Scheme of Delegation

CONTENTS

1 EXECUTIVE SUMMARY

1. Trustees are accountable for everything the Trust is and does at all times.

2. Members hold Trustees to account for the governance of the Trust, and for ensuring that it fulfils its charitable objectives

3. The Board holds the executive leadership team to account for the effective implementation of the trust strategy and operating plan, including in relation to the use of resources and the drivers of impact.

4. Headteachers are responsible for the leadership and management of their respective schools, and are held to account by the Chief Executive and the Executive Team, with the collaboration of Local Schools Committees providing monitoring, support and challenge

2 INTRODUCTION

Our Vision: Enabling everyone to flourish in our communities and beyond.

Our Values: Collaboration, Ambition, Respect

Initio Learning Trust (the "Trust") is governed by a Board of Trustees (the "Trustees") who are accountable to the Department for Education (DfE) and have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust. Academies operated by the Trust will be referred to as schools in this document.

Comprising both Church of England and community schools, the Trust cherishes and celebrates the unique histories and characteristics of each of its schools.
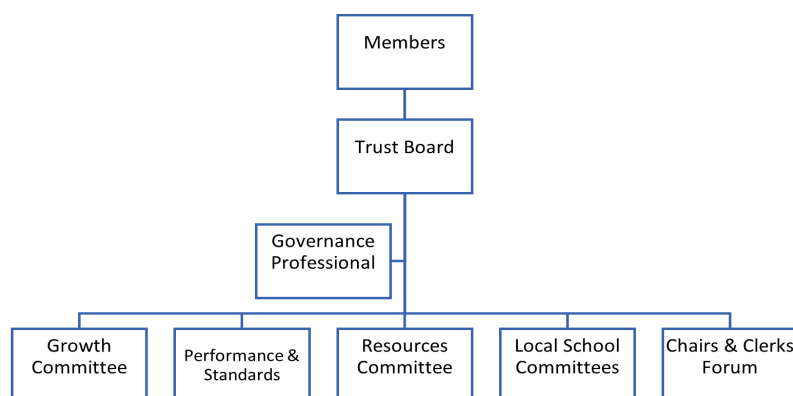
The Trust will delegate responsibility to Performance and Standards, Resources and Growth committees, the Chief Executive Officer (CEO) and Local School Committees (LSC) for aspects of running the schools as it sees fit, however the Trust retains ultimate decision making authority in all areas (see Annex 1 Scheme of Delegation).

The Trustees may review the scheme of delegation at any time but shall review it at least annually.

This scheme of delegation may only be amended by the Board of Trustees.

The governance structure complies with the Academy Trust Handbook, the code of conduct (members, trustees and committee members) and the Trust's Articles of Association, funding agreements and church supplemental agreements.

TRUST GOVERNANCE STRUCTURE

RELATED PARTY TRANSACTIONS AND REGISTER OF INTERESTS

The Academies Trust Handbook (ATH), along with other statutory or sector best practice and guidance, provides clear guidance on how related party transactions (RPT) must be managed against the consideration of the Nolan principles. Individuals who hold any of the roles mentioned in this

document must at all times take personal responsibility for their decisions and actions, and ensure they have;

- An understanding of their personal awareness and commitment to the statutory requirements of the roles they hold in relation to RPTs
- Maintained and reviewed an up to date register of interests (as defined in the ATH)
- Not at any point used their connection to the trust for personal gain, including payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to the trust. This specifically includes trustees seeking payments that at all times must be considered against the requirements in the ATH.

3 MEMBERS

3.1   The Trust is governed by Members constituted under a Memorandum of Association and Articles of Association.

3.2   The Members are responsible for:

3.2.1   Approving the Articles of Association

3.2.2   Recruitment and Appointment of Members

3.2.3   Appointment of some Trustees

3.2.4   Removal of Trustees

3.2.5   Holding the Board of Trustees to account for the provision of excellent education for all pupils within the Multi Academy Trust

3.2.6   Appointment of the Trust's Auditors

3.2.7   A Member counts towards the quorum by being present in person, by video or conference call or by proxy. Three persons entitled to vote upon the business to be transacted, each being a Member or a proxy of a Member, shall constitute a quorum.

3.3   Members are required to maintain an up-to-date record of pecuniary/business interests.

4 TRUST BOARD

4.1 Trustee Recruitment and Appointment

The recruitment and appointment of Trustees is set out within the Articles of Association and Scheme of Delegation. The term of office, number and types of trustees and specific role of the Chief Executive are all clearly defined.

The Trust board is the legally accountable body and single governing board for the performance of the trust and its schools and fulfilment of all statutory duties under company and charity law and in accordance with its Articles of Association and funding agreements. Core functions are to hold executive leaders to account for delivery of the vision, ethos and strategic plans, the quality and effectiveness of educational and financial performance and safeguarding, development of a shared culture which values church and community schools and engages with all stakeholders locally, regionally and globally to grow the trust and its community partnerships.

The Trust Board meets at least six times per academic year.

The Trust Board is responsible for:

> 4.1.1 Upholding the charitable objectives of the Trust.
>
> 4.1.2 Setting a clear strategic vision.
>
> 4.1.3 Ensuring compliance with the Trust's duties under company law and charity law and agreements made with the DfE & Education and Skills Funding Agency (ESFA) including the funding agreement and continued charitable status of the Trust.
>
> 4.1.4 The determination, educational character and mission of the Trust.
>
> 4.1.5 Ensuring the solvency of the Trust company and charity, safeguarding its assets and delivering its charitable outcomes.
>
> 4.1.6 Ensuring that effective safeguarding procedures are in place across the schools.
>
> 4.1.7 Ensuring the church schools maintain their distinctive Anglican and Christian ethos.
>
> 4.1.8 Setting key strategic objectives and targets and reviewing performance against these.
>
> 4.1.9 Operating the Trust in line with the Scheme of Delegation.
>
> 4.1.10 Providing the Members with sufficient, timely information to provide assurance that the governance of the trust is effective, and escalating matters to the Members as necessary

4.2 The Trust seeks to appoint Trustees with a range of skills and experience. The quorum for meetings of the Board of Trustees will be any three Trustees voting in person, by video or teleconference , or one-third of the total number of Trustees holding office at the date of the meeting, where this would be higher. The term of office for all Trustees will be four years and a maximum of two terms. Trustees can, in exceptional circumstances, authorise up to a maximum

of a further single third term of office. Executive team and other senior staff may be invited to meetings as and when required.

4.3 Where an issue is being discussed that directly affects a Trustee or the CEO an interest must be declared and the individual must withdraw from the meeting. Any Trustee may attend any of the Trust and Local School Committee meetings.

4.4 The Trustees will hold LSCs accountable for carrying out their delegated duties and will have the authority to suspend or remove a LSC member by consideration to the following reasons:

4.4.1 Repeated grounds for suspension

4.4.2 Serious misconduct (based on the facts of the case)

4.4.3 Repeated and serious misconduct

4.4.4 Behaviour that undermines British values

All schools are required by law to promote the fundamental British values of:

- democracy
- the rule of law
- individual liberty
- mutual respect and tolerance of those with different faiths and beliefs

4.4.5 Behaviour that is detrimental to the effective operation of the Board or that interferes with the operation of the school.

4.4.6 Refusing to provide a written undertaking to uphold the Objects of the Trust (Article 103)

4.5 The Trust Governance Professional will undertake the clerking of the meetings of Members and Trustees and its committees and ensure that the minutes are included as an agenda item for consideration and approval at the next appropriate meeting. All decisions made by committees with delegated powers must be reported to the next full meeting of the Trust Board.

