

OWLCOTES MULTI-ACADEMY TRUST

Scheme of Delegation



March 2018
Revised: October 2024

Part A: Scheme of Delegation – Overview of Structure and Framework

1. Owlcotes Multi-Academy Trust (OMAT)

Owlcotes Multi-Academy Trust (OMAT) was set up to meet the needs of schools in the local community by two founding Primary Schools in Pudsey. The trust is accountable to the Department for Education (the DfE).

OMAT is committed to the provision of high-quality education for all children within our local communities by inspiring innovation, creativity and aspiration through an enriched curriculum. OMAT is led by a Board of Trustees; an executive team which includes the headteachers of the individual schools; and the local governing boards of each school.

OMAT is committed to the principles of co-operation, collaboration and sharing best practice with a strong focus on staff development. OMAT is also committed to the preservation of the unique identity of all schools within the trust: each school will have a Local Governing Board (LGB) which is involved in decision making at school level, with autonomy to make decisions for its own school in line with this scheme of delegation. All trustees and any schools joining must agree to share and uphold all of these principles now and in the future.

2. Funding for OMAT

Each school in OMAT receives an allocation of funding from the DfE known as the General Annual Grant funding (GAG). From this initial allocation of funding a maximum 'charge' of 5% recharge is made for each of the academies in OMAT. The trustees are committed to ensuring that the re-charge is kept to the minimum level required to cover the cost of centrally provided services and to operate effectively and efficiently.

Central services include the provision of a school improvement package which is tailored to the needs of each individual school; financial expertise; SLAs such as HR and payroll; and packages such as MIS systems. Economies of scale mean that these services can be procured at cost effective rates for schools within OMAT. Any surplus from the 'charge' will be used for the benefit of all schools within OMAT, agreed by the executive board and the trustees. Depending on the expertise within each school, schools in OMAT will also be given the opportunity to bid for school improvement projects within OMAT and beyond. Individual schools will be paid for this from the centrally provided top slice or from external sources such as Noctua Teaching Alliance, Teaching School Hubs or DfE funding streams which are available to support school improvement.

3. Working Together as OMAT

All schools within the OMAT will benefit from and contribute to the following:

- Development and maintenance of school policies;
- Collaborative networks;
- Sharing of best practice;
- Mentoring and coaching of staff;
- Inter-school moderation.

This reinforces the principle of working collaboratively to deliver a high-quality education for all pupils in the community.

4. Scheme of Delegation: Introduction

This scheme of delegation is made between Owlcotes Multi-Academy Trust (OMAT) and the Local Governing Boards of each school in OMAT. The scheme of delegation has been put in place by the Trust Board of OMAT and is reviewed annually, or immediately when there has been a change in trust management or organisational structure. The scheme of delegation explains the responsibilities and powers of OMAT Trustees and Local Governing Boards in respect of key aspects of the leadership and management of OMAT and its schools and to ensure compliance with legal requirements. It should be read alongside the Articles of Association, OMAT Financial Policies and Procedures documents; the Governing Board Constitution document; the Terms of Reference for the LGB and Trust level committees and the full range of policies through which OMAT operates that further define roles and responsibilities.

The delegations set out in this scheme are delegated to the specific committees and any individuals unless otherwise directed or agreed by the Board of Trustees. Delegations cannot be exercised other than by the designated committee / individual unless directed or agreed by the OMAT Board of Trustees. The Chair of Trustees, or in the absence of the Chair, the Vice-Chair has power to carry out functions of the Trust Board or Local Governing Board in circumstances where a delay in exercising a function is likely to be seriously detrimental to the interests of the Trust or School, a pupil at the school or their parents, or a person who works at the school. However, this power does not include matters relating to the alteration and closure of the school, a change of school category, approval of budget, disciplinary policies and admissions.

5. Governance Framework

In a Multi Academy Trust (MAT) there is only one legal entity accountable for all the schools within the Trust, i.e., the multi academy trust. OMAT therefore has one set of Articles which govern all the academies in that trust. OMAT has a Master Funding Agreement (MFA) with the Secretary of State. Each school

also has a Supplemental Funding Agreement (SFA). The academy trust is a charitable company and is responsible for the strategic direction of the academy trust and has 4 layers of governance: the members of the trust, the board of trustees, trustee committees and local governing boards. The governance framework of OMAT is built upon the ethos of ensuring that governors govern and managers manage. This framework enables all parties to fulfil their roles and responsibilities, and provides clarity on individual and collective responsibilities, and delegated responsibilities, as outlined below.

Members of the Board of Trustees, its sub-committees, and members of Local Governing Boards are required to have an enhanced criminal records certificate from the Disclosure and Barring Service, which does not include a barred list check, prior to the commencement of their association with OMAT and its schools.

5.1. Members

The members are the guardians of the governance of the trust. The members ensure the charitable company achieves its objectives and sign off the financial accounts and annual report. Members appoint and remove Members and Trustees.

5.2. Trustees

The Trustees are both charity trustees and company directors. Trustees are responsible for the general control and management of the trust. Trustees have delegated responsibility for 4 core functions:

1. Overseeing the Health and Safety of all pupils, staff and visitors and ensure the safeguarding of all pupils;
2. Ensuring clarity of vision, ethos and strategic direction;
3. Holding the executive team /headteachers to account for educational performance of the trust;
4. Overseeing the financial performance and compliance of the trust and its schools.

Trustees of an Academy Trust have a duty to:

- Safeguard and promote the welfare of children;
- Have regard to any statutory guidance on safeguarding issued by the Secretary of State;
- Ensure the suitability of staff, supply staff, volunteers, contractors and proprietors;
- Pay due regard to the Department for Education's 'Health and Safety: responsibilities and duties for schools' and 'Health and Safety Executive (HSE) guidance for education' guidance documents;
- Manage the school estate strategically and maintain the estate in a safe working condition.

The Members and Trust Board are ultimately responsible for governance within each school in OMAT and are accountable for all major decisions about the trust and schools within the trust. A trustee must also ensure compliance with charity and company law and the academy trust's funding agreement. The OMAT Board of Trustees can delegate to a committee, the CEO, Local Governing Boards, the Headteacher or any other holder of an executive office, any of its powers or functions, subject to any prescribed restrictions imposed by OMAT and management of conflicts of interest.

The OMAT board will establish committees who report to the Trustees and advise Local Governing Boards. The constitution, membership and proceedings of the committees are decided by the Trustees. OMAT committees may co-opt governors from local governing Boards who have specific skills related to the needs of the committee. The establishment, terms of reference, constitution and membership of any committee will be reviewed every 12 months.

5.3. The Role of the CEO

The CEO has the delegated responsibility for the operation of the trust, including the performance of the schools in the trust. The CEO oversees the performance management of the headteachers. The CEO is the accounting officer and so has overall responsibility for the operation of OMAT's financial responsibilities and must ensure that the trust is run with financial effectiveness and stability. The CEO leads the executive leadership team and the central team and is accountable to the board for the performance of these teams.

5.4. Local Governing Boards

OMAT encourage their academies to be self-governing, demonstrate autonomy in decision making related to their school, and to preserve the unique identity of their schools. On conversion, the structures and membership of each Local Governing Board will be agreed taking into consideration the unique status of each individual school. On conversion, schools could continue with the size and complement of the LGB 'as is' unless additional interventions have been put in place because the school is considered to be at risk. (See Section 6 'Schools at Risk'). Some schools may use conversion as an opportunity to review the size and 'make-up' of their LGB to ensure that there are sufficient skills to ensure efficiency at LGB level.

The Governors of a LGB are effectively appointed members of a sub-committee of the OMAT board of trustees and are referred to as Governors. Governors in the LGBs are not trustees of OMAT- unless they are also appointed to the board of trustees. The articles of association make provision to invite trustees to join OMAT where the skills of additional trustees will add to the expertise of the board.

Two places in the LGB governance structure will be reserved for parents, carers or other individuals with parental responsibilities.

Where responsibility is delegated to the LGB, it is the academy trust as the legal entity (not the LGB) that is ultimately accountable, for example in terms of finance and performance, and as the employer of staff. To achieve this OMAT has developed an effective Board of Trustees with strong sub-committees to:

- Provide support on strategic planning and direction;
- Support financial planning;
- Enable resources to be used more effectively by seeking staffing and financial efficiencies;
- Provide efficient and effective central services;
- Ensure compliance with legal and statutory obligations;
- Ensure that the outcomes and experiences of children within OMAT are as good as they can be.

5.5. Local Governing Board Ethos

The Local Governing Board will govern each school in accordance with that school's agreed vision and values and aims upholding the values and principles of OMAT outlines in sections 1 and 3 of this document. The LGB of each school will focus on:

- Strategic leadership of their school to ensure the best quality education for all pupils;
- Collective decision making to ensure each school has the best chance of success;
- A focus on the future development of each school, as well as the present;
- Promoting, at all times and through all its actions, positive academic and personal development outcomes and enriched experiences for children.

6. Schools at Risk and Interventions

From time-to-time schools may join OMAT who need additional interventions, or may, by nature of a developing situation, require additional interventions in the short term. These will be deemed as schools 'at risk'.

Schools will be judged at risk if:

- The school has been judged RI for leadership and management or put in an inadequate category by Ofsted;
- The data trends have been highlighted by Standards and Achievement Committee of OMAT as cause for concern;
- The review of teaching and/or leadership has been highlighted by the CEO; Executive Leadership Team; LGB or Headteacher as a cause for concern;
- The review of governance has highlighted governance as a cause for concern;
- Finance of the school is giving cause for concern.

Interventions will be determined by the Board of Trustees on recommendation from the CEO / CFO taking into account the above and may include:

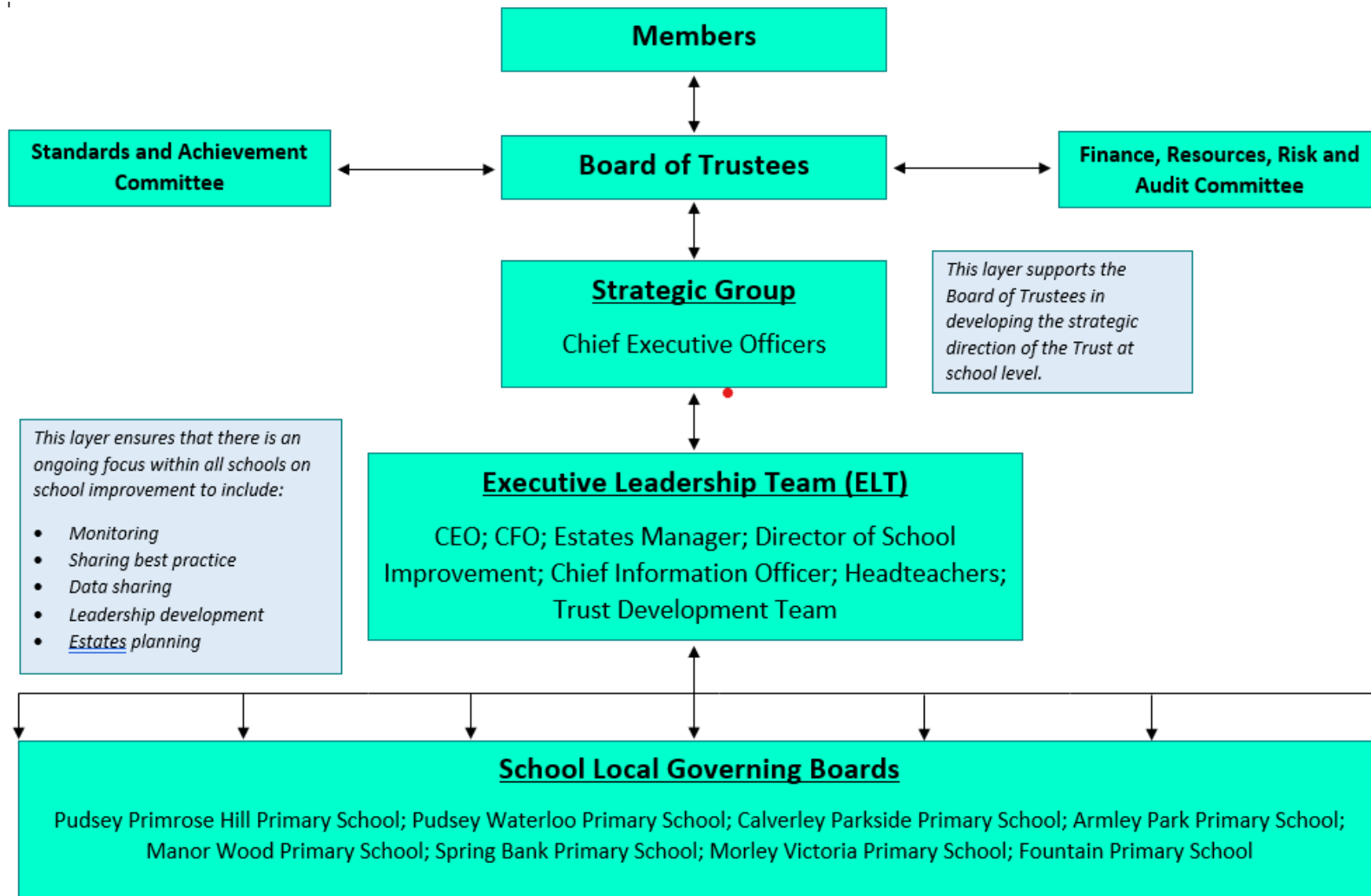
- Establishing an interim Local Governing Board;

- Appointing a Chair of Governors and/or adding expertise onto the Local Governing Board in relation to specific skills needed by co-opting governors or associate governors or ensuring that a trustee attends LGB meetings;
- OMAT has direct legal responsibility to the DfE. It is therefore expected to exercise control over Sponsored Academies in order to secure the required school improvement. For sponsored academies an Executive Headteacher may be identified who will approve all staffing appointments, Leadership structure and School Improvement strategy;
- For other schools at risk, the OMAT trustees will decide whether accountability will be given to an Executive Headteacher.

Annual reviews will identify risks and interventions.

- Outcomes of annual reviews will be evaluated at the first meeting of the academic year of the OMAT Board;
- Depending on the outcome of the review a school or LGB may have the level of intervention amended;
- The OMAT Board reserves the right to change the level of support/ intervention at any time if it believes this to be appropriate in the interests of both the Academy concerned and OMAT.

Owlcotes Multi-Academy Trust Structure



7. Local Governing Board Specific Panels

In addition to the structure of OMAT, each LGB will ensure that the following panels can be formed as and when required, on a skills/knowledge basis. All panels will refer all decisions to the LGB for confirmation, and where required to the OMAT Board for endorsement.

Panels of the LGB for each School	Remit of each Panel
Complaints	Consideration of complaints made under the OMAT formal complaints procedure.
Discipline and Grievance	To carry out investigations into staff matters in line with agreed OMAT policies.
Pupil Discipline and Exclusions	To carry out investigations into pupil matters and determine on discipline and exclusions in line with OMAT policies.
Admissions appeal Panel	To hear appeals against decisions made by the Headteacher on admissions in relation to the admissions policy.
Headteacher Appraisal	Making arrangements for Appraisal of the Headteacher with the advice of the CEO/DSI as appropriate.

The Chair of the Board of Trustees will convene an appeals panel to consider all appeals regarding decisions of the LGB Panels and any OMAT Board decisions as and when required.

8. Delegated Functions

The following information identifies the delegated functions and powers exercised at different levels of OMAT. The CEO is the accounting officer and therefore has a number of responsibilities under the scheme of delegation. The CEO will work closely with the Headteachers of individual schools in OMAT and play a key role in the Academy Trust Executive team alongside the CFO/CIO/DCEO and School Improvement Team.

8.1. Powers to be exercised by the Members Only are:

- a) Change the articles of association;
- b) Amendments to the Funding Agreement.

8.2. Powers to be exercised only by the OMAT full Board of Trustees

1. Strategy

- a) Agree to uphold the founding principles and values of OMAT at all times;
- b) Agree a long-term strategy and vision for OMAT, and communicate this to stakeholders;
- c) Establish and monitor a strategic risk register;
- d) Agree a five-year asset management plan;
- e) Develop a marketing and communications plan to promote the OMAT schools within their local communities.

2. Governance

- a) Establish and maintain a register of business interests for the board;
- b) To review annually and consider the establishment, terms of reference and membership of committees and effectiveness;
- c) Appoint and remove internal and external auditors;
- d) Approve (and in exceptional circumstances advise on the removal) of Chairs to the LGBs depending on the circumstances of the individual school;
- e) Elect (or remove) the Chair and Vice-Chair of the OMAT Board annually;
- f) Approve the Scheme of Delegation of powers and responsibilities;
- g) Decide any changes in the times of school sessions and dates of terms and holidays.

3. Compliance

- a) To ensure all Statutory Policies and Procedures are in place and communicated to schools;
- b) To ensure systems are in place to meet compliance regulations;
- c) To review the effectiveness of the governance of the OMAT;
- d) To communicate interventions and levels of delegation for schools in difficulty or those that are sponsored;
- e) To approve the structure and appointment of LGBs.

4. Finance

- a) Approve the annual budget, allocating finance to individual schools, using the funding formula allocations;
- b) Approve the annual report, returns and accounts;
- c) Ensure all insurances are in place;
- d) Inform the appropriate government agency if it suspects any irregularity and approvals of any write-offs and other requirements of the ESFA/DFE;
- e) Confirm the appointment of contractors/tenders for capital build projects.

5. Staffing and Human Resources

- a) Approve the Terms and Conditions of Employment;
- b) Approve staff discipline, conduct, and grievance policy;
- c) Confirm appointments of the CEO, CFO, Headteacher roles and other staff appointed to the Executive Team;
- d) Review effectiveness of management structures;
- e) Establish and implement a review process for the Trust Board and LGBs.

6. Standards of Achievement

- a) Ensure that achievement and standards, delegated to LGBs, is planned, resourced, tracked and continuously improved, with outcomes reported, within agreed frameworks, to the OMAT Trustees;
- b) Policies: Establish, monitor and review statutory policies and procedures as per the Scheme of Delegation.

8.3. Powers Delegated to the OMAT Committees

1) Human Resources and Performance Management (FRAC)

- a) Succession planning to enable excellent educational outcomes to be met;
- b) To establish disciplinary, complaints and staff grievance procedures and to take appropriate steps to make them known to members of staff;
- c) To confirm any recommendations for dismissal of an employee, ensuring correct processes have been followed;
- d) To approve pay awards of the OMAT Central Team and Headteachers;
- e) To approve all HR policies and ensure these are being implemented consistently;
- f) Influence and shape OMAT's CPD strategy.

2) Finance, Risk and Audit: (FRAC)

- a) To ensure the annual internal and external audit has been completed and subsequent recommendations acted upon;
- b) To agree Budget Setting for all academies;
- c) To ensure Financial Monitoring processes are in place and advise LGB on aspects which need attention;
- d) To set approval levels of expenditure;
- e) To approve Risk Management processes.

3) Premises and Estates (FRAC)

- a) Monitor the contracts for building maintenance and estates management for all schools in OMAT to ensure value for money and effectiveness;
- b) Establish and recommend to the Board a medium/long term estates management plan and strategy to ensure all buildings issues are addressed in line with the specific condition surveys and sufficiency plans;
- c) To agree an OMAT health and safety policy and monitor risk assessments;
- d) Ensure all statutory inspections and health and safety procedures and policies are implemented and that all schools in OMAT are compliant with statutory legislation;
- e) Approve large capital programmes for schools in OMAT.

4) Performance and Achievement: (Achievement and Standards Committee/ Trust Board)

- a) Monitor at MAT level pupil progress and attainment in each school;
- b) Monitor at MAT level quality of learning and teaching in each school;
- c) Monitor at MAT level outcomes and issues relating to pupil personal development and well-being;
- d) Identify any areas that would benefit from a MAT wide approach, including agreed sharing of teaching and learning resources and approaches, and learning from existing good practice;
- e) Report where risks are identified in relation to OFSTED benchmarks and expected standards;
- f) Review Schools' self-evaluation summary reports to ensure the robustness of judgements made;
- g) To examine the outcomes of any peer-review, school support etc. and the resources that are being directed to support school improvement;
- h) Protect the individual ethos and identity of schools within OMAT.

8.4. Powers Delegated to the Local Governing Boards

Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles and to any directions given by special resolution of the Trustees, the business of the Academy shall be managed by the Local Governing Board who may exercise all the powers of the Company, other than matters reserved to the OMAT Board and its sub-committees which either are strategic in nature or cannot legally be delegated.

- 1) The board of trustees delegate the running of the following aspects of the School to the Local Governing Board who will take responsibility for supporting the school and its leadership and management team in improving the:
 - a) Effectiveness of leadership and management (including Safeguarding);
 - b) Quality of Education (Teaching, Learning, Curriculum, Outcomes for Pupils, Focus on disadvantage);
 - c) Behaviour and Attitudes (including attendance);
 - d) Personal Development (including spiritual, social, moral and cultural development; equalities);
 - e) Early Years provision.

- 2) Local Governing Boards will focus on:
 - a) Setting the aims and objectives of the school;
 - b) Determining the educational vision and ethos of the school- ensuring that the aims and principles of OMAT are upheld;
 - c) Establishing and implementing a local, relevant curriculum which ensures enriched learning experiences for all pupils;
 - d) Developing and implementing a school improvement plan, and any OFSTED improvement plan with support from the CEO/ CFO as appropriate;
 - e) Ensuring high quality teaching, learning and assessment takes place and is continuously improved;

- f) Ensuring that teachers and other relevant staff receive a regular appraisal of their performance;
- g) Reviewing the staffing structure / staffing levels to ensure high quality teaching, learning and pupil support which is affordable within the school's delegated budget;
- h) Appointing governors to carry out Headteacher appraisal with advice from the CEO/DSI as external adviser as appropriate;
- i) Contributing to the preparation of the school's annual Self Evaluation Form (SEF) including the analysis of performance data;
- j) Maintaining a fixed asset register and notifying the OMAT Board of any changes to fixed assets used by the school;
- k) Implementation of the admissions policy and arrangements for the school in accordance with admissions law and DfE codes of practice;
- l) Implementation of actions required to comply with statutory regulations and the Funding Agreements;
- m) Review the annual budget as set by the OMAT Board and monitor expenditure against it.

8.5. Local Governing Board Sub-Committees

The Local Governing Board may establish sub-committees and/or Panels as it considers desirable to carry out its responsibilities. The powers of any such committees, their terms of reference and membership shall be determined by the Local Governing Board. If sub-committees are established, then the outcomes of sub-committees should be reported to the full LGB meetings. OMAT Board does not require copies of minutes from any sub-committee meeting, but does require minutes from full LGB meetings. For those LGBs representing a school 'At Risk' (Section 6 in this document) any proposed committee structure beyond the full LGB meeting must be approved by trustees.

Part B: Roles and Responsibilities in Owlcotes Multi-Academy Trust – Detailed Overview

Responsibility	Headteacher	CEO	Local Governing Board (LGB)	Finance Risk & Audit Committee (FRAC)	OMAT Board
BUDGET & FINANCE					
<i>All financial decisions must be consistent with the Academy Trust Handbook (ATH) and the OMAT Financial Management policies. The ATH sets out the duties and obligations of Academy Trusts. The handbook and the master and supplemental funding agreements provide full details regarding the requirements of financial accountability for academy trusts. The following is an overview.</i>					
Submission of initial or consolidated Budget Forecast by 31 July for the following financial year including any capital projects	The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the OMAT CFO / CEO.	The CEO will review the draft budget prior to scrutiny by the FRAC.	The HT will refer the Draft Budget to the LGB for discussion and comments which will be considered by the FRAC Committee.	The Finance Risk and Audit Committee (FRAC) will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full OMAT Board.	The full OMAT Board will approve the consolidated Budget Forecast for OMAT including the individual school budgets prior to submission to the EFA by 31 July. The initial Budget Forecast for a newly converting academy will be reported to the OMAT Board before the school converts to academy status and joins OMAT.
Revisions to the budget during the year	The HT may request revisions to the budget during the year in discussion with the CEO	The CEO will review any revision to the budget prior to approval at the OMAT Board.	Recommendations for approval for budget revisions will be reported to the LGB.		Approval of in year revisions to the budget as requested by the CEO on behalf of LGBs.
Approval of Purchase Order/Invoice	Up to £10,000 in value.	Between £10,001 - £20,000 in value (excluding VAT).	Recommendation: The LGB are informed of approvals for spending over £20,000.	£20,001 up to £50,000 (excluding VAT).	Over £50,001 (excluding VAT).
Authority to write off bad debts	Up to a value of £250.		£250 up to £500.	£500 up to £44,999 (over £45,000 requires ESFA approval).	
Approval for Capital Expenditure not included in the original budget				The FRAC has authority to approve additional capital expenditure up to £50,000 in a financial year for individual	Capital expenditure for projects exceeding £50,000 requires the approval of the OMAT Board.

Responsibility	Headteacher	CEO	Local Governing Board (LGB)	Finance Risk & Audit Committee (FRAC)	OMAT Board
				schools (either on one item or in aggregate).	
Approval for Virements	The Headteacher may request approval for virements between nominal codes and budget heads on the approved financial plan.		The LGB will be informed about on-going expenditure against budget headings.		
Reporting and Internal Audit Requirements	The Headteacher is responsible for providing information in relation to reporting and internal auditing as the OMAT Board may require.	The CEO and CFO will request and review any information required by internal audit from schools and the central team	The Local Governing Board will monitor capital and revenue expenditure to ensure it remains within the limits permitted by the Scheme of Delegation.	The FRAC will monitor the management of school budgets and the school's compliance with internal auditing requirements on an ongoing basis and report any concerns to the MAT Board.	The OMAT Board will review the performance of its schools against their delegated budget.
Statutory Audit Procedures	The Headteacher is to provide information and assistance in relation to statutory audit procedures as the OMAT Board requires.	The CEO will work with the CFO and finance team to prepare for external audit.	The Local Governing Board is to provide information and assistance in relation to statutory audit procedures as the OMAT Board requires.	The FRAC is responsible for recommending the statutory accounts for approval to the Annual General Meeting of members.	The statutory accounts are signed off by the members at the AGM.
Obtain ESFA approval for staff severance payments					The OMAT Boards of Trustees must obtain prior ESFA approval before making a staff severance payment where: <ul style="list-style-type: none"> • An exit package which includes a special severance payment is at, or above, £100,000; • The employee earns over £150,000.

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
STAFFING & HUMAN RESOURCES				
All appointments identified under this section, whether internal or external , are subject to the same procedures. The processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the OMAT HR Advisor as appropriate.				
Recruitment of a CEO				The OMAT board will constitute an appointment panel. Any appointment will be ratified by the full OMAT board.
Recruitment of a Headteacher		<p>The LGB/LGB representative will meet with the CEO to discuss the recruitment.</p> <p>In discussion with the CEO, the Chair of Governors will convene an Appointment Panel. The CEO and Chair of Trustees or representative will sit on the Appointment Panel. Once the Appointment Panel has reached a decision it will make a recommendation to the OMAT Board.</p>	The CEO will lead on selection activities and will sit on the appointment panel.	The OMAT panel of agreed representatives will agree the recommendation made by the Appointment Panel.
Recruitment of a senior leader	The Headteacher will lead the process for recruiting senior leaders in school with support/ approval from the CEO and CFO.		The CEO will meet with the HT and CFO to identify the salary range and may sit on the appointment panel.	
Recruitment to the Central Team			The CEO will compile Job Descriptions in consultation with the CIO and will take a lead on recruitment and selection.	The OMAT Board will be informed of the appointments made.
Teacher Recruitment	The Headteacher will lead the process for recruiting teachers in	At the request of the headteacher, the Chair of the Local Governing Board		

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
	in conjunction with the SLT. A representative of the LGB may sit on the selection panel. OMAT recruitment and selection procedures must be followed.	may nominate a representative if appropriate to participate in the teacher appointment process.		
Recruitment of Support Staff	The Headteacher will lead the process for filling any vacancy for in conjunction with the SLT using OMAT approved procedures.			
CEO Appraisal and Salary Review				The board of trustees will constitute a panel who will be responsible for the CEO's appraisal and salary review. The OMAT Board will receive CEO appraisal information from the panel.
Executive Team Appraisal and Salary Review			The CEO or her representative will be responsible for executive team appraisal.	The OMAT Board will receive appraisal information from the CEO.
Headteacher Appraisal and Salary Review		The LGB, under the direction of the COG, will be responsible for the arrangement of the HT's appraisal and salary review. The CEO/DoSI will assume the external advisor role.	The CEO/ DoSI will lead the process and compile the report of the outcome of the Headteacher performance appraisal for the LGB and provide information to the OMAT Board.	The OMAT Board will receive HT appraisal information from the CEO.
Teacher Appraisal and Salary Review	The HT is responsible for leading the appraisal & salary review process for teaching staff. The HT will consult with the CFO to ensure salary review outcomes are reflected in the Budget. The HT will make recommendations to the LGB for approval following the review.	The Local Governing Board is responsible for approving the Headteacher's recommendations regarding salary reviews.		
Terms of Employment	The HT will take into account requests from staff and may make	The LGB will review these proposals and ensure that they are costed and	The CEO will review and comment on any proposals that	Responsibility for the terms and conditions for all OMAT employees

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
	proposals with regard to the terms of employment for an individual member of staff e.g., flexible working request.	the effect of any proposals evaluated in terms of the budget, the impact on pupils and other staff and on the organisation of the school. The LGB will make recommendations to be approved OMAT board.	may involve a change to the terms of employment.	lies with the OMAT Board. Decisions concerning any change to the terms of employment of trust staff will lie ultimately with the OMAT Board. The MAT Board will consider any representations made by the CEO as appropriate.
Reductions in Staffing and Revisions to Staffing Structures	<p>The Headteacher will notify the CEO as soon as possible after becoming aware that reductions in staffing may be necessary. The Headteacher will be responsible for proposing a revised staffing structure for the academy, with the support of the CFO, and for referring this to the Local Governing Board.</p> <p>The Headteacher will be responsible for leading the redundancy process with the support of the CEO and CFO.</p>	The Local Governing Board will be responsible for recommending the revised staffing structure for approval to the OMAT Board and recommending approval for any proposed reductions in staffing to the OMAT Board.	<p>The CEO and CFO will support the Headteacher throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate.</p> <p>The CEO will refer recommendations for revised staffing structures and possible redundancies to the MAT Board for approval.</p>	<p>Decisions concerning the redundancies will lie with the OMAT Board.</p> <p>The OMAT Board will consider any representations made by the CEO, the Headteacher and/or the LGB.</p>
Allegations of Gross Misconduct	<p>The Headteacher must notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct.</p> <p>The Headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction, members of the Local Governing Board may be asked to sit on the panels for the Disciplinary or Appeal hearings which will be conducted in accordance with the Disciplinary Procedure should this be considered to be appropriate.</p> <p>If an allegation of gross misconduct has been made against the HT then the Local Governing Board will be</p>	The CEO will be responsible for arranging the constitution of panels consisting of members of the OMAT Board and/or members of the Local Governing Board if this is deemed appropriate for the Disciplinary and Appeal Hearings	<p>Decisions concerning the dismissal of any employees lie with the OMAT Board.</p> <p>Trustees will be asked to sit on panels for Disciplinary and Appeal Hearings.</p> <p>If the allegation of gross misconduct has been made against the CEO the matter will be referred to the Chair of the OMAT board for investigation into the allegation.</p>

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
	<p>Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>responsible for informing the CEO and for organising an investigation into the allegation under the Disciplinary Procedure. The Local Governing Board will be responsible for keeping the CEO informed.</p>		
<p>Disciplinary Allegations that fall short of Gross Misconduct</p>	<p>The HT is to notify the chair of the LGB as soon as possible after becoming aware of an allegation.</p> <p>The HT will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the HT will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p> <p>The HT is responsible for keeping the Chair of the LGB informed at all stages of the procedure.</p>	<p>Members of the LGB will form panels for Disciplinary and Appeal Hearings as required and will have the authority to impose sanctions up to, but not including, dismissal.</p> <p>Where an allegation of a less serious nature has been made against the HT then the LGB will be responsible for informing the CEO and for conducting the investigation into the allegation under the Disciplinary Procedure. The LGB will be responsible for keeping the CEO informed.</p>		<p>Decisions concerning any disciplinary sanctions in respect of the HT or CEO will lie with the OMAT Board. Trustees will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers or the CEO.</p> <p>If the allegation has been made against the CEO the matter will be referred to the Chair of the OMAT board for investigation into the allegation.</p>
<p>Capability Proceedings</p>	<p>Where a capability issue is identified the Headteacher is responsible, with advice from HR, for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The Headteacher is responsible for keeping the CEO and Local</p>	<p>Where the Headteacher is subject to a capability procedure the CEO and LGB together are responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>If the CEO is subject to a capability procedure, the matter will be referred</p>	<p>The CEO is responsible for keeping the MAT Board informed regarding proceedings.</p>	<p>Decisions concerning the dismissal of any employees lie with the OMAT Board.</p> <p>Trustees will be asked to sit on panels for final stage Capability and Appeal Hearings.</p>

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
	Governing Board informed regarding the progress of the proceedings for any member of teaching or support staff.	to the Chair of the OMAT board who will appoint trustees to lead and manage the process.		
Probationary Period Procedure	The HT is responsible for following the probationary period procedure with every newly appointed member support staff or admin staff. If an employee does not complete their probationary period the HT will be inform the LGB and CEO	The Headteacher will keep the Chair of the Local Governing Board informed regarding members of staff that are unlikely to satisfactorily complete their probationary period. Appeals against termination will be heard by a panel of the LGB.	If an employee does not satisfactorily complete their probationary period and their appeal is not upheld, the CFO will write to the employee on behalf of OMAT terminating their employment.	The OMAT Board will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Headteacher.
Safeguarding	The HT must ensure that: <ul style="list-style-type: none"> • They have completed Headteacher safeguarding training. • A DSL has been appointed and that they have resources to enable them to undertake the role. • All staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance. • The COG and CEO are notified immediately of any allegation made against a member of staff. 	The LGB is responsible for: <ul style="list-style-type: none"> • Appointing a Safeguarding Governor. • Ensuring governors are safeguarding trained. • Taking collective responsibility for safeguarding and monitoring safeguarding procedures in school. • Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is against the Headteacher. 	The CEO is to inform the OMAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the School.	The OMAT Board has responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the LGB for ensuring that safeguarding arrangements are fully embedded within the school and reflected in the day to day safeguarding practices. A named OMAT Trustee will address any allegations made against a Headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair. If the allegation is against the CEO, then the Chair of the OMAT board will address any allegations.

Responsibility	Headteacher	Local Governing Board	CEO / Achievement and Standards Committee	OMAT Board
TEACHING, LEARNING & EDUCATION				
School Improvement Plan	<p>The Headteacher will draw up a draft School Evaluation and Improvement Plan (SIP) and share it with the CEO and LGB prior to submitting it to the OMAT Board.</p> <p>The draft improvement Plan should be costed with the support of the CFO and the expenditure built into the Budget Forecast and sent to the CEO.</p>	The Local Governing Board is responsible for monitoring the implementation of the approved School Improvement Plan.	The CEO and ASC will review and recommend approval of the key priorities in the school improvement plan.	The OMAT Board will approve the draft School Improvement Plan priorities subject to any modifications it wishes to make.
The school day	The Headteacher may make recommendations to the LGB regarding changes to the times of the school day.	The LGB will consider proposals from the Headteacher and decide whether or not to seek approval for changes to the timings of the school day from the OMAT board.		The OMAT Board is responsible for setting the opening and closing times schools taking into consideration the views of the Headteachers and LGBs
Term Dates	The Headteacher may make recommendations to the LGB regarding changes to term dates.	The LGB will consider proposals from the Headteacher and decide whether or not to seek approval for changes to term dates from the OMAT board.		The OMAT Board is responsible for setting the term times for schools taking into consideration the views of the Headteachers and Local Governing Boards.
Policies Requiring Consistency across OMAT e.g., Safeguarding, HR, Finance, Medical, Appraisal, complaints, estates management, etc.	The Headteacher will be responsible for ensuring that OMAT policies and procedures are applied across the school.	The LGB will note the policies requiring consistency across all the schools as approved by the OMAT Board and monitor their implementation.	Policies requiring consistency across all the academies in OMAT will be drafted by the CEO, HT of each school, other OMAT senior leaders and / or CFO and will be agreed by the relevant OMAT Committee for approval by the OMAT Board.	The OMAT Board will approve all such policies and any amendments to them.

Responsibility	Headteacher	Local Governing Board	CEO / Achievement and Standards Committee	OMAT Board
Policies requiring information specific to OMAT schools e.g. Accessibility, Behaviour, Equality Information and Objectives	The Headteacher will have responsibility, with the involvement of the LGB, for developing school specific policies as statutorily required. The Headteacher will be responsible for ensuring that school policies and procedures are applied across the school.	The Local Governing Body will approve all such policies and any amendments to them and monitoring its implementation.	Policies requiring information specific to OMAT schools will be drafted by the CEO, HT of each school, other OMAT senior leader or executive leaders and will be agreed by the Local Governing Board for approval.	The OMAT board will approve the schedule of policy review for the schools in the trust.
Other Policies	The Headteacher will have responsibility, with the involvement of the LGB, for developing school specific policies and as statutorily required.	The Local Governing Board will have responsibility for approving any such school specific policy and monitoring its implementation.		The OMAT board will approve the schedule of policy review for the schools in the trust.
<p><i>Please see Part C for information regarding OMAT and School policies and review information.</i></p>				

Responsibility	Headteacher	CEO	Local Governing Board	Finance Risk & Audit Committee FRAC	OMAT Board
PREMISES/ASSET MANAGEMENT/HEALTH & SAFETY					
Negotiation and renegotiation of contracts, Leasing, Services and other Agreements <i>Procedures in accordance with the Financial Regulations Manual</i>	The Headteacher will inform the OMAT CFO, CEO and LGB and of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The Headteacher may approve quotations up to a value of £10,000 (excluding VAT).	The CEO will approve the decision and any quotations between £10,001 and £24,999 in value (excluding VAT) taking into account best value principles, and financial regulations	The Local Governing Board will be involved in/ informed of decisions regarding negotiation or renegotiation between the value of £10,001 and £24,999 (excluding VAT).	If the contract has a significant impact on the wider OMAT family of schools or is between the value of £25,000 and up to a value of £59,999 (excluding VAT) the consent of the OMAT Finance Committee will be required.	Orders for contracts, leasing, services and agreements over £60,000 (excluding VAT) must be authorised by the OMAT Board.
Disposal of Assets <i>Processes and procedures must be in accordance with the Financial Regulations Manual and Asset Management Policy.</i>	The Headteacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the OMAT CFO for advice. Records must be kept on 'Every' of all disposals.		The LGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.	The OMAT CFO will advise the Headteacher regarding disposals, ensure these are accounted for correctly and keep the OMAT Board informed as appropriate. The FRA Committee must authorise the disposal of items over the value of £5,000 (either as one item or in total).	The OMAT Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid.
Premises Development- Programme of improvement and maintenance	The Headteacher, in collaboration with the Estate Manager, will ensure that an annual Premises Development Plan is in place. The Premises Maintenance Programme must be costed		The premises development plan will be shared with the LGB. The Estate Manager will supply a copy of the Programme to the OMAT Board Annually.	The FRAC will consider the Premises Development Plans for each school and recommend approval to the OMAT board.	The OMAT board will approve the Premises Development Plans.

Responsibility	Headteacher	CEO	Local Governing Board	Finance Risk & Audit Committee FRAC	OMAT Board
	and the expenditure built in to the Budget Forecast.				
Health and Safety	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> • Developing a health and safety culture throughout the school; • Ensuring that staff are aware of their responsibilities; • Drawing up site specific health and safety procedures (with the support of the OMAT Estate Manager as appropriate); • Ensuring staff are aware of their responsibilities; • Updating the LGB. 	<p>The HT will inform the CEO, CIO and Estates Manager of any breaches of Health and Safety policies, any health and Safety concerns within the school or any ‘near misses’.</p>	<p>The LGB shares with OMAT the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> • Monitoring and reviewing the effectiveness of health and safety procedures; • Ensuring adequate resources are available for Health and Safety; • Providing training and development opportunities. 	<p>The OMAT Estates Manager will report to FRAC ensuring that school specific health and safety procedures are in place.</p>	<p>The OMAT Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Governing Board for ensuring that health and safety arrangements are fully embedded within the school’s ethos and reflected in the school’s day to day practices.</p>
Legal Claims	<p>The Headteacher is to notify the CEO and Chair of Governors of any actual or potential claims or proceedings affecting the school as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the CEO and/or the OMAT Board.</p>	<p>The CEO will ensure that the LGB/ Trustees are informed of any claims as soon as possible.</p>	<p>The Local Governing Board will act on any instructions received from the CEO/and/or OMAT Board.</p>	<p>The CEO will take appropriate advice (legal/insurance etc.) and direct the LGB and/or Headteacher as appropriate in line with this guidance, keeping the OMAT Board informed.</p>	<p>The OMAT Board may instruct the CEO and/or the Headteacher and/or the Local Governing Board to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
OMAT STRATEGY				
Partnering Arrangements (e.g. membership of Local Authority Clusters; Teaching School Hubs; ITT partnerships etc.)	<p>The HT is to notify the CEO of any proposals to enter into, renew, amend or terminate any partnering arrangement.</p> <p>The HT will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>	<p>The Local Governing Board is to take the lead in developing the school's strategy on partnerships.</p>	<p>The CEO will be responsible for approving any new partnering arrangements at school or Trust level and advising the OMAT board.</p>	<p>The OMAT board will be made aware of new and existing partnerships and will advise accordingly.</p>
Expansion of existing facilities/ taking on new premises <i>Processes and procedures must be in accordance with the Financial Regulations Manual and the ATH.</i>	<p>The HT should discuss with the CEO any proposal to expand any existing facilities at the school.</p> <p>The HT is responsible for drawing up a business case for the expansion proposal in consultation with the LGB and OMAT CFO prior to submission to the OMAT FRAC/Trust Board.</p>		<p>The CEO/CIO/Estates Manager will assess the viability of any proposal put forward by the HT of any school prior to the development of the business case.</p> <p>The CEO/CFO will provide the Trust board with options and costings of any proposal to expand /take on new premises for central team accommodation.</p>	<p>The OMAT Board will review any business case and decide whether to pursue it to the next stage.</p>
Informing the Regional Director that the CEO is planning to leave.				<p>The Board of Trustees should approach their RD in advance to discuss their structure and options for recruitment.</p>
Any other major strategic decisions	<p>The HT is to notify the CEO of any proposal of a major strategic nature.</p> <p>The HT will provide such further information and assistance as the CEO may need in order to make a</p>	<p>The LGB is to take the lead in developing the school's strategy at local level so it:</p> <ul style="list-style-type: none"> Becomes or remains a high-quality provider of education; 	<p>The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the OMAT Board.</p>	<p>The OMAT Board will be responsible for approving any major strategic proposal.</p>

Responsibility	Headteacher	Local Governing Board	CEO	OMAT Board
	<p>recommendation concerning the proposal.</p>	<ul style="list-style-type: none"> • Plays a key role in OMAT; • Contributes effectively to the community it serves. 		

Part C: Owlcotes Multi-Academy Trust Scheme of Delegation Summary

This summary Scheme of Delegation should be read in conjunction with Parts A and B of this document.

KEY	X	Approve or Responsible for	A	With advice / support from	DELEGATION					
AREA	FUNCTION				Members	Trustees	Committees	CEO	LGB	Headteacher
Key People	Appoint/remove Members	X								
	Appoint/remove Trustees	X	A				A			
	Appoint Local Governing Board member		A						X	
	Approve/remove Local Governing Board Chair		X						A	
	Appoint CEO		X							
	Appoint Central Team staff		A					X		
	Appoint school Headteachers		X					A	A	
	Appoint senior leaders							A	X	
OMAT Structures	Amend the Articles of Association	X								
	Establish and review annually the committee structures for OMAT		X							
	Agree and review terms of reference for each committee and the LGB		X							
	Annual review of performance of the OMAT Board		X	X						
	Annual review of performance of the LGB and skills audit								X	
Reporting	Register all business interests for members, trustees, governors	X	X						X	
	Submit an annual report on the performance of OMAT to members		X	A	A	A	A			A
	Submit annual reports and accounts including accounting policies.		X	A	A					
	Ensure OMAT website is compliant		X	A						
	Ensure school websites are compliant								X	A
Strategy	Determine OMAT's long term strategy & values, agreeing key priorities.		X	A	A					
	Carry out budget planning to support OMAT priorities		X	A						
	Agree central spend and top slice		X	A						
	Decide on trust level policies which reflect the aims and values		X	A					A	
	Carry out budget planning to support individual school priorities			X					A	
	Determine school level aims and strategy agreeing key priorities.			A	A	X			X	
	Agree school level staffing structure following consultation with CEO/CFO							X	A	A

	Determine school policies which reflect OMAT's values e.g.: SEND, Curriculum, Behaviour, Teaching and Learning.				A	X	A
AREA	FUNCTION	DELEGATION					
		Members	Trustees	OMAT Committees	CEO	LGB	Headteacher
Accountability	Agree arrangements for reporting to ensure compliance with all reporting arrangements e.g.: Safeguarding, Health and Safety.		X		A	X	
	Agree arrangements for reporting progress towards OMAT priorities.		X		A		
	Provide accurate reports on performance and progress within individual schools in OMAT to assist in benchmarking across OMAT				A		X
	Ensure each school has an appropriate and effective curriculum				A	X	A
	Approval of the Improvement Plans of schools within OMAT					X	A
	Undertake and report on appraisal of CEO		X	A		A	
	Undertake and report on appraisal of CFO / Executive Central Team staff		X	A			
	Undertake and report on appraisal of individual school Headteachers				A	X	
	Monitor and agree appraisal procedures for school-based staff					X	A
Financial Management	Appoint CFO to ensure OMATs accounting processes are delivered		X	A			
	Review the scheme of financial delegation		X	A			
	Receive and respond as appropriate to the external auditor's report			X			
	Complete benchmarking to ensure trust wide value for money			X			
	Complete benchmarking to ensure school level value for money			A		X	
	Develop trust strategies for procurement to ensure financial efficiencies			X			
	Approve pay progression for CEO, Headteachers and staff appointed to the OMAT Executive Team.		X	A		A	
	Approve pay awards for other staff within individual schools			A		X	A
	Review of staffing structure/staffing levels in OMAT schools			A		X	A
Pupil Level	Ensure all children are safeguarded in every school					X	X
	Ensure OMAT's schools achieve good outcomes for all pupils				A		X
	Ensure OMAT's schools have teaching which is good or better				A		X
	Provide accurate reports on individual school performance and progress				A		X
	Agree the admissions policy		X				
	Approve length of school day, term dates and training days.		X		A	A	A

	Manage and report on attendance, exclusions, for pupils in each school					X	X
	Pupil Premium – Review and challenge to ensure value for money/impact			X		A	X
	PE Funding- Review to ensure value for money / impact on increasing participation			X		A	X

Glossary of Terms

ASC	Achievement and Standards committee – A scrutiny committee of the OMAT trust board.
ATH	Academy Trust Handbook.
Articles of Association	The articles set out the trust’s charitable and governance arrangements.
CEO	Chief Executive Officer: The accounting officer for the Academy Trust. The senior executive who has delegated responsibility for the operation of the trust and head of the management team of OMAT
CFO	Chief Financial Officer: The Finance Director or business manager of the Academy trust.
CIO	Chief Information Officer: The executive leader with responsibility for Governance and information management,
CFR	Consistent Financial Reporting
Director	An alternative name for a Trustee of a Multi-Academy Trust
DCEO	Deputy Chief Executive Officer
DoSI	Director of School Improvement
ESFA	Education and Skills Funding Agency, an executive agency of the DfE that acts as the agent of the Secretary of State
GAG Funding	General Annual Grant Funding, the main source of revenue funding for Academy Trusts.
HT	Headteacher. HT may also refer to the Head of School if this is the accountability role in the school’s the staffing structure
HLD	Head of Leadership Development
FRAC	Finance, Risk and Audit committee - A scrutiny committee of the OMAT trust board.
OJEU	Official Journal of the European Union (procurement thresholds)
OMAT	Owlcotes Multi Academy Trust: The company which has entered into the funding agreement with the Secretary of State to run the schools within the trust
RD	Regional Director

Appendix A: Policy Review and Approval Information

The following policies will be approved by the Board of Trustees

Some policies will be reviewed by the FRAC or ASC prior to full Trust Board approval.

Policy	Reviewed prior to Board approval	Review Frequency	Comments
Admissions Policy		Annually	Agreed by Trust Board and personalised for each school. Noted at LGB.
Appraisal Policy		2 years	
Accounting Policy	FRAC	2 years	
Alcohol and Drug Misuse Policy		2 years	
Asset Management Policy	FRAC	2 years	
Business Continuity Policy	FRAC	2 years	
Capability Policy		2 years	
Charging and Remission policy	FRAC	2 years	Schools can make their own specific charges in line with the policy.
Complaints Policy		Annually	
Conflict of Interest Policy	FRAC	2 years	
Data Protection Policy		2 years	
Disciplinary Policy (Staff) and Guidance		2 years	
Expenses Policy	FRAC	2 years	
Financial Management Policy	FRAC	2 years	
Financial Reserves Policy	FRAC	2 years	
Gifts and Hospitality Policy	FRAC	2 years	
Induction for New Schools Policy		3 years	
Investment Policy	FRAC	2 years	
Leave of Absence and Annual Leave Policy		2 years	
Lettings Policy		2 years	
Managing Staff Absences Policy		2 years	

Pay Policy	FRAC	Annually	
PPA Policy	ASC	2 years	Schools allocate PPA time in line with their own timetables
Probationary Policy		2 years	
Recruitment and Selection Policy		2 years	
Relationships and Sex Education Policy	ASC	2 years	
Risk Management Policy	FRAC	3 years	
Scheme of Delegation		Annually	
Supporting Pupils with Medical Conditions Policy		2 years	
Whistleblowing Policy	FRAC	3 years	
Work and Families Policy		2 years	

The following school specific policies will be developed and approved by the Local Governing Board.

Policy	Review Frequency	Comments
Accessibility Policy/Plan	3 years	
Acceptable Use of IT Policy	2 years	
Administering Medicines Policy	2 years	
Admissions Policy	Annually	Approved at Trust board level prior to LGB.
Anti-bullying Policy	2 years	
Attendance Procedure	2 years	
Behaviour Policy	2 years	
Care and Control Policy	2 years	
Collective Worship Policy	2 years	
Extended Services Charging Policy	3 years	
Equality Objectives Statement	5 years	
First Aid Policy	2 years	
Flexible Working Policy	2 years	
Grievance Policy	2 years	
Health and Safety Policy	2 years	
Inclusion Policy	2 years	
Intimate Care Policy	2 years	
Lettings Policy	2 years	
Marking and Feedback Policy	2 years	
Missing Child Policy	2 years	
Nursery Admissions Policy	2 years	
Safeguarding Policy	Annually	Ongoing review responding to changing legislation and recommendations from LCC.
SEND Information Report	2 years	
Teaching and Learning Policy	3 years	