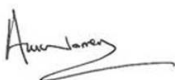




Scheme Of Delegation

Approved by	Signed	Date	Noted by LGC	Date	Review Schedule	Date of next review
Trust Board		23.10.25			Annually	September 2026

Saint Paul teaches, 'the body is not made up of one part but of many.'
Chester Diocesan Learning Trust recognises and nurtures the



unique gifts, skills and talents within our whole community.

We will empower adults and children to grow in character and mind, shaping a better future.

Shaping better futures; one body, many parts.

Introduction

Chester Diocesan Learning Trust is a company limited by guarantee and registered in England and Wales under company number 16546319.

Chester Diocesan Learning Trust (CDLT) is a Multi-Academy Trust (MAT) that was formed by Chester Diocesan Board of Education (the 'DBE') to provide a further academy option for schools in the Diocese of Chester.

CDLT is run by a Board of Trustees that is accountable to the Secretary of State for Education for the performance of each academy within the Trust. They are both Directors and Trustees as the academy is both a company and a Charity.

Within CDLT, each school typically has its own Local Governance Committee. This includes both parent and staff representatives, with others appointed as set out in the Articles (this will reflect the previous category of the school). Some schools may choose to have shared governance with one LGC overseeing more than one school, and this will be constituted by the Board following discussions between the CEO and the LGCs of the schools concerned.

The CDLT Board has overall legal responsibility for the operation of the MAT and the academies within it, however, the Board works in partnership with its family of schools and uses the skills and knowledge of Local Governance Committees to help challenge and support the professionals working within the schools to provide the best outcomes for every child and young person in the Trust.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Members
- the CDLT Board;
- the Chief Executive Officer (CEO) and other officers;
- the Local Governance Committee (LGC) of the school;
- the Headteacher of the school;

This scheme should be read in conjunction with the Memorandum and Articles of Association, Master Funding Agreement, Supplemental Funding Agreement, the Financial Procedures and Policy Manual, and other documents and guidance produced by CDLT from time to time.

Overview of Roles and Responsibilities

The Members

The Members are akin to shareholders in a commercial company and have ultimate control over the direction of the academy Trust through the appointment of Trustees and control of the structure of the CDLT Board.

Currently the 5 Members are:

- The Diocesan Board of Education acting corporately;
- The Bishop of Birkenhead;
- The Archdeacon of Chester;
- A member of the Diocesan Board of Education nominated by that Board;



- The Chair of the Board of Directors of CDLT.

The CDLT Board

The CDLT Board is a Board of Trustees that has responsibility for the effective running of the Trust and the individual schools within it. The Board may decide to form committees to carry out certain of its functions. The term 'CDLT Board' will therefore include any such committees that may be formed from time to time and decisions allocated to the CDLT Board may be taken by those committees in accordance with their terms of reference.

The Chief Executive Officer (CEO)

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The term 'CEO' refers to the Chief Executive Officer but, as the CEO may choose to delegate some of these functions to members of the central team, the reference to CEO may therefore include other staff employed centrally, especially the Chief Finance and Operations Officer but with the understanding that the ultimate responsibility remains with the CEO.

Local Governance Committee

The Local Governance Committee (LGC) is essentially a committee of the Trust which has delegated powers in order to oversee the running of its individual school. The LGC typically delegates many of these powers to the Headteacher.

Headteacher

In our schools, the Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff e.g., the School Business Manager or Deputy Headteacher. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility remains with the Headteacher.

In all cases the CDLT Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers. The CEO has authority to nullify decisions made by LGCs or to direct Headteachers if the CEO considers that it is in the best interests of CDLT to do so, or that a decision made by an LGC is not in the best interests of the school.

Local Governance Committee (LGC) Structure

The 'make-up' of the LGC is set out in the Articles and will be based typically on its school category prior to conversion as set out in the funding agreement. This structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the academy. The flexibility of the academy governance model will allow, in most cases, schools entering the Trust to replicate their existing structure if they wish to do so. However, where a school comes into the Trust as a Sponsored Academy the LGC will be appointed by the Trust Board.

The Articles state the following:

- In respect of any Academy that had previously been a Voluntary Controlled School, or a Foundation church school or was otherwise designated as a Church of England school immediately prior to conversion to Academy status, or has been established as an Church Academy which meets the conditions of section 19(5) of the Measure, shall (unless otherwise agreed with the Appropriate Diocesan Authority) have not less than 25% of its Members appointed by the Directors with the consent of the Diocesan Corporate Member and that all its members shall sign an undertaking to the Diocesan Corporate Member to uphold the designated religious character of the said Academy;
- In respect of any Academy that had previously been a Voluntary Aided School or a Foundation school immediately prior to conversion to Academy status shall (unless otherwise agreed with the Appropriate Diocesan Authority) have all its members (except elected parent and any staff members) appointed by the Directors with the consent of the Diocesan Corporate Member and that all its members shall sign an



undertaking to the Diocesan Corporate Member to uphold the designated religious character of the said Academy;

- In respect of any Academy falling under Article 4(a)(ii) is appointed by the Directors taking into account the needs of the Academy and the Directors shall recognise and support the individual ethos of the said Academy as a school not designated as having a religious character.
- In respect of all CDLT Academies, the Board will approve the membership of the LGCs on an annual basis.

The number of people who shall sit on the LGC shall be not less than 8 but, unless otherwise determined by the Directors, shall not be subject to any maximum.

Typically, the LGC of a CDLT academy shall have the following members:

- Trustee appointed with Diocesan Corporate Member consent following the DBE's appointment process (this would usually require some evidence of commitment to the Christian faith, for example through attendance at worship)
- 2 parent members, who shall normally be elected by the parent body but may be appointed in consultation between the CEO and LGB if no/too few parents stand for election
- The Headteacher as ex officio member (if they wish to sit on the LGC)
- 1 member of staff appointed following a suitable election process
- In previous VC or community schools Trustee appointed members.

There is no assumption the incumbent will become a member of the LGC 'ex officio', recognizing that some incumbents may have more than one church school in their parish(es); however, it is clearly desirable that incumbents sit on the LGC where this is possible.

At any point the LGC must not have more than one third of the total number of its members who are employed at the academy (including the Headteacher).

A Trustee (all or any of them) shall also be entitled to attend any meetings of the LGC. Any Trustee attending a meeting of the LGC shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGC.

The quorum for any LGC meeting will be 3 members or (where greater) any one third of the total number of LGC members in office at the time of the meeting providing that non-staff LGC members are in the majority.

The number of people who shall sit on any other committee shall be not less than three but, unless otherwise determined by the Trustees, shall not be subject to any maximum.

Term of Office and Resignation/Removal

All LGC members will be required to sign a confirmation of eligibility to serve on a LGC upon appointment/election. The confirmation of eligibility (and reasons for disqualification) is set out in the Trust's Articles of Association.

Every member of each level of governance will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGC member, based on the outcome of the DBS check.

The term of office for all LGC members will be 4 years except for the Headteacher, who is an ex officio member. The Chair and Vice-Chair of the LGC are typically elected annually by the LGC. However, where the school is a Sponsored academy the Chair and Vice-Chair will be nominated jointly by the LGC and CEO.

An elected parent whose child leaves the school to move on to their next stage of education may serve out their term of office.

work at the academy.

The Board of Trustees may remove any LGC member who, in its reasonable opinion, has become ineligible to sit on the LGC as set out in the Articles or who has acted in a manner that breaches the CDLT governor code of conduct which each governor and associate member is required to sign on appointment.

Delegated Powers

Each school is ultimately governed by CDLT, but the Trust recognises the benefits of the local skills, knowledge, autonomy and commitment required to support and challenge those who work within its schools to ensure the best outcomes for its children and young people.

This scheme sets out the decision-making levels and responsibilities for the Trust. The levels may vary within the Trust depending on the situation of each school (e.g., if it is sponsored by CDLT). This will be reviewed annually.

CDLT reserves the right to overrule this scheme if at any point it judges that a LGC is not acting in the best interests of the children at the school, or in order to ensure that the school is acting in accordance with the values and purposes of CDLT. It is expected that this would only occur in exceptional circumstances and where possible the LGC will be given warning of any concerns.

Financial Arrangement – Management Fee

A percentage, called the Management Fee, from each school's basic school budget (General Annual Grant (GAG)) is retained by the Trust to allow it to provide high-quality central services. No Management Fee is charged on additional funding such as Pupil Premium and PE/Sports Premium and schools are accountable to the Board grant usage.

