

Trent Academies Group - Roles and Responsibilities

GOVERNANCE

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
<p>Determine the mission statement, direction, values and aims of the Trust.</p> <p>Review and amend the Articles of Association.</p> <p>Change the name of the Trust.</p> <p>Hold to account the Board of Directors in their work to execute the mission and strategy of the Trust.</p>	<p>Working with the members to determine the mission statement, direction, values, and aims of the Trust and execute these on an ongoing basis.</p> <p>Ensure compliance with the Funding Agreements.</p> <p>Appoint Trust auditors and a Company Secretary (if required).</p> <p>Hold the CEO and Executive Team to account for the performance of the Trust.</p> <p>Receive annual and termly reports from the CEO and Executive Team on the performance of the Trust.</p> <p>Approve the growth strategy for new schools and existing academies wishing to join the Trust.</p> <p>Determine the process for the preparation and adoption of Trust policies to ensure their compliance with education and other statutory guidance.</p> <p>Approve and review a written scheme of delegation for Academies.</p> <p>Appoint and/or approve the appointment of members of Local</p>	<p>Advise and support the Directors on educational policy and practice.</p> <p>Secure professional advice on behalf of the Directors.</p> <p>Contribute to the CEO's annual and termly reports.</p> <p>Attend Directors' meetings as required.</p> <p>On behalf of the Directors prepare and review all Trust policies to ensure their compliance with education and other statutory guidance.</p> <p>Recommend proposals to the Directors for new schools joining the Trust following the due diligence process.</p> <p>Ensure effective communication with all stakeholders.</p> <p>Challenge and support the Chairs of Governors on the leadership of their respective LGBs.</p> <p>Appoint Clerks to the LGBs.</p>	<p>Uphold and champion the MAT vision and values.</p> <p>Ensure that the Academy has a medium to long-term vision aligned to that of the Trust, and a robust strategy to achieve this.</p> <p>Designate Governors or Committees with specific responsibilities for achievement, safeguarding/child protection, SEND, pupil premium, health and safety and financial matters.</p> <p>Adopt and implement prescribed Trust policies.</p> <p>Ensure Academy policies are in place following Trust guidelines where provided.</p> <p>Establish systems and procedures for receiving and responding to pupil, parent and staff feedback.</p> <p>Appoint Governors according to the Scheme of Delegation.</p> <p>Hold the Principal and Senior Leaders to account for the performance of the academy.</p>	<p>Uphold and champion the MAT vision and values.</p> <p>Attend meetings of the LGB and to provide a Headteacher's report for the Governors and CEO.</p> <p>Contribute to the amendment and implementation of Trust-wide policies as recommended by the Executive Team.</p> <p>With Governors determine the short and long-term vision for the academy within the context of the Trust.</p>

	Governing Bodies/Local Advisory Councils.			
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FINANCE

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
Removal of auditors	<p>Ensure the financial probity of the Trust</p> <p>Appoint auditors, including statutory auditors.</p> <p>Ensure proper financial controls are in place at the Academies.</p> <p>Appoint a Lead Finance Officer.</p> <p>Ensure an Accounting Officer is in place.</p> <p>Ensure proper financial controls are in place.</p> <p>Approve the annual budget, and any significant changes, for the Trust.</p> <p>Approve any significant changes to the approved budget.</p> <p>Sign off annual accounts and report.</p> <p>Approve CEO expenses in line with Trust policy.</p> <p>Appoint a Finance Committee and receive reports on a termly basis</p>	<p>CEO to fulfil the role of the Accounting Officer.</p> <p>Company Secretary to maintain a register of business interests across the Trust.</p> <p>LFO to open and manage bank facilities for Academies.</p> <p>LFO to ensure proper financial controls are in place.</p> <p>CEO to approve expenses for the Executive Team.</p> <p>LFO to ensure adequate risk, financial and asset management systems are in place across the Trust.</p> <p>LFO to prepare the annual budget for the Trust.</p> <p>Monitor the income, expenditure, cash flow and balance sheet of the Trust.</p> <p>Scrutinise the budgets for the Trust and its Academies for recommendation to the Trustees' Finance Committee.</p> <p>Provide monitoring reports for the Directors.</p>	<p>Ensure financial probity of the Academy/ School.</p> <p>Appoint a Local Governor or Committee responsible for Finance.</p> <p>Recommend for approval the annual budget for the Academy.</p> <p>Monitor the income, expenditure and cash flow of an Academy by receiving and approving management accounts.</p> <p>Ensure any variances from the budget are reported and approved.</p>	<p>Ensure proper financial controls are in place and managed at the Academy.</p> <p>Monitor and report the income, expenditure and cash flow of an Academy to the CEO and LGB.</p> <p>Where a Finance Manager is in post, prepare monitoring reports for the LGBs.</p> <p>Approve staff expenses at the Academy in line with Trust policy</p>

