



LIONHEART
EDUCATIONAL
TRUST

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|---|-----------------------------------|
| A | Trust vision & ethos |
| B | Strategy |
| C | Education standards & curriculum |
| D | Term times, School days |
| E | Stakeholder engagement |
| F | Governance |
| G | Governance appointments |
| H | HR |
| I | Staff appointments |
| J | Finance |
| K | Estates |
| L | IT |
| M | Health & Safety |
| N | Risk Registers |
| O | Financial delegations |
| P | Policy Ownership & Approvals |
| Q | Website & Policy Responsibilities |
| R | Health & Safety Responsibilities |

Scheme of Delegation 2024-25

| Version | Document History | Date |
|-------------|-------------------|------------|
| Version 4.0 | Approved by Board | 05/07/2023 |
| Version 5.0 | Approved by Board | 01/10/2024 |

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| B4 | Estates strategy | | A | | C M | | | | | R 2 | | | | | | R 1 | D I | | | | | | | |
| B5 | IT strategy | | A | | C M | | | | | R 2 | | | | | | R | D I | | | | | | | |
| B7 | HR strategy | | A | C M | | | C | | | R 2 | | | | | | R | | D I | | | | | | |
| B6 | Governance strategy | | A | | | C M | | | | R 2 | | | | | | R 1 | | | | | D I | | | |
| B7 | Lettings & Enterprise strategy | | A | | C M | | | | | R | | | | | D I | R | | | | | | | | |
| B8 | Data Protection Strategy | | A | | | C M | | | | | | | | | | R | | | | | D I | | | |
| B9 | Marketing Strategy | | A | | C M | | | | | R | | | | | | | | | | D I | | | | |
| B10 | Health & Safety strategy | | A | | C M | | | | | | | | | | | R | D I | | | | | | | |

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| C10 | Delivering CEIAG in line with statutory | | | M | | | | | M | | D I R | D M I | D M I | | | | | | | | | | | | | |
| C11 | Setting approach to off-site provision | | | M | | | | | M | A | M A | M | D I | | | | | | | | | | | | | |
| C12 | Keeping admission & attendance registers | | | | | | | | | | | M | I | | | | | | | | | | | | | |
| D | Term times, School days | | | | | | | | | | | | | | | | | | | | | | | | | |
| D1 | Trust Calendar | | | | | | | | | A | D | C | | C | C | D | C | C | C | C | D | | | | | |
| D2 | School Day | | | | | | | | C | A | R2 | R2 | R1 | | | | | | | | | | | | | |
| E | Stakeholder engagement | | | | | | | | | | | | | | | | | | | | | | | | | |
| E1 | Trust level engagement/consideration of views | | M | M | | | | | | R M | D I M | I M | | C | C | C | C | C | C | | D | | | | | |

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| E2 | School level Engagement/consideration of views | | | | | | | | M | | D I M | D I M | D I | | | | | | | | | | | | |
| F | Governance | | | | | | | | | | | | | | | | | | | | | | | | |
| F1 | Structure | | A | | | | | R 2 | | R 2 | | | | | | R 1 | | | | | | D | | | |
| F2 | Terms of Reference | | A | | | | | R | | R | | | | | | | | | | | | D | | | |
| F3 | Scheme of Delegation | | A | | | | | R 2 | | R 2 | | | | | | R 1 | | | | | | D | | | |
| F4 | Articles of Association changes | A | R | | | | | | | R | | | | | | | | | | | | D | | | |
| F5 | Appointing Link Governors & Committee members | | A | | | | | R 2 | | R 2 | | | | | | R 1 | | | | | | R1 | | | |
| F5 | Maintain register of governor interests | | | | | M | | | | | | | | | | M | | | | | | D I | | | |

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| F6 | Maintain governance webpages | | | | | M | | | | | | | | | | M | | | | | | D | | | |
| F7 | Complaints | | | | | M | | | | | | | | | | M | | | | | | Oversee | | | |
| F8 | Exclusion Panels | | I | M | | | | | I | | I | M | I | | | | | | | | | Oversee | | | |
| F9 | HR hearings | | I | M | | | | | I | | I | M | I | | | I | | | I | | | Oversee | | | |
| F10 | Appeals Panels (not admissions) | | I | M | | | | | I | | I | M | | | | I | | | R | I | | Oversee | | | |

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| F11 | School - teach & learn, safeguarding, stakeholder voice, community & business links | | | | | | | | M | | | M | D | | | | | | | | Oversee Report | | | |
| F12 | Quality of governance | | M - all | | | M | | | M | | | | | | | M | | | | | D | | | |
| F13 | Attending Ofsted inspection interviews with gobs | | I As many as possible | | | | | | I | A | | | | | | | | | | | A | | | |
| F14 | Monitoring conflicts of interest & related party transactions | | M | | | | | | M | I | I | I | I | | I | I | I | I | I | | I | | | |

