



Learning Changes Lives

## Roles and Responsibilities Matrix

Governance				
Members	Trustees	LGB	Executive HT	HOS
<p>To review and amend the Articles of Association.</p> <p>To Change the name of the Academy Trust</p> <p>Receives an annual report from the Trustees on the Academy's performance.</p> <p>To remove Trustees</p>	<p>To review and amend the Scheme of Governance.</p> <p>To review and amend the Constitution and Terms of Reference of the Local Governing Bodies.</p> <p>To determine the Scheme of Delegation</p> <p>To determine the educational character, mission and ethos of the Trust.</p> <p>To ensure that the Academy has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision.</p> <p>To appoint a Clerk to the Trustees</p> <p>To review and amend the polices (undelegated) of the Academy Trust.</p>	<p>To champion Whinless Down Academy Trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils.</p> <p>To ensure that the individual school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision</p> <p>To appoint (and remove)the chair and Vice Chairs of the LGB</p> <p>To appoint a Clerk to the LGB.</p> <p>To appoint from its number, Local Governors with specific responsibilities for SEND, child protection, pupil premium</p> <p>To review and amend the polices delegated by the board of Trustees.</p> <p>To implement a means whereby the individual school can receive and react to parental feedback.</p> <p>To establish and maintaining a relationship with members of the local community.</p>	<p>To determine the educational and spiritual character, mission or ethos of a particular school within the Academy (to the extent that is is not inconsistent with that of the Trust) and in collaboration with the HOS.</p> <p>To support the appointment process of the Clerk</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To support the Trustees and the Schools in the preparation of Trust-wide and School specific policy requirements.</p> <p>To attend meetings of the Trustees and to provide a CEO's Report.</p>	<p>To implement the educational character, mission or ethos of a particular school (to the extent that it is not inconsistent with that of the Trust) as determined by the Exec. HT.</p> <p>To lead meetings of the LGB and to provide a HT report.</p> <p>To tailor Trust-wide polices to the individual school in which they work.</p>



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Finance						
Members	Trustees	FSAC	LGB	Executive HT	ABM	HOS
	<p>To appoint external auditors</p> <p>To appoint internal auditors</p> <p>To sign off annual accounts and report</p> <p>To appoint a FSAC</p> <p>To approve the annual budget for the Academy Trust.</p> <p>To approve the financial scheme of delegation.</p> <p>To appoint an Accounting Officer.</p> <p>To maintain a register of business interests.</p> <p>Prepare a Statement of Best Value</p>	<p>To scrutinise the budgets for each school within the Trust ready for presentation to the Trust Board for approval.</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust.</p> <p>To approve any significant changes to the approved budget.</p> <p>TO establish a charging and remissions policy and to keep this under review.</p> <p>To ensure proper financial controls are in place.</p> <p>To ensure adequate risk, financial and asset management systems are in place across the Academy.</p> <p>Approve any variances from the budget are reported to the Trust Board.</p> <p>To maintain a register of business interests.</p> <p>To monitor to ensure best value.</p>	<p>To be aware of the financial position of the school.</p> <p>To monitor the Pupil Premium Strategy to ensure outcomes are conducive to improved outcomes for disadvantaged pupils.</p> <p>To monitor the Sports Premium Funding ensuring improved sports provision and sustainability.</p> <p>To make requests to the Trust Board for specific purchases/services if not included within the SIP.</p> <p>To ensure provision of free school meals to those pupils meeting the criteria.</p>	<p>To prepare the annual budget for each school within the Trust.</p> <p>To Act as Accounting Officer.</p> <p>To prepare Monitoring reports for Trustees/FSAC</p> <p>To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust.</p> <p>To maintain a register of business interests (of the Executive)</p> <p>To ensure Best Value is achieved</p>	<p>To Act as Chief Financial Officer</p> <p>To set up and approve staff expenses</p> <p>To open bank accounts</p> <p>To ensure processes are in place to achieve best value.</p>	<p>To ensure provision of free school meals for those pupils meeting the criteria</p> <p>To establish and review the Pupil Premium Strategy (Seasonal reviews)</p> <p>To establish a sports premium strategy maximising the impact of the funding.</p>