The current management fee is 5%.

However, in schools where significant additional support is identified as being required, such as schools that 'require improvement', schools in an Ofsted category who have not received additional school improvement funding, schools identified in their local authority's 'causing concern' protocol or exceptionally small schools, the Trust may make an additional, reasonable and fully costed charge where no additional external funding is available and support costs are exceptionally high. Also, where there is a reduction in the level of delegation to the Local Governing Committee, a proportion of the school's budget may be retained centrally to enable the Trust to carry out those functions.

The Management Fee will be reviewed annually and may be amended to reflect additional services provided centrally.

The role of the DBE

All schools that came into CDLT as Diocesan schools (VA or VC) remain part of the Diocesan family of schools, and the Trust team and Board work closely with the officers of the DBE. The CEO and Board ensure that the Trust acts at all times in line with the appropriate statutory requirements of the DBE, as laid out in the DBE Measure.



GOVERNANCE

Responsibility	Articles of Association
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	N/A
Members	Agrees amendments to the Articles
Responsibility	Strategic Vision of the Trust
Headteacher	Ensures the school is run in accordance with the both the Trust and school visions
Local Governance Committee (LGC)	Ensures that school's vision aligns with strategic vision of the Trust, whilst reflecting the individual context of the school
CEO (and others as specified)	Works with the Board to develop the overall strategic vision of the trust
CDLT Board of Trustees	Develop the overall strategic vision and monitor its implementation
Members	N/A
Responsibility	Appointment/Removal of Members
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	N/A
Members	Members and their appointing bodies with reference to the Articles
Responsibility	Appointment/Removal of Trustees
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	Co-opts Trustees in line with Articles
Members	The majority of Trustees are appointed by the Members.
Responsibility	Appointment, Election and Removal of LGC Members
Headteacher	Administers the parent and staff election processes
Local Governance Committee (LGC)	- Recommends appointment of DCM approved, and Trust-Appointed LGC Members. - Consults the CEO if it is believed that the Code of Conduct has been breached - Ensures LGC composition is in line with the Articles
CEO (and others as specified)	- Liaises with DBE on confirmation of DCM approved appointments and reports new appointments to the Board. - Monitors effectiveness of LGCs, references LGC self-evaluation and skills audits to inform decisions about appointments.
CDLT Board of Trustees	- Approves LGC members annually. - Removes LGC members if required, following due process
Members	Diocesan Corporate Member liaises with the Trust and DBE for DCM approved appointments

Where a school is identified as requiring additional support CDLT will conduct its own audit of the quality of governance and will use this as the starting point for appointments to the LGC.

Responsibility	
Headteacher	N/A
Local Governance Committee (LGC)	Annually elects Chair and Vice Chair
CEO (and others as specified)	N/A
CDLT Board of Trustees	Annually elects Board Chair and Vice Chair
Members	N/A
<i>Where the school is identified as requiring additional support the appointment of the Chair will be agreed jointly by the LGC and CEO.</i>	
Register of Business Interests	
Headteacher	- Ensures register of business interests and LGC member information is published on the school website - Ensures governor information is kept up to date on GIAS
Local Governance Committee (LGC)	LGC members confirm their business interests at the start of the academic year and update as necessary
CEO (and others as specified)	- Ensures Trustees' and Members' information and register of business interests is maintained and published on the Trust website. - Ensures Trust Board information is kept up to date on GIAS
CDLT Board of Trustees	Governance Professional to the Board maintains register of business interests for Trustees
Members	Governance Professional to the Board maintains register of business interests for Members
Safeguarding Checks	
Headteacher	Administers DBS and Section 128 checks for LGC members and teaching staff and support staff, in line with the statutory requirements within KCSIE
Local Governance Committee (LGC)	- Seeks assurance from the Headteacher that a DBS and Section 128 check has been carried out on new LGC members. - Ensures that all LGC members complete the declaration of eligibility to serve on a LGC at the start of each autumn term
CEO (and others as specified)	- Administers DBS and Section 128 checks for Board members. - Receives summary of checks for LGC members and monitors process - Ensures the Chair of the Board undertakes an enhanced DBS check as required by the Secretary of State
CDLT Board of Trustees	- Monitors DBS and Section 128 compliance through safeguarding reports from CEO - Trustees to complete the declaration of eligibility at the start of each autumn term
Members	Members to complete the declaration of eligibility at the start of each autumn term
Scheme of Delegation	
Headteacher	Follows the scheme of delegation
Local Governance Committee (LGC)	Follows the scheme of delegation
CEO (and others as specified)	Advises the Board on the delegated powers for each academy following external inspection outcomes, discussions with the LGC and the review of information gathered regarding academy effectiveness
CDLT Board of Trustees	Review the scheme of delegation annually. In the event that a school enters a formal category of Ofsted concern, or Requires Improvement, the Board may re-categorise the school and amend the scheme of delegation.
Members	N/A
Chair's Action	
Headteacher	N/A
Local Governance Committee (LGC)	The LGC Chair can make/ratify decisions (within agreed parameters) where decision is needed between scheduled meetings: an explanation of any actions will be minuted at the next LGC meeting (The Chair may need to liaise with the CEO)
CEO (and others as specified)	N/A
CDLT Board of Trustees	Board Chair can make/ratify decisions (within agreed parameters) where decision is needed between scheduled meetings: an



	explanation of any actions will be minuted at the next Trust Board meeting
Members	N/A
Responsibility	Committees
Headteacher	N/A
Local Governance Committee (LGC)	Ensures statutory committees (e.g. HTPM, Pay) are in place
CEO (and others as specified)	N/A
CDLT Board of Trustees	Agrees terms of reference and membership of any committees of the Board
Members	N/A
Responsibility	Link Governor/Trustee Roles
Headteacher	Identifies suitable dates for link LGC members to make visits to school to meet with the appropriate staff member
Local Governance Committee (LGC)	Ensures that the LGC has nominated link LGC members as statutorily required (SEND, Safeguarding). Appoints link LGC members responsible for Pupil Premium, LAC, H&S and sustainability
CEO (and others as specified)	N/A
CDLT Board of Trustees	Appoints link Trustees for SEND, Safeguarding, Data Protection
Members	N/A
Responsibility	Meeting Schedule
Headteacher	N/A
Local Governance Committee (LGC)	Ensures LGC meets in line with requirements of annual planner
CEO (and others as specified)	- Liaises with the Chair of the Board to arrange meeting schedule of the Board and its committees - Monitors meeting schedules of LGCs
CDLT Board of Trustees	Meets at least termly and sets out further meetings of Board and committees in line with statutory and operational requirements.
Members	N/A
Responsibility	Clerk/Governance Professional
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	Ensures that each LGC has a named governance professional
CDLT Board of Trustees	Appoints governance professional to the Trust Board and committees other than LGCs.
Members	N/A
Responsibility	Setting Agendas and Managing Minutes.
Headteacher	Liaises with LGC chair on setting agendas.
Local Governance Committee (LGC)	Chair of the LGC sets the agenda following consultation with the Headteacher (and the CEO if necessary), and in line with agreed calendar of meetings.
CEO (and others as specified)	- Informs LGC Chairs and clerks of any items that must be included on any LGC agenda if required. - Liaises with the Chair of the Trust Board and governance professional on setting agendas.
CDLT Board of Trustees	Chair of the Board sets the agenda consulting with the governance professional and the CEO as necessary.
Members	N/A

Responsibility	Policy Development and Approval
Headteacher	• Draws up school specific policies outside the CDLT model framework. • Adapts model/trust wide policies with information appropriate for individual school context for adoption by the LGCs. • Publishes policies on the school website in line with statutory requirements
Local Governance Committee (LGC)	• Approves school specific policies. • Receives model/trust wide policy. Agrees and approves contextual amendments proposed by the Headteacher.
CEO (and others as specified)	• Develops trust wide model policies for approval in line with latest statutory requirements for academy policies. • Others as required at the discretion of the CEO. • Monitors school-specific policies and may override LGC approval if policies do not fulfil statutory requirements or CDLT wide values.
CDLT Board of Trustees	• Approves Trust wide policies.
Members	N/A
Responsibility	Equality Policy and Objectives
Headteacher	• Agree and publish the school's Equality Objectives; review every 4 years • Ensure the policy is communicated and made readily available to staff, parents/guardians and visitors to the school. • Ensure the policy is implemented and that staff are aware of their responsibilities and given appropriate training and support. • Ensure appropriate action is taken in any cases of unlawful discrimination
Local Governance Committee (LGC)	• Agree the school's Equality Objectives; review every 4 years • Adopt the CDLT Equality policy
CEO (and others as specified)	• Monitors school compliance • Ensures Trust objectives are communicated to schools and on the Trust website
CDLT Board of Trustees	• Set Trust Equality Objectives; review every 4 years • Review Trust Equality policy annually. Ensure compliance with equality legislation and effective operation of this policy.
Members	N/A
Responsibility	Evaluation
Headteacher	N/A
Local Governance Committee (LGC)	• Undertakes an annual self-review and/or skills audit of the performance of the LGC and reports back to the CEO
CEO (and others as specified)	• Monitors the work/ effectiveness of the LGCs. • Solicits feedback from LGCs on the performance of the Trust. • Participates in any External Reviews of Governance required of an LGC.
CDLT Board of Trustees	• Supports monitoring of the work of LGCs. • Undertakes an annual self-review of the performance of the Board and particularly its effectiveness in supporting schools.
Members	• Monitors the work of the Board through the AGM.

