WHINLESS DOWN ACADEMY TRUST

Roles and Responsibilities Matrix

Governance				
Members	Trustees	LGB	CEO	Headteacher
To review and amend the Articles of Association. To Change the name of the Academy Trust Receives an annual report from the Trustees on the Academy's performance, through the AGM. To remove Trustees.	To review and amend the Scheme of Governance. To review and amend the Constitution and Terms of Reference of the Local Governing Bodies. To determine the Scheme of Delegation To determine the educational character, mission and ethos of the Trust. To approve the appointment of the Chair and Vice Chair of the LGB. To ensure that the Academy has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision. To appoint a Governance Professional to the Trustees. To approve all policies assigned to the Trust Board.	To champion Whinless Down Academy Trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils. To ensure that the individual school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision. To recommend and approve the Chair and Vice Chairs of the LGB. To appoint a Governance Professional to the LGB. To appoint from its number, Local Governors with specific responsibilities in line with the Terms of Reference. To be aware of policies linked to school improvement for the purposes of monitoring to review and amend any policies for which they are responsible. To implement a system where governors are able to receive and react to parental feedback. To establish and maintain a relationship with members of the local community.	To determine the educational and spiritual character, mission or ethos of a particular school within the in collaboration with the Headteacher. To support the appointment process of the Governance Professional. To secure professional advice on behalf of the Trustees as may be requested. To support the Trustees and the Schools in the preparation of Trust-wide and School specific policy requirements. To attend meetings of the Trustees and to provide a CEO's Report.	To implement the educational character, mission or ethos of their school ensuring it is in line with the Trust. To support the Chair of the LGB in leading the meetings of the LGB and to provide a HT report and any other required documentation. To ensure effective implementation of Trust policies in their school.

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Roles and Responsibilities Matrix

Finance						
Members	Trustees	FSARC	LGB	CEO	TBM	Headteacher
To appoint external auditors.	To recommend external auditors to the Members. To appoint internal auditors. To sign off annual accounts and reports. To appoint a FSARC To approve the annual budget for the Academy Trust. To approve the financial scheme of delegation. To appoint an Accounting Officer. To maintain a register of business interests. Prepare a Statement of Best Value. To agree the pupil premium strategy for each school. To monitor the Pupil Premium Strategy to ensure	To scrutinise the budgets for each school within the Trust ready for presentation to the Trust Board for approval. To monitor income, expenditure, cash flow and balance sheet of the Academy Trust. To approve any significant changes to the approved budget. To establish a charging and remissions policy and to keep this under review. To ensure proper financial controls are in place. Approve any variances from the budget are reported to the Trust Board. To monitor to ensure best value. To ensure adequate risk, financial and asset management systems are in place across the Trust.	To be aware of the financial position of the school. To agree and monitor the Sports Premium Funding ensuring improved sports provision and sustainability.	To prepare the annual budget for each school within the Trust. To be the Accounting Officer. To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust. To ensure Best Value is achieved To ensure adequate risk management systems are in place across the Academy Trust.	To Act as Chief Financial Officer. To set up and approve staff expenses. To open bank accounts. To ensure processes are in place to achieve best value. To prepare Monitoring reports for Trustees/FSARC.	To ensure provision of free school meals for those pupils meeting the criteria To establish and review the Pupil Premium Strategy. To establish and review a sports premium strategy maximising the impact of the funding.

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Roles and Responsibilities Matrix

	outcomes are conducive to improved outcomes for disadvantaged pupils.					

Contracts						
Members	Trustees	FSARC	LGB	CEO	TBM	Headteacher
To approve any service contracts for Trustees.	To adopt a Trust-wide procurement policy. To approve contracts with a value above £50,000. To approve contracts which constitute related party transactions.	To set up and approve Trustee expenses. To develop and maintain a financial regulations policy with delegated levels of authority for contracts. To approve new and reviewed contracts between £30,000 and £50,000.		To enter into contracts up to the limits of delegation and within an agreed budget. To make payments within agreed financial limits.	To review opportunities for collaborative procurement. To ensure there is a list of all contracts with start and finish dates.	To authorise payments within agreed financial limits.

