Diocese of Chelmsford
Vine Schools Trust

SCHEME OF DELEGATION

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"I am the vine; you are the branches.
If you remain in me and I in you, you will bear much fruit"
(John 15:5)

The Diocese of Chelmsford Vine Schools Trust (DCVST)

The Vine is a Multi Academy Trust (MAT) set up by the Diocese of Chelmsford. We are a family of Church of England primary schools located throughout the Diocese of Chelmsford. Our vision is to serve our local communities by providing excellent education rooted in our Christian values.

We are passionate about school improvement and delivering high quality teaching and learning in all of our schools. We want our children to have the best possible experience as they grow into confident learners with a strong sense of morality and values.

Our Vision and Values

Purpose of the Scheme of Delegation

The Vine Schools Trust Board is the decision-making body responsible for setting the strategic direction of the Trust. It is legally accountable and responsible for all aspects of the performance of the Trust, its finances and its schools whilst preserving the religious character of the Trust.

The Trust Board need to establish systems to assure themselves of the quality, safety and good practices of the Trust. This does not mean, however, that the Board is required to undertake all tasks or make all the decisions itself and as a result they establish the Scheme of Delegation.

The Scheme of Delegation sets out the delegated functions within the Vine Trust governance structure and aims to:

- identify the areas of activity or decision making that should be taken and by who.
- provide clarity, consistency and avoid duplication.
- be clear and accessible.
- ensure the right people are making the right decisions.

This Scheme of Delegation will be reviewed annually by the Trust Board and should be read in conjunction with the following additional governance documents:

- Terms of reference
- The Trust Committee Structure

The Trust is committed to establishing good governance at all levels and will provide support, training and oversight to enable each of its Boards to be as effective as they can. On some occasions, however, a School Governance Board, may be removed and a Trust Intervention Board (TIB) may be established. The decision to establish and remove any Board rests with the Vine Trust Board.

The Scheme of Delegation has been Informed by and is compliant with the Trusts Articles of Association, legal and statutory regulations, the ESFA, AFH, Trust policies and practice.

The Diocese of Chelmsford Vine Schools Trust Governance Structure

Members – Members provide annual oversight of the Trust and have the responsibility to safeguard successful governance and performance, alongside compliance with the Trust's Charitable objects, in accordance with The Articles of Association. The Members appoint The Trustees to the Trust Board.

Diocese – The Diocese of Chelmsford provides three of the Trust's four members and also appoints a Diocesan Advisor to each school to support it to fulfil its duties as a school with a religious character built on a Church of England foundation.

Trust Board - The decision-making body responsible for setting the strategic direction of the Trust. Legally accountable and responsible for all aspects of the performance of the Trust, its finances and its schools whilst preserving the religious character of the Trust. Trustees establish systems to assure themselves of the quality, safety and good practices of the Trust.

Trust Board Committees – Established by the Trust Board with delegated responsibilities to review, scrutinise and discuss key areas to gain sufficient understanding and oversight to be able to inform the Trust Board of compliance, success and development needs of the schools. These committees provide support and challenge to School Leaders to seek assurance of continual school improvement. These Committees include (but are not limited to): The Standards Board, The Finance, Audit and Risk Board and School Governance Boards

CEO – Appointed by the Trust Board, The Chief Executive Officer (CEO) leads the Executive Team and has responsibility for the educational and operational outcomes for the Trust, as set by the Trust Board. The CEO and Executive Team work closely with all schools to support and challenge school improvement.

Headteacher – Responsible for the performance and operational activity of the school in accordance with the Trust strategy, vision and values and Scheme of Delegation.

School Governance Boards

Schools will benefit from the type of board that will be most effective for them, from the options below:

1. School Governance Board for a single school

2. School Governance Board for a group of schools, usually where there is an Executive Headteacher.

3. School Governance Board for two schools, usually for schools who are in the same area or already work very closely together.

Definitions

Within this document there will naturally be several educational terms or acronyms. To help you navigate the document here is a list of the terms and their meaning.

