



## Scheme of Delegation

## **Oak Learning Partnership Scheme of Delegation Roles and Responsibilities of Governance**

### **STATEMENT OF INTENT**

Oak Learning Partnership Trust ('the Trust) outlines in the Scheme of Delegation the roles and responsibilities of governance. The Scheme of Delegation sets out the different areas of responsibility of Trustees, Senior Executives, Local Governing Bodies (LGBs) and Headteachers. It has been divided into sub-areas in which the responsibilities of each group are shown.

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## 1. Governance

Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Legally responsible for the charities, schools and their governance</li> <li>• responsible for the Board’s own processes in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement</li> <li>• legally responsible for statutory compliance</li> <li>• delegate certain responsibilities to the LGBs and to senior executives</li> <li>• responsible for succession planning and the recruitment of the Charity Chairs, Board Members and LGB Chairs to ensure an appropriate balance of skills and effectiveness</li> <li>• responsible for ensuring that Trustees have the right level of training and induction</li> <li>• responsible for evaluating their own processes and effectiveness</li> <li>• responsible and accountable for evaluating the performance and effectiveness of LGBs</li> <li>• responsible for declaring any business interests</li> <li>• appoint Finance, Risk and Audit Committee with Senior Executives</li> <li>• Appoint Standards and Performance Committee with Senior Executives.</li> </ul>	<ul style="list-style-type: none"> <li>• Act on behalf of the Board to enable it to discharge its duties in relation to statutory compliance and the performance of schools</li> <li>• support the Board and LGBs with their training and new Trustee/LGB member induction</li> <li>• provide the Board and LGBs with advice and guidance to help them improve and evaluate their processes and effectiveness</li> <li>• make recommendations to the Board on local governance model(s)</li> <li>• provide administrative support for the Board</li> <li>• review the quality of clerking to ensure that LGBs have a high quality clerking service to drive improved governance</li> <li>• support the Charity Board in evaluating the performance and effectiveness of LGBs.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for its own processes in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement</li> <li>• responsible for succession planning and the recruitment of LGB members to ensure an appropriate balance of skills and effectiveness</li> <li>• contributes to the recruitment of the LGB Chair</li> <li>• responsible for ensuring that members have the right level of training</li> <li>• responsible for new LGB member induction</li> <li>• responsible for evaluating its own processes and effectiveness</li> <li>• responsible for maintaining its register of business interests</li> <li>• members are responsible for declaring any business interests they have in relation to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for securing provision of administrative support and quality clerking for the LGB.</li> <li>• responsible for ensuring the Department for Education’s (DfE) Get Information about Schools (GIAS) database is kept up to date with required governance information.</li> <li>• Responsible for supporting the LGB to carry out their governance responsibilities.</li> </ul>

2. Strategy			
Trustees (the Board) -	Senior Executives and Central Team-	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Review and agree the overall vision, values, strategy and long- term objectives for the Trust</li> <li>• approve key performance indicators/trust ambitions against which to monitor implementation of strategy and long- term objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and propose strategy to the Board</li> <li>• are responsible for implementing the strategy approved by the Board</li> <li>• develop and propose key performance indicators (KPIs) against the strategy and long- term objectives</li> <li>• monitor progress against strategic aims and KPIs, taking corrective action as required</li> <li>• provide professional support and challenge to schools in developing and implementing their School Development Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for overseeing the implementation of the Board’s strategy as it applies to the school</li> <li>• provide challenge and support for developing the Trust Development Plan</li> <li>• oversees the development and regular updating of the School Development Plan, based on accurate self- evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for developing the School Development Plan in line with Trust expectations and based on accurate self-evaluation</li> <li>• responsible for implementing the Trust Development Plan.</li> </ul>