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Contracts						
Members	Trustees	FSAC	LGB	Executive HT	ABM	HOS
To approve any service contracts for Trustees	<p>To adopt a Trust-wide procurement policy</p> <p>To approve contracts with a value above 50 000</p> <p>To approve contacts which constitute related party transactions</p>	<p>To set up and approve Trustee expenses.</p> <p>To develop and maintain a financial regulations policy with delegated levels of authority for contracts</p>	To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Trust for the Academy.	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To make payments within agreed financial limits.</p>	<p>To review opportunities for collaborative procurement.</p> <p>To ensure there is a list of all contracts with start and finish dates.</p>	<p>To make payments within agreed financial limits.</p> <p>To act as a signatory of an Academy specific bank account.</p>



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## Roles and Responsibilities Matrix.

Safeguarding				
Trustees	LGB Members	Executive HT	ABM	HOS
To adopt a Trust-wide safeguarding and Child Protection Policy.	<p>To appoint a designated governor for safeguarding</p> <p>To review and maintain a safeguarding and child protection policy – consistent with the Trust-wide policy.</p> <p>To make arrangements for safeguarding audits to be completed including the monitoring of the SCR.</p> <p>To approve off-site visits for pupils of more than 24 hours.</p>	<p>To report to the Trustees on the procedures in place for safeguarding and on matters as they arise.</p> <p>To ensure the completion of the SCR and its regular updating.</p> <p>To ensure each Academy has appointed a designated teacher to support Children in Care.</p> <p>To adopt a Trust-wide policy for school visits and trips.</p>	To ensure all schools in the Trust maintain the SCR.	<p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance.</p> <p>To ensure that each school within the Trust have at least one DSL and that they follow statutory regulations.</p>



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### Roles and Responsibilities Matrix.

Behaviour			
Trustees	LGB Members	Executive HT	HOS
<p>To adopt a Trust-wide behaviour statement.</p> <p>To review the use of exclusion across the Trust</p>	<p>To monitor behaviour to ensure behaviour policy is effective.</p> <p>To convene a committee to review the permanent exclusion of a pupil by the Executive Headteacher.</p>	<p>To agree behaviour policy for each school in the trust.</p> <p>To exclude a pupil for a fixed term or permanently.</p>	<p>To prepare a behaviour policy for the school for approval by the Exec. HT.</p> <p>To consult with Exec. HT in the event of a fixed term or permanent exclusion.</p>



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### Roles and Responsibilities Matrix.

Admissions			
Trustees	LGB Members	Executive HT	HOS
<p>Adopts a Trust-wide admissions policy.</p> <p>Undertakes consultation, publishes admissions and determines arrangements as required in accordance with the School Admissions and Appeal Codes.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p>	<p>Assess the impact of any proposed changes to the Academy's admission arrangements.</p> <p>Contributes to the development of the School Prospectus.</p>	<p>Provides oversight of and support of the implementation of the admissions arrangement across the Trust.</p> <p>Provides direction to the LGB/Trust as to requirements under the School Admissions and Appeals Codes.</p> <p>Ensures effective arrangements are in place for pupil recruitment.</p>	<p>Ensures compliance with the Trust-wide policy.</p> <p>Ensures participation in the fair access protocol.</p> <p>Participates in local admissions forum.</p> <p>Develops a Prospectus for the individual school.</p>



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### Roles and Responsibilities Matrix.