PERSONNEL

Responsibility	CEO Appointment
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	- Responsible for running recruitment process for new CEO, working with the Diocesan Director of Education and appropriate external advisors as appropriate. - Ensures all relevant stakeholders are represented in the process.
Members	N/A
Responsibility	Appointments to Central Team
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	- CEO responsible for running recruitment process for central team staff. - Liaise with CDLT Chair/ board to confirm new appointments.
CDLT Board of Trustees	Involved in selection/ interview process for senior central team staff.
Members	N/A
Responsibility	CEO Dismissal
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	- Ensures appropriate capability/disciplinary process followed and HR and legal advice sought and acted upon - Negotiates and agrees any discretionary payments/ severance agreement if negotiated settlement agreed
Members	N/A
Responsibility	Dismissal of Central Team Member
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	- For capability/disciplinary matters, ensures appropriate process followed and HR and legal advice sought and acted upon - Negotiates and agrees any discretionary payments/ severance agreement if negotiated settlement agreed
CDLT Board of Trustees	Gives final approval to any settlement agreed as part of a negotiated exit by a central team member.
Members	N/A
Responsibility	Appointment of Headteacher (including interim roles, maternity leave and sickness absence)
Headteacher	Ensures any maternity leave dates, resignation or retirement notices go to the CEO as well as the Chair of the LGC.
Local Governance Committee (LGC)	- Identifies LGC members to sit on appointments panel constituted by the CEO. - Informs CEO of any leadership absence that may require an interim leadership appointment.
CEO (and others as specified)	- Informs the Board of resignation, retirement, maternity leave or sickness absence of a Headteacher lasting more than 10 working days. - Leads recruitment process for new Headteacher, working with Chair of LGC and Diocesan Director of Education. - Chairs the appointment panel and notifies the CDLT Board for ratification. - For interim roles, identifies suitable candidate(s) (with external support as needed) and makes recommendations to LGC and board
CDLT Board of Trustees	Has a Trust Board representative on the appointments panel

	• Ratifies appointments
Members	N/A
Responsibility	Senior Leadership Team Recruitment
Headteacher	• Notifies the CEO and the LGC Chair as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy Headteacher, Deputy/Assistant Headteacher) • Liaises with the CEO and LGC in constituting a recruitment panel.
Local Governance Committee (LGC)	• Identifies LGC members to sit on appointments panel constituted by the Headteacher and LGC Chair in collaboration with the CEO. • Jointly leads the process for filling any vacancies in the Senior Leadership Team with the Headteacher and CEO.
CEO (and others as specified)	• If there is any dispute over the appointment, the CEO will prevail (only if the appointment would be deemed to be detrimental to the academy and its pupils).
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Senior Finance Officer (e.g. SBM) Recruitment
Headteacher	• Liaises with the CEO, CFOO, and LGC in constituting a recruitment panel.
Local Governance Committee (LGC)	• Jointly leads the process for filling any senior finance vacancies with the Headteacher and CEO/CFOO
CEO (and others as specified)	• Ensures Trust is represented on any interview panel.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Requests for secondments, etc.
Headteacher	• Jointly with the LGC considers and responds to any requests for secondments/ support for other schools from staff below Deputy Headteacher level and conveys decision and rationale to CEO.
Local Governance Committee (LGC)	• Jointly with the Headteacher, considers and responds to any requests for secondments/ support for other schools from staff below Deputy Head level, and conveys decision and rationale to CEO.
CEO (and others as specified)	• Considers and responds to any secondment/support requests involving the Headteacher or their Deputy.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Teacher Recruitment
Headteacher	• Informs CEO and LGC Chair of any resignations. • Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGC.
Local Governance Committee (LGC)	• Nominates a representative from the LGC to participate in the teacher appointment process. • Chair ensures LGC members involved in recruitment undertake Safer Recruitment training
CEO (and others as specified)	• Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other academies in the Trust. • Provides opportunities for safer recruitment training.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Support Staff Recruitment
Headteacher	• As above but an LGC member may not be required to be involved in the process.
Local Governance Committee (LGC)	• May nominate a representative from the LGC to participate in the recruitment process if appropriate.

CEO (and others as specified)	- Provides advice and support as necessary for recruitment including consideration of recommendation of staff from other academies in the Trust. - Provides opportunities for safer recruitment training.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Decisions re. Recruitment of Staff in addition to School's Staffing Structure
Headteacher	- Discusses any requirements for additional staffing with the CEO (and CFOO) and LGC Chair - Develops amended staffing plan with agreement of CEO/DFO and LGC Chair, ensuring affordability and in accordance with HR advice
Local Governance Committee (LGC)	Consulted regarding any proposals for increasing staffing or revising staffing structures
CEO (and others as specified)	- Approves recruitment of additional staff not previously budgeted for (including staff part-funded through specific funding) - Reports significant staffing structure changes and possible financial impact to the CDLT Board.
CDLT Board of Trustees	Approves any changes where additional cost to budget is above the CEO's authorisation level
Members	N/A
Responsibility	Reductions in Staffing and related Revisions to Staffing Structures
Headteacher	- Notifies the CEO and LGC Chair as soon as possible after becoming aware that reductions in staffing may be necessary. - Proposes a revised staffing structure with the support of the CEO and HR advisor for consultation with the LGC. - Manages the redundancy process, supported by the CEO and HR Advisor.
Local Governance Committee (LGC)	- Consulted regarding any proposals for reducing staffing or revising staffing structures. - Works with the Headteacher, CEO and HR Advisor in supporting the restructuring process. - Forms panel to agree recommendations to CEO for redundancy.
CEO (and others as specified)	- Supports the Headteacher throughout the restructuring process and attends consultation meetings. - Reports significant staffing structure changes and possible redundancies to the CDLT Board.
CDLT Board of Trustees	Approves any changes where additional cost is above the CEO's authorisation level
Members	N/A
Responsibility	Decisions re Discretionary Payments Linked to Redundancy, Retirement or Other Cessation of Employment
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	In discussion with HR and legal advisors (and unions, as appropriate), approves any discretionary payments to be made to individual staff as part of agreements linked to redundancy, retirement or other cessation of employment
CDLT Board of Trustees	Approves any discretionary payments (as detailed) where size of payment is above authorisation level of CEO and/or would require DFE approval
Members	N/A
Responsibility	CEO Performance Management
Headteacher	N/A
Local Governance Committee (LGC)	N/A
CEO (and others as specified)	N/A
CDLT Board of Trustees	Panel of trustees undertake performance appraisal and salary review with external advice. Committee makes a salary recommendation.
Members	N/A
Responsibility	Headteacher Performance Management

