGATION

2023 -24

*'Inspiring characters, transforming lives'*



## Scheme of Delegation

### DELEGATION OF POWERS – OVERVIEW

This is intended as a summary. It is not exhaustive and reference should be made to Articles of Association, Schemes of Delegation and terms of reference for individual committees.

Everyone within the Trust

- Ensure that income and property of the Company shall be applied solely towards the promotion of the Object.
- Responsibility to ensure that academies are conducted in accordance with objects of company and promoting high standards.
- Duty to promote safeguarding requirements
- Ensure compliance with the health and safety, buildings and other policies of Wise Owl Trust (acting in accordance with appropriate professional advice)
- THE TRUST BOARD AND/OR CEO HAVE THE RIGHT TO WITHDRAW THE DELEGATION OF POWERS AT ANY TIME

Where any power or responsibility is not specifically itemised under this Scheme of Delegation, the CEO will make a determination.

**FRAC = Finance, Risk & Audit Committee / PQS = Performance, Quality & Standards Committee**

GOVERNANCE	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Determine the objects of the Company	<input type="checkbox"/>						
Approve Deed of Variation and Articles	<input type="checkbox"/>						
Approve Trust policies and ethos		<input type="checkbox"/>					Some policies delegated to Trust Committees (see schedule) Non-statutory policies agreed by Principals and Executive Team
Monitoring & Implementation of Trust Policies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Trust Committees and Local Committees to monitor and feed back to Trust Board
Ensure that appropriate indemnity insurance is in place to cover the liability of Trustees	<input type="checkbox"/>						
Determine expenses policy for Trustees		<input type="checkbox"/>					
Establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Company		<input type="checkbox"/>					
Ensure that accounts are prepared in accordance with the relevant Statement of Recommended Practice as if the Company was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and filed with the Secretary of State and the Principal Regulator each Academy Financial Year		<input type="checkbox"/>					
Approve Annual Report in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and file these with the Secretary of State and the Principal Regulator each Academy Financial Year		<input type="checkbox"/>					
Comply with obligations under Part 24 of the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and to the Secretary of State and the Principal Regulator each Academy Financial Year		<input type="checkbox"/>					

Hold General Meetings in accordance with Articles of Association	<input type="checkbox"/>	<input type="checkbox"/>					
Determine whether any of Trustees' powers be delegated to a committee, CEO or other holder of executive office		<input type="checkbox"/>					
Determining the constitution, membership and proceedings of the Local School Committee		<input type="checkbox"/>					
Reviewing schemes of delegation		<input type="checkbox"/>					
Appointment of Trustees to represent the Trust as set out in Articles of Association	<input type="checkbox"/>						
Co-opting of Trustees		<input type="checkbox"/>					
Making arrangements for election of Parent Members of Local School Committee					<input type="checkbox"/>		
Responsibility to ensure all vacancies at LSC are filled		<input type="checkbox"/>					
Power to co-opt and remove members to LSC (having any regard to views of Trustees)					<input type="checkbox"/>		
Ability to give views on suitability of appointments to LSC (not elected categories)						<input type="checkbox"/>	
Appointment of Clerk to the Trustees and to Committees		<input type="checkbox"/>					
Appoint Chair and Vice-chair of Local Governing Body & Trust Committee Boards		<input type="checkbox"/>					
Power to appoint committees, determine constitution, membership and proceedings of committees		<input type="checkbox"/>					
Determine functions and proceedings of Local Governing Bodies & Trust Committee Boards		<input type="checkbox"/>					
Power to manage the business of the Company and exercise all the powers of the Company		<input type="checkbox"/>					
Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object (as delegated by Trustees)			<input type="checkbox"/>				
Power to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object (as delegated by Trustees)		<input type="checkbox"/>					
Duty to comply with direction of Trustees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instituting, settling or compromising any legal proceedings instituted or threatened against the Academy or submitting to arbitration or alternative dispute resolution any dispute involving the Academy		<input type="checkbox"/>				<input type="checkbox"/>	
Responding to any investigation by a regulatory body (e.g. ESFA)		Chair				<input type="checkbox"/>	
Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)					<input type="checkbox"/>		
To review Key Performance Indicators across the region for identification of concern for referral to Trustees			<input type="checkbox"/>	<input type="checkbox"/>			
Obligation to ensure high standards overall		<input type="checkbox"/>					
Put systems in place to ensure quality, safety and good practice		<input type="checkbox"/>					

