

# Trust Scheme of Delegation 2021-2022

**Robin Hood Multi Academy Trust**

# Trust Scheme of Delegation 2021-2022

## The Scheme of Delegation Matrix

The Scheme of Delegation Matrix sets out the detail of delegated responsibility and accountability under the Scheme of Delegation 2021-2022. It is divided into nine sections to reflect the key areas of governance:

1. **Corporate Governance**
2. **Strategy and Leadership**
3. **School Improvement**
4. **Pupils, Parents and Community**
5. **Financial Management**
6. **Operations**
7. **Risk Management**
8. **Premises and Estates**
9. **Staffing**

To assist interpretation, it uses the following key.

- **Approve** – the individual/group that has the legal or delegated authority to approve the relevant procedure or policy.
- **Accountable** – the individual/group with accountability for ensuring the particular task is completed and approved by Trustees with regular reviews as appropriate.
- **Responsible** – the individual/group with responsibility for undertaking the particular delegated task to them and reporting on its progress and delivery at agreed intervals.
- **Consult** – the individual/group that should be consulted for views as part of the process of completing a particular task.
- **Support and challenge** – the individual/group that offers support or challenge to a process, procedure, or provision.

1. Corporate Governance	Members	Trustees	LGB	CEO	Headteachers
<b>Appointment of Members</b> – ensuring processes in place for appointment of Members that have the relevant skills and expertise.	Approve			Consult	
<b>Appointment of Trustees</b> – ensuring processes in place for appointment of Trustees that have the relevant skills and expertise.	Approve			Consult	
<b>Removal of Members</b>	Approve			Consult	
<b>Removal of Trustees</b>	Approve			Consult	
Approval of the <b>Trust governance framework</b> , including amendments to Articles of Association.	Approve	Accountable		Responsible	
Major changes to the <b>Trust’s legal structure</b> or leadership and control structure.	Approve	Accountable		Responsible	
Changes to the structure, size, and <b>composition of the Trust Board.</b>	Approve	Accountable and responsible		Support and challenge	
Undertaking <b>reviews of Board performance</b> and that of individual Trustees and sub-committees in line with the Academies Financial Handbook and Trustee Code of Conduct.	Approve	Accountable and responsible		Support and challenge	
Report - to the Trust Board on the performance of <b>Local Governing Bodies.</b>		Approve	Support and challenge	Accountable	Responsible
Review – annually the size, structure and composition of <b>Local Governing Bodies</b>		Approve		Accountable	Responsible
<b>Register of Pecuniary and other Interests.</b>		Accountable		Responsible	Responsible at school

					level
Electing and removing <b>Chair of Members.</b>	Accountable and responsible			Support and challenge	
Electing and removing <b>Chair of Trust Board.</b>		Accountable and responsible		Support and challenge	
Electing and removing <b>Vice Chair of Trust Board.</b>		Accountable and responsible		Support and challenge	
Election of other <b>Board positions</b> i.e. Safeguarding lead, inclusion lead etc.		Accountable and responsible		Support and challenge	
Electing and removing <b>Chairs of Trust</b> committees.		Accountable and responsible		Support and challenge	
Appointment/removal of <b>Chair of Local Governing Body.</b>		Approve	Consult	Accountable and responsible	Consult
Appointment/removal of <b>Local Governing Body Leads</b> i.e. Safeguarding lead etc			Accountable and Responsible		
Appointment/removal of <b>Clerk to the Trust Board.</b>		Accountable and responsible		Support and challenge	
Appointment/removal of <b>Clerk to Local Governing Body</b>			Accountable and responsible	Consult	
Maintain <b>Single Central Register</b> in line with KCSIE 2021		Accountable		Responsible	Responsible at school level

Produce <b>Annual Report</b> on performance of Trust.		Accountable and responsible		Support and challenge	
Sign off of <b>Annual Report</b>	Approve				

2. Strategy and Leadership	Members	Trustees	LGB	CEO	Headteachers
Set <b>strategic Trust objectives and long-term strategy</b> . Ensure the Trust's strategic development plan is robust, accountable and promotes outstanding teaching and learning		Approve	Consult	Accountable and Responsible	Support and Challenge
To ensure that each school maintains its own ethos linked to that of the MAT and doesn't lose its sense of identity - this is to be done through the school USP.		Support and Challenge	Accountable	Support and Challenge	Responsible
Promote collaboration within the Trust. Identify and support the development of strategic <b>external partnerships</b> that support the vision of the Trust.		Accountable	Consult	Responsible	Responsible at school level
Develop <b>the character, vision, values and culture</b> of the Trust and its schools.		Accountable	Support and Challenge	Responsible	Responsible at school level