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| G6 | Members | A | | | | | | R | | R | | | | | | | | | | | | | | | | |
| G7 | Head of Governance | | A | | | | | | | R | | | | | | R | | | | | | | | | | |
| G8 | Governance Officers | | | | | | | | | | | | | | | A | | | | | | | | | | |
| H | HR | | | | | | | | | | | | | | | | | | | | | | | | | |
| H1 | Exec Pay | | | | | | A | | | R | | | | | | | | | | | | | | | | |
| H2 | Teachers' Pay – unusual / discretionary | | | | | | | | C Pay Cttee | Trust Moderation | C | | C | | | | | | | C | | | | | | |
| H3 | Teachers' Pay - normal | | | | | | | | A | R 2 | R2 | R1 | R1 | | | | | | | | | | | | | |
| H4 | Agree Trust leadership and executive roles staffing structure | | A | C | | | C | | | R | | | | | | | | | | C | | | | | | |
| H5 | Agree school leadership staffing structure | | | | | | | | | A 2 | A1 | A1 | R | | | | | | | C | | | | | | |

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| H12 | Performance management – Director of Estates, Director of People, Head of IT, Director of Marketing, Head of Governance and Compliance | | | | | | | | | A | | | | | | R | | | | | | | | |
| H13 | Restructures | | A | | | | | | | R 2 | | | | | R1 | R 1 | | | R 1 | | | | | |
| H14 | Carrying out DBS & SCR checks | | | | | M | | | | | A | | A | | | A | | | | D | | | | |
| H15 | Reasonable adjustments in line with the Equalities Legislation | | | | | | | | | | | A | A | | | | | C I | C I | C I R | | | | |
| I | Appointments | | | | | | | | | | | | | | | | | | | | | | | |

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| J3 | Trust overall funding model | | A | | M | | | | | R 2 | | | | | R1 | | | | | | | | | |
| J4 | Educational budget model | | A | | M | | | | | R 2 | R1 | R1 | | | R1 | | | | | | | M | | |
| J5 | Operations funding model | | A | | M | | | | | R 2 | | | | | R1 | R 1 | C | C | C | C | | | M | |
| J6 | Agree trust budget | | A | | M | | | | | R 2 | | | | | R1 | | | | | | | | | |
| J7 | Agree significant change to trust budget | | A | | M | | | | | R 2 | | | | | R1 | | | | | | | | | |
| J8 | Agree school budget | | A | | | | | | | R 3 | R2 | R2 | R1 | | R2 | | | | | | | | | |
| J9 | Asset registers | | | | | M | | | | | | | | | M | M | D | D | | | | | | |
| J10 | Assets / inventory | | Linked govs or ACR based on | | | M | | | | | | | | | M | R 2 | R 1 | R 1 | | | | | | |

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| | disposals – high level | | Finance Policy (below) | | | | | | | | | | | | | | | | | | | | | |
| J11 | Assets / inventory disposals - low level | | | | | | | | | | | | | | | A | A | A | | | | | | |
| J12 | Appoint external auditors | A | R3 | | R2 | | | | | R1 | | | | | R1 | | | | | | | | | |
| J13 | Appoint internal auditors | | | | | A | | | | R2 | | | | | R1 | | | | | | | | | |
| J14 | Audit focus - internal | | | | | A | | | | R2 | | | | | R1 | | | | | | | | | |
| J15 | Agree Internal scrutiny plan | | | | | A | | | | R | | | | | R D | R D | C | C | C | | D | | | |
| J16 | Implement audit action plans | | | | | M | | | | M | | | | | I | | | | | | | | | |
| J17 | Agree Annual accounts | | A | | | R2 | | | | R1 | | | | | R1 D | M | | | | | D Gov | | | |

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| | See Finance Policy below | | | | | | | | | | | | | | | | | | | | | | | |
| J23 | Ensuring adequate insurance is in place | | | | | M | | | | M | | | | | I | M | | | | | | | | |
| J24 | Trust investment strategy approval | | A | | | | | | | R 2 | | | | | R1 | | | | | | | | | |
| J25 | Bank account open / close | | A | | | | | | | R | | | | | R 1 | | | | | | | | | |
| J26 | Write off significant bad debt in line with policy | | A | | | | | | | R 2 | | | | | R1 | | | | | | | | | |
| J27 | Agree settlement agreements of more than one month's salary | | | | | | M | | | A | R1 | | | | R 1 | R 1 | | | R 1 | | | | | |

