

Governance				
Members	Trustees	LGB Governors	Executive	Headteacher
To review and amend the Articles of Association To change the name of the Academy Trust To receive an annual report from the Trustees and the CEO on the Academy Trust's performance To appoint Trustees to the Board of Trustees in accordance with the Articles To request and receive appropriate information from The Trustees to allow Members to ensure that the governance of the trust is effective.	To review and amend the Scheme of Delegation To review and amend the Constitution and Terms of Reference of Trust Committees To review and amend the Constitution and Terms of Reference of Local Governing Bodies To determine the Constitution, membership and Terms of Reference of the standing committees for each Local Governing Body, other than temporary, ad hoc committees, required to deal with specific issues To determine the Board's Reserved Matters To determine the educational character, mission or ethos of the Trust To appoint a Governance Professional/ Clerk To appoint a Governance Professional/ Clerk with the right knowledge, skills and behaviours in accordance with the Clerking competency framework To review and amend the policies of the Academy Trust To approve the appointment (and removal)	To determine the educational character, mission or ethos of a particular Academy supported by the Headteacher (to the extent that it is not inconsistent with that of the Trust) To appoint (and remove) the Chairs of the Local Governing Bodies (with approval from the Trustees) To appoint (and remove) the Chair and Vice Chair of LGB and members of committees (with approval from the Trustees) To authorise the establishment of temporary, ad hoc committees, required to deal with specific issues (where such committees are required urgently and report subsequently to the Trustees) To appoint a Clerk to the Local Governing Bodies To review and agree any proposed amendments to the policies of the Academy (in line with any Trust prescribed policy)	To attend meetings of the Trustees and to provide a CEO's report To support the appointment process for the Governance Professional/ Clerk and the Governance Professional/ Clerk To secure professional advice on behalf of the Trustees as may be requested To support the Trustees and the Academies in the preparation of Trust-wide and Academy specific policy requirements	To determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Trust) To attend meetings of the LGB and to provide a Headteacher's report To support the appointment process for the LGB Clerk To tailor Academy Trust-wide policies to Academies as recommended by the Executive

	by the LGB members of the Chairs of the Local Governing Bodies To approve the appointment (and removal) by the LGB members of the Vice Chairs of the Local Governing Bodies The Trustees are ultimately responsible for the appointment of Local Governors although they may defer this to LGBs The Trustees have the power to remove Local Governors if they are judged to be acting outside the Code of Conduct for Governors. A process for doing so is set out by the Trust To notify the Education and Skills Funding Agency of any changes to Member, Trustee, and / or LGB appointments in line with the Academy Trust Handbook (as amended from time to time) To ensure robust monitoring is established so that policies and processes are working properly – specifically relating to Child Protection but not exclusively The Trustees have the power to remove governors and/or trustees. A process for doing so is set out elsewhere by the trust.			
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Finance				
Members	Trustees	LGB Governors	Executive	Headteacher
To appoint external auditors To receive the audited accounts	To appoint the Finance Committee (FC). To appoint internal auditors To sign off annual accounts and report To approve the monthly management accounts as prepared by the Chief Financial Operating Officer which set out the Academy Trust's financial performance and position To approve the financial scheme of delegation To approve the annual budget for the Academy Trust To approve any significant changes to the approved budget To monitor income, expenditure, cash flow and balance sheet of the Academy Trust To establish a charging and remissions policy and to keep this under review To appoint an Accounting Officer To ensure proper financial controls are in place To maintain a register of business interests administered by the Governance Professional/ Clerk	To receive the annual budget for each Academy To ensure that each LGB nominates a Finance Governor who will liaise with the CFOO and head of the Academy during the preparation of the budget and subsequent monitoring of income, expenditure and cash flow, thereby being in a position to assure the LGB that proper financial controls are in place. To ensure proper financial controls are in place at the Academy To maintain a register of business interests of the governors administered by the Clerks and supported by the Governance Professional. To ensure provision of free school meals to those pupils meeting the criteria	To prepare the annual budget for the Academy Trust To monitor income, expenditure, cash flow and balance sheet of the Academy Trust To prepare monitoring reports (monthly management accounts) for the Trustees To act as the Accounting Officer To ensure proper financial controls are in place To maintain a register of business interests (of the Executive) administered by the Governance Professional/ Clerk To set up and approve staff expenses for the Executive To open bank accounts	To prepare the annual budget for each Academy in conjunction with the CEO/CFOO To monitor income, expenditure and cash flow of an Academy To receive the monthly management accounts and feedback details to the LGB when appropriate To ensure proper financial controls are in place at the Academy To ensure provision of free school meals to those pupils meeting the criteria To set up and approve staff expenses at the Academy