Produce, monitor, and evaluate <b>Trust Strategic Development plan</b>		Accountable		Responsible	Support and Challenge
<b>Risk management</b> - consider strategic threats and opportunities in relation to schools, assessing the impact on premises, curriculum, resources, and admissions.  No expansion or contraction of any school will be permitted without the Trust Board's full consent.		Accountable	Consult	Responsible	Responsible at school level
<b>Risk management</b> - consider the strategic threats and opportunities in relation to schools, assessing the progress and improvement in relation to safeguarding, stakeholder engagement and standards.		Accountable	Consult	Responsible	Responsible at school level
<b>Scrutiny: Performance</b> – review and challenge progress of the Trust and its schools against strategic objectives, KPIs and national benchmarking data		Accountable	Support and Challenge	Responsible	Responsible at school level
<b>Scrutiny: Values</b> – operation of the Trust and its schools against the agreed character, mission, values, and culture.		Accountable	Consult	Responsible	Responsible at school level
<b>Compliance: Funding Agreement</b> – comply with all statutory and mandatory obligations i.e. the Academies Financial Handbook, ESFA, DfE.		Accountable		Responsible – CEO as Accounting Officer	Responsible at school level

<b>Compliance: Regulatory</b> – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety).		Accountable		Responsible – CEO as Accounting Officer	Responsible at school level
<b>Compliance: Financial Oversight</b> – ensure that there are appropriate internal financial controls so that there is regularity, probity, and value for money in relation to the management of public funds		Accountable		Responsible – CEO as Accounting Officer	Responsible at school level
<b>Conflicts of Interest</b> – put in place a procedure to deal with any conflicts of interest and connected party transactions.		Accountable		Responsible – CEO as Accounting Officer	Responsible at school level
Planning <b>annual schedule of work for the Trust Board.</b>		Accountable and Responsible		Support and Challenge	
Planning <b>annual schedule of work for Board committees.</b>		Accountable and Responsible		Support and Challenge	
Quality assuring the <b>schedule of work for committees</b>		Accountable and Responsible		Support and Challenge	
Setting the annual cycle of <b>Local Governing Body meetings</b> , the composition of the meeting agenda and approval of minutes.		Approve	Responsible	Consult	Accountable

Prepare and review <b>Terms of Reference for Trust Committees and establish Governance Charter and Scheme of Delegation</b> to be reviewed annually.		Accountable		Responsible	
<b>Policies</b> – adoption of Trust Policies e.g. admissions, DBS charging and remissions, health and safety, safeguarding and child protection.		Approve		Accountable and Responsible	Responsible at school level
<b>Policies</b> – review of Trust Policies e.g. admissions, DBS, charging and remissions, health, and safety, safeguarding and child protection.		Approve		Accountable and Responsible	Support and Challenge
Advice to the Board on DfE, ESFA, and Charities Commission <b>statutory compliance</b> regulations and guidance.				Accountable and Responsible	
Intervene in the management of a school where necessary.		Approve		Accountable and Responsible	
Annual <b>Training programme for Trustees</b> and Local Governing Body members.		Accountable	Consult	Responsible	Support and challenge
Assist with the <b>promotion of a public face</b> for the Trust with external partners and stakeholders.		Accountable	Consult	Responsible	Responsible at school level
Monitor and assess <b>complaints</b> coming into the Trust and support headteachers as appropriate.		Accountable	Consult	Responsible	Responsible at school level
Ensure that Trust and schools is compliant with all regulations re: the <b>publishing of information</b> and website content.				Accountable and Responsible	Responsible at school level



3. School Improvement	Trustees	LGB	CEO	Headteachers
Development of the <b>Trust's School Improvement Model</b>	Approve		Accountable and Responsible	Support and challenge
Development of the <b>Trust curriculum</b> which meets the needs of all schools and has regard to: <ul style="list-style-type: none"> <li>• Any nationally recognised curriculum priorities and initiatives.</li> <li>• The obligation to provide religious education, relationships education and physical education.</li> <li>• Pupils with special educational needs.</li> <li>• National testing and age-related expectations.</li> <li>• Any teaching objectives and priorities adopted by the Trust Board for all schools.</li> </ul>	Approve		Accountable and Responsible	Responsible at school level
<b>Quality of Teaching</b> <ul style="list-style-type: none"> <li>• ensure appropriate levels of support, challenge, and intervention.</li> </ul>	Approve	Support and challenge	Accountable and Responsible	Responsible at school level
<b>SEND</b> <ul style="list-style-type: none"> <li>• ensure that the legal requirements for children with additional needs are met and that they are given appropriate support for learning.</li> </ul>	Approve	Support and challenge	Accountable and Responsible	Responsible at school level

