

Version 7 - Decision making matrix with destinations

KING EDWARD VI MULTI-ACADEMY TRUST (MAT): DECISION MAKING MATRIX/SCHEME OF DELEGATION FOR EXISTING AND NEW GOOD/OUTSTANDING ACADEMIES (24/11/15)

There are a number of documents which pull together the information contained below. For ease of reference, we have included references which set out where specific details can be found. This should be read alongside the 'summary of documentation' note which sets out more detail about the documents referred to below.

Please note that the destinations are noted in **bold italics**.

Governance				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
<p>Members shall be:</p> <p>Foundation Charity (529051)</p> <p>Foundation Chairman</p> <p>Foundation Deputy Chairman</p> <p>Persons appointed by the Members by special resolution</p> <p>Article 12 of the Articles of Association</p> <p>To review and amend the Articles of Association</p> <p>Companies Act 2006 section 21</p> <p>To change the name of the Academy Trust</p>	<p>Trustees (14-16) shall be:</p> <p>Not less than six and up to eight Academy Trustees who will be appointed by the Trustees</p> <p>Articles 46a, 51 and 52 of the Articles of Association</p> <p>Six appointed by Members who are serving LGB Governors on or after 1/9/16</p> <p>Articles 46b and 50 of the Articles of Association</p> <p>Co-opted Trustees as appropriate</p> <p>Articles 47 and 58 of the Articles of Association</p>	<p>Composition of LGB shall be unchanged on 1/9/16 with the composition flexible thereafter subject to:</p> <p>Seven appointed by Trustees</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 3</p> <p>Up to four Co-opted by LGB Governors (who may be parents or staff)</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 3</p> <p>At least one Parent Governor elected by parents and up to three Parent Governors either elected by Parents or</p>	<p>To attend meetings of the MAT Trustees and provide reports as necessary</p> <p>Decision making matrix</p> <p>To act as Company Secretary and Clerk to the Trustees</p> <p>Article 81 of the Articles of Association</p> <p>Scheme of Governance paragraph 9</p> <p>To secure professional advice on behalf of the Trustees as may be requested</p> <p>Decision making matrix</p> <p>To support the Trustees and Academies in the preparation</p>	<p>To develop and implement the educational character, mission or ethos of an Academy (consistent with that of the Trust)</p> <p>Decision making matrix</p> <p>To attend meetings of the LGB and Trustees and provide a Head's report to each LGB meeting (and to Trustee meetings as required)</p> <p>Scheme of Governance paragraph 18</p> <p>To support the appointment process for the Clerk for the LGB</p> <p>Decision making matrix</p>