4.6 The annual agenda for the Trust board revolves around vision and strategy, educational performance, financial performance, governance matters, compliance, safeguarding and risk management.

4.7 The Chair and Vice-Chair of the Board of Trustees will be elected at the first meeting of the academic year.

4.8 Chairs of each Committee will be appointed by the Board of Trustees at the first meeting of the academic year.

4.9 Trustees are required to undertake relevant Disclosure and Barring Service checks and maintain an updated record of pecuniary/business interests.

4.10 Trustees are required to undertake all safeguarding and compliance training.

4.11 Trustees are required to give a written undertaking to the Members to uphold the Objects of the Trust (Article 45A) and must adhere to the Board's code of conduct, and undertake training e.g. statutory safeguarding training and any other training as required.

5 INDIVIDUAL ROLES AND RESPONSIBILITIES

5.1 The Role of the Chair of the Board of Trustees

5.1.1 Act as an ambassador for the Trust to promote Initio and its ethos and values in the communities in which it works, with the DfE and its Regional Director and Local Authority colleagues.

5.1.2 To lead the board in ensuring the strategic direction of Initio Learning Trust whilst offering effective support and challenge at all levels of the organisation.

5.1.3 To ensure the business of the Board is conducted properly, in accordance with legal requirements.

5.1.4 To ensure any decisions taken are done so in accordance with the scheme of delegation.

5.1.5 To ensure meetings are run effectively, focusing on priorities and making the best use of time available.

5.1.6 To ensure that all attendees have an equal opportunity to participate in discussion and decision making.

5.1.7 To establish and foster an effective relationship with the Chief Executive Officer, Executive Team, Chairs of LSCs and Headteachers within the Multi Academy Trust based on trust and mutual respect for each other's roles.

5.1.8 In the event of a need to make genuinely urgent decisions, the Chair of the Board of Trustees, where appropriate in consultation with the CEO, will take appropriate action on behalf of the Trust Board. The decisions taken and the reasons for urgency will be explained fully and minuted at the next meeting of the Trust Board.

5.1.9 To exercise emergency powers as and when required.

5.2 The Role of Lead Trustees

5.2.1 The Board will appoint a Lead Trustee for Safeguarding, with specific oversight of the Trust's arrangements for safeguarding as agreed by the Board, meeting regularly with the Trust CEO and Safeguarding Officer.

5.2.2 The Board will appoint a Lead Trustee for Careers, with specific oversight of the Trust's arrangements for provision of careers guidance.

5.2.3 The Board will appoint a Lead Trustee for Inclusion, with specific oversight of the Trust's arrangements for:
- Children with SEND
- Children with medical conditions
- Looked after children
- Children eligible for pupil premium

5.3 The Role of the Chief Executive Officer

5.3.1 Provide strategic leadership and direction of the Trust and its schools within the vision and strategy agreed by the Trust Board, to ensure that children consistently achieve good or better outcomes.

5.3.2 Act in the role of accounting officer.

5.3.3 Fulfil the Board's vision for medium and long term growth by engaging with future schools and liaising with external partners.

5.3.4 Be the lead education professional for schools in the Trust, ensuring an effective strategy for building educational and leadership capacity ahead of need.

5.3.5 Act as an ambassador for the Trust to promote Initio and its ethos and values in the communities in which it works, with the DfE and its Regional Director and Local Authority colleagues.

5.3.6 Ensure that the Trust's financial viability is secure and is able to meet the Trust's and its schools' needs.

5.3.7 Establish and foster an effective relationship with the Chair of the Board, Chair of the Local School Committees and Headteachers within the Multi-Academy Trust based on trust and mutual respect for each other's roles.

5.3.8 Effectively deploy the staff and resources of the central Trust in line with strategic direction as determined by the Trust Board.

5.3.9 Be the lead officer servicing the Trust Board and Growth Committee

5.3.10 Line manage the CFO to ensure the strategic direction of the Trust is followed and that standards are maintained across the Trust.

5.3.11 Ensure that best practice is shared within Initio but also that best practice nationally is applied across our organisation.

5.3.12 Actively support and enhance the wellbeing and achievements of pupils and staff.

5.3.13 Take leadership responsibility for safeguarding within Initio, working closely with the Trust safeguarding officer.

5.3.14 Provide support and training to LSCs to ensure the highest standards of governance are achieved.

5.3.15 Ensure Initio is represented in national, regional and local networks so that the Trust influences and is aware of new trends and is familiar with current best practice in the education sector.

5.3.16 Ensure any decisions taken are done so in accordance with the scheme of delegation.

5.4 The Role of the Directors of Education:

5.4.1 Provide strategic leadership, direction and management of education and school improvement, in accordance with the job description which will be maintained by the CEO.

5.4.2 Be the lead officers servicing the Performance and Standards Committee

5.5 The Role of the Director of Resources:

5.5.1 Act in the role of Chief Financial Officer.

5.5.2 Provide strategic leadership, direction and management of operational and shared services, in accordance with the job description which will be maintained by the CEO.

5.5.3 Be the lead officer servicing the Resources Committee

5.6 The Role of the Headteacher/Executive Headteacher:

5.6.1 Provide strategic leadership, direction and management of their school(s), in accordance with the job description which will be maintained by the CEO.

5.6.2 Be the lead officer servicing the Local School Committee

5.7 The Role of the Governance Professional

5.7.1 Provide effective support, advice and guidance to the Board, Committees and LSCs, in accordance with the job description which will be maintained by the CEO.

6. BOARD COMMITTEES

6.1 The Trust Board, in order to meet its requirements, may opt to have board committees and the membership will be reviewed and agreed by the Board of Trustees annually. The quorum for each of the committees is three. The Committee shall review its terms of reference and its compliance with them on an annual basis.

6.2 The committees will meet as often as is necessary to fulfil their responsibilities. The CEO and other relevant senior staff should routinely attend committee meetings as appropriate to provide information and participate in discussions. The committees may invite attendance at meetings from persons who are not members of the committee such Headteachers, professional advisors and auditors to assist or advise when and where appropriate.

6.3 There are three Committees plus Local School Committees (covered in section 7):

6.3.1 **Performance and Standards Committee** (at least three times per year)

The Performance and Standards Committee will hold the CEO to account for the overall effectiveness of education and outcomes for children and young people.

Terms of Reference Annex 4

6.3.2 **Resources Committee** (at least three times per year)

The committee will oversee the Trust functions of

- finance

- people
- estates and health & safety
- ICT, cyber & data protection.

The committee also acts as the Trust's Audit and Risk Committee in accordance with the requirements of the Academy Trust Handbook

Terms of Reference Annex 5

6.3.3 **Growth Committee** (at least three times a year and as required)

The committee will review and consider potential new schools joining Initio Trust and make recommendations to the Trust Board; and undertake any other work as delegated by the Trust Board from time to time.

Terms of Reference Annex 6

Membership of Committees

6.3.4 Membership: At least 3 Trustees. The committee may co-opt up to 2 members, provided that a majority of the committee members are Trustees.

Quorum: 3 members

6.3.5 In attendance (agreed in advance by the Chair): CEO, Executive Directors, Governance Professional. As invited Headteachers, Deputy / Assistant Heads.

Proceedings of Committee Meetings

6.3.6 Every matter to be decided at a meeting of the Committee must be determined by a majority vote of the members present and voting on the matter. No vote on any matter can be taken at a meeting of the committee unless the majority of voting members present are Trustees.