Curriculum and Standards				
Members	Trustees	LGB Members	Executive HT	HOS
Receive an annual report from the Trustees and the CEO on standards	<p>Determine a Trust-wide curriculum statement to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> <li>• A prohibition on political indoctrination and balanced treatment of political issues; and</li> <li>• A written statement on sex and relationship education.</li> </ul> <p>Determine a Trust wide statement on religious education and collective acts of worship.</p> <p>Receives a regular report from the Executive regarding standards.</p> <p>Quality Assures the breadth and depth of the curriculum</p> <p>Approves the proposed curriculum policy</p>	<p>Ensures effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy.</p> <p>Monitoring and approving the School Improvement Plan</p>	<p>Provides oversight of the implementation of the Trust Wide curriculum policy.</p> <p>Provides a termly report to the Trustees regarding standards.</p> <p>Provides oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against the targets.</p> <p>Prepares an Academy Development plan for approval by the Trust Board.</p>	<p>Is responsible for the curriculum delivered at the Academy including compliance with the funding agreement requirements.</p> <p>Makes provision for a daily collective act of worship.</p> <p>Sets targets for pupils achievement and progress and monitors against targets.</p> <p>Prepares a School Improvement plan for approval by the LGB</p>



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### Roles and Responsibilities Matrix.

Information Management				
Trustees	LGB Members	Executive HT	ABM	HOS
<p>Adopt GDPR policies and procedures to cover: The requirement to notify individuals as to how information is to be used and On the matter of secure storage.</p> <p>Ensure the effective implementation of the GDPR policies and procedures in the School.</p>	<p>Ensures systems are in place in line with the Trust's strategy at the school for effective communication with pupils, parents/carers, and the wider community including the PTA.</p>	<p>To ensure compliance with all data protection legislation and good practice across all schools in the Trust.</p> <p>To ensure compliance with all data protection legislation and good practice in the Academy.</p>	<p>To support the individual schools on the effective safe storage of data.</p> <p>To maintain accurate and secure staff records for the Executive.</p> <p>To maintain accurate and secure staff records for each school.</p> <p>Ensure registration with the Information Commissioner's office is up to date.</p>	<p>To ensure the publication of school information, ensuring that all electronic communication, including web pages are up to date.</p> <p>To maintain accurate and secure pupil records.</p>



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### Roles and Responsibilities Matrix.

Pupil Related Matters			
Trustees	LGB Members	Executive HT	HOS
<p>Receives a termly report from the Executive regarding standards and attendance.</p> <p>Adopt a Trust-wide complaints policy and receive reports from the Executive regarding the level of complaints across the Trust.</p>	<p>To review attendance and pupil absences.</p> <p>To monitor the impact of pupil premium in the School.</p> <p>To hear complaints at the relevant stage.</p> <p>To ensure effective arrangements are in place to support pupils and have representation on school councils at each school within the MAT.</p>	<p>Monitor the levels of attendance across the schools and report to the Trustees.</p> <p>To monitor the impact of pupil premium across the Academy.</p> <p>To review the level of complaints across the Trust.</p> <p>To approve the home-school agreement.</p> <p>To set the times of Academy sessions and the dates of Academy terms and holidays.</p>	<p>To maintain a register of pupil attendance.</p> <p>To report on attendance and pupil absences to the LGB.</p> <p>To develop and maintain the home-school agreement.</p> <p>To ensure effective deployment of the Pupil Premium and monitor its impact.</p> <p>To prepare an Academy complaints policy for adoption by the Trust Board.</p> <p>To hear complaints at the relevant stage.</p> <p>To ensure that each school within the MAT meets for 380 sessions in any year.</p>



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## Roles and Responsibilities Matrix