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<p>Companies Act 2006 section 78</p> <p>To receive an annual report from the Trustees on the Academy Trust's performance</p> <p>Companies Act 2006 section 423</p> <p>To appoint (and remove) MAT Trustees</p> <p>Article 50 (and Article 66) of the Articles of Association</p> <p>Companies Act 2006 section 168</p> <p>(*Resolutions on these items must be agreed at a Special Meeting of the Trustees requiring at least 21 days' notice and attended by at least 75% of the Trustees for the time being. To be effective the number nearest two-thirds of the number of Trustees attending the Special Meeting or 9 of the Trustees (whichever is the greater) must vote in favour of the Resolution. The Resolutions must also be accepted by</p>	<p>MAT Chairman and Deputy Chairman (elected by Trustees from their number) must be on the Foundation Board</p> <p>Article 82 of the Articles of Association</p> <p>The Trustees will select two Liaison Trustees from amongst their number whose roles (as Liaison Trustees) shall include engaging with Parent Local Governors and Staff Local Governors respectively</p> <p>Article 52A of the Articles of Association</p> <p>Scheme of Governance paragraph 4.10</p> <p>Quorum to be seven Trustees: Academy Heads to attend; at least eight Trustees on Foundation Board</p> <p>Articles 46 and 117 of the Articles of Association</p> <p>To review and amend the MAT Scheme of Governance including this decision making matrix*</p>	<p>appointed by the Trustees</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraphs 3 and 5.4</p> <p>At least one and up to three Staff Governors elected by the School Staff</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraphs 3 and 5.3</p> <p>The Head of the Academy</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 3</p> <p>The minimum size of the LGB shall be 10 Governors and the maximum size shall be 18 Governors (as before 1/19/16)</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 3</p> <p>To determine the educational character, mission or ethos of an Academy (consistent with that of the Trust)</p> <p>Decision making matrix</p> <p>To appoint (and remove) the</p>	<p>of Trust-wide and Academy specific policy requirements ensuring full involvement of Academy Heads</p> <p>Decision making matrix</p>	<p>To propose Academy-specific policies and tailor Trust-wide policies for adoption by the LGB</p> <p>Decision making matrix</p> <p>Scheme of Governance paragraph 18</p> <p>To recommend to the MAT Board, in consultation with other Academy Heads, Trust-wide policies to suit local circumstances</p> <p>Decision making matrix</p> <p>Scheme of Governance paragraph 18</p>
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<p>majority vote of the Members) Articles 111A, 111B, 119A, 120A and 123A of the Articles of Association</p> <p>Scheme of Governance paragraphs 1, 7 and 8</p>	<p>To review and amend the Constitution and Terms of Reference of LGBs*</p> <p>To determine the MAT Board's Reserved Matters*</p> <p>To determine the educational character, mission or ethos of the MAT including the addition or removal of Academies from the MAT*</p> <p>Articles 111A, 111B, 119A, 120A and 123A of the Articles of Association</p> <p>Scheme of Governance paragraphs 1 and 8</p> <p>To agree a code of conduct for MAT Trustees and LGB Governors</p> <p>Scheme of Governance appendix 3</p> <p>To elect a MAT Chairman and Vice Chairman who will be members of the Foundation Board and will present a report of the MAT at each meeting of the Foundation Board</p> <p>Article 82 of the Articles of</p>	<p>Chair of the LGB</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 5.1</p> <p>To appoint (and remove) the Vice Chair of the LGB</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 5.2</p> <p>To appoint a Clerk to the LGB</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 5.6</p> <p>To adopt, review and amend Academy policies (in line with any Trust prescribed policy)</p> <p>Decision making matrix</p> <p>To implement appropriate development opportunities for newly appointed governors</p> <p>Decision making matrix</p> <p><u>King Edward VI Camp Hill School for Girls LGB only</u></p> <p>To manage and operate the King Edward's Consortium in line with delegation minuted</p>		
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	<p>Association</p> <p>To appoint the majority of LGB Governors</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 3</p> <p>To appoint a Company Secretary, Clerk to the Trustees and Accounting Officer who will normally be the Executive Director or his/her representative</p> <p>Article 81 of the Articles of Association</p> <p>Scheme of Governance paragraph 9</p> <p>To review and amend the policies of the Academy Trust</p> <p>Decision making matrix</p> <p>To agree appropriate development opportunities for newly appointed governors</p> <p>Decision making matrix</p> <p>To delegate the management and operation of the King Edward's Consortium to the local governing body of King</p>	<p>in the first meeting of the Trustees of the MAT and reviewed annually thereafter</p> <p>Decision making matrix</p>		
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	<p>Edwards VI Camp Hill School for Girls, such delegation to be minuted in the first meeting of the Trustees of the MAT and to be reviewed annually thereafter</p> <p><i>Decision making matrix</i></p>			
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Finance				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
<p>To approve the appointment of external auditors</p> <p>Companies Act 2006 section 485</p> <p>To receive annual accounts from the Trustees</p> <p>Companies Act 2006 section 423</p> <p>To maintain a register of business interests</p> <p>Academies Financial Handbook 2017, paragraphs 3.1.16 to 3.1.20</p>	<p>To propose the appointment of external auditors to the Members</p> <p>Decision making matrix</p> <p>To appoint internal auditors</p> <p>Decision making matrix</p> <p>To sign off annual accounts and report (including the governance statement)</p> <p>Companies Act 2006 section 414</p> <p>Academies Financial Handbook 2017, paragraph 2.5.2</p> <p>To maintain a register of business interests</p> <p>Academies Financial Handbook 2017, paragraphs 3.1.16 to 3.1.20</p> <p>Scheme of Governance, paragraphs 4.3 and 4.13</p>	<p>To approve the annual budget for the Academy for recommendation to the Trustees and to refer any significant changes to the approved budget to the Trustees</p> <p>Decision making matrix</p> <p>To monitor income, expenditure and cash flow of the Academy</p> <p>Decision making matrix</p> <p>To ensure proper financial controls are in place at the Academy in accordance with the Trust-wide financial regulations</p> <p>Decision making matrix</p> <p>To maintain a register of business interests (of the LGB Governors, Academy Head and other budget holders)</p> <p>Decision making matrix</p>	<p>Subject to the approval of the Trustees, to act as the Accounting Officer</p> <p>Academies Financial Handbook 2017, paragraph 2.1.8</p> <p>Master Funding Agreement, clause 4.3</p> <p>With the support of the Chief Financial Officer:</p> <p>To prepare the annual budget for the Academy Trust</p> <p>To prepare monitoring reports of income, expenditure, cash flow and balance sheet of the Trust</p> <p>To prepare monitoring reports for the Trustees</p> <p>To ensure proper financial controls are in place</p> <p>To ensure registers of business interests are properly</p>	<p>With the support of the Accounting Officer:</p> <p>To prepare the annual budget for the Academy</p> <p>To monitor income, expenditure and cash flow of the Academy</p> <p>To prepare monitoring reports for the LGB</p> <p>To implement proper financial controls at the Academy and ensure they are observed by Academy staff in accordance with the Trust-wide financial regulations</p> <p>To implement provision of free school meals to pupils meeting statutory criteria and provide other financial help to those pupils meeting agreed criteria</p> <p>To set up and approve staff expenses at the Academy</p> <p>Decision making matrix</p>