6.3.7 A register of attendance shall be kept for each Committee meeting and published annually on the Trust's website in accordance with the Academy Trust Handbook.

6.3.8 Approval of policies and documents may, at times, be required outside of committee meetings. In such circumstances Trustees can seek approval via e-mail through the Governance Professional. See Annex 7 - Initio Policies Policy

6.3.9 Where a quorum of responses is not received by the approval date, the approval will be requested from the full Board of Trustees via e-mail through the Governance Professional.

Appointment of the Chair of Committees

6.3.10 Just before the first meeting of the Committee each Trust year, the Trust Board shall appoint a Chair from among the Trustees.

6.3.11 The Chair shall hold office for one year, and until the first meeting of the Committee of each Trust year.

6.3.12 At the end of the term of office the Chair shall be eligible for re- appointment. If the Chair is absent from any meeting of the Committee, the Trustees present shall choose one of their number to act as Chair for that meeting.

Reporting Procedures

6.3.13   The Clerk to the Committee shall circulate draft minutes of all the meetings of the Committee to all Committee members within 10 days of the meeting. The (draft) minutes shall be included in the Board pack for the next available Trust Board meeting unless the Chair of the Committee determines that they should be circulated sooner.

7 LOCAL GOVERNANCE

7.1   In order to assist with the discharge of their responsibilities, the Trustees may establish a Local School Committee ("LSC") for each school or for groups of schools. The LSC shall be a committee established pursuant to the Articles of Association of the Trust (the "Articles").

7.2   The responsibilities that are delegated to the LSCs are set out in the Scheme of Delegation. The LSC may escalate matters to the Board either via a referral in the LSC minutes or via notification of an urgent matter to the Governance Professional.

7.3   Where the Trust Board has significant concerns about a particular school, including OfSTED gradings, the existing LSC may be replaced or supported through an Academy Monitoring Board (AMB) if appropriate. The Board of Trustees will be responsible for determining the members of the AMB and in some instances, where their skills will add to capacity, may include some members of the existing LSC.

7.4   Where an existing Academy (school) is deemed to be at risk of failing its pupils, the Trust will exercise the right to reconstitute the LSC and appoint the majority of its members to ensure that the identified weaknesses can be effectively addressed.

7.5   Members of the LSC will be known as committee members.

7.6   All Committee members will serve a 4-year term of office and a maximum of two terms. Trustees can, in exceptional circumstances, authorise up to a maximum of a further single third term of office. The Local School Committee is constituted in accordance with the requirements set out by the Trust which shall include:

- at least 2 parent committee members. Parent committee members are nominated and voted for by parents of the school
- Up to 2 staff committee members. Staff committee members are nominated and voted on by school staff
- Up to 4 co-opted committee members – co-opted committee members are committee members who are recommended to the Trust Board by the LSC on the basis of their skills and experience
- For church schools, members appointed by the Salisbury DBE (see below & Annex 3)
- Up to 2 trustee appointed members

The overall size of the LSC should not normally exceed 10 without the approval of the Trust Board.

Trustees recognise that there may be an occasion where LSCs may want to co-opt a staff member. A member of staff can be co-opted to the LSC without approval of the trustees as long as the maximum number of staff who are committee members does not exceed 2 members of staff.

In appointing persons to serve on the LSC who are employed at the school the LSC may invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the school, excluding the Headteacher.

The number of parent members of the LSC required shall be made up by persons appointed by the Trustees if the number of parents standing for election is less than the number of

vacancies. In appointing a person to be a parent member of the LSC the Trustees shall appoint a person who is the parent of a registered pupil at the school; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age. A parent may be co-opted based on their skills & experience.

See Articles of Association in relation to the constitution and conditions of appointments for specific LSCs (Article 101B), including the requirements for Foundation appointments in church schools (see Annex 3), and the requirement for LSC members to give a written undertaking to the Members to uphold the Objects of the Trust (Article 103). LSC members must also adhere to the LSC code of conduct, and undertake training e.g. statutory safeguarding training and any other training as required.

7.7   Local School committee meetings shall be held at least three times per year. The quorum for a Local School Committee meeting will be three committee members, or, where greater, one third (rounded up to a whole number) of the total number of committee members holding office at the date of the meeting.

In attendance (agreed in advance by the Chair): Headteacher, Clerk. As invited: Deputy / Assistant Heads / other staff invitees.

7.8   Parent and Staff committee members will be sought through the process of nomination and election procedures and shall be conducted in accordance with NGA guidance.

7.9 Proceedings of LSC Meetings

7.9.1   A register of attendance shall be kept for each LSC meeting and published annually on the school's website in accordance with the ATH.

Appointment of the Chair of LSC

7.9.2   The Chair of the LSC will be elected by the LSC committee members at the first meeting of the academic year and approved by the Trust Board. LSC members who are employees of the Trust cannot be appointed as Chair of the LSC.

7.9.3   The Chair shall hold office for one year, and until the first meeting of the Committee of each Trust year.

7.9.4   At the end of the term of office the Chair shall be eligible for re- appointment. If the Chair is absent from any meeting of the Committee, the committee members present shall choose one of their number to act as Chair for that meeting.

Reporting Procedures

7.9.5   The Clerk to the Committee shall circulate draft minutes of all the meetings of the Committee to all Committee members within 10 days of the meeting. The (draft) minutes shall be included in the Board pack for the next available Trust Board meeting unless the Chair of the Committee determines that they should be circulated sooner.

7.10   **Scope of responsibilities**

7.10.1   LSCs are established to support and challenge the Head (and the Trust) in 5 critical and specific areas -

- by being advocates for, and guardians of, the ethos and distinctiveness (church or otherwise) of the school;

- by monitoring safeguarding, ensuring that there is a strong culture of safeguarding within a school, that school and Trust safeguarding policies are being effectively implemented, and that children and young people are safe;

- by monitoring inclusion and SEND, ensuring that the school meets its statutory duties, that school and Trust policies are being effectively implemented, and that the needs of disadvantaged C&YP are being effectively met;

- by monitoring, supporting and challenging where necessary the educational standards and performance of the school (to include attendance, behaviour, attainment and progress), ensuring that the Head maintains a focus on the School Improvement Plan, as well as any actions arising from Trust or external partner meetings with the schools;

- by supporting communication with local stakeholders between the school and the Trust to advance the school to the benefit of C&YP and all community stakeholders

7.10.2   Full terms of reference are set out in Annex 2

7.11 Voting at Meetings

7.11.1   Every question to be decided at a meeting of the LSC shall be determined by a majority of the votes of the committee members present and voting on the question. Committee members shall be able to participate in meetings of the LSC by telephone or by any suitable electronic means.

7.11.2   A resolution in writing, which includes a resolution in electronic form signed by all of the committee members entitled to vote at a meeting, shall be valid and effective as if it had been passed at a meeting.

