ACCOUNTABLE - Those who are ultimately **Accountable** for **Tasks** and have the final agreement/sign off.

RESPONSIBLE - Those who have the **Responsibility** to ensure the entire **Task** is completed. There may be a need for input and support from other parties. Some **Aspects** may be delegated - there may be more than one responsible person.

CONSULTED/INFORMED - Those whose opinions and input are sought to assist with the **Tasks** completion or those who are kept **Informed** of progress and completion of the **Task**.

DELEGATED RESPONSIBILITY - Those who have been **Delegated Responsibility** for aspects of the **Task eg LABs, or for executive leaders completion and oversight of entire tasks/ role responsibility**

	DFE/ESFA	Members/Non-Executive Directors / LAB Members					Trust Executive Team			
		Members	Directors	FAR Committee	AS Committee	LAB	CEO	DCEO/DOP	CFOO	Principal
Leadership,Strategy and Culture										
Overal Strategic Planning										
Determine Trust Vision, Mission, Values, Strategy, Key priorities			Accountable			Consulted	Responsible	Consulted	Consulted	Consulted
Approving Trust Financial Targets - To deliver the Trust Strategic Priorities			Accountable	Responsible		Informed	Consulted		Consulted	
Approval and monitoring of all consolidated Trust Budgets			Accountable	Responsible		Informed	Responsible		Delegated	
Accountability Overview										
Scrutiny - Review & challenge progress of the Trust against its strategic objectives and KPIs			Accountable	Delegated	Delegated	Informed	Responsible	Consulted	Consulted	Consulted
Compliance: Funding Agreement - Comply with all obligations including the Academies Handbook	Informed	Informed via Annual accounts	Accountable	Delegated			Responsible		Delegated	Consulted
Identify the major risks that apply to the school or Trust: Operational risks, Financial risks, Change in Government policy or Regulartory risks - Corparate Risk Register			Consulted	Consulted	Consutled		Accountable	Delegated	Delegated	Consulted
Compliance: Financial Oversight - Ensuring appropriate financial controls so that there is Regularity, Probity and value for money in relation to the Management of Public funds	Informed	Informed via Annual accounts	Accountable	Delegated			Accountable		Delegated	Consulted
Completing the register of business interests and put in place a procedure to deal with any Conflicts of Interest and connected party transactions within all tiers of Governance and Executive leadership.		Delegated	Accountable			Delegated	Responsible	Consulted	Consulted	Consulted
Compliance: Regulatory - with all regulations affecting the Trust (including all Charity law, Company law, Employment law and Health and Safety	Informed	Informed via Annual accounts	Accountable				Responsible	Consulted	Responsible	Consulted
Engagement with stakeholders - To Implement a means whereby the School can receive and react to Stakeholder feedback			Informed	Informed	Informed	Delegated	Accountable	Delegated	Consulted	Delegated
Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements for the Trust			Accountable	Delegated	Delegated	Delegated	Responsible	Delegated	Delegated	delegated
To have published the procedures for Whistleblowing			Accountable			Delegated	Responsible	Consulted	Consulted	delegated
Approval of New Schools/Academies joining the Trust and bids to run Free Schools or Basic Needs Schools	Approval required.		Accountable				Responsible	Consulted	Consulted	
Compliance										
The Directors /Members /LAB										
To adopt and comply with the Articles of Association	Informed	Informed	Accountable				Responsible			
Members and Directors - Adhere to the Academies hand book roles and responsibilities		Accountable	Accountable				Consulted	Consulted	Consulted	
Members and Directors - Adhere to the Governance handbook and competency framework		Accountable	Accountable				Consulted	Consulted	Consulted	
Members and Directors - Adhere to the Charity Commission and Companies Act 2016 requirements		Accountable	Accountable				Consulted	Consulted	Consulted	
Amending the Academy Trust Articles of Association:	Informed	Accountable	Responsible				Consulted			
Change the company's name and wind up the company	Informed	Accountable	Responsible				Consulted			
Adhere to the Code of Conduct		Accountable	Accountable			Accountable	Accountable	Accountable	Accountable	Accountable
Adhere to the Seven Principles of Public Life		Accountable	Accountable			Accountable	Accountable	Accountable	Accountable	Accountable
Health and Safety and Risk										
To review Risk Management and maintain a Risk Register			Consulted	Consulted			Accountable	Delegated	Delegated	Consulted

