



Scheme of Delegation

Date policy last reviewed: May 2025

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Version: 2.0

ONE (Owl North East) Trust

SCHEME OF DELEGATION

EFFECTIVE DATE: 1st September 2025

1. INTRODUCTION

- 1.1 This scheme of delegation (**Scheme**) has been put in place from the Effective Date pursuant to Articles 137-138 and 105 of the Company's Articles and may be altered, added to or revoked by the Directors or the Members of the Company.
- 1.2 In this Scheme, unless the context requires otherwise, the definitions and rules of interpretation set out in the Articles shall apply.
- 1.3 No provision of this Scheme shall be inconsistent with or shall affect or repeal anything contained in the Articles or the law. In any conflict between any provision of this Scheme and the Articles, the Articles shall prevail.
- 1.4 Subject to the Articles and this Scheme, in the event of any ambiguity the Directors shall have the power to rule on the interpretation of this Scheme.

2. BACKGROUND

- 2.1 As a charity and company limited by guarantee, ONE (Owl North East) Trust (**Company**) is governed by a board of directors (**Directors**), who are legally responsible for, and oversee, the management and administration of the Company and the academies run by the Company. Throckley Primary School, Newburn Manor Primary School, West Denton Primary School, Milecastle Primary School, Waverley Primary School, Simonside Primary School, Westerhope Primary School and Knop Law Primary School (**Academies** and each an **Academy**) are the Company's academies.

- 2.2 The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to assist the Directors in the discharge of their responsibilities, the Directors have established an advisory body at each Academy pursuant to Articles 100-104 (**Local Governing Body**). The Directors have resolved to delegate certain of its powers in respect of the Academies and to constitute a Local Governing Body to ensure the good governance of the Academies at a local level.

- 2.3 This Scheme explains the ways in which the Directors fulfil their responsibilities for the

leadership and management of the Academies, the respective roles and responsibilities of the Directors and the members of the Local Governing Body and the commitments to each other to ensure the success of the Academies.

3. **OBJECTS, ETHOS AND MISSION STATEMENT**

3.1 The Objects of the Company are set out in Article 4 and are as follows:

The Academy Trust's objects ("the **Objects**") are specifically restricted to the following:

- a. to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum ("the **mainstream Academies**") or educational institutions which are principally concerned with providing full-time or part-time education for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless alternative provision is made for them ("the **alternative provision Academies**") or 16 to 19 Academies offering a curriculum appropriate to the needs of its students ("the **16 to 19 Academies**") or schools specially organised to make special educational provision for pupils with Special Educational Needs ("the **Special Academies**").
- b. to promote for the benefit of the inhabitants of the areas which the Academies are situated the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

3.2 In accordance with the Company's Objects, the Academies' vision is as follows:

One Trust, One Vision, Ambition for All

To build a shared learning community in which children, young people, staff and parents discover their talents, realise their potential, and develop a passion for learning that endures throughout their lives.

4. **DIRECTORS' POWERS AND RESPONSIBILITIES**

4.1 The Directors have overall responsibility and ultimate decision making authority for all the work and activities of the Company, including the establishing and running of schools and in particular the Academies. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management

processes. The Directors have the power to direct change where required in accordance with the Company's Articles.

- 4.2 The Directors have a statutory obligation as company directors to promote the success of the Company. In their capacity as charity trustees the Directors also have a duty to further the Company's Objects.
- 4.3 Directors will have regard to the interests of all the Academies for which the Company is responsible in deciding and implementing any policy or exercising any authority in respect of each Academy.
- 4.4 Article 100 provides for the appointment by the Directors of committees to whom the Directors may delegate certain of the functions of the Directors. In further recognition of the Directors' power to delegate under Article 105, responsibility for the running of the Academies from the Effective Date will be delegated to the committee established by this Scheme and which shall be known as the Local Governing Body of each Academy.
- 4.5 The constitution, membership and proceedings of the Local Governing Body are determined by the Directors in accordance with the Articles. In the case of the Academies, the Directors have resolved to constitute the Advisory Body established under Articles 100 - 104 as the Local Governing Body.
- 4.6 This Scheme sets out the scope of authority delegated to the Local Governing Body in order to enable the Local Governing Body to run the Academies and fulfil the Academies' mission in furtherance of the Company's Objects.

5. CONSTITUTION OF THE LOCAL GOVERNING BODY

5.1 Members of the Local Governing Body

- 5.1.1 The membership of the Local Governing Body is governed by Article 101.
- 5.1.2 The number of people who shall sit on the Local Governing Body shall be not less than 6 but, unless otherwise determined by the Directors, shall not be subject to any maximum.
- 5.1.3 The Local Governing Body shall have the following members:
- 5.1.3.1 up to nine members appointed under clause 5.2.1 below;
 - 5.1.3.2 up to two staff members appointed under clause 5.2.2 below;
 - 5.1.3.3 at least two parent members elected or appointed under clause 5.2.5 below; and

5.1.3.4 the head teacher of the Academy (**Principal**).

5.1.4 The Local Governing Body may also have co-opted members appointed under clause 5.3.

5.1.5 The Directors (all or any of them) shall also be entitled to attend any meetings of the Local Governing Body. Any Director attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body.

5.1.6 All persons appointed or elected to the Local Governing Body shall give a written undertaking to the Directors to uphold the Objects of the Company.

5.2 **Appointment of Members of the Local Governing Body**

5.2.1 The Directors may appoint up to nine persons to serve on the Local Governing Body, having regard to any recommendations and views of the Local Governing Body in relation to ensuring that the people serving on the Local Governing Body between them have an appropriate range of skills and experience and due attention is given to succession planning.

5.2.2 The Directors may appoint persons who are employed at the Academy to serve on each Local Governing Body through such process as they may determine, [provided that the total number of such persons (including the Principal) does not exceed one third of the total number of persons on the Local Governing Body.] The positions held by those employed at the Academy (e.g. teaching and non-teaching staff) may be taken into account when considering appointments.