AGM	Annual General Meeting
Articles of Association	The legal document which describes how the MAT will be composed and run
CPD	Continual Professional Development
DFE	Department For Education
Diocese	Refers to the Diocese of Chelmsford
DPIAs	Process to systematically analyse, identify and minimise data protection risks
DPO	Data Protection Officer
ESFA	Educational Skills Funding Agency
EYFS	Early Years Foundation Stage
GDPR	General Data Protection Regulation
ICO	Information Commissioners Office
KPIs	Key Performance Indicators
Mandatory Policies	Statutory Policies as prescribed by the DfE
Mandatory Trust Model Policies	Policies which the Trust has agreed mandatory for each school, but which need to be personalised by each school.
Mandatory Trust Policies	Policies which the Trust has agreed are mandatory for each school.
MAT	Multi Academy Trust
PE and Sports Premium Grant	A grant provided by the Secretary of State for each Primary School to fund additional and sustainable improvements to the provision of PE and Sport for the benefit of all Primary pupils.
PPG	Pupil Premium Grant - provided by the DfE to improve educational outcomes for the disadvantaged pupils in your school.
School Policies	Policies which an individual school has written for implementation in its own school.
SEF	Self-Evaluation Form - A document to reflect a true picture of where a school is including strengths and developments.
SEND	Special Educational Needs and Disabilities
SGB	School Governance Board
SIAMS	Statutory Inspection of Anglican and Methodist Schools
SIP	School Improvement Plan
TAS	Team Around the School
TIB	Trust Intervention Board
TRIP	Trust Rapid Improvement Plan
VTB	Vine Trust Board

GLOSSARY

There are a set of agreed words in the Scheme of Delegation to Informed the actions and responsibilities for each governance level. To enable clarity of understanding here are the definitions for each of the terms used.

Approve - Responsible for approving a document or process and, where appropriate, determining how the task will be undertaken.

Consulted - Will be consulted as part of the process of completing a task. Their contributions may Informed the approach or decision.

Monitor - To verify the implementation of a particular policy or school improvement initiative. To note progress made, to make regular, formal judgements as to the degree to which school activity is progressing satisfactorily. Where required, to suggest actions to be taken to contribute to the task being delivered appropriately.

Deliver - To translate a plan into practice or take an initiative in line with stated objectives.

Informed - Will receive one way Information on decisions or approaches.

Prepare - Responsible for developing documents or Information, processing and collating Information for approval or review.

1. ETHOS WITHIN AN INCLUSIVE AND DISTINCTLY CHRISTIAN VISION

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
1.1	Trust Visions & Values		Approve	Monitor Deliver	Monitor Deliver	Monitor Deliver
1.2	School Vision and Values		Informed	Informed	Consulted Approve	Prepare Deliver
1.3	Christian Vision and provision which enables all pupils and adults to flourish and reflects the school's Christian foundation		Informed	Monitor	Monitor	Deliver Monitor

2. GOVERNANCE

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	Strategy					
2.1	Articles of Association	Approve	Informed			
2.2	Trust Strategic Plan		Approve	Prepare, Deliver	Informed	Informed
2.3	Trust Strategic objectives (including KPIs)		Approve, Monitor	Prepare, Deliver	Informed	Informed
2.4	Trust Vision and Values		Approve, Monitor	Prepare, Deliver	Monitor	Deliver
2.5	Governance Structure (including annual review)		Approve, Monitor	Prepare, Deliver	Consulted, Informed	Consulted, Informed
2.6	Scheme of Delegation (including annual review)		Approve	Prepare, Monitor	Consulted, Deliver	Consulted, Deliver
2.7	Trust Board Committees		Approve, Monitor	Prepare, Deliver		
2.8	Trust Intervention Board		Approve, Monitor	Prepare, Deliver	Consulted, Deliver	Informed
2.9	Terms of reference (for VTB, School Governance Boards and all VTB Committees)		Approve, Monitor	Prepare, Deliver	Deliver	
2.10	School Improvement Plan (To reflect school strengths and development needs - SEF)			Approve	Informed, Monitor	Prepare, Deliver

