

Reference	Last checked	Decision / Authority	Delegated To	Conditions / Limits
Articles of Association	Spring 2026	Exercise of all powers of the Academy Trust	Trust Board (Trustees)	Subject to the Companies Act 2006, the Articles, Funding Agreement, and any directions given by special resolution of Members
		Management of the business of the Trust	Trust Board (Trustees)	Trustees may exercise all powers of the Trust unless expressly reserved to Members
		Appointment and removal of Trustees	Members	Trustees appointed or removed by ordinary resolution of Members, subject to Articles and statutory requirements
		Appointment and removal of Members	Members	New Members appointed and removal of Members by special resolution; minimum of three Members must be maintained
		Appointment of the Chair and Vice-Chair of the Board	Trust Board (Trustees)	Elected annually from among the Trustees; employees of the Trust are excluded
		Removal of the Chair or Vice-Chair	Trust Board (Trustees)	Requires confirmation at a second meeting and specified procedural safeguards
		Establishment of committees (including Local Governing Bodies)	Trust Board (Trustees)	Trustees determine constitution, membership, terms of reference and review annually
		Delegation of Trustee powers or functions	Trust Board (Trustees)	May delegate to a Trustee, committee, Local Governing Body, CEO or other executive post-holder; delegation must be in writing and may include sub-delegation
		Revocation or variation of delegated powers	Trust Board (Trustees)	Trustees may revoke or alter any delegation at any time
		Sub-delegation of Trustee powers	Trustee / Committee / CEO / Executive Office Holder	Permitted where authorised; Trustees must be informed of sub-delegation and may impose conditions
		Appointment of the Chief Executive Officer	Trust Board (Trustees)	CEO appointed by the Trustees; may also be appointed as a Trustee by Members
		Appointment of Principals (Headteachers)	Trust Board (Trustees)	Appointment authority rests with Trustees
		Delegation of operational management to CEO and Principals	Trust Board (Trustees)	Includes internal organisation, management and control of academies, policy implementation, and curriculum leadership
		Expenditure of Trust funds	Trust Board (Trustees)	Trustees may expend funds to further Trust Objects, subject to financial regulations and controls
		Investment of Trust funds	Trust Board (Trustees)	Trustees may invest surplus funds and may delegate investment management to a financial expert under strict conditions
		Operation of Trust bank accounts	Trust Board (Trustees)	Bank accounts operated in the Trust's name; payments require at least two authorised signatories
		Approval of contracts entered into by the Trust	Trust Board (Trustees)	Trustees may enter contracts on behalf of the Trust; authority may be delegated
		Appointment and removal of the Governance Professional	Trust Board (Trustees)	Trustees determine terms, remuneration and conditions of appointment
		Making rules and bye-laws for Trust governance	Trust Board (Trustees)	Rules must not conflict with Articles; Members retain power to amend or repeal
		Alteration of Articles of Association	Members	Alterations prohibited where they would compromise charitable status or Companies Act protections
Board Committee Terms of Reference	Spring 2026	Recommend appointment or re-appointment of external auditor	Audit & Risk Committee	Recommendation made to Board and Members in line with ESFA requirements
		Pre-approve non-audit services from external auditor	Audit & Risk Committee	Required where fees exceed £10,000
		Set and approve internal audit programme	Audit & Risk Committee	Must ensure adequate resourcing and independence
		Review external and internal audit reports and management responses	Audit & Risk Committee	Significant issues escalated to the Board
		Review policies on fraud, bribery, corruption and whistleblowing	Audit & Risk Committee	Makes recommendations to the Board
		Review and endorse risk management strategy and risk registers	Audit & Risk Committee	Prior to Board approval
		Review and endorse Statement on Internal Control	Audit & Risk Committee	Prior to Board approval
		Investigate matters referred by the Board	Audit & Risk Committee	Within remit of risk, governance or financial control
		Recommend Trust and academy budgets	Resources Committee	Formal approval remains with the Board
		Recommend supplementary or additional expenditure	Resources Committee	Escalated to Board where outside approved budgets
		Scrutinise capital investment and major structural proposals	Resources Committee	Recommendations only; Board approval required
		Oversight of Trust cash position, borrowing and investments	Resources Committee	Advisory role to Board
		Monitor financial performance and compliance	Resources Committee	Issues of concern reported to Board
		Determine use of academy premises outside core hours	Resources Committee	In line with lettings and charging policy
		Ensure asset registers and inventory systems are in place	Resources Committee	Applies across Trust and academies
		Monitor Trust-wide Health & Safety compliance	Resources Committee	Receives reports and advises Board
		Recommend Trust Pay and Appraisal Policies	Resources Committee	Board approval required
		Appraisal and pay determination for CEO	Resources Committee	In line with Pay Policy and with external adviser
		Determine pay progression for the CEO	Resources Committee	Within adopted pay policy
		Moderate pay decisions across Trust	Resources Committee	Applies to both academy and central staff
		Hear appeals from centrally employed staff (pay, appraisal, discipline)	Resources Committee (panel)	Applies only to centrally employed staff
		Consider disciplinary action relating to the CEO	Resources Committee	Includes sanctions short of dismissal
		Oversight of educational standards across all academies	Standards Committee	Operates under Board authority
		Agree academy grading and self-evaluation (SEF)	Standards Committee	Based on CEO recommendations
		Agree Raising Achievement Plans for academies	Standards Committee	Monitors delivery and progress termly
		Approve Trust School Improvement Strategy	Standards Committee	Reports annually to Board; amendments recommended
		Set and monitor standards and performance targets	Standards Committee	Board ratification required
		Recommend intervention where LGB performance is ineffective	Standards Committee	Escalates to Board where required
		Approve arrangements for external review and inspection readiness		
LGB Terms of Reference	Spring 2026	Local oversight of academy safeguarding	Local Governing Board (LGB)	Oversight and challenge only; statutory responsibility retained by Trust Board
		Local oversight of SEND and inclusion	Local Governing Board (LGB)	Holds leaders to account; operates within Trust SEND and inclusion policies
		Local oversight of curriculum and quality of education	Local Governing Board (LGB)	Monitoring and review role; Trust Board retains strategic authority
		Local oversight of pupil outcomes, progress and attainment	Local Governing Board (LGB)	Challenge and assurance role only
		Local oversight of attendance, behaviour and exclusions	Local Governing Board (LGB)	In line with Trust behaviour and exclusions policies
		Local oversight of pupil wellbeing and personal development	Local Governing Board (LGB)	Assurance role; no independent policy-setting authority
		Local oversight of academy risk management	Local Governing Board (LGB)	Reviews academy-level risk; escalates Trust-level risks
		Local oversight of Health & Safety and staff wellbeing	Local Governing Board (LGB)	Oversight only; operational responsibility remains with leadership and Trust
		Monitoring management of academy finances	Local Governing Board (LGB)	Must operate within the approved academy budget; no authority to vire budgets or commit reserves
		Local oversight of academy engagement with parents and community	Local Governing Board (LGB)	Advisory and monitoring role only
		Adoption of academy-level policies	Local Governing Board (LGB)	Limited to policies explicitly delegated; Trust-wide policies cannot be amended locally
		Undertaking roles delegated within Trust policies (e.g. exclusion hearings, appeals)	Local Governing Board (LGB)	Only where delegation is explicitly stated in the relevant policy
		Appointment of co-opted LGB members	Local Governing Board (LGB)	Up to five co-opted governors; must meet eligibility criteria
		Appointment of associate members	Local Governing Board (LGB)	Requires prior permission of the Chair of Trustees; no voting rights
		Appointment of parent or staff governors following failed election	Local Governing Board (LGB) or Trust Board	Only permitted where an election fails and eligibility criteria are met
		Removal of a Local Governor for breach of Code of Conduct	Local Governing Board (LGB) or Trust Board	Must follow due process, notice requirements and voting thresholds
		Appeal against removal of a Local Governor	Trust Board	Appeal considered only on grounds of procedural irregularity
		Appointment of LGB Chair and Vice Chair	Trust Board	Appointed for a defined term; subject to removal by Trust Board
		Exercise of emergency decision-making powers	LGB Chair (or Vice Chair)	Only where delay would be detrimental, a meeting cannot be convened, and decision cannot be made remotely; must be reported to LGB
		Taking decisions outside a meeting	Local Governing Board (LGB)	Majority agreement required; decision must be reported to next meeting
LCT Determined Admissions Arrangements	Spring 2026	Determination of conflicts of interest	Local Governing Board (excluding conflicted member)	Decided by majority of non-conflicted members present and voting
		Approve changes to Published Admission Number (PAN) and oversubscription criteria	Standards Committee	6 week consultation with Parents/Local Authority, Board of Trustees must be informed
		Admission appeals	Local Authority	
Provider Access Statement	Spring 2026	Managing and responding to provider access requests.	Designated staff lead	
		Granting access to education and training providers, ensuring compliance with safeguarding, equality and curriculum requirements.	Designated staff lead	
		Determining the timing, format and logistics of provider encounters within the academy careers programme.	Designated staff lead	
		Ensuring appropriate arrangements for pupils with SEND, including adaptations aligned to EHCPs.	Designated staff lead	
Charging and Remissions Policy	Spring 2026	Managing day-to-day application of charging decisions in line with the policy (within delegated limits)	Headteacher/Principal	
		Set and review charges for regular activities (e.g. breakfast clubs, after-school clubs)	LGB	
		Exercise discretion on remissions, determining when charges may be reduced or waived depending on the activity and circumstances.	LGB	
Attendance Policy	Spring 2026	Pupil leave of absence in term time	Headteacher/Principal	Only in "exceptional circumstances"; no retrospective approval; sets length of leave
		Request penalty notice or other legal intervention	Headteacher/Principal	May delegate authority to attendance staff and/or EWO
		Set and oversee attendance improvement systems	Designated senior leader	
		Create intervention or reintegration plans	Designated senior leader	With pupils and parents
		Issue School Attendance Letter (SAL1)	Attendance Officer	For pupils under 95% attendance
		Issue School Attendance Letter (SAL2)	Attendance Officer	After 3 weeks of SAL1 or attendance <90%; earlier if no improvement
		Escalate cases to Education Welfare Officer	Attendance Officer	For persistent or severe absence
		Determine attendance code once reason known	Attendance Officer	Must be completed within 5 working days

		Become involved following SAL2 unless inappropriate	Education Welfare Officer	
		Participate in Attendance Support Meetings	Education Welfare Officer	
Modified Timetable Policy	Spring 2026	Authorise implementation of a part-time/modified timetable (Exceptional circumstances only)	Headteacher/Principal/Senior Leader	All criteria met; parental written consent required; other strategies exhausted, Local Authority informed (Via Samis)
		Sign off risk assessment for modified timetable	Headteacher/Principal	Risk assessment must justify reduction in timetable
		Allocate named senior leader to oversee and monitor timetable	Senior Leadership Team	
		Decide to continue, amend or end a modified timetable	Headteacher/Principal/Senior Leader	Based on review outcomes; must aim to return to full time, Local Authority informed (Via Samis)
		Withdraw a modified timetable and reinstate full-time education	Headteacher/Principal/Senior Leader	Required before any attendance enforcement can begin, Local Authority informed (Via Samis)
		Ongoing monitoring of modified timetable arrangements	Senior Attendance Lead	Regular reviews required; ensure attendance coding accuracy
Relationships, Sex and Health education (RSHE) policy	Spring 2026	Ensure RSHE is taught consistently	Headteacher/Principal	