5.2.3 Unless the Directors agree otherwise, in appointing persons to serve on the Local Governing Body who are employed at the Academy, the Directors shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Principal) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Directors.

5.2.4 The Principal shall be treated for all purposes as being an ex officio member of the Local Governing Body.

5.2.5 Subject to clause 5.2.8 below, the parent members of the Local Governing Body shall be elected by parents of registered pupils at the Academy and they must be a parent of a pupil at the Academy at the time when he or she is elected.

- 5.2.6 The Local Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the Local Governing Body, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the Local Governing Body which is contested shall be held by secret ballot.
- 5.2.7 Where a vacancy for a parent member of the Local Governing Body is required to be filled by election, the Local Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- 5.2.8 The number of parent members of the Local Governing Body required shall be made up by persons appointed by the Local Governing Body if the number of parents standing for election is less than the number of vacancies.
- 5.2.9 In appointing a person to be a parent member of the Local Governing Body pursuant to clause 5.2.8 above, the Local Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.
- 5.2.10 The first parent and staff members of the Local Governing Body shall be those people who filled those positions on the governing body of the predecessor school (**School**) at its closure (provided that they remain eligible under this Scheme), who shall serve on the Local Governing Body for the remainder of the terms of office for which they were elected to the predecessor governing body.

5.3 **Co-opted Members of the Local Governing Body**

- 5.3.1 The Local Governing Body may co-opt up to 3 persons to serve on the Local Governing Body.
- 5.3.2 The Local Governing Body may not co-opt a person who is employed at the Academy if thereby the number of persons employed at the Academy serving on the Local Governing Body would exceed one third of the total number of persons serving on the Local Governing Body (including the Principal).

5.4 **Term of Office**

- 5.4.1 The term of office for any person serving on the Local Governing Body shall be 4 years save that (a) this time limit shall not apply to the Principal and (b) persons who

are co-opted to the Local Governing Body shall serve for 1 year and then a decision of the directors to extend this appointment, at their discretion.

5.4.2 Subject to remaining eligible to be a particular type of member on the Local Governing Body and to clause 5.4.3 below, any person may be re-appointed or re-elected (including being co-opted again) to the Local Governing Body.

5.4.3 No person may be reappointed or re-elected at the end of his term after serving on the Local Governing Body for 8 years or more consecutively unless in the circumstances the Directors decide to disapply the restriction set out in this clause 5.4.3.

5.5 **Resignation and Removal from Office**

5.5.1 A person serving on the Local Governing Body shall cease to hold office if he resigns his office by notice to the Local Governing Body (but only if at least three persons will remain in office when the notice of resignation is to take effect).

5.5.2 A person serving on the Local Governing Body shall cease to hold office if he is removed by the person or persons who appointed him. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the Local Governing Body by a person or persons who appointed him, any failure to uphold the values of the Company and/or the Academy or to act in a way which is appropriate in light of this Scheme will be taken into account. A person may also be removed by the Directors but only after the Directors have given due regard to any representations by the Local Governing Body. This also applies in respect of a person who is serving as a parent member on the Local Governing Body.

5.5.3 If any person who serves on the Local Governing Body in his capacity as an employee at the Academy ceases to work at the Academy, he shall be deemed to have resigned and shall cease to serve on the Local Governing Body automatically on termination of his work at the Academy.

5.5.4 Where a persons who serves on the Local Governing Body resigns his office or is removed from office, that person or, where he is removed from office, those removing him, shall give written notice thereof to the Local Governing Body, who shall inform the Directors.

5.6 **Disqualification of Members of the Local Governing Body**

5.6.1 No person shall be qualified to serve on the Local Governing Body unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be entitled to serve on the Local Governing Body.

5.6.2 A person serving on the Local Governing Body shall cease to hold office if they would cease to hold office as a Trustee under Articles 69 to 78A.

6. **DELEGATED POWERS**

6.1 **General Provisions**

6.1.1 Subject to provisions of the Companies Act 2006, the Articles, any directions given by the Members of the Company by special resolution and any directions given by the Directors, the management of the business of the Academy shall be delegated by the Directors to the Local Governing Body who may exercise all the powers of the Company in so far as they relate to the Academy in accordance with the terms of this Scheme.

6.1.2 No alteration of the Articles and no direction given by the Members of the Directors shall invalidate any prior act of the Local Governing Body which would have been valid if that alteration had not been made or that direction had not been given.

6.1.3 Except as provided for in this Scheme, in addition to all powers hereby expressly conferred upon the Local Governing Body and without detracting from the generality of the powers delegated, the Local Governing Body shall have the following powers, namely:

6.1.3.1 to expend certain funds of the Company as permitted by the financial policies of the Trust in such manner as the Local Governing Body shall consider most beneficial for the achievement of the Objects in so far as it relates to the Academy; and

6.1.3.2 (subject to the financial policies of the Trust) to enter into contracts on behalf of the Company in so far as they relate to the Academy.

6.1.4 In the exercise of its powers and functions, the Local Governing Body may consider any advice given by the Principal and any other executive officer as well as the Directors.

6.1.5 Any bank account in which any money of the Company in so far as it relates to the Academy is deposited shall be operated by the Local Governing Body in the name of the Company. All cheques and orders for the payment of money from such an

account shall be signed by at least two signatories authorised by the Directors and the Local Governing Body.

6.2 **Ethos and Values**

6.2.1 Whilst the Local Governing Body shall be responsible for ensuring that the Academy is conducted in accordance with its ethos and values referred to in clause 3 above, the determination of the Academy's ethos and mission statement shall be the responsibility of the Directors.

6.2.2 At all times the Directors and the Local Governing Body shall ensure that the Academy is conducted in accordance with the Objects of the Company and any agreement entered into with the Secretary of State for the funding of the Academy.