Headteacher	N/A
Local Governance Committee (LGC)	- Headteacher Performance Management and Pay Committee conducts the Headteacher's annual performance review and decides, with the support of the central team, whether the Headteacher's performance targets have been met and to set new targets. - The pay committee approves teacher salaries and recommends headteacher pay
CEO (and others as specified)	- Advises the LGC on headteacher performance targets, as appropriate - Advises the LGC any changes to national pay arrangements as appropriate - Reports and advises the Board of the decision of the Headteacher's annual performance review and pay committee
CDLT Board of Trustees	Approves the Trust pay policy and procedures including headteacher pay
Members	N/A
Responsibility	Teacher Appraisal and Salary Review
Headteacher	Notifies payroll of pay awards and progression
Local Governance Committee (LGC)	- Confirms automatic annual pay progression for teaching staff, as set out in the CDLT Pay Policy; - Agrees any pay awards - Convenes a Pay Appeal Committee as circumstances require. - Considers, with the support of the central team, the implications on the school budget of any pay awards.
CEO (and others as specified)	- Monitors the salary review process across the Trust and sets the Trust pay policy. - Advises the LGC any changes to national pay arrangements as notified by the HR adviser.
CDLT Board of Trustees	Approves the Trust pay policy.
Members	N/A
Responsibility	Terms of Employment
Headteacher	Consulted regarding any proposed changes to terms and conditions of employment.
Local Governance Committee (LGC)	- Consulted regarding any proposed changes to terms and conditions of employment. - Informs CEO of any sickness absence of the Headteacher lasting more than 5 days.
CEO (and others as specified)	Proposes any changes to terms and conditions of employment following consultation with staff, unions and LGC following HR advice.
CDLT Board of Trustees	Approves any changes to the terms of employment of Academy staff (both teaching and support).
Members	N/A
Responsibility	Disciplinary and Grievance Procedures
Headteacher	- Notifies the CEO, LGC Chair and HR Advisor as soon as possible after becoming aware of any issue that may need to be dealt with under the disciplinary or grievance procedures. - Ensures the CDLT disciplinary and grievance procedures are followed. - Notifies CEO that disciplinary action or suspension is being initiated.
Local Governance Committee (LGC)	- Chair responsible for informing the CEO and HR Advisor if an allegation is made against the Headteacher. - Chair ensures the CDLT disciplinary and grievance procedures are followed with support from the CEO and HR Advisor. - Forms panels for disciplinary and grievance hearings (except for the Headteacher) as may be required. - Individuals from the LGC may also sit on panels for disciplinary/grievance (Headteacher) and appeal hearings at other schools, providing that there is no conflict of interest.
CEO (and others as specified)	- Responsible for constitution of panels consisting of members of CDLT Board for disciplinary and grievance hearings for the Headteacher and appeal hearings against the decision of LGC. - May sit on panels for disciplinary/grievance (Headteacher) and appeal hearings.
CDLT Board of Trustees	Sits on panels for disciplinary/grievance (Headteacher) and appeal hearings as required.

Members	N/A
Responsibility	Capability Proceedings
Headteacher	- Manages the process set out in the CDLT capability procedures. - Keeps the CEO, HR and LGC Chair informed regarding the progress of the proceedings for any member of teaching or support staff.
Local Governance Committee (LGC)	- Informs CEO of any capability concerns regarding the Headteacher arising from the LGC. - Chair works with CEO on proceedings involving the Headteacher. - Chair kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.
CEO (and others as specified)	- Informs Chair of LGC if CEO has any capability concerns regarding the Headteacher - Manages process set out in the CDLT capability procedures if Headteacher is the subject. - Keeps CDLT Board and LGC informed of proceedings without 'tainting' possible members of any appeal panel. - Works with HR Adviser and Board in the event of negotiated exit by a Senior Leader.
CDLT Board of Trustees	- Sit on panels for final stage Capability (Headteacher) and appeal hearings. - Gives final approval to any settlement agreed as part of a negotiated exit by a senior school leader.
Members	N/A
Responsibility	Whistleblowing
Headteacher	- Along with SLT is responsible for making employees aware of this policy. - Maintains a confidential record of concerns raised and their outcomes; reports to the LGC and CEO routinely including on those found not to require further action. - Alongside the LGC and Trust Board, has overall responsibility for ensuring the Whistleblowing Policy is managed appropriately in school.
Local Governance Committee (LGC)	- Receives reports from the Headteacher - Alongside the Headteacher and Trust Board, has responsibility for ensuring the Whistleblowing Policy is managed appropriately in school
CEO (and others as specified)	Receives reports from the Headteacher.
CDLT Board of Trustees	- Has overall responsibility for the Whistleblowing policy. - Receives reports from CEO
Members	N/A

CURRICULUM AND STANDARDS

Responsibility	Quality of Education
Headteacher	- Has overall responsibility for ensuring that the school provides a good standard of education. - Has overall responsibility for maintaining good academic standards within the school. - Ensures that the school follows any trust-wide policies/practice regarding teaching, learning and assessment. - Ensures that the school's self evaluation (SEF) is updated regularly in readiness for Ofsted inspection. - Works effectively with the CEO and external education adviser to monitor and further improve standards and overall quality of education.
Local Governance Committee (LGC)	- Provides effective support and challenge to the Headteacher in order to ensure that the school provides a consistently good standard of education and that academic standards are good. - Reviews the school's SEF at least annually, ensuring LGC members are familiar with school's judgements and identified strengths/weaknesses.
CEO (and others as specified)	- CEO and external education adviser offers support and challenge to individual schools to ensure that each school is providing a consistently good standard of education and achieving good academic standards. - Supports school improvement through trust, cluster and school led initiatives and intervention, facilitating peer support. - Ensures that Board are well informed about the quality of education and academic standards in all schools across the trust.
CDLT Board of Trustees	- Receives regular reports on the quality of education in each academy. - Ensures that the CEO has a clear view of the quality of education and academic standards within individual schools and across the trust, and that they have clear plans in place to address any weaknesses at individual school or whole trust level.
Members	N/A
Responsibility	PE & Sports Premium Funding
Headteacher	- Develops a strategy for using funding and ensures that this meets statutory requirements. - Ensures impact of use of funding is well evaluated and required reporting completed.
Local Governance Committee (LGC)	- Monitors use of PE/Sport funding to ensure it complies with regulations and that identified success criteria are being met. - Ensures that report of use of funding is published and submitted as statutorily required.
CEO (and others as specified)	(CFOO) Ensures funding is delegated to schools. (CFOO) Monitors funding being used appropriately. - Supports schools looking to develop a combined strategy to using funding.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Curriculum
Headteacher	- Has overall responsibility for ensuring that school's curriculum is of a high quality, is in line with recognised good practice and is having a positive impact on pupils' learning. - Ensures the curriculum reflects the school's theologically rooted vision. - Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum. - Ensures that the school's core curriculum is well enhanced through a range of clubs, trips and visitors. - Ensures that all required policies for teaching and learning/subject policies are in place. - Ensures that arrangements for subject leadership, appropriate to school size/context, are in place.
Local Governance Committee (LGC)	- Maintains a secure understanding of the intent and implementation of the school's curriculum, and the impact of the curriculum on pupils' learning. - Checks that the core curriculum is being effectively enhanced with clubs, trips etc.
CEO (and others as specified)	- Working with school leaders establishes the Trust's overall curriculum strategy in line with best practice and national strategy. - Monitors curriculum impact and facilitates professional development opportunities to support curriculum development, subject knowledge and subject leadership.



CDLT Board of Trustees	- Ensures that curriculum strategy is in line with national strategy and the aims and distinctive nature of the Trust. - Monitors curriculum strategy, implementation and impact across the Trust.
Members	N/A
<i>When a school is identified as requiring additional support, there are likely to be elements of co-creation and co-delivery with the headteacher and other leaders.</i>	
Responsibility	School Development
Headteacher	- Creates an annual School Development Plan, (SDP) based on a good understanding of the school's strengths and areas for improvement. - Works with the SBM and CDLT Finance Team to ensure that budget aligns with SDP priorities. - Ensures that the LGC are provided with at least termly updates of progress towards SDP priorities. - Agrees challenging targets for assessment outcomes and achievement. - Ensures that the LGC and CEO are provided with regular updates of pupil progress towards these targets.
Local Governance Committee (LGC)	- Agrees School Development Plan (SDP) with Headteacher. - Receives regular updates on SDP progress and progress towards targets for assessment outcomes from the Headteacher, providing support/ challenge as appropriate. - Supports trust-wide improvement plans and initiatives.
CEO (and others as specified)	- Reports regularly to the Board on development across the Trust about standards and performance of each academy. - Informs Board if monitoring indicates concern about the academy. - Works with school leaders and external stakeholders to develop, implement and monitor trust-wide improvement plans and initiatives.
CDLT Board of Trustees	Monitors developments and improvements across the Trust, at school and Trust level, and takes action as necessary.
Members	N/A
Responsibility	Church School Distinctiveness (for Church schools only)
Headteacher	- Works with the LGC and Trust to develop and enhance a theologically rooted vision that reflects the context of the school. - Leads by example, ensuring that the school consistently fulfils its vision and ethos. - Ensures that school has an up-to-date and suitable self-evaluation against the SIAMS framework - Ensures that good quality collective worship takes place daily. - Ensures that good quality religious education is in place across the school and that it fulfils the Church of England's RE Statement of entitlement - Ensures that the policies for RE and collective worship are in place. - Works with the Trust and Diocese to further develop the school's Christian distinctiveness.
Local Governance Committee (LGC)	- Ensures the vision and ethos of the school is Theologically rooted and consistent with the distinctive Christian vision of CDLT. - Provides support and challenge to Headteacher to ensure that collective worship and RE are of a good quality and that suitable policies are in place and regularly reviewed. - Regularly monitors the impact of worship and RE - Supports and helps to develop good links/ relationship with local church/parish.
CEO (and others as specified)	- Monitors the distinctiveness of each academy and reports any areas of concern to the Board. - Ensures that all schools receive support and challenge in preparation for SIAMS inspection.
CDLT Board of Trustees	- Ensures that CDLT's distinctive Christian vision informs policy development and decision making. - Monitors the church school distinctiveness across the Trust and takes action as necessary.
Members	N/A