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| J34 | Delivering monthly management accounts | | | | | | | M | | M | | | | | D I | | | | | | | | | |
| J35 | Managing cash position | | | | M | | | M | | M | | | | | D I | | | | | | | | | |
| J36 | Monitoring Pupil Premium, Catch Up & Sports spending | | | | M | | | | M | A M | A M | A M | D I | | D I | | | | | | | | | |
| K | Estates | | | | | | | | | | | | | | | | | | | | | | | |
| K1 | Estates & Asset Man. Plan | | A | | M | | | | | R 2 | | | | | | R 2 | R 1 | | | | | | | |
| K2 | Additional major works Based on Finance Policy | | A | | | | | | | R 2 | | | | | | R 2 | R 1 | | | | | | | A |

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| K3 | SCA Bids | | Estates Link is member of SCA mtg | | M | | | | | R | | | | | M | R | R | | | | | | | A |
| K4 | Agree long term lease of land or buildings | | ESFA approval required | | | | | | | R 2 | | | | | R 1 | R 1 | R 1 | | | | | | | |
| L | IT | | | | | | | | | | | | | | | | | | | | | | | |
| L1 | 5-year plan | | A | | M | | | | | A | | | | | | R 2 | | R 1 | | | | | | |
| L2 | Additional major works | | A | | M | | | | | A | | | | | | R 2 | | R 1 | | | | | | |
| M | Health & Safety | | | | | | | | | | | | | | | | | | | | | | | |
| M1 | Management of Health & Safety Audits & action plans | | | | | M | | | | | | | I | | | M | I | | | | | | | |
| M2 | Statutory compliance testing & risk assessments (fire, asbestos) | | | | | M | | | | | | | | | | M | I | | | | | | | |

O. FINANCIAL DELEGATIONS

As per Appendix A of the finance policy:

1.1 Beehive order requisition forms

| Value | Delegated Authority |
|----------------------------|--|
| Up to £4,999 | Order requisitions should be approved by the designated budget holder within the school or operational function. The central processing team retains a list of all budget holders per cost centre who could approve order requisitions. |
| Up to £10,000 | As per above with a signed BVF. |
| £10,000 to £100,000 | Budget holder plus one of the following: CEO, Deputy CEO, COO, CFO, Director of Estates, Director of People, Executive Headteachers, Principals/Headteachers, Associate Principals/Vice Principals. Signatures may be obtained through the BVF sign off process. |
| Above £100,000 | Chair of Trust or Finance Link Trustee + Two of CEO, Deputy CEO or CFO (and either COO or Director of Estates for IT or premises orders) |

1.2 Authority Limits for authorising orders for goods and services and sundry expenses (revenue)

| Value | Delegated Authority |
|----------------------------|---|
| Up to £1,000 | One of: - CEO, Deputy CEO, COO, Executive Headteachers, CFO, Senior Finance Partners, Assistant Principals, Vice Principals/Deputy Headteachers, Principals/Headteachers, IT Hub Managers, Head of IT, Director of Estates, Premises Hub Managers, Site Managers, Director of People, Head of Estates, Head of Marketing, Head of Governance & Compliance |
| Up to £10,000 | One of: - CEO, Deputy CEO, COO, Executive Headteachers, CFO, Vice Principals, Associate Principals, Principals, Headteachers, Head of IT, Director of Estates, Premises Hub Managers, Senior Finance Partner, Director of People, Head of Estates, Head of Catering |
| £10,000 to £100,000 | Two of: - CEO, Deputy CEO, COO, CFO, Director of Estates, Director of People, Executive Headteachers, Principals/Headteachers, Associate Principals/Vice Principals |
| Above £100,000 | Chair of Trust or Finance Link Trustee + Two of CEO, Deputy CEO or CFO (and either COO or Director of Estates for IT or premises orders) |

Nobody can authorise their own sundry expenses.

1.2 Authority Limits for authorising orders for good and services (capital)

| Value | No. of quotes required | Delegated Authority |
|------------------------|--|--|
| Up to £4,999 | Obtain at least one quote but value for money must be demonstrated | CEO, Deputy CEO, COO, CFO, Director of Estates, Head of IT, Head of Estates, Project Manager |
| Over £5,000 to £59,999 | 3 quotes to ensure best value obtained. Best value form completed for purchases over £5,000. Best value form shared with Board if lowest quote not chosen. | CEO, Deputy CEO, COO, CFO, Director of Estates, Head of IT, Project Manager, Head of Estates |
| £60,000 to £99,999 | A tendering process and a procurement framework followed or a full tender. | CEO & CFO & COO or Director of Estates |
| £100,000 and over | | CEO & CFO & COO/Director of Estates & Chair or Trust Board link |
| £500,000 and over | | CEO & CFO & COO/Director of Estates & Finance Cttee Chair (or another trustee) & Trust Board Chair |

All Capital items must be procured following in the same purchasing guidelines and a Best Value form must be completed for purchases from £5,000 to £59,999. A tender process is required for capital projects of £60,000 or more.

All items with a purchase price of more than £2,500 (the Capitalisation Limit) must be recorded on the fixed asset register.

