



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 (Co-Headteachers)
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		✓		

Area	Decision	Delegation			
		Members	Trust Board	Committee	Accounting Officer (Co-Headteachers)
Systems and structures	Articles of association: agree and review	✓	✓		
	Governance structure (committees) for the trust: establish and review annually		✓		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	All	
	Skills audit: complete and recruit to fill gaps		✓		
	Annual self review of trust board and committee performance: complete annually		✓		
	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		✓		

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	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	
	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	

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	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	
	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	
	Co-Headteachers: Appoint and dismiss		✓		

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		Members	Trust Board	Committee	Accounting Officer (Co-Headteachers)
	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	
	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 Co-Headteachers: undertake		✓	PR	
	Performance management of staff: undertake				✓

Area	Decision	Delegation			
		Members	Trust Board	Committee	Accounting Officer (Co-Headteachers)
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	PR	
	Trustee monitoring: agree arrangements		✓		
	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	✓
	Co-Headteachers pay award: agree			PR	

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		Members	Trust Board	Committee	Accounting Officer (Co-Headteachers)
	Staff appraisal procedure and pay progression: monitor and agree		✓	PR	
	Benchmarking and academy trust value for money: ensure robustness		✓	FPA&R	
	Develop trust procurement strategies and efficiency savings programme			FPA&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		✓	FPA&R	
	Buildings insurance and personal liability		✓		