		Approve and share RSHE resources with parents/carers	Headteacher/Principal	On request; must align with guidance
		Approve use of external organisations/materials	Headteacher/Principal	Must meet safeguarding, equality and impartiality tests
		Stop or refuse an external RSHE session	Headteacher/Principal/Teacher in session	If concerns arise during delivery
		Decide response to withdrawal request from non-statutory sex education	Headteacher/Principal	Withdrawal form required; relationships education cannot be withdrawn
		Arrange alternative provision during withdrawal	Headteacher/Principal	Mandatory where withdrawal agreed
		Retain withdrawal decisions on pupil record	Headteacher/Principal	Educational record requirement
Special Educational Needs and Disabilities Policy	Spring 2026	Determine approach to use of resources for SEND	Board	
		Ensure SENCO is appointed and role effectiveness monitored	Board	
		Approve publication of SEN information reports and accessibility information	Board	
		Monitor effectiveness of SEND provision	SEND Local Governor	
		Influence strategic development of SEND policy at academy level	SEND Local Governor (with Headteacher/SENCO)	
		Overall responsibility for SEND provision and progress	Headteacher/Principal	
		Authorise and monitor use of notional SEND budget and additional LA funding	Headteacher/Principal	Within funding conditions, in consultation with SENCO
		Decide time allocation for SENCO role	Headteacher/Principal	In consultation with SENCO
		Decide to notify Local Authority of need for EHC assessment or early review	Headteacher/Principal	In consultation with SENCO
		Ensure reasonable adjustments and access arrangements are implemented	Headteacher/Principal	Equality Act 2010 compliance
		Approve SEND training priorities in CPD plan	Headteacher/Principal	In consultation with SENCO
		Determine whether pupils are recorded on SEND register	SENCO (with teachers)	Via graduated approach
		Decide appropriate SEN support and interventions	SENCO	Within graduated approach
		Determine involvement of external professional agencies	SENCO	Where needs exceed in-house expertise
		Approve and maintain SEND records and SEN information report content	SENCO	Statutory accuracy requirements
		Decide day-to-day classroom adjustments and interventions	Class Teacher	Within SEN support plan
		Decide need to amend provision following review	SENCO (with teachers)	Graduated approach
Supporting Pupils with Medical conditions Policy	Spring 2026	Approve and adopt the Supporting Pupils with Medical Needs Policy	Trust Board	
		Ensure appropriate arrangements are in place to support pupils with medical conditions	Trust Board	
		Ensure appropriate insurance and indemnity arrangements are in place	Trust Board	
		Annual review and re-approval of the policy	Trust Board	
		Oversight of academy and local governance compliance with the policy	CEO	
		Decide what information should be recorded in Individual Healthcare Plans (IHPs)	Local Governing Body	Contributes to decisions in conjunction with Headteacher/Principal
		Monitor availability of trained staff to support pupils with medical needs	Local Governing Body	
		Monitor record-keeping relating to pupils' medical needs and medicines administered	Local Governing Body	
		Review local implementation of the policy and make recommendations	Local Governing Body	Recommendations escalated to Trust Board where necessary
		Overall responsibility for development of Individual Healthcare Plans (IHPs)	Headteacher / Principal	May delegate drafting to SENCo or DSL where appropriate; retains accountability
		Decide whether an IHP is required where there is no agreement	Headteacher / Principal	Final decision where parents/carers and healthcare professionals do not agree
		Commission and approve staff training required to implement IHPs	Headteacher / Principal	In line with Trust procedures and advice from healthcare professionals
		Establish and oversee medicines management arrangements	Headteacher / Principal	Includes administration, storage, emergency arrangements, and local protocols
		Responsibility for pupil safety and emergency decision-making on site	Headteacher / Principal	May be delegated to SLT as appropriate
		Ensure written records of medicines administered are maintained	Headteacher / Principal	Delegated responsibility from Local Governing Body
Personal Intimate Care Policy	Spring 2026	Approve the Personal Intimate Care Policy	Standards Committee	Formal approval of Trust policy at committee level
		Local approval of the Personal Intimate Care Policy	Local Governing Board (Academy)	Approves policy at each academy following Trust-level committee approval
		Review of the Personal Intimate Care Policy	Director of SEND	Annual review of policy prior to approval
		Decide whether an individual pupil requires an Intimate Care Plan	Academy (Senior Leadership)	Decision taken in discussion with parents/carers, pupil (where appropriate), and relevant professionals
		Agree and approve the content of an Intimate Care Plan	Academy (Senior Leadership)	Plan agreed with parents/carers and relevant health professionals; academy responsible for implementation
		Determine frequency of review of an Intimate Care Plan	Academy (Senior Leadership)	Plans reviewed twice yearly and updated as required
		Decide which staff are authorised to carry out intimate care	Academy (Senior Leadership)	Limited to staff with this responsibility set out in job descriptions; others cannot be required
		Determine staff training requirements for intimate care	Academy (Senior Leadership)	Training aligned to care procedures, safeguarding, and manual handling where required
		Decide local arrangements for how intimate care procedures are carried out	Academy (Senior Leadership)	Must align with safeguarding, health & safety, and risk assessments
		Decide safeguarding response where concerns or allegations arise	Academy (DSL / Senior Leadership)	Action taken in line with safeguarding procedures; care responsibility reassigned where necessary
		Provide or withhold parental consent for routine intimate care	Parents/Carers	Consent required except in urgent situations where pupil needs immediate care
Alternative Provision Policy	Spring 2026	Approve the Alternative Provision Policy	Standards Committee	Formal approval of Trust policy
		Own and maintain the Alternative Provision Policy	Deputy CEO	Policy ownership and strategic oversight
		Monitor and review academy processes for Alternative Provision	Trust / Local Governing Body	Oversight of academy compliance and effectiveness
		Decide whether a pupil should be placed in Alternative Provision	Senior Leaders (Headteacher/Principal / SLT)	Decision made alongside AP Lead based on set criteria and safeguarding considerations
		Approve the specific Alternative Provision provider for an individual pupil	Senior Leaders (SLT)	Based on suitability, safeguarding, curriculum, duration, and budget considerations
		Authorise budget commitment for Alternative Provision placement	Senior Leaders (SLT)	Subject to affordability and sustainability
		Liaise with providers and determine suitability of placement	Alternative Provision Lead	Includes curriculum offer, safeguarding assurance, quality assurance
		Implement changes to a pupil's Alternative Provision where progress is not evident	Alternative Provision Lead (with SLT)	Adjustments based on monitoring, data, and review outcomes
		Maintain oversight of safeguarding for pupils in Alternative Provision	Senior Leaders / DSL	Includes attendance tracking, risk assessment approval, safeguarding records
		Approve and sign off pupil risk assessments prior to placement	Designated Safeguarding Lead (DSL)	Required before placement commences
		Decide monitoring frequency and conduct review visits	Academy (via SLT / Specialist staff)	Minimum one visit per half term per placement
		Evaluate effectiveness of Alternative Provision placements	Academy / Trust	Based on data, reports, pupil and parent feedback
		Decide whether an Alternative Provision placement should continue or cease	Senior Leaders (SLT)	Informed by monitoring, evaluation, safeguarding, and impact data
		Maintain Trust-level monitoring of Alternative Provision arrangements	Trust	Safeguarding oversight, policy compliance, and system assurance
Complaints Policy	Spring 2026	Approve the Complaints Policy and Procedures	Resources Committee	Formal approval of Trust-wide complaints policy
		Own the Complaints Policy	CEO	Strategic ownership of policy
		Monitor implementation and ensure policy remains up to date	CEO	Trust-wide monitoring and review
		Determine whether exceptional circumstances apply to investigate anonymous complaints (academy-level)	Principal / Headteacher	Decision applies to complaints about academies
		Determine whether exceptional circumstances apply to investigate anonymous complaints (Trust-level)	Chief Operating Officer	Decision applies to complaints about the Trust
		Act as Appropriate Responsible Leader for Stage 1 complaints (academy)	Principal / Headteacher	Authority to manage, respond to, and resolve Stage 1 complaints
		Act as Appropriate Responsible Leader for complaints about central Trust functions or Stage 3+	Director / Assistant Director / Executive	Authority varies depending on subject of complaint
		Decide whether to delegate investigation or investigate personally	Appropriate Responsible Leader	Applies at Stage 2 formal complaint stage
		Decide outcome of a Stage 2 formal complaint	Principal / Chair of LGB / Executive	Decision made after investigation and evidence review
		Decide whether complaint proceeds to Stage 3 Appeal	Appropriate Responsible Leader	Based on complainant request and procedural eligibility
		Decide complaint outcome at Stage 3 Appeal	Stage 3 Appeals Panel	Authority to uphold or dismiss complaint in whole or part
		Ensure recommendations from Stage 3 are actioned	Executive Team	Distributes and oversees implementation of recommendations
		Decide whether a template/public response will be issued during a complaint campaign	Executive Team	Applies during coordinated or high-volume complaints
		Decide to impose restrictions for unreasonably persistent or abusive complaints	Executive Team	Includes restrictions on communication, access, and escalation
		Decide whether a complaint proceeds to Stage 4 Final Appeal	Trust Board Appeals Panel	Reviews fairness and application of policy/process only
		Decide final outcome of complaint at Stage 4	Trust Board Appeals Panel	Final internal decision of the Trust
		Approve the Suspension & Exclusion Policy	Standards Committee	Formal approval of Trust-wide policy
		Review the Suspension & Exclusion Policy	Deputy CEO (with Head of Governance & Corporate Support)	Annual review and submission to Standards Committee

Pupil Exclusion & Suspension Policy	Spring 2026	Decide whether to suspend a pupil	Headteacher / Principal	Sole authority to suspend on disciplinary grounds
		Decide whether to permanently exclude a pupil	Headteacher / Principal	Sole authority; permanent exclusion only as a last resort
		Cancel a suspension or permanent exclusion (prior to LGB review)	Headteacher / Principal	May only cancel before LGB has reviewed the case
		Decide and arrange education during first 5 days of suspension/exclusion	Headteacher / Principal	Includes setting work or arranging alternative provision
		Notify parents/carers, LGB and Local Authority of suspension or exclusion	Headteacher / Principal	Statutory notification duties
		Consider representations and decide on reinstatement following suspension or permanent exclusion	Local Governing Body (LGB) Panel	Panel of at least 3 governors; statutory decision-making power
		Direct reinstatement of a pupil following review	Local Governing Body (LGB) Panel	May direct reinstatement except where prohibited by law
		Decline reinstatement following review	Local Governing Body (LGB) Panel	Triggers parents' right to independent review
		Monitor and analyse suspension and exclusion data at academy level	Local Governing Body	Oversight and challenge role
		Monitor suspension and exclusion trends at Trust level	LCT / Standards Committee	Trust-wide assurance and equality analysis
		Arrange suitable full-time education for excluded pupils (statutory duty)	Local Authority	Begins no later than day 6; day 1 for LAC/social worker cases
		Arrange and convene Independent Review Panel (IRP)	Learning Community Trust	At Trust expense; panel independent of academy
		Decide outcome of Independent Review	Independent Review Panel	May uphold, recommend reconsideration, or quash LGB decision
		Decide whether LGB must reconsider reinstatement following IRP	Independent Review Panel	Only where decision found to be flawed
		Provide clerking, procedural advice and draft decision letters	Head of Governance & Corporate Support	Procedural support only – no decision-making authority
Uniform Policy	Spring 2026	Approve the Trust-wide Uniform Policy	Trust Board	Formal approval of Trust policy