ANNEX 1
DELEGATION MATRIX

DECEMBER 2024

INTRODUCTION

This scheme of delegation (Scheme) explains the ways in which primarily the members and trustees fulfil their responsibilities for the leadership and management of the trust, their respective roles and responsibilities, the CEO and school committees and the commitments to the trust and to ensure the success of the trust and its schools. This Scheme therefore sets out the trust's approach to delegations between the different layers of governance within the trust and is a delegation by the members and trustees under Article 105 of the Articles of Association of certain powers and/or functions as detailed below;

1. Confirms which powers and functions are reserved to the Board.

2. Should be read in conjunction with the Trust's Committee Terms of Reference.

The Scheme has been broken down into sections covering:

1. Board business

2. Vision and Strategy

3. Finance

4. Human Resources

5. Education

6. Community

For the avoidance of doubt where any extant Initio Learning Trust policy conflicts with this Scheme of Delegation, then the Scheme shall take precedence. In all issues of interpretation, the decision of Chair of the Board in conjunction with the Chief Executive, is final. Where policies and procedures are not included in this Scheme of Delegation these are a matter for the Chief Executive and where appropriate the Trust Board.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

		Members	Trust board	CEO	Local school committees	Headteachers
1. Board business						
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	*A/R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R			
1.5	Establish and review trust governance structure		*A/R	C		
1.6	Agree named safeguarding trustee		*A/R			
1.7	Agree named SEND trustee lead		*A/R			
1.8	Agree named careers trustee lead		*A/R			

		Members	Trust board	CEO	Local school committees	Headteachers
	1. Board business (cont.)					
1.9	Appoint/remove local school committee chairs		*A/R	C	C	
1.10	Appoint/remove local school committee members		*A/R	C	C	
1.11	Appoint trust governance professional		*A/R	C		
1.12	Agree local school committee clerking arrangements		*A/R		C	
1.13	Articles of association: review		*A/R			
1.14	Articles of association: ratify	*A/R				
1.15	Agree committee terms of reference		*A/R	C	C	C
1.16	Complete annual review of scheme of delegation		*A	R		
1.17	Complete annual trust board self-review		A/R			
1.18	Complete review of local governance	C	A	R	C	C
1.19	Publish governance arrangements on trust and schools' websites		*A	R		
1.20	Ensure trust website is compliant and effective		*A	R		
1.21	Ensure school websites are compliant and effective		*A	A		R
1.22	Submit annual report on the performance of the trust to members and publish		A	R		
1.23	Annually report work of local school committee: submit to trust and publish		A	C	R	C

		Members	Trust board	CEO	Local school committees	Headteachers
	2. Vision and Strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Apply trust vision and strategy to individual schools		A	R	C	R
2.3	Determine trust-wide policies		*A	R		
2.4	Determine school level policies		*A	R		R
2.5	Establish risk register and conduct regular review		*A	R		
2.6	Ensure engagement with stakeholders		A	R	R	R
	3. Finance					
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditors report	*A/R				
3.5	Action recommendations made by external auditors		*A	R		R
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
3.7	Submit ESFA required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of strategic priorities		*A	A/R		C
3.9	Monitor budget		*A	R		R
3.10	Carry out benchmarking and trust-wide value for money evaluation		C	A/R		C

		Members	Trust board	CEO	Local school committees	Headteachers
4.	**Human Resources**					
4.1	Appoint and dismiss CEO/accounting Officer		*A	R		
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO pay and reward		*A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct headteacher performance management			A/R	C	
4.6	Agree headteacher pay and reward		C	A/R		
4.7	Review and agree staff appraisal procedure and pay progression		A	R		C
4.8	Determine executive team staffing structure		*A	R		
4.9	Determine school staffing structure			A	C	R
4.10	Headteacher appointments and dismissal		C	A/R	C	
4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary and capability policies		*A	R		
4.13	Implement disciplinary and capability procedures – CEO		A/R			
4.14	Implement disciplinary and capability – central team			A/R		
4.15	Implement disciplinary and capability procedures – schools					A/R
4.16	Approval of exit payments/early retirement/pension discretion (above £49,999)		*A	C		

		Members	Trust board	CEO	Local school committees	Headteachers
5.	**Education**					
5.1	Determine curriculum policy		A	R		C
5.2	Ensure high standards of teaching and learning		A	R	C	R
5.3	Delivery of curriculum			A		R
5.4	Set targets for trust outcomes		A	R		
5.5	Plan and deliver individual school improvement interventions and strategies			A	C	R
5.6	Determine behaviour policy		A	R		C
5.7	Implement behaviour policy			A	C	R
5.8	Review permanent and fixed term exclusions		*A/R		R/C	
5.9	Determine admissions policy		*A	R		C
5.10	Implement admissions appeal process		*A	R	R	R
5.11	Determine complaints policy		*A	R		C
5.12	Implement complaints procedures		*A/R	R	R	R
6.	**Community**					
6.1	Developing stakeholder partnerships across the trust		A	R	C	C
6.2	Developing stakeholder partnerships at school level			C	A	R

ANNEX 2

LOCAL SCHOOL COMMITTEES TERMS OF REFERENCE

Introduction

Initio Learning Trust aims to provide excellent education and opportunities for the students and communities that our schools serve, where everyone can flourish. We are determined to inspire in our students a love of learning, raising their aspirations, and to embed the 3 core values of the Trust – ambition, respect, and collaboration.

Within schools, Local School Committees (LSCs) are established to support and challenge the Headteacher as a critical friend, and to escalate issues to the Trust (either via a referral in the LSC minutes or via notification of an urgent matter to the Governance Professional) in 5 critical and specific areas:

1.   Advocates for, and Guardians of, the Ethos and Distinctiveness of the School

1.1   To regularly review the vision and values of the school, to ensure that these are consistent and aligned with the vision and values of the Trust, and to communicate these to stakeholders.

1.2   To uphold the ethos and distinctiveness of the school, and to ensure that this makes difference to the children, the staff and the wider community that the school serves.

1.3   For Church schools, to ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus, to ensure the provision of regular acts of collective worship, and to inform parents of their right to withdraw their child.

2.   Monitoring of Safeguarding

2.1   To comply with statutory duties by appointing a Committee Member to be the lead for safeguarding.

2.2   To ensure that the school effectively implements Trust safeguarding and all associated child protection policies.

2.3   To ensure that any recommendations or actions identified by the Lead Professional for Safeguarding of the Trust are implemented.

2.4   To ensure there is a culture of safeguarding within and across the school, that children and young people are safe, and that they know who they can approach to discuss concerns.

3.   SEND, Inclusion and Equality

3.1   To comply with statutory duties from the SEND Code of Practice in respect of pupils with special needs by appointing a Committee Member to be the lead for SEND

3.2   To ensure the school effectively implements Trust special educational needs (SEND) policies

3.3   To ensure the school effectively implements Trust policies relating to equality, diversity and accessibility.

3.4   To publish and update at least annually a SEND information report which meets statutory requirements.

3.5   To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, age, disability or sexual orientation.

3.6   To receive reports on bullying, homophobic, transphobic, misogynistic and racial incidents.

3.7   To ensure that pupils with special educational needs, or pupils who are otherwise disadvantaged, are supported appropriately to access the curriculum and gain the same school experiences and opportunities as pupils who are not disadvantaged.

4.   Educational Standards and Performance

4.1   To monitor, support and challenge where necessary the educational standards and performance of the school, with particular focus on attendance, behaviour, attainment and progress.

4.2   To maintain oversight of the annual School Improvement Plan (SIP), to monitor that SIP and to support and where necessary challenge the Head to maintain a focus on the effective implementation of that SIP.

4.3   To ensure that any action plans arising from Executive Team interventions or from external partner meetings are prioritised and implemented.

4.4   To monitor and review the use of suspensions and permanent exclusions and participate in panel reviews which may arise in accordance with Trust and national policy.   Note: a panel can include committee members from other LSCs.

5.   Stakeholder Communication

5.1   To review regularly how the school is regarded by pupils and parents.

5.2   To ensure the school communicates appropriately with parents, and the local and wider community, to advance the school to the benefit of pupils and all community stakeholders.

