

	Delegated Authority	Consult	Recommend	Agree	Approve	Implement	Inform	Monitor	Reference	Last checked
Governance	Articles of Association amendments				Members				Companies Act 2006 (21)	Oct-25
	Scheme of Delegation amendments				Trustees				Articles of Association (105-106)	Oct-25
	Policy schedule amendments					Head of Governance	Chair of Audit Committee	Audit Committee	Scheme of delegation	Oct-25
	Member appointment/removal				Members				Articles of Association (12-18)	Oct-25
	Trustees appointment/removal				Trustees				Articles of Association (58-79)	Oct-25
	Parent Trustee Election				Parents				Articles of Association (54-56)	Oct-25
	Parent Trustee Appointment (following failed election)				Trustees				Articles of Association (54-56)	Oct-25
	Board Chair/Vice Chair appointment/removal				Trustees				Articles of Association (82-92)	Oct-25
	Emergency use of Board powers					Chair of Board			Scheme of delegation	Oct-25
	Delegation of Board powers to individuals or committees				Trustees				Articles of Association (105-106)	Oct-25
	Establish/disolve Trust committees (incl LGBs) and amend ToRs				Trustees				Articles of Association (100-104)	Oct-25
	Trust Committee member appointment/removal (incl Chairs)				Trustees				Articles of Association (100-104) / LCT Committee ToR 3-4	Oct-25
	Election procedures (removal?)				Trustees				Articles of Association (55)	Oct-25
	LGB Co-opted Governor appointment			LGBs	Trustees, Chair of Board				LCT Committee ToR 3.6	Oct-25
	LGB Parent Governor Election				Parents				Articles of Association (54-56) / LCT Committee ToR 3.5.1	Oct-25
	LGB Staff Governor Election				Staff				LCT Committee ToR 3.5.2	Oct-25
	LGB Governor removal				Trustees, Chair of Board				LCT Committee ToR 9.2	Oct-25
	LGB Chair appointment/removal			LGBs	Trustees				Terms of References (4.4)	Oct-25
Strategy	School Improvement Strategy and classification model				Resources Committee				LCT Committee ToR Appendix 4n	Oct-25
	Academy development plans (inc school targets)				Resources Committee				LCT Committee Appendix ToR 4b	Oct-25
	Risk Register					COO		Audit Committee		Oct-25
	Set Risk appetite/exposure Levels and make decisions on risks that exceed these				Trustees	COO		Audit Committee		Oct-25
Finance	Annual report and accounts (inc accounting policies)				Trustees				Accounting Policy	Oct-25
	Annual budget for submission to DfE	LGBs	Heads/Principals	Resources Committee	Trustees			Resources Committee, CEO, Heads/Principals	Budget Principles and Funding Model	Oct-25
	Changes to % of core grant income to be distributed to Academies				Resources Committee			Resources Committee	Budget Principles and Funding Model	Oct-25
	Responding to an LGB appeal regarding the funds allocated					Resources Committee			Budget Principles and Funding Model	Oct-25
	Responding to an LGB appeal regarding the funds allocated previously considered by Resource Committee					Trustees			Budget Principles and Funding Model	Oct-25
	Capital Projects			Heads/Principals	CEO, COO			Resources Committee	Budget Principles and Funding Model / Capital Allocation Policy	Oct-25
	Responding to an LGB appeal regarding use of capital funds					Resources Committee			Capital Allocation Policy	Oct-25
	Responding to an LGB appeal regarding use of capital funds previously considered by Resource Committee					Trustees			Capital Allocation Policy	Oct-25
	Recharges for costs where academies give significant support to other academies				CEO				Budget Principles and Funding Model	Oct-25
	Forecasted deficit for an academy's budget			CEO	Trustees				Budget Principles and Funding Model	Oct-25
	Responding to an LGB appeal regarding use of their academy's reserves					Resources Committee			Budget Principles and Funding Model	Oct-25
	Responding to an LGB appeal regarding use of their academy's reserves previously considered by Resource Committee					Trustees			Budget Principles and Funding Model	Oct-25