		Set Trust-wide framework for uniform expectations	Trustees	Ensures consistency, affordability, equality and compliance with DfE guidance
		Own the Uniform Policy	Director of Specialist Education	Strategic ownership and Trust-wide consistency
		Monitor implementation of the Uniform Policy	Director of Primary Education	Ensures academies implement policy appropriately and policy remains up to date
		Decide academy-specific uniform arrangements within Trust framework	Headteacher / Academy	Must comply with Trust policy, equality duties and cost guidance
		Decide requests for individual uniform adaptations	Headteacher / Academy	Requests considered on a case-by-case basis on equality, religion, disability, gender or cost grounds
		Resolve disputes relating to the cost of school uniform	Headteacher / Academy	Resolved locally in line with Trust Complaints Policy
		Decide how ongoing breaches of uniform policy are addressed	Headteacher / Academy	Actions taken in line with academy Behaviour Policy
Health & Safety Policy	Spring 2026	Determine escalation of unresolved uniform disputes	Trust (via Complaints Policy)	Only where local resolution is not achieved
		Approve the Health & Safety Policy	Resources Committee	Formal approval of Trust-wide policy
		Set strategic direction and ensure adequate resourcing for health & safety	Board of Trustees	Strategic accountability; ensures compliance with statutory duties
		Overall accountability for health & safety across the Trust	CEO	Ensures implementation and performance monitoring
		Exercise delegated executive responsibility for Health & Safety	Chief Operating Officer (COO)	Authority delegated by CEO for operational implementation
		Appoint Responsible Persons for high-risk activities	Chief Operating Officer (COO)	Includes Fire, Water, Gas, Electrical, Confined Spaces, Hot Works, Science Labs
		Approve site-specific fire evacuation plans	Chief Operating Officer (COO)	Approval required for academy fire evacuation arrangements
		Act as Trust Duty Holder for water safety / legionella	Trust (via COO)	COO appointed as Responsible Person for legionella controls
		Report Trust-wide accident and near-miss data	Chief Operating Officer (COO)	Reports to Resources Committee
		Hold academy-level health & safety oversight	Local Governing Body (LGB)	Oversight role; delegates daily operation to Headteacher
		Implement Trust Health & Safety Policy at academy level	Principal / Headteacher	Day-to-day authority and accountability
		Approve and ensure completion of all risk assessments	Principal / Headteacher	All activities must have suitable risk assessments
		Approve contractors and ensure compliance with H&S requirements	Principal / Headteacher	Ensures contractors provide risk assessments and insurance
		Chair academy health & safety consultation meetings	Principal / Headteacher	Termly meetings with staff and representatives
		Escalate serious health & safety risks or incidents	Principal / Headteacher	Must report immediately to COO
		Notify parents of pupil accidents and injuries	Principal / Headteacher	Same day or as soon as practicable
		Notify Ofsted of serious accidents or fatalities	Principal / Headteacher	Notification within statutory timescales
		Report RIDDOR-reportable incidents to HSE	Chief Operating Officer (COO)	Statutory reporting responsibility
		Add significant risks to Trust Risk Register	Chief Operating Officer (COO)	Following audits or serious incidents
		Audit academies for health & safety compliance	Trust / H&S Working Group	Annual audits or post-incident audits
Premises Management Policy	Spring 2026	Approve the Premises Management Policy	Resources Committee	Formal approval of Trust-wide policy
		Own and oversee the Premises Management Policy	Chief Operating Officer (COO)	Strategic oversight and Trust-wide compliance
		Ensure compliance with statutory premises requirements	Chief Operating Officer (COO)	Ensures academies comply with legal and regulatory duties
		Hold academy-level oversight of premises management	Local Governing Body (LGB)	Assurance role; ensures policy implementation
		Ensure premises policy is implemented at academy level	Principal / Headteacher	Accountable for local compliance and safety
		Decide actions required to address premises safety issues	Principal / Headteacher (in liaison with COO)	Decisions informed by inspections and risk assessments
		Ensure risk assessments relating to premises are completed	Principal / Headteacher	Includes escalation to LGB as required
		Inspect, maintain, and repair academy premises	Operations/Business Manager	Delegated operational authority; accountable to Principal/COO
		Determine required premises maintenance actions	Operations/Business Manager	First point of contact; escalates significant issues
		Maintain records of inspections, tests and certificates	Operations/Business Manager	Records held and monitored for compliance
		Oversee inspection and testing regime at Trust/academy level	COO / Principal / Operations Team	Oversight through reviews and inspections
		Review the Premises Management Policy	Chief Operating Officer (COO)	Biennial review timetable
		Re-approve the Premises Management Policy following review	Resources Committee (with LGB & Principal)	Approval following scheduled review
Child Protection and Safeguarding Policy	Spring 2026	Overall strategic leadership and accountability for safeguarding arrangements	Trust Board (Academy Trust Board)	Must ensure compliance with statutory duties, KCSIE, EYFS (where applicable) and charity safeguarding duties
		Appointment of Designated Safeguarding Lead (DSL) and Deputy DSL(s)	Governing Body / Trust / Trust Board	DSL must be a senior member of staff; appointments formally recorded
		Ultimate responsibility for safeguarding and child protection within an academy	Headteacher / Principal	Operates within Trust policies and statutory guidance
		Day-to-day operational safeguarding leadership	Designated Safeguarding Lead (DSL)	Acts in line with KCSIE Annex C and local safeguarding arrangements
		Decision to refer a safeguarding concern to Children's Social Care (s17 / s47)	DSL (or Deputy DSL)	Must follow local threshold guidance; referral must not be delayed
		Decision to contact police in safeguarding matters	DSL (or Deputy DSL)	Immediate risk or criminal threshold reached; recorded rationale required
		Management of safeguarding concerns when DSL unavailable	Deputy DSL / Senior Leadership Team member	Action must be reported to DSL as soon as practicable
		Determination of whether concerns are managed internally, via early help, or through statutory referral	DSL	Based on professional judgement and local threshold guidance
		Implementation of immediate safety and support plans following safeguarding disclosures	DSL (or Deputy DSL)	Must prioritise victim safety; plans recorded, reviewed and updated
		Decision to inform parents/carers of safeguarding concerns	DSL	May be withheld if informing parents would place the child at risk
		Escalation of safeguarding concerns where response is inadequate	DSL	May invoke local escalation procedures and safeguarding partnership routes
		Oversight and assurance of safeguarding effectiveness	Governing Body / Safeguarding Governor	Strategic oversight; not involved in operational decision-making
		Receipt of reports concerning allegations against staff	Headteacher / Principal	Must follow KCSIE Part Four procedures
		Handling allegations against Headteacher / Principal	Chair of Governors / Trust Board	Must liaise with LADO via local authority
		Referral of allegations meeting harm threshold to LADO	Headteacher / Principal (or Chair if allegation about HT)	Mandatory where KCSIE Part Four threshold met
		Decision to refer staff to Disclosure and Barring Service (DBS)	Headteacher / Trust / Governing Body	Required where dismissal/resignation relates to safeguarding concerns
		Recording, categorisation and review of safeguarding concerns (CPOMS)	DSL	All decisions, actions and rationales must be recorded
		Secure storage, access control and transfer of child protection records	DSL	In line with KCSIE Annex C and Data Protection Act
		Determination of early help pathways and assessments	DSL	Must align with Working Together to Safeguard Children
		Safeguarding decision-making during educational visits	DSL (with Visit Leader)	Risk assessment required; DSL must be contactable
		Safeguarding arrangements for alternative provision placements	Governing Body / Trust / Headteacher	Pupils remain on roll; placements reviewed at least half-termly
		Decision to terminate alternative provision placement on safeguarding grounds	Headteacher / Trust	Immediate termination required if risk cannot be mitigated
		Approval and oversight of safeguarding training for staff and governors	Trust Board / Governing Body	DSL training every 2 years minimum; staff updates at least annually
		Trust-wide oversight and escalation of safeguarding matters	Academy Trust Safeguarding Lead	Strategic support, challenge and consistency across academies
		Review and updating of safeguarding policy	Trust Lead / Named Responsible Officer	Ongoing review; annual formal review as minimum
		Approval and ownership of the Safeguarding Supervision Policy	Trust Safeguarding Lead / Trust	Policy must align with KCSIE, Working Together and Trust safeguarding framework
		Monitoring implementation of safeguarding supervision policy	Trust Safeguarding Lead	Includes ensuring policy remains up to date and effective across academies
		Determining safeguarding supervision model and structure across the Trust	Trust Safeguarding Lead	Must reflect role, risk level and statutory expectations
		Provision of external safeguarding supervision for Lead DSLs	Trust / Safeguarding Network	Minimum half-termly supervision sessions required
		Organisation and leadership of group supervision for Deputy DSLs	Phase DSL Lead	Sessions organised by phase; focus on peer learning and case discussion
		Allocation of clinical safeguarding supervision for counsellors	Trust	Supervision provided by a qualified supervisor monthly
		Allocation of safeguarding supervision for EWO DSLs	Named Qualified Supervisor	Internal 1:1 supervision provided half-termly
		Provision of safeguarding supervision for Trust central staff	Head of Attendance & Welfare or Qualified Supervisor	Frequency determined by role and safeguarding involvement
		Approval of voluntary opt-in safeguarding supervision	Trust / Supervisor	Staff must agree to supervision contract and standards of accountability

Safeguarding Supervision Policy	Spring 2026	Decision to convene additional or ad-hoc supervision sessions	Supervisor	Triggered by emerging safeguarding concerns or staff wellbeing needs
		Requirement for formal safeguarding supervision agreement	Supervisor	Agreement must be documented and reviewed annually
		Decision to escalate safeguarding concerns disclosed during supervision	Supervisor	Mandatory where risk of harm, unsafe practice or misconduct is identified
		Decision to breach confidentiality within supervision	Supervisor	Limited to safeguarding, legal, disciplinary or serious welfare thresholds
		Escalation of supervision concerns to HR or senior leadership	Supervisor	Where practice breaches Trust policy or statutory duties
		Authority to access supervision records for quality assurance	Safeguarding Leads / Auditors	Access limited to authorised personnel only
		Oversight review of anonymised supervision records	Designated Safeguarding Governor	For assurance purposes only; confidentiality preserved
		Requirement to record safeguarding decisions discussed in supervision	DSL / Supervisor	Must be logged in CPOMS or Trust safeguarding system
		Secure storage and control of safeguarding supervision records	Supervisor / Trust	In line with UK GDPR and Trust data protection policies
		Audit of safeguarding supervision quality and consistency	Trust Safeguarding Leads	Findings inform training, improvement and policy review
Child on Child Abuse Policy	Spring 2026	Authority to develop and review staff self-care plans	Supervisor	Particularly for staff managing high-risk safeguarding cases
		Approval of Child-on-Child Abuse Policy	Standards Committee (on behalf of Trust Board)	Policy reviewed at least annually and in line with KCSIE
		Strategic accountability for child-on-child abuse safeguarding arrangements	Trust Board	Must ensure statutory compliance and effective safeguarding systems
		Overall leadership of child-on-child abuse safeguarding within a school	Headteacher / Principal	Operates within Trust safeguarding framework
		Day-to-day operational decision-making in child-on-child abuse cases	Designated Safeguarding Lead (DSL)	Acts in line with KCSIE, Trust policy and professional judgement
		Decision to treat an incident as a safeguarding concern	DSL (or Deputy DSL)	Based on risk, harm, context and threshold guidance
		Determination of immediate safety actions following an incident	DSL (or Deputy DSL)	Safety of children must be prioritised
		Decision to manage child-on-child abuse internally	DSL	Only where risk can be safely managed without referral
