



# Terms of Reference

## Responsibilities

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The terms of reference outlines the responsibilities of the Trustees and how these are delegated to committees, the Principal and Business Manager

## Key

Level 1	Full Trust Board/Governing Body
Level 2	A committee of the Trust Board (Governing body)
Level 3	Accounting Officer/Principal
Level 4	Academy Business Manager

## Governance Board

No	KEY FUNCTION	TB/GB	Cttee	Principal	SBM
	<b>BUDGET</b> <a href="#">Charity Commission guidance</a> <a href="#">Academies Financial Handbook</a> <a href="#">Academy Accounts Direction (AAD) 2015</a>				
1.1	Trustees understand their duties as company directors and charity trustees. That they have the skills, knowledge and experience to run the academy trust and ensure appropriate oversight of financial transactions	✓			
1.2	To complete and sign the financial management and governance statement (FMGS) within four months of opening a new academy.	✓			
1.3	Approve budget plan for financial year	✓			
1.4	Have in place sound processes for internal control and risk Management (Risk Register) ensuring a Risk Policy is in place.	✓	✓	✓	
1.5	Appoint an Accounting Officer	✓			
1.6	Appoint a chief financial officer	✓			
1.7	Monitor monthly expenditure		✓	✓	✓
1.11	Establish charging and remissions policy	✓			
1.16	Debts Written off	✓	✓		
1.17	Publish audited accounts on the trust's website by the end of January and file accounts with Companies House	✓	✓	✓	✓
1.18	Be able to assure and show Parliament and the public that public funds have been used for the purposes intended (audit requirements)	✓		✓	
1.21	Draft a budget and submit to the Board for approval. Ensure the budget forecast return outturn is approved by May and the 3 year budget forecast return by July	✓	✓	✓	✓

1.22	Prepare monthly management accounts and share these with the Chair of Trustees every month and with the Board six times per year	✓	✓		✓
<b>2</b>	<b>CONTRACTS</b>	TB/GB	Cttee	Principal	SBM
2.4	Enter into contracts (over £40,000)	✓			
2.5	Authority to accept anything other than the lowest quote	✓	✓	✓	✓
<b>4</b>	<b>PREMISES AND INSURANCE</b>	TB/GB	Cttee	Principal	SBM
4.2	Develop Academy buildings strategy	✓	✓		
<b>6</b>	<b>STAFFING</b>	TB/GB	Cttee	Principal	SBM
6.3	Principal and Vice Principal appointments	✓			
6.7	Dismissal/Suspension of Principal and Vice-Principal (Including ending suspension)	✓			
6.9	Determining staffing requirements	✓	✓	✓	
<b>7</b>	<b>CURRICULUM</b>	TB/GB	Cttee	Principal	SBM
7.6	Decide which subject options will be taught, including activities outside the Academy day  Guidance: <a href="#">Careers guidance and inspiration in schools</a> Legislation: <a href="http://www.legislation.gov.uk/ukpga/2011/21/contents">http://www.legislation.gov.uk/ukpga/2011/21/contents</a>	✓	✓	✓	
7.9	<b>To approve a policy for Special Education Needs and arrange to publish online information about the policy</b>  Statutory Guidance: <a href="#">SEND code of practice</a> Legislation: <a href="#">The Children and Families Act: Section 69</a> and <a href="#">The Special Educational Needs and Disability Regulations 2014</a>	✓			
<b>10</b>	<b>ADMISSIONS (Statutory in bold)</b>  Statutory Guidance: <a href="#">School admissions code</a> Legislation: <a href="#">Section 88C of the School Standards and Framework Act 1998</a> and the <a href="#">Schools Admissions Code</a>	TB/GB	Cttee	Principal	SBM
10.1	Consult annually before setting an Admissions Policy	✓	✓	✓	
<b>13</b>	<b>ACADEMY ORGANISATION</b>	TB/GB	Cttee	Principal	SBM
13.1	Set times of Academy day, terms and holidays  <a href="#">Mainstream academy and free school: single funding agreement</a>	✓			
<b>14</b>	<b>INFORMATION FOR PARENTS</b>	TB/GB	Cttee	Principal	SBM
14.1	Ensure that the Academy website meets statutory requirements	✓	✓		