6.3 **Resources**

6.3.1 **Principal**

6.3.1.1 The appointment of the Principal is governed by Article 107. The Directors shall appoint the Principal. The Local Governing Body may delegate such of its powers and functions under this Scheme as it considers are required by the Principal for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Directors and the Local Governing Body and for the direction of the teaching and curriculum at the Academy).

6.3.2 **Other Staff**

6.3.2.1 The Local Governing Body shall be responsible for the appointment and management of all other staff to be employed at the Academy provided that the Local Governing Body shall:

6.3.2.1.1 comply with all policies dealing with staff issued by the Directors from time to time;

6.3.2.1.2 take account of any pay terms set by the Directors;

6.3.2.1.3 adopt any standard contracts or terms and conditions for the employment of staff issued by the Directors;

6.3.2.1.4 manage any claims and disputes with staff members having regard to any advice and recommendations given by the Directors.

6.3.2.2 The CEO and two members of the Local Governing Body shall carry out the performance management of all staff (including the Principal) at the Academy and shall put in place procedures for the proper professional and personal development of staff.

6.4 **Curriculum and Standards**

6.4.1 The Local Governing Body shall be responsible for the setting and review of the curriculum but shall have regard to any views of the Directors in recognition of the Company's obligation to the Secretary of State to provide a broad and balanced curriculum.

6.4.2 The Local Governing Body shall be responsible for the standards achieved by the Academy and the pupils attending the Academy but shall follow such advice, recommendations and directions of the Directors as they might issue from time to time.

6.5 **Regulatory Matters**

6.5.1 The responsibility for the satisfaction and observance of all regulatory and legal matters shall be the Directors but the Local Governing Body shall do all such things as the Directors may specify as being necessary to ensure that the Company is meeting its legal obligations.

7. **OPERATIONAL MATTERS**

7.1 The Local Governing Body shall comply with the obligations set out in the Appendix which deals with the day to day operation of the Local Governing Body.

7.2 The Local Governing Body shall adopt and comply with all policies of the Directors communicated to the Local Governing Body from time to time.

7.3 The Local Governing Body shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time.

7.4 The Local Governing Body shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve their unfettered right to review or remove any power or responsibility conferred on the Local Governing Body under this Scheme in such circumstances.

7.5 The Local Governing Body acknowledges that the Directors have legal responsibility for the management of the Company including the running of the Academy. Furthermore, the Local

Governing Body acknowledges that its powers are limited to those delegated by the Directors under the Scheme and are revocable by the Directors at any time in accordance with the Articles.

8. **ANNUAL REVIEW**

8.1 This Scheme shall operate from the Effective Date in respect of the Academy. The Directors will have the absolute discretion to review this Scheme at least on an annual basis.

8.2 In considering any material changes to this Scheme or any framework on which it is based, the Directors will have regard to and give due consideration of any views of the Local Governing Body.

APPENDIX

FUNCTIONING OF THE LOCAL GOVERNING BODY

1. CHAIR AND VICE-CHAIR OF THE LOCAL GOVERNING BODY

- 1.1 Each school year the members of the Local Governing Body shall at their first meeting in that year (subject to the prior written approval of the Directors) elect a chair and a vice-chair from among their number to serve until a successor is appointed or a vacancy occurs, as envisaged in paragraph 1.3 below. Neither a person who is employed by the Company (whether or not at the Academy) nor a person who is at the time of election already a Director of the Company (except where such person is a Director by virtue of being the incumbent chair) shall be eligible for election as chair or vice-chair, noting for the avoidance of doubt that, once elected, the chair will be eligible to serve as a Director of the Company pursuant to the provisions of Articles 51 and 52.
- 1.2 Subject to paragraph 1.4 below, the chair or vice-chair shall hold office as such until his successor has been elected in accordance with this paragraph 1.
- 1.3 The chair or vice-chair may at any time resign his office by giving notice in writing to the Local Governing Body. The chair or vice-chair shall cease to hold office if:
- 1.3.1 he ceases to serve on the Local Governing Body;
 - 1.3.2 he is employed by the Company (whether or not at the Academy);
 - 1.3.3 he is removed from office by the Directors or otherwise in accordance with this Scheme; or
 - 1.3.4 in the case of the vice-chair, he is elected in accordance with this Scheme to fill a vacancy in the office of chair.
- 1.4 Where by reason of any of the matters referred to in paragraph 1.3 above, a vacancy arises in the office of chair or vice-chair, the members of the Local Governing Body shall at its next meeting elect one of their number to fill that vacancy subject to the prior written approval of the Directors.
- 1.5 Where the chair is absent from any meeting or there is at the time a vacancy in the office of the chair, the vice-chair shall act as the chair for the purposes of

the meeting.

- 1.6 Where in the circumstances referred to in paragraph 1.5 above the vice-chair is also absent from the meeting or there is at the time a vacancy in the office of vice-chair, the members of the Local Governing Body shall elect one of their number to act as a chair for the purposes of that meeting, provided that the person elected shall neither be a person who is employed by the Company whether or not at the Academy nor a Director.
- 1.7 The Clerk shall act as chair during that part of any meeting at which the chair is elected.
- 1.8 The chair or vice-chair may only be removed from office by the Directors at any time or by the Local Governing Body in accordance with this Scheme.
- 1.9 A resolution to remove the chair or vice-chair from office which is passed at a meeting of the Local Governing Body shall not have effect unless:
- 1.9.1 it is confirmed by a resolution passed at a second meeting of the Local Governing Body held not less than fourteen days after the first meeting; and
- 1.9.2 the matter of the chair's or vice-chair's removal from office is specified as an item of business on the agenda for each of those meetings.
- 1.10 Before a resolution is passed by the Local Governing Body at the relevant meeting as to whether to confirm the previous resolution to remove the chair or vice-chair from office, the person or persons proposing his removal shall at that meeting state their reasons for doing so and the chair or vice-chair shall be given an opportunity to make a statement in response.