	Spending of Reserves				Trustees			Resources Committee	Reserves Policy	Oct-25
	Investment decisions and management					CFO		Resources Committee	Investments Policy	Oct-25
	Expense claims (less than £50)				Manager				Staff and Volunteer Expenses Policy	Oct-25
	Oversea's travel expense claims (before booking)				CEO				Staff and Volunteer Expenses Policy	Oct-25
	First Class travel expense claims (before booking)				CFO				Staff and Volunteer Expenses Policy	Oct-25
	Higher rate for hotel accommodation expense claims (before booking)				CFO				Staff and Volunteer Expenses Policy	Oct-25
	Training Courses (before booking)			Manager	CEO, Heads/Principals				Staff and Volunteer Expenses Policy	Oct-25
	Eye test expense claims (where eligible and before booking)				Heads/Principals, COO				Staff and Volunteer Expenses Policy	Oct-25
	Subscriptions to other membership organisations				Heads/Principals, COO				Staff and Volunteer Expenses Policy	Oct-25
	Governor expense claims				Chair of LGB				Staff and Volunteer Expenses Policy	Oct-25
	Trustee expense claims				Chair of Board				Staff and Volunteer Expenses Policy	Oct-25
	Governor/Trustee international travel expense claim (before booking)				Chair of Board, CEO				Staff and Volunteer Expenses Policy	Oct-25
	Charges for breakfast club, some after-school and sports clubs				LGBs				Charging and remissions Policy	Oct-25
Audit	External Auditors appointment/removal/remunerations		Audit Committee		Trustees				LCT Committee ToR Appendix 3 point 1 + 7	Oct-25
	External Auditors additional non-audit work		Audit Committee		Trustees				LCT Committee ToR Appendix 3 point 2	Oct-25
	External Audit Plan				Audit Committee				LCT Committee ToR Appendix 3 point 4	Oct-25
	Internal Auditors appointment/removal/remunerations		Audit Committee	Trustees	Members				LCT Committee ToR Appendix 3 point 10	Oct-25
	Internal Auditors additional non-audit work		Audit Committee		Trustees				LCT Committee ToR Appendix 3 point 9	Oct-25
	Internal Audit Plan				Trustees				LCT Committee ToR Appendix 3 point 12	Oct-25
Recruitment	Chief Executive appointment/suspension/removal				Trustees				Articles of Association (107)	Oct-25
	Headteacher/Principal appointment/suspension/removal				Trustees				Articles of Association (107)	Oct-25
	Governance Professional appointment/suspension/removal				Trustees				Articles of Association (81)	Oct-25
	Pay range for staff vacancy	CEO			LGBs				Pay Policy	Oct-25
	Pay range for Head, deputy/assistant Head vacancy	CEO			LGBs				Pay Policy	Oct-25
	Shortlisting for staff interviews				Panel				Safer Recruitment Policy	Oct-25
	Starting salary to be offered	CEO			LGBs				Pay Policy	Oct-25
	Sign off DBS checks (low risk)				Heads/Principals, HR				Safer Recruitment Policy	Oct-25
	Sign off DBS checks (medium or high risk)				Panel, HR				Safer Recruitment Policy	Oct-25
Working Arrangements	Use of fixed term contract for academy staff				Heads/Principals				Fixed Term Contract Guidance Policy	Jul-25
	Renewal or dismissal of fixed term contract academy staff				Heads/Principals				Fixed Term Contract Guidance Policy	Jul-25
	Job share arrangements for new or existing roles				Heads/Principals				Job Share Policy	Jul-25
	Flexiable working arrangements		Staff		Heads/Principals				Flexiable Working Policy	Oct-25
	Respond to an appeal regarding Flexiable Working		Staff			Directors, Chair of LGB			Flexiable Working Policy	Oct-25
	Agile Working arrangements (within the country)		Staff		Manager				Agile Working Policy	Oct-25
	Agile Working arrangements (overseas)	HR, IT	Staff		CEO				Agile Working Policy	Oct-25
	Amend Agile Working arrangements				Manager				Agile Working Policy	Oct-25

Staff Performance	Chief Executive Appraisal					Trustees			Appraisal Policy for Teachers	Oct-25
	Central Staff Appraisal arrangements					CEO			Appraisal Policy for Teachers	Oct-25
	Headteacher/Principal Appraisal	CEO, Directors				LGBs		LGBs	Appraisal Policy for Teachers	Oct-25