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	<p><i>Conflict of interest policy</i></p> <p>To approve the financial scheme of delegation</p> <p><i>Academies Financial Handbook 2017, paragraph 2.1.4</i></p> <p>To define the terms of reference and appoint an audit committee</p> <p><i>Scheme of Governance, paragraph 6</i></p> <p><i>Terms of Reference for Audit Committee</i></p> <p>To approve the annual budget for the Trust and any significant changes to the approved budget</p> <p><i>Academies Financial Handbook 2017, paragraph 2.2.2</i></p> <p><i>Master Funding Agreement, clause 4.12</i></p> <p>To monitor income, expenditure, cash flow and balance sheet of the Trust</p> <p><i>Decision making matrix</i></p>	<p><i>Academies Financial Handbook 2017, paragraphs 3.1.16 to 3.1.20</i></p> <p>To ensure provision of free school meals to pupils meeting statutory criteria and provide other financial help to those pupils meeting agreed criteria under a Trust-wide policy</p> <p><i>Master Funding Agreement, clause 2.9</i></p> <p><i>Decision making matrix</i></p> <p>To approve, or not, the pooling of Academy funds with any other Academies in the MAT (Bank accounts may be pooled for cash flow and short-term investment advantages but no assets of an academy can be utilised for the benefit of another academy without LGB approval. Assets clearly donated for the specific benefit of one academy will be placed in a Restricted Fund for use by the specified academy only)</p> <p><i>Decision making matrix</i></p>	<p>maintained</p> <p>To set up and approve staff expenses</p> <p><i>Decision making matrix</i></p> <p><i>Master Funding Agreement, clause 4</i></p> <p>To open bank accounts in accordance with the bank mandates authorised by Trustees and LGB Governors</p> <p><i>Decision making matrix</i></p>	
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	<p>To establish and review a Trust-wide charging and remissions policy and agree criteria for financial help for pupils</p> <p>Decision making matrix Master Funding Agreement, clause 2.15 (which imposes the requirements of sections 402, 450-457 and 459-462 of the Education Act 1996)</p> <p>To appoint a Chief Financial Officer for the MAT and LGBs who will normally be the Foundation Director of Finance</p> <p>Academies Financial Handbook 2017, paragraph 2.1.10</p> <p>Scheme of Governance, paragraph 15</p> <p>To establish proper financial controls through the provision of financial regulations based on the EFA financial handbook</p> <p>Academies Financial Handbook 2017, paragraph 2.3</p>	<p>Constitution and Terms of Reference for Local Governing Bodies paragraph 13 (delegated budget)</p> <p>To authorise the opening of bank accounts and approve bank mandates in the name of the Academy</p> <p>Decision making matrix</p> <p>To approve a Governors expenses policy</p> <p>Decision making matrix</p>		
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	<p>To maintain a register of business interests for Trustees and officers of the Trust</p> <p><i>Academies Financial Handbook 2017, paragraphs 3.1.16 to 3.1.20</i></p> <p><i>Scheme of Governance, paragraphs 4.3 and 4.13</i></p> <p><i>Conflict of interest policy</i></p> <p>To authorise the opening of bank accounts and approve bank mandates in the name of the MAT</p> <p><i>Decision making matrix</i></p> <p>To approve a Trustees expenses policy</p> <p><i>Decision making matrix</i></p>			
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Contracts				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
<p>To approve any service contracts for Trustees</p> <p>Decision making matrix</p>	<p>To adopt a Trust-wide procurement policy and related procedures</p> <p>Decision making matrix</p> <p>To set delegated levels of authority for entering into contracts and making payments (authorised signatory levels)</p> <p>Scheme of Governance, paragraph 16</p> <p>Finance Regulations</p> <p>To approve contracts with a value above £100,000 and/ or which are 'novel and contentious' for the purpose of the Academies Financial Handbook, such approval not to be unreasonably withheld</p> <p>Decision making matrix</p> <p>Academies Financial Handbook 2017, paragraph 3.3.1</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>Finance Regulations</p> <p>To inform the Chief Financial Officer of any proposed contracts with a value above £25,000</p> <p>Decision making matrix</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>Finance Regulations</p> <p>To make payments within agreed financial limits</p> <p>Finance Regulations</p> <p>To act as a signatory of a MAT or an Academy specific bank account</p> <p>Decision making matrix</p> <p>To act as a signatory of any contract executed as a deed in the role of Company Secretary</p> <p>Companies Act 2006, section 44</p> <p>To notify the Foundation Board of any capital work to improve, extend or modify any land or buildings occupied by the Academy and to seek approval for such work</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>Finance Regulations</p> <p>To make payments within agreed financial limits</p> <p>Finance Regulations</p> <p>To act as a signatory of an Academy specific bank account</p> <p>Decision making matrix</p> <p>To notify the Executive Director of any capital work to improve, extend or modify any land or buildings occupied by the Academy</p> <p>Decision making matrix</p>