<b>GOVERNANCE (continued)</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Schools self-evaluation and quality assurance				<input type="checkbox"/>			
Responsibility for challenging and monitoring standards and reporting to Trustees				<input type="checkbox"/>			
Setting and review of the curriculum, having regard to any views of the Trustees /CEO				<input type="checkbox"/>			
Determining school session times					<input type="checkbox"/>		
Considering formal complaints (stage 2)						<input type="checkbox"/>	Delegate to Principals – unless complaint is about a Trust-wide matter
Considering formal complaints (stage 3)					<input type="checkbox"/>		Complaints Panel Members can be drawn from across the Trust. LGB Chair to refer complaints of trust-wide matters to Chair of Trust Board
Determination of Published Admission Policy and written consent to changes to admission criteria		<input type="checkbox"/>					
Monitor and challenge pupil attendance of individual school					<input type="checkbox"/>		With appropriate oversight by the PQS Comm
Decision to expand any academy		<input type="checkbox"/>					
Determining or changing the name of an academy		<input type="checkbox"/>					
Consideration of representations from parents re. exclusions					<input type="checkbox"/>		LGB sub-committee members can be drawn from across the Trust
Consideration of fixed term and permanent exclusions					<input type="checkbox"/>		LGB sub-committee members can be drawn from across the Trust (and for a Permanent Exclusion should ideally include one Trustee)
Determine school holidays		<input type="checkbox"/>					
Authority to enter into Funding Agreements, leases and other legal processes relating to acquisition of academies into the Trust		<input type="checkbox"/>				<input type="checkbox"/>	

<b>PREMISES MANAGEMENT</b>	Members of Company	Trustees	Trustees FRAC	Trustees POS	Local School Committee	CEO	Notes
Ensure a suitable programme of estate compliance and strategy is in place						<input type="checkbox"/>	Delegated to CFOO
Make recommendations to Trustee and Senior Leaders re. capital requirements / expenditure						<input type="checkbox"/>	
Exercise responsibilities for maintenance of the buildings and facilities						<input type="checkbox"/>	Delegated to CFOO
Receive and consider estate management strategy / plan			<input type="checkbox"/>				
Execute/monitoring of estate management strategy/plans			<input type="checkbox"/>				
Determine level of capital investment in buildings and facilities.		<input type="checkbox"/>					
Determine priorities in relation to capital projects/expenditure			<input type="checkbox"/>				
Disposal or acquisition of land and property		<input type="checkbox"/>					
Insuring the land and buildings used by the academies		<input type="checkbox"/>					
Participate in inspections of academy premises (i.e. in relation to H&S) and monitor actions in line with Trust policies					<input type="checkbox"/>		Refer any concerns to FRAC through escalation of Risk Register procedures
Monitor Health & Safety Action Plans					<input type="checkbox"/>		Refer any concerns to FRAC through escalation of Risk Register procedures
Receive and challenge accident near miss reports					<input type="checkbox"/>		Refer any concerns to FRAC through escalation of Risk Register procedures
Incurring capital expenditure which is outside of that provided for within agreed budgets			<input type="checkbox"/>				

<b>EMPLOYMENT</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Remuneration Committee	Local School Committee	CEO	Notes
Determine and adopt policies and set pay terms for all academy staff including contracts, terms and conditions		<input type="checkbox"/>						Delegated to the Remuneration Committee
<b>APPOINTMENTS &amp; STAFFING STRUCTURE</b>								
Determine all matters relating to appointment of CEO and Principals across the Trust		<input type="checkbox"/>						
Determine all matters relating to appointment of Leadership below Principals (e.g. DHT, AHT)							<input type="checkbox"/>	May be delegated to Principals
Determine all matters relating to appointment of staff (Executive Team)		<input type="checkbox"/>						May be delegated to CEO in some instances
Appointment of teaching and support staff at academy							<input type="checkbox"/>	May be delegated to Principals and Local Committees
Approve changes to staffing structure (Head Office and Leadership)		<input type="checkbox"/>						
Determine staffing structure and approve changes to staffing structure (below Leadership – academy based staff)							<input type="checkbox"/>	Subject to appropriate consultation with relevant Local Committee
Power to direct workforce to work across the Trust							<input type="checkbox"/>	
<b>REDUCING STAFF &amp; REDUNDANCY EARLY RETIREMENT</b>								
Approve the need for staff reductions and determine the number and category of staff to be reduced and criteria to be used in making a selection (all staff)		<input type="checkbox"/>						In line with the Redundancy and Early Retirement Policy
Initial consultation with trade unions							<input type="checkbox"/>	
Consider applications for voluntary redundancy Early Retirement (academy based staff) in line with policy							<input type="checkbox"/>	
Select staff for redundancy according to agreed criteria (academy based staff) in line with policy							<input type="checkbox"/>	May be delegated to Principals
Consider representations from staff selected for redundancy (academy based staff)							<input type="checkbox"/>	May be delegated to Principals
Consider applications for voluntary redundancy (Executive Leadership Team/Head Office staff)							<input type="checkbox"/>	
Select staff for redundancy according to agreed criteria (Executive Leadership Team/Head Office staff)							<input type="checkbox"/>	
Select staff for redeployment							<input type="checkbox"/>	
Hear appeals from staff affected by decision to reduce staff (All Staff)		<input type="checkbox"/>						
<b>REDEPLOYMENT</b>								
Approve role and relocation (All Staff)							<input type="checkbox"/>	