### 3. School Improvement

Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Create robust accountability, oversight and assurance for educational performance</li> <li>• hold executive leaders to account for the educational performance of the Trust and its pupils, and the performance management of staff</li> <li>• accountable for the attainment and progress of disadvantaged pupils who attract the pupil premium, catch up and other targeted payments.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide professional support and challenge to schools to help drive improvement and high academic standards</li> <li>• set annual performance targets for schools relating to academic performance</li> <li>• responsible for monitoring the schools' performance</li> <li>• report to Trustees on schools' performance against targets</li> <li>• responsible for monitoring the schools' response to the recommendations of the last inspection</li> <li>• responsible for monitoring pupils' progress and attainment</li> <li>• responsible for monitoring progress and attainment of different groups of pupils (including but not limited to pupil premium and others facing financial disadvantage, special educational needs and disability, looked after children, different ethnic groups with English as an Additional Language, most able pupils, differing ability cohorts).</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for supporting the school in its self-evaluation of significant strengths and weaknesses</li> <li>• responsible for knowing, understanding and challenging the school's response to the recommendations of its last inspection</li> <li>• responsible for knowing, understanding and challenging pupils' overall progress and attainment</li> <li>• responsible for knowing, understanding and challenging progress and attainment of different groups of pupils (including but not limited to pupil premium and others facing financial disadvantage, special educational needs and disability, looked after children, different ethnic groups with English as an Additional Language, most able pupils, differing ability cohorts).</li> <li>• responsible for knowing, understanding and challenging the provisions in place to support pupils' progress and attainment (and the progress and attainment of specific groups), and for knowing and understanding the impact of those provisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the accurate self-evaluation of the school, its strengths and weaknesses and for implementing a plan of action to improve and develop based on the evaluation</li> <li>• has a detailed understanding of pupil attainment and progress (and the attainment and progress of specific groups), underpinned by sound evidence (including at individual pupil level)</li> <li>• ensures appropriate action is taken in a timely, consistent and strategic way to address areas of weakness and improve academic performance, drawing on the best available evidence and monitoring impact.</li> </ul>

#### 4. Curriculum

Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>Responsible for oversight of the curriculum as part of the overall strategy for school improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Propose and develop curriculum that delivers the strategy</li> <li>provide curriculum guidance for all schools (KS1-KS5)</li> <li>provide guidance, as appropriate, relating to qualifications (KS4 and KS5)</li> <li>monitor the implementation of the curriculum across the Trust</li> <li>(with the LGB) support, challenge and advise the school in the development and implementation of its curriculum policy and, where appropriate, qualifications policy</li> <li>(with the LGB) support, challenge and advise the school in the development and implementation of its extra-curricular provision</li> <li>responsible for monitoring statutory compliance on behalf of the Board.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for agreeing the principles on which the school's curriculum policy (KS1 - KS5) is based.</li> <li>Responsible for agreeing the principles on which the school's qualifications policy (KS4-5) is based</li> <li>responsible for knowing and understanding the school's own evaluation of the quality of its curricular and extra-curricular provision</li> <li>(with the Senior Executives) support, challenge and advise the school in the development and implementation of its curriculum policy and, where appropriate, qualifications policy</li> <li>(with the Senior Executives) support, challenge and advise the school in the development and implementation of its extra-curricular provision.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the development and implementation of the school's curriculum policy (KS1-KS5) and, where appropriate, qualifications policy (KS4 and KS5) in line with guidance</li> <li>responsible for the development and implementation of the school's extra-curricular provision</li> <li>responsible for monitoring and evaluating the impact of the school's curricular and extra-curricular provision.</li> </ul>

5. Early years foundation stage (EYFS) (as applicable)			
Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Receive annual reports on compliance, standards and proposed actions to address issues</li> <li>• review data on EYFS performance across all Trust schools with EYFS provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for monitoring statutory compliance with respect to EYFS.</li> <li>• review data on EYFS performance</li> <li>• provide advice, guidance, support and challenge with respect to EYFS provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for monitoring the school's evaluation of the quality of EYFS provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for quality of provision of EYFS, and for implementing actions to address weaknesses.</li> </ul>