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Roles and Responsibilities Matrix

Safeguarding					
Members	Trustees	LGB Members	CEO	TBM	Headteacher
To engage with annual safeguarding training.	To adopt a Trust-wide Safeguarding and Child Protection Policy. To appoint a designated trustee for safeguarding. To have oversight of safeguarding procedures. To engage with annual safeguarding training.	To appoint a designated governor for safeguarding. To have knowledge and understanding of the Trust Safeguarding Policy. To receive outcomes of safeguarding audits including monitoring of the SCR. To approve off-site visits for pupils of more than 24 hours. To engage with annual safeguarding training.	To report to the Trustees on the procedures in place for safeguarding and on matters as they arise. To monitor the SCR for compliance. To ensure each school has appointed a designated teacher to support Children in Care. To adopt a Trust-wide policy for school visits and trips.	To ensure through audits and monitoring that all schools in the Trust maintain the SCR.	To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance. To ensure that each school within the Trust has at least one DSL and that they follow statutory regulations. To ensure compliance of WDAT Safeguarding and Child Protection Policy. To ensure all staff complete required safeguarding training. To ensure completion of the SCR and it remains up-to-date.

Behaviour			
Trustees	LGB Members	CEO	Headteacher
To review the use of exclusion and suspension across the Trust. To form a committee to review the permanent exclusion of a pupil by the Headteacher. To convene a committee where there have been 15 days of fixed term suspensions in any seasonal term.	To monitor behaviour to ensure Behaviour Policy is effective. To form a committee to review the permanent exclusion of a pupil by the Headteacher. . To convene a committee where there have been 15 days of fixed term suspensions in any seasonal term.	To agree Behaviour Policy for each school in the trust. To work with Headteachers to ensure that suspensions or permanent exclusions are in line with policy.	To prepare and implement a Behaviour Policy for the school for approval by the CEO. To suspend a pupil for a fixed term or permanently exclude in liaison with the CEO.

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Roles and Responsibilities Matrix

Admissions			
Trustees	LGB Members	CEO	Headteacher
To adopt a Trust-wide Admissions Policy. To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeal Codes. To make arrangements for determining admissions and hearing admission appeals.	Assess the impact of any proposed changes to the school's admission arrangements.	To provide oversight of and support the implementation of the admissions arrangement across the Trust. To provide direction to the LGB/Trust as to requirements under the School Admissions and Appeals Codes. To provides support to the Trust Board for any appeals panel. To ensure effective arrangements are in place for pupil recruitment.	To ensure compliance with the Trust-wide Admissions Policy. To ensures participation in the fair access protocol. To participate in local admissions forums if required.

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Roles and Responsibilities Matrix

Curriculum and Standards				
Members	Trustees	LGB Members	CEO	Headteacher
To receive an annual update from the Trust.	To approve a Trust-wide curriculum statement that demonstrates a balanced and broad curriculum. To ensure the curriculum is free from political indoctrination and offers a balanced viewpoint of political issues. To approve the Sex and Relationships Policy. To ensure the Trust is meeting the statutory requirement Determine a Trust Wide statement on religious education and collective acts of worship. To receive a regular report from the CEO/Headteacher regarding standards.	To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust. To monitor the School Strategic Plan.	To provide oversight of the implementation of the curriculum. To provide regular updates to Trustees regarding standards. To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against the targets. To prepare a MAT Strategic Plan for approval by the Trust Board. To hold Headteachers to account for the standards of teaching.	To ensure effective implementation of the curriculum. To make provision for daily collective worship. To set targets for pupils' achievement and progress and monitor against targets. To prepare a School Strategic Plan. To provide seasonal milestone reviews in preparation for the LGB monitoring of the SSP. To ensure quality first teaching across all classes.

Information Management				
Trustees	LGB Members	CEO	TBM	Headteacher
To adopt GDPR policies and procedures to cover: The requirement to notify individuals as to how information is to be used and on the matter of secure storage. To ensure the effective implementation of the GDPR policies and procedures in the School.	To ensure systems are in place for effective communication with pupils, parents/carers, and the wider community.	To ensure compliance with all data protection legislation and good practice across all schools in the Trust.	To support the individual schools on the effective safe storage of data. To ensure accurate and secure staff records are maintained at each school. To ensure registration with the Information Commissioner's office is up to date.	To ensure the publication of school information, ensuring that all electronic communication, including web pages are up to date and compliant. To maintain accurate and secure pupil records. To ensure all staff comply with all GDPR policies and legislation.

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Roles and Responsibilities Matrix

Pupil Related Matters			
Trustees	LGB Members	CEO	Headteacher
To adopt a Trust Complaints and Concerns Policy and receive reports from the CEO regarding the level of complaints across the Trust. To hear complaints at the relevant stage. To have oversight of the attendance of pupils in each school. To agree the annual term dates. To agree changes to the school day.	To review attendance and pupil absences. To hear complaints at the relevant stage.	To monitor the levels of attendance across the schools and report to the Trustees. To review the level of complaints across the Trust. To approve the home-school agreement. Propose any changes to the school day to the Trust Board. To prepare a Trust Complaints and Concerns Policy for adoption by the Trust Board.	To maintain a register of pupil attendance. To report on attendance and pupil absences to the LGB and CEO. To develop and maintain the home-school agreement. To hear complaints at the relevant stage. To ensure that each school within the MAT meets for 380 sessions in any year.

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Roles and Responsibilities Matrix

Staffing			
Trustees	LGB	CEO	Headteacher
To define the management structures across the Academy Trust within the constraints of the budget. Participate in the process to appoint a Headteacher of a school with the CEO. To appoint, suspend and dismiss the Headteacher in collaboration with the CEO. To adopt Trust-wide staff policies and procedures as per the policy schedule. To appoint and dismiss the CEO, TBM and Governance Professional. To conduct the performance management review of the CEO. To support the CEO in the performance management of the TBM.	Support the Headteacher in the development and review of the staffing structure. Monitor the impact of staff policies and procedures.	To determine the senior leadership and non-teaching structures for each school. To advise the Trustees on suitable Trust-wide policies and procedures and to ensure effective implementation. To monitor and review staffing changes across the Trust. To agree teaching and non-teaching staff appointments To suspend and dismiss teaching and non-teaching staff. To conduct the appraisal of the Headteachers and centrally employed senior leaders. Monitor the appraisal and pay policy to ensure procedures are followed. To prepare both an appraisal and pay policy for Trust Board annually.	To determine the staffing requirements within each school and within budget constraints. To implement the Trust-wide policies and procedures in the Trust. To review the performance management of the Governance Professional. To appoint in the teaching and non-teaching staff of the school in liaison with the CEO. To ensure appraisals are completed. To approve applications for secondment and leave of absence (in consultation with the CEO) To suspend and dismiss teaching and non-teaching staff. Ensure the Trust HR policies are implemented.

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Roles and Responsibilities Matrix

Inclusion			
Trustees	LGB Members	CEO	Headteacher
To approve a Trust SEND and Disability Policy. To ensure the Trust complies with the Disability and Equalities Act.	To oversee the provision for SEND pupils and ensure the policy is adhered to. To appoint a designated governor for Inclusion.	To provide oversight of the implementation of the Trust-SEND and Disability Policy. To ensure compliance with the Disability Discrimination Act requirements within the Trust.	To designate a teacher to be responsible for co-ordinating SEND provision. To liaise with the local authority and other professionals in respect of students who have SEND. To make provision for SEND pupils with or without an EHC plan. To ensure compliance with the Disability Discriminations Act requirements within the Trust.

Premises, Health, Safety and Risk					
Trustees	FSARC	LGB	CEO	TBM	Headteacher
To adopt a Health and Safety Policy for all schools in the Trust. To conduct an annual site inspection to review any health and safety issues and the security of premises and equipment. To review and maintain an Estates Strategy and Asset Management Plan. To approve insurance arrangements.	To review the risk register for the Trust. and prepare the Risk report for the Trustees. To adopt a lettings policy.	To receive health and safety updates from the Headteacher.	To prepare and maintain a risk register for the Academy Trust. To prepare a Estates Strategy and Asset Management planning arrangements. To monitor the implementation of the Trust's Health and Safety Policy across the Trust. To agree and monitor an accessibility plan for each school in consultation with the Headteacher.	To procure buildings and related insurance and make proposals to the Trustees and FSARC. To propose a Trust-wide health and safety policy for the Trustees approval. To monitor accident recordings. To conduct site inspections and audits to review any health and safety issues and the security of premises and equipment.	To ensure the implementation of the Health and Safety Policy and ensure appropriate risk assessments are being carried out in the school. To implement the Trust Lettings Policy. To develop an Accessibility Plan for the school. To make decisions about school closure if there is a health and safety risk that cannot be minimalised to ensure the safety of pupils.