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
2.11	Trust Rapid Improvement Plan (TRIP)		Informed	Approve, Prepare	Monitor, Informed	Deliver
2.12	Team Around the School Plan (TAS)		Informed	Approve, Deliver, Monitor	Informed	Deliver
2.13	Mandatory Policies		Approve		Informed, Monitor	Deliver
2.14	Mandatory Trust Policies		Approve	Prepare	Informed, Monitor	Deliver
2.15	Mandatory Trust Model Policies		Approve	Prepare	Approve (school personalisation)	Prepare (school personalisation)
2.16	School Policies				Approve, Monitor	Prepare, Deliver
2.17	Annual performance and effectiveness of Multi Academy Trust at all levels	Approve	Monitor	Deliver		
2.18	Annual self-review of Local Governance		Informed	Informed, Monitor	Prepare, Deliver	
2.19	SGB Development Plan		Informed	Informed, Monitor	Prepare, Deliver	
2.20	Engagement and compliance with Diocese, ESFA, DFE, and auditors	Informed	Deliver	Deliver, Consulted	Informed	Deliver
2.21	Compliance with Equalities Act		Deliver	Deliver	Deliver, monitor	Deliver
2.22	Engagement with Ofsted and SIAMS		Informed, Deliver	Deliver	Deliver	Deliver
2.23	Trust Annual AGM (including annual accounts)	Approve	Prepare, Deliver	Consulted		
2.24	Growth strategy, including due diligence and joining of new Schools to the Trust	Consulted	Approve, Monitor	Deliver	Informed	Informed
2.25	RISK management and control (Trust)		Approve, Monitor	Deliver, Prepare	Informed	Informed
2.26	RISK management and control (School)			Approve	Consulted, Monitor	Prepare, Deliver
2.27	Website (Trust) is current and compliant - publish specific policies & privacy notices.		Approve	Deliver		
2.28	Website (School) is current and compliant - publish specific policies & privacy notices.				Approve, Monitor	Prepare, Deliver
	Performance					
2.29	Educational performance of all schools		Approve, Informed	Monitor, Consulted	Monitor	Deliver

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
2.30	Stakeholder engagement, including parents		Monitor	Deliver	Informed	Prepare, Deliver
2.31	Review of any external reports and determining any trust wide/school actions		Informed	Deliver	Consulted, Monitor	Consulted, Deliver
2.32	Evaluation of impact of Sports and Pupil Premium Grants			Informed	Monitor	Deliver

3. SAFEGUARDING AND WELLBEING

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	Culture / Ethos					
3.1	Trust safeguarding culture and ethos		Approve	Prepare, Deliver, Monitor	Informed, Monitor	Informed, Deliver, Monitor
	Strategy/Structure					
3.2	Trust Safeguarding and Wellbeing Strategic Plan (including objectives and KPIs)		Approve	Prepare	Informed, Deliver	Informed, Deliver
3.3	Residential Educational Visits				Approve	Prepare, Deliver
3.4	Trust Safeguarding and wellbeing Training		Informed	Prepare, Deliver, Monitor		
3.5	SGB/School Safeguarding and wellbeing Training			Informed, Prepare, Deliver	Monitor	Prepare, Deliver
3.6	LA compliance audits			Informed	Monitor	Deliver
3.7	Trust Safeguarding Compliance Audits		Informed	Prepare, Deliver, Monitor	Informed	Informed

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
3.8	Safeguarding and wellbeing School Reviews			Prepare, Deliver, Monitor	Informed	Deliver, Monitor
	Compliance					
3.9	Trust Staff and Governance SCR compliance		Informed	Prepare, Deliver, Monitor		Informed
3.10	School Staff and SGB, SCR compliance			Informed	Monitor	Prepare, Deliver
3.11	Trust SCR Training and Audit		Informed	Prepare, Deliver, Monitor	Informed	Informed
3.12	Trust-wide pupil attendance recording and monitoring systems		Informed	Prepare, Monitor	Informed	Deliver
3.13	School, pupil attendance registers			Informed	Informed	Deliver, Monitor
	Reporting and monitoring					
3.14	Trust Safeguarding and wellbeing Reports to the VT Board		Approve	Prepare, Deliver		
3.15	Trust Safeguarding and wellbeing monitoring and reporting systems		Informed	Prepare, Monitor	Informed	Deliver
3.16	School Safeguarding Recording Systems (CPOMS)			Monitor	Informed, Monitor	Deliver
	People					
3.17	Safeguarding Trustee		Deliver, Approve	Informed	Informed	Informed
3.18	Safeguarding Link Governor			Informed	Deliver, Approve	Informed
3.19	DSLs and DDSLs			Informed	Informed	Deliver, Approve
3.20	Designated Teacher (Children in Care & with Social Worker)			Informed	Informed	Deliver, Approve
3.21	Educational Visits Co-ordinator			Informed	Informed	Deliver, Approve