15	GOVERNING BODY PROCEDURES	TB/GB	Cttee	Principal	SBM
15.1	Appoint/Remove the Chair and Vice Chair of the Governing Body	✓			
15.2	Appoint/Dismiss the Clerk to the Governors	✓			
15.3	Hold a full governing body meeting at least three times per year	✓			
15.4	Appoint/remove co-opted governors	✓			
15.5	Set up Register of Governors' Business Interests	✓			
15.6	Approve and set up Governors' Expenses Scheme Model <a href="#">Articles of Association</a>	✓			
15.7	Put in place a Scheme of Delegation showing delegated functions to individuals or committees	✓			
15.8	Regulate the governing body procedures and ensure minutes and papers are distributed within with 7/14 days as determined in the Articles of Association.	✓	✓		
15.9	Publish on its website its annual reports and accounts, current memorandum of association, Articles and funding agreement and the names of its charity trustees and members	✓			
15.11	Ensure the Board has a clear vision supported by an ethos of high expectation	✓			
15.12	Agree and adopt a code of conduct, ideally referencing the Nolan Principles of public life, publishing of trustee information and commitment to continued self-development	✓			
15.13	Appoint an external auditor and ensure the contract is in writing	✓	✓		
15.14	Confirm the internal audit approach that has been applied and why. Ensure this is documented in the governance statement	✓	✓		
15.15	Have adequate insurance cover to comply with legal obligations and funding agreement or opt into DFE's risk protection arrangement	✓	✓		✓
15.16	Manage risk through risk register in line with agree risk policy. Ensure risk recommendations from auditors and management are considered	✓	✓	✓	

16	MAT ISSUES	TB/GB	Cttee	Principal	SBM
16.1	Consider forming a MAT or joining an existing one	✓			
16.2	Leave a MAT	✓			
17	POLICIES	TB/GB	Cttee	Principal	SBM
17.1	To ensure that the policies and procedures adopted by the academy enable pupils of all faiths and one to play a full part in the life of the academy and do not disadvantage pupils or parents of any faith or none <a href="#">Statutory Policies for Schools</a>	✓	✓	✓	
17.2	To ensure a Child Protection policy and safeguarding procedures are in place Statutory guidance: <a href="#">Keeping Children Safe in Education</a>	✓	✓	✓	
17.4	To review and approve the Data Protection Policy Legislation: <a href="#">The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1)</a> . Further information is on the <a href="#">Information Commissioner's Office website</a>	✓	✓	✓	
17.5	To review and approve the Freedom of Information Policy and ensure a publication scheme is in place Legislation: <a href="#">The Freedom of Information Act 2000:Section 19</a> Further information is on <a href="#">the Information Commissioner's Office website</a>	✓	✓	✓	
17.7	To ensure a Whistleblowing policy and appropriate procedures are in place	✓			
17.8	To review and approve the Complaints policy and publish on the website	✓	✓	✓	
17.10	To discuss the adoption of and to keep under review the Staff Discipline policy, Staff Grievance Policy and Staff code of conduct	✓	✓	✓	
17.11	To review and implement the statutory procedures for dealing with allegations of abuse against staff. This aligns with the safeguarding policy in place	✓	✓		

## Resource Committee

No	KEY FUNCTION	TB/GB	Cttee	Principal	SBM
	<b>BUDGET</b> <a href="#">Charity Commission guidance</a> <a href="#">Academies Financial Handbook</a> <a href="#">Academy Accounts Direction (AAD) 2015</a>				
1.4	Have in place sound processes for internal control and risk Management (Risk Register) ensuring a Risk Policy is in place.	✓	✓	✓	
1.7	Monitor monthly expenditure		✓	✓	✓
1.16	Debts Written off	✓	✓		
1.17	Publish audited accounts on the trust's website by the end of January and file accounts with Companies House	✓	✓	✓	✓
1.19	To ensure efficiency and value for money through regular benchmarking and consideration of collaboration on the employment of staff and joint purchases.		✓	✓	
1.21	Draft a budget and submit to the Board for approval. Ensure the budget forecast return outturn is approved by May and the 3 year budget forecast return by July	✓	✓	✓	✓
1.22	Prepare monthly management accounts and share these with the Chair of Trustees every month and with the Board six times per year	✓	✓		✓
<b>2</b>	<b>CONTRACTS</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
2.3	Enter into contracts (between £20,001 and £40,000)		✓		
2.5	Authority to accept anything other than the lowest quote	✓	✓	✓	✓
<b>4</b>	<b>PREMISES AND INSURANCE</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
4.2	Develop Academy buildings strategy	✓	✓		
4.3	Procure and maintain buildings including properly funded maintenance plan		✓		✓
<b>5</b>	<b>EXTRA CURRICULAR/TRADING ACTIVITIES</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
5.1	Decide to offer additional activities and what form these should take (including community use and charging policy)		✓	✓	
5.3	Cease providing extra-curricular /trading activities		✓		