Staffing			
Trustees	LGB	Executive HT	HOS
<p>To define the management structures across the Academy Trust within the constraints of the budget.</p> <p>To adopt Trust-wide staff polices and procedures as per the policy schedule.</p> <p>To appoint and dismiss the CEO, ABM and Clerk.</p> <p>To conduct the performance management review of the CEO.</p> <p>To support the Exec HT in the performance management of the ABM.</p>	<p>Participate in the process to appoint the Head of School with the Executive.</p> <p>Support the HOS in the development and review of the staffing structure.</p> <p>To appoint, suspend and dismiss the Head of School (in collaboration with the Trust Board)</p> <p>Monitor the Trust's policies for HR for;</p> <p>Appointment and induction, disciplinary matters, grievances and dismissal.</p>	<p>To conduct the performance management review of the Clerk to the Trust Board and the LGB.</p> <p>To determine the senior leadership and non-teaching structures for each Academy.</p> <p>To advise the Trustees on suitable Trust-wide policies and procedures and to ensure effective implementation.</p> <p>To monitor and review staffing changes across the Trust.</p> <p>To appoint teaching and non-teaching staff.</p> <p>To suspend and dismiss teaching and non-teaching staff.</p> <p>To conduct the appraisal of the Senior leaders in the Academy.</p> <p>Monitor the appraisal and pay policy to ensure procedures are followed.</p>	<p>To determine the staffing requirements within each Academy and within budget constraints.</p> <p>To implement the Trust-wide policies and procedures in the Academy.</p> <p>To support the Executive in the appointment of teaching and non-teaching staff.</p> <p>To conduct the appraisal of staff in the Academy.</p> <p>To approve applications for secondment and leave of absence (in consultation with the Executive HT)</p> <p>Ensure the Academy Trust's policies on all HR Matters are implemented in the Academy.</p>



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### Roles and Responsibilities Matrix.

SEND			
Trustees	LGB Members	Executive HT	HOS
To determine a Trust-wide SEND and Disability Act Statement.	<p>To oversee the provision for SEND pupils and ensure that the Policy and Information Report is reviewed and maintained.</p> <p>To provide an oversight of the implementation of the policy within the Academy and compliance with the Equality Act requirements.</p> <p>To appoint a designated governor for SEND.</p>	<p>TO provide oversight of the implementation of the Trust-wide SEND Statement.</p> <p>Ensures compliance with the Disability Discrimination Act requirements within the Academies.</p>	<p>To designate a teacher to be responsible for co-ordinating SEND Provision.</p> <p>To liaise with the local authority and other professionals in respect of students who have SEND.</p> <p>To make provision for SEND pupils with or without a EHC plan.</p> <p>To ensure compliance with the Disability Discriminations Act requirements within the Academy</p>





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## **Roles and Responsibilities Matrix**

Premises, Health, Safety and Risk					
Trustees	FSAC	LGB	Executive HT	ABM	HOS
<p>To adopt a health and safety policy for all academies (Schools) in the Trust.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p> <p>To review and maintain a building strategy and asset management planning arrangements.</p>	<p>To approve insurance arrangements.</p> <p>Review the risk register of the Academy and prepare the Risk report for the Trustees.</p> <p>To agree the health and safety policy for the MAT ready for adoption by the Trust Board.</p> <p>To adopt a lettings policy.</p>	<p>Have regard to the risks identified in the risk register and identified by the Executive team.</p>	<p>Preparations of a risk register for the Academy Trust.</p> <p>To propose a Trust-wide health and safety policy for the Trustees approval.</p> <p>Prepare a premises strategy and asset management planning arrangements.</p> <p>Monitor the implementation of the Academy's health and safety policy across the Trust.</p> <p>To agree and monitor an accessibility plan for each school in consultation with the Head of School.</p> <p>To make decisions about school closure if there is a health and safety risk that cannot be minimalised to ensure the safety of pupils.</p>	<p>To procure buildings and related insurance and make proposals to the Trustees and FSAC.</p> <p>To monitor the accident book and agree appropriate actions.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p> <p>To review security of premises and equipment.</p>	<p>To prepare a health and safety policy for the school (in line with the Trust-Wide policy) for adoption by the Trust Board.</p> <p>Review the implementation of the above policy and ensure appropriate risk assessments are being carried out in the school.</p> <p>To implement the Trust-wide lettings policy.</p> <p>To ensure suitable risk assessments are prepared and appropriate action taken.</p> <p>To draw up an accessibility plan for the individual school.</p>