	Academy staff Appraisal arrangements					Heads/Principals			Appraisal Policy for Teachers/Support Staff Appraisal Policy	Oct-25
	Informal Capability proess for staff					Appraiser			Appraisal Policy for Teachers	Oct-25
	Formal Capability Process for academy staff					Heads/Principals			Capability Procedure	Oct-25
	Formal Capability Process for LCT Central staff					Manager			Capability Procedure	Oct-25
	Formal Capability Process for head					Chair of LGB			Capability Procedure	Oct-25
	Formal Capability Process for CEO					Chair of Board			Capability Procedure	Oct-25
	Dismissal of academy staff on grounds of capability		Heads/Principals			LGBs	CEO, HR		Capability Procedure	Oct-25
	Dismissal of LCT central staff on grounds of capability		Manager			Resources Committee	CEO, HR		Capability Procedure	Oct-25
	Dismissal of LCT central staff on grounds of capability		Chair of Board			Trustees	Trustees, HR		Capability Procedure	Oct-25
	Respond to an appeal regarding dismissal on grounds of capability					Panel			Capabillity Procedure	Oct-25
	Pay progression for academy staff		Appraiser	Manager		LGB Panel, LGBs			Pay Policy	Oct-25
	Responding to appeal regarding pay progression for teachcer (stage 2)					Heads/Principals			Pay Policy	Oct-25
	Responding to appeal regarding pay progression for teachcer (stage 3)					LGB Panel			Pay Policy	Oct-25
	Upper Pay progression requests for teachers			Manager, Heads/Principals		LGB Panel, LGBs			Pay Policy	Oct-25
	Responding to appeal regarding upper pay progression request					LGB Panel			Pay Policy	Oct-25
	Payment to Head for temporary additional responsibilities	CEO				LGBs			Pay Policy	Oct-25
	Payment to teacher for temporary additional responsibilities					LGBs			Pay Policy	Oct-25
Absence and Leave arrangements	Special leave for academy staff					Heads/Principals			Protocol for Staff Attendance & Special Leave Policy	Jul-25
	Special leave for central staff					CEO, COO			Protocol for Staff Attendance & Special Leave Policy	Jul-25
	Postpone early return to work from maternity leave where less than 8 weeks written notice given					Heads/Principals			Maternity & Family leave Policy	Jul-25
	Maternity support leave		Manager			Heads/Principals			Maternity & Family leave Policy	Jul-25
	Postpone early return to work from adoption leave where less than 8 weeks written notice given					Manager			Maternity & Family leave Policy	Jul-25
	Discontinuous leave arrangements for shared parental leave					Heads/Principals			Maternity & Family leave Policy	Jul-25
	Postpone unpaid parental leave (for up to 6 months)					Heads/Principals			Maternity & Family leave Policy	Jul-25
	Extension of sick pay beyond entitlement	HR				Directors			Staff Absence Management Policy	Oct-25
	Return to work meeting					Manager			Staff Absence Management Policy	Oct-25
	Phased return to work for staff member	Healthcare professional				Heads/Principals			Staff Absence Management Policy	Oct-25
	Extend pay for phased return to work beyond 2 weeks	Directors, HR				Heads/Principals, Manager			Staff Absence Management Policy	Oct-25
	Ending/extending stage 1 absence management process or proceeding to stage 2					Heads/Principals			Staff Absence Management Policy	Jul-25
	Ending/extending stage 2 absence management process or proceeding to stage 3	HR				Heads/Principals			Staff Absence Management Policy	Jul-25
	Ending/extending stage 3 absence management process or redeploying/ending employment	HR				Heads/Principals, Chair of LGB			Staff Absence Management Policy	Jul-25
	Appeal dismissal under stage 3 absence management process					LGB Panel			Staff Absence Management Policy	Jul-25
	Accelerating progress through the 3 stages of absence management or proceeding to stage 3	Directors, HR				Heads/Principals			Staff Absence Management Policy	Oct-25
	Medically suspend a staff member from work	HR, Healthcare professional				Heads/Principals			Staff Absence Management Policy	Oct-25