<b>EMPLOYMENT (continued)</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committees	CEO	Notes
<b>SALARY ISSUES</b>							
Arrange annual appraisal of CEO		<input type="checkbox"/>					
Conduct annual appraisal of Executive Leadership Team and make recommendations on pay						<input type="checkbox"/>	Principals appraisal may be delegated to Director of Education
Conduct annual appraisal of Headteachers and make recommendations on pay						<input type="checkbox"/>	Principals appraisal may be delegated to Director of Education
Conduct annual appraisal of other teachers and make recommendations on pay						<input type="checkbox"/>	Delegated to school leaders
Arrange annual appraisal of other academy staff and make recommendations on pay where appropriate						<input type="checkbox"/>	Delegated to school leaders
Annual determination of salary of CEO			<input type="checkbox"/>				
Annual determination of salary of Headteacher and other leadership group staff			<input type="checkbox"/>				
Annual determination of salary of other Teachers based on recommendation of Headteacher			<input type="checkbox"/>				
Consideration of re-grading claims from support staff (academy based staff)						<input type="checkbox"/>	May be delegated to Principals
Consideration of re-grading claims from Executive Leadership Team			<input type="checkbox"/>				
Consider salary appeals across the Trust		<input type="checkbox"/>					Committee members to be drawn from Trustees and LGB
Consideration of Pay Protection						<input type="checkbox"/>	May be delegated to Principals
<b>GRIEVANCE</b> <i>In line with the Grievance Policy</i>							
Initial consideration of grievance (academy based staff – below Leadership)						<input type="checkbox"/>	Delegated to Principals
Appeals against grievances (academy based staff- below Leadership)		<input type="checkbox"/>					Committee members to be drawn from Trustees and LGB
Initial consideration of grievance (Leadership/Executive Leadership Team/Head Office staff)						<input type="checkbox"/>	
Consideration of grievance where concerning CEO		<input type="checkbox"/>					
Appeals against grievances (Leadership/Executive Leadership Team/Head Office staff)		<input type="checkbox"/>					Committee members to be drawn Trustees
Initial consideration of grievance (CEO)		Chair					
Grievance appeal (CEO)		<input type="checkbox"/>					Committee members to be drawn Trustees
<b>DISCIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)</b> <i>In line with the Grievance Policy</i>							
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (academy based staff under Leadership)						<input type="checkbox"/>	Delegated to Principals
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Leadership/Executive Leadership Team/Head Office staff)						<input type="checkbox"/>	

Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)		<input type="checkbox"/>						
Initial determination on dismissals of employees (All staff)							<input type="checkbox"/>	May be delegated to Principals
Initial determination on dismissal of CEO		<input type="checkbox"/>						
Appeals from staff in respect of sanctions/dismissals previously considered (All academy under Leadership)		<input type="checkbox"/>						Committee members to be drawn from Trustees and or Local Governors
Appeals from staff in respect of sanctions/dismissals previously considered (Leadership/Executive Leadership Team/Head Office staff)		<input type="checkbox"/>						Committee members to be drawn Trustees
<b>SUSPENSION</b>								
Suspend academy staff							<input type="checkbox"/>	May be delegated to Principals
Suspend Headteacher		<input type="checkbox"/>						
Suspend Executive Leadership Team		<input type="checkbox"/>						
Suspend CEO		Chair						
Lift suspension academy staff (i.e. where no action)							<input type="checkbox"/>	May be delegated to Principals
Lift suspension of Headteacher (i.e. where no action)		<input type="checkbox"/>						
Lift suspension of Executive Leadership Team/Head Office staff (i.e. where no action)		<input type="checkbox"/>						
Lift suspension of CEO		Chair						
<b>GENERAL</b>								
Consider requests for flexible working (academy based staff below Leadership)							<input type="checkbox"/>	May be delegated to Principals
Consider requests for flexible working (Leadership/Executive Leadership Team/Director of Learning/CEO)		<input type="checkbox"/>						
Appeals against Flexible working (Leadership/Executive Leadership Team/Head Office)		<input type="checkbox"/>						Committee members to be drawn from Trustees
Appeals against Flexible working (academy based staff under Leadership)						<input type="checkbox"/>		
Authorisation of Settlement Agreements – up to £20,000							<input type="checkbox"/>	
Authorisation of Settlement Agreements – between £20,001 - £50,000		<input type="checkbox"/>						
Authorisation of Settlement Agreements – Over £50,000 *		<input type="checkbox"/>						* ESFA approval