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	<p>To approve contracts which constitute related party transactions</p> <p>Article 6 of the Articles of Association</p> <p>Conflict of interest policy</p> <p>To delegate to any two Trustees or one Trustee and the Company Secretary the authority to act as a signatory of any contract (whether executed as a deed or otherwise)</p> <p>Companies Act 2006, section 44</p>		<p>Decision making matrix</p> <p>To encourage and facilitate the use of appropriate procurement frameworks and ensure compliance with EU procurement rules</p> <p>Decision making matrix</p> <p>Academies Financial Handbook 2017, paragraph 3.1.3</p>	
Curriculum and Standards				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
<p>To receive an annual report from the Trustees on agreed key performance indicators (KPIs)</p> <p>Decision making matrix</p>	<p>To monitor LGB curriculum policies, with advice from the Heads, to ensure provision of an appropriate broad and balanced curriculum including:</p> <ul style="list-style-type: none"> - a prohibition on political indoctrination and a balanced treatment of political issues; 	<p>To approve a curriculum policy proposed by the Head of the Academy (subject to monitoring by the Trust to ensure it is an appropriate broad and balanced curriculum)</p> <p>Decision making matrix</p>	<p>To provide oversight of the implementation of the Trust-wide curriculum policy.</p> <p>Decision making matrix</p> <p>To ensure an annual report from LGBs is provided to the Trustees regarding standards.</p>	<p>To deliver the approved curriculum at the Academy including compliance with any funding agreement requirements.</p> <p>Decision making matrix</p> <p>Master Funding Agreement,</p>

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	<p>and</p> <p>- a written policy on sex and relationship education</p> <p>Master Funding Agreement, clauses 2.21 and 2.22</p> <p>Supplemental Funding Agreements, clauses 2Z and 2AA</p> <p>To suggest modifications to LGB curriculum policies</p> <p>Decision making matrix</p> <p>To monitor LGB policy on religious education (RE) and collective acts of worship with advice from Heads ensuring it is consistent with Foundation ethos and that of the Birmingham SACRE or such other SACRE as may from time to time be identified</p> <p>Supplemental Funding Agreements, clauses 2U to 2X (as applicable)</p> <p>To receive an annual report from each LGB regarding key performance indicators (KPIs) in a Trust-wide format recommended by the Heads</p>	<p>Master Funding Agreement, clauses 2.21 and 2.22</p> <p>To approve a policy on RE and collective acts of worship proposed by the Head of the Academy (subject to monitoring by the Trust to ensure it is consistent with the ethos of the Foundation and that of the Birmingham SACRE or such other SACRE as may from time to time be identified)</p> <p>Decision making matrix</p> <p>Supplemental Funding Agreements, clauses 2U to 2X (as applicable)</p> <p>To receive a termly report from the Head of the Academy and to monitor the key performance indicators (KPIs)</p> <p>Decision making matrix</p> <p>To approve an annual report to the Trustees on KPIs in the agreed format</p> <p>Decision making matrix</p>	<p>Decision making matrix</p> <p>To provide oversight of the target setting for pupil achievement and progress by the Heads of the Academies and monitor against targets</p> <p>Decision making matrix</p> <p>To monitor the KPI figures reported from the Heads of the Academies relating to standards</p> <p>Decision making matrix</p> <p>To support Governors and Heads as required in the Ofsted inspection of an Academy</p> <p>Decision making matrix</p> <p>See also Ofsted 'School inspection handbook' (August 2016)</p> <p>To ensure the MAT is well prepared for an Ofsted inspection and to manage the inspection process from the MAT perspective</p> <p>Decision making matrix</p>	<p>clauses 2.21 and 2.22</p> <p>Supplemental Funding Agreements, clauses 2Z and 2AA</p> <p>To make provision for RE and a daily collective act of worship</p> <p>Decision making matrix</p> <p>Supplemental Funding Agreements, clauses 2U to 2X (as applicable)</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>Decision making matrix</p> <p>To report termly KPI figures to the LGB relating to standards and prepare the LGBs annual report to the Trustees in the agreed format</p> <p>Decision making matrix</p> <p>To ensure the Academy is well prepared for an Ofsted inspection and to manage the inspection process from the Academy perspective</p> <p>Decision making matrix</p>
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	<p>and agreed by Trustees</p> <p><i>Decision making matrix</i></p> <p>To liaise with Ofsted where the MAT is subject to inspection</p> <p><i>Decision making matrix</i></p> <p><i>See also Ofsted 'School inspection handbook' (August 2016)</i></p>	<p>To liaise with Ofsted where the Academy is subject to inspection</p> <p><i>Decision making matrix</i></p> <p><i>See also Ofsted 'School inspection handbook' (August 2016)</i></p>	<p><i>See also Ofsted 'School inspection handbook' (August 2016)</i></p>	<p><i>See also Ofsted 'School inspection handbook' (August 2016)</i></p>
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SEN				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
-	<p>To determine a Trust-wide Special Educational Needs (SEN) and Disability Discrimination Act policy based on a recommendation from the Heads</p> <p>Decision making matrix</p>	<p>To monitor and review the Academy's SEN policy (consistent with the Trust-wide policy), its implementation within the Academy, and compliance with the Disability Discrimination Act requirements</p> <p>Decision making matrix</p> <p>To appoint a designated governor for SEN to liaise with the SENCO and meet as necessary on a termly basis</p> <p>Constitution and Terms of Reference for Local Governing Bodies paragraph 5.5</p>	<p>To provide oversight of the implementation of the Trust-wide SEN policy and support achievement of Trust-wide compliance with the Disability Discrimination Act requirements within the Academies.</p> <p>Decision making matrix</p>	<p>To implement SEN policy and ensure compliance with the Disability Discrimination Act requirements within the Academy</p> <p>Decision making matrix</p> <p>Disability Discrimination Act</p> <p>Special educational needs and disability code of practice: 0 to 25 years</p> <p>To designate a teacher to be responsible for co-ordinating SEN provision (SENCO)</p> <p>Supplemental Funding Agreements, clause 7.A</p> <p>To liaise with the Local Authority in respect of students who have (or might have) SEN</p> <p>Supplemental Funding Agreement, clause 7.A</p> <p>To make provision for SEN pupils with or without an</p>