Staff discipline, Grievances, and appeals	Responding to a staff member's informal complaint about another staff member's behaviour (Stage 1)	HR				Heads/Principals			Dignity at Work Policy	Jul-25
	Responding to a staff member's informal complaint about Head's behaviour (Stage 1)	HR				Chair of LGB			Dignity at Work Policy	Jul-25
	Responding to a staff member's formal complaint about another staff member's behaviour (Stage 2)					Heads/Principals			Dignity at Work Policy	Jul-25
	Responding to a staff member's formal complaint about Head's behaviour (Stage 2)					Chair of LGB			Dignity at Work Policy	Jul-25
	Appointing an investigating officer to investigate the formal complaint and report back					Heads/Principals, Chair of LGB			Dignity at Work Policy	Jul-25
	Suspending or transferring a staff member who is the subject of a formal complaint regarding behaviour	HR				Heads/Principals			Dignity at Work Policy	Jul-25
	Suspending a head who is the subject of a formal complaint regarding behaviour	HR				Chair of LGB			Dignity at Work Policy	Jul-25
	Responding to an appeal regarding the outcome of a stage 2 formal complaint (for Staff or Head)					LGB Panel			Dignity at Work Policy	Jul-25
	Responding to a staff grievance (stage 1)	HR				Manager			Grievance Policy	Jul-25
	Responding to a staff grievance concerning line manager (stage 1)	HR				Heads/Principals			Grievance Policy	Jul-25
	Responding to a staff grievance concerning Head (stage 1)	HR				Chair of LGB			Grievance Policy	Jul-25
						Manager, Heads/Principals, Chair of LGB			Grievance Policy	Jul-25
	Appointing an investigating officer to investigate the grievance and report back					Chair of LGB			Grievance Policy	Jul-25
	Responding to an appeal of staff grievance handled by line manager (stage 2)	HR				Heads/Principals			Grievance Policy	Jul-25
	Responding to an appeal of staff grievance handled by Head or Chair of LGB (stage 2)	HR				LGB Panel			Grievance Policy	Jul-25
	Responding to an appeal of staff grievance handled by LGB Panel (stage 3)	HR				LGB Panel			Grievance Policy	Jul-25
Restructure	Staff restructure	Staff, Trade Unions	Heads/Principals			Trustees			Management of Change Policy	Jul-25
	Staff redundancy	Staff, Trade Unions				Heads/Principals	CEO		Employment Protection Scheme Policy	Jul-25
	Responding to an appeal regarding staff redundancy					LGB Panel			Employment Protection Scheme Policy	Jul-25
Gifts	Receiving gifts/hospitality from suppliers/associated organisations above value of £30.00					COO			Staff Code of Conduct	Oct-25
	Purchasing gifts using public funds					CFO			Staff Code of Conduct	Oct-25
Health & Safety	Put in place systems and procedures for health and safety.		COO			Resources Committee	COO, Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Provide Health & Safety training						COO, Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Responsible Persons appointment for high risk activities (i.e. Fire, Water, Gas, Electric, Confined Spaces, Hot Works and Science Labs)					COO		Resources Committee	Health & Safety Policy	Oct-25
	School building/premises safety inspections						Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Investigate, record and report accidents/near misses						Responsible Manager, Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Put in place evacuation procedures and hold regular fire drills						Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Health & Safey Risk Assessments						Heads/Principals, Staff	Resources Committee	Health & Safety Policy	Oct-25
	Report reportable injury, disease, or dangerous occurrence to Health & Safety Executive						COO	Health & Safety Executive , Trustees	Health & Safety Policy	Oct-25
	Trust wide health & safety consultation meetings						COO	Resources Committee	Health & Safety Policy	Oct-25