<p><b>Pupil Premium</b></p> <ul style="list-style-type: none"> <li>review and challenge the value for money of pupil premium spend in impact terms i.e. improved educational outcomes and narrowed achievement gaps.</li> <li>Ensure Pupil Premium information is up-to-date on school websites.</li> </ul>	Approve	Support and challenge	Accountable and Responsible	Accountable and Responsible at school level
<p><b>Safeguarding KCSIE 2021</b> Leadership and accountability for ensuring compliance with statutory safeguarding children requirements.</p>	Approve	Responsible at school level	Accountable and Responsible	Accountable and Responsible at school level
<p><b>Safeguarding and child protection (PREVENT)</b></p> <ul style="list-style-type: none"> <li>ensure all schools have appointed Designated Safeguarding Leads, ensure compliance with statutory guidance and maintenance of single central record.</li> </ul>	Approve	Responsible at school level	Accountable and Responsible	Accountable and Responsible at school level
<p>Produce <b>Trust Annual Safeguarding Report.</b></p>	Approve		Accountable and Responsible	Responsible at school level
<p>Establish, monitor, and review Trust <b>DBS Policy and procedures.</b></p>	Approve		Accountable and Responsible	Responsible at school level
<p><b>Parental and Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>Promote partnership working between parents/carers, and schools to influence high standards of attendance, behaviour and learning by pupils</li> <li>Undertake consultation with pupils, parents/carers and other stakeholders as part of a programme of regular self-evaluation to assess performance against stated vision, aims and objectives</li> <li>Ensure that feedback is used to improve practice and the quality of the overall pupil experience.</li> </ul>	Approve	Responsible	Accountable	Accountable and Responsible at school level

Set the <b>Admissions Policy</b> .	Approve	Consult	Accountable and Responsible	Support and Challenge
Adopt a Trust wide <b>Admissions Policy</b> .			Accountable and Responsible	Accountable and Responsible at school level
Hear <b>Admissions appeals</b>	Accountable	Responsible		
To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals Codes.				Accountable and responsible
Expansion or reduction of academy Published Admission Number	Approve		Accountable	Responsible
Change of Age range - <b>ESFA approval required</b>	Approve		Accountable	Responsible
Extension of Academy provision to include Nursery age children - <b>ESFA approval required</b>	Approve		Accountable	Responsible
<b>Review – monitoring and evaluating performance of schools by:</b> <ul style="list-style-type: none"> <li>• review progress against agreed KPIs.</li> <li>• hold senior leaders to account for academic performance, quality of care and provision.</li> <li>• monitor the overall effectiveness and efficiency of leadership and management.</li> <li>• receive reports on the quality of teaching and learning and making recommendations to Trust Board.</li> <li>• analyse and respond to pupil and other performance data.</li> </ul>		Consult	Accountable and Responsible	Accountable and Responsible at school level
<b>School improvement</b> – analyse school improvement priorities, data, and information from individual schools. Provide challenge and support to school rapid action plans.		Consult	Accountable and Responsible	Accountable and Responsible at school level

Termly report to the Trust Board on <b>school improvement and pupil performance.</b>	Approve		Accountable and Responsible	Accountable at school level
Monitor and evaluate <b>pupil behaviour, health and safety and wellbeing.</b>		Consult	Accountable and Responsible	Accountable and Responsible at school level
Determine <b>school hours, term dates and length of school day</b> – setting the opening and closing times of schools	Approve	Consult	Accountable and Responsible	Support and Challenge
Ensure adherence to statutory guidance for those with legal responsibilities in relation to exclusions.	Accountable		Responsible	Accountable and Responsible at school level
<b>Fixed Term Exclusions.</b>				Accountable and Responsible
<b>Permanent Exclusions.</b>			Approve	Accountable and Responsible
Hear <b>Exclusion Appeals.</b>	Accountable	Responsible		
<b>Ofsted Summary Evaluation Visit Outcome – Trust</b> <ul style="list-style-type: none"> <li>Board chair will liaise with Ofsted where the Trust receives a summary evaluation visit</li> <li>CEO will ensure Trust is prepared for visit and manage the process</li> </ul>	Support and Challenge	Consult	Accountable and Responsible	Responsible at school level
<b>Ofsted Inspection Outcome – School</b> <ul style="list-style-type: none"> <li>Trust Executive Leadership Team will support headteachers for individual School inspections.</li> </ul>	Support and Challenge	Consult	Accountable	Accountable and Responsible at school level