<b>FINANCIAL MANAGEMENT PROCEDURES</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Ensure that sound and appropriate financial governance are in place	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
Determination of level of central charges to individual academies			<input type="checkbox"/>				With appropriate advice from FRA Committee
Review financial management arrangements and delegation of powers at least annually			<input type="checkbox"/>				
Monitor budgets			<input type="checkbox"/>				
Contribute to the financial priorities			<input type="checkbox"/>				
Approve budget (academy and Trust level)			<input type="checkbox"/>				
Monitor individual academy budget			<input type="checkbox"/>				
Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook			<input type="checkbox"/>				
Determine use of prior year reserves			<input type="checkbox"/>				
Determine and review the Reserves Policy			<input type="checkbox"/>				
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account			<input type="checkbox"/>		Monitor to feed to FRAC		With appropriate advice from FRA Committee
Review financial benchmarking			<input type="checkbox"/>				
Overall responsibility for accounts of the company		<input type="checkbox"/>				<input type="checkbox"/>	
Ensure appropriate procedures in place for safeguarding of funds (overall)		<input type="checkbox"/>				<input type="checkbox"/>	
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding						<input type="checkbox"/>	
Responsibility to ensure that adequate financial risk management strategies are in place			<input type="checkbox"/>				
Ensure that financial risk management strategies are adhered to			<input type="checkbox"/>				
Determine how CEO's financial powers will be exercised where the substantive post holder is absent			<input type="checkbox"/>				
Approval of Annual Financial Statements		<input type="checkbox"/>					
Approve cost of school meals/extended services			<input type="checkbox"/>				
Approve charges for extended services or other activities provided by or through academies			<input type="checkbox"/>				
Ensure that asset register is in place in line with financial procedures						<input type="checkbox"/>	Delegated to CFOO
Oversight of inventory			<input type="checkbox"/>		<input type="checkbox"/>		Local Committee to oversee local school inventory

							FRAC to have oversight of centrally held inventory
Approve asset write offs					<input type="checkbox"/>		In line with Trust Financial Regulations Framework
<b>INVESTMENTS</b>							
Recommend the opening of new bank or building society accounts to Trustees			<input type="checkbox"/>				
Approve the opening of new bank or building society accounts		<input type="checkbox"/>					
Recommend the amended list of approved institutions to Trustees			<input type="checkbox"/>				
Approve amended the list of approved institutions		<input type="checkbox"/>					
Recommend approval to any bank or building society deposits to Trustees			<input type="checkbox"/>				
Give approval to any bank or building society deposits		<input type="checkbox"/>					
Recommend approval to any investment product other than with a bank or building society to Trustees			<input type="checkbox"/>				
Approval to any investment product other than with a bank or building society		<input type="checkbox"/>					

<b>FINANCIAL MANAGEMENT PROCEDURES</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local Committee	CEO	Principal	CFO	Notes
REFER TO WOT FINANCIAL REGULATIONS HANDBOOK									

<b>PURCHASING GOODS OR SERVICES</b>	Notes
REFER TO WOT FINANCIAL REGULATIONS HANDBOOK	

<b>RISK MANAGEMENT/INTERNAL ASSURANCE</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Ensure that Trust risk management arrangements are in place		<input type="checkbox"/>					
Responsibility to develop risk management strategies			<input type="checkbox"/>				
Agree the internal assurance work programme			<input type="checkbox"/>				
Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues			<input type="checkbox"/>				
Monitor the implementation of agreed recommendations relating to Internal Assurance reports			<input type="checkbox"/>				
Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor			<input type="checkbox"/>				
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.			<input type="checkbox"/>				
Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter.			<input type="checkbox"/>				
Recommend the annual financial statements to the Academy Trust for approval.			<input type="checkbox"/>				
Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.			<input type="checkbox"/>				
Monitor and implementation of Risk Management procedures			<input type="checkbox"/>				
Duty to ensure that appropriate risk management systems are in place for external (Residential) visits and approve visits					<input type="checkbox"/>		
Review the Academy Trust's anti-fraud arrangements			<input type="checkbox"/>				
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed			<input type="checkbox"/>				
At least annually review the Trust's risk register and focus on key risks throughout the year			<input type="checkbox"/>				
At least annually review the Local risk register and focus on key risks throughout the year (academy level)			<input type="checkbox"/>				
Approve and review Business Continuity Plans			<input type="checkbox"/>				
Keep under review risk management plans – academy level			<input type="checkbox"/>				
Ensure school website is compliant and fit for purpose					<input type="checkbox"/>		
Ensuring that data protection/GDPR compliance			<input type="checkbox"/>				