Ensuring the adequacy of Health and Safety practice and Compliance throughout the Trust			Accountable				Responsible	Consulted	Delegated	Delegated
To approve Insurance arrangements				Consulted			Accountable		Delegated	
To review and maintain a Buildings Strategy and Asset Management planning arrangements				Consulted			Accountable	Consulted	Delegated	Consulted
To consider procedures on any Health and Safety issues and the security of premises and equipment				Consulted		Consulted	Accountable	Consulted	Delegated	Delegated
Statutory Website check				Informed			Accountable	Responsible	Delegated	Delegated
Safeguarding										
To ensure the completion of the Single Central record in compliance with Legislation current at the time				Consulted			Accountable	Delegated	Delegated	Responsible
Policies and Training to be kept up to date on Statutory changes, including KCSIE and PREVENT			Accountable			Informed	Responsible	Consulted		Delegated
Ensure compliance with all policies and statutory requirements across different areas			Accountable			Informed	Responsible	Consulted		Delegated
Monitors the effectiveness of the Trust Safeguarding Policy and procedures via internal audit process			Consulted	Accountable		Informed	Responsible	Consulted	Consulted	Delegated
Trust Structures and HR										
Appoint Members to Trust		Accountable					Consulted			
Appoint Non-Executive Directors		Accountable	Responsible				Consulted			
Appoint THAT appointed Governors to the Local Academy Board			Accountable			Delegated	Responsible	Consulted		Delegated
Appoint Chair and Vice-Chair of Academy Board			Consulted			Delegated	Responsible	Consulted		Delegated
Appoint Safeguarding Director			Accountable				Consulted			
Appointment of Clerk - Board and LABs			Accountable				Responsible			
Appointment of the Finance, Audit and Resources Committee			Accountable							
Review of terms of reference for LABs and any Board Committees			Accountable			Consulted	Responsible	Consulted	Consulted	Consulted
Development of Governance Tiers			Accountable			Informed	Responsible	Consulted	Consulted	Consulted
Approval of the Overall structure			Accountable				Responsible	Consulted	Consulted	Informed
HR Policies										
Approval of pay-related HR policies			Accountable				Responsible	Consulted	Delegated	Consulted
Approval of non-pay related HR policies				Accountable			Responsible	Delegated	Consulted	Consulted
Safer recruitment and SCR ensuring all processess are compliant and monitored			Consulted				Accountable	Delegated	Delegated	Delegated
Making Appointments, amending contracts of Employment and Dismissals										
Appoint Chief Executive	Informed		Accountable							
Appoint Chief Financial officer	Informed		Accountable				Responsible			
Appoint Trust Executive Team			Consulted				Accountable		Consulted	
Appoint Tier 1 Leadership (Principal)						Consulted	Accountable	Responsible	Consulted	
Appoint Tier 2 Leadership (VP & AP)							Accountable	Responsible	Consulted	Responsible
Appoint Central Services Staff							Accountable	Consulted	Delegated	
Academy Improvement Staff							Accountable	Delegated	Consulted	
Academy Teaching and other support staff (currently in structure)							Accountable	Consulted	Consulted	
Academy Teaching and other support staff (not in existing structure)							Accountable	Delegated	Delegated	
Dismissal of Staff (Panel of 3 Directors or Governors)			Accountable			Delegated				
Annual Salary Review										
Chief Executive			Accountable							
Trust Executive Team							Accountable			
Tier 1 Leadership (Principal)							Accountable	Consulted	Consulted	
Tier 2 Leadership (VP & AP and other Leadership Roles)							Accountable	Consulted	Consulted	Consulted
Central Services Staff							Accountable		Delegated	
Academy Improvement Staff							Accountable	Delegated	Consulted	
Academy Teaching and other Support Staff							Accountable	Consulted	Delegated	Consulted
Approving Severance Payments, Compensation, ex Gratia payments										
<£50,000 (Academies)				Accountable			Responsible	Consulted	Consulted	