WELFARE

Responsibility	Safeguarding (including Prevent)
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Headteacher	- Provides effective leadership of safeguarding at all times, ensuring that safeguarding culture and practice in the school are strong. - Ensures that a Designated Safeguarding Lead (DSL) and Deputy DSL have been appointed and that their training is current and at the appropriate level. - Ensures all staff and the LGC receive appropriate, regular safeguarding and prevent training and that good quality records of this training are maintained. - Ensures that school staff and the LGC are aware of current KCSIE requirements and remain up to date with changes made to the KCSIE document - Appoints a designated teacher (DT) for Looked After Children. - Ensures that the school has a complete and compliant Single Central Record - Ensures that all appropriate safeguarding checks for all staff, LGC members and volunteers have been carried out.
Local Governance Committee (LGC)	- Monitors the effectiveness of safeguarding culture and practice at the school, providing support and challenge as appropriate to the headteacher. - Appoints one of the LGC as the named safeguarding link-governor to liaise with the Headteacher regarding safeguarding matters. - Chair or designated LGC member liaises with Headteacher in arranging regular safeguarding training for all LGC members. - Checks that the SCR is regularly monitored and up to date. - LGC Chair ensures that safeguarding is a standing item on LGC agendas. - Ensures the Local Authority Safeguarding Arrangements are reviewed and adopted annually and submitted to the CEO.
CEO (and others as specified)	- Ensures each school has an appointed DSL, DDSL and DT for LAC. - Checks that required training has been undertaken and suitable records of this training is maintained. - Makes arrangement for safeguarding audits and reports the outcomes to LGCs and trust Board as needed. - Informs the MAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee and takes action as necessary. - Monitors compliance with all statutory safeguarding regulations. - Checks that all schools have reviewed and adopted their LA Safeguarding arrangements and policy annually.
CDLT Board of Trustees	- Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies. - Nominates a Trustee to act as Safeguarding link Trustee.
Members	N/A
Responsibility	Special Educational Needs
Headteacher	- Ensures that the school's ethos and practice reflect the trust's vision for high-quality and effective inclusion. - Designates a SENDCO and ensures that the designated SENDCO receives (a) any mandatory training and (b) designated time to carry out their duties. - Reports to LGC and CEO on achievement of SEND pupils. - Ensures that school is meeting all statutory obligations with regards to SEND, including publication of the school policy and other information online.
Local Governance Committee (LGC)	- Appoints LGC member as link-governor for SEND and inclusion. - Monitors implementation of SEND policy and achievement of pupils with SEND. - Checks that school is meeting all statutory obligations with regards to SEND. - Ensures compliance with the Equality Act, including publication of school's Equality Objectives.
CEO (and others as specified)	- Establishes a clear vision for high-quality and inclusive practice and effective provision for SEND throughout the trust. - Develops a clear trust strategy for SEND/Inclusion. - Monitors outcomes for SEND pupils and reports any concerns to the Board. - Ensures that schools in need of support with SEND practice receive the support they need. - Champions the needs of schools and of pupils with SEND, ensuring that schools are kept up-to-date with best policy and practice.
CDLT Board of Trustees	- Maintains oversight of the Trust's vision and strategy for high-quality and inclusive practice and effective provision for SEND. - Receives reports on achievement and progress of SEND pupils. - Nominates a Trustee to act as SEND link Trustee.



Members	N/A
Responsibility	Pupil Premium
Headteacher	- Ensures that school has a Pupil Premium Strategy Statement in place, clearly identifying how the school will support pupils eligible for pupil premium support (including LAC). - Monitors the impact of pupil premium and amends plan as necessary. Reports to the LGC. - Publishes Pupil Premium Plan on the website
Local Governance Committee (LGC)	- Appoints an LGC member to be responsible for pupil premium. - Approves pupil premium strategy statement. - Monitors impact of pupil premium. - Ensures statutory information regarding pupil premium is published on the academy website.
CEO (and others as specified)	- Monitors impact of pupil premium across the Trust and reports any concerns to the Board. - Ensures best practice in using pupil premium funding is shared.
CDLT Board of Trustees	Receives reports of any concerns re: outcomes for Pupil Premium children and takes action as necessary.
Members	N/A
Responsibility	Behaviour and Attendance
Headteacher	- Rigorously monitors levels of attendance and persistent absence, sets ambitious attendance targets and develops strategies to continually improve attendance. - Ensures that the school has an up-to-date attendance policy that is reviewed annually and published on the school website. - Works with Trust and statutory agencies (e.g., local authority) to improve attendance/ tackle non-attendance. - Ensures that the school's ethos for addressing behavioural issues is in line with the Trust's approach and expectations. - Ensures that the school has a clear, evidence-led behaviour policy that is implemented consistently. - Informs LGC Chair and CEO immediately of any serious behavioural incidents (e.g., those leading to, or likely to lead towards fixed-term or permanent exclusions) - Ensures CDLT exclusions policy and procedures are followed.
Local Governance Committee (LGC)	- Agrees school attendance targets and policy. - Monitors levels of attendance and supports Headteacher in cases where formal action may be needed. - Agrees school behaviour policy and regularly receives reports from Headteacher about quality of behaviour in the academy. - Constitutes panel to review exclusions as required by the CDLT exclusions procedures and statutory guidance.
CEO (and others as specified)	- Establishes clear attendance and behaviour expectations for CDLT, reflecting the Trust's Christian ethos. - Monitors attendance and exclusions across the Trust and reports to the Board. - Ensures school/trust behaviour, attendance and exclusion policies comply with current best practice guidelines. - Provides specialist support for improving behaviour/attendance as needed by individual schools. - Supports Headteacher in setting up independent review panels.
CDLT Board of Trustees	Monitors data on attendance and exclusions across the Trust and takes action as necessary.
Members	N/A
Responsibility	Educational Visits
Headteacher	- Ensures that school has an Educational Visits Co-ordinator (EVC) who has received suitable training - Ensures that all required documentation, including risk assessments, is completed prior to an Educational Visit, in line with statutory guidance
Local Governance Committee (LGC)	Monitors provision for Educational Visits, ensuring that all statutory requirements are met
CEO (and others as specified)	- Receives copies of relevant EV records and provides advice/support for schools as required. - Ensures schools are all complying with best practice and statutory requirements for Educational Visits.
CDLT Board of Trustees	N/A
Members	N/A