## 6. Welfare and child protection

Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Accountable for setting overall policies for safeguarding and child protection to ensure appropriate action is taken in a timely manner to safeguard and promote children’s welfare</li> <li>• appoint a named safeguarding Trustee</li> <li>• Agree the strategic vision for the spiritual, moral, social and cultural development of pupils.</li> <li>• review on an annual basis each school’s safeguarding policy and practices.</li> <li>• monitor data in relation to safeguarding incidents and their resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide safeguarding and child protection guidance for all schools, in line with statutory guidance and non-statutory national guidance</li> <li>• monitor the implementation of the safeguarding and child protection guidance</li> <li>• carry out safeguarding audit visits to monitor compliance with policies and effectiveness of practice</li> <li>• responsible for monitoring that each LGB is effectively scrutinising statutory compliance with respect to safeguarding and child protection for all schools on behalf of the Board</li> <li>• responsible for monitoring statutory compliance with respect to the quality of spiritual, moral, social and cultural development of pupils on behalf of the Board</li> <li>• ensure all Board members have the appropriate child protection checks and are recorded on the Trust Single Central Record.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoints an LGB member to have specific responsibility for welfare and child protection in the school, reporting to full LGB as appropriate</li> <li>• checks SCR at least annually</li> <li>• nominates an LGB member (usually the Chair) to liaise with the LA or partner agencies</li> <li>• monitors, supports and challenges the welfare and child protection in the school including               <ul style="list-style-type: none"> <li>(i) child protection (ii) exclusions (iii) serious disciplinary incidents (iv) attendance and (v) behaviour</li> </ul> </li> <li>• responsible for knowing and understanding the school’s own evaluation of the quality of spiritual, moral, social and cultural development of pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for safeguarding and child protection within the school</li> <li>• responsible for identifying risks to effective safeguarding and taking action to reduce potential risks</li> <li>• responsible for the quality of spiritual, moral, social and cultural development of pupils</li> <li>• responsible for ensuring that school policies and practices take into account the procedures and practice of the local authority</li> <li>• responsible for providing reports on welfare and child protection to the LGB and Senior Executives.</li> </ul>

7. Links with parents, carers, guardians and the wider community			
Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Ensure development of strategy for links with parents and carers</li> <li>• reputational responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop strategy for links with parents and carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for monitoring the school's links with parents, carers, and the wider community</li> <li>• responsible for supporting and challenging the school to improve and develop links.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for developing effective links with parents, carers and the wider community.</li> </ul>

8. Review of local school policies, processes and procedures

Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>Review and approve on an annual basis each school's child protection policy on the recommendation of the Trust's named Safeguarding Trustee.</li> <li>review and approve the Trust Health &amp; Safety Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Development of exemplar policies, policy guidance and compliance checklists</li> <li>monitor schools' adherence to the cycle of policy reviews.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adherence to regular cycle of school policy reviews</li> <li>ensure that practice within the school reflects most up-to-date policy documents – if practice does not follow policy guidance then policies are not effective and should be reviewed</li> <li>regular cycle of process scrutiny e.g.residential compliance, attendance registers, complaints log, work experience procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updating of all school policies</li> <li>regular updating of process and procedures e.g. attendance registers, complaints log, work experience procedures</li> <li>ensure school's compliance with the Trust Health and Safety Policy</li> <li>ensures that individual school health and safety policies are reviewed in accordance with Trust requirements including those determined by local risk assessment.</li> </ul>

9. Communication			
Trustees (the Board) -	Senior Executives and Central Team -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Set and share a clear vision, strategy, strategic ambitions and long term objectives for The Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure good communication between the Board, LGB Chairs, Headteachers and other staff.</li> <li>• ensure that staff understand relevant organisational priorities.</li> <li>• ensure that schools are communicating appropriately with their communities.</li> </ul>	<ul style="list-style-type: none"> <li>• LGB Chair (with Headteacher) responsible for ensuring LGB members have all the information they require to be well informed about both the school and The Trust.</li> <li>• LGB Chair (with Headteacher) responsible for ensuring the views of the LGB are well communicated to Trustees and Senior Executives including communicating via the CEO Report.</li> <li>• responsible for submitting agendas / papers / minutes for LGB meetings to the appropriate staff.</li> <li>• responsible for ensuring the activities of the LGB are communicated clearly to the school community.</li> <li>• monitors communication with staff, parents and community to ensure that priorities are well understood and issues of concern addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• (With LGB Chair) responsible for ensuring LGB members have all the information they require to be well informed about both the school and the Trust.</li> <li>• (with LGB Chair) responsible for ensuring the views of the LGB are well communicated to Trustees and Senior Executives.</li> <li>• ensures that organisational priorities are understood by staff, parents and pupils as appropriate.</li> </ul>

10. Inspection			
Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Receive inspection reports and lessons learned as appropriate</li> <li>• receive reports regarding proposed actions to address key issue where a school is found to be inadequate or requiring improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support to the school prior to, during and after inspections.</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the requirements of the inspection process and supports the Headteacher</li> <li>• responsible for engaging fully with the inspection process</li> <li>• communicates the outcomes of the inspection process to parents and carers in line with statutory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for ensuring all staff and the LGB fully understand requirements of the inspection process.</li> </ul>

11. Quality of Teaching			
Trustees (the Board) -	Senior Executives	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Monitor and evaluate the quality of teaching within the Trust and ensure that sufficient resources are allocated to deliver the highest possible quality of teaching</li> <li>• ensure that the quality of teaching within the Trust is monitored and evaluated, and that resources are being used to best effect to improve it.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for supporting, challenging and advising the school on its programme of improvement</li> <li>• Responsible for monitoring statutory compliance on behalf of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for knowing and understanding the school's own evaluation of the quality of teaching</li> <li>• with the Senior Executives, responsible for supporting and challenging the school in its programme of improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the quality of teaching in the school</li> <li>• responsible for the accurate self-evaluation of the quality of teaching, its strengths and weaknesses and for taking action to improve the quality of teaching.</li> </ul>

12. Recruitment of staff

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Responsible for the recruitment and appointment of the Chief Executive Officer</li> <li>• subject to availability and at the invitation of the Senior Executives, contribute to the recruitment and appointment of Headteachers.</li> </ul>	<ul style="list-style-type: none"> <li>• provide the Board and schools with professional HR support and advice relating to the recruitment of staff</li> <li>• responsible for the recruitment and appointment of Headteachers</li> <li>• responsible for recruitment to Central Team positions</li> <li>• responsible for monitoring the Central Team Single Central Record (SCR) and statutory compliance with safer recruitment on behalf of the Board</li> <li>• support the Headteacher by joining appointment panels or otherwise contributing to the appointment process of senior leadership team members</li> <li>• provide LGBs and schools with relevant data regarding staff recruitment and retention.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to the appointment of the Headteacher in close consultation with the Senior Executives</li> <li>• supports the Headteacher by joining appointment panels for senior leadership posts or otherwise contributing to the appointment process</li> <li>• using data provided by the school and Senior Executives , stays fully aware of the school's activity in terms of its staff, staffing structures and more general HR data, and can support and challenge appropriately</li> <li>• responsible for knowing and understanding the training requirements for safer recruitment including LGB members' training if taking part in recruitment processes.</li> <li>• supports the Headteacher with any staff restructure plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the recruitment and appointment of school staff other than the Headteacher</li> <li>• responsible for communicating senior staff appointments to the LGB</li> <li>• reports on recruitment and more general HR issues to Senior Executives and the LGB</li> <li>• responsible for the accuracy of the school's Single Central Record and statutory compliance with safer recruitment requirements.</li> <li>• consults with the LGB on staff restructure plans.</li> </ul>

13. Staff professional development			
Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Ensure that staff development is given appropriate attention and resource by the Senior Executives</li> <li>• through monitoring performance of the organisation, challenge and support the Senior Executives to develop the capability of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the organisation provides appropriate professional development opportunities for all staff</li> <li>• provide support for professional development, training, induction, talent development and succession planning across the Trust</li> <li>• lead strategic vision and the overall staff development strategy</li> <li>• develop and implement the training strategy, including delivery (directly or via commissioned support) of professional development programmes where appropriate.</li> <li>• <b>Develop and implement a talent management strategy</b> <i>Get CR's opinion</i></li> </ul>	<ul style="list-style-type: none"> <li>• monitors effectiveness of professional development, talent management and succession planning and supports and challenges appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• develops and implements the school's continuing professional development (CPD) strategy, including delivery of CPD aligned with the school's improvement plan targeted to different groups of staff</li> <li>• reports on CPD and its impact to LGB and the Senior Executives</li> <li>• maintains a structured approach to talent management and succession planning at school level</li> <li>• ensures staff are able to benefit from appropriate Trust-wide professional development opportunities, considering the Trust talent management strategy.</li> </ul>



14. Performance management

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Responsible for approving overall policies for performance management and pay</li> <li>• directly responsible for the performance management of the Chief Executive Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop overall policies for performance management and pay</li> <li>• directly responsible and accountable for the performance management of Headteachers and all Central Team staff</li> <li>• provide professional support for performance management across all schools</li> <li>• monitor performance management across all schools</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the Headteacher in monitoring the performance management of staff</li> <li>• reviews pay processes before making recommendations to Trustees</li> <li>• reviews the performance management of the Headteacher and makes recommendations to Trustees</li> <li>• hears appeals as part of the grievance, capability or disciplinary process.</li> </ul>	<ul style="list-style-type: none"> <li>• implements Trust performance management/pay policies for staff in school</li> <li>• provides reports on performance management to the LGB</li> <li>• ensures that approaches to pay and performance management are conducted in a manner that adheres to equality legislation requirements.</li> </ul>

## 15. Finance

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Legally responsible for the charities' assets and accounts and for statutory compliance</li> <li>• maintain robust financial oversight in accordance with the Education and Skills Funding Agency (ESFA) Academies financial handbook</li> <li>• review and support a rolling 3 year strategic vision for the finances of the Trust, the individual charities and the schools in accordance with the strategy</li> <li>• set the financial parameters for the schools' budgets and 3 year forecasts and approve the consolidated position for each charity</li> <li>• develop and monitor the strategic plan for capital expenditure, considering all schools' 3 Year Plans.</li> <li>• consider management accounts minimum of six times a year (Chair to consider on a monthly basis)</li> <li>• ensure an appropriate, reasonable and timely response to any findings given by auditors, taking the opportunity to strengthen the systems of financial management and control.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for compliance with the ESFA Academies financial handbook</li> <li>• develop a rolling 3 year financial plan in accordance with the strategic vision</li> <li>• act on behalf of the Board to discharge the duties in relation to statutory compliance and financial performance of the schools</li> <li>• provide accounting, financial planning, treasury and financial systems services for schools</li> <li>• work closely with the Headteacher and school in the preparation of the budget and 3 year forecast, setting national assumptions and reviewing and challenging locally set assumptions</li> <li>• prepare the consolidated charity budgets for approval by the Board</li> <li>• monitor the schools' financial performance and challenges where there are variances to budget and the 3 year forecast</li> <li>• cooperate with auditors and implement their reasonable recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides challenge and support to the Headteacher in preparing draft budget submissions to Central Team within the budget timetable and meeting Trust financial requirements</li> <li>• receives summary management accounts monthly from Central Team to ensure the LGB is fully aware of the school's financial performance</li> <li>• challenges and supports the school where there are variances to budget and the 3 year forecast in order to achieve budget overall</li> <li>• advises the Headteacher on priorities for the strategic plan based on budget assumptions</li> <li>• contributes views in relation to priorities within the final budget and 3 year forecast</li> <li>• (with the Headteacher), responsible for recommending capital expenditure priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with the LGB and Senior Executives in the preparation of the budget and 3 year forecast for approval by the Board in line with Trust financial requirements</li> <li>• responsible for controlling costs and ensuring budget commitments are met</li> <li>• responsible, with the LGB, for developing capital expenditure priorities for submission in line with the 3 Year Plan</li> <li>• ensures compliance with all Trust financial policies and procedures</li> <li>• cooperates with auditors and implements their reasonable recommendations.</li> </ul>

16. Risk management

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Overall responsibility for the risk management framework</li> <li>• approve the Trust Risk Management Policy, including setting risk tolerances and determining risk appetite</li> <li>• consider the minutes of the Finance, Risk and Audit Committee, including the committee's review of the Risk Register, and an annual report from the Chair of the committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the strategic risks facing the organisation</li> <li>• draft and implement a Trust Risk Management Policy</li> <li>• maintain, regularly review and update the Trust Strategic Risk Register</li> <li>• audit school compliance with policy including existence and regular review of school key risk register.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees risk management at the local level, including regular reviews of the school risk register.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for risk management at their school, including the maintenance and regular review of a school risk register by SLT.</li> </ul>

17. Health & safety

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Form the corporate body and serve as the employer under the Health and Safety at Work Act 1974</li> <li>• responsible for approving overall policies for health and safety that are applicable to all Trust operations</li> <li>• periodically review organisational health and safety performance</li> <li>• ensure adequate resources are made available for the discharge of the employer’s health and safety duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint a competent health and safety professional to develop health and safety policies and monitor performance</li> <li>• decide the Trust’s approach to risk with regard to health and safety compliance</li> <li>• provide health and safety support to all schools and Central Team</li> <li>• provide Central Team staff with the training, information, instruction and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoints an LGB member to have specific responsibility for health and safety in the school, reporting to full LGB as appropriate</li> <li>• monitors, supports and challenges the health and safety performance at the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable for health and safety performance within the school</li> <li>• responsible for the implementation of health and safety policies and for statutory compliance</li> <li>• ensures that all staff within their school have received sufficient training, information, instruction and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner</li> <li>• responsible for providing reports on health and safety to the LGB</li> </ul>

18. Buildings and maintenance

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>Review and support the strategy plan for capital expenditure, considering the Building Maintenance 3-5 Year Plan.</li> <li>review capital project proposals and allocate capital funds in accordance with the charities' finances.</li> </ul>	<ul style="list-style-type: none"> <li>Develop a rolling 3- 5 Year Building Maintenance Plan for capital expenditure, considering all schools' five year plans</li> <li>provide the Board and schools with professional support, challenge and advice relating to the management of buildings and estates</li> <li>review, prioritise and approve proposals for capital investment</li> <li>responsible for monitoring compliance with statutory regulations relating to premises and accommodation.</li> <li>receive, review and report to the Board and relevant committees on proposals for schools planned capital works.</li> </ul>	<ul style="list-style-type: none"> <li>Monitors planned and approved capital works</li> <li>monitors the impact of the strategic plan on the quality of school buildings</li> <li>responsible, with the Headteacher, for developing priorities for capital expenditure and large scale 'minor works' in line with the strategic plan.</li> <li>supports the Headteacher in preparing curriculum-based business plans for capital projects.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the maintenance of the school and facilities, with support from Central Team</li> <li>responsible, with the LGB, for developing priorities for capital expenditure and large scale 'minor works' in line with the strategic plan.</li> <li>develops curriculum-based business plans for capital projects.</li> </ul>

19. Provision of information			
Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>Accountable for the provision of clear and regular information to a range of relevant bodies</li> <li>accountable for statutory compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor statutory compliance on behalf of the Board</li> <li>responsible for monitoring statutory compliance in relation to the information provided to the regulators, parents and others on behalf on the Board</li> <li>provide guidance and model policies.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for monitoring the quality of information provided by the school</li> <li>responsible for supporting and challenging the school on the quality of information</li> <li>responsible for reviewing school policies and their implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the development and implementation of school policies in line with statutory requirements and Trust guidance</li> <li>ensures LGB access to all information provided to regulators, parents, prospective parents and the local community</li> <li>ensures the information provided by the school is of a high quality.</li> </ul>

20. Data protection/General Data Protection Regulation (GDPR)

Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Accountable for compliance with all data protection legislation</li> <li>• ensure that the Senior Executives appoint a Data Protection Officer (DPO)</li> <li>• ensure adequate resources for GDPR compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint a DPO who will:               <ul style="list-style-type: none"> <li>(i) decide response to data breaches including reporting to the Information Commissioner’s Office (ICO)</li> <li>(ii) ensure Group ICO notifications are accurate and up to date</li> <li>(iii) prepare, review and update data protection policies</li> <li>(iv) ensure Central Team GDPR compliance</li> <li>(v) arrange training for school Data Protection Leads (DPLs) on policy and procedure</li> <li>(vi) audit schools’ GDPR compliance</li> <li>(vii) update DPLs on ICO guidance and decisions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a DPL is appointed</li> <li>• review compliance with DPL.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint a DPL of sufficient seniority</li> <li>• provide DPL with adequate support and resource to fulfil their role</li> <li>• ensure compliance with Trust data protection policies and procedures</li> </ul>

21. Handling of complaints			
Trustees (the Board) -	Senior Executives -	Local Governing Body -	Headteacher -
<ul style="list-style-type: none"> <li>• Ensure that a suitable complaints policy exists</li> <li>• receive and where appropriate investigate complaints about an LGB Chair.</li> <li>• receive and pass on to the relevant Executive complaints from the Department for Education (DfE), the Education and Standards Funding Agency (ESFA), Ofsted, Independent Schools Inspectorate (ISI) and similar bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Put in place a suitable complaints policy</li> <li>• responsible for monitoring statutory compliance in relation to complaints</li> <li>• provide guidance and model policies on complaints handling</li> <li>• ensure that complaints received by the Central Team are directed to the appropriate person in line with the complaints policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for handling and monitoring of complaints</li> <li>• responsible for managing and hearing any appeals as part of the complaints process</li> <li>• receives regular reports from the Headteacher on all complaints.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for responding to and dealing with all complaints</li> <li>• provides the LGB with regular reports on all complaints.</li> </ul>