



The Robert Drake Primary School

Committees:

F P A & R – Finance, Premises Audit & Risk Committee P&A – Personnel & Admissions Committee

C – Curriculum & Pupil Committee

PR – Pay Review Committee

D – Discipline Committee

PA – Pay Appeals Committee

Area	Decision	Delegation			
		Members	Trust Board	Committee	Accounting Officer (Headteacher)
People	Members: Appoint/Remove	✓			
	Trustees: Appoint/Remove	✓	✓		
	Role descriptions for members	✓			
	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓	All	
	Parent trustee: elected		✓		
	Committee chairs: appoint and remove		✓	All	
	Clerk to board: appoint and remove		✓		
	Articles of association: agree and review	✓	✓		

Area	Decision	Delegation			
		Members	Trust Board	Committee	Accounting Officer (Headteacher)
Systems and structures	Governance structure (committees) for the trust: establish and review annually		✓	All	
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓		
	Skills audit: complete and recruit to fill gaps		✓		
	Annual self review of trust board and committee performance: complete annually		✓		
	Chair's performance: carry out 360 review periodically		✓		
	Trustee contribution: review annually		✓		
	Succession: plan		✓		
	Annual schedule of business for trust board: agree		✓		
Reporting					
Reporting	Trust governance details on trust website: ensure		✓		✓
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		✓	✓	✓
	Annual report on performance of the trust: submit to members and publish		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	F P A & R	

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		Members	Trust Board	Committee	Accounting Officer (Headteacher)
	To determine whether to publish a home school agreement (not statutory)				✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓		✓
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	C	
Being Strategic					
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✓	F P A & R P&A C	
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve			P&A	
	Determine trust policy for complaints, health and safety, accessibility plan, premises management: approve			F P A & R	
	Establish trust policy for sex education, careers guidance			C	
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave			C	
	To draft content of school behaviour policy and publicise it to staff, students and parents.			C	

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	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.			P&A	
	Ensure a broad and balanced curriculum is in place			C	✓
	To set the times of school sessions and the dates of school terms and holidays		✓		
	Agree enrichment/extra-curricular offer including any additional services required		✓		
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust				✓
	To establish and agree a Pay policy		✓	✓	
	Management of risk: establish register, review the ratings and responses		✓	F P A & R	✓
	Engagement with stakeholders	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	All	
	Headteacher: Appoint and dismiss		✓		
	To decide whether to join or form a multi-academy trust		✓		
	Budget plan to support delivery of trust key priorities: agree		✓	F P A & R	
	Academy staffing structure: agree		✓	P&A	

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		Members	Trust Board	Committee	Accounting Officer (Headteacher)
	Appoint teaching staff		✓	P&A	✓
	Appoint non-teaching staff			P&A	✓
Holding to account					
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	✓	✓
	To produce and maintain a central record of recruitment and vetting checks				✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy		✓		✓
	Reporting arrangements for progress on key priorities: agree		✓	✓	
	Performance management of the Headteacher: undertake		✓	PR	
	Performance management of staff: undertake				✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	PR	
	Trustee monitoring: agree arrangements		✓		

Area	Decision	Delegation			
		Members	Trust Board	Committee	Accounting Officer (Headteacher)
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term of would lose the opportunity to sit a public examination.			D	
	To ensure that health and safety regulations are followed		✓	F P A & R	
	Ensure that school lunch nutritional standards are met			C	✓
	Maintain a register of pupil attendance			P&A	✓
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)		✓		✓
Ensuring financial probity					
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓		
	Trust's scheme of financial delegation: establish and review		✓		
	External auditors' report: receive and respond		✓	F P A & R	✓
	Headteacher pay award: agree			PR	
	Staff appraisal procedure and pay progression: monitor and agree		✓	PR	
	Benchmarking and academy trust value for money: ensure robustness		✓	F P A & R	

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		Members	Trust Board	Committee	Accounting Officer (Headteacher)
	Develop trust procurement strategies and efficiency savings programme			F P A & R	
	To approve the first formal budget plan each financial year		✓		
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, service premium and the pupil premium)		✓	C	✓
	To establish and agree charging and remissions policy		✓	F P A & R	
	Buildings insurance and personal liability		✓		