ACADEMY ORGANISATION AND ENGAGEMENT

Responsibility	Term Dates and the School Day
Headteacher	- Proposes term dates, inset days and opening hours based on local context and other provision in the area to LGC. - Reports agreed term dates, inset days and opening hours to CEO.
Local Governance Committee (LGC)	Agrees term times, Inset days and opening hours, in line with statutory requirements.
CEO (and others as specified)	- Monitors across the Trust and reports any issues to the Board. - At the CEO's discretion designate mandatory Inset days for some or all CDLT schools.
CDLT Board of Trustees	N/A
Members	N/A
Responsibility	Admissions and School Organisation
Headteacher	- Ensures admissions procedures are followed. - Ensure accurate and timely publication of statutory information on school website.
Local Governance Committee (LGC)	- Proposes admissions policy based on current regulations and requirements of CDLT/DBE and in accordance with the Admissions Code. - Proposes, to the CEO, any requested changes to admissions arrangements. - Submits draft policy to CEO and DBE in the autumn term and prior to any consultation. - Undertakes statutory consultation process when applicable - Ensures appeals procedures follow statutory requirements.
CEO/CFOO	- Ensures all admission policies are compliant, and academies use an appeals service that fulfils statutory requirements. - Supports the statutory consultation process when applicable. - Advises Board of admissions policy of schools joining and any amendments required or agreed thereafter. - Takes a strategic lead on school organisational issues (e.g., changes to PAN, school age-range, or consideration of changes proposed by the LGC), in consultation with school, liaising with RD as required, and ensuring that the requirements of the Admissions Code are met.
CDLT Board of Trustees	- Is the admissions authority for all CDLT schools. - Determines school admissions policies annually, or otherwise in accordance with the Admissions Code - Approves any applications to RD for variations to a school's admissions arrangements. - Approves any applications to RD for changes to school organisation e.g. age range - Ensures that any changes to admissions arrangements are in line with the requirements of the DBE Measure.
Members	N/A
Responsibility	Stakeholder Views
Headteacher	- Gather staff, pupil and parent voice across the year and report to LGC and CEO. - Produce an action plan to respond to outcomes of audits and report on progress to LGC and stakeholders.
Local Governance Committee (LGC)	Consider the outcomes and monitor progress of actions.
CEO (and others as specified)	- Report trends and actions to schools and Board - Consider outcomes of surveys carried out by schools, supporting with remedial action as needed.
CDLT Board of Trustees	Receives CEO reports and monitor actions.
Members	N/A
Responsibility	Information Management
Headteacher	- Ensures accurate and timely publication of statutory information on the school website and GIAS. - Maintains accurate and secure pupil and staff records. - Ensures compliance with data protection legislation in the academy. - Ensure that all staff have received appropriate, regular and relevant UKGDPR/information management training.



	• Reports any potential UKGDPR/data protection breach to DPO and maintains a school data breach log. • Writes and implements remedial action plan following any such potential breach. • Maintains an accurate and complete information assets register. • Maintains a log of requests received under the Freedom of Information Act and information rights requests, reporting them to the DPO.
Local Governance Committee (LGC)	• Ensures effective implementation of data protection policies and procedures. • Following any UKGDPR/data protection brief, monitors implementation of remedial action plan. • Ensures secure systems are in place. • Ensures that statutory information is published on the school website.
CEO/CFOO	• Sets standards for information security, privacy, data protection and freedom of information for CDLT. • Ensures compliance with data protection legislation. • Develops a set of data policies and procedures to support school and Trust compliance with current regulations. • Maintains accurate and secure staff records for the CDLT central functions, working with HR and payroll provider. • Ensures registration with the Information Commissioner's Office is up to date. • Monitors academy websites across the Trust to ensure statutory information is included. • Works with DPO to address any potential UKGDPR/data breaches at school and/or Trust level.
CDLT Board of Trustees	• Approves data policies and monitors procedures at Trust level. • Ensures Trust has suitable DPO in place. • Receives regular reports/updates regarding UKGDPR, data protection and FOI compliance.
Members	N/A



PREMISES AND ESTATES MANAGEMENT

Responsibility	Health and Safety
Headteacher	- Has day-to-day responsibility for ensuring that the school is a safe and healthy working environment for staff and pupils. - Draws up site specific health and safety procedures in conjunction with H&S advisor. - Engages with an annual health and safety audit and actions any recommendations made within it. - Ensures suitable risk assessments for the school site and activities are in place and regularly reviewed, and appropriate actions taken. - Ensures that staff are appropriately trained (e.g., site managers) and that training is accessed, with staff records kept up to date. - Ensures that health & safety documentation is maintained as appropriate, using Trust recording and reporting systems. - Monitors accident reporting and agrees appropriate actions. - Reports immediately to the LGC, CEO, and health & safety advisor any serious incidents. - Reports compliance with health & safety systems to the LGC.
Local Governance Committee (LGC)	- Appoints a governor with responsibility for Health and Safety. - Supports the headteacher in ensuring that the school is a safe and healthy working environment for staff and pupils. - Approves site specific procedures. - Monitors the effectiveness of health and safety policy and procedures. - Undertakes annual site inspections with a senior member of staff. - Ensures compliance with all required health and safety checks.
CEO/CFOO	- Appoints suitably skilled and qualified specialist Health and Safety (H&S) advisor to work across the trust. - Coordinates the work of the H&S advisor in developing and implementing trust wide H&S policy. - Develops and maintains a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance. - Ensures adequate insurance cover is in place. - Provides access to appropriate health & safety training. - Monitors health and safety procedures across the Trust. - Reviews academy risk assessments and reports health and safety performance to the Board. - Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.
CDLT Board of Trustees	- Is the duty holder for health & safety across the Trust. - Monitors health and safety compliance and concerns through regular reports from the CEO and checks on the timeliness and effectiveness of the Trust's response to any health and safety issues/incidents. - Approves insurance arrangements. - Approves Trust Health and Safety policy.
Members	N/A
Responsibility	Maintenance
Headteacher	- Works with appropriate professionals (e.g. H&S consultants, building consultants) to draw up a Premises Maintenance plan within CDLT guidelines that is costed, and the expenditure built into the budget forecast. - Reports plan to the CEO and LGC. - Ensures that all required statutory compliance checks are carried out in a timely manner and by suitably qualified professionals.
Local Governance Committee (LGC)	Approves the school premises maintenance plan and monitors its implementation.
CEO/CFOO	- Working with capital work adviser, develops and maintains data-based information to facilitate the appropriate identification of need and targeting of resources. - Monitors the premises maintenance programmes across the Trust. - Works with Headteachers and LGCs to develop a trust-wide approach to premises/ buildings maintenance that secures optimum value for money and aligns with Good Estates Management Strategy (GEMS) principles.



	- Ensures that buildings are maintained to adequate levels as required by statutory requirements and DfE standards. - Facilitates access by schools to appropriate buildings professionals. - Facilitates access by schools to appropriate contractors.
CDLT Board of Trustees	Receives reports on the premises maintenance programme and makes necessary adjustments to ensure financial viability while maintaining good quality learning environments that meet adequate levels as required by statutory requirements and DfE standards
Members	N/A
Responsibility	Capital Work
Headteacher	- Works with CDLT-appointed building consultants to identify capital needs and to ensure that the school has a buildings development plan. - Works with building consultants to recommend projects to LGC. - Works with consultants to ensure that good quality funding applications are submitted to the DfE for grant-eligible projects. - Works with consultants to ensure that areas of need that may be covered by DFC can be developed into appropriate projects. - Submit projects approved by the LGC to the CFOO using Trust project form templates
Local Governance Committee (LGC)	- Agrees building development plan to be submitted to board and reviews annually. - Agrees projects to be recommended to CFOO. - Propose expenditure of DFC. - Agree further school contributions to capital projects, where applicable and where budgets allow, to be recommended to the CFOO - Ensures that all capital works are undertaken with the overview of CDLT-appointed buildings consultants.
CEO/CFOO	- Develops, maintains, and implements a CDLT estates strategy. - Develops and maintains data-based information to facilitate the appropriate identification of need and targeting of resources. - Appoints building consultants with approval of the Board - Where the trust is eligible for CIF, identifies, develops, and submits appropriate projects. - Submit all assurance and reporting requirements to the DfE for CIF/SCA/DFC returns - Ensures that capital funds are utilised within DfE regulations. - Facilitates access by schools to appropriate buildings professionals. - Facilitates access by schools to appropriate contractors. - Reports on academy building development plans and funding applications to Board. - Actively seeks emerging funding sources and opportunities. - Approves expenditure of DFC. - Ensures appropriate approvals from the DBE/Site Trustees are acquired
CDLT Board of Trustees	- Approves academy building development plans. - Monitors the implementation of the estates strategy. - Approves submissions for CIF funding. - Monitors capital work across the trust.
Members	N/A
Responsibility	Lettings/Use of School Facilities
Headteacher	- Ensures that clear policy is in place for all lettings/use of school facilities by other parties, operating on a minimum cost recovery model unless otherwise agreed with the CEO. - Utilises Trust lettings agreements template for new arrangements or when existing arrangements are reviewed.
Local Governance Committee (LGC)	- Approves any use of school facilities by other parties - Ensures that any additional insurance arrangements required for third-party use are in place