6	STAFFING	TB/GB	Cttee	Principal	SBM
6.2	Ensure that staff and governors are fully aware of their responsibilities regarding safer recruitment and have completed the necessary training. <a href="#">Keeping children safe in education</a>		✓	✓	
6.5	Pay Policy (including discretions)		✓	✓	
6.9	Determining staffing requirements	✓	✓	✓	
6.10	Dismissal payments/early retirement		✓		
10	ADMISSIONS (Statutory in bold)	TB/GB	Cttee	Principal	SBM
	Statutory Guidance: <a href="#">School admissions code</a> Legislation: <a href="#">Section 88C of the School Standards and Framework Act 1998</a> and the <a href="#">Schools Admissions Code</a>				
10.1	<b>Consult annually before setting an Admissions Policy</b>	✓	✓	✓	
10.4	<b>Admissions: applications decisions</b>		✓		
12	HEALTH AND SAFETY (Statutory in bold)	TB/GB	Cttee	Principal	SBM
	Legislation: <a href="#">The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4</a> Risk Assessments: <a href="#">The Management of Health and Safety at Work Regulations 1999: SI 1999/3242</a>				
12.1	<b>To review, approve and implement a Health &amp; Safety Policy and ensure all relevant health and safety legislation including assurance that fire safety precautions are suitable and risk assessed annually</b>		✓	✓	
12.2	<b>Ensure that health and safety regulations are followed and include an annual inspection of premises and grounds</b>		✓	✓	
12.3	To monitor and report regularly on property matters including the monitoring of contracts for minor works related to improvements or repairs to buildings or grounds		✓		✓
12.4	To approve an annual plan for Educational Visits and monitor and confirm arrangements for risk assessments		✓		
14	INFORMATION FOR PARENTS	TB/GB	Cttee	Principal	SBM
14.1	<b>Ensure that the Academy website meets statutory requirements</b>	✓	✓		

<b>15</b>	<b>GOVERNING BODY PROCEDURES</b>				
15.8	Regulate the governing body procedures and ensure minutes and papers are distributed within with 7/14 days as determined in the Articles of Association.	✓	✓		
15.13	Appoint an external auditor and ensure the contract is in writing	✓	✓		
15.14	Confirm the internal audit approach that has been applied and why. Ensure this is documented in the governance statement	✓	✓		
15.15	Have adequate insurance cover to comply with legal obligations and funding agreement or opt into DFE's risk protection arrangement	✓	✓		✓
15.16	Manage risk through risk register in line with agree risk policy. Ensure risk recommendations from auditors and management are considered	✓	✓	✓	
15.17	Agree a programme of work to provide assurance on financial controls and risks including internal audit		✓		
<b>17</b>	<b>POLICIES</b> <a href="#">Statutory Policies for Schools</a>				
17.1	To ensure that the policies and procedures adopted by the academy enable pupils of all faiths and one to play a full part in the life of the academy and do not disadvantage pupils or parents of any faith or none	✓	✓	✓	
17.4	To review and approve the Data Protection Policy  Legislation: <a href="#">The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1)</a> . Further information is on the <a href="#">Information Commissioner's Office website</a>	✓	✓	✓	
17.5	To review and approve the Freedom of Information Policy and ensure a publication scheme is in place  Legislation: <a href="#">The Freedom of Information Act 2000:Section 19</a> Further information is on <a href="#">the Information Commissioner's Office website</a>	✓	✓	✓	
17.8	To review and approve the Complaints policy and publish on the website	✓	✓	✓	
17.9	To review and approve the statutory academy Charging and Remission policy		✓		