2. **CONFLICTS OF INTEREST**

- 2.1 Any member of the Local Governing Body who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a member of the Local Governing Body shall disclose that fact to the Local Governing Body as soon as he becomes aware of it. A person must absent himself from any discussions of the Local Governing Body in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy and any duty or personal interest (including but not limited to any Personal Financial Interest) and shall have no vote on the matter in question and shall not be counted in the quorum in relation to such vote.
- 2.2 For the purpose of paragraph 2.1 above, a person has a Personal Financial Interest if he is in the employment of the Company or is in receipt of remuneration

or the provision of any other benefit directly from the Company or in some other way is linked to the Company or the Academy.

2.3 The obligation under paragraph 2.1 above to disclose any direct or indirect duty or personal interest shall not apply where:

2.3.1 the member in question of the Local Governing Body is unaware of such direct or indirect duty or personal interest (but for these purposes he is treated as being aware if he ought reasonably to have been aware); or

2.3.2 the Local Governing Body is already aware of such any direct or indirect duty or personal interest.

2.4 The obligation under paragraph 2.1 above that a conflicted Director absent himself and have no vote and not be counted in the quorum shall not apply in relation to any of the following:

2.4.1 the purchase of indemnity insurance pursuant to Article 6.3;

2.4.2 the reimbursement of expenses pursuant to Article 6.5;

2.4.3 any benefit received by the member in question of the Local Governing Body in his capacity as a beneficiary pursuant to Article 6.7(a) and which is generally available to all beneficiaries;

2.4.4 the payment of any indemnity pursuant to Article 136;

unless in the circumstances the other members of the Local Governing Body decide to the contrary.

2.5 Any disagreement in relation to conflicts of interest between the members of the Local Governing Body and the Principal or any sub-committee of the Local Governing Body shall be referred to the Directors for their determination.

3. **THE MINUTES**

3.1 The minutes of the proceedings of a meeting of the Local Governing Body shall be drawn up and entered into a book kept for the purpose by the person authorised to keep the minutes of the Local Governing Body; and shall be signed (subject to the approval of the members of the Local Governing Body) at

the same or next subsequent meeting by the person acting as chair thereof. The minutes shall include a record of:

3.1.1 all appointments of officers made by the Local Governing Body; and

3.1.2 all proceedings at meetings of the Local Governing Body and of committees of the Local Governing Body including the names of all persons present at each such meeting.

3.2 The chair shall ensure that copies of minutes of all meeting of the Local Governing Body (and such of the sub-committees as the Directors shall from time to time notify) shall be provided to the Directors as soon as reasonably practicable after those minutes are approved.

4. **DELEGATION**

4.1 Provided such power or function has been delegated by the Directors to the Local Governing Body, the Local Governing Body may further delegate to any person serving on the Local Governing Body, the Principal or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions either the Directors or the Local Governing Body may impose and may be revoked or altered.

4.2 Where any power or function of the Directors or the Local Governing Body is exercised by any Director or member of the Local Governing Body, the Principal or any other holder of an executive office, that person or sub-committee shall report to the Local Governing Body in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Local Governing Body immediately following the taking of the action or the making of the decision.

5. **MEETINGS OF THE LOCAL GOVERNING BODY**

5.1 Subject to the Articles and this Scheme, the Local Governing Body may regulate its proceedings as the members of the Local Governing Body think fit.

5.2 The Local Governing Body shall meet at least three times in every school year. Meetings of the Local Governing Body shall be convened by the secretary to the Local Governing Body. In exercising his functions under this Scheme, the secretary shall comply with any direction:

5.2.1 given by the Directors or the Local Governing Body; or

5.2.2 given by the chair of the Local Governing Body or, in his absence or where there is a vacancy in the office of chair, the vice-chair of the Local Governing Body, so far as such direction is not inconsistent with any direction given as mentioned in 6.2.1 above.

5.3 Any three members of the Local Governing Body may, by notice in writing given to the secretary, requisition a meeting of the Local Governing Body; and it shall be the duty of the secretary to convene such a meeting as soon as is reasonably practicable.

5.4 Each member of the Local Governing Body shall be given at least seven clear days before the date of a meeting:

5.4.1 notice in writing thereof, signed by the secretary, and sent to each member of the Local Governing Body at the address provided by each member from time to time; and

5.4.2 a copy of the agenda for the meeting;

provided that where the chair or, in his absence or where there is a vacancy in the office of chair, the vice-chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter period as he directs.

5.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.

5.6 A resolution to rescind or vary a resolution carried at a previous meeting of the Local Governing Body shall not be proposed at a meeting of the Local Governing Body unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

5.7 A meeting of the Local Governing Body shall be terminated forthwith if:

5.7.1 the members of the Local Governing Body so resolve; or

- 5.7.2 the number of members present ceases to constitute a quorum for a meeting of the Local Governing Body in accordance with paragraph 5.10 below, subject to paragraph 5.12 below.
- 5.8 Where, in accordance with paragraph 5.7 above, a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the secretary as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.
- 5.9 Where the Local Governing Body resolves in accordance with paragraph 5.7 above to adjourn a meeting before all the items of business on the agenda have been disposed of, the Local Governing Body shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the secretary to convene a meeting accordingly.
- 5.10 Subject to paragraph 5.12 below, the quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.
- 5.11 The Local Governing Body may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than the number fixed as the quorum, the continuing persons may act only for the purpose of filling vacancies or of calling a general meeting.
- 5.12 The quorum for the purposes of:
- 5.12.1 appointing a parent member;
 - 5.12.2 any vote on the removal of a person in accordance with this Scheme;
 - 5.12.3 any vote on the removal of the chair of the Local Governing Body by the Local Governing Body;
- shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters including a Director.