1.3 Authorisation of Invoices

| Delegated Authority – Revenue | |
|---|---|
| For invoice approval under £10,000, one of the following should approve via Beehive: <ul style="list-style-type: none"> • Executive Headteacher • Headteacher • Deputy Headteacher • Member of SLT in the absence of Executive Headteacher or Headteacher • Head of Department/ Budget Holder – where pre-arranged with the Headteacher • CEO • Deputy CEO • COO • Head of Estates • CFO • Director of Estates • Premises Hub Managers • Head of IT • Director of People • Head of Marketing • Head of Catering • Chair of the Trust or Finance Link Trustee (this is a requirement for single payments exceeding £500,000) | |
| £10,000 to £100,000 | One of above plus one of: - CEO, Deputy CEO, COO, CFO, Director of Estates, Director of People, Executive Headteachers, Principals/Headteachers, Associate Principals/Vice Principals |
| Above £100,000 | Chair of Trust or Finance Link Trustee + Two of CEO, Deputy CEO, CFO, COO or Director of Estates (link approval to spend/ budget area) |

| Amount | Delegated Authority - Capital |
|---------------------|---|
| Up to £10,000 | COO/Premises Hub Managers, Head of Estates or Project Manager |
| Up to £59,999 | COO/Director of Estates & CFO |
| £60,000 - £99,999 | COO/Director of Estates & CFO or CEO |
| £100,000 - £499,999 | COO/Director of Estates & CFO & CEO (or Deputy CEO in CEO's absence) |
| £500,000 or more | COO/Director of Estates & CFO & CEO (or Deputy CEO in CEO's absence) & Chair of Trust (or Chair of Finance Committee in Chair of Trust Board's absence) |

The above applies to approval of invoices, the signing of cheques and authorisation of individual BACS payment items.

1.4 Authorisation of Mileage and Pay claims

| Staff | Delegated Authority (one authoriser required) |
|---------------------------------------|--|
| All Teaching Staff | Principal/Headteacher, Vice Principal/Deputy Headteacher, Head of Department, Deputy CEO, CEO, Assistant Principal |
| Local Governing Body Governors | Principal/Headteacher, Head of Governance and Compliance, Governance Officer |
| All Associate Staff | <p>Headteacher/Principal, Assistant Principal, Deputy Headteacher/Vice Principal, Senior Finance Partner, Financial Controller, CFO, Deputy CEO, CEO, COO, Director of Estates, Head of IT, Premises Hub Managers, Director of People, Head of Governance & Compliance, Head of Marketing, Head of Enterprise, Head of Estates</p> <p>If a line manager's role is not included on the above list, the processing team can seek confirmation of authority to approve travel and expenses claims from the CFO.</p> |
| Governors Trustees Members | CEO, Deputy CEO, Head of Governance & Compliance, CFO |

Nobody can authorise their own mileage or pay claims.

1.5 Authorisation to write-off bad debts

| Value | Delegated Authority |
|--|--|
| Up to £500 | Senior Finance Partner/Headteacher |
| Up to £10,000 | CFO |
| Up to 1% of total annual income of school or £45,000 for a single item (whichever is smaller) | As above + CFO + Board Chair or Finance Link Trustee |
| 1% or more of total annual income or greater than £45,000 for a single item (whichever is smaller) | As above + ESFA prior approval |

The writing off of all bad debts must be minuted at the Trust Finance meetings.

The ESFA Academies Trust Handbook (2023) also sets out the following:

- cumulatively, 2.5% of total annual income in any financial year per category of transaction for trusts that have not submitted timely, unqualified accounts for the previous two financial years. This category includes new trusts that have not had the opportunity to produce two years of audited accounts
- cumulatively, 5% of total annual income in any financial year per category of transaction for trusts that have submitted timely, unqualified accounts for the previous two financial years

The above delegated limits are subject to a maximum of £250,000. The above delegated limits also apply to guarantees, letters of comfort and indemnities.

1.6 Disposals of fixed assets

| Net Book Value | Delegated Authority |
|----------------|---|
| Up to £5,000 | CFO, COO, Head of Estates, Director of Estates |
| Up to £10,000 | CEO |
| Over £10,000 | As above + Chair to Trust or Finance Link Trustee |

All disposals must be minuted at the next Trust Finance Committee or ACR Committee meeting.

Land buildings and heritage assets, which have been purchased using ESFA Grant income, must have prior approval from the Trust Board and ESFA.

1.7 Insurance Cover

Insurance Cover for cash in the school safe(s) is as follows:-

| School | Total Value of Cover |
|---|----------------------|
| All Trust Schools - locked safe | £10,000 |
| All Trust Schools – cash in transit or elsewhere within school premises | £5,000 |
| All Trust Schools – monies kept at employee’s dwellings | £500 |

Any school joining in the year should also have cover for £10,000.