		Decision to initiate Early Help support	DSL	Where statutory thresholds are not met but support is required
		Decision to refer a case to Children's Social Care	DSL	Mandatory where there is suspected significant harm
		Decision to refer to the police	DSL	Where behaviour may constitute a criminal offence
		Decision on interim safety plans for affected pupils	DSL	Implemented immediately where risk is identified
		Decision to complete and review individual risk assessments	DSL	Required where ongoing risk to others is identified
		Convening risk management or multi-agency meetings	DSL	Required for complex or ongoing risk cases
		Decision on informing parents or carers	DSL	May be withheld or delayed where doing so increases risk
		Escalation of concerns where safeguarding response is insufficient	DSL	In line with local escalation procedures
		Recording and categorisation of child-on-child abuse incidents	DSL	All decisions and actions recorded on CPOMS
		Monitoring patterns, repetition or trends in incidents	DSL	Used to inform escalation, intervention or training
		Determination of outcomes for children displaying harmful behaviour	DSL (with Headteacher)	Must balance safeguarding, behaviour policy and proportionality
		Decision to apply behaviour sanctions alongside safeguarding action	Headteacher	Sanctions must not replace safeguarding processes
		Decision to implement restorative approaches	DSL (with school leaders)	Only where safe and appropriate for the harmed child
		Determination of ongoing support for the child who has been harmed	DSL	Child-centred, reviewed regularly
		Determination of ongoing support for the child who has caused harm	DSL	May include Early Help or specialist intervention
		Decision to request specialist or external agency support	DSL	Based on assessed needs and level of risk
		Oversight of staff response and adherence to policy	Headteacher	Ensures staff do not investigate independently
		Receipt of safeguarding monitoring reports and anonymised data	Governing Body / Safeguarding Governor	Oversight only; no operational involvement
		Trust-level monitoring of child-on-child abuse incidents and trends	Trust Safeguarding Leads	Used for assurance, challenge and improvement
		Review and update of Child-on-Child Abuse Policy	Trust / Standards Committee	Reviewed annually or following significant incidents
		Provision of staff support and debrief following serious cases	DSL	In line with Safeguarding Supervision Policy
Low level concerns Policy	Spring 2026	Approval of Low-Level Concerns Policy	Standards Committee (on behalf of Trust Board)	Policy reviewed in line with statutory guidance and Trust review cycle
		Strategic accountability for management of low-level concerns	Trust Board	Oversight of safeguarding culture and compliance with KCSIE
		Operational responsibility for managing low-level concerns in an academy	Headteacher / Principal	Acts within Trust safeguarding framework and policy
		Operational responsibility where concern relates to Headteacher / Principal	Chief Executive Officer (CEO)	CEO assumes case manager role
		Operational responsibility where concern relates to CEO	Chair of Trustees	Acts as case manager
		Determination of whether a concern constitutes a low-level concern or allegation	Headteacher / Principal or CEO	Decision based on behaviour threshold, context and KCSIE guidance
		Decision to seek advice from LADO on a no-names basis	Headteacher / Principal or CEO	Used where threshold is unclear
		Decision to refer a concern to the LADO	Headteacher / Principal or CEO	Mandatory where allegation threshold is met
		Determination that no further action is required	Headteacher / Principal or CEO	Rationale must be clearly recorded
		Decision to consult Human Resources	Headteacher / Principal or CEO	Where potential misconduct or capability issues arise
		Decision on appropriate management action for low-level concerns	Headteacher / Principal or CEO	Includes training, management intervention or monitoring
		Review of patterns, repetition or escalation of low-level concerns	Headteacher / Principal / Trust	Patterns triggering threshold require LADO referral
		Decision to escalate low-level concerns to allegations management procedures	Headteacher / Principal or CEO	Where behaviour meets or cumulatively meets harm threshold
		Authority to access and review low-level concern records	Headteacher / Principal / DSL / Trust Safeguarding Leads	Access restricted to those with a legitimate safeguarding role
		Responsibility for notifying DSL of concerns with safeguarding implications	Headteacher / Principal or CEO	DSL informed where concern has safeguarding relevance
		Decision to speak to witnesses during initial consideration	Headteacher / Principal or CEO	Must follow LADO advice where applicable
		Decision to speak to the subject of a concern	Headteacher / Principal or CEO	Must not occur where restricted by LADO or external agencies
		Authority to determine interim safeguarding measures for staff	Headteacher / Principal or CEO	Measures proportionate to assessed risk
		Decision to suspend a member of staff	Headteacher / Principal or CEO (case manager)	Suspension not default; alternatives must be considered and rationale recorded
		Agreement of suspension decision	Case Manager and LADO	Required where LADO is involved
		Decision on redeployment or alternative arrangements to avoid suspension	Headteacher / Principal or CEO	Subject to risk assessment and LADO agreement
		Authority to appoint investigator (internal or external)	Headteacher / Principal or CEO	External investigator required where complexity or capacity issues exist
		Decision to refer to Disclosure and Barring Service (DBS)	Headteacher / Principal / Trust (with HR)	Where dismissal, resignation or risk threshold is met
		Decision to refer teaching staff to Teaching Regulation Agency (TRA)	Headteacher / Principal with Trust and HR	Applies to teaching staff only
		Decision on action following malicious allegations	Headteacher / Principal or Chair of Trustees	May involve disciplinary or police consideration
Safer Recruitment Policy	Spring 2026	Determination of record retention and disposal	Trust	In line with statutory guidance and data protection law
		Oversight of anonymised low-level concern data and trends	Local Governing Body / Trust Board	Oversight only; no operational involvement
		Review of organisational safeguarding culture arising from LLC data	Trust	May result in policy, training or supervision changes
		Approval of Safer Recruitment Policy	Resources Committee (on behalf of Trust Board)	Policy reviewed in line with statutory guidance and Trust review cycle
		Ownership and oversight of safer recruitment arrangements	Director of People	Ensures compliance with KCSIE Part 3 and Trust requirements
		Strategic accountability for safer recruitment across the Trust	Trust Board	Must ensure statutory compliance and safeguarding effectiveness
		Overall responsibility for safer recruitment in an academy	Headteacher / Principal	Operates within Trust policy and statutory guidance
		Decision to commence recruitment and approve job description / person specification	Headteacher / Principal	Must include safeguarding responsibilities and DBS requirements
		Approval of recruitment timetable	Recruiting Manager	Must allow sufficient time for all pre-employment checks
		Decision on composition of interview panel	Headteacher / Principal	Panel members must have completed Safer Recruitment Training
		Authority to involve pupils in recruitment process	Headteacher / Principal	Where appropriate to the role and process
		Shortlisting of candidates for interview	Interview Panel	Minimum of two panel members; criteria based on person specification
		Decision to withdraw an interview offer due to disqualifying disclosure	Headteacher / Principal	Where disclosure makes employment unlawful
		Authority to undertake online checks on shortlisted candidates	Appointed Member of Staff	Must not be interview panel member or close colleague
		Decision to share concerning online information with interview panel	Chair of Interview Panel	Only where information is relevant to suitability to work with children
		Decision to seek HR advice on online search findings	Staff Member Undertaking Check	Where relevance or threshold is unclear
		Decision to request and scrutinise references	Recruiting Manager / Academy	Minimum two references; anomalies investigated
		Authority to contact previous employers not named as referees	Academy / Recruiting Manager	To clarify discrepancies or anomalies
		Authority to make conditional offer of employment	Trust / Headteacher	Offers conditional on completion of all pre-employment checks
		Decision on level of DBS check required for staff	Headteacher / HR	Determined by role and regulated activity definition
		Decision on level of DBS check for volunteers	Headteacher / DSL with HR	Based on risk assessment, role and supervision
		Authority to complete and approve DBS risk assessment (pending certificate)	Headteacher	Only where barred list check completed and conditions met; HR must also sign
		Decision to permit a person to start work prior to DBS receipt	Headteacher with HR	Subject to completed pre-DBS risk assessment and safeguards
		Authority to determine suitability based on DBS disclosure (low risk)	Headteacher with Trust HR	Low-risk assessments signed off jointly
		Decision to convene Vetting Panel (moderate/high risk convictions)	Trust	Triggered by risk assessment outcome
		Recommendation on appointment following Vetting Panel	Vetting Panel	Panel includes Director of Education, Headteacher/Principal, Safeguarding Lead and HR
		Decision to implement safeguards as part of appointment	Trust / Headteacher	In line with Vetting Panel or LADO recommendations

		Decision on prohibition checks (teachers / relevant staff)	HR / Academy	Mandatory for defined teaching roles
		Decision on childcare disqualification checks	HR / Academy	Applies to EYFS and under-8 provision roles
		Decision on overseas criminal record checks	Academy / HR	Applies where candidate has worked overseas for 12+ months in last 10 years
		Maintenance of Single Central Record (SCR)	Trust	SCR maintained for all staff, volunteers, trustees and governors
		Half-termly review and sign-off of academy SCR	Headteacher / Principal or DSL	Mandatory half-termly sign-off
		Trust-level audit of SCR	Trust	Termly audit following academy sign-off
		Approval and delivery of safeguarding induction for staff	Headteacher / Trust	Must include KCSIE Part 1 and Annex B
		Approval and delivery of safeguarding induction for volunteers	Headteacher / Academy	Required prior to commencing role
Maternity & Family Leave Policy	Spring 2026	Approval and oversight of the Maternity & Family Leave Policy	Resources Committee	Policy approval and formal review responsibility
		Conduct pregnancy risk assessment	Line Manager	Undertaken on notification of pregnancy; must assess and mitigate workplace risks
		Confirmation of maternity leave dates and expected return to work	HR Officer	Must confirm in writing within 28 days of receiving application form
		Agree variation to maternity leave start date (bring forward or postpone)	Line Manager	Employee must give 28 days' notice (or as soon as reasonably practicable)
		Agreement to Keeping In Touch (KIT) days (maternity/adoption)	Line Manager	Maximum 10 days; cannot be during compulsory maternity leave; by mutual agreement
		Postponement of employee's return to work (maternity/adoption)	Line Manager	Where employee gives less than 8 weeks' notice of early return
		Approval of flexible working requests on return from leave	Line Manager (under Flexible Working Policy)	Subject to statutory process and organisational needs
		Agreement of maternity support leave dates	Line Manager	Must be mutually agreed; maximum 5 days paid leave
		Acceptance of late paternity leave notice	Line Manager	Only in exceptional circumstances
		Consideration of Shared Parental Leave (SPL) continuous leave request	Line Manager	Must approve if statutory notice given and entitlement criteria met
		Consideration, refusal or modification of SPL discontinuous	Headteacher	Decision must be made within 14 calendar days; may refuse pattern but not total entitlement
		Confirmation of SPL arrangements and decisions	Line Manager	Must be confirmed in writing
		Agreement to SPLIT days	Line Manager	Maximum 20 days; by mutual agreement
		Postponement of unpaid parental leave	Line Manager	May postpone up to 6 months for significant business reason (with statutory exceptions)
		Agreement of alternative start date for postponed unpaid parental leave	Line Manager	Must be within 6 months of original requested start date
		Confirmation of adoption leave and expected return date	HR Officer	Must confirm in writing within 28 days of receiving application
		Agreement to KIT days during adoption leave	Line Manager	Maximum 10 days; by mutual agreement
		Acceptance and processing of neonatal care leave	Line Manager	Subject to statutory eligibility and completion of prescribed forms