- 5.13 Subject to this Scheme, every question to be decided at a meeting of the Local Governing Body shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Subject to paragraph 5.14 below, every member of the Local Governing Body shall have one vote.
- 5.14 Where there is an equal division of votes, the chair of the meeting shall have a casting vote in addition to any other vote he may have.
- 5.15 The proceedings of the Local Governing Body shall not be invalidated by
- 5.15.1 any vacancy on the board; or
- 5.15.2 any defect in the election, appointment or nomination of any person serving on the Local Governing Body.
- 5.16 A resolution in writing, signed by all the persons entitled to vote on the matter in question at a meeting of the Local Governing Body or of a sub-committee of the Local Governing Body, shall be valid and effective as if it had been passed at a meeting of the Local Governing Body or (as the case may be) a sub-committee of the Local Governing Body duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Local Governing Body and may include an electronic communication by or on behalf of the Local Governing Body indicating his or her agreement to the form of resolution providing that the member has previously notified the Local Governing Body in writing of the email address or addresses which the member will use.
- 5.17 Subject to paragraph 5.18 below, the Local Governing Body shall ensure that a copy of:
- 5.17.1 the agenda for every meeting of the Local Governing Body;
- 5.17.2 the draft minutes of every such meeting, if they have been approved by the person acting as chair of that meeting;
- 5.17.3 the signed minutes of every such meeting; and
- 5.17.4 any report, document or other paper considered at any such meeting,
- are, as soon as is reasonably practicable, made available at the Academy to persons wishing to inspect them.

- 5.18 There may be excluded from any item required to be made available in pursuance of paragraph 5.17 above, any material relating to:
- 5.18.1 a named Teacher or other person employed, or proposed to be employed, at the Academy;
 - 5.18.2 a named pupil at, or candidate for admission to, the Academy; and
 - 5.18.3 any matter which, by reason of its nature, the Local Governing Body is satisfied should remain confidential.
- 5.19 Any member of the Local Governing Body shall be able to participate in meetings of the Local Governing Body by telephone or video conference provided that:
- 5.19.1 he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
 - 5.19.2 the Local Governing Body has access to the appropriate equipment if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

Standard Scheme of Delegation

The Trust Board has agreed the standard Scheme of Delegation. From time to time, bespoke Scheme of Delegation for individual schools may be required, which set out the governance structure within ONE Trust including any committees established by the Board.

Part A - Delegation of powers and decisions

Notes on the delegation table on the following pages

✓ identifies which body or individual has responsibility for making the decision (where there are multiple bodies or individuals ticked for the same decision, this will be specified in the separate relevant Committee Procedures or in the relevant policy/procedure. In some cases, the decision may be subject to approval by the Department for Education or the Education and Skills Funding Agency, as set out in relevant regulations including the Academy Trust Handbook.

In the exercise of powers and functions on behalf of the directors, the relevant body/individual is required to operate in accordance with the trust's policies/procedures and any statutory/regulatory requirements, and in a manner consistent with the trust's charitable objects, shared purpose, vision and values.

The relevant body/individual is also required:

- to consider any recommendation that the party marked with an **R** provides. The < and/or > symbols show the direction of that recommendation;
- to seek and consider any advice that the parties marked with an **A** wish to provide. The < and/or > symbols show the direction of that advice. The advice does not have to be followed and the decision-making remains in the hands of the relevant body/individual. (The relevant body/individual may seek and consider advice from any party on any other matter but it is not a requirement within the context of this Scheme.)

Where **(C)**, the requirement to make a decision, recommendation or provide advice is delegated to the Chair of the relevant body, as specified in the table.

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
1										
GOVERNANCE										
1.1	Appoint members	✓								
1.2	Agree change of name for trust	✓	<R					<A		
1.3	Agree articles of association	✓	<R					<A		
1.4	Agree protocols for how governance operates in the trust e.g. recruitment of non-executive directors/trustees and LGB members		✓							
1.5	Appoint non-executive directors/trustees nominated by the directors	✓	<R					<A		<A
1.6	Remove directors/trustees if appointed by the members	✓	<A					<A		<A
1.7	Decide to establish any subsidiary company or joint venture		✓					<A		

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
1.8	Agree to dissolve the trust	✓	<A							
1.9	Agree the governance structure below the trust board		✓							
1.10	Agree the roles and responsibilities of committees, link directors and link governors		✓							
1.11	Agree and review the Scheme(s) of Delegation and Committee Procedures		✓					<A		
1.12	Decide whether to withdraw or reinstate all or some of the delegated powers and functions from an individual academy		✓	<A	<A			<A		
1.13	Agree the constitution of individual LGBs within the provisions of the trust's Articles/ Scheme of Delegation/Committee Procedures		✓						<A	<A
1.14	Appoint/remove the clerk to the directors		✓							
1.15	Appoint/remove the chair and vice chair of		✓					<A		

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
	the trust board									
1.16	Agree members and chairs of board committees		✓							
1.17	Appoint Trust members to the LGB where no nominees		✓							<A
1.18	Appoint co-opted members to the LGB								✓	
1.19	Approve elected chair and vice chair of school LGBs		✓						<R	<A
1.20	Approve members of ad hoc appointment committees and hearing/appeal bodies		✓							
1.21	Approve three LGB members to consider admissions and exclusions								✓	<A
1.22	Remove members of school LGBs		✓						<R	<A
1.23	Remove chair or vice chair of school LGBs		✓	<A>					<R	<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
1.24	Decide outcome of formal complaints		✓				✓ Stage 4		Stage 3	✓ Stage 1 and 2
1.25	Establish any working groups that will operate on behalf of the Board or the Committee and agree their terms of reference (advisory only - delegating decisions decided by board)		✓	✓	✓				✓	
2										
STRATEGY AND ETHOS										
2.1	Agree trust-wide mission, vision, values and strategy		✓					<A		<A
2.2	Establish individual school ethos and character							A>	✓	<A
2.3	Approve trust's strategic plan		✓					<A		
2.4	Decide to set up a new academy or take on		✓					<A		