No Cash above the insurance limit should be kept in the safe(s) overnight as the insurance will not cover any losses above this value. Please arrange for any excess cash to be collected/banked as necessary.

All cash must be placed in the safe overnight and should not be left in the desk drawers.

P. POLICIES

Ownership & Approvals

| Prefix | Owner | Approval | Policy Name |
|---|-------------|--------------------------------|--|
| A Policies - Statutory policies schools must have | | | |
| ACFO | CFO | F&O Committee | Anti-Bribery |
| ACFO | CFO | F&O Committee | Anti-Fraud |
| ACFO | CFO | Board | Finance |
| ACFO | CFO | F&O Committee | Gifts & Hospitality |
| ACFO | CFO | F&O Committee | Investment |
| ACFO | CFO | F&O Committee | Reserves |
| ACFO | CFO | F&O Committee | Travel and Expenses – Governor, Trustees, Members |
| ACFO | CFO | F&O Committee | Travel and Expenses - Staff |
| ACOO | COO | ACR | Business Continuity Plan |
| ACOO | COO | Chair | Whistleblowing |
| AD | Deputy CEO | Board | Behaviour Policy - Secondary |
| AD | Deputy CEO | Board | Behaviour Policy - Primary |
| AD | Deputy CEO | E&E Committee / Education Link | Children with Medical Needs who cannot attend school |
| AD | Deputy CEO | E&E Committee / HR Link | Early Career Teachers (ECT) policy |
| AD | Deputy CEO | E&E Committee/ Education Link | Feedback and Marking Policy KS3-5 |
| AD | Deputy CEO | Board | Suspension and Exclusions |
| AD | Deputy CEO | Board | Relationship and Sex Education (Secondary) |
| AD | Deputy CEO | Board | Relationship, Health and Education (RHE) - Primary |
| AE | Dir Estates | ACR / Estates Link | First Aid Policy |

| Prefix | Owner | Approval | Policy Name |
|--|--------------------|--------------------|--|
| AE | Dir Estates | ACR / Estates Link | Health & Safety |
| AE | Dir Estates | ACR / Estates Link | Medical Needs Policy |
| AG | Head of Gov & Comp | COO | Appropriate Policy |
| AG | Head of Gov & Comp | COO | Biometrics |
| AG | Head of Gov & Comp | Chair | Complaints against a Trustee or Governor |
| AG | Head of Gov & Comp | Chair | Complaints |
| AG | Head of Gov & Comp | COO | Data Protection |
| AG | Head of Gov & Comp | COO | FOIA Publication Scheme |
| AG | Head of Gov & Comp | COO | Freedom of Information |
| AG | Head of Gov & Comp | COO | Records Management |
| AG | Head of Gov & Comp | ACR | Risk Management |
| AH | Director of People | Board | Capability |
| AH | Director of People | Board | Disciplinary |
| AH | Director of People | Board | Equality Statement |
| AH | Director of People | Board | Grievance |
| AH | Director of People | Board | Performance Management |
| AH | Director of People | Board | Support staff pay |
| AH | Director of People | Board | Teacher's Pay |
| B Policies - Non-statutory - trust says schools must have | | | |
| BC | Director Catering | ACR | Food Safety |
| BCFO | CFO | F&O Committee | Donations |
| BCFO | CFO | F&O Committee | Procurement |
| BCFO | CFO | F&O Committee | Sponsorship |

| Prefix | Owner | Approval | Policy Name |
|--------|--------------------|--------------------------------|---|
| BComp | Director Computing | COO | E-safety |
| BCOO | COO | ACR | CCTV |
| BD | Deputy CEO | E&E Committee / Education Link | Alternative Provision |
| BD | Deputy CEO | E&E Committee / Education Link | Anti-Bullying – Primary |
| BD | Deputy CEO | E&E Committee / HR Link | Bereavement |
| BD | Deputy CEO | E&E Committee / Education Link | English as an Additional Language |
| BD | Deputy CEO | ACR | Kirpan |
| BD | Deputy CEO | ACR | Management of Outdoor Visits |
| BD | Deputy CEO | E&E Committee / Education Link | Marking & Feedback – Primary |
| BD | Deputy CEO | E&E Committee / Education Link | PTA |
| BD | Deputy CEO | E&E Committee / Education Link | Remote Learning |
| BD | Deputy CEO | E&E Committee / Education Link | Withdrawal from Religious Education |
| BD | Deputy CEO | E&E Committee / Education Link | Young Carers – Primary |
| BE | Director Estates | ACR | Accessibility Action Plan and Disability Policy |
| BE | Director Estates | ACR | Asbestos Management |
| BE | Director Estates | ACR | Contractor Management |
| BE | Director Estates | ACR | Environmental |
| BE | Director Estates | ACR | Manual Handling |
| BE | Director Estates | ACR | Risk Assessment |