5.3   To ensure the adoption and effective implementation of all statutory policies, to include but not limited to the Trust Complaints Policy and Trust Grievance Policy, and to monitor and manage any complaints or grievances received in strict accordance with the relevant policy.

ANNEX 3

FOUNDATION GOVERNORS IN CHURCH SCHOOL LOCAL SCHOOL COMMITTEES

The Trust's Articles of Association (paragraph 101B.) state that the Trustees shall ensure that any Local School Committee constituted:

(a)   for Queen Elizabeth's School shall have up to 25% of its members appointed by the Governors of Wimborne Minster (and one of these members shall be the Incumbent) and that all its members shall sign an undertaking to the Diocesan Corporate Member, their Site Trustees and the Governors of Wimborne Minster to uphold the Church Academy character of Queen Elizabeth's School;

(b)   in respect of any other school that had previously been a voluntary controlled school immediately prior to conversion to Academy status shall have up to 25% of its members appointed by the Diocesan Corporate Member and that all its members shall sign an undertaking to the Diocesan Corporate Member to uphold the Church School character of the school;

(c)   in respect of any school that had previously been a voluntary aided school immediately prior to conversion to Academy status shall have a majority of its members appointed by the Diocesan Corporate Member and that all its members shall sign an undertaking to the Diocesan Corporate Member to uphold the Church School character of the school

	Ex-voluntary aided school	Ex-voluntary controlled school
Bridport St Mary's Primary		X
Burton Bradstock Primary		X
Colehill St Michael's Middle	X	
Pamphill First		X
Verwood First	X	
Verwood Emmanuel Middle	X	
Queen Elizabeth's School[a]		X
St John's First		X
Witchampton First	X	

ANNEX 4

PERFORMANCE AND STANDARDS COMMITTEE TERMS OF REFERENCE

1   Objectives

1.1   The Performance and Standards Committee will hold the CEO to account for the overall effectiveness of education and outcomes for children and young people.

2   Membership

2.1   At least 3 Trustees. The committee may co-opt up to 2 members, provided that a majority of the committee members are Trustees.
2.2   A quorum shall be 3 committee members.
2.3   In attendance (agreed in advance by the Chair): CEO, Executive Directors, Governance Professional. As invited Headteachers, Deputy / Assistant Heads.

3   Appointment of Chair

3.1   Just before the first meeting of the Committee each Trust year, the Trust Board shall appoint a Chair from among the Trustees.
3.2   The Chair shall hold office for one year, and until the first meeting of the Committee of each Trust year.
3.3   At the end of the term of office the Chair shall be eligible for re- appointment.
3.4   If the Chair is absent from any meeting of the Committee, the Trustees present shall choose one of their number to act as Chair for that meeting.

4   Meetings

4.1   Attendance
        • The Committee has the authority to invite such persons to attend meetings as may be desirable and necessary.
4.2   Frequency of Meetings
        • Meetings shall be held at least three times per year.

5   Authority

5.1   The Committee may consider and, if appropriate, investigate, or commission investigations into any activity within its terms of reference.
5.2   The Committee can request information on individual schools in advance of committee meetings through the Directors of Education, who will determine with the Chair how the information will be provided.

6   Duties

        The purpose of the Performance and Standards Committee is to:

6.1.1   Support the Board of Trustees in fulfilling statutory duties relating to curriculum, standards, inclusion and SEND.

6.1.2   Support the Board in understanding the unique context of each school whilst ensuring a consistent approach to reporting.

6.1.3   Support the Board in understanding relevant data, including performance, progress, outcomes, behaviour, attendance and other key indicators.

6.1.4   Support the strategic role of the school leadership.

6.1.5   Provide a framework for effective self-evaluation, monitoring and evaluation.

6.1.6   Support and challenge by linking the work of committees to key priorities in the School and Initio Strategic Plan.

6.2   Scope of responsibilities

6.2.1   To understand the strengths, weaknesses, needs and challenges of the schools in order to support the Trust Board in developing effective strategies to meet needs, improve schools and ensure the Trust delivers its educational vision to our communities.

6.2.2   To monitor school based, local and national performance data relating to the schools and evaluate achievement and progress drawing on data, the self- evaluation document and other reports, identifying:
● Trust wide priorities for improvement;
● Specific areas of priority for individual schools;
● Underperformance of specific groups;
● Attendance and exclusion concerns

6.2.3   To ensure that all learners receive a broad and balanced, inclusive curriculum in line with statutory requirements.

6.2.4   To provide effective challenge on educational performance and academic progress of pupils to ensure the best possible outcomes for all children.

6.2.5   To be assured that there is effective monitoring of the views of pupils in schools and there is effective evaluation of the ways in which each school actively responds to pupil views.

6.2.6   To be assured that there is effective monitoring of the views of parents and carers and that there is effective evaluation of the ways in which each school actively responds to the views of parents and carers.

6.2.7   To be assured that parents and carers receive the results of statutory assessments, an annual report on learner's educational achievements and relevant curriculum information about the school through the prospectus and website.

6.2.8   To monitor provision for all groups of vulnerable or disadvantaged children, including but not limited to young carers, looked-after children, children with SEND and children with EAL, to ensure that their needs have been identified and addressed, and to evaluate their progress and achievement.

6.2.9   To be assured that LSCs effectively monitor statutory reports, including but not limited to educational outcomes, SEND provision, Pupil Premium, Sports Premium and Ofsted findings, are appropriately published by schools

6.2.10 To be assured that the Executive and LSCs review progress against the targets in the School Improvement Plans and the action plans which underpin them.

6.2.11 To be assured that schools review, adopt and monitor the statutory policies and procedures related to complaints, curriculum provision, behaviour, attendance and educational standards.

6.2.12 To monitor student behaviour, including suspensions and exclusions data, and attendance.

6.2.13 To monitor complaints - including the effectiveness of policy and whether any patterns are emerging.

6.2.14 To keep under review the requirements of the Equalities Act 2010 with reference to particular characteristics, in relation to the curriculum, teaching and learning, assessment, achievement and progress; monitor implementation of the scheme, assess its impact on staff, learners and parents/carers and report emerging issues to the Board of Trustees.

6.2.15 To recommend targets for school improvement to senior leaders.

6.2.16 To monitor and be assured of the effective implementation of curriculum and assessment policies and recommend any policy changes to the Board as and when necessary.

6.2.17 To be assured that there is effective provision for RE, collective worship and spiritual development in church schools, including providing information to parents and make recommendations as necessary.

6.2.18 To be assured that there is effective provision for relationships and sex education (RSE) including providing information to parents and make recommendations where necessary.

6.2.19 To monitor the trust-wide approach to providing pupils with effective careers education including the destinations of pupils.

6.2.20 To highlight any educational risks on the trust risk register and escalate to the Trust Board.

7   Reporting Procedures

7.1   The Clerk to the Committee shall circulate draft minutes of the meetings of the Committee to all Committee members within 10 school days of the meeting.

7.2   The (draft) minutes shall be included in the Board pack for the next available Trust Board meeting unless the Chair of the PSC determines that they should be circulated sooner.

ANNEX 5

RESOURCES COMMITTEE TERMS OF REFERENCE

1   Objectives

1.1   The Committee shall support the Trust Board in discharging its governance responsibilities by:
- Ensuring the resources of Initio Learning Trust are applied in accordance with
  - the vision, ethos and strategic direction of the Trust
  - statutory and regulatory requirements;
- Holding executive leaders to account for the effective and efficient management of staff and other resources; and
- Overseeing the financial performance of the Trust.