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
	a new school									
2.5	Agree applications by schools/trust to achieve a nationally recognised designation e.g. research school or enter into an external school improvement programme		✓	<A	<A			<A	<A	<A
2.6	Approve proposals for new areas of business to be undertaken by the trust as a charitable company.		✓		<A			<A		
2.7	Approve trust's business plans for trading activities		✓	<A	<A					
2.8	Agree service contracts between the trust and external organisations for trading activities in accordance with the trust's procurement policy		✓		<R CFO			✓		
2.9	Approve individual school development plans set by Head Teacher			A>				✓	<A	<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
2.10	Approve school-level targets set by Head Teacher			A>				✓	<A>	<A
2.11	Decide delegation of policy approval		✓					<A		
2.12	Approve policies delegated by Trust Board		✓ see Part B	✓ see Part B	✓ see Part B			<A>	✓ see Part B	<A
2.13	Agree trust-wide equality objectives		✓	<R				<A		
2.14	Agree school-level equality objectives and annual information statement			A>				A>	✓	<R
3										
EDUCATION PROVISION										
3.1	Agree the dates of school terms and holidays		✓					<A		<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
3.2	Agree trust-wide training days							✓		<A
3.3	Agree the dates of non-teaching days equivalent to teacher training days							A>	✓	<R
3.4	Agree the times of school sessions							A>	✓	<R
3.5	Approve proposal to opt out of the National Curriculum		✓	<A				<A>	<R	<A
3.6	Decide the school's extra-curricular provision							A>	A>	✓
3.7	Agree trust-wide data collection points and process		✓	A>				<R		<A
3.8	Approve proposal that involves a "significant change" to the academy's provision (as defined by DfE)		✓					<R	<A>	<A
3.9	Approve proposal to make a change to the academy's provision, subject to the relevant approval required by the Financial Handbook where the proposal has financial		✓		<A CFO			<A	<A>	<R

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
	implications for the current year's budget									
3.9	Approve proposal to increase or decrease PAN		✓					<R A>	<A	<A
3.10	Decide to offer or refuse statutory age admissions:									
	a) if not via Fair Access Protocol								✓	<A
	b) if via Fair Access Protocol							✓ if refuse		✓ if offer
3.11	Decide requests to admit outside of normal age group for statutory age admissions							A>	✓	<A
3.12	Decide how many early years places to offer within maximum set out in school's funding agreement							A>		✓

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
3.13	Decide to offer or refuse playgroup or nursery admissions									✓
3.14	Respond to consultation by LA about naming the academy in an EHCP							A>		✓
3.15	Decide pupil exclusions/suspensions									
	a) Permanent exclusions							A>		✓
	b) Fixed-period suspensions							A>		✓
3.16	Review headteacher's decision for relevant exclusions and suspensions								✓	
3.17	Consider reinstatement of an excluded pupil when directed or recommended by an independent review panel							A>	✓	<R
3.18	Approve SEN information report of each school before publication		✓					<A>	A>	<R

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
3.19	Approve all other statutory information reports of a school before publication, as relevant e.g. pupil premium/recovery premium, primary PE and sports funding							A>	✓	<R
4	SERVICE PROVISION									
4.1	Decide the scope of central services to be delivered or procured by the MAT		✓		<A> CFO			<R		<A
4.2	Decide additional services to be procured by the school in accordance with the trust's procurement policy				A> CFO			A>		✓
5	FINANCE AND RISK									
5.1	Approve the first formal revenue and capital budget each financial year to submit to ESFA		✓		<A CFO			<R A>		<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
5.2	Approve revised budgets in-year		✓		<A> CFO			<R A>		<A
5.3	Approve the budget forecast return to submit to ESFA		✓		<R CFO			<R		
5.4	Agree the income share schools contribute to central support		✓		<A CFO			<R		
5.5	Consider appeals by individual schools regarding the income share contributed under 5.4		✓							
5.6	Approve the annual report and accounts	Receive	✓		<R			<A		
5.7	Agree financial decision levels and limits		✓		<R			<A		
5.8	Agree financial procedures and internal financial controls				✓			<A		
5.9	Appoint/remove external auditors	✓	<R		<A					

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
5.10	Decide internal assurance arrangements including appointment of internal auditors and annual programme of work		✓		<R					
5.11	Open/close Trust bank account		✓							
5.12	Approve related party transactions		✓ if >£20k (C) if < £20k					<A		
5.13	Agree grant funding on behalf of the trust		✓					✓		<A
5.14	Review the risk register		✓		✓			<A		<A
5.15	Approve trust-wide Business Continuity Plan				A> CFO			✓		
5.16	Approve school-level Critical Incident and Contingency Plan				A>					✓

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
					CFO					
5.17	Authorisation of expenses in accordance with the Travel and Subsistence Policy		✓ (C) (for CEO, directors & LGB Chairs)					✓ (for central team and HTs) (with CFO for Chair of Trust Board)	✓ (C) (for LGB members)	✓ (for school staff)
6										
HUMAN RESOURCES										
6.1	Approve trust's HR strategy, to include staff well-being		✓			<A		<A		
6.2	Approve the organisation structure at the start of each financial year linked to the first		A>		A> CFO			✓	<A> for	<R for