| Prefix | Owner | Approval | Policy Name |
|--------|--------------------|--------------------------------|---|
| BEx | Head Exams | E&E Committee / Education Link | Exams Contingency Plan |
| BEx | Head Exams | E&E Committee / Education Link | Exams Emergency Evacuation |
| BEx | Head Exams | E&E Committee / Education Link | Exams Internal Appeals |
| BEx | Head Exams | E&E Committee / Education Link | Exams Lockdown |
| BEx | Head Exams | E&E Committee / Education Link | Exams Malpractice |
| BEx | Head Exams | E&E Committee / Education Link | Exams Non-Examination Assessment |
| BEx | Head Exams | E&E Committee / Education Link | Examinations Policy |
| BEx | Head Exams | E&E Committee / Education Link | Exams Whistleblowing |
| BEx | Head Exams | E&E Committee / Education Link | Exams Word Processing Usage |
| BEx | Head Exams | E&E Committee / Education Link | Exams Conflict of Interests |
| BG | Head of Gov & Comp | Board | British Values & Challenging Extremism statement |
| BG | Head of Gov & Comp | Chair | Governance - online & blended attendance at meetings |
| BG | Head of Gov & Comp | Board | Policy for handling unreasonable behaviour of parents |
| BH | Director of People | E&E Committee / HR Link | Appeals |
| BH | Director of People | E&E Committee / HR Link | Attendance Management |
| BH | Director of People | E&E Committee / HR Link | DBS |
| BH | Director of People | E&E Committee / HR Link | Dignity at Work |
| BH | Director of People | E&E Committee / HR Link | Flexible Working |

| Prefix | Owner | Approval | Policy Name |
|---|--------------------|-------------------------|---------------------------------------|
| BH | Director of People | E&E Committee / HR Link | Maternity, Adoption, Paternity policy |
| BH | Director of People | E&E Committee / HR Link | Modern Slavery Statement |
| BH | Director of People | E&E Committee / HR Link | Parental Bereavement |
| BH | Director of People | E&E Committee / HR Link | Recruitment and Selection |
| BH | Director of People | E&E Committee / HR Link | OrganisationPolicy |
| BH | Director of People | E&E Committee / HR Link | Sabbatical |
| BH | Director of People | E&E Committee / HR Link | Shared Parental Leave |
| BH | Director of People | E&E Committee / HR Link | Special Leave of Absence |
| BH | Director of People | E&E Committee / HR Link | Support Staff Annual Leave |
| BH | Director of People | E&E Committee / HR Link | Support Staff Probation |
| BI | Head of IT | COO | Acceptable Use KS1 & Foundation Stage |
| BI | Head of IT | COO | Acceptable Use KS2 |
| BI | Head of IT | COO | Acceptable Use KS3,4,5 |
| BI | Head of IT | COO | Acceptable Use Staff |
| BI | Head of IT | COO | Electronic Communication |
| BI | Head of IT | COO | IT Disaster Recovery |
| BI | Head of IT | COO | IT Security |
| BI | Head of IT | COO | Mobile Phone |
| BI | Head of IT | COO | Recording |
| BI | Head of IT | COO | Social Media |
| BS | Safeguarding Lead | Board | Staff Code of Conduct |
| C. Statutory Policies which schools must have - school's own | | | |
| CD | Deputy CEO | Board | Admissions |

| Prefix | Owner | Approval | Policy Name |
|--------|--------------------|--------------------------------|---|
| CD | Deputy CEO | E&E Committee / Education Link | Anti-bullying (secondary template) |
| CD | Head | Exec Head | Anti-bullying (secondary schools own policy) |
| CD | Deputy CEO | Board | Attendance (template) |
| CD | Deputy CEO | Board | Attendance Sixth Form (template) |
| CD | Deputy CEO | E&E Committee / Education Link | Careers Policy (Secondary Only) (template) |
| CD | Deputy CEO | E&E Committee / Education Link | EYFS - Primary |
| CD | Deputy CEO | E&E Committee / Education Link | Provider Access Policy Statement (template) |
| CE | Dir Estates | ACR / Estates Link | First Aid code of practice |
| CD | Deputy CEO | Board | SEND Secondary (template) |
| CD | Deputy CEO | Board | SEND Primary (template) |
| CD | Head | Executive Head | Uniform Policy |
| CE | Director Estates | ACR / Estates Link | Site Security |
| CCFO | CFO | F&O Committee | Charging & Remissions Policy (template) |
| CH | Director of People | Board | Staff Wellbeing (template) |
| CS | Safeguarding Lead | Board | Child Protection & Safeguarding Policy (template) |