		Informal agreement of bereaved partner's paternity leave commencement (within first 8 weeks)	Line Manager / Headteacher	Telephone notification acceptable initially; written confirmation required later
		Agreement of KIT days during bereaved partner's paternity leave	Line Manager / Headteacher	Maximum 10 days; entirely voluntary
		Agreement of informal temporary working adjustments following bereavement	Line Manager / Headteacher	Short-term, supportive arrangements only
Special Leave Policy	Spring 2026	Approval and review of Special Leave Policy	Resources Committee	Corporate governance responsibility
		Decision on special leave requests – Chief Executive Officer	Chair of Trustees	Case-by-case; must follow policy framework
		Decision on special leave requests – Principal / Headteacher	Director of Education and Chair of LGB	Applies to academy leaders
		Determination of decision-maker for special leave within an academy	Principal / Headteacher	Local delegation within academy structure
		Decision on special leave requests – central team staff	Relevant Line Manager	HR should be consulted before approval
		Granting special leave with pay or without pay	Relevant Manager	Payment discretionary unless pay is explicitly stated in policy
		Refusal of special leave or conversion to unpaid leave due to excessive requests	Relevant Manager	Even where paid leave is specified, may be refused or unpaid
		Approval of paid emergency time off for dependants (beyond day one)	Relevant Manager	First day paid automatically; further time discretionary
		Agreement of unpaid time off for non-emergency dependant matters	Relevant Manager	Must be by prior arrangement and with extenuating circumstances
		Review and management of excessive caring-related leave	Relevant Manager	May trigger discussion on flexible working or absence management
		Approval of Carer's Leave	Relevant Manager	Up to one week paid in rolling 12 months; must be approved in advance
		Consideration of bereavement leave arrangements	Relevant Manager	Case-specific; depends on relationship and circumstances
		Approval of up to five days paid bereavement leave (non-child relatives)	Relevant Manager	Following discussion; additional unpaid leave may be considered
		Approval of unpaid bereavement leave for non-immediate relatives	Relevant Manager	Discretionary following discussion
		Decision on time off for funerals (non-immediate relatives)	Relevant Manager	Unpaid; discretionary
		Agreement of public service leave	Relevant Manager / Headteacher	Subject to Trust operational needs; unpaid
		Determination of whether public duties absence can be accommodated	Headteacher	Must consider time required, frequency, and impact on school
		Approval of unpaid leave for non-regular forces training	Relevant Manager	Up to two weeks unpaid per year
		Decision to offer unpaid time off for excessive interview absences	Headteacher	Applies where requests are deemed unreasonable
		Approval of unpaid routine medical/dental appointment absences	Headteacher	Only with extenuating circumstances and prior agreement
		Approval of study leave	Relevant Manager	Max normally one day; paid only if qualification benefits Trust
		Approval of paid time off for professional examinations	Relevant Manager	Only where exam is relevant to employment
		Approval of religious observance leave	Relevant Manager	Unpaid; subject to operational capacity
		Resolution of competing religious observance requests	Relevant Manager	May require rota or compromise
		Approval of time off for 'other' circumstances	Relevant Manager	Entirely discretionary; paid or unpaid
		Agreement to time off in lieu instead of unpaid special leave	Relevant Manager	Where hours have been accrued
		Adjustment of special leave arrangements	Relevant Manager with HR advice	May be retrospective and case-specific
		Decision to treat absence as unauthorised	Relevant Manager	Subject to investigation of circumstances
		Decision to stop pay due to continued unauthorised absence	Relevant Manager	Following failure to make contact and continued absence
Flexible Working Policy	Spring 2026	Approval and review of the Flexible Working Policy	Resources Committee	Trust-level governance responsibility
		Decision on flexible working request – Chief Executive Officer	Chair of Trustees	Case-by-case consideration; must comply with statutory framework
		Decision on flexible working request – Principal / Headteacher	Relevant Director of Education and Chair of LGB	Joint decision; applies only to academy leaders
		Decision on flexible working request – academy staff	Relevant Principal / Headteacher	Must consider Trust operational needs and statutory criteria
		Decision on flexible working request – central team staff	Relevant Line Manager	Must consider Trust needs; HR process applies
		Approval of a flexible working request as permanent change	Relevant Decision-Maker	Default position is permanent change unless exceptional circumstances apply
		Agreement to flexible working on a temporary or trial basis	Relevant Decision-Maker	Only in exceptional circumstances; review dates must be agreed
		Consideration and balancing of business needs versus request	Relevant Decision-Maker	Must assess Trust needs; requests considered in order received
		Rejection or partial rejection of a flexible working request	Relevant Decision-Maker	Must be based solely on statutory business grounds; consultation required before refusal
		Decision to offer alternative flexible working arrangement	Relevant Decision-Maker	Following consultation where original request cannot be met in full
		Agreement to withdraw a flexible working application	Relevant Decision-Maker	Only in exceptional circumstances; normally applications remain live
		Decision to treat request as withdrawn due to non-attendance	Relevant Decision-Maker	Employee must have failed to attend meetings without good reason
		Decision that request cannot proceed due to statutory limits	Relevant Decision-Maker	Max two applications in 12 months; only one live request at any time
		Determination of reasonable adjustments linked to disability	Relevant Decision-Maker	Must comply with Equality Act 2010 obligations
		Consideration and determination of flexible working appeals	Appeals Panel (3 Trustees and/or Local Governors)	Panel decision final; no further internal appeal
Staff Absence Management Policy	Spring 2026	Approval and review of Staff Absence Management Policy	Resources Committee	Trust-level governance responsibility
		Decision to require early Fit Note (before day 8)	Relevant Manager	Only in exceptional circumstances (e.g. suspected abuse or absence patterns)
		Decision to withhold occupational sick pay	Relevant Manager	Where reporting/recording requirements not followed; employee must be notified in advance
		Decision on workplace adjustments during Fit Note period	Relevant Manager	Must consider GP / OH advice and operational needs
		Approval of phased return to work (up to 2 weeks paid)	Relevant Manager	Supported by GP and/or Occupational Health advice
		Approval of extension of paid phased return beyond 2 weeks	Relevant Manager with HR advice	Only in exceptional circumstances and for a short period
		Decision to accelerate absence management stages	Relevant Senior Decision-Maker	May enter process at any stage where circumstances demand
		Decision to extend sick pay beyond entitlement (exceptional cases) – CEO	Chair of Trustees	Applies only to Chief Executive Officer; HR consultation required
		Decision to extend sick pay beyond entitlement – Directors / central staff	Chief Executive Officer	Exceptional circumstances only; HR consultation required
		Decision to extend sick pay beyond entitlement – Principals / Headteachers	Director of Education and Chair of LGB	Joint decision; exceptional circumstances only
		Decision to extend sick pay beyond entitlement – academy staff	Principal / Headteacher	Exceptional circumstances; HR consultation required
		Decision to move from Step 1 to Step 2 absence management	Relevant Manager	Based on failure to meet targets or continued absence
		Decision to move from Step 2 to Step 3 absence management	Relevant Manager	After further 8 weeks absence or failure to meet targets
		Chairing Step 3 meeting (future employment decision) – CEO	Chair of Trustees	Reserved to Chair of Trustees
		Chairing Step 3 meeting – Directors / central staff	Chief Executive Officer	Includes power to dismiss
		Chairing Step 3 meeting – Principals / Headteachers	Director of Education and Chair of LGB	Joint authority; includes power to dismiss
		Chairing Step 3 meeting – academy staff	Principal / Headteacher	Includes capability dismissal authority

		Decision to dismiss on grounds of ill-health capability	Step 3 Chair	Only after all reasonable adjustments / redeployment explored
		Establishment and determination of dismissal appeal	Appeal Panel (3 Trustees and/or Local Governors)	Panel decision final; supported by HR
		Decision to require Occupational Health assessment	Relevant Manager	At any stage of the process
		Decision to medically suspend employee	Relevant Manager	Must consult HR and Occupational Health; full pay only
		Decision on employee fitness to resume duties	Trust	Based on medical advice obtained by Trust
		Decision to consider redeployment as alternative to dismissal	Relevant Manager	Subject to availability and reasonableness
		Decision to allow extended holiday carry-over to support phased return	Relevant Manager	Discretionary; to support return to work
Employee Code of Conduct	Spring 2026	Approval and formal review of the Employee Code of Conduct	Resources Committee	Trust-level governance responsibility
		Provision of advice where employee is unsure of conduct expectations	Principal / Headteacher / Line Manager / HR Advisor	Advisory only; does not override policy requirements
		Determination of appropriate response to low-level safeguarding concerns	Principal / Headteacher / Line Manager	Must follow safeguarding policies; may not meet LADO threshold
		Decision to apply disciplinary sanctions for breach of Code	Relevant Manager (under Disciplinary Policy)	Must follow Disciplinary Policy and employment law
		Decision to consider transfer due to close personal relationship and conflict of interest	Trust (through relevant manager and HR)	Requires consultation with affected employees; discretionary
		Decision on disclosure of confidential information	Relevant Manager or Head of IT and Data	Must comply with Data Protection legislation
		Determination of action following data breach or data risk	Head of IT and Data	Includes reporting to ICO within statutory timescales if applicable
		Approval for use of personal ICT equipment with pupils	Headteacher / Line Manager	Only in exceptional circumstances and with explicit permission
		Approval to accept gifts or hospitality above £30 (from suppliers/associated organisations)	Chief Operating Officer	Acceptance must be recorded in gift register
		Approval to purchase gifts using public funds	Chief Financial Officer	Must meet propriety and regularity requirements; alcohol prohibited
		Recording and oversight of approved gifts and hospitality	Principals / Headteachers / Chief Operating Officer (central staff)	Documentation required for audit and transparency
		Determination of continued employment following criminal charge/conviction – CEO	Chair of Trustees	Decision made with HR advice
		Determination of continued employment following criminal charge/conviction – Principal/Headteacher	Director of Education and Chair of LGB	Joint decision; safeguarding considerations paramount
		Determination of continued employment following criminal charge/conviction – academy staff	Principal / Headteacher	In consultation with HR
		Determination of continued employment following criminal charge/conviction – central staff	Relevant Line Manager	In consultation with HR
		Decision to investigate agency worker allegations	Trust (via relevant manager)	In liaison with agency and LADO where required
		Decision to cease use, suspend or redeploy agency worker during investigation	Trust (with agency)	Investigatory measure; not disciplinary action by Trust
Disciplinary Policy	Spring 2026	Approval and periodic review of Disciplinary Policy	Resources Committee	Trust-level policy governance responsibility
		Investigation of disciplinary matters – CEO	Chair of Trustees	Has investigatory authority only; HR advice expected
		Investigation of disciplinary matters – Principal / Headteacher	Director of Education and Chair of LGB	Joint responsibility; separation from hearing role required
		Investigation of disciplinary matters – academy staff	Principal / Headteacher	Cannot hear the case or appeal in same matter
		Investigation of disciplinary matters – central team staff	Relevant Line Manager	HR advice required; investigator excluded from hearing role
		Decision on outcome of investigation (no action / informal action / formal hearing)	Investigating Manager	Decision based on evidence; no disciplinary sanction at this stage