GENERAL	Members of Company	Trustees	Trustees FRAC	Trustees POS	Local School Committee	CEO	Notes
To develop, monitor and approve the School Development Plan/SEF				<input type="checkbox"/>			
Monitor and evaluate the school's performance – outcomes for pupils				<input type="checkbox"/>			
Engage with parents, carers and other stakeholders and agencies to support all pupils					<input type="checkbox"/>		
Work effectively to communicate the vision and strategic direction of the school and develop a culture of ambition		<input type="checkbox"/>			<input type="checkbox"/>		
Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school				<input type="checkbox"/>	<input type="checkbox"/>		
Authorisation to make statements in response to media enquiries		<input type="checkbox"/>				<input type="checkbox"/>	
Contribute to / determine marketing strategies for academies						<input type="checkbox"/>	
Take decisions on unavoidable closure/ emergency closure of academies		Chair				<input type="checkbox"/>	
Authorise changes to the name of the company	<input type="checkbox"/>						
Determining the name of academies		<input type="checkbox"/>					
Take decisions on the logo / branding of the company		<input type="checkbox"/>					
Take decisions on the logo / branding of the academies		<input type="checkbox"/>					
Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		<input type="checkbox"/>					

SAFEGUARDING	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committees	CEO	Notes
Considering and approving Safeguarding / Child Protection policies and procedures for the Trust.		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Consider and endorse academy-specific child protection policies and procedures		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Ensure the self-assessment tool and Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Monitor safeguarding actions following audits and hold Inclusion Lead to account in relation to completion of any actions		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Oversee safeguarding training records, ensuring that all staff/volunteers have had appropriate training and induction prior to working with children and that all pre-employment checks had been carried out					<input type="checkbox"/>		
Verify that single central record is kept up to date, noting when it was last checked for Compliance(at least twice annually)					<input type="checkbox"/>		
Be aware of any Local Authority Designated Officer (LADO) referrals / significant breaches of safeguarding		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Monitor the safeguarding training matrix (half-yearly)					<input type="checkbox"/>		
Receive termly reports regarding safeguarding compliance and monitor challenge					<input type="checkbox"/>		
Ensure that safeguarding procedures are effectively implemented		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Ensure that all personnel complete relevant annual declarations						<input type="checkbox"/>	
Hold the Headteacher to account on all matters involving safeguarding					<input type="checkbox"/>		
Ensuring that safeguarding audits carried out bi-annually						<input type="checkbox"/>	
Monitor the robustness of staff training and induction procedures (ensuring that staff have received appropriate safeguarding instruction appropriate to their role)		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Monitoring the quality of Safeguarding recording and timeliness of action taken		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Annual report on the effectiveness of safeguarding (issues, priorities, actions, impact)		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Ensure compliance with procedures around pre-employment checks		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
The appointment of DSL annually					<input type="checkbox"/>		

<b>CURRICULUM</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Set the Vision Statement of the Trust		<input type="checkbox"/>					PQS to recommend vision to Trust Board for approval
Define the Wise Owl Trust rationale for the curriculum for the organisation		<input type="checkbox"/>					PQS to recommend vision to Trust Board for approval
Reflect the Wise Owl Trust rationale of the curriculum at local level						<input type="checkbox"/>	
Ensure that the Wise Owl Trust rationale is addressed in the context of the school					<input type="checkbox"/>		Local committee to monitor the implementation of the curriculum vision within the schools through visits, presentations, staff voice, link committee members etc.
Ensure that the breadth of the National curriculum is taught across the Trust.					<input type="checkbox"/>		As relevant for each school context
Evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that the Wise Owl Trust rational of Reading, Writing, Maths and Early Years approaches are delivered consistently		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually  CEO delegated to Principals
Ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that the curriculum, focuses of safeguarding, protected characteristics of equality, PSHE and cultural capital themes are implemented through the curriculum to ensure that pupils have developed knowledge and understanding.				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that extra-curricular opportunities support the formal curriculum for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities					<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually

<b>EMPLOYMENT (continued)</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committees	CEO	Notes
<b>SALARY ISSUES</b>							
Arrange annual appraisal of CEO		<input type="checkbox"/>					
Conduct annual appraisal of Executive Leadership Team and make recommendations on pay						<input type="checkbox"/>	Principals appraisal may be delegated to Director of Education
Conduct annual appraisal of Headteachers and make recommendations on pay						<input type="checkbox"/>	Principals appraisal may be delegated to Director of Education
Conduct annual appraisal of other teachers and make recommendations on pay						<input type="checkbox"/>	Delegated to school leaders
Arrange annual appraisal of other academy staff and make recommendations on pay where appropriate						<input type="checkbox"/>	Delegated to school leaders
Annual determination of salary of CEO			<input type="checkbox"/>				
Annual determination of salary of Headteacher and other leadership group staff			<input type="checkbox"/>				
Annual determination of salary of other Teachers based on recommendation of Headteacher			<input type="checkbox"/>				
Consideration of re-grading claims from support staff (academy based staff)						<input type="checkbox"/>	
Consideration of re-grading claims from Executive Leadership Team			<input type="checkbox"/>				
Consider salary appeals across the Trust		<input type="checkbox"/>					Committee members to be drawn from Trustees and LGB
Consideration of Pay Protection						<input type="checkbox"/>	
<b>GRIEVANCE</b> <i>In line with the Grievance Policy</i>							
Initial consideration of grievance (academy based staff – below Leadership)						<input type="checkbox"/>	Delegated to Principals
Appeals against grievances (academy based staff- below Leadership)		<input type="checkbox"/>					Committee members to be drawn from Trustees and LGB
Initial consideration of grievance (Leadership/Executive Leadership Team/Head Office staff)						<input type="checkbox"/>	
Consideration of grievance where concerning CEO		<input type="checkbox"/>					
Appeals against grievances (Leadership/Executive Leadership Team/Head Office staff)		<input type="checkbox"/>					Committee members to be drawn Trustees
Initial consideration of grievance (CEO)		Chair					
Grievance appeal (CEO)		<input type="checkbox"/>					Committee members to be drawn Trustees
<b>DISCIPLINARY/DISMISSAL/CAPABILITY (INCLUDING MEDICAL INCAPABILITY)</b> <i>In line with the Grievance Policy</i>							
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (academy based staff under Leadership)						<input type="checkbox"/>	Delegated to Principals
Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (Leadership/Executive Leadership Team/Head Office staff)						<input type="checkbox"/>	

Consideration of disciplinary cases and issuing of sanctions up to and including final written warning (CEO)		<input type="checkbox"/>					
Initial determination on dismissals of employees (All staff)						<input type="checkbox"/>	
Initial determination on dismissal of CEO		<input type="checkbox"/>					
Appeals from staff in respect of sanctions/dismissals previously considered (All academy under Leadership)		<input type="checkbox"/>					Committee members to be drawn from Trustees and or Local Governors
Appeals from staff in respect of sanctions/dismissals previously considered (Leadership/Executive Leadership Team/Head Office staff)		<input type="checkbox"/>					Committee members to be drawn Trustees
<b>SUSPENSION</b>							
Suspend academy staff						<input type="checkbox"/>	
Suspend Headteacher		<input type="checkbox"/>					
Suspend Executive Leadership Team		<input type="checkbox"/>					
Suspend CEO		Chair					
Lift suspension academy staff (i.e. where no action)						<input type="checkbox"/>	
Lift suspension of Headteacher (i.e. where no action)		<input type="checkbox"/>					
Lift suspension of Executive Leadership Team/Head Office staff (i.e. where no action)		<input type="checkbox"/>					
Lift suspension of CEO		Chair					
<b>GENERAL</b>							
Consider requests for flexible working (academy based staff below Leadership)						<input type="checkbox"/>	
Consider requests for flexible working (Leadership/Executive Leadership Team/Director of Learning/CEO)		<input type="checkbox"/>					
Appeals against Flexible working (Leadership/Executive Leadership Team/Head Office)		<input type="checkbox"/>					Committee members to be drawn from Trustees
Appeals against Flexible working (academy based staff under Leadership)					<input type="checkbox"/>		
Authorisation of Settlement Agreements – up to £20,000						<input type="checkbox"/>	
Authorisation of Settlement Agreements – between £20,001 - £50,000		<input type="checkbox"/>					
Authorisation of Settlement Agreements – Over £50,000 *		<input type="checkbox"/>					* ESFA approval