Q. Policy & Website responsibilities

| Task | School admin team | School Head / SLT | Ops Manager | Head of Governance |
|---------------------------|--|--|--|---|
| Website compliance | Ensure compliance by updating as needed, seeking information and documents from SLT to ensure compliance, checking regularly | | Checking termly | Checking annually & reporting to Board ACR Committee |
| Website accuracy | Key practical details e.g. school phone number, dates for parents etc. | Key educational details e.g. curriculum offer, performance data, holistic information | | |
| Trust policies | Sharing with head & relevant staff when they arrive from Head of Governance | Ensuring school complies with policies – raising queries with the policy owner where policies raise concerns or are impractical | | Ensuring trust policies are up to date; sending reminders to trust leads re reviewing; sharing reviewed policies with schools; sending reviewed policies to DDD team for uploading to websites. Maintaining the Master folder on the L Drive and uploading new school policies from the school's own 'new policies' folder to the Master folder for safekeeping. |
| School policies (C and D) | Reminding staff that policies need to be reviewed; chasing as needed; sending to IT for uploading when ready; adding to the school's L drive folder 'New Policies' section ready for the Head of Governance to add to the Master Policies folder | Reviewing & updating policies, sending to the school admin for central storing in one place. Choosing which D policies to have. | Checking C and D policies on website are up to date termly | Duplicating policies added by school to 'New Policies' folder on L drive into Master Policies folder. Checking school website policy pages annually |

Q. Health & Safety responsibilities

| Responsibility | Frequency | Trust | Hub | Local |
|--|---------------|--|----------------------------------|------------------|
| Reviewing Health and Safety Policy | 2 years | Director of Estates (non-academic) Deputy CEO (academic) <i>Delegated as appropriate</i> | | |
| Backing up Compliance and Safety Documents | | | Hub estates Leads (non-academic) | |
| Organise Display Certificate renewal | Annually | | Hub Estates Lead | |
| Display Energy Certificate Renewal | Annually | | | Premises Officer |
| Organising Type 2 Fire Risk Assessment | Every 5 years | | Hub Estates Lead | |
| Conducting Type 1 Fire Risk Assessment | Annually | | Hub Estates Lead | |
| Internal Checking the Fire Alarm Panel | Weekly | | | Premises Officer |
| Internal Fire Evacuation Drill Organisation | Termly | | | Premises Officer |
| Internal Manual Call Point Checks | Weekly | | | Premises Officer |
| Internal Emergency Lighting Checks | Weekly | | | Premises Officer |
| Internal Extinguisher Checks | Weekly | | | Premises Officer |
| Internal Sprinkler System Checks | Weekly | | | Premises Officer |
| Internal Fire Door Checks | Weekly | | | Premises Officer |
| Organising Service of The Fire Alarm System | Quarterly | | Hub Estates Lead | |
| Organising Service of Fire Extinguishers | Annually | | Hub Estates Lead | |
| Organising Service and Maintenance to the Sprinkler System | Annually | | Hub Estates lead | |

| | | | | |
|---|--------------------------------|-----|--------------------|------------------|
| Organising Service and Maintenance of Emergency Lighting | Quarterly | | Hub Estates lead | |
| Organising Service and Maintenance of Air Conditioning Units | Annually | | Hub Estates lead | |
| Organising Service and Maintenance of Air Handling Units | Annually | | Hub Estates lead | |
| Reviewing the Emergency Evacuation Plan | Annually | | Operations Manager | |
| Creating and Reviewing PEEP (Personal Emergency Evacuation Plans) | Annually or following changes. | | Operations Manager | |
| Reviewing the Winter Gritting Plan | Annually | | Hub Estates Lead | |
| Winter Gritting Pavements and Carparks | When required | | | Premises Officer |
| Reviewing the Business Continuity Plan and Emergency Procedures | 2 Years | COO | | |
| Reviewing the LAMP (Local Asbestos Management Plan) | Annually | | Hub Estates Lead | |
| Organising Asbestos Management Surveys | Every 5 Years | | Hub Estates Lead | |
| Monitoring the Condition of Asbestos on the Premises | Monthly | | | Premises Officer |
| Organising Water Hygiene Surveys | Every 5 years | | Hub Estates Lead | |
| Flushing of Little Used Outlets | Weekly | | | Premises Officer |
| Water Temperature Monitoring | Monthly | | | Premises Officer |

| | | | | |
|---|---------------|--|---|------------------|
| Signing Off Water Temperature Monitoring | Monthly | | Hub Estates Lead | |
| Organising Water Heater Service and Maintenance | Annually | | Hub Estates Lead | |
| Organising Water Tank Inspections | Annually | | Hub Estates Lead | |
| Organising Electrical Installations Condition Reports | Every 5 Years | | Hub Estates Lead | |
| Organising PAT (Portable Appliance Testing) | Annually | | Hub Estates Lead | |
| Organising Service and Maintenance of Stage Lighting | Annually | | Hub Estates Lead | |
| Organising Servicing and Maintenance of Gas Boilers | Annually | | Hub Estates Lead | |
| Organising Gas Risk Assessment | Annually | | Hub Estates Lead | |
| Conducting Workplace inspections | Annually | | Hub Estates Lead | |
| Conducting Workplace Inspections | | | Hub Estates Lead with a premises officer from another setting | |
| Organising Building Condition Surveys | Every 5 Years | | Hub Estates Lead | |
| Internal Inspections of Playing Fields and Playground Equipment | Weekly | | | Premises Officer |
| Organising RPII Inspections of Outdoor Play Equipment | Annually | | Hub Estates Lead | |
| Inspecting PE Equipment | Annually | | | PE Lead |
| Organising External Inspections of PE Equipment | Annually | | Operations Manager | |