	Academy specific health & safety consultation meetings						Heads/Principals	Resources Committee	Health & Safety Policy	Oct-25
	Exclude child or staff member from premises to limit the spread of an infection						Heads/Principals		Infection Control Policy	Oct-25
	Inspecting and maintaining the academy premises						Business Manager, Operations Manager, Estates Manager	COO, Heads/Principals	Premises Management Policy	Oct-25

	Conducting and keeping risk assessments and incident logs for school premises					Business Manager, Operations Manager, Estates Manager		Resources Committee	Premises Management Policy	Oct-25
Safeguarding	Put in place systems and procedures for safeguarding and PREVENT		Designated Safeguarding Lead		Trustees	CEO, Heads/Principals			Safeguarding Policy (271)	Oct-25
	Appoint Designated Safeguarding Lead and Deputy Designated Safeguarding Leads					LGBs			Safeguarding Policy (282)	Oct-25
	Appoint designated teacher for looked after children					LGBs			Safeguarding Policy (367)	Oct-25
	Advise on safeguarding concerns, support staff to carry out safeguarding duties and liaise with agencies					Designated Safeguarding Lead			Safeguarding Policy (19)	Oct-25
	Implementing safety and support plan to identify risk and need	SENCO				Designated Safeguarding Lead			Safeguarding Policy (98)	Oct-25
	Assess and determine if report be dealt with internally and if external specialist support required					Designated Safeguarding Lead			Safeguarding Policy (109)	Oct-25
	Carry out Prevent risk assessment					Designated Safeguarding Lead			Safeguarding Policy (217)	Oct-25
	Determine response to report of concerns about child's welfare					Designated Safeguarding Lead			Safeguarding Policy (222)	Oct-25
	Referral to children's social care (and police) if appropriate					Designated Safeguarding Lead			Safeguarding Policy (233)	Oct-25
	Decision to escalate concerns where after a referral situation does not appear to be improving					Designated Safeguarding Lead			Safeguarding Policy (245)	Oct-25
	Responding to safeguarding concerns or allegations made about staff (including supply staff, volunteers and contractors) posing a risk of harm to children					Heads/Principals	Safeguarding Governor	LGBs	Safeguarding Policy (254 + 259)	Oct-25
	Responding to safeguarding concerns or allegations made about Head posing a risk of harm to children					Chair of LGB	Safeguarding Governor	LGBs	Safeguarding Policy (254 + 259)	Oct-25
	carry out an annual review of approach to online safety								Safeguarding Policy (326)	Oct-25
	Seek assurance that the body using/hiring LCT facilities has appropriate safeguarding and child protection policies and procedures in place								Safeguarding Policy (339)	Oct-25
Data Protection	Put in place systems and procedures for Data Protection.				Resources Committee	IT, Data Protection Officer		Audit Committee	Data Protection Policy	Oct-25
	Responding to Subject Access Requests (SARs)					IT, Data Protection Officer		Audit Committee	Data Protection Policy	Oct-25
	Responding to Data breach					IT, Data Protection Officer		Audit Committee	Data Protection Policy	Oct-25
	Establishing an escalation committee for data breaches (where required)		IT, Data Protection Officer		COO			Audit Committee	Data Protection Policy	Oct-25
	Reporting a data breach to the ICO					Data Protection Officer		Audit Committee	Data Protection Policy	Oct-25
Admissions, attendance, & other provisions	Implement alternative provision for pupil	Parents		Alternative Provision Lead	Senior Staff			Standards Committee	Alternative Provision Policy	Oct-25
	Make alterations to pupil's alternative provision where progress not being seen				Alternative Provision Lead			Standards Committee	Alternative Provision Policy	Oct-25
	Authorising a managed move for a pupil			Parents, Academy Lead (Managed Move)	Heads/Principals			Standards Committee	Managed Move Policy	Oct-25