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				<p>Educational Health Care (EHC) plan</p> <p><i>Supplemental Funding Agreement, clause 7.A</i></p>
Safeguarding				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy

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-	<p>To adopt a Trust-wide Safeguarding policy (including Child Protection policy) based on recommendations from the Heads</p> <p><i>Keeping Children Safe in Education</i></p> <p>To adopt a Trust-wide policy regarding school trips based on recommendations from the Heads</p> <p><i>Decision making matrix</i></p>	<p>To monitor and review a safeguarding and child protection policy for the Academy (consistent with the Trust-wide policy) and to receive, at least annually, a report from the Designated Safeguarding Lead teacher (DSL)</p> <p><i>Decision making matrix</i></p> <p>To appoint a designated governor for safeguarding to liaise with the DSL and meet as necessary on a termly basis</p> <p><i>Constitution and Terms of Reference for Local Governing Bodies paragraph 5.5</i></p> <p>To ensure that a single central record is maintained</p> <p><i>School Staffing (England) Regulations 2009</i></p> <p>To approve school trips in accordance with the Trust-wide policy</p> <p><i>Decision making matrix</i></p>	<p>To ensure that each Academy has appointed a DSL teacher to ensure the Academies are compliant with statutory guidance and to support looked after children</p> <p><i>Master Funding Agreement, clause 2.4</i></p>	<p>To appoint a DSL teacher to ensure the Academy is compliant with statutory guidance and to support looked after children</p> <p><i>Master Funding Agreement, clause 2.4</i></p> <p>To maintain a single central record in accordance with regulations</p> <p><i>School Staffing (England) Regulations 2009</i></p> <p>To approve school trips in accordance with the Trust-wide policy</p> <p><i>Decision making matrix</i></p>
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Behaviour and other Pupil Related Matters				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
<p>To receive an annual report from the Trustees on agreed key performance indicators (KPIs)</p> <p>Decision making matrix</p>	<p>To adopt a Trust-wide behaviour policy based on recommendations from the Heads</p> <p>Independent Schools Standards Regulations 2014, schedule 1, part 3</p> <p>To monitor LGB behaviour policy including a Home-School agreement with advice from the Heads</p> <p>Decision making matrix</p> <p>To receive an annual report from each LGB regarding key performance indicators (KPIs) to include attendance, behaviour and a summary of opportunities to develop values and character through curricular and extra-curricular provision</p>	<p>To approve a behaviour policy for the Academy proposed by the Head (subject to monitoring by the Trust to ensure it is consistent with the Trust-wide policy)</p> <p>Independent Schools Standards Regulations 2014, schedule 1, part 3</p> <p>To participate on committees to review pupil exclusions including permanent exclusions by the Head of the Academy and either confirm the exclusions or direct reinstatement of the excluded pupils</p> <p>School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012</p> <p>Exclusion from maintained schools, academies and pupil</p>	<p>To monitor the levels of attendance in the Academies and the use of Home-School agreements and report annually to the Trustees</p> <p>Decision making matrix</p> <p>To review the overall pattern of exclusions across the MAT and to report on the same annually to the Trustees</p> <p>Decision making matrix</p> <p>To monitor the impact of the pupil premium across the Trust</p> <p>Decision making matrix</p> <p>To review the level of complaints across the Trust</p> <p>Decision making matrix</p>	<p>To prepare a behaviour policy for the Academy (consistent with the Trust-wide policy) for review by the LGB</p> <p>Independent Schools Standards Regulations 2014, schedule 1, part 3</p> <p>To maintain Home-School agreements</p> <p>Decision making matrix</p> <p>To maintain a register of pupil attendance</p> <p>The Education (Pupil Registration) (England) Regulations 2006</p> <p>To report on attendance and pupil absences (as part of the termly KPI report to the LGB)</p> <p>Decision making matrix</p>