<£50,000 (Central Staff)			Informed	Accountable			Responsible	Consulted	Consulted	
>£50,000	Approval required			Accountable			Responsible	Consulted	Consulted	
ex Gratia	Approval required			Accountable			Responsible	Consulted	Consulted	
Financial oversight										
Accounts and Audit										
Approval of the Financial Statements		Accountable	Responsible	Consulted			Consulted		Consulted	
Appointment of Auditors External - Reviewed every 5 years		Accountable	Responsible	Consulted			Consulted		Consulted	
Appointment of Auditors Internal - Setting scope of work			Consulted	Accountable			Responsible		Consulted	
Approving and monitoring of Budgets										
Central Services (Finance, HR, Admin, Estates)				Consulted			Accountable	Consulted	Delegated	
Central Services (Education)				Constulted			Accountable	Consulted	Delegated	
Central Trust - Executive and Admin				Consulted			Accountable	Consulted	Delegated	
Draft Academy Budget				Consulted			Accountable	Consulted	Delegated	Consulted
Draft Central Budget				Consulted			Accountable	Consulted	Delegated	
Approval and monitoring of all consolidated Trust Budgets			Accountable	Responsible			Accountable	Consulted	Delegated	
Procurement and Financial Controls										
Estates related <£25,000									Accountable	
IT related <£25,000									Accountable	
HR related <£25,000									Accountable	
All other categories <£10,000 (in Academies)									Accountable	Responsible
All other categories <£25,000 (Central Fund)							Accountable		Responsible	
All categories £10,000 <£75,000 (in Academies and Central Trust)							Accountable	Consulted	Responsible	Consulted
Approving ICT renewal programme <£50,000							Accountable		Responsible	
Any order between £75,000 < £150,000				Accountable			Responsible		Consulted	
Any orders over £150,000			Accountable	Consulted			Responsible		Consulted	
Approving Academy CPD funded from the Apprenticeship Levy Fund								Accountable		Responsible
Approving Central Staff CPD funded from the Central Fund							Accountable		Responsible	
Arranging Insurance for the Trust				Informed			Accountable		Delegated	
Related Parties										
Approving supplies to the Trust from related parties <£20,000	Approval required		Accountable	Consulted			Responsible			
Approving supplies to the Trust from related parties >£20,000	Approval required		Accountable	Consulted			Responsible			
Approving novel, contentious and repercussive transactions			Accountable	Consulted			Responsible			
Approving the giving of gifts from Public Funds							Responsible	Consulted	Consulted	
Policy and Management of use of Business charge cards				Accountable					Delegated	
Approving Bank overdrafts/Loans	Approval required		Accountable				Responsible		Consulted	
Making changes to the Bank mandate							Accountable		Responsible	
Property and Assets										
Acquiring of Freehold of land or buildings	Approval required		Accountable	Consulted			Responsible		Consulted	
Disposing of Freehold land or buildings	Approval required		Accountable	Consulted			Responsible		Consulted	
Disposing of Other Assets										
Disposing of other assets <£10,000							Accountable		Responsible	
Disposing of other assets £10,000 <£20,000							Accountable		Responsible	
Disposing of other assets >£20,000				Accountable			Responsible		Consulted	
Taking up a Finance Lease	Approval required			Consulted			Accountable		Responsible	
Taking up a Leasehold or Tenancy Agreement on land and buildings from another party for a term of 7 years or more	Approval required			Consulted			Accountable		Responsible	
Granting a Leasehold interest, including tenancy agreement, of any duration, on land and Buildings to another party	Approval required		Consulted				Accountable		Responsible	
Taking out or granting any other operating lease							Accountable		Responsible	
Approving CIF Bid Applications				Consulted			Accountable		Responsible	
Approving Structural alterations within existing framework of buildings, including erection or removal of fixed partitions in buildings									Accountable	Consulted
Approving the use of Buildings for hire or reward									Accountable	Consulted
Approving the siting of external temporary buildings/containers or outbuildings									Accountable	Consulted
Approving alterations or amendments to any perimeter fencing and/or external signage									Accountable	Consulted
Approving alterations, or amendments to, fire and/or security protection services									Accountable	Consulted