Contracts				
Members	Trustees	LGB Governors	Executive	Headteacher
To approve any service contracts for Trustees	To adopt an Academy Trust- wide procurement policy To set the delegated levels of authority for contracts To approve contracts with a value above £10, 000 To approve contracts which constitute related party transactions and to notify these to the Education and Skills Funding Agency To obtain approval (where necessary) from the Education and Skills Funding Agency for certain transactions, contracts and / or other agreements including those with related parties in line with the Academy Trust Handbook (as amended from time to time) To set up and approve Trustee expenses	To enter contracts up to the limits of delegation and within an agreed budget. LGB to ensure proper financial controls at the academy. e.g. Proper monitoring by the Head/ Governors, Business Manager or equivalent.	To enter contracts up to the limits of delegation and within an agreed budget To make payments within agreed financial limits	To make payments within agreed financial limits To enter contracts up to the limits of delegation and within an agreed budget To act as a signatory of an Academy specific bank account

Curriculum and standards				
Members	Trustees	LGB Governors	Executive	Headteacher
To receive an annual report from the Trustees and the CEO on standards	To determine an Academy Trust-wide curriculum statement to ensure provision of a balanced and broadly based curriculum and to include: • a prohibition on political indoctrination and a balanced treatment of political issues; and • a written policy on sex and relationship education To ensure that each Academy has a policy on religious education To receive a termly report from the Executive regarding standards	To approve the curriculum proposed by the Head Teacher (to the extent that it is consistent with the Academy Trust-wide statement) To monitor the KPI figures reported from the Headteacher relating to standards	To provide oversight of the implementation of the Academy Trust-wide curriculum statement To provide a termly report to the Trustees regarding standards To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets To monitor the KPI figures reported from the Headteacher relating to standards To be compliant with all aspects of the financial procedure's manual	To be responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements To ensure that the Academy has a policy on Religious Education To set targets for pupil achievement and progress and monitor against targets To write a Headteacher's Report to the LGB and Executive at least once a full term which reports progress towards the SDP and the latest details regarding pupil progress

SEN				
Members	Trustees	LGB Governors	Executive	Headteacher
	To ensure that each Academy has an up to date SEND Inclusion Policy and SEND Information Report.	To review and maintain the Academy's SEND inclusion policy To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements	To ensure that each Academy is implementing its SEND Inclusion Policy To ensure compliance with the Disability Discrimination Act requirements within the Academies	To designate a teacher to be responsible for co-ordinating SEN provision To liaise with the local authority in respect of students who have (or might have) SEND To make provision for SEND pupils with or without a statement of EHC plan To ensure compliance with the Disability Discrimination Act requirements within the Academy

Safeguarding				
Members	Trustees	LGB Governors	Executive	Headteacher
To consider the removal of a Trustee following any substantiated safeguarding, conduct or governance concern in accordance with the Articles of Association and Trust procedures.	To approve annually the Child Protection policy at each Academy To appoint a designated Trustee for Safeguarding To appoint a designated Trustee for Inclusion and SEND, or delegate this responsibility to an appropriate committee, to provide oversight and assurance that effective and consistent inclusive practice is implemented across the Trust To ensure the completion of the single central record To ensure all Trustees have an enhanced Disclosure and Barring Service check and a section 128 check, administered by the To consider the removal of a LGB Governors following any substantiated safeguarding, conduct or governance concern in accordance with the Articles of Association and Trust procedures.	To appoint a designated governor for safeguarding To review and maintain a safeguarding and child protection policy for the Academy To ensure all LGB governors have an enhanced Disclosure and Barring Service check and section 128 check administered by the LGB Clerk and supported by the Governance Professional/ Clerk to Trustees. HR would check that the Governance Professional/ Clerk to Trustees is compliant.	To ensure that each Academy has appointed a designated teacher to support looked after children and previously looked after children	To appoint a designated teacher to support looked after children and previously looked after children and to ensure the role is compliant with statutory guidance and previously looked after children To maintain a single central record To approve off site visits for pupils of more than 24 hours

Behaviour				
Members	Trustees	LGB Governors	Executive	Headteacher
	To review the use of suspensions and permanent exclusions across the Trust	To review and maintain a behaviour policy for the Academy To convene a committee to review the exclusion of a pupil by the Headteacher	To review the overall pattern of suspensions and permanent exclusions and to report on the same to the Trustees	To prepare a behaviour policy for the Academy for review by the LGB To suspend a pupil for a fixed term or to exclude permanently

Admissions				
Members	Trustees	LGB Governors	Executive	Headteacher
	The trustees are ultimately responsible for all matters relating to admissions. The Balcarras Trust is the Admissions Authority for all academies in the trust To ensure that each Academy has an Admissions Policy which is reviewed annually and approved by the trustees	To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes To make arrangements for determining admissions and hearing admission appeals	To provide oversight of and support of the implementation of the admissions arrangements across the Academy Trust	To provide direction to the LGB as to requirements under the School Admissions and Appeals Codes To make arrangements for determining admissions and hearing admission appeals To participate in the local admissions forum To ensure participation in the fair access protocol