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	<p>Decision making matrix</p> <p>To monitor and review the use of exclusions (temporary and permanent) across the Trust</p> <p>Decision making matrix</p> <p>To adopt a Trust-wide complaints policy and receive annual reports from each LGB regarding the level of complaints across the Trust</p> <p>Independent Schools Standards Regulations 2014, part 3</p> <p>Decision making matrix</p> <p>To monitor the implementation of the Prevent Duty and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>Decision making matrix</p> <p>DfE publication - The Prevent Duty, June 2015</p> <p>Master Funding Agreement,</p>	<p>referral units in England: a guide for those with legal responsibilities in relation to exclusion</p> <p>To review attendance and pupil exclusions (in the termly KPI report from the Head)</p> <p>Decision making matrix</p> <p>To approve times of Academy sessions and term dates</p> <p>Decision making matrix</p> <p>To monitor the impact of the pupil premium in the Academy</p> <p>Decision making matrix</p> <p>To adopt an Academy complaints policy (consistent with the Trust-wide policy)</p> <p>Independent Schools Standards Regulations 2014, part 7</p> <p>To hear complaints at the relevant stage including complaints relating to other Academies</p> <p>Independent Schools Standards Regulations 2014,</p>		<p>To exclude pupils for a fixed term or permanently</p> <p>School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012</p> <p>Exclusion from maintained schools, academies and pupil referral units in England: a guide for those with legal responsibilities in relation to exclusion</p> <p>To propose the times of Academy sessions and the dates of Academy terms and holidays and ensure 380 sessions (190 days) for pupils each year unless agreed otherwise by the LGB</p> <p>Decision making matrix</p> <p>To ensure effective deployment of the pupil premium, to monitor its impact and report to the LGB</p> <p>Decision making matrix</p> <p>To prepare an Academy complaints policy consistent with the Trust-wide policy for</p>
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	<i>clause 2.26</i>	<i>part 7</i>		adoption by the LGB <i>Independent Schools Standards Regulations 2014, part 7</i> To hear complaints at the relevant stage <i>Independent Schools Standards Regulations 2014, part 7</i>
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Admissions				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
-	<p>To adopt Trust-wide admissions policies:</p> <ul style="list-style-type: none"> - one for the selective academies; and - one for the non-selective academies <p>Supplemental Funding Agreements, clauses 2F to 2S</p> <p>To receive a report, at least annually, on admissions and appeals</p> <p>Decision making matrix</p>	<p>To undertake consultation, publish an admissions policy and determine arrangements (in accordance with the School Admissions and Appeals Codes) as required and in line with Trust-wide policy</p> <p>Decision making matrix</p> <p>To make arrangements for hearing admission appeals in accordance with the School Admissions and Appeals Codes</p> <p>Supplemental Funding Agreements, clause 2P</p>	<p>To propose Trust-wide admissions policies in consultation with the Heads for adoption by the Trustees</p> <p>Supplemental Funding Agreements, clauses 2F to 2S</p> <p>To provide oversight of and support the implementation of the admissions arrangements across the Trust, including making the arrangements for hearing admission appeals</p> <p>Decision making matrix</p>	<p>To provide direction to the LGB as to requirements under the School Admissions and Appeals Codes.</p> <p>Supplemental Funding Agreements, clauses 2F to 2S</p> <p>To ensure compliance with the Trust-wide policies and determine admissions in accordance with the policies</p> <p>Supplemental Funding Agreements, clauses 2F to 2S</p> <p>To attend admission appeal hearings representing the LGB or to appoint a representative</p> <p>Supplemental Funding Agreements, clauses 2F to 2S</p> <p>To participate in the local school's admissions forum and ensure participation in the fair access protocol as appropriate</p>

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				Supplemental Funding Agreements, clauses 2F to 2S
Information Management				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
-	<p>To adopt a Trust-wide data protection policy and related procedures to cover:</p> <ul style="list-style-type: none"> - the requirement to notify individuals as to how information is to be used and - the matter of safe storage <p>The Data Protection Act 1998</p> <p>To adopt a Trust-wide Freedom of Information (FOI) Policy to ensure compliance with legislation</p> <p>The Freedom of Information Act 2000</p>	<p>To monitor and review a data protection and FOI policy, and related procedures, for the Academy (consistent with the Trust-wide policy)</p> <p>The Data Protection Act 1998</p> <p>The Freedom of Information Act 2000</p> <p>Decision making matrix</p>	<p>To ensure compliance with all data protection and FOI legislation and good practice across the Trust</p> <p>The Data Protection Act 1998</p> <p>The Freedom of Information Act 2000</p> <p>Decision making matrix</p> <p>To support the individual academies on the effective safe storage of data</p> <p>Decision making matrix</p> <p>To maintain accurate and secure staff records</p> <p>The Data Protection Act 1998</p> <p>To ensure registration with the Information Commissioner's Office is up to date</p>	<p>To ensure compliance with all data protection and FOI legislation and good practice in the Academy</p> <p>The Data Protection Act 1998</p> <p>The Freedom of Information Act 2000</p> <p>Decision making matrix</p> <p>To ensure the publication of Academy information as required by regulation, ensuring that all electronic communication, including web pages, are up to date</p> <p>Supplemental Funding Agreement, clause 7 (SEN and disabilities)</p> <p>Master Funding Agreement, clause 2.30 (assessment reporting), clause 4.23 (accounts, Articles, funding)</p>