Approving the Business Continuity Plan			Consulted				Accountable	Consulted	Responsible	Consulted
Approving the write off of debts and losses and entering into Guarantees, Indemnities or Letters of Comfort										
<£45,000 per single transition				Accountable			Responsible		Delegated	
>£45,000 <£250,000 per single transaction	Approval required		Accountable				Responsible		Consulted	
Policies										
Approving Statutory Policies			Accountable	Consulted	Consulted	Informed	Responsible	Consulted	Consulted	Consulted
Approving Non-Statutory Policies			Consulted	Consulted	Consulted	Informed	Accountable	Responsible	Responsible	Consulted
Approving Local Policy appendix						Consulted	Accountable	Consulted	Consulted	Responsible
Information Technology /GDPR										
Approving the IT Renewal Program				Consulted			Accountable		Delegated	
Approve changes to IT Infrastructure, system and/or security				Consulted		Informed	Accountable		Responsible	
Approve IT Strategy			Consulted				Accountable		Responsible	
Adopt and review Data Protection Policies and Procedures.			Consulted	Consulted		Informed	Accountable	Consulted	Consulted	Delegated
Approve changes to the Data Retention Policy			Consulted				Accountable		Responsible	
Education										
Curriculum and Standards										
Making significant variations to the Curriculum					Consulted	Informed	Accountable	Responsible		Delegated
Reviewing the effectiveness of the curriculum					Consulted	Informed	Accountable	Delegated		Delegated
Making variations to the length and/or structure of the School day including term dates					Informed	Consulted	Accountable	Consulted	Consulted	Delegated
Approve and monitor the Academy Review Process: Looking at matters such as the Quality of Teaching ensuring appropriate levels of support, challenge and intervention to support the delivery of education outcomes, the Key Performance Indicators setting and reviewing performance of the Trust & the Academies			Informed	Informed	Responsible	Informed	Accountable	Delegated	Consulted	Consulted
Pupil Premium - Reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of Educational outcomes and narrowing the achievement gap. Including the provision of free school meals to those meeting the criteria.			Informed	Informed	Responsible	Delegated	Accountable	Delegated	Responsible	Delegated
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)			Informed	Informed	Responsible	Delegated	Accountable	Delegated		delegated
Behaviour										
To adopt and review the implementation of a behaviour policy, including exclusions and restraint for the schools.			Consulted			Delegated	Accountable	Responsible		Delegated
Dealing with Complaints										
Adopt Trust-wide Complaints Policy and receive reports from the Executive regarding the level of Complaints across the Trust			Consulted			Informed	Accountable	Consulted	Consulted	Delegated
Complaints Stage 1 - As outlinned in the Compliants policy							Accountable	Consulted	Consulted	Delegated
Complaints Stage 2 - As outlinned in the Compliants policy			Informed			Informed	Accountable	Delegated	Deledated	
Complaints Stage 3 - As outlinned in the Compliants policy			Delegated			Delegated	Accountable			Informed
Admissions										
Make changes to Admissions Policy, inc PAN Changes							Accountable	Delegated	Consulted	Consulted
Removal of a Student from the Academy roll without an onward destination and/or elective home education/dual rolling a pupil							Accountable	Consulted		Delegated
Withdrawal of a Student from courses that would mean P8 slots are not filled							Accountable	Consulted		Delegated
To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes							Accountable	Consulted		Delegated
To make arrangements for determining admissions and hearing admission appeals							Accountable	Consulted		
To set the times of School sessions and the dates of School terms and holidays ensuring Compliance with Trust and legislative requirements							Accountable	Consulted		Delegated
SEND										
To review and maintain the Academy specific SEN policy					Consulted	Delegated	Accountable	Consulted		Responsible
Ensure compliance with the Disability Discrimination Act requirements within the school accessibility plan					Consulted	Delegated	Accountable	Consulted		Responsible
Other										
Making changes to the Academy branding			Consulted			Consulted	Accountable	Consulted	Delegated	Consulted
Making changes to the Academy Vision Statement			Consulted			Consulted	Accountable	Consulted		Responsible
Statutory Website check			Consulted	Consulted		Delegated	Accountable			Responsible
Ofsted Preparation			Consulted			Delegated	Accountable	Consulted		Responsible

Making changes to the uniform for students						Consulted	Consulted	Accountable		Responsible
Attendance at Ofsted Inspections			Accountable			Delegated	Responsible	Responsible	Consulted	Responsible