	<b>and to arrange for it to be published on-line</b>				
<b>17.10</b>	<b>To discuss the adoption of and to keep under review the Staff Discipline policy, Staff Grievance Policy and Staff code of conduct</b>	✓	✓	✓	
<b>17.11</b>	<b>To review and implement the statutory procedures for dealing with allegations of abuse against staff. This aligns with the safeguarding policy in place</b>	✓	✓		

## Standards Committee

6	STAFFING	TB/GB	Cttee	Principal	SBM
6.1	<p>Ensure that a central record of recruitment and vetting checks is kept and updated and includes whether a check was made to establish that an individual is not subject to a prohibition order of an interim prohibition order</p> <p>Legislation: <a href="#">Independent Schools Standards Regulations 2010</a>            Guidance: <a href="#">Disqualification under the Childcare Act 2006</a>  <a href="#">Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools February 2015</a></p>		✓	✓	
6.2	<p>Ensure that staff and governors are fully aware of their responsibilities regarding safer recruitment and have completed the necessary training.</p> <p><a href="#">Keeping children safe in education</a></p>		✓	✓	
6.11	Review and implement the Teacher Appraisal Policy		✓	✓	
7	CURRICULUM (Statutory in bold)	TB/GB	Cttee	Principal	SBM
7.1	<p><b>Establish and implement a broad and balanced curriculum that satisfies the requirements of section 78 of the Education Act 2001</b></p> <p>Legislation: <a href="#">Academies Act 2010</a></p>		✓	✓	
7.2	Approval of the Curriculum Policy		✓		
7.3	Responsibility for standards of teaching			✓	
7.5	<p><b>Review arrangements for reporting annually to parents on learning</b></p> <p><a href="#">reporting annually to parents</a></p>		✓		
7.6	<p>Decide which subject options will be taught, including activities outside the Academy day</p> <p>Guidance: <a href="#">Careers guidance and inspiration in schools</a>            Legislation: <a href="http://www.legislation.gov.uk/ukpga/2011/21/contents">http://www.legislation.gov.uk/ukpga/2011/21/contents</a></p>	✓	✓	✓	
7.10	<p><b>To develop and agree a teaching and learning policy for the Academy to include the teaching of and a support for fundamental British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs.</b></p>		✓	✓	

7.11	To monitor and evaluate the effectiveness of provision for children looked after  Statutory guidance: <a href="#">The role and responsibilities of the designated teacher for looked after children</a>		✓	✓	
7.12	<b>Review, approve and monitor the policy for Supporting Pupils at Academy with Medical Conditions and ensure that statutory guidance is followed</b>  Statutory guidance: <a href="#">Supporting pupils at school with medical conditions</a>		✓	✓	
7.13	Monitor and evaluate the effectiveness of provision for the welfare of children with special education needs and disabilities (SEND) by appointing a 'responsible person'  <a href="#">The Children and Families Act: Section 69</a> and <a href="#">The Special Educational Needs and Disability Regulations 2014</a>		✓	✓	
7.14	Monitor and evaluate standards and progress		✓	✓	
7.15	Monitor the impact of Pupil Premium, 16-19 bursary and other funding  DfE Guidance: <a href="#">16-19 bursary</a>		✓	✓	
<b>8</b>	<b>PERFORMANCE MANAGEMENT (Statutory in bold)</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
8.1	<b>Establish performance management policy</b>		✓		
8.2	Implement and review Performance Management policy for Principal  <a href="#">The School Staffing (England) Regulations 2009</a> <a href="#">The School Staffing (England) (Amendment) Regulations 2013</a>		✓		
<b>9</b>	<b>DISCIPLINE/EXCLUSIONS (Statutory in bold)</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
9.3	To monitor exclusions and the support available pre and post exclusions with regard to integration and wellbeing  Statutory Guidance: <a href="#">Exclusion from maintained schools, Academies and pupil referral units</a> Legislation: <a href="#">Education and Inspections Act 2006: Section 88</a>		✓		
<b>10</b>	<b>ADMISSIONS (Statutory in bold)</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
10.2	<b>To ensure a register of pupils' admission to Academy is in place</b>  Legislation: <a href="#">Section 88C of the School Standards and Framework Act 1998</a> and the <a href="#">Schools Admissions Code</a>		✓	✓	