<b>4. Pupils, Parents and Community</b>	<b>Trustees</b>	<b>LGB</b>	<b>CEO</b>	<b>Headteachers</b>
Ensure that pupils and parents/carers have <b>a voice</b> in decisions that impact on them.	Accountable	Support and challenge	Responsible	Responsible at school level

LGBs at each school to ensure that they fully interact with the community and gain clear engagement. This can be done through either: A. The creation of stakeholder engagement committee B. Community forum group	Support and Challenge	Accountable and responsible	Support and Challenge	Responsible at school level
Responsibility for <b>consultations</b> and engagement with parents/carers and the wider community.	Accountable	Support and challenge	Responsible	Responsible at school level

5. Financial Management	Members	Trustees	LGB	CEO	Headteachers
<b>Trust Annual Budget and Forecasts</b> – formulate and set for the Trust.		Approve	Support and Challenge	Accountable and Responsible	Support and Challenge
<b>Approve Annual Accounts.</b>	Approve	Accountable		Responsible	
<b>School Funding Model</b> – agree and implement a funding model across the Trust.		Approve	Support and Challenge	Accountable and Responsible	Support and Challenge
<b>Individual School Annual Budget Allocation</b> – formulate and determine the proportion of the Trust overall budget to be delegated to each school (including uses of contingency funds / balances).		Approve	Support and Challenge	Accountable and Responsible	Support and Challenge
<b>Trust Scheme of Delegation and Internal Financial Controls policy and procedures</b> – establish policies to ensure compliance with the Trust’s financial reporting requirements and Academies Financial Handbook 2021.		Approve		Accountable and Responsible	
Ensure internal controls, audit and financial procedures are implemented effectively.		Support and Challenge		Accountable and Responsible	Accountable and Responsible at school level

Set <b>Trust procurement policies and procedures</b> i.e. for suppliers, auditors, HR, payroll providers and legal support in accordance with the Funding Agreement, Academies Financial Handbook 2020 and Trust's Procurement Policy.		Approve		Accountable and Responsible	Consult
Monitor and evaluate <b>value for money</b> at each Trust school.		Support and Challenge		Accountable and Responsible	Accountable and Responsible at school level
Maintain accurate, reconciled and up to date records to provide <b>financial and statistical information</b> .		Support and Challenge		Accountable and Responsible	Accountable and Responsible at school level
Establish and maintain <b>asset registers</b> in accordance with financial procedures.		Support and Challenge		Accountable and Responsible	Accountable and Responsible at school level
Ensure that any <b>disposal of assets</b> complies with the Trust's financial procedures and is reported to the Trust.		Approve		Accountable and Responsible	Accountable and Responsible at school level
Maintain a <b>register of pecuniary and other interests</b> of Members, Trustees, and staff.		Accountable		Responsible	Responsible at school level
Ensure appropriate <b>insurance arrangements</b> in accordance with the Academies Financial Handbook 2020 and Trust financial procedures		Accountable		Responsible	
<b>Financial Reporting</b> – monitor monthly budget and key performance indicator reports.		Accountable		Responsible	
<b>Financial Reporting</b> - review school specific funding and spend i.e Pupil / Sport Premium			Support and Challenge	Accountable	Responsible

<b>Investment</b> – agree the Trust’s investment policy in line with the Academies Financial Handbook and the Scheme of Delegation.		Approve		Accountable and Responsible	
Determine <b>central services</b> provided to schools by the Trust.		Approve		Accountable and Responsible	Support and Challenge
Oversee the <b>effectiveness of services</b> provided to the schools by the Trust.		Accountable		Responsible	Support and Challenge
Ensure <b>writing off of debts</b> complies with Trust’s financial procedures and Academies Financial Handbook 2020.		Approve		Accountable and Responsible	
<b>Bank Accounts</b> – authorise the establishment of bank accounts and bank mandates in the name of the Trust.		Approve		Accountable and Responsible	
Compliance with <b>VAT and CIT</b> regulations.		Approve		Accountable and Responsible	
Procedures for staff and trustees to claim <b>expenses</b> including for foreign visits.		Approve		Accountable and Responsible	Responsible at school level