CEO/CFOO	• Maintains a strategic overview of use of premises and approves and regularly reviews cost/charging models in place in individual schools.
CDLT Board of Trustees	• Approves Trust lettings agreement template
Members	N/A

FINANCE

Responsibility	General
Headteacher	- Operates compliant financial processes within the Academy. - Maintains adequate operational and internal controls in line with the CDLT Financial Procedures Manual. - Maintains full, accurate and up to date records in order to provide financial and statistical information
Local Governance Committee (LGC)	Ensures there are adequate operational controls in place for all the financial processes within the academy with reference to the CDLT Financial Procedures Manual.
CEO/CFOO	- Recommends to the Board appropriate levels of delegation based on the current circumstances of the Trust. - Ensures the Scheme of Delegation is operated in conjunction with Financial Regulations. - Ensures the financial procedures reflect the scheme of delegation.
CDLT Board of Trustees	- Approves the scheme of delegation which includes its financial powers and duties. - Approves CDLT Financial Procedures Manual. - Approves the amount to be retained from the academy budget to cover services provided centrally (Management Fee)
Members	N/A
Responsibility	Risk Management
Headteacher	- Ensures that the school complies with Trust's risk management policy. - Ensures school's Risk Register is regularly updated in line with the risk policy
Local Governance Committee (LGC)	- Ensures that the school complies with Trust's risk management policy. - Monitors the school's Risk Register, agreeing any mitigations.
CEO/CFOO	Ensures Trust's Risk Register is regularly updated in line with the risk policy and reported to the board.
CDLT Board of Trustees	- Oversees risk management processes to ensure diligent management of risks - Approves Trust's risk management policy - Monitors the Trust Risk Register and agrees any mitigations.
Members	N/A
Responsibility	Leases (Operating and Financial) and Licences
Headteacher	- Takes advice from the central trust team and proposes any leases where there is no option to secure better value for money through trust-wide purchasing - Takes advice from the central trust team and proposes any licences in excess of twelve months where there is no option to secure better value for money through trust-wide purchasing.
Local Governance Committee (LGC)	- Responsible for ensuring that any licenses required are in place at either school or trust level - Agrees leases for approval and signing by CEO
CEO/CFOO	- Ensures that schools are informed of any centrally held licenses, and that these are renewed as required. - Approves and signs any leases. - Approves licenses at school level in excess of twelve months duration.
CDLT Board of Trustees	Monitors that spending on leases. is providing best value.
Members	N/A
Responsibility	Audit
Headteacher	- Ensures full accurate and up to date records are kept and available for audit. - Takes any action required by reports from the internal or external auditors
Local Governance Committee (LGC)	Informs the CEO if it suspects any irregularity affecting resources or if concerns about the ability to sustain a balanced budget or concerns about meeting the agreed budget for the year.
CEO/CFOO	Ensures each academy is audited as required and procedures for internal/external audit followed.

	- Ensures any actions, agreed by the Board following reports on internal and external audit, are carried out. - Provides the Board with informed assurance of compliance with CDLT procedures and the terms of the Funding Agreements and Academy Trust Handbook.
CDLT Board of Trustees	- Recommends external auditors to the Members. - Receives the reports and supplementary information given by the external auditor and ensures action is taken as necessary. - Approves the audited financial statements prior to submission to the Secretary of State by 31 December. - Agrees annual internal audit plan. - Receives reports on internal audit and agrees any necessary action. Monitors resolution of actions. - Informs the DFE if it suspects any irregularity affecting resources
Members	Appoint the External Auditor
Responsibility	Budgets/Budgetary Control
Headteacher	- With support, prepares an annual draft budget plan for consideration by the LGC in accordance with the CDLT calendar. - Ensures that draft budget is supported by a 3- year financial plan. - Monitors expenditure and income against the approved annual budget and submits regular reports on the school's financial position to the LGC, based on the centrally provided monthly management report. - Complies with authorisation levels as outlined in appendix to Scheme of Delegation. - Reports to the CEO all significant financial matters and any potential overspend on the overall annual budget at the earliest opportunity.
Local Governance Committee (LGC)	- In liaison with the headteacher and CFOO helps to draw up the annual academy budget and supporting 3- year plan for formal approval by the Trust in accordance with the CDLT calendar. - Monitors the effectiveness of financial controls in the academy and holds the Headteacher to account for financial performance. - Considers budgetary reports on the academy's financial position, supporting appropriate action to contain expenditure within the overall budget
CEO/CFOO	- Oversees the preparation of the draft financial statements for each academy prior to audit. - Ensures that each academy has submitted an annual budget in accordance with the CDLT calendar supported by a 3-year financial plan. - Monitors income and expenditure from individual academies and the central office and makes regular reports to the Board. - Complies with authorisation levels as outlined in the appendix to Scheme of Delegation. - Manages CDLT central spending and reports this to the Board. - Ensures that an annual budget for the trust's central spending, supported by a 3-year financial plan, is prepared for presentation to the Board in accordance with the CDLT calendar.
CDLT Board of Trustees	- Approves academy budget for submission to the DfE in line with DfE deadline and requirements. - Considers budgetary control reports for each academy's accounts with relevant explanations and documentation where required. - Complies with authorisation levels as outlined in appendix to Scheme of Delegation. - The chair to review management accounts monthly and the board to receive them at least six times per year.
Members	N/A
<i>In a school that is identified as requiring additional support the CEO and CDLT Board reserve the right to amend the size of quotations and contracts, approval of under/overspends and approval of use of reserves that is delegated to the Headteacher and LGC. If these amounts are altered, this will be set out in writing when the school joins the Trust and will be reviewed regularly, and no less than annually, in line with the school's ongoing financial performance.</i>	
Responsibility	Income and Security of Assets
Headteacher	- Ensures arrangements for collection of income and security of assets in accordance with CDLT financial procedures. - Ensures proper security for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under their control. - Ensures that all income is accurately accounted for and is promptly collected and banked in full.

	- Ensures suitable insurance cover is in place additional to Risk Protection Arrangement and notifies the CEO of anything that could affect these insurance arrangements. - Maintains an asset register of all items of furniture, equipment, vehicles and plant valued at over £500, including all ICT equipment. - Authorises the write off of debts not collectable and the disposal of equipment and materials surplus to requirements, unusable or obsolete in line with Authorisation levels in appendix to Scheme of Delegation. - Ensures use of CDLT Lettings Agreement for all external hires
Local Governance Committee (LGC)	N/A
CEO/CFOO	- Authorises the write off of debts not collectable and the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete in line with authorisation levels in appendix to Scheme of Delegation. - Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant held centrally. - Ensures that adequate insurance cover is in place for each academy.
CDLT Board of Trustees	Authorises the write off of debts not collectable and the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete that fall outside of CEO authorisation levels as set out in the appendix to the Scheme of Delegation
Members	N/A
Responsibility	Purchasing and Contract Management
Headteacher	- Ensures ordering of goods and services and making of payments are in line with DfE and Trust policies and agreed levels of authorisation - Ensures that 2 comparable, recorded oral quotations are secured for delegated purchases between £1,000 and £4,999; that 3 comparable written quotations are secured for delegated purchases of over £5,000, and that for purchases over £10,000 clear tender criteria are produced - Ensures that copies of all quotations or information obtained are attached to the order on the finance system. - Ensures fairness in purchasing and payment procedures, so that orders are not artificially combined/split to circumvent authorisation levels
Local Governance Committee (LGC)	Oversees appropriate use of school budget on purchase of delegated items
CEO/CFOO	Ensures that central Trust and larger school purchases and contracts comply with DfE and Trust policies and agreed levels of authorisation
CDLT Board of Trustees	Has oversight of all school and Trust budgets, ensuring policies and procedures have been followed and authorisation levels adhered
Members	N/A