10.3	<b>To ensure a register of pupils' attendance is in place</b> Legislation: <a href="#">The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751)</a> as subsequently amended: <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2010</a> and The Education (Pupil Registration) (England) (Amendment) Regulations 2013		✓	✓	
14	<b>INFORMATION FOR PARENTS</b>	TB/GB	Cttee	Principal	SBM
14.2	Monitor and evaluate partnerships with children, staff, parents and carers		✓	✓	
15	<b>GOVERNING BODY PROCEDURES (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
15.8	<b>Regulate the governing body procedures and ensure minutes and papers are distributed within with 7/14 days as determined in the Articles of Association.</b>	✓	✓		
15.16	<b>Manage risk through risk register in line with agree risk policy.</b>	✓	✓	✓	
15.18	<b>To ensure the academy promotes children and young people's emotional health and wellbeing</b>		✓	✓	
15.19	<b>Ensure academy promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development requirements</b>		✓	✓	
17	<b>POLICIES (Statutory in bold)</b> <a href="#">Statutory Policies for Schools</a>	TB/GB	Cttee	Principal	SBM
17.1	<b>To ensure that the policies and procedures adopted by the academy enable pupils of all faiths and one to play a full part in the life of the academy and do not disadvantage pupils or parents of any faith or none</b>	✓	✓	✓	
17.2	<b>To ensure a Child Protection policy and safeguarding procedures are in place (must be ratified by full governing body)</b> Statutory guidance: <a href="#">Keeping Children Safe in Education</a>	✓	✓	✓	
17.3	<b>Ensure safeguarding arrangements are in place to keep pupils free from the dangers of radicalisation and extremism and understand how these are checked and monitored</b> Statutory guidance: <a href="#">Prevent Duty Guidance: for England and Wales</a>		✓	✓	

17.6	<p><b>To ensure the Academy meets the requirements of Equality Act 2010 and that the Academy publishes and informs parents of its Equality Information and Objectives Statement</b></p> <p>Legislation: <a href="#">Equality Act 2010: Schedule 10, Paragraph 3</a> and <a href="#">Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations 2005</a></p>		✓	✓	
17.12	<p><b>To develop and approve a behaviour policy and to arrange for this to be published on-line</b></p> <p><a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></p>		✓	✓	
17.13	<p><b>To review, approve and monitor the Sex and Relationships Education policy</b></p> <p>Statutory Guidance: <a href="https://www.gov.uk/government/publications/sex-and-relationship-education">https://www.gov.uk/government/publications/sex-and-relationship-education</a></p> <p>Legislation: <a href="#">The Education Act 1996: Section 404</a></p>		✓	✓	
17.14	<p><b>To create, implement and monitor a work and families policy</b></p>		✓	✓	

## Principal

No	KEY FUNCTION	TB/GB	Cttee	Principal	SBM
	<b>BUDGET (Statutory in bold)</b> <a href="#">Charity Commission guidance</a> <a href="#">Academies Financial Handbook</a> <a href="#">Academy Accounts Direction (AAD) 2015</a>				
1.4	<b>Have in place sound processes for internal control and risk Management (Risk Register) ensuring a Risk Policy is in place.</b>	✓	✓	✓	
1.7	Monitor monthly expenditure		✓	✓	✓
1.8	Virements between and within budget heads (£0 - £20,000)			✓	
1.12	Purchase Card Transaction Approval			✓	✓
1.13	Raising Income Accounts			✓	✓
1.14	Lettings Income			✓	✓
1.15	Academy Fund/Trips			✓	✓
1.17	<b>Publish audited accounts on the trust's website by the end of January and file accounts with Companies House</b>	✓	✓	✓	✓
1.18	<b>Be able to assure and show Parliament and the public that public funds have been used for the purposes intended (audit requirements)</b>	✓		✓	
1.19	To ensure efficiency and value for money through regular benchmarking and consideration of collaboration on the employment of staff and joint purchases.		✓	✓	
1.20	To submit an electronic claim form to claim funding for national non-domestic rates (NNDR) <a href="#">electronic claim form</a> <a href="#">national non-domestic rates</a>			✓	✓
1.21	Draft a budget and submit to the Board for approval. Ensure the budget forecast return outturn is approved by May and the 3 year budget forecast return by July	✓	✓	✓	✓
<b>2</b>	<b>CONTRACTS</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
2.1	<b>Miscellaneous financial decisions up to £20,000 value – refer to Financial Regulations Manual</b>			✓	✓
2.2	<b>Enter into contracts (up to £20,000)</b>			✓	
2.5	<b>Authority to accept anything other than the lowest quote</b>	✓	✓	✓	✓