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
	formal budget								schools	schools
6.3	Decide whether to replace posts on a like-for-like basis when vacancies occur		✓ for senior executive					A> CFO ✓ for teachers and senior leaders		✓ for support staff
6.4	Agree changes to a school's organisation structure			A>	A> CFO			✓	<A>	<R
6.5	Agree changes to the central team's organisation structure		A>					✓		
6.6	Appoint Headteacher					✓ (CEO, 2XHTs/t		<A	<A	<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
						rustees, 2xLGs)				
6.7	Appoint all other central team staff							✓		
6.8	Appoint a school's Deputy or Assistant Headteacher on a permanent, temporary or acting basis					✓ (CEO, Chair of LGB, HT)		<A	<A	<A
6.9	Appoint a member of the school's finance team or School Business Manager					✓ (HT, CEO and CFO)				
6.10	Appoint all other school staff following a recruitment process							A>		✓

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
6.11	Decide whether to extend/cease fixed-term contracts/temporary appointments or convert to permanent (School level)							A> CFO		✓
6.12	Decide starting salaries for employees				A>	✓ (for CEO & HTs)		✓ (for central team)		✓ (for school staff)
6.13	Approve the outcome of the probationary period for support staff/induction period for ECTs							✓ (for central team)		✓ (for school staff)
6.14	Appraisal/pay recommendation for CEO		✓(C + at least 2 Trustees)							
6.15	Appraisal/pay recommendation for Headteachers							✓	<A	
6.16	Appraisal of central team staff							✓		
6.17	Appraisal of school staff excluding HT									✓

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
6.18	Decide remuneration of Headteachers (except for new appointments) including temporary payments; performance pay progression for senior managers; and annual salary review for centrally employed teachers				✓ CFO			<R for HTs		<R for SLT
6.19	Agree a CPD plan for staff							✓ (for central team) A>		✓ (for school staff)
6.20	Agree annual pay awards		✓		<A>			<A		<A
6.21	Decide remuneration of CEO (apart from new appointment)		✓		<R					
6.22	Decide annual salary review for teachers in schools				✓			<A>		<R
6.23	Agree additional payments (except those in 6.24) including TLR3 payments							✓ (for central team)		✓ (for school staff)

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
6.24	Agree recruitment and retention payments (for teachers), market supplements (support staff) or all-inclusive grades (support staff) for any trust employee				A> CFO			✓		<A if school staff
6.25	Decide requests under leave of absence or family friendly policies		✓ (C,for CEO)					✓ (for HTs and central team)	A> (if request by HT)	✓ (for school staff)
6.26	Decide flexible working requests		✓ (C,for CEO)					✓ (for HTs and central team)	<A (for HTs)	✓ (for school staff with support on request)
6.27	Issue sanctions/warnings under disciplinary, capability, sickness absence policies etc						✓ (for HTs and CEO)	✓ (for central team or for school		✓ (for school staff incl. at another

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
								staff if HT compromised)		school if HT compromised)
6.28	Suspension of CEO		✓(C)							
6.29	Suspension of Headteacher		A> (C)					✓	<A (C)	
6.30	Suspension of central team staff							✓		
6.31	Suspension of school staff							A>		✓
6.32	Dismissal of CEO or CFO						✓			
6.33	Dismissal of a school's Headteacher/ Deputy Headteacher (including approval of voluntary redundancy requests)						✓			
6.34	Dismissal of employees not covered by 6.32 or 6.33 including approval of voluntary redundancy requests						✓ (if CEO compromised by prior	✓ (for central team, or for school		✓ (for school staff incl. at another

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
							involve ment)	staff if HT compro mised)		school)
6.35	Approve proposal to refuse available alternative employment to an "at risk" employee		✓ (C)					<R (for central team) <A>		<R (for school staff)
6.36	Approval of non-contractual/statutory dismissal payments		✓ Over £50k (C) Up to £50k					<R CFO		
6.37	Approval of settlement agreements or requests for severance on grounds of efficient discharge of employer's functions		✓ if 6.36					✓ unless 6.36appl	<A (C)	<R

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
	by mutual agreement		applies					ies		
6.38	Approval of discretions exercised under LGPS Employer Discretions Policy							✓		<R if school staff
6.39	Agree terms and conditions for trust employees		✓					<A		
6.40	Agree reclaim of overpayments in accordance with limits in Financial Handbook.		✓					✓ CFO		✓ CFO
6.41	Approve trust's gender pay gap report		✓		<R			<R		
6.42	Approve any trade union recognition agreement		✓							
6.43	Agree how the trust will exercise its duty to provide trade union facilities time		✓							

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
7										
PHYSICAL RESOURCES										
7.1	Approve Estates strategy		✓		<R					
7.2	Decide to acquire or dispose of land or freehold property		✓							
7.3	Decide purchase or sale of any freehold property		✓							
7.4	Take up any leasehold or tenancy agreement on land or buildings for 7 years or more		✓					<A CFO		
7.5	Grant a leasehold interest, including a tenancy agreement, of any duration on land or buildings		✓		<R				<A	
7.6	Decide the arrangements for insuring land and buildings				A>			✓		
7.7	Decide to bid for major capital projects funding >£100k		✓					<R		<A

No	Decision	Members	Trust Board	P&C Committee	FAR Committee	Appt Comm	Hearing Body	CEO	School LGB	HT
								CFO		
7.8	Approve trust-wide IT strategy (only appropriate following current lease ends)		✓		<A CFO			<A		

POLICY CHECKLIST

GOLD POLICIES – TRUST WIDE

(*Statutory policies in bold)