	Authorising pupil absence during term time				Heads/Principals			Standards Committee, LGBs	Attendance Policy	Oct-25
	Issuing school attendance letters to parents					Attendance Officer		Standards Committee, LGBs	Attendance Policy	Oct-25
	Requesting fixed penalty notices for unauthorised absence be issued				Heads/Principals, Education Welfare Officer, Attendance Officer			Standards Committee, LGBs	Attendance Policy	Oct-25
	Responding to appeals about admissions					Telford & Wrekin Council			Admissions Arrangements 2026-27	Oct-25
ECT	Early Career Teacher induction tutor and mentor appointment				Heads/Principals			Standards Committee	Early Career Frmaework Policy	Oct-25
	Final decision on the Early Career Teacher's induction outcome				Appropriate Body			Standards Committee	Early Career Frmaework Policy	Oct-25
Pupil Disciplinary	Suspend or permanently exclude a pupil on disciplinary grounds				Heads/Principals		Parents	Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Cancel a suspension or permanent exclusion (whether started or not)				Heads/Principals		Parents	Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Responding to appeals about pupil suspension (less than 5 days in a term and unable to reinstate)				LGB Panel			Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Responding to appeals about pupil suspension and deciding whether to reinstate (more than 5 days but less than 15 days in a term)	Parents, Social Worker, Virtual School Head, Telford & Wrekin Council			LGB Panel			Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Considering suspension and deciding whether to reinstate pupil (more than 15 days in a term)	Parents, Social Worker, Virtual School Head, Telford & Wrekin Council			LGB Panel			Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Considering permeannt exclusion and deciding whether to reinstate pupil	Parents, Social Worker, Virtual School Head, Telford & Wrekin Council			LGB Panel			Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
		Parents, Social Worker, Virtual School Head, Telford & Wrekin Council			Independent Review Panel			Standards Committee, LGBs	Suspension & Exclusion Policy	Oct-25
	Responding to a request to review permanent exclusion considered by LGB									Oct-25
Pupil Wellbeing and Support	Investigating and responding to death of a pupil or staff member					Heads/Principals, COO	Trustees, LGBs, Directors, HR	LGBs	Death of a pupil or staff member Policy	Oct-25
	Adjusting timetalbe for pupil(s) in response to death	CEO, Directors			Heads/Principals			LGBs	Death of a pupil or staff member Policy	Oct-25
		Parents, Healthcare professional			Heads/Principals, SENCO, Designated Safeguarding Lead			LGBs	Supporting Pupils with Medical Conditions Policy	Oct-25
	Individual health care plan for pupil									Oct-25
	Implement SEND policy and co-ordinate specific provision to support pupils with SEN					SENCO		Trustees	Special Educational Needs and Disabilities Policy	Oct-25
	Request local authority carry out Education Health Care Plan assessment for pupil				Heads/Principals			Trustees	Special Educational Needs and Disabilities Policy	Oct-25
	Request local authority carry out early review of Education Health Care Plan for pupil				Heads/Principals			Trustees	Special Educational Needs and Disabilities Policy	Oct-25
Complaints	Responding to an informal complaint (Stage 1)					Heads/Principals			Complaints Policy	Oct-25
	Responding to a formal complaint about an aspect of the academy (stage 2)					Heads/Principals			Complaints Policy	Oct-25
	Responding to a formal complaint about the head of an academy (stage 2)					Chair of LGB			Complaints Policy	Oct-25
	Responding to a formal complaint about the CEO (stage 2)					Chair of Board			Complaints Policy	Oct-25
	Responding to an appeal for stage 2 outcome (stage 3)					Appeals Panel			Complaints Policy	Oct-25
	Responding to an appeal for stage 3 outcome (stage 4)					Trustees			Complaints Policy	Oct-25