		Provide academies with accurate monthly financial reports.		
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Trent Academies Group - Roles and Responsibilities

CONTRACTS

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	<p>Set the delegated levels of authority for contracts.</p> <p>Board approval of contracts above certain levels.</p> <p>Approval of any services contracts.</p>	<p>CFO to review opportunities for collaborative procurement</p> <p>CFO to enter into central procurement contracts ensuring value for money.</p> <p>Make arrangements for payments within agreed financial limits.</p>	<p>Approve contracts within the limits of delegation and within an agreed budget.</p> <p>Support the Directors in their monitoring and evaluation of the delivery of central services/functions provided or procured by the Trust for the Academy.</p>	<p>Authorise payments within agreed financial limits.</p> <p>Enter into contracts within an agreed budget, considering central procurement, ensuring value for money.</p> <p>Act as a signatory of an Academy specific bank account.</p>

SPECIAL EDUCATIONAL NEEDS / DISABILITIES

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	<p>Fulfil responsibilities for SEND and liaise with Local Authorities on statutory responsibilities.</p>	<p>Review Trust-wide SEND performance and alert any concerns to the Directors.</p> <p>Ensure academies have adequate SEND policies in place.</p> <p>Ensure Trust and Academy compliance with Equalities legislation.</p>	<p>Appoint a Local Governor responsible for SEND and inclusion.</p> <p>Review and maintain the Academy's SEND policy.</p> <p>Provide oversight of the implementation of the policy within the Academy and compliance with Equalities legislation.</p>	<p>Designate a teacher to be responsible for co-ordinating SEND provision.</p> <p>Publish on the website a SEND policy, Information Report and Local Offer.</p> <p>Liaise with the local authority in respect of pupils who have (or might have) SEND.</p>

				<p>Make provision for SEND pupils with or without a statement or Education, Health and Care Plan.</p> <p>Ensure compliance with Equalities legislation.</p>
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WELFARE OF CHILDREN AND YOUNG PEOPLE

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	<p>Adopt a Trust-wide safeguarding and child protection policy.</p>	<p>Make arrangements for safeguarding/ SEND audits to be conducted across all Academies.</p> <p>Review Academy information and refer areas of concern to the Directors.</p> <p>Ensure appropriate safeguarding/SEND policies are in place in each Academy.</p> <p>Ensure each Academy has appointed a designated teacher for:</p> <ul style="list-style-type: none"> •safeguarding (Designated Safeguarding Officer) •looked after children •SEND/Inclusion <p>Monitor the effectiveness of the Academies behavioural policies.</p>	<p>Appoint a designated Governor for safeguarding, looked after children and SEND.</p> <p>Review and approve safeguarding, child protection and SEND policies consistent with the Trust-wide policies.</p> <p>Oversee the completion of the single central record and its regular updating.</p>	<p>Appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance.</p> <p>Review and maintain safeguarding, child protection and SEND policies consistent with the Trust-wide policies.</p> <p>Ensure the single central record is maintained.</p> <p>Approve off-site visits for pupils of more than 24 hours.</p> <p>Ensure effective arrangements for the monitoring of the progress and welfare of students educated off-site.</p>