3	CASH FLOW (Statutory in bold)	TB/GB	Cttee	Principal	SBM
3.1	Authorisation of Invoices			✓	✓
3.2	Bank Account transfers to/from Swift/Current Account				✓
3.3	Bank Account payment authorisation: Payroll/BACS/CHAPS/Cheques			✓	✓
3.4	Petty Cash Claims Input			✓	✓
3.5	Petty Cash Approval			✓	
5	EXTRA CURRICULAR/TRADING ACTIVITES (Statutory in bold)	TB/GB	Cttee	Principal	SBM
5.1	Decide to offer additional activities and what form these should take (including community use and charging policy)		✓	✓	
5.2	Put in place and ensure sustainability of services to be provided			✓	✓
6	STAFFING	TB/GB	Cttee	Principal	SBM
6.1	<p><b>Ensure that a central record of recruitment and vetting checks is kept and updated and includes whether a check was made to establish that an individual is not subject to a prohibition order of an interim prohibition order</b></p> <p>Legislation: <a href="#">Independent Schools Standards Regulations 2010</a>  Guidance: <a href="#">Disqualification under the Childcare Act 2006</a>  <a href="#">Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools February 2015</a></p>		✓	✓	
6.2	<p>Ensure that staff and governors are fully aware of their responsibilities regarding safer recruitment and have completed the necessary training.</p> <p><a href="#">Keeping children safe in education</a></p>		✓	✓	
6.4	All other staff appointments			✓	
6.5	Pay Policy (including discretions)		✓	✓	
6.8	Dismissal/Suspension of other staff (Including ending suspension)			✓	
6.9	Determining staffing requirements	✓	✓	✓	
6.11	Review and implement the Teacher Appraisal Policy		✓	✓	

7	CURRICULUM	TB/GB	Cttee	Principal	SBM
7.1	<p><b>Establish and implement a broad and balanced curriculum that satisfies the requirements of section 78 of the Education Act 2001</b></p> <p>Legislation: <a href="#">Academies Act 2010</a></p>		✓	✓	
7.3	Responsibility for standards of teaching			✓	
7.6	<p>Decide which subject options will be taught, including activities outside the Academy day</p> <p>Guidance: <a href="#">Careers guidance and inspiration in schools</a></p> <p>Legislation: <a href="http://www.legislation.gov.uk/ukpga/2011/21/contents">http://www.legislation.gov.uk/ukpga/2011/21/contents</a></p>	✓	✓	✓	
7.7	Responsibility for individual child's education ie Pupil Premium/SEND			✓	
7.10	<p><b>To develop and agree a teaching and learning policy for the Academy to include the teaching of and a support for fundamental British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs.</b></p>		✓	✓	
7.11	<p>To monitor and evaluate the effectiveness of provision for children looked after</p> <p>Statutory guidance: <a href="#">The role and responsibilities of the designated teacher for looked after children</a></p>		✓	✓	
7.12	<p><b>Review, approve and monitor the policy for Supporting Pupils at Academy with Medical Conditions and ensure that statutory guidance is followed</b></p> <p>Statutory guidance: <a href="#">Supporting pupils at school with medical conditions</a></p>		✓	✓	
7.13	<p>Monitor and evaluate the effectiveness of provision for the welfare of children with special education needs and disabilities (SEND) by appointing a 'responsible person'</p> <p><a href="#">The Children and Families Act: Section 69</a> and <a href="#">The Special Educational Needs and Disability Regulations 2014</a></p>		✓	✓	
7.14	Monitor and evaluate standards and progress		✓	✓	
8	PERFORMANCE MANAGEMENT (Statutory in bold)	TB/GB	Cttee	Principal	SBM
8.3	Implement Performance Management for all other staff			✓	