		Authority to suspend employee – CEO	Board of Trustees	Suspension on full pay only; not a disciplinary sanction
		Authority to suspend employee – Principal / Headteacher	Director of Education and Chair of LGB	Joint authority; alternatives to suspension must be considered
		Authority to suspend employee – academy staff	Principal / Headteacher	Full pay; suspension period to be kept to minimum
		Authority to suspend employee – central staff	Relevant Line Manager	Full pay; HR advice required
		Authority to lift suspension	Same decision-maker who imposed suspension	Based on investigation progress and risk assessment
		Chairing formal disciplinary hearing – CEO	Chair of Trustees	With HR advice; cannot be investigator
		Chairing formal disciplinary hearing – Principal / Headteacher	Director of Education and Chair of LGB	Joint panel; cannot be investigator or appeal member
		Chairing formal disciplinary hearing – academy staff	Principal / Headteacher	Has authority to issue warnings up to dismissal
		Chairing formal disciplinary hearing – central staff	Relevant Line Manager	Has authority to issue warnings up to dismissal
		Decision to postpone disciplinary hearing	Hearing Panel / Chair	Only in exceptional circumstances
		Issue First Written Warning	Disciplinary Hearing Panel	Valid for 3 months
		Issue Second Written Warning	Disciplinary Hearing Panel	Valid for 6 months
		Issue Final Written Warning	Disciplinary Hearing Panel	Valid 12 months (misconduct) or up to 2 years (gross misconduct)
		Decision to extend validity of existing warning	Disciplinary Hearing Panel	May extend up to maximum for that warning level
		Decision to impose alternative sanctions (demotion, redeployment, loss of increment, etc.)	Disciplinary Hearing Panel	May be used instead of or alongside warnings; pay protection does not apply
		Decision to dismiss for misconduct	Disciplinary Hearing Panel	Only after warnings, except in gross misconduct cases
		Decision to dismiss for gross misconduct (summary dismissal)	Disciplinary Hearing Panel	Following investigation; no notice or pay in lieu
		Reserved power of dismissal – CEO	Board of Trustees	Board may temporarily re-assign dismissal authority if required
		Issue of dismissal notice	HR	Administrative function only; decision already taken
		Determination of appeal hearing	Appeals Panel (3 Trustees and/or Local Governors)	Must be independent; decision final internally
		Authority to uphold, reduce or substitute sanction on appeal	Appeals Panel	Cannot impose more severe sanction than original decision
Grievance Scheme	Spring 2026	Approval and review of the Grievance Scheme	Resources Committee	Trust-level policy approval and oversight
		Determination of grievance – Chief Executive Officer	Chair of Trustees	Acts as Stage One decision-maker for CEO grievances
		Determination of grievance – Principal / Headteacher	Relevant Director of Education and Chair of LGB	Joint authority; acts as Stage One decision-maker
		Determination of grievance – academy staff	Relevant Principal / Headteacher	Must not be the subject of the grievance
		Determination of grievance – central team staff	Relevant Line Manager	Must not be the subject of the grievance
		Appointment of alternative decision-maker where named person is subject of grievance	Next most senior manager or uninvolved Trustee / Governor	Used where conflict of interest exists
		Decision on appropriate course of action at Stage One	Person overseeing the grievance	Includes issuing recommendations or determining resolution
		Decision to investigate further or adjourn Stage One meeting	Person overseeing the grievance	May reconvene meeting or issue findings in writing
		Decision to make a determination based on information available where meetings fail	Person overseeing the grievance	Applies where meetings fail on two occasions due to employee/representative unavailability
		Decision to withhold information during grievance process	Employer (via person overseeing grievance)	Only where risk of intimidation or harassment exists
		Decision to refer employee to Occupational Health during grievance	Person overseeing the grievance	Where absence impacts ability to progress grievance
		Decision to suspend disciplinary or capability process pending grievance	Employer	Where grievance raised during disciplinary/capability proceedings
		Decision to run grievance and disciplinary/capability concurrently	Employer	Where issues are related
		Determination that grievance procedure will not restart within 12 months	Employer	Unless agreed recommendations were broken or ignored
		Constitution of Grievance Appeal Panel	Appeals Panel of 3 Trustees and/or Local Governors	Must be independent of Stage One
		Authority to hear and determine grievance appeal	Appeals Panel (Chair appointed from panel)	Panel advised by HR; follows principles of natural justice
		Decision to attempt pre-appeal resolution meeting	Chair of Appeals Panel	Discretionary; prior to formal appeal hearing
		Authority to uphold, overturn or vary Stage One decision	Appeals Panel	Decision must be communicated in writing
		Final determination of grievance	Appeals Panel	Decision is final; no further internal appeal
Sexual Harassment	Spring 2026	Approval and review of the Sexual Harassment Policy	Resources Committee	Trust-level governance responsibility
		Determination of whether a sexual harassment report may be handled informally	Relevant Line Manager (with HR advice)	Only where appropriate; informal resolution must not compromise safeguarding or seriousness of allegation
		Decision to conduct a preliminary assessment of a sexual harassment complaint	Trust HR (with relevant manager)	Used where informal resolution is not appropriate or has failed
		Decision on whether complaint proceeds under Grievance Scheme or Disciplinary Policy	Trust HR (with relevant manager)	Determined by nature of allegation and parties involved
		Decision to manage a complaint as third-party sexual harassment	Relevant Line Manager	Applies to parents, contractors, visitors; pupils excluded and managed under Student Behaviour Policy
		Decision to raise complaint with third-party employer (contractor cases)	Trust (via Line Manager / HR)	Trust supports employee but does not control third-party disciplinary outcome
		Decision on whether safeguarding procedures apply	Relevant Manager with HR advice	Must consider managing low-level concerns or allegations against staff
		Decision to refer allegation to Family Connect / Local Authority	Trust HR / Safeguarding Lead	Mandatory where alleged perpetrator works in position of trust; must be within 24 hours
		Decision to involve Local Authority Designated Officer (LADO)	Trust HR / Safeguarding Lead	Where allegation meets threshold for position of trust concerns
		Decision whether the Trust must report allegation to the police	Trust	May override individual's preference where there is ongoing risk to others or safeguarding concern
		Decision to proceed despite individual choosing not to contact police	Trust	Must first discuss with individual and inform them of decision
		Decision to support employee through criminal process	Trust HR	Supportive role only; no pressure placed on reporting choice
		Decision to withhold information during investigation	Trust	Only where risk of intimidation or interference exists
		Decision to take action against employees for sexual harassment	Relevant Manager (under Disciplinary Policy)	Sanctions determined under Disciplinary Policy; this policy sets reporting framework only
		Decision to address sexual harassment risk via management action	Line Managers	Includes risk assessments, monitoring, and preventative workplace actions
		Approval and review of Employee Conflict of Interest Policy	Resources Committee	Trust-level governance responsibility
		Determination of conflicts of interest – Chief Executive Officer	Chair of Trustees	Acts as decision-maker for CEO declarations
		Determination of conflicts of interest – Principal / Headteacher	Relevant Director of Education and Chair of LGB	Joint authority
		Determination of conflicts of interest – academy staff	Relevant Principal / Headteacher	Applies to all staff within the academy
		Determination of conflicts of interest – central team staff	Relevant Line Manager	Applies to central Trust employees

Conflict of Interests Policy	Spring 2026	Decision whether private work or business activity conflicts with Trust business	Relevant Decision-Maker	Must assess actual, potential and perceived conflicts
		Decision whether conflict risk can be mitigated	Relevant Decision-Maker	May impose conditions or restrictions to manage risk
		Decision to refuse approval of private work or business activity	Relevant Decision-Maker	Where no conditions can mitigate the conflict
		Decision on mitigation measures (conditions, restrictions, role changes)	Relevant Decision-Maker	Must be reasonable and proportionate
		Determination of conflicts relating to private, personal or financial interests	Relevant Decision-Maker	Same process as private work/business activities
		Determination of action required following declaration of close personal relationship	Relevant Decision-Maker	May include changes to line management or removal of employment decision-making responsibilities
		Decision to agree alternative management arrangements due to relationship conflict	Relevant Decision-Maker	Recorded on employee HR file
		Approval of additional employment where potential conflict exists	Relevant Decision-Maker	Must consider Working Time Regulations and wellbeing
		Decision to address performance or attendance issues linked to additional employment	Relevant Decision-Maker	May escalate to formal action if issues persist
		Determination that disciplinary action is required for failure to declare conflict	Relevant Manager (under Disciplinary Policy)	Includes potential dismissal where serious breach occurs
Flexible Retirement Policy	Spring 2026	Decision to escalate appeal against refusal of approval	Next level of management	Applies where conflict cannot be mitigated
		Approval and review of Flexible Retirement Policy	Resources Committee	Trust-level policy approval and review responsibility
		Final decision to approve or refuse a flexible retirement application	Chief Executive Officer	Decision based on individual business case, affordability, skills retention and service impact
		Sign-off of business case for flexible retirement	Chief Executive Officer	Business case must demonstrate cost savings and recovery within a maximum of 3 years
		Decision on recommendation of flexible retirement – Principal/Headteacher	Relevant Director of Education and Chair of Local Governing Body	Applies where applicant is a Principal/Headteacher
		Decision on flexible retirement application – academy support staff	Relevant Principal / Headteacher	Applies to staff within the academy
		Decision on flexible retirement application – central team staff	Relevant Line Manager	Recommendation made to CEO for final approval
		Determination of whether flexible retirement meets eligibility criteria	Relevant Decision-Maker (as above)	Employee must be aged 55+ and have at least 2 years LGPS service
		Decision on reduction in hours and/or move to lower-graded post	Chief Executive Officer	Must result in cost savings and be permanent (not temporary or secondment)
		Determination of which LGPS benefits are released	Chief Executive Officer	Based on business case and cost analysis; employee indicates preference
		Decision to impose contractual restrictions post-approval	Chief Executive Officer	No increase in hours or grade for 12 months unless exceptional circumstances
		Determination of exceptional circumstances to vary restrictions	Chief Executive Officer	Only where justified and documented
		Decision to seek and apply HR advice on pay protection arrangements	Academy/Trust (via HR)	Advisory; final decision remains with CEO
Management of Change Policy	Spring 2026	Decision to fund costs arising from flexible retirement	Academy / Trust	Costs met from Academy/Trust budget
		Determination of appeal against refusal or partial refusal	Appeals Panel (3 Trustees and/or Local Governors)	Appeal must be lodged within 10 working days; panel decision final
		Approval and review of Management of Change Policy	Resources Committee	Trust-level policy approval and review
		Approval to commence a formal management of change process	Resources Committee	Requires submission of agreed change proposal
		Agreement and recommendation of change proposals – academies	Principal / Headteacher and Director(s) of Education	Must jointly agree proposals before submission to Resources Committee
		Agreement and recommendation of change proposals – central team	Chief Executive Officer and Chief Operating Officer	Must jointly agree proposals before submission to Resources Committee
		Decision on affordability of change proposals	Resources Committee	Financial implications must be affordable within Trust budgets
		Decision whether to invite applications for Voluntary Redundancy	Resources Committee	No automatic right to Voluntary Redundancy