2   Membership

2.1   The Committee shall be appointed by Initio Learning Trust's Board and shall consist of at least 3 Trustees. The committee may co-opt up to 2 members, provided that a majority of the committee members are Trustees.

2.2   The Chair of Trustees may be a member of the committee but is not permitted to be chair of the committee.

2.3   A quorum shall be 3 members.

3   Appointment of Chair

3.1   Just before the first meeting of the Committee each Trust year, the Trust Board shall appoint a Chair from among the Trustees.

3.2   The Chair shall hold office for one year, and until the first meeting of the Committee of each Trust year.

3.3   At the end of the term of office the Chair shall be eligible for re- appointment.

3.4   If the Chair is absent from any meeting of the Committee, the Trustees present shall choose one of their number to act as Chair for that meeting.

4   Meetings

4.1   Attendance

- The Committee has the authority to invite such persons to attend meetings as may be desirable and necessary, including representatives of the auditors.
- The CEO (Accounting Officer) and Director of Resources (Chief Financial Officer) will normally be in attendance.
- The Clerk to the Trust Board shall be the Clerk to the Resources Committee.

4.2   Frequency of Meetings

- Meetings shall be held at least three times a year and as required.
- The auditors may request a meeting of the Resources Committee or with the Chair of the Resources Committee should they consider that one is necessary. The meetings may be held with or without other participants, as appropriate.

● In any event, the Committee must consider a minimum number of items of business each year for it to be able to function effectively.

5   Authority

5.1   The Committee has authority to obtain external legal or other independent professional advice with the relevant experience and expertise if it considers this necessary.

5.2   The Committee may consider and, if appropriate, investigate, or commission investigations into any activity within its terms of reference, including, any complaints relating to alleged fraud or other financial irregularity or malpractice at the Trust in accordance with any financial regulations and procedures established by the Trust.

5.3   The Committee has the power to seek any information it requires from the auditors, governors, committees and Trust employees, plus relevant information from subcontractors and other third parties.

6   Duties

6.1 The Resources Committee oversees the following functions:

● Finance
● People
● Estates and H&S
● ICT, Cyber & Data Protection

6.2   The Resources Committee acts as the trust's Audit and Risk Committee in accordance with the requirements of the Academy Trust Handbook.

7. Scope of Responsibilities

7.1   Finance

● To recommend the financial strategy, 3 year plan and revenue and capital budgets for trust approval
● To recommend the financial statements and external auditor's management letter for trust approval
● To approve the financial regulations
● To approve the reserves and accounting policies
● To approve the charging and remissions policy
● To approve the treasury policy
● To approve high value procurements or contracts in line with the scheme of financial delegation
● To monitor financial position and performance.
● To monitor the cash position and investments.
● To monitor KPIs and performance against financial strategy

7.2 People

● To recommend the people strategy for trust approval
● To recommend the gender pay gap report for trust approval
● To review annual process and overall pay recommendations for headteachers
● To approve significant changes to staff contracts
● To monitor pay decisions for the CEO and executive team

- To monitor pay decisions for other trust and school staff
- To monitor KPIs and performance against people strategy
- To monitor staff survey outcomes

7.3   Estates and Health & Safety

- To recommend the estates and health & safety strategy for trust approval
- To recommend health & safety policies for trust approval
- To approve the trust business continuity plan
- To monitor the asset management plan
- To monitor health and safety compliance
- To monitor accident and near-miss information
- To monitor KPIs and performance against estates and health & safety strategy

7.4   ICT, Cyber & Data Protection

- To recommend the ICT strategy for trust approval
- To recommend data protection policies for trust approval
- To approve the cyber response plan
- To monitor the ICT management plan
- To monitor data protection compliance
- To monitor cyber incident and data breach information
- To monitor KPIs and performance against ICT strategy

7.5   Audit and Risk

- To recommend an annual report on the adequacy of the internal control framework and management of risk for trust approval.
- To recommend the risk policy for trust approval
- To recommend the reappointment of the external auditor for trust and Member approval
- To approve the programme of internal scrutiny and follow-up
- To approve the appointment of internal auditors/scrutineers
- To monitor the strategic risk map
- To monitor the internal scrutiny reports

7.6   Other

- To undertake any other work as delegated by the trust from time to time.

8   Reporting Procedures

8.1   The Clerk to the Committee shall circulate draft minutes of the meetings of the Committee to all Committee members within 10 school days of the meeting.

8.2   The (draft) minutes shall be included in the Board pack for the next available Trust Board meeting unless the Chair of the Resources Committee determines that they should be circulated sooner.

9   Review

The Committee shall review its terms of reference and its compliance with them on an annual basis.

ANNEX 6

GROWTH COMMITTEE TERMS OF REFERENCE

10.1 **The Committee shall:**

10.1.1 Review and consider potential new schools joining Initio Trust, and make recommendations to the Trust Board;

10.1.2 Be assured of robust on-boarding processes for incoming schools and ensure that a Local School Committee is established; and

10.1.3 Undertake any other work as delegated by the Trust Board from time to time.

10.2 The Committee has authority to obtain external legal or other independent professional advice with the relevant experience and expertise if it considers this necessary.

10.3 The Committee is authorised to act on behalf of the Trust Board in negotiations with individual schools and the various regulatory authorities.

10.4 Scope of Responsibilities

10.4.1 To review the committee's membership and effectiveness on an annual basis to ensure that it has appropriate skills and relevant experience.

10.4.2 To receive updates on preliminary and subsequent meetings held with potential new schools.

10.4.3 To review and approve the growth strategy at least once a year for approval by the Trust Board.

10.4.4 To review and RAG rate potential new schools joining the Trust, taking into consideration where a school is on the educational spectrum, financial implications and any other relevant matters e.g. geography

10.4.5 To report and make recommendations to the Trust Board in accordance with Appendix 1

10.4.6 To be assured of robust on-boarding processes for incoming schools; and

10.4.7 To ensure that a Local School Committee is established.

10.5 Protocol for New Additions to the Trust

10.5.1 At each meeting, Trust Board informed of potential interested schools.

10.5.2 Trust Board updated ahead of due diligence and also after due diligence, and then confirms approval of accepting school in Initio Trust.

10.5.3 Trust Board delegate document signing to Chair of Trustees and Another Trustee.

10.5.4 Trust Board reviews progress on acquisition targets and above process at each meeting, checking particularly on core capacity issues and financial implications against annual plan and budget.

ANNEX 7

CHAIRS AND CLERKS FORUM TERMS OF REFERENCE

[TO BE COPIED HERE]

ANNEX 8

Policies Policy

Version	4.0
Approving Body	Trust Board
Date ratified	September 2024
Date issued	September 2024
Review date	September 2025
Owner	CEO
Applies to	All Trust schools, all Trust staff

Version	Date	Reason
1.0	January 2020	To establish a Trust wide policy
2.0	December 2022	Periodic review
3.0	September 2023	Periodic review
4.0	September 2024	Periodic review

This policy applies to the Trust as a whole and to all the schools in the Trust, in accordance with the Equalities Policy, vision, values and strategic outcomes of Initio Learning Trust. Initio Learning Trust, including all the schools within the Trust, their Trustees, local school committee members and staff, must abide by this Policy.

This Policy describes Initio Learning Trust's policy framework and has been produced in accordance with the Articles of Association and Scheme of Delegation. If there is any ambiguity or conflict then the Scheme of Delegation takes precedence. If there is any question or doubt about the interpretation or implementation of this Policy, the Trust clerk must be consulted.