9	<b>DISCIPLINE/EXCLUSIONS (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
9.2	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination  Statutory Guidance: <a href="#">Exclusion from maintained schools, Academies and pupil referral units</a> Legislation: <a href="#">Education and Inspections Act 2006: Section 88</a>			✓	
9.4	Direct reinstatement of excluded students			✓	
10	<b>ADMISSIONS (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
10.1	<b>Consult annually before setting an Admissions Policy</b>	✓	✓	✓	
10.2	<b>To ensure a register of pupils' admission to Academy is in place</b>  Legislation: <a href="#">Section 88C of the School Standards and Framework Act 1998</a> and the <a href="#">Schools Admissions Code</a>			✓	
10.3	<b>To ensure a register of pupils' attendance is in place</b>  Legislation: <a href="#">The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751)</a> as subsequently amended: <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2010</a> and <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2013</a>			✓	
10.4	<b>Admissions: applications decisions</b>			✓	
11	<b>COLLECTIVE WORSHIP (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
11.1	<b>Ensure the provision of the teaching of religious education and a daily act of collective worship at the academy</b>			✓	
12	<b>HEALTH AND SAFETY (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
	Legislation: <a href="#">The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751)</a> as subsequently amended: <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2010</a> and <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2013</a>				
12.1	<b>To review, approve and implement a Health &amp; Safety Policy and ensure all relevant health and safety legislation including assurance that fire safety precautions are suitable and risk assessed annually</b>		✓	✓	
12.2	<b>Ensure that health and safety regulations are followed and include an annual inspection of premises and grounds</b>		✓	✓	

13	<b>ACADEMY ORGANISATION (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
13.2	<b>Ensure that Academy meets 380 sessions per Academy year</b>			✓	
13.3	<b>Ensure that Academy lunches and/or other food meets DfE standards</b>  Departmental advice: ( <a href="#">The Education(nutritional Standards and Requirements for School) (England) Regulations 2014</a> ).			✓	
14	<b>INFORMATION FOR PARENTS</b>	TB/GB	Cttee	Principal	SBM
14.2	Monitor and evaluate partnerships with children, staff, parents and carers		✓	✓	
15	<b>GOVERNING BODY PROCEDURES (Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
15.18	<b>To ensure the academy promotes children and young people’s emotional health and wellbeing</b>		✓	✓	
15.19	<b>Ensure academy promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development requirements</b>		✓	✓	
15.10	<b>Ensure governor details are up to date on Edubase</b>			✓	
17	<b>POLICIES (Statutory in bold)</b> <a href="#">Statutory Policies for Schools</a>	TB/GB	Cttee	Principal	SBM
17.1	<b>To ensure that the policies and procedures adopted by the academy enable pupils of all faiths and one to play a full part in the life of the academy and do not disadvantage pupils or parents of any faith or none</b>	✓	✓	✓	
17.2	<b>To ensure a Child Protection policy and safeguarding procedures are in place (must be ratified by full governing body)</b>  Statutory guidance: <a href="#">Keeping Children Safe in Education</a>	✓	✓	✓	
17.3	<b>Ensure safeguarding arrangements are in place to keep pupils free from the dangers of radicalisation and extremism and understand how these are checked and monitored</b>  Statutory guidance: <a href="#">Prevent Duty Guidance: for England and Wales</a>		✓	✓	
17.4	<b>To review and approve the Data Protection Policy</b>  Legislation: <a href="#">The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1)</a> . Further information is on the <a href="#">Information Commissioner’s Office website</a>	✓	✓	✓	