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			<p>The Data Protection Act 1998</p> <p><i>agreements, details of trustees/ members to be published)</i></p> <p>Independent Schools Standards, Schedule 1, part 6</p> <p>Academies Financial Handbook 2017, paragraph 2.5.2, 3.1.20</p> <p>To maintain accurate and secure pupil records</p> <p>The Data Protection Act 1998</p> <p>To maintain accurate and secure staff records</p> <p>The Data Protection Act 1998</p>	
Staffing				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
(*Resolutions on these items must be agreed at a Special Meeting of the Trustees requiring at least 21 days' notice and attended by at least 75% of the Trustees for the time being. To be effective the number nearest two-thirds of the number of	To define and budget for any overarching management structures at MAT level * Decision making matrix To establish, with advice from the Heads, Trust-wide terms and conditions of employment	To approve the teaching and support staff structure for the Academy Decision making matrix To appoint the Head and Deputy Heads of the Academy	To advise LGBs in respect of the senior leadership and support structures for each Academy and support recruitment of Academy Heads and Deputy Heads Decision making matrix	To determine teaching and support staffing requirements in the Academy in the context of budgetary limits Decision making matrix Finance Regulations To implement Trust-wide

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<p>Trustees attending the Special Meeting or 9 of the Trustees (whichever is the greater) must vote in favour of the Resolution. The Resolutions must also be accepted by majority vote of the Members)</p>	<p>normally based on nationally agreed pay and conditions where these exist</p> <p>Decision making matrix</p> <p>To adopt and review Trust-wide employment policies and procedures to include: staff code of conduct; pay policy; performance management policy; capability policy; sick pay scheme; parental leave scheme; leave of absence scheme; managing absence policy; disciplinary policy; redundancy policy; grievance policy; equality policy; whistleblowing policy; procedures to deal with allegations of abuse against staff; relocation expenses policy; and staff expenses policy</p> <p>Decision making matrix</p> <p>In relation to pay policy, performance management and related capability policy allow LGBs sufficient flexibility to recognize local factors</p> <p>Decision making matrix</p> <p>To appoint and dismiss the Company Secretary, Clerk, and Accounting Officer and Chief</p>	<p>Decision making matrix</p> <p>Academy Heads - Article 107A of the Articles of Association</p> <p>To conduct the performance management of the Head of the Academy and recommend an outcome to the Trustees</p> <p>Decision making matrix</p> <p>To suspend and dismiss the Head and Deputy Heads of the Academy (subject to an appeals process)</p> <p>Decision making matrix</p> <p>To hear appeals under the disciplinary, capability and grievance procedures at the relevant stage (other than any relating to Academy Heads)</p> <p>Decision making matrix</p> <p>To approve applications for early retirement, secondment and leave of absence in line with the limits set out in the agreed policy</p> <p>Decision making matrix</p> <p>To implement the</p>	<p>To advise the Trustees on suitable Trust-wide employment policies and procedures in consultation with the Heads and to ensure their effective implementation including the provision of relevant management information insofar as resources permit</p> <p>Decision making matrix</p> <p>To monitor and review staffing levels across the Trust</p> <p>Decision making matrix</p> <p>To provide Trust-wide payroll and pension services</p> <p>Decision making matrix</p>	<p>employment policies and procedures in the Academy</p> <p>Decision making matrix</p> <p>To appoint teaching staff (below Deputy Head)</p> <p>Decision making matrix</p> <p>To appoint support staff</p> <p>Decision making matrix</p> <p>To suspend or dismiss teaching and support staff in accordance with the agreed policies and procedures</p> <p>Decision making matrix</p> <p>To conduct the performance management of staff in the Academy</p> <p>Decision making matrix</p> <p>To approve applications for early retirement, secondment and leave of absence or make recommendations to the LGB in line with the limits set out in the agreed policy</p> <p>Decision making matrix</p> <p>To recommend appropriate</p>
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	<p>Financial Officer and recommend to the Foundation Board their dismissal or suspension if appropriate</p> <p><i>Decision making matrix</i></p> <p><i>Clerk - Article 81 of the Articles of Association</i></p> <p><i>Accounting officer - Academies Financial Handbook 2017, paragraph 2.1.8</i></p> <p><i>Chief Financial Officer - Academies Financial Handbook 2017, paragraph 2.1.10</i></p> <p>To be represented in the appointment procedures for the Executive Director, Foundation Director of Finance and Academy Heads</p> <p><i>Decision making matrix</i></p> <p><i>Academy Heads - Article 107A of the Articles of Association</i></p> <p>To be represented if appropriate at any capability, disciplinary or grievance hearing in relation to the Executive Director or Foundation Director of Finance</p> <p><i>Decision making matrix</i></p>	<p>organisational development strategy in terms of organisational culture, leadership and talent management (including succession planning, secondment and redeployment in a redundancy situation)</p> <p><i>Decision making matrix</i></p> <p>To implement appropriate development opportunities for all teaching and support staff</p> <p><i>Decision making matrix</i></p>		<p>development opportunities for all teaching and support staff</p> <p><i>Decision making matrix</i></p>
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	<p>To conduct any capability, disciplinary or grievance appeal hearing in relation to the Academy Heads</p> <p><i>Decision making matrix</i></p> <p>To support the performance management review of the Executive Director, Foundation Director of Finance and Academy Heads and any other senior staff with a role across the MAT</p> <p><i>Decision making matrix</i></p> <p><i>Scheme of Governance, paragraph 10</i></p> <p>To approve the recommendations of LGBs in relation to the performance management reviews of Academy Heads unless this would create inequalities</p> <p><i>Decision making matrix</i></p> <p>To adopt and review the organisational development strategy in terms of organisational culture, leadership and talent management (including</p>			
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	<p>succession planning, secondment and redeployment in a redundancy situation)</p> <p>Decision making matrix</p> <p>To agree appropriate development opportunities for senior teaching and support staff</p> <p>Decision making matrix</p>			
Health, Safety and Risk				
Members of the MAT	Trustees of the MAT	Governors on Local Governing Bodies (LGBs)	Executive Director	Head of Academy
	<p>To ensure the audit committee has oversight of Trust-wide risk management and reviews the risk register</p> <p>Terms of Reference for Audit Committee</p> <p>Academies Financial Handbook 2017, paragraph 2.3.9</p> <p>To approve insurance arrangements</p> <p>Academies Financial Handbook 2017, paragraph</p>	<p>To review the risk register of the Academy</p> <p>Scheme of Governance, paragraph 4.12</p> <p>Academies Financial Handbook 2017, paragraph 2.3.9</p> <p>To adopt a health and safety policy for the Academy (in line with the Trust-wide policy) and monitor the arrangements</p> <p>The Health and Safety at Work Act 1974</p>	<p>To prepare the risk register for the Trust and assist each LGB in reviewing its risk register</p> <p>Scheme of Governance, paragraph 4.12</p> <p>Academies Financial Handbook 2017, paragraph 2.3.9</p> <p>To procure buildings and related insurance and make proposals to the Trustees</p> <p>Academies Financial Handbook 2017, paragraph</p>	<p>To prepare the risk register for the LGB</p> <p>Scheme of Governance, paragraph 4.12</p> <p>Academies Financial Handbook 2017, paragraph 2.3.9</p> <p>To prepare a health and safety policy for the Academy (in line with the Trust-wide policy) for adoption by the LGB</p> <p>The Health and Safety at Work Act 1974</p>