TRUST BOARD POLICY	PUBLISH ON TRUST WEBSITE	LINKED TO SCHOOL WEBSITE	REVIEW CYCLE / NOTES
Academy Anti-fraud and Corruption Policy	✓		ANNUAL – APPROVED DEC 24
Academy Lettings Policy	✓		ANNUAL – APPROVED DEC 24
Academy Reserves and Investment Policy	✓		ANNUAL – APPROVED DEC 24
Admissions Policy and Statement	✓	✓	ANNUAL – APPROVED DEC 24
Appraisal Policy			ANNUAL – APPROVED March 25
Code of Conduct			UPON UPDATES – APPROVED DEC 24
Code of Conduct for Governance			ANNUAL – APPROVED DEC 24
Complaints Procedures Policy	✓	✓	ANNUAL – APPROVED DEC 24
Conflicts of Interest Policy			ANNUAL – APPROVED DEC 24
Equality Information and Objectives Policy and Statement	✓	✓	ANNUAL – APPROVED DEC 24
Executive Pay Policy	✓		ANNUAL – APPROVED DEC 24
Financial Procedures Policy	✓		ANNUAL – UPDATED DEC 24
Gender Pay Gap Reporting Statement	✓		ANNUAL – PUBLISH BY 30th MARCH
Gifts, Hospitality and Anti-Bribery Policy	✓		ANNUAL – APPROVED DEC 24
Governance Handbook			ANNUAL – APPROVED DEC 24
Governance Planner			ANNUAL – APPROVED DEC 24
Governors' Allowances Policy	✓		ANNUAL – APPROVED DEC 24
Health and Safety Policy	✓	✓	ANNUAL – APPROVED DEC 24
Link Trustee for Safeguarding Role Descriptor			UPON UPDATES – APPROVED DEC 24
Local Governing Body Terms of Reference			ANNUAL – APPROVED DEC 24
Pay Policy			ANNUAL – Approved March 2025
Register of Business Interests of Trustees			COMPLETED ANNUALLY
Safeguarding and Child Protection Policy	✓	✓	ANNUAL – APPROVED DEC 24
Safeguarding Policy Statement	✓		UPON UPDATES – APPROVED DEC 24
Scheme of Delegation	✓		ANNUAL – APPROVED DEC 24
Single Central Record			UPON UPDATES
Staff Equality, Equity, Diversity and Inclusion Policy	✓	✓	ANNUAL – APPROVED DEC 24
Trustee Expenses Policy	✓		ANNUAL – APPROVED DEC 24
Trustees Information and Duties	✓	✓	ANNUAL REGISTER
Trustee Role Descriptor			UPON UPDATES – APPROVED DEC 24
Whistleblowing Policy	✓	✓	UPON UPDATES – APPROVED DEC 24

FINANCE, AUDIT & RISK COMMITTEE POLICY	PUBLISH ON TRUST WEBSITE	LINKED TO SCHOOL WEBSITE	REVIEW CYCLE / NOTES
Academy Tendering and Procurement Policy	✓		ANNUAL – APPROVED OCT 24
Academy Trust Risk Management Policy	✓		ANNUAL – APPROVED OCT 24
Alumni Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Annual Financial Report	✓		ANNUAL
Asset Management Policy			ANNUAL – APPROVED March 25
Business Continuity Policy			ANNUAL – APPROVED OCT 24
Charging and Remissions Policy	✓	✓	ANNUAL – APPROVED OCT 24
Child Friendly Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Data Protection Policy	✓	✓	BIENNIAL – APPROVED OCT 24
Flexible Working			ANNUAL – APPROVED March 25
Freedom of Information Policy	✓	✓	ANNUAL – APPROVED OCT 24
GDPR Policy Framework	✓	✓	UPON UPDATES
General Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Governors, Trustees & Volunteers Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Information Security Policy	✓	✓	BIENNIAL – APPROVED OCT 23
Leave of Absence Policy			UPON UPDATES – APPROVED OCT 24
Managing Sickness Absence Procedure			UPON UPDATES – APPROVED OCT 24
Online Safety Policy	✓	✓	ANNUAL – APPROVED OCT 24
Prevent Duty Policy			CEO TO INFORM BOARD
Probation Policy			ANNUAL – APPROVED March 25
Pupil Acceptable Use Policy	✓	✓	ANNUAL – APPROVED OCT 24
Pupils, Parents and Guardians Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Records Management Policy	✓	✓	ANNUAL – APPROVED OCT 24
Risk Registers			ANNUAL – APPROVED OCT 24
Safer Recruitment Policy			CEO TO INFORM BOARD
Shared Parental Leave Policy			ANNUAL – APPROVED March 25
Website Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24
Workforce Acceptable Use Policy	✓	✓	ANNUAL – APPROVED OCT 24
Workforce Privacy Notice	✓	✓	ANNUAL – APPROVED OCT 24

PERFORMANCE & CURRICULUM COMMITTEE POLICY	PUBLISH ON TRUST WEBSITE	LINKED TO SCHOOL WEBSITE	REVIEW CYCLE / NOTES
Behaviour Statement	✓	✓	UPON UPDATES – APPROVED OCT 24
Children Missing from Education Policy			CEO TO INFORM BOARD
Children With Additional Needs - Attendance			CEO TO INFORM BOARD
Collective Worship Policy			CEO TO INFORM BOARD
CPD and Training Policy			ANNUAL – APPROVED OCT 24
Designated teacher for looked after children Policy			CEO TO INFORM BOARD
Dignity At Work Policy			ANNUAL – APPROVED OCT 24
Disciplinary Procedure			ANNUAL – APPROVED OCT 24
ECT Induction Policy			CEO TO INFORM BOARD
Educational visits policy			BIENNIAL – APPROVED OCT 24
Flexible Working Policy			CEO TO INFORM BOARD
Grievance Procedure			ANNUAL – APPROVED OCT 24
Physical Intervention Policy			CEO TO INFORM BOARD
Positive handling policy			CEO TO INFORM BOARD
Primary Assessment Policy			ANNUAL – APPROVED OCT 24
Procedure for Dealing with Allegations of Abuse Made Against Staff, Volunteers and Agency Workers			ANNUAL – APPROVED OCT 24
Procedure for Managing Under Performance			ANNUAL – APPROVED March 25
Pupils with Additional Health Needs Attendance Policy			CEO TO INFORM BOARD
Remