

Reading the grid
✓ - governance function and decision-making is at this level
C - to be consulted prior to decision being made

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
Governance framework: People	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees: appoint to committees when elected		✓		
	Trustee Board chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Academy committee chairs: appoint and remove			✓	
	Clerk to board: appoint and remove		✓		
Governance framework: Systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓	✓	

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
	Self-review of trust board and committees: complete annually		✓		
	Chair's performance: carry out 360° review periodically		✓		
Governance framework: Reporting	Publish governance arrangements on schools' website: ensure				✓
	Annual report on the performance of the trust: submit to members and publish		✓	C	
	Annual self-review/triannual external review of board effectiveness: submit to members		✓	C	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		
	ESFA required reports and returns submit				✓
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓		
	Determine school level policies: approve				✓
	Management of risk: establish register, review and monitor		✓	✓	
	Engagement with stakeholders: ensure		✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓		
	Accounting officer: appoint and dismiss		✓		
	HTs: appoint and dismiss		✓		
Budget plan to support delivery of trust key priorities: agree		✓			

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
	Trust's staffing structure: agree		✓	✓	✓
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	
	Performance management of HTs: undertake			✓	
Financial oversight	External auditors: appoint	✓			
	Chief financial officer: appoint		✓		
	Trust's scheme of financial delegation: establish, monitor and review		✓		
	External auditors' report: receive and respond		✓		
	Headteachers' pay award: agree			✓	
	Staff appraisal procedure and pay progression: review and agree		✓		
	Benchmarking and trust wide value for money: ensure robustness		✓	✓	
	Monitoring budget: agree reporting		✓	✓	
Sub Committees	Pay/Personnel/HR: delegated authority – See individual Terms of Reference		✓		
	Finance, Audit and Risk: delegated authority – See individual Terms of Reference				
	Quality of Teaching: delegated authority – See individual Terms of Reference				