Herein:

- 'The Trust' means Initio Learning Trust.
- 'School' means a school (academy) in Initio Learning Trust.
- 'Trustee' means a Trustee of the Trust and member of the Board of Trustees, which is the legal governing board of the Trust; a Trustee is also a Director of the Trust.
- 'Local School Committee' and 'LSC' means a local school committee that is a committee of the Board.
- 'Headteacher' can mean the head of school or executive headteacher of the school.
- 'CEO' means the chief executive officer of the Trust (or an executive officer to whom they have delegated specific authority to act on their behalf).

Introduction

1.   It is the responsibility of the local school committee and the Headteacher of the school to adopt and maintain school policies and procedures as required to implement the Policies and Procedures of the Trust and to ensure that any such school policies and procedures are consistent with the Articles of Association and Funding Agreements and the Policies and Procedures of the Trust.

2.   In implementing such policies and procedures the local school committee, Headteacher and school staff must take account of any advice given to them by the Chief Executive Officer or Board of Trustees.

Policy and procedure framework

3.   In order to ensure that the Trust fulfils its statutory and contractual responsibilities the Trust must maintain policies and procedures.

4.   The Trust has a suite of policies that sets out the over-arching policy framework for the Trust and its schools and a number of single Trust-wide policies that apply to the Trust as a whole and all schools in the Trust. In addition, individual schools will have a set of policies of their own, which it is their responsibility to develop, approve and abide by, as long as they are consistent with any appropriate Trust policies.

5.   General descriptions of the requirements for 'policies' often use the terms 'policy' and 'procedure' interchangeably. The trust has adopted a standard 'default' structure for its policies and procedures as follows:
   ● Policy – principles, aims and objectives, the requirements that the Board places on the Trust and its schools and that the LSC places on its school; non-negotiables; decision of the trust board or LSC.
   ● Procedure – what the Trust and its schools have to do; what to do and who does it; how the policy is implemented.

6.   The Trust has grouped its policies and procedures under the classes below and as listed in the Trust Policy Schedule in appendix 1, which sets out the responsible person and approval level for each policy and procedure.

7.   If the responsible person is unsure whether the amendments required fall within this delegated authority, they should consult the Trust clerk.

Trust Strategic Policies

8.   A Strategic Policy sets out a high-level policy framework to be followed by all schools and services across the trust; setting the context and principles for the policies and procedures of the Trust.

Trust-wide operational policies and procedures

9.   Trust-wide operational policies and procedures must be followed by all schools and services in the Trust.

10.   A school's pre-existing policy or procedure that is covered or superseded by a single Trust policy will fall, and the Trust-wide operational policy will apply to the school.

11.   Some Trust-wide operational policies will require a school-specific procedure; in these cases, the policy will apply to all schools and Headteachers will need to tailor the model procedure to local requirements, or create a procedure where no model procedure is provided.

School operational policies and procedures - mandatory

12.   Appendix 1 lists several school operational policies and procedures that it is mandatory for each school to maintain. This includes DfE statutory policies and policies required to comply with other regulations as appropriate.

13.   The responsible person and approval level is prescribed as set out in Appendix 1.

14.   In many cases the Trust will have a model format that the school can adopt or adapt as required. Model policies will be reviewed annually.

School operational policies and procedures - discretionary

15.   Where it does not contradict Trust strategic policies or Trust-wide operational policies and procedures, Headteachers may wish to create their own school-specific operational policies and procedures.

16.   It is the responsibility of the Headteacher of each school to ensure that their school operational policies and procedures do not overlap with any relevant Trust policies and procedures

17.   School operational policies and procedures are the responsibility and approved by the Headteacher.

Trust Policies List (Appendix 1)
To be read in conjunction with the Policies Policy

Trust Strategic Policies								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Policies Policy		N	Sep 24	Annual	Sep 25	CEO	TB	Trust website
Scheme of Delegation		N	Oct 24 (update Dec 24)	Annual	Sep 25	CEO	TB	Trust website
Equality Act Statement Equality Objectives Equality Information		Y	Feb 24	Annual	Feb 25	CEO	TB	School and trust websites
Risk Management		N	Dec 24	Annual	Dec 25	CEO	TB	Trust drive
Trustwide Operational Policies and Procedures								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Data Protection Policy Appendices 1 Subject Access Requests 2 Data Retention Policy Short Form 3 Data Breach Policy 4 Data Protection Impact Assessment Template Form 5 CCTV Policy 6 Cookie Policy 7 Biometrics Policy Privacy Notice for Job Applicants		Y	Sep 24	Annual	Sep 25	DPO	TB	School and trust websites (including Privacy Notices)

Policy	Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
Privacy Notice for Parents and Pupils Privacy Notice for Staff Privacy Notice for Visitors and Contractors Privacy Notice for Volunteers including those in Governance								
Freedom of Information and Publication Scheme		N	Sep 23	3 years	Sep 26	DOR	TB	School and trust websites
Complaints		Y	Sep 24	Annual	Sep 25	CEO	TB	School and trust websites
Business Continuity Plan		Y	Apr 23	Annual	Apr 26	DOR	RC	School and trust websites
Risk Protection Arrangement – Cyber Response Plan		Y	May 24	Annual	Apr 27	DOR	RC	Trust drive/ intranet
Behaviour Agreement for Parents/Carers		N	Jan 24	3 yearly	Sep 26	CEO	TB	

Health and Safety								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Health and Safety Policy Appendices 1 Procedure Summary for School Level Amendment 2 Driving Policy 3 Accident Reporting and Investigation Procedure 4 Asbestos Management Policy 5 Fire Safety Management Policy 6 Managing Contractors Policy		Y	Sep 24	Annual	Sep 25	DOR	TB	School and trust websites (main policy only)

Policy	Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
7 First Aid Policy 8 Control of Infections Policy 9 Educational Visits Policy 10 Tree Management Policy 11 Legionella Policy Reference Documents DfE Guidance on First Aid for Schools								

Business/Finance								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Charging and Remissions		Y	Sep 24	3 years	Sep 27	DOR	RC	School and trust websites
Admissions Policies	held in Admissions folder in Trust Policies	Y	Feb 23	Annual	Feb 24	DOR	RC	School and trust websites
Financial Regulations		N	Sep 24	Annual	Sep 25	DOR	RC	
Treasury Policy (previously Investment)		N	Nov 22	3 years	Nov 25	DOR	RC	
Reserves		N	Dec 24	Annual	Dec 25	DOR	RC	
Accounting	Reviewed as part of financial statements	N	Dec 24	Annual	Dec 25	DOR	RC	

Safeguarding								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**

Policy	Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
Safeguarding and Child protection policy and procedures		Y	Jul 24 (update Dec 24)	Annual	Jul 25	CEO	TB	School and trust websites
Child on Child Abuse		N	Jul 24	Annual	Jul 25	CEO	TB	School website
Separated Parents		N	Sep 24	Annual	Sep 25	CEO	TB	School website
Safeguarding Supervision		N	Sep 24	Annual	Sep 25	CEO	TB	School website
Youth Involved Sexual Imagery		N	Jul 24	Annual	Jul 25	CEO	TB	School website
Online Safety		N	Jul 22	3 years	Jul 25	CEO	TB	School website
Learning								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Careers	Includes Appendix A example policy statement for publication for years 7 - 13	Y	May 24	Annual	May 25	DOE	TB	Trust website Intranet
Pupil Attendance		N	Sep 24	Annual	Sep 25	DOE	TB	School website
Ensuring a good education for children who cannot attend school because of health needs		Y	Jul 24	Annual	Jul 25	DOE	TB	School website

Policy	Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
Supporting pupils at school with medical conditions		Y	JJul 24	Annual	Jul 25	DOE	TB	School website
Behaviour		Y	May 24	Annual	Mar 25	DOE	TB	School website
Exclusion		Y	Dec 24	Annual	Sep 25	DOE	TB	School website
Relationships Education, Relationships and Sex Education (RSE) and Health Education		Y	Jul 24	Annual	Jul 25	DOE	TB	School website

HR								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Disciplinary Procedure		Y	Sep 23	3 years	Sep 26	DOR	TB	Trust drive Trust intranet
Grievance and Collective Grievance Procedures		Y	Sep 23	3 years	Sep 26	DOR	TB	
Capability		Y	Sep 23	3 years	Sep 26	DOR	TB	
Code of Conduct for Employees		Y	Sep 23	3 years	Sep 26	DOR	TB	School website
Induction for Early Career Teachers (ECTs)		Y	Jul 24	Annual	Jul 25	DOE	TB	
Pay (including executive pay)		N	Nov 24	Annual	Oct 25	DOR	TB	
Appraisal		N	Sep 23	3 years	Sep 26	DOR	TB	

LGPS Discretions		N	Dec 22	3 years	Dec 25	DOR	TB	
Whistleblowing		N	Sep 24	Annual	Sep 25	DOR	TB	School and trust websites
Promoting Positive Mental Health and Wellbeing		N	Sep 23	3 years	Sep 26	DOR	TB	
Sickness Absence		N	Sep 23	3 years	Sep 26	DOR	TB	
Annual Leave		N	Sep 23	3 years	Sep 26	DOR	TB	
Anti-Bribery, Gifts and Hospitality		N	Sep 23	3 years	Sep 26	DOR	TB	
Anti-bullying and Harassment		N	Sep 23	3 years	Sep 26	DOR	TB	School and trust websites
Expenses		N	Sep 23	3 years	Sep 26	DOR	TB	
Equality and Diversity		Y	Sep 23	3 years	Sep 26	DOR	TB	School and trust websites
Flexible Working		N	Sep 23	3 years	Sep 26	DOR	TB	
ICT Responsible Use		N	Sep 23	3 years	Sep 26	DOR	TB	School and trust websites
Leave of Absence		N	Sep 23	3 years	Sep 26	DOR	TB	
Maternity, Paternity and Adoption		N	Sep 23	3 years	Sep 26	DOR	TB	

Policy	Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
Probationary		N	Sep 23	3 years	Sep 26	DOR	TB	
Recruitment & Selection		N	Sep 23	3 years	Sep 26	CEO	TB	
Redundancy		N	Sep 23	3 years	Sep 26	DOR	TB	
Dress Code for Schools		N	Sep 23	3 years	Sep 26	DOR	TB	
HIV		N	Sep 23	3 years	Sep 26	DOR	TB	
Homeworking		N	Sep 23	3 years	Sep 26	DOR	TB	
Lone Working		N	Sep 23	3 years	Sep 26	DOR	TB	
No Smoking		N	Sep 23	3 years	Sep 26	DOR	TB	
Reference		N	Sep 23	3 years	Sep 26	DOR	TB	
Stress Management		N	Sep 23	3 years	Sep 26	DOR	TB	
Substance Misuse		N	Sep 23	3 years	Sep 26	DOR	TB	
Career Break		N	Sep 23	3 years	Sep 26	DOR	TB	
Managing Allegations and Concerns raised in relation to Staff, Contractors and Volunteers		Y	Sep 23	3 years	Sep 26	CEO	TB	
Menopause		N	Sep 23	3 years	Sep 26	DOR	TB	

Governance								
Policy	**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
Expenses for Governance Volunteers (prev Allowances for Governance Volunteers)		N	Mar 23	3 years	Mar 26	DOR	TB	

		Notes	Statutory	Date Ratified	Review cycle	Review date	Owner	Approval level	Location
	Register of business interests		Y		Annual		CEO	TB	School and trust websites
	Conflict of Interest		N	Sep 24	Annual	Sep 25	CEO	TB	
	Code of Conduct – Trustees		N	Sep 24	Annual	Sep 25	Clerk	TB	
	Visits to schools – Trustees and Members		N	Jan 24	3 years	Jan 27	Clerk	TB	
	Code of Conduct – Local School Committee Members		N	Sep 24	Annual	Sep 25	Clerk	TB	
	Visits to schools – Local School Committee Members		N	Mar 24	3 years	Mar 27	Clerk	TB	
**School Operational Policies and Procedures (Mandatory – Trust direction)**
Key: **M = model** **T = template** **P = policy / procedure**		**Notes**	**Statutory**	**Date Ratified**	**Review cycle**	**Review date**	**Owner**	**Approval level**	**Location**
	School information published on a website (model)	DfE - What academies, free schools and colleges should publish online	Y		Live		HT	HT	SLT drive
	Single central record of recruitment and vetting checks (Sentry)		Y		Live		HT	HT	
T	Register of pupils' admission to school and attendance		Y		Live		HT	HT	MIS

M	Accessibility plan (model)	From March 2020 accessibility audit - discrete plan from school audit	Y		3 years		HT	HT	School website
P	First aid in schools	Guidance in H&S Policy Appendix 1	Y		Annual		HT	HT	School website
P	Behaviour principles written statement (procedure for in school)	Behaviour guidance for schools	N		Annual		HT	HT	School website
P	Anti Bullying		N		Annual		HT	HT	School website
P	Assessment and reporting		N		Annual		HT	HT	School website
M	Feedback (model)	Reviewed by Teaching & Learning Network	N		Annual	Nov 23	HT	HT	
	Special educational needs and disability	Information report about the implementation of your school's policy for pupils with SEN.	Y		Annual		HT	HT	School website
P	Collective worship		N		Annual		HT	HT	School website
M	Principles of Teaching and Learning		N		Annual		HT	HT	School website/ School drive/

									Trust intranet
M	Pupil premium statement (model) First and Middle Pupil premium statement (model) Secondary		Y		Annual		HT	HT	School website
M	Recovery premium statement (model) First Recovery premium statement (model) Middle Recovery premium statement (model) Upper	To follow	Y		Annual		HT	HT	School website
M	PE and Sports Premium statement (model)	Youth Sport Trust Guidance	Y		Annual		HT	HT	School website
M	Careers statement on provider access	See Careers Policy	Y		Annual		HT	HT	School website
M	Business continuity and disaster recovery plan (school)		N		Annual		HT	HT	School website
M	Lettings – T&Cs Model Lettings – Venue Hire Form	T&C's Model Venue Hire Form	N		Annual		HT	HT	School website
P	Healthy Eating/Food		N		Annual		HT	HT	School website
P	School uniform		Y		Annual		HT	HT	School website
P	contingency plan	Joint Council for Qualifications (JCQ) - required policies Secondary schools only	Y		Annual		HT	HT	Available for inspection

P	internal appeals procedure		Y		Annual		HT	HT	Available for inspection
P	malpractice policy		Y		Annual		HT	HT	Available for inspection
P	policy regarding the management of non-examination assessments		Y		Annual		HT	HT	Available for inspection
P	policy on the use of word processors in examinations.		Y		Annual		HT	HT	Available for inspection