		Decision to accept or refuse Voluntary Redundancy requests	Resources Committee	Based on skills retention, service need and cost
		Decision to invite Voluntary Redundancy across wider Trust	Resources Committee	Exceptional circumstances only
		Decision on alternatives to redundancy (redeployment, reduction in hours, retraining, retirement options)	Resources Committee	Must be affordable and operationally viable
		Decision on consultation timescales	Resources Committee	Subject to statutory minimums where applicable
		Decision to approve final structure following consultation	Resources Committee	Must consider consultation feedback
		Confirmation of redundancy selection criteria	Resources Committee	Must be objective and fair
		Decision on “slotting-in” arrangements	Resources Committee	Applies only where posts are substantially the same
		Decision where selection process is required instead of slotting-in	Resources Committee	Used when more staff than posts are ring-fenced
Redundancy Procedure	Spring 2026	Confirmation of redundancy outcomes	Resources Committee	After consultation and application of selection criteria
		Confirmation of changes to terms and conditions	Resources Committee	Subject to consultation and contractual requirements
		Approval of pay protection / salary safeguarding arrangements	Resources Committee	In line with policy limits and statutory frameworks
		Decision on implementation date for organisational change	Resources Committee	Must follow consultation and approval
		Issue of formal notice of change or redundancy	Trust (via management)	Administrative implementation of approved decision
		Escalation to Redundancy Procedure	Resources Committee	Where compulsory redundancy is required
		Approval and review of Redundancy Policy	Resources Committee	Trust-level policy approval and oversight
		Decision to determine selection for redundancy (academy staff)	Principal / Headteacher, Director(s) of Education and Chair of LGB	Joint decision; HR present in advisory capacity only
		Decision to determine selection for redundancy (central team staff)	Chief Executive Officer, Chief Operating Officer and Chair of Trustees	Joint decision; HR advisory only
		Decision on selection criteria and matrix scoring	Selection Panel (as above)	Must be objective, evidence-based, lawful and consistently applied
		Decision to select employees for redundancy	Selection Panel	Based on scoring outcome and agreed criteria
		Decision to confirm redundancy outcome following selection meeting	Selection Panel	Outcome confirmed in writing and progressed to notice meeting
		Decision to advertise posts externally (Principal/Headteacher roles)	Trust	Decision taken where appropriate and confirmed during consultation process
		Decision to issue formal notice of redundancy	Trust (via management with HR support)	Issued after notice meeting; notice periods apply
		Decision to allow trial period for suitable alternative employment	Trust	Four-week trial period may be agreed; extendable by mutual agreement
Appraisal Policy	Spring 2026	Decision to extend trial period for alternative employment	Trust	Only by agreement and confirmed in writing
		Determination that employee has accepted alternative employment	Trust	Applies if employee works beyond trial period
		Determination that redundancy payment is forfeited due to refusal/resignation	Trust	Applies where suitable alternative employment is unreasonably refused or trial abandoned without good reason
		Decision to support redeployment to other organisations	Trust	Supportive only; Trust has no redeployment authority beyond its employment
		Decision on release of Teachers' Pension on redundancy (age 55+)	Trust	Discretionary; applies to Teachers' Pension Scheme members only
		Determination of redundancy appeal	Appeals Panel (3 Trustees and/or Local Governors)	Independent of original decision; appeal must be lodged within 10 calendar days
		Authority to uphold or overturn redundancy decision on appeal	Appeals Panel	Decision final; no further internal appeal
		Approval and review of Teaching Appraisal Policy	Resources Committee	Trust-level policy approval and oversight
		Appointment of appraisers for the Chief Executive Officer	Panel of three Trustees	Objectives aligned to Trust five-year strategy
		Appointment of appraiser for Directors of Education	Chief Executive Officer	CEO acts as sole appraiser
		Appointment of appraisers for Principals / Headteachers	Relevant Director(s) of Education and Chair of LGB	Joint appraisal responsibility; objectives linked to ADP and Trust strategy
		Appointment of appraisers for academy employees	Principal / Headteacher	Principal/Headteacher decides appraiser within the academy
		Decision to change appraiser following employee objection	Principal / Headteacher	Objection must be reasonably considered; alternative appointed where possible
		Setting of appraisal objectives	Relevant Appraiser	Appraiser determines objectives where agreement cannot be reached
		Decision to revise objectives during appraisal period	Relevant Appraiser	Permitted where circumstances change (e.g. absence, role change)
		Determination of acceptable evidence for appraisal	Relevant Appraiser	Must be proportionate and not excessive
		Determination of lesson observation approach within academy	Academy leadership	Subject to policy limits (max 3 hours / 3 observations if no concerns)
		Conduct of formal annual appraisal assessment	Relevant Appraiser	End-of-cycle assessment against objectives and standards
		Decision to recommend pay progression for teaching staff	Relevant Appraiser	Recommendation only; final decision under Pay Policy
		Decision to consider impact on pay progression following underperformance	Relevant Appraiser	Teaching staff only; links to Pay Policy
		Decision to manage performance concerns informally within appraisal	Relevant Appraiser	Supportive measures only; not formal capability
		Decision to escalate from appraisal to Capability Procedure	Relevant Appraiser / Management	Where serious underperformance persists
		Determination of appraisal appeal	Appraiser's Line Manager	Appeal must be submitted within 10 days
		Quality assurance of appraisal system	Trustees / CEO / Directors of Education / Chair of LGB	Oversight only; no individual appraisal determinations
		Monitoring effectiveness of appraisal arrangements	Resources Committee and HR	Monitoring and evaluation role only
		Approval and review of the Capability Procedure	Resources Committee	Trust-level policy approval and oversight
		Conduct of capability procedure – Chief Executive Officer	Chair of Trustees	Full authority to manage capability, including dismissal
		Conduct of capability procedure – Principal / Headteacher	Relevant Director(s) of Education and Chair of LGB	Joint authority applies to academy leaders
		Conduct of capability procedure – academy staff	Principal / Headteacher	Applies to all staff within the academy
		Conduct of capability procedure – central team staff	Relevant Line Manager	Applies to Trust central employees
		Decision to move from appraisal into formal capability	Relevant Decision-Maker	Only where appraisal and informal support have failed
		Decision to end capability and revert to appraisal	Relevant Decision-Maker	Where insufficient grounds exist or sufficient improvement achieved
		Decision to adjourn a formal capability meeting	Relevant Decision-Maker	Where further information or consideration is required
		Decision to issue a First Written Warning	Relevant Decision-Maker	Where performance remains unsatisfactory after support

Capability Procedure	Spring 2026	Decision to issue a Final Written Warning	Relevant Decision-Maker	Where performance remains unsatisfactory or concerns are serious
		Decision to determine length of monitoring and review period	Relevant Decision-Maker	Must be reasonable and take account of individual circumstances
		Decision to extend monitoring and review period	Relevant Decision-Maker	Where some progress has been made and further improvement is likely
		Decision to progress from Stage 2 Review to Stage 3 Decision Meeting	Relevant Decision-Maker	Where performance remains unsatisfactory
		Decision at Stage 3 to extend Final Written Warning	Relevant Decision-Maker	Used as alternative to dismissal where appropriate
		Decision at Stage 3 to dismiss on grounds of capability	Relevant Decision-Maker	Only after support and redeployment options considered
		Decision to dismiss with notice or pay in lieu	Relevant Decision-Maker	Dismissal only; summary dismissal not permitted under capability
		Decision to suspend capability process due to sickness	Trust	Capability paused while sickness managed under Absence Policy
		Decision to continue or suspend capability where grievance raised	Trust	Capability normally continues unless justified reasons exist
		Determination of capability appeal	Appeals Panel (3 Trustees and/or Local Governors)	Must be independent of earlier stages
Apprenticeship Policy	Spring 2026	Authority to uphold or overturn capability decision on appeal	Appeals Panel	Decision final; no further internal appeal
		Approval and review of the Apprenticeship Policy	Resources Committee	Trust-level policy approval and review responsibility
		Final approval of any apprenticeship request (new apprentice or CPD apprenticeship)	Trust (Employer)	Trust is the approving body for all apprenticeship requests; academies cannot approve independently
		Sign-off of CPD apprenticeship expression of interest	Headteacher (or nominated person)	Must be completed and signed before submission to Trust for approval
		Decision whether a role is suitable to be filled as an apprenticeship	Hiring Manager	Subject to Trust approval and funding availability
		Decision to prioritise use of Apprenticeship Levy where demand exceeds funds	Executive Leadership Team	Applies where there are more requests than available levy funding
		Decision to approve or decline use of levy funding	Trust Central Team	Based on availability of funds and compliance with funding rules
		Decision that academy must meet excess training costs over levy	Trust / Academy	Academy must fund any costs exceeding levy allocation
		Approval of training provider for apprenticeships	Trust	Providers must be on APAR and Ofsted rated Good or Outstanding
		Decision to decline an apprenticeship application due to provider suitability	Trust	Where provider does not meet Trust criteria
		Approval of non-standard / exception training provider	Trust	Allowed only by exception and subject to meeting required criteria
		Authorisation of apprenticeship details within Digital Apprenticeship Service account	Trust	Required before levy funds can be used
		Approval and signing of apprenticeship commitment statement	Trust	Must be signed by Trust, apprentice and training provider
		Decision on continuation or termination of apprenticeship training (existing staff)	Line Manager (with HR advice)	Factors must be considered; decision not automatic and must be reasoned
		Decision to cancel training agreement for new externally recruited apprentice	Trust	May cancel in line with standard employment rules
		Oversight of apprenticeship levy use and value for money	Resources Committee	Monitoring delegated; reports provided on request
		Monitoring implementation of the Apprenticeship Policy	Head of Projects and Communication	Monitoring role only; no approval authority
Whistleblowing Policy	Spring 2026	Approval and review of Whistleblowing Policy	Trust Board	Policy approval and review responsibility
		Appointment of Freedom to Speak Up Guardian	Trust	Role assigned to Chair of Audit & Risk Committee
		Receipt of whistleblowing concern (initial)	Principal / Headteacher	Except where concern relates to them or risk of unfair treatment
		Receipt of whistleblowing concern (alternative route)	Chair of Governors	Used where concern cannot be raised with Principal/Headteacher
		Receipt of whistleblowing concern (Trust level)	CEO or COO	Escalation route where academy routes inappropriate or exhausted
		Receipt of whistleblowing concern via Guardian	Freedom to Speak Up Guardian	Must escalate concern to CEO
		Initial assessment of whether concern has sufficient grounds	Principal / Headteacher or Chair of Governors	Must determine if concern qualifies under whistleblowing procedure
		Determination of next steps following initial assessment	Principal / Headteacher or Chair of Governors	Includes decision on investigation, referral or resolution
		Decision whether concern should be investigated	Principal / Headteacher or Chair of Governors in consultation with Trust	Decision recorded with rationale
		Decision on form of investigation	Trust / Principal / Headteacher / Chair of Governors	May include internal investigation, Trust investigation, or external referral
		Decision to refer matter to police	Trust	Used where criminal offence suspected
		Decision to refer matter to external auditor	Trust	Used where financial impropriety suspected
		Decision to commission independent inquiry	Trust	Used where independence is required