Pupil related matters				
Members	Trustees	LGB members	Executive	Headteacher
	To receive a termly report from the Executive regarding standards (to include attendance) To adopt an Academy Trust- wide Complaints policy and receive reports from the Executive regarding the level of complaints across the Academy Trust	To review attendance and pupil absences (as part of the KPI report) To monitor the impact of the pupil premium in the Academy To adopt an Academy Complaints policy (consistent with the Academy Trust-wide policy) To hear complaints at the relevant stage	To monitor the levels of attendance in the Academies and the use of home-Academy agreements and reports termly to the Trustees To monitor the impact of the pupil premium across the Trust To review the level of complaints across the Trust	To maintain a register of pupil attendance To report on attendance and pupil absences (as part of the Headteacher report) To review and maintain home-Academy agreements To set the times of Academy sessions and the dates of Academy terms and holidays To ensure effective deployment of the Pupil Premium and to monitor its impact To prepare an Academy complaints policy consistent with the Academy Trust-wide policy for adoption by the LGB To hear complaints at the relevant stage To ensure that the Academy meets for 380 sessions in an Academy year unless otherwise agreed by the LGB / Trustees

Information management				
Members	Trustees	LGB members	Executive	Headteacher
	To adopt Academy Trust-wide GDPR policy and procedures to cover: - the requirement to notify individuals as to how information is to be used; and - on the matter of safe storage	To ensure the effective implementation of the GDPR policy and data protection procedures in the Academy	To take a lead in formulating and enacting whole trust Information Management policies. To ensure compliance with all data protection legislation and good practice across the Academies To support the individual Academies on the effective safe storage of data To maintain accurate and secure staff records for the Executive To ensure registration with the Information Commissioner's Office is up to date	To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date To maintain accurate and secure pupil records To maintain accurate and secure staff records for the Academy To ensure compliance with all data protection legislation and good practice in the Academy

Staffing				
Members	Trustees	LGB members	Executive	Headteacher
	To define any overarching management structures across the Academy Trust and budget To adopt Academy Trust- wide staff policies and procedures To appoint and dismiss the Chief Executive Officer (CEO), Chief Financial Operating Officer CFOO, any other senior executive posts. To appoint and dismiss the Governance Professional/ Clerk in conjunction with the CEO. To ensure there are robust procedures in place for determining levels of executive pay To conduct the performance management review of the CEO, the Governance Professional/ Clerk To support the CEO in the performance management of the CFOO and any other senior executive posts To agree a procedure for whistleblowing To ensure there is one Trustee and one member of staff nominated within the Academy Trust as a point of contact for any whistleblowing concerns To appoint, suspend and dismiss members of the Executive in conjunction with the CEO	To approve the teaching staff structure for the Academy. ensuring that any changes to the structure are affordable, aligned with budgetary restraints and approved by the CFOO and CEO. To hear appeals under the disciplinary, capability and grievance procedures	To deploy staff as appropriate across the Trust's schools To determine the senior leadership and non-teaching structures for each Academy To advise the Trustees on suitable Academy Trust-wide policies and procedures and to ensure their effective implementation To monitor and review staffing changes across the Trust To conduct the performance management of Heads of School To ensure all staff are aware of the whistleblowing procedure To ensure all staff are aware of the nominated whistleblowing staff member	To determine teaching staffing requirements within each Academy and budget To implement the Academy Trust-wide policies and procedures in the Academy To appoint teaching staff To appoint non-teaching staff To suspend or dismiss teaching and non-teaching staff in consultation with the Executive To conduct the performance management of staff in the Academy To approve applications for early retirement, secondment and leave of absence

	To appoint, suspend and dismiss the Headteachers in conjunction with the CEO and in consultation with the LGB			
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Health, safety and risk				
Members	Trustees	LGB members	Executive	Headteacher
	To appoint the Audit Risk and Assurance Committee (ARAC). Acting through the Audit Risk and Assurance Committee to determine and direct the programme of internal scrutiny in accordance with the Academy Trust Handbook To submit an annual summary report to the Education and Skills Funding Agency which must be prepared as part of the Academy Trust's annual programme of internal scrutiny, reporting on the adequacy of the Academy Trust's financial and other controls and management of risks. To review risk management and maintain a risk register, in conjunction with and administered by the CFOO. To approve insurance arrangements To review and maintain a buildings strategy and asset management planning arrangements	To review the risk register of the Academy To adopt a health and safety policy for the Academy (in line with the Academy Trust-wide policy) To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy To conduct site inspections to review any health and safety issues and the security of premises and equipment	To prepare the risk register for the Academy Trust and reviewed at ARAC To procure buildings and related insurance and make proposals to the Trustees To prepare a buildings strategy and asset management planning arrangements To propose an Academy Trust-wide health and safety policy for the Trustees' approval To monitor and support the implementation of the Academy Trust-wide health and safety policy To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Heads of School To ensure that each Academy has an up-to-date Health and Safety Policy	To prepare a health and safety policy for the Academy for adoption by the LGB To monitor the accident book and agree appropriate actions To ensure suitable risk assessments are prepared and appropriate actions taken To review security of premises and equipment To implement the Academy Trust-wide lettings policy To liaise with the Executive in relation to the accessibility plan for the Academy