APPENDIX A – AUTHORISATION LEVELS

Delegated Duty	Value (net of VAT)	Delegated Authority
Ordering Goods and Services for delegated items	Up to £1,000	School Business Manager [^] (if delegated)
	Up to £10,000	Headteacher
	£10,000 to £20,000	CFOO
	Between £20,000 and the EU Competition threshold Find a Tender (FTS) (UK e-notification service) (FTS)	CDLT Board
	The EU competition threshold Find a Tender (FTS)	Compliance with EU public procurement Compliance with UK public procurement
Annual Service Contracts for School Meals Provision, Cleaning Contracts and Service Level Agreements etc which exceed the Headteacher's authorisation level will be authorized by the CFOO if included in the approved budget.		
Such contracts must be reviewed at least every 5 years to ensure continued Best Value applies.		
Signatories for cheques <i>Use of cheques is strongly discouraged and should only be used in situations where no other option is available.</i>	Up to £30,000	Any two of CFOO/ CEO only
	Over £30,000	CFOO and Board Member
Authorisation of Bankline payments (BACS and other bank transfers) Cumulatively within a 5 working day period	Up to £20,000	Headteacher
	Over £20,000 per school	CFOO
Signatories for DFE grant claims and DFE returns	Two signatories (or as required by DFE) from: • Headteacher • School Business Manager (or +-equivalent) • CFOO • CEO	
Approval of in-year overspend of budget headings (for delegated items) within overall annual budget	Up to £2,000	Headteacher
	£2,000 to £10,000	CFOO
	Over £10,000 and below £25,000	CEO
	Over £25,000	CDLT Board
Approval of use of school's reserves as part of annual budget setting exercise	Up to £10,000	Headteacher, in consultation with CFOO
	Over £10,000 and below £30,000	CEO
	Over £30,000	CDLT Board
Disposal of assets/write off of bad debts (subject to limits set by DFE that require DFE approval)	Up to £1,000	School Business Manager [^] (if delegated)
	Up to £10,000	Headteacher
	£10,000 to £20,000	CFOO
	Over £20,000	CDLT Board
Acceptance of quotations, including authority to accept other than lowest quotation.	£2,000 to £10,000	Headteacher
	£10,000 to £20,000	CFOO
	£20,000 to £50,000	CEO
	Over £50,000	Appropriate tender process required, CDLT Board approval
<i>In a school that is identified as requiring additional support, the CEO and CDLT Board reserve the right to amend the size of quotations and contracts, approval of under/overspends and approval of use of reserves that is delegated to the Headteacher. If these amounts are altered, this will be set out in writing when the school joins the Trust and will be reviewed regularly, and no less than annually, in line with the school's ongoing financial performance.</i>		
Granting or take up of any leasehold or tenancy agreement	CDLT Board	



£1,000 for the School Business Manager in these areas:

- Ordering Goods and Services for delegated items
- Disposal of assets/write off of bad debts (subject to limits set by DFE that require DFE approval)
- Delegation of authority must be requested by the Headteacher, in writing, to the CEO.



APPENDIX B – DECISION-MAKING MATRIX

Key

A = Decision-maker. Please note that each area may have more than one process and therefore more than one decision maker, depending on the constituent task.

C = To be consulted by decision-maker or will contribute to the decision-making process or the implementation of associated actions.

P = Proposer or provider of information to decision-maker.

Decision or Task	HT	LGC	CEO/CF OO	CDLT Board	Members
Governance					
Articles of Association				C	A
Strategic Vision of the Trust	C	C	P	A	
Appointment/Removal of Members					A
Appointment/Removal of Directors				A (co-opted only)	A
Appointment, Election and Removal of LGC members	P	P	C/P	A	
<i>Where the school is identified as requiring additional support, CDLT will conduct its own audit of the quality of governance and will use this as the starting point for appointments to the LGC.</i>					
Appointment of Chair/Vice-Chair – Trust Board				A	
Appointment of Chair/Vice-Chair – LGC		A			
<i>Where the school is identified as requiring additional support, the appointment of the will be nominated jointly by the LGC and CEO and agreed by the CDLT Board.</i>					
Register of Business Interests – Trust Board			C	A	
Register of Business Interests – School and LGC	C	A			
Safeguarding Checks	C	A	C		
Scheme of Delegation			C	A	
Chair's Action		A	P/C	A	
Trust Board Committees				A	
LGC Committees		A	C		
Link Trustee Roles				A	
LGC Link Roles	C	A			
Meeting Schedule – Trust Board			C	A	
Meeting Schedule - LGC	C	C	A		
Clerk/Governance Professional		C	C	A	
Setting Agendas and Managing Minutes	P	C	C	A	
Policy Development and Approval - Trust			C	A	
Policy Development and Approval – School-specific	C	A			
Equality Policy and Objectives	C	C	P/C	A	
Evaluation		C	C	C	A
Personnel					
CEO Appointment				A	
Appointments to Central Team			C	A	
CEO Dismissal				A	
Dismissal of Central Team Member			C	A	
Appointment of Headteacher (including interim roles, maternity leave and sickness absence)		C	A	C	
Senior Leadership Team Recruitment	P/C	P/C	A		
<i>In a school that is identified as requiring additional support, the process for the appointment of a Deputy Headteacher (or an Assistant Headteacher, if they are to be the most senior school leader after the Headteacher), will mirror the process for appointing a Headteacher and will therefore be led by the CEO.</i>					



Decision or Task	HT	LGC	CEO/CF OO	CDLT Board	Members
Senior Finance Officer (e.g. SBM) Recruitment	P/C	P/C	A		
Requests for secondments, etc.	A	C	C		
Teacher Recruitment	A	C	C		
<i>In a school is receiving a very high level of support and has limited leadership capacity to recruit/make appointments, the trust/CEO may take the lead for any appointments, including teachers and support staff. Where this is the case it will be done in full consultation with the LGC Chair.</i>					
Support Staff Recruitment	A	C	C		
<i>In a school that is receiving a very high level of support and has limited leadership capacity to recruit/make appointments, the trust/CEO may take the lead for any appointments, including teachers and support staff. Where this is the case it will be done in full consultation with the LGC Chair.</i>					
Decisions re. Recruitment of Staff in addition to School's Staffing Structure	P/C	C	C/A	A	
Reductions in Staffing and related Revisions to Staffing Structures	P/C	P/C	A	A	
Decisions re Discretionary Payments linked to redundancy, retirement or other cessation of employment			A	A	
CEO Performance Appraisal				A	
Headteacher Performance Appraisal		C/P	C/P	A	
Teacher Appraisal and Salary Review		A	C		
Terms of Employment	C	C	P	A	
Disciplinary and Grievance procedures	P	A	C	C	
Capability Proceedings	P	C	C	A	
Whistleblowing	P/C/A	C/A	C	A	
Curriculum and Standards					
Quality of Education	A	C	A	A	
PE & Sports Premium Funding	P	A	C		
Curriculum	A	C	A	C	
<i>When working with a school is identified as requiring additional support, in providing this support, there are likely to be elements of co-creation and co-delivery with the headteacher and other leaders.</i>					
School Development	A	C	A	C	
Church School Distinctiveness	A	C	A	A	
Welfare					
Safeguarding (including Prevent)	A	A/C	A/C	A	
Special Educational Needs	A	A/C	A/C	A	
Pupil Premium	A	A/C	C	A/C	
Behaviour and Attendance	A	A/C	A/C	A/C	
Educational Visits	A	C	A/C		
Academy Organisation and Engagement					
Term Dates and the School Day	P	A	C		
Admissions and School Organisation	P	P/C	C	A	
Stakeholder Views	P	C	A	C	
Information Management	A	A/C	A	A	
Premises and Estates Management					
Health and Safety	A	A/C	A/C	A	
Maintenance	P/A	A/C	A/C	C	
Capital Work	P/C	P/C	A/C/P	A	
Lettings/Use of School Facilities	A/P	A/C	C	A/C	
Finance					
General	A	C	C/P	A	
Risk Management		C	C	A	
Leases (Operating and Financial) and Licences	P/C	P/C	A/C	C	
Audit	A	C	C	A	A



Decision or Task	HT	LGC	CEO/CF OO	CDLT Board	Members
Budgets/Budgetary Control	P/C	P/C	P/C	A	
<i>In a school is identified as requiring additional support, the CEO and CDLT Board reserve the right to amend the size of quotations and contracts, approval of under/overspends and approval of use of reserves that is delegated to the Headteacher and LGC. If these amounts are altered, this will be set out in writing when the school joins the Trust and will be reviewed regularly, and no less than annually, in line with the school's ongoing financial performance.</i>					
Income and Security of Assets	A		A	A	
Purchasing and Contract Management	A	C	C	C	