6. Operations	Trustees	LGB	CEO	Headteachers
<b>Public Relations</b> - oversee public relations activities to project the profile of the Trust and schools to the wider community.	Support and Challenge	Consult	Accountable and Responsible	Accountable and Responsible at school level

Approval of <b>Trust communication strategy</b> and plans in relation to matters of education, governance and/or reputational significance.	Approve		Accountable and Responsible	Support and Challenge
<b>Trust website.</b>	Approve		Accountable and Responsible	Support and Challenge
Individual <b>school websites.</b>		Consult	Accountable and Responsible	Accountable and Responsible at school level
<b>Information Management</b> – adopt and follow policies and procedures for information security and compliance with Freedom of Information (FOI) and Data protection Act (DPA) legislation and maintain accurate records.	Approve		Accountable and Responsible	Accountable and Responsible at school level
Understand <b>GDPR compliance</b> responsibilities and support the Data Protection Officer (DPO) with delivery.			Accountable and Responsible	Accountable and Responsible at school level
<b>GDPR and information security staff training</b> requirements.			Accountable and Responsible	Accountable and Responsible at school level
<b>Document management</b> policy and procedures.	Approve		Accountable and Responsible	Accountable and Responsible at school level

<b>7. Risk Management</b>	<b>Members</b>	<b>Trustees</b>	<b>LGB</b>	<b>CEO</b>	<b>Headteachers</b>
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Ensure appropriate <b>risk management policies and risk register</b> are in place and used effectively to monitor and mitigate risk.		Approve	Support and challenge	Accountable and Responsible	Accountable and Responsible at school level
Establish and maintain procedures for effective audit in accordance with legal and DfE requirements.		Approve		Accountable and Responsible	Accountable and Responsible at school level
Appointment of <b>External Auditors.</b>	Approve	Accountable		Responsible	
Appointment of <b>Internal Auditors.</b>		Approve		Accountable and Responsible	
Receipt of reports from external audit inspections - <b>production of resulting Action Plan.</b>		Approve		Accountable and Responsible	
Receipt of reports from internal audit. Ensure delivery of agreed actions.		Approve		Accountable and Responsible	Responsible at school level

<b>8. Premises and Estates</b>	<b>Members</b>	<b>Trustees</b>	<b>LGB</b>	<b>CEO</b>	<b>Headteachers</b>
Establish and implement a <b>Buildings Maintenance Strategy.</b>		Approve		Accountable and Responsible	Support and Challenge
<b>Establish and implement Asset Strategy</b> – determining use of school’s premises and managing risk.		Approve		Accountable and Responsible	Support and Challenge
Develop and implement <b>Critical Incidents and Lockdown</b> policy and procedures.		Approve	Support and Challenge	Accountable and Responsible	Accountable and responsible at school level
Acquire and dispose of <b>Trust land.</b>		Approve		Accountable and Responsible	Consult

Change use of <b>Trust assets</b> .		Approve		Accountable and Responsible	Consult
Effective <b>Health and Safety Policy</b> and procedures		Approve	Support and Challenge	Accountable and Responsible	Accountable and responsible at school level
Obtain <b>insurance for land</b> and Trust and school operations.		Approve		Accountable and Responsible	
Maintain school <b>premises management documents</b> e.g. asbestos, fire safety, statutory testing.		Approve		Accountable and Responsible	Accountable and responsible at school level
Approve <b>school capital projects</b> / building works		Approve		Consult	Consult
Lead and manage <b>school capital projects</b> / building works / maintenance.				Accountable and Responsible	Accountable and Responsible at school level
Effective school <b>site security</b> .				Accountable and Responsible	Accountable and Responsible at school level
Maintaining compliance with <b>Health and Safety legislation</b> .		Approve	Support and Challenge	Accountable and Responsible	Accountable and Responsible at school level
Management of <b>Estate leases</b> .		Approve		Accountable and Responsible	
Set and <b>manage Estates financial budgets</b> .		Approve		Accountable and Responsible	Support and Challenge