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	<p>2.3.11</p> <p>To review and maintain a Trust-wide building strategy and asset management plan (to include an accessibility plan)</p> <p>Decision making matrix</p> <p>Equality Act 2010 (accessibility plan)</p> <p>To adopt and review a Trust-wide health and safety policy</p> <p>The Health and Safety at Work Act 1974</p> <p>To adopt and review a Trust-wide lettings policy</p> <p>Decision making matrix</p>	<p>Decision making matrix</p> <p>To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy</p> <p>The Health and Safety at Work Act 1974</p> <p>Decision making matrix</p> <p>To ensure site inspections are conducted to review any health and safety issues and the security of premises and equipment</p> <p>The Health and Safety at Work Act 1974</p> <p>Decision making matrix</p> <p>To approve a building strategy and asset management plan (to include an accessibility plan) for the Academy</p> <p>Decision making matrix</p> <p>Equality Act 2010 (accessibility plan)</p>	<p>2.3.11</p> <p>Decision making matrix</p> <p>To support the Heads in preparing a buildings strategy and asset management plan (to include an accessibility plan) for each Academy</p> <p>Decision making matrix</p> <p>Equality Act 2010 (accessibility plan)</p> <p>To propose a Trust-wide health and safety policy for the Trustees' approval</p> <p>The Health and Safety at Work Act 1974</p> <p>To monitor and support the implementation of the Trust-wide health and safety policy</p> <p>The Health and Safety at Work Act 1974</p> <p>Decision making matrix</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Head</p>	<p>To monitor accident reporting and agree appropriate actions</p> <p>Decision making matrix</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>Decision making matrix</p> <p>To review security of premises and equipment</p> <p>Decision making matrix</p> <p>To implement the Trust-wide lettings policy</p> <p>Decision making matrix</p> <p>To prepare, in consultation with the Executive Director, a building strategy and asset management plan (to include an accessibility plan) for the Academy</p> <p>Decision making matrix</p> <p>Equality Act 2010 (accessibility plan)</p>
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