		Determination of handling anonymous whistleblowing concerns	Principal / Headteacher or Chair of Governors	Based on seriousness, credibility and likelihood of confirmation
		Decision that concern can be resolved without investigation	Principal / Headteacher or Chair of Governors	Where explanation or agreed action is sufficient
		Decision to conclude whistleblowing matter as unfounded	Governing Body / Trustees	Matter concluded unless new evidence emerges
		Decision to take disciplinary action for malicious/vexatious allegation	Trust (under Disciplinary Policy)	Only where allegation made maliciously or for personal gain
		Determination of safeguarding escalation (LADO / statutory partners)	Designated Safeguarding Lead	Mandatory where safeguarding threshold met; no discretion to suppress
		Annual monitoring of whistleblowing cases and trends	Audit & Risk Committee	Oversight and thematic monitoring only
Capitol Allocation Policy	Spring 2026	Approval of capital expenditure via Purchase Requisition	Budget Holder	All capital expenditure must be requested via Sage Intacct and approved by the relevant budget holder
		Authorisation of next steps following submission of a Capital Expenditure Request Form (DFC or SCA funded)	Chief Operating Officer (COO)	COO may: request further information; contest request; agree in principle and propose use of academy capital; or agree in principle and propose appropriate capital funding type
		Approval of DFC or SCA-funded capital expenditure (in principle)	Chief Operating Officer (COO)	Applies once a completed Capital Expenditure Request Form is received; approval must be attached to Sage Intacct requisition
		Agreement of quotations/tenders for immediate SCA projects	Chief Executive Officer (CEO) and Chief Operating Officer (COO)	Based on prioritised findings from condition surveys, H&S and asbestos reports; applies to "immediate" projects in-year
		Prioritisation of condition survey findings (Immediate / Required / Non-urgent)	Chief Executive Officer (CEO) and Chief Operating Officer (COO)	Undertaken annually following receipt of condition surveys, H&S and asbestos reports
		Scoring of academy SCA bids and agreement of allocation	Chief Executive Officer (CEO) and Chief Operating Officer (COO)	Bids assessed against published scoring criteria; decisions inform allocation of SCA funding
		Allocation of minor urgent capital works funding	Academy (from academy reserves)	Applies to minor urgent capital works (e.g. replacement PC) with cost exceeding £1,000
		Allocation of urgent unforeseen significant capital works funding	Trust (from SCA reserves)	Applies to urgent, unforeseen significant capital works (e.g. boiler replacement)
		Oversight of capital allocation process (information only)	Resources Committee	Receives reports on prioritisation and capital allocation; not stated as decision-making body for individual bids
		Appeal against capital funding decisions (stage 1)	Relevant Trust Committee	First stage of appeal against capital funding decisions
		Final appeal against capital funding decisions	Trust Board	Final escalation point in the appeals process
		Monitoring implementation of the Capital Allocation Policy	Trust Finance Lead	Responsible for monitoring implementation and ensuring policy remains fit for purpose
Anti-Fraud Policy	Spring 2026	Establish and maintain the Trust's system of internal control (including fraud risk management)	Trust Board	Overall accountability remains with the Trust Board; certain responsibilities may be delegated to the Audit and Risk Committee
		Delegate aspects of internal control and fraud risk oversight	Audit and Risk Committee	Delegation permitted by the Trust Board; scope determined by Board decision
		Management of fraud risk (Accounting Officer responsibility)	Chief Executive Officer (CEO)	CEO acts as Accounting Officer with overall responsibility for managing fraud risk across the Trust
		Establish an anti-fraud response plan	Chief Executive Officer (CEO)	Plan must be proportionate to identified fraud risks and aligned to the Trust's control environment
		Design and maintain effective controls to prevent fraud	Chief Executive Officer (CEO)	Controls must support prevention, detection, and reporting of fraud
		Decide how fraud risk and significant incidents are reported to Trustees	Chief Executive Officer (CEO)	Includes mechanisms for escalation and reporting to the Trust Board
		Notify the Trust Board of significant fraud or attempted fraud	Chief Executive Officer (CEO)	Applies to significant incidents or attempted fraud identified through controls or investigations
		Notify the Department for Education of fraud, theft or irregularity	Trust Board	Mandatory where fraud exceeds £5,000 individually or cumulatively in a financial year, or where fraud is unusual or systematic regardless of value
		Institute a fraud investigation	Chief Executive Officer (CEO)	Triggered by notification of actual or suspected financial or accounting irregularities
		Appoint a designated person, auditor or other adviser to investigate fraud	Chief Executive Officer (CEO)	Appointment made following notification of suspected or actual fraud
		Determine engagement with external agencies (e.g. police, courts)	CEO / Designated Investigator	Engagement undertaken where appropriate as part of investigation and recovery process
		Lead media response relating to fraud investigations	Chief Executive Officer (CEO)	CEO to manage press enquiries and approve any press release where appropriate
		Decide whether to notify insurers in cases of fraud	Trust (via investigation process)	Subject to policy coverage and cost of investigation considerations
		Decide whether to refer fraud matters to the police	Trust leadership (via investigation process)	Considered as part of the fraud response plan; does not restrict internal disciplinary action
		Ensure anti-fraud training is available across the Trust	Chief Executive Officer (CEO)	Training to be provided as required for Trustees, staff and volunteers
Bribery, Corruption & Gifts Policy	Spring 2026	Approval of gifts or hospitality received with a value of £25 or more	Chief Operating Officer (COO)	Gifts/hospitality must be declared using the Declaration of Gifts/Hospitality Form; approval required before acceptance
		Decision on whether gifts or hospitality under £25 require declaration	Line Manager / COO (by exception)	Declaration required only if gifts are repeated or give rise to concern about propriety or influence
		Approval to give gifts on behalf of the Trust	CEO, COO, or CFO	Explicit approval required; gift must be justified, documented, and appropriate; Trust funds must not be used for prohibited items (e.g. alcohol, personal life events)
		Approval of new supplier engagements	Chief Finance Officer (CFO)	CFO must consult the Register of Interests and ensure procurement protocols are followed
		Approval of supplier engagement where a potential conflict of interest exists	Chief Operating Officer (COO)	Written COO approval required where Register of Interests identifies an association
		Decision to investigate reported concerns of bribery or corruption	Trust Leadership (via COO or CFO notification)	All reported concerns must be investigated promptly and confidentially in line with policy and Whistleblowing arrangements
		Receipt and recording of annual Declarations of Interest	Head of Governance	Applies to Trustees, Leadership Team members, and Budget Holders; supports transparency but does not replace decision-making accountability
		Approval of gifts and hospitality declarations (academy staff)	Academy Principal	Applies to academy-based staff declarations where required by value or circumstances
		Approval of gifts and hospitality declarations (central team staff)	CEO, COO, or CFO	Applies to central team staff; approval must align with Scheme of Delegation
		Maintenance of the Register of Interests	Trust (operationally via governance arrangements)	Register used to inform procurement and decision-making; approval authority rests elsewhere
		Approval of the Trust's Investment Policy	Resources Committee	Policy approved on behalf of the Trust Board; subject to periodic review
		Overall authority to invest Trust funds	Trust Board	Must act within Articles of Association and charitable powers; investments must further the Trust's charitable aims

Investment Policy	Spring 2026	Delegation of day-to-day management and implementation of the Investment Policy	Chief Finance Officer (CFO)	Delegated by the Trustees; CFO must act in accordance with the Investment Policy
		Identification of surplus funds available for investment	Chief Finance Officer (CFO)	Based on cashflow forecasts and liquidity requirements to ensure operational needs are met
		Decision to place funds on deposit	Chief Finance Officer (CFO)	Each decision must be supported by a cashflow forecast demonstrating adequate liquidity
		Selection of investment counterparties	Chief Finance Officer (CFO)	Limited to Lloyds or institutions available via the Insignis (Banking for Education) platform with UK banking licence and high or better credit rating
		Placement and withdrawal of funds via Insignis platform	Chief Finance Officer (CFO) under dual control	Dual authorisation required for opening accounts, placing deposits and withdrawing funds; withdrawals restricted to Trust's Lloyds current account
		Approval of investment term and maturity	Chief Finance Officer (CFO)	Deposits must be short-term only; maturity or notice period must not exceed 12 months unless funds are earmarked for a specific future purpose
		Restriction on types of investment products	Chief Finance Officer (CFO)	Investments limited to interest-bearing accounts and money-market type facilities; stocks, shares and volatile investments are prohibited
		Obtaining prior approval for novel, contentious or repercussive investments	Trust Board (with DfE approval)	DfE approval must be obtained in advance for such investment transactions
		Reporting on investments and performance	Chief Finance Officer (CFO)	Reports to Resources Committee and Audit & Risk Committee each meeting or on request
Reserves Policy	Spring 2026	Monitoring implementation and ongoing suitability of the Investment Policy	Trust Finance Lead	Responsible for ensuring the policy remains up to date and effective
		Approval of the Trust Reserves Policy	Resources Committee	Approves the policy on behalf of the Trust Board; subject to annual review
		Determination of the Trust's target level of free reserves	Trust Board	Target level set at 6%–8% of total income (excluding fixed asset income)
		Use of reserves in accordance with the Reserves Policy	Trust Board	Reserves must only be used for purposes described within the policy
		Setting individual academy budgets to support reserve levels	Trust (via budget-setting process)	Budgets agreed with Principals/Head Teachers; must enable maintenance of Trust and academy reserves at agreed levels
		Agreement of the rate at which reserves are rebuilt where below target	Trust (via budget-setting process)	Considered during budget setting, taking account of competing demands on academy funding
		Monitoring reserve levels and progress against targets	Resources Committee	Regular monitoring of reserve levels and compliance with policy
		Monitoring implementation and ongoing suitability of the Reserves Policy	Chief Financial Officer (CFO)	CFO responsible for monitoring implementation and ensuring policy remains up to date and fit for purpose
		Financial Procedures and Financial Delegations	Spring 2026	Overall accountability for Trust finances
Approval of Financial Scheme of Delegation	Board of Trustees			Must approve and review formally
Approval of Trust budget and 3-year budget forecast (BFR)	Board of Trustees			Approved prior to submission to DfE by 31 August annually
Approval of deficit revenue budget	Board of Trustees			DfE must be notified within 14 days
Day-to-day financial procedures	Chief Financial Officer (CFO)			Within approved scheme and regulatory framework
Financial management at academy level	Headteacher / Principal			Must operate within approved budget and scheme
Approval of expenditure (up to £250)	Redacted on public facing version - Please request internal version to see full details.			
Approval of expenditure (£251–£5,000)				
Approval of expenditure (£5,001–£50,000)				
Approval of expenditure (£50,001–£100,000)				
Approval of expenditure (over £100,000)				
Capital expenditure (DFC / SCA up to £5,000)				
Capital expenditure (DFC / SCA £5,001–£50,000)				
Capital expenditure (DFC / SCA over £100,000)				
Capital expenditure – land and buildings				
Approval of new suppliers				
Approval of new customers				
Approval of virements up to £10,000				
Approval of budget changes (over £10,000)				
Staff severance payments up to £30,000				
Staff severance payments over £30,000				
Ex-gratia payments (any value)				
Novel, contentious or repercussive transactions				
Related-party transactions under £40,000				
Related-party transactions £40,000+				
Opening / closing bank accounts				