<b>LGB Review of Estates developments</b> at the school - this takes place once in the Autumn Term and once in the Summer Term between the Estates Manager and Chair of the LGB		Support and Challenge	Accountable and Responsible	Support and Challenge	
Applications for <b>Condition Improvement Funds</b> .		Approve		Accountable and Responsible	Consult
Completion of <b>ESFA Asbestos Management Report</b> .		Approve		Accountable and Responsible	Accountable and Responsible at school level
Completion of <b>ESFA Land and Buildings Report</b> .		Approve		Accountable and Responsible	
Monitoring system for <b>Asset Life Cycle Replacement Strategy</b> .		Approve		Accountable and Responsible	Accountable and Responsible at school level
Site <b>Health and Safety Reviews</b> .		Approve	Support and Challenge	Accountable and Responsible	Accountable and Responsible at school level
Effective systems for managing <b>Accidents and Incidents</b> .		Approve		Accountable and Responsible	Accountable and Responsible at school level
Liaison with <b>Health and Safety Executive (HSE)</b>				Accountable and Responsible	
Monitoring of <b>Statutory Compliance</b> .		Accountable		Responsible	Responsible at school level
Procurement of <b>sub-contractors</b> .		Approve		Accountable and Responsible	Support and Challenge

Management of <b>sub-contractors on school site.</b>				Accountable and Responsible	Accountable and Responsible at school level
Procurement of <b>cleaning materials.</b>				Accountable and Responsible	Accountable and Responsible at school level
Management of <b>cleaning supervisors and operatives.</b>				Accountable and Responsible	Accountable and Responsible at school level

9. Staffing	Members	Trustees	LGB	CEO	Headteachers
<b>Appointment, remuneration and dismissal</b> of CEO.		Accountable and Responsible			
<b>Performance management</b> of CEO.		Accountable and Responsible			
Recruitment and appointment of <b>substantive headteacher.</b>		Approve	Support and Challenge	Accountable and Responsible	
<b>Performance management</b> of headteachers.		Approve	Support and Challenge	Accountable and Responsible	
<b>Suspension/dismissal of headteacher.</b>		Approve	Support and Challenge	Accountable and Responsible	
<b>Recruitment and appointment of Trust Executive Leadership (other than CEO).</b>		Approve		Accountable and Responsible	Consult
<b>Performance management</b> of Trust Executive Leadership (other than CEO).		Approve		Accountable and Responsible	

<b>Suspension/dismissal Trust Executive Leadership</b> (other than CEO).		Approve		Accountable and Responsible	
<b>Appointment of school senior leadership team</b> (excluding headteacher).		Approve	Support and Challenge	Accountable	Responsible
<b>Appointment of school Staff</b> (excluding headteacher and senior leadership team).			Support and Challenge	Support and Challenge	Accountable and Responsible
<b>Suspension/dismissal of school staff</b> (other than headteacher).		Approve	Support and Challenge	Support and Challenge	Accountable and Responsible
<b>Secondment of Trust staff</b> internally across the Trust.		Approve	Support and Challenge	Accountable and Responsible	Support and Challenge
<b>Staffing structure</b> (Teacher FTE) for each school.		Approve	Support and Challenge	Accountable and Responsible	Accountable and Responsible at school level
<b>Trust Workforce Strategy</b> i.e. retention, talent management, succession planning.		Approve	Support and Challenge	Accountable and Responsible	Support and Challenge
<b>Restructure decisions</b> i.e. redundancies and authorisation of redundancy / early retirement payments.		Approve	Consult	Accountable and Responsible	Responsible at school level
Approval of <b>overall staffing structure</b> for Trust.		Approve			
<b>Effective Trust HR Policies</b> and procedures.		Approve		Accountable and Responsible	Accountable and Responsible at school level
<b>Review</b> impact of all statutory HR policies across the Trust and schools.		Approve	Support and Challenge	Accountable and Responsible	Consult

Set <b>Contractual Terms and Conditions of Employment</b> and maintain Staff Handbook.		Approve	Support and Challenge	Accountable and Responsible	Consult
Set, monitor, and review <b>Pay and Performance Management Policies</b> .		Approve		Accountable and Responsible	Consult
Annual review of <b>NJC recommendations and Teacher Pay Scales</b> re: teachers' and support staff pay and conditions.		Approve		Accountable and Responsible	Accountable and Responsible at school level

To view the MAT LGB Governance Model 2021/22 in more detail please click [HERE](#)