Trent Academies Group - Roles and Responsibilities

ADMISSIONS AND EXCLUSIONS

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	<p>Approve any significant changes to admission arrangements.</p>	<p>Provide oversight of and support of the implementation of the admissions arrangements across the Trust.</p> <p>Ensure that the impact of any proposed changes to an Academy's admission arrangements are considered in light of the other Academies/ schools the area.</p>	<p>Ensure the Academy complies with the requirements under the School Admissions and Appeals Codes.</p> <p>Make arrangements for determining admissions, exclusions and hearing appeals.</p> <p>Undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes.</p>	<p>Seek approval from the Directors of any significant changes or increase in PAN.</p> <p>Make arrangements for determining admissions, exclusions and hearing appeals.</p> <p>Ensure effective arrangements are in place for pupil requirement.</p> <p>Ensure participation in the fair access protocol.</p>

Trent Academies Group - Roles and Responsibilities

STAFFING

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	<p>Approve the staffing structure for the Trust and determine the delegation of staffing appointments.</p> <p>To conduct the HR functions on behalf of the Directors in line with Trust policies.</p>	<p>CEO to determine the Executive Team in consultation with the Board.</p> <p>Advise the Directors on Trust staffing policies and procedures and ensure their effective implementation.</p> <p>Monitor and review staffing changes across the Trust, highlighting risks.</p> <p>Maintain accurate and secure staff records.</p> <p>Ensure Trust and Academy compliance with Equalities legislation.</p>	<p>Engage with the CEO* (*or Executive Team member) in the appointment of the Headteacher/Head of School.</p> <p>To work with the CEO to appoint, suspend and dismiss Headteacher /Head of School</p> <p>Determine appraisal/ performance review Governors for Headteacher/Head of School.</p> <p>Support the CEO* in the performance review of the Headteacher/ Head of Academy</p> <p>In consultation with the CEO* determine an appropriate staffing structure for the Academy and ensure the Academy is fully staffed accordingly.</p> <p>Monitor effective communication between the Headteacher/ Head of School and the Executive Team.</p>	<p>In consultation with the CEO* and Governors determine the Academy's staffing structure within a balanced budget.</p> <p>Implement the Trust-wide policies and procedures.</p> <p>Appoint, suspend or dismiss teaching and support staff in line with Trust policies.</p> <p>Determine the line management and Appraisal structure for conducting the performance reviews of Academy staff.</p> <p>Approve applications for secondment and leave of absence.</p> <p>Ensure compliance with Equalities legislation.</p>

			Oversee the effective implementation of all the Trust's policies and compliance with Equalities legislation.	
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Trent Academies Group - Roles and Responsibilities

INFORMATION MANAGEMENT AND COMMUNICATION

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	Governance of data and information held by the Trust in line with applicable laws.	<p>Ensure compliance with all data protection requirements.</p> <p>Support individual academies on the effective safe storage of data.</p> <p>Ensure registration with the Information Commissioner's Office is up to date.</p>	<p>Ensure the effective implementation of the data protection policies and procedures in the Academy.</p> <p>Ensure systems are in place for effective communication with all stakeholders: pupils, parents/carers, staff and the wider community including local parent teacher associations.</p>	<p>Ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date.</p> <p>Maintain accurate and secure pupil records for the Academy.</p> <p>Implement compliance with all data protection requirements as directed by the Trust Executive team.</p>

RISK MANAGEMENT, HEALTH, SAFETY AND ESTATES

Members	Board of Directors	Trust Executive Team	LGBs	Headteacher / Head of Academy
	Ensure an effective risk management strategy for	Maintain a Trust risk register.	Appoint a Local Governor or Committee	With the Chair of the LGB maintain and update the risk

	<p>all aspects of the Trust's work is in place.</p> <p>Approve insurance arrangements.</p>	<p>Review and determine actions arising from external and internal risk registers including those from LGBs and report to Directors.</p> <p>Monitor the implementation of the Academy's health and safety policy across the Academies.</p>	<p>responsible for health and safety</p> <p>Review the risk register of the Academy to submit to Executive Team.</p> <p>Monitor and approve on appropriate health and safety policy for the academy line with Trust guidelines.</p>	<p>register of the Academy.</p> <p>Devise and implement an appropriate health and safety policy for the academy, in line with Trust guidelines</p>
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