17.5	<p><b>To review and approve the Freedom of Information Policy and ensure a publication scheme is in place</b></p> <p>Legislation: <a href="#">The Freedom of Information Act 2000:Section 19</a> Further information is on <a href="#">the Information Commissioner's Office website</a></p>	✓	✓	✓	
17.6	<p><b>To ensure the Academy meets the requirements of Equality Act 2010 and that the Academy publishes and informs parents of its Equality Information and Objectives Statement</b></p> <p>Legislation: <a href="#">Equality Act 2010: Schedule 10, Paragraph 3</a> and <a href="#">Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations 2005</a></p>		✓	✓	
17.8	<p><b>To review and approve the Complaints policy and publish on the website</b></p>	✓	✓	✓	
17.10	<p><b>To discuss the adoption of and to keep under review the Staff Discipline policy, Staff Grievance Policy and Staff code of conduct</b></p>	✓	✓	✓	
17.12	<p><b>To develop and approve a behaviour policy and to arrange for this to be published on-line</b></p> <p><a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></p>		✓	✓	
17.13	<p><b>To review and approve the Sex and Relationships Education policy</b></p> <p>Statutory Guidance: <a href="https://www.gov.uk/government/publications/sex-and-relationship-education">https://www.gov.uk/government/publications/sex-and-relationship-education</a> Legislation: <a href="#">The Education Act 1996: Section 404</a></p>		✓	✓	
17.14	<p><b>To create, implement and monitor a work and families policy</b></p>		✓	✓	

## Bursar

No	KEY FUNCTION				
	<b>BUDGET(Statutory in bold)</b> <a href="#">Charity Commission guidance</a> <a href="#">Academies Financial Handbook</a> <a href="#">Academy Accounts Direction (AAD) 2015</a>	TB/GB	Cttee	Principal	SBM
1.7	Monitor monthly expenditure		✓	✓	✓
1.12	Purchase Card Transaction Approval			✓	✓
1.13	Raising Income Accounts			✓	✓
1.14	Lettings Income			✓	✓
1.15	Academy Fund/Trips			✓	✓
1.17	Publish audited accounts on the trust's website by the end of January and file accounts with Companies House	✓	✓	✓	✓
1.20	To submit an electronic claim form to claim funding for national non-domestic rates (NNDR) <a href="#">electronic claim form</a> <a href="#">national non-domestic rates</a>			✓	✓
1.21	Draft a budget and submit to the Board for approval. Ensure the budget forecast return outturn is approved by May and the 3 year budget forecast return by July	✓	✓	✓	✓
1.22	Prepare monthly management accounts and share these with the Chair of Trustees every month and with the Board six times per year	✓	✓		✓
<b>2</b>	<b>CONTRACTS(Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
2.1	Miscellaneous financial decisions up to £20,000 value – refer to Financial Regulations Manual			✓	✓
2.5	Authority to accept anything other than the lowest quote	✓	✓	✓	✓
<b>3</b>	<b>CASH FLOW(Statutory in bold)</b>	TB/GB	Cttee	Principal	SBM
3.1	Authorisation of Invoices			✓	✓
3.2	Bank Account transfers to/from Swift/Current Account				✓
3.3	Bank Account payment authorisation: Payroll/BACS/CHAPS/Cheques			✓	✓
3.4	Petty Cash Claims Input			✓	✓
3.6	Petty Cash Reimbursements				✓

<b>4</b>	<b>PREMISES AND INSURANCE(Statutory in bold)</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
4.1	Buildings insurance and personal liability				✓
4.3	Procure and maintain buildings including properly funded maintenance plan		✓		✓
<b>5</b>	<b>EXTRA CURRICULAR/TRADING ACTIVITIES(Statutory in bold)</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
5.2	Put in place and ensure sustainability of services to be provided			✓	✓
<b>12</b>	<b>HEALTH AND SAFETY (Statutory in bold)</b> Legislation: <a href="#">The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751)</a> as subsequently amended: <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2010</a> and <a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2013</a>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
12.3	To monitor and report regularly on property matters including the monitoring of contracts for minor works related to improvements or repairs to buildings or grounds		✓		✓
<b>15</b>	<b>GOVERNING BODY PROCEDURES</b>	<b>TB/GB</b>	<b>Cttee</b>	<b>Principal</b>	<b>SBM</b>
15.15	Have adequate insurance cover to comply with legal obligations and funding agreement or opt into DFE's risk protection arrangement	✓	✓		✓