| | | | | |
|---|-------------------------------------|---------------------|--|---|
| Organising Glazing Surveys | Every 5 Years | | Hub Estates Lead | |
| Procuring and Commissioning Contractors | When required | Director of Estates | | |
| Managing and Supervising Contractors | When required | | Hub Estates Lead – major works | Premises Officer – minor works |
| Contractor Inductions | When required | | Hub Estates Lead – major works | Premises Officer – minor works |
| Internal Inspection of Passenger Lifts and Hoists | Weekly | | | Premises Officer |
| Organising Service and Maintenance of Lifts and Hoists | Quarterly | | Hub Estates Lead | |
| Organising Service and Maintenance of The Kiln | Annually | | Hub Estates Lead | |
| Organising the Service and Maintenance of Work Equipment | Annually | | Hub Estates Lead | |
| Organising the Service and Maintenance of The Kitchen Equipment | Annually | | Catering Manager | |
| Creating Classroom Risk Assessments | Annually or if a change of activity | | | Headteacher – delegated to relevant staff |
| Creating and Reviewing Premises Related Risk Assessments | Annually or if change of activity | | Operations Manager together with Site Manager/Premises Officer | Premises Officer |
| Creating and Reviewing PE Risk Assessments | Annually | | | PE Lead |
| Creating and Reviewing Design Technology Risk Assessments | Annually | | | D&T Lead |

| | | | | |
|--|---------------|--|--------------------|--|
| Creating and Reviewing Science Risk Assessments | Annually | | | Science Lead |
| Ensuring the Creating and Reviewing of the Academy's Risk Assessments - academic | Annually | | | Head to delegate |
| Ensuring the Creating and Reviewing of the Academy's Risk Assessments – non-academic | Annually | | Hub Estates Lead | |
| Conducting Pregnancy Risk Assessments | When required | | | School HR |
| Conducting Return to Work Risk Assessments | When required | | | School HR / Head |
| Selecting Staff Health and Safety Training | When required | Director of Estates – non-academic Deputy CEO – academic <i>Delegated by them as appropriate</i> | | |
| Recording Staff Health and Safety Training in a Central Record | Annually | | | HR Lead using template list set up by Director of Estates / Deputy CEO |
| Creating and Reviewing COSHH Risk Assessments for Premises | Annually | | Hub Estates Lead | |
| Creating and Reviewing COSHH Risk Assessments for Classrooms and Offices | Annually | | Operations Manager | |
| Creating and Reviewing COSHH Risk Assessments for Cleaning Staff | Annually | | Hub Estates Lead | |
| Logging Accidents onto the AssessNet system | When required | | | SLT / school admin |
| Reporting RIDDOR | When required | | | SLT / school admin |
| Reviewing the Management of Medications Policy | Annually | Deputy CEO <i>Or delegated by them as appropriate</i> | | |

| | | | | |
|---|---------------|--|---------------------|---|
| Reviewing the First Aid Needs Assessment | Annually | Deputy CEO <i>Or delegated by them as appropriate</i> | | |
| Checking First Aid Kit Contents | Monthly | | | School admin |
| Checking the Condition of First Aid Facilities | Monthly | | | Premises Officer |
| Reviewing Pupil Individual Care Plans | When required | | | Headteacher delegates to SLT |
| Reviewing Individual Behaviour Plans | When required | | | Headteacher delegates to relevant staff |
| Creating and Reviewing Off-Site Visit Risk Assessments | When required | | | EVC coordinator |
| Approving Off-Site Visits | Head | | | Headteacher |
| Creating a Health & Safety Report for Trust Board including accident statistics | Annually | Director of Estates | Board Finance & Ops | |
| Communicating Emergency Procedures to Lettings | Annually | Head of Enterprise | | |
| Emergency Contact during Lettings | On going | | | Premises Officer |

| | | | | |
|--|----------|--|--|---|
| Work Experience Co-ordinator | | | | Headteacher delegates to relevant staff |
| Organising Service and Maintenance of The School Minibus | Annually | | | Premises Officer |
| Pre-Use/Daily Mini bus Driver Checks | Daily | | | Premises Officer/Mini bus driver |
| Driving for Work Drivers Licence and Insurance Checks | On going | | | HR Lead |