<b>FINANCIAL MANAGEMENT PROCEDURES</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Ensure that sound and appropriate financial governance are in place	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
Determination of level of central charges to individual academies			<input type="checkbox"/>				With appropriate advice from FRA Committee
Review financial management arrangements and delegation of powers at least annually			<input type="checkbox"/>				
Monitor budgets			<input type="checkbox"/>				
Contribute to the financial priorities			<input type="checkbox"/>				
Approve budget (academy and Trust level)			<input type="checkbox"/>				
Monitor individual academy budget			<input type="checkbox"/>				
Responsibility for ensuring budget is conducted in accordance with Academies Financial Handbook			<input type="checkbox"/>				
Determine use of prior year reserves			<input type="checkbox"/>				
Determine and review the Reserves Policy			<input type="checkbox"/>				
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Ensure that funds are spent in accordance with legislation (regularity) and principles of parliamentary control (propriety)		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium for individual school and hold Headteacher to account			<input type="checkbox"/>		Monitor to feed to FRAC		With appropriate advice from FRA Committee
Review financial benchmarking			<input type="checkbox"/>				
Overall responsibility for accounts of the company		<input type="checkbox"/>				<input type="checkbox"/>	
Ensure appropriate procedures in place for safeguarding of funds (overall)		<input type="checkbox"/>				<input type="checkbox"/>	
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding						<input type="checkbox"/>	
Responsibility to ensure that adequate financial risk management strategies are in place			<input type="checkbox"/>				
Ensure that financial risk management strategies are adhered to			<input type="checkbox"/>				
Determine how CEO's financial powers will be exercised where the substantive post holder is absent			<input type="checkbox"/>				
Approval of Annual Financial Statements		<input type="checkbox"/>					
Approve cost of school meals/extended services			<input type="checkbox"/>				
Approve charges for extended services or other activities provided by or through academies			<input type="checkbox"/>				
Ensure that asset register is in place in line with financial procedures						<input type="checkbox"/>	Delegated to CFOO
Oversight of inventory			<input type="checkbox"/>		<input type="checkbox"/>		Local Committee to oversee local school inventory

							FRAC to have oversight of centrally held inventory
Approve asset write offs					<input type="checkbox"/>		In line with Trust Financial Regulations Framework
<b>INVESTMENTS</b>							
Recommend the opening of new bank or building society accounts to Trustees			<input type="checkbox"/>				
Approve the opening of new bank or building society accounts		<input type="checkbox"/>					
Recommend the amended list of approved institutions to Trustees			<input type="checkbox"/>				
Approve amended the list of approved institutions		<input type="checkbox"/>					
Recommend approval to any bank or building society deposits to Trustees			<input type="checkbox"/>				
Give approval to any bank or building society deposits		<input type="checkbox"/>					
Recommend approval to any investment product other than with a bank or building society to Trustees			<input type="checkbox"/>				
Approval to any investment product other than with a bank or building society		<input type="checkbox"/>					

<b>FINANCIAL MANAGEMENT PROCEDURES</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local Committee	CEO	Principal	CFO	Notes
REFER TO WOT FINANCIAL REGULATIONS HANDBOOK									

<b>PURCHASING GOODS OR SERVICES</b>	Notes
REFER TO WOT FINANCIAL REGULATIONS HANDBOOK	

<b>RISK MANAGEMENT/INTERNAL ASSURANCE</b>	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
Ensure that Trust risk management arrangements are in place		<input type="checkbox"/>					
Responsibility to develop risk management strategies			<input type="checkbox"/>				
Agree the internal assurance work programme			<input type="checkbox"/>				
Consider Internal assurance reports and, when appropriate, advise the Trustees of material controls issues			<input type="checkbox"/>				
Monitor the implementation of agreed recommendations relating to Internal Assurance reports			<input type="checkbox"/>				
Advise the Academy Trust on the appointment, reappointment, dismissal and remuneration of the external auditor			<input type="checkbox"/>				
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.			<input type="checkbox"/>				
Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter.			<input type="checkbox"/>				
Recommend the annual financial statements to the Academy Trust for approval.			<input type="checkbox"/>				
Review the adequacy of the Academy Trust's Risk Register and procedures and to regularly review the Trust's risk register.			<input type="checkbox"/>				
Monitor and implementation of Risk Management procedures			<input type="checkbox"/>				
Duty to ensure that appropriate risk management systems are in place for external (Residential) visits and approve visits					<input type="checkbox"/>		
Review the Academy Trust's anti-fraud arrangements			<input type="checkbox"/>				
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed			<input type="checkbox"/>				
At least annually review the Trust's risk register and focus on key risks throughout the year			<input type="checkbox"/>				
At least annually review the Local risk register and focus on key risks throughout the year (academy level)			<input type="checkbox"/>				
Approve and review Business Continuity Plans			<input type="checkbox"/>				
Keep under review risk management plans – academy level			<input type="checkbox"/>				
Ensure school website is compliant and fit for purpose					<input type="checkbox"/>		
Ensuring that data protection/GDPR compliance			<input type="checkbox"/>				

GENERAL	Members of Company	Trustees	Trustees FRAC	Trustees POS	Local School Committees	CEO	Notes
To develop, monitor and approve the School Development Plan/SEF				<input type="checkbox"/>			
Monitor and evaluate the school's performance – outcomes for pupils				<input type="checkbox"/>			
Engage with parents, carers and other stakeholders and agencies to support all pupils					<input type="checkbox"/>		
Work effectively to communicate the vision and strategic direction of the school and develop a culture of ambition		<input type="checkbox"/>			<input type="checkbox"/>		
Provide a balance of challenge and support to leaders, understand the strengths and areas needing improvement at the school		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school				<input type="checkbox"/>	<input type="checkbox"/>		
Authorisation to make statements in response to media enquiries		<input type="checkbox"/>				<input type="checkbox"/>	
Contribute to / determine marketing strategies for academies						<input type="checkbox"/>	
Take decisions on unavoidable closure/ emergency closure of academies		Chair				<input type="checkbox"/>	
Authorise changes to the name of the company	<input type="checkbox"/>						
Determining the name of academies		<input type="checkbox"/>					
Take decisions on the logo / branding of the company		<input type="checkbox"/>					
Take decisions on the logo / branding of the academies		<input type="checkbox"/>					
Approving an academy to join the Trust through conversion, sponsorship or re-brokerage		<input type="checkbox"/>					

SAFEGUARDING	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committees	CEO	Notes
Considering and approving Safeguarding / Child Protection policies and procedures for the Trust.		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Consider and endorse academy-specific child protection policies and procedures		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Ensure the self-assessment tool and Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Monitor safeguarding actions following audits and hold Inclusion Lead to account in relation to completion of any actions		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Oversee safeguarding training records, ensuring that all staff/volunteers have had appropriate training and induction prior to working with children and that all pre-employment checks had been carried out					<input type="checkbox"/>		
Verify that single central record is kept up to date, noting when it was last checked for Compliance(at least twice annually)					<input type="checkbox"/>		
Be aware of any Local Authority Designated Officer (LADO) referrals / significant breaches of safeguarding		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Monitor the safeguarding training matrix (half-yearly)					<input type="checkbox"/>		
Receive termly reports regarding safeguarding compliance and monitor challenge					<input type="checkbox"/>		
Ensure that safeguarding procedures are effectively implemented		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Work effectively to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Ensure that all personnel complete relevant annual declarations						<input type="checkbox"/>	
Hold the Headteacher to account on all matters involving safeguarding					<input type="checkbox"/>		
Ensuring that safeguarding audits carried out bi-annually						<input type="checkbox"/>	
Monitor the robustness of staff training and induction procedures (ensuring that staff have received appropriate safeguarding instruction appropriate to their role)		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Monitoring the quality of Safeguarding recording and timeliness of action taken		<input type="checkbox"/>			<input type="checkbox"/>		Delegated to Safeguarding Lead Trustee
Annual report on the effectiveness of safeguarding (issues, priorities, actions, impact)		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
Ensure compliance with procedures around pre-employment checks		<input type="checkbox"/>					Delegated to Safeguarding Lead Trustee
The appointment of DSL annually					<input type="checkbox"/>		

CURRICULUM	Members of Company	Trustees	Trustees FRAC	Trustees PQS	Local School Committee	CEO	Notes
	Set the Vision Statement of the Trust		<input type="checkbox"/>				
Define the Wise Owl Trust rationale for the curriculum for the organisation		<input type="checkbox"/>					PQS to recommend vision to Trust Board for approval
Reflect the Wise Owl Trust rationale of the curriculum at local level						<input type="checkbox"/>	
Ensure that the Wise Owl Trust rationale is addressed in the context of the school					<input type="checkbox"/>		Local committee to monitor the implementation of the curriculum vision within the schools through visits, presentations, staff voice, link committee members etc.
Ensure that the breadth of the National curriculum is taught across the Trust.					<input type="checkbox"/>		As relevant for each school context
Evaluate the curriculum, ensuring breadth, balance and its impact on pupils' outcomes and their personal, development, behaviour and welfare				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that the Wise Owl Trust rational of Reading, Writing, Maths and Early Years approaches are delivered consistently		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually  CEO delegated to Principals
Ensure that the curriculum is well mapped and sequenced from Early Years to the end of Key Stage				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that the curriculum, focuses of safeguarding, protected characteristics of equality, PSHE and cultural capital themes are implemented through the curriculum to ensure that pupils have developed knowledge and understanding.				<input type="checkbox"/>	<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually
Ensure that extra-curricular opportunities support the formal curriculum for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities					<input type="checkbox"/>		Trust PQS to set vision and Local Committee to monitor implementation and report back to PQS. PQS will report to Trust Board annually