4.SCHOOL EFFECTIVENESS

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	Quality of Education including inclusive, sequential curriculum in line with National Curriculum and Trust Funding Agreement					
4.1	School Improvement Guidance			Deliver, Monitor		
4.2	Continuing School Improvement			Informed	Monitor	Deliver
4.3	Collaborate with experienced and well-respected education related professionals.	Informed	Informed	Deliver	Informed	Deliver
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
4.4	Each school is to provide a 'good' level of education to all pupils.		Informed, Monitor	Deliver, Monitor	Consulted	Deliver
4.5	'Good' academic progress and standards while recognising pupils varying starting points.		Informed, Monitor	Deliver, Monitor	Informed	Deliver
4.6	Broad, balanced and diverse curriculum while making reference to the National Curriculum to excite all learners.		Informed, Monitor	Deliver, Monitor	Monitor	Deliver
4.7	Compliance with SEND code of practice		Informed, Monitor	Deliver, Monitor	Monitor	Deliver
4.8	Delivery of EYFS curriculum in line with Statutory requirements		Informed, Monitor	Deliver, Monitor	Monitor	Deliver
4.9	Classroom practice accurately reflects curriculum.			Monitor	Monitor, Informed	Deliver
4.10	Effective and purposeful CPD for all staff to enhance and maintain standards.		Monitor	Deliver	Monitor, Informed	Deliver
4.11	Set, publish and monitor targets for pupil achievement.	Informed	Informed	Monitor, Approve	Informed	Deliver
4.12	Pupil assessment and pupil outcomes.		Informed, Monitor	Monitor	Monitor	Deliver
4.13	Compliance with statutory assessment arrangements			Monitor	Monitor	Deliver
4.14	Effective transition arrangements				Informed, Monitor	Deliver
4.15	Publish the School Information Report for inclusion.				Monitor	Deliver

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
4.16	Establish and maintain professional relationships with external, advisory agencies.			Deliver, Informed	Informed	Deliver
	Personal Development					
4.17	Opportunities for learners to discover and develop talents and interests.					Deliver
4.18	Promote equality of opportunity and diversity.		Deliver	Deliver, Monitor	Deliver, Monitor	Deliver
4.19	Relationships and Behaviour.			Approve, Monitor	Monitor	Deliver
4.20	Respect for British Law challenging discrimination.		Deliver	Deliver, Monitor	Deliver, Monitor	Deliver
4.21	Understanding of fundamental British values and preparing learners for life in modern Britain.				Monitor	Deliver
	Behaviour and Attitudes					
4.22	Suspension of a pupil		Monitor	Informed	Monitor	Approve
4.23	Permanent Exclusion of a pupil		Monitor	Informed, consulted	Informed, Monitor	Approve
4.24	Reinstate a pupil following PEX		Monitor	Informed	Approve	Informed
4.25	Learning environment that is conducive to the promotion of positive quality learning attitudes			Monitor	Monitor	Deliver

5.FINANCE, ESTATES AND OPERATIONS

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	FINANCE					
5.1	External Auditors for the Trust	Informed	Approve	Deliver		
5.2	Internal Auditors for the Trust		Approve	Deliver		
5.3	The Trust Financial Regulations		Approve	Prepare, Deliver		Informed
5.4	The Trust, Pay Policy		Approve	Prepare, Deliver	Informed	Informed

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
5.5	Asset Registers including disposal of Assets comply with Financial Regulations			Prepare, Deliver		
5.6	First formal budget plan in each financial year.		Approve	Deliver	Informed	Prepare
5.7	The Annual Budget Forecast Return.		Approve	Prepare, Deliver		
5.8	Analyse monthly income & expenditure against budget. (including restricted income)		Informed	Deliver		Consulted
5.9	Monthly and Termly Management Accounts	Informed	Approve	Prepare	Informed	Consult
5.10	Contracts in accordance with the VST Finance Regulations.		Approve	Prepare, Deliver		Informed
5.11	Make supplier payments in accordance with the VST Finance Regulations.		Approve	Prepare, Deliver		
5.12	Monthly Payroll			Deliver, Approve		Approve
5.13	The Vine Schools Trust makes 20 or more staff members redundant (Central Team)		Approve	Deliver		Informed
5.14	The Schools makes 20 or more staff members redundant		Approve, consulted	Consulted		Deliver
5.15	Staff Expenses in accordance with the VST Financial Regulations			Approve		Approve
5.16	The Vine Schools Trust makes less than 20 (Central Team) redundant		Informed	Deliver		Informed
5.17	The Schools makes less than 20 staff members redundant			Consulted	Informed	Deliver
5.18	Income generation in accordance with the VST Finance Regulations.		Informed	Deliver	Informed	Deliver
5.19	Investments in accordance with the VST Finance Regulations.		Approve	Deliver		
5.20	Notify financial concerns/vulnerabilities.		Informed, Consulted	Consulted	Deliver	Deliver
5.21	Providing support and challenge to the headteachers in responding to budget concerns raised.		Monitor	Deliver	Informed	Consulted

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	ESTATES					
5.22	Buildings insurance and personal liability.		Informed	Deliver		Informed
5.23	School buildings strategy or master plan		Informed	Prepare, Deliver		Consulted
5.24	Maintain buildings including developing a properly funded maintenance plan.		Informed	Deliver		Consulted
5.25	Capital Programmes in accordance with the VST Finance Regulations.		Approve	Deliver	Informed	Consulted
5.26	Vine Health & Safety Policy & review annual professional reports.		Approve	Consulted	Informed	Deliver
5.27	Security of school premises and equipment		Informed	Consulted	Informed	Deliver
5.28	The Risk Register is reviewed and updated at least termly.		Informed	Consulted	Informed	Deliver
5.29	Each school has a critical incident plan.		Informed	Deliver	Informed	Prepare
	OPERATIONS					
	GDPR					
5.30	Register with ICO.			Deliver		Informed
5.31	Appoint a DPO.		Informed	Deliver	Informed	Informed
5.32	Agreed Strategy and Framework annually.		Approve	Deliver	Informed	Informed
5.33	Senior Information Risk Owner (SIRO) within each school.		Informed	Consulted, Monitor	Informed	Deliver
5.34	Data Protection contact within each school.		Informed	Deliver	Informed	Consulted
5.35	Requests for Information under the GDPR, Freedom of Information and Environmental Information legislation, requests under Data Protection legislation within statutory timescales. Subject access requests		Informed	Deliver	Informed	Consulted
5.36	Data Breaches are dealt with appropriately.		Informed	Deliver, Monitor	Informed	Consulted
5.37	Monitor compliance including Annual Audits and recommendations.		Informed	Deliver	Informed	Informed
5.38	Risk Register to identify and manage Information compliance risks.		Informed	Deliver, Monitor		

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
5.39	Completion of DPIAs for systems (software/hardware) used across the Trust that are processing personal data.			Prepare, Deliver		Consulted
5.40	Mandatory staff training in GDPR and UK Data Protection.		Informed	Deliver, Monitor	Informed	Informed
	IT					
5.41	Appropriate security measures are implemented in each school for IT (i.e. anti-malware /patching, penetration/vulnerability testing, disaster recovery plans, business continuity plans etc)		Informed	Consulted, Deliver	Informed	Informed
5.42	Administer Cyber security training & awareness.		Informed	Deliver	Informed	Informed
5.43	Set up new staff, Governor emails			Deliver		Consulted, Approve
5.44	Set up new staff/student account			Deliver		Consulted, Approve
5.45	Management and implementation of new software		Informed	Deliver, Approve	Informed	Informed
5.46	Planning capital refresh programmes		Informed	Deliver, Approve	Informed	Consulted
5.47	Resetting passwords			Deliver, Monitor		Consulted
5.48	On site visits to schools			Consulted, Deliver	Informed, Monitor	Consulted
5.49	Management of server and network infrastructure			Deliver		Consulted
5.50	Firewall and web filtering services		Informed	Deliver, Approve	Informed	Consulted
5.51	Maintaining laptops and desktops (rebuilding, etc)			Deliver		Consulted
5.52	Managing daily IT support issues			Consulted, Deliver		Consulted
5.53	Dealing with third party suppliers			Deliver		Consulted, Informed
	Key Priorities	**Members**	**VTB (Including**	**CEO & Exec**	**School Governance**	**Headteacher**

			Committees)	Team	Board / TIB	
	Catering					
5.54	The school meals where provided are nutritious			Deliver		Consulted
5.55	The provision of FSM/UIFSM to qualifying pupils.				Informed	Deliver, Approve
5.56	The school meals represent value for money		Informed	Deliver, Consulted	Informed	Consulted
5.57	Meeting food legislation standards (H&S, Food, safety, purchasing)			Consulted, Approve	Informed	Deliver
5.58	Value for money with purchasing (non-food, food)			Consulted		Consulted, Deliver
5.59	Staff to deliver the meals service			Consulted		Deliver, Approve
5.60	Food safety management systems			Approve		Deliver
5.61	Twice yearly menus			Deliver		Consulted
5.62	Induction and on-going catering staff training			Consulted		Deliver
5.63	Annual catering compliance audit			Deliver		
5.64	Performance of catering staff			Informed		Deliver
5.65	Register the food business operation (with Local Food Standards Agency)			Deliver		Informed
5.66	Food safety incidents		Informed	Informed, Consulted	Informed	Deliver

6.HUMAN RESOURCES

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
	Performance management & pay					
6.1	Performance management of CEO		Approve/Deliver			
6.2	Performance management of the Executive Team		Approve, Informed	Deliver		
6.3	Performance management for Headteacher		Informed	Monitor	Prepare, Deliver	

	Key Priorities	Members	VTB (Including Committees)	CEO & Exec Team	School Governance Board / TIB	Headteacher
6.4	Performance management for School staff			Monitor, Deliver	Informed	Prepare, Deliver
6.5	Performance management for Central staff		Informed	Prepare, Deliver		
6.6	Movement to Upper Pay Range (UPR)			Monitor	Approve	Prepare
6.7	Pay for CEO		Approve			
6.8	Pay for Executive Team		Approve, Informed	Prepare		
6.9	Pay awards for Headteacher		Informed	Monitor	Informed	
6.10	Pay awards for Teachers			Monitor	Informed	Prepare
6.11	Pay awards for Support staff				Informed	Prepare
6.12	Pay for Central Team		Informed	Prepare, Approve		
	Complaints					
6.13	Investigate formal parental, community complaints			Informed	Deliver	Consulted, Deliver
6.14	Investigate whistleblowing complaints against School based staff			Consulted	Informed	Deliver
6.15	Investigate whistleblowing complaints against Headteacher		Informed	Consulted	Deliver	
6.16	Investigate whistleblowing complaints against CEO		Deliver, Informed	Consulted		
6.17	Investigate whistleblowing complaints against Executive Team		Informed	Deliver		
6.18	Investigate whistleblowing complaints against Central Team		Informed	Deliver		
6.19	Investigate formal grievance from CEO		Deliver			
6.20	Investigate formal grievance from Executive Team		Deliver			

6.21	Investigate formal grievance from Headteacher		Informed	Informed	Deliver	
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.22	Investigate formal grievance from school-based staff			Informed		Deliver
6.23	Investigate formal grievance from Central Team		Informed	Deliver		
	Recruitment and selection					
6.24	Appoint or remove Trustees	Approve				
6.25	Appoint or remove Chair of Trustees	Approve				
6.26	Appoint or remove Chair of Trust Board Committees		Deliver			
6.27	Appoint or remove School Governance Board Governors, which can be an appointed trustee with the correct skills as required for an interim time, skill set decided by the VTB.		Approve, Deliver	Deliver	Consulted	
6.28	Appoint Chair of School Governance Boards		Approve	Consulted	Deliver, Consulted	
6.29	Appoint or remove Clerks to Trust Board and Trust Board Committees		Approve	Deliver		
6.30	Appoint or remove Clerks to School Governance Boards			Deliver	Consulted	Consulted
6.31	Recruit and induct skilled and experienced Trustees		Approve	Deliver		
6.32	Recruit and induct skilled and experienced SGB Governors		Approve	Deliver	Consulted	Consulted
6.33	Appoint or remove Trust Company Secretary	Approve	Deliver			
6.34	Staffing structure for the Central Team		Approve	Deliver		
6.35	Staffing structure for school-based staff			Informed, Monitor	Monitor	Deliver
6.36	Recruitment of CEO within approved staffing structure		Approve, Deliver	Consulted		
6.37	Recruitment of CFO within approved staffing		Approve, Deliver	Consulted		

	structure					
6.38	Recruitment of the Executive Team within approved staffing structure		Approve	Deliver		
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.39	Recruitment and appointment of Headteachers within approved staffing structure		Approve	Prepare, Deliver	Approve, Deliver	
6.40	Recruitment of other school-based staff within approved staffing structure			Informed		Deliver
6.41	Recruitment of central staff within approved staffing structure			Deliver		
6.42	Recruitment of Accounting Officer	Approve	Consulted, Deliver			
	Absence Management					
6.43	Return to work meetings for CEO		Deliver	Consulted		
6.44	Return to work meetings for Executive Team			Deliver		
6.45	Return to work meetings for Headteachers				Deliver	
6.46	Return to work meetings for School based staff					Deliver
6.47	Return to work meetings for Central staff			Deliver		
6.48	Informal monitoring review for CEO		Deliver	Consulted		
6.49	Informal monitoring review for Executive Team			Deliver		
6.50	Informal monitoring review for Headteachers			Consulted	Deliver	
6.51	Informal monitoring review for School based staff					Deliver
6.52	Informal monitoring review for Central staff			Deliver		
6.53	Formal sickness hearings for CEO		Deliver	Consulted		
6.54	Formal sickness hearings for Executive Team		Informed	Deliver		
6.55	Formal sickness hearings for Headteachers		Informed	Consulted	Deliver	
6.56	Formal sickness hearings for School based staff				Informed	Deliver

6.57	Formal sickness hearings for Central Team		Informed	Deliver		
6.58	Sickness dismissals CEO		Deliver	Consulted		
6.59	Sickness dismissals Executive Team		Informed	Deliver		
6.60	Sickness dismissals Headteachers		Informed	Consulted	Deliver	
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.61	Sickness dismissals School based staff			Consulted	Informed	Deliver
6.62	Sickness dismissals Central Team		Informed	Deliver		
6.63	Leave of Absence for CEO		Deliver	Consulted		
6.64	Leave of Absence for Executive Team			Approve		
6.65	Leave of Absence for Headteachers				Approve	
6.66	Leave of Absence for School based staff					Approve
6.67	Leave of Absence for Central Team			Approve		
	Onboarding					
6.68	Probation for CEO		Deliver			
6.69	Probation for Executive Team			Deliver		
6.70	Probation for Headteachers				Deliver	
6.71	Probation for School based staff					Deliver
6.72	Probation for Central Team			Deliver		
6.73	Terminating probation for CEO		Deliver	Consulted		
6.74	Terminating probation for Executive Team		Informed	Deliver		
6.75	Terminating probation for Headteacher		Informed	Consulted	Deliver	
6.76	Terminating probation for School based staff			Consulted	Informed	Deliver
6.77	Terminating probation for Central Team		Informed	Deliver		
6.78	Induction of CEO		Deliver	Consulted		
6.79	Induction of Executive Team			Deliver		

6.80	Induction of Headteachers				Deliver	
6.81	Induction of School based staff					Deliver
6.82	Induction of Central Team			Deliver		
6.83	Induction of Governors			Deliver		
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.84	Single Central Record is up to date at all times for Central Team		Monitor	Deliver		
	Organisation change					
6.85	Proposals for restructure consultation for School based staff			Consulted, Prepare	Approve	Deliver
6.86	Proposals for restructure consultation for Central Team		Approve	Prepare, Deliver		
6.87	Restructure consultation with School based staff			Prepare, Consulted		Deliver
6.88	Restructure consultation with Central Team		Informed	Deliver, Consulted		
6.89	Restructure proposals following consultation for School based staff			Approve	Informed	Deliver
6.90	Restructure proposals following consultation for Central Team		Approve			
	Flexible working					
6.91	Flexible working requests for CEO		Approve	Consulted		
6.92	Flexible working requests for Executive Team			Approve		
6.93	Flexible working requests for Headteachers				Approve	
6.94	Flexible working requests for School based staff					Approve
6.95	Flexible working requests for Central Team			Approve		
	Discipline					
6.96	Discipline investigations for CEO		Deliver	Consulted		

6.97	Discipline investigations for Executive Team		Informed	Deliver		
6.98	Discipline investigations for Headteacher		Informed	Consulted	Deliver	
6.99	Discipline investigations for School based staff			Consulted	Informed	Deliver
6.100	Discipline investigations for Central Team		Informed	Deliver		
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.101	Suspension and lifting of suspension of CEO		Deliver	Consulted		
6.102	Suspension of Executive Team		Informed	Deliver		
6.103	Suspension of Headteacher		Informed	Consulted	Deliver	
6.104	Suspension of School based staff			Consulted	Informed	Deliver
6.105	Suspension of Central Team		Informed	Deliver		
6.106	Lifting suspension of Executive Team		Deliver	Consulted		
6.107	Lifting suspension of Headteacher		Informed	Deliver	Consulted	
6.108	Lifting suspension of School based staff			Consulted	Deliver	
6.109	Lifting suspension of Central Team		Deliver	Consulted		
6.110	Sanctions short of dismissal of CEO		Deliver	Consulted		
6.111	Sanctions short of dismissal of Executive Team		Informed	Deliver		
6.112	Sanctions short of dismissal of Headteachers		Informed	Consulted	Deliver	
6.113	Sanctions short of dismissal of School based staff			Consulted	Informed	Deliver
6.114	Sanctions short of dismissal of Central Team		Informed	Deliver		
6.115	Dismissal of CEO		Deliver	Consulted		
6.116	Dismissal of Executive Team		Informed	Deliver		
6.117	Dismissal of Headteacher		Informed	Consulted	Deliver	
6.118	Dismissal of School based staff			Consulted	Informed	Deliver
6.119	Dismissal of Central Team		Informed	Deliver		
	Capability					

6.120	Capability process for CEO		Deliver	Consulted		
6.121	Capability process for Executive Team		Informed	Deliver		
6.122	Capability process for Headteacher		Informed	Consulted	Deliver	
6.123	Capability process for School based staff			Consulted	Informed	Deliver
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.124	Capability process for Central Team			Deliver		
6.125	Warnings short of dismissal of CEO		Deliver	Consulted		
6.126	Warnings short of dismissal of Executive Team		Informed	Deliver		
6.127	Warnings short of dismissal of Headteachers		Informed	Consulted	Deliver	
6.128	Warnings short of dismissal of School based staff			Consulted	Informed	Deliver
6.129	Warnings short of dismissal of Central Team			Deliver		
6.130	Dismissal of CEO		Deliver	Consulted		
6.131	Dismissal of Executive Team		Informed	Deliver		
6.132	Dismissal of Headteacher		Informed	Consulted	Deliver	
6.133	Dismissal of School based staff			Consulted	Informed	Deliver
6.134	Dismissal of Central Team		Informed	Deliver		
	Staff exits					
6.135	Exit interviews		Monitor	Prepare, Deliver		
6.136	Ill health retirement for CEO		Deliver	Consulted		
6.137	Ill health retirement for Headteacher		Informed	Consulted	Deliver	
6.138	Ill health retirement for other school-based staff			Consulted	Informed	Deliver
6.139	Ill health retirement for centrally employed staff			Deliver		
6.140	Settlement Agreements for CEO		Deliver	Consulted		
6.141	Settlement Agreements for Executive Team		Informed	Deliver		
6.142	Settlement Agreements for Headteachers		Informed	Deliver	Informed	

6.143	Settlement Agreements for School based staff		Informed	Deliver	Informed	Consulted
6.144	Settlement Agreements for Central Team		Informed	Deliver		
	Appeals process (for all categories) *					
6.145	Hearing appeals concerning CEO		Deliver	Consulted		
	Key Priorities	**Members**	**VTB (Including Committees)**	**CEO & Exec Team**	**School Governance Board / TIB**	**Headteacher**
6.146	Hearing appeals concerning Executive Team		Deliver	Consulted		
6.147	Hearing appeals concerning Headteachers		Deliver	Consulted	Deliver	
6.148	Hearing appeals concerning School based staff		Deliver	Consulted	Deliver	
6.149	Hearing appeals concerning Central Team		Deliver	Consulted		

*Appeals concerning Headteachers and School based staff may be heard by either the Appeal Committee of the SGB, or a panel made up of VTB members. It must be noted that the appeal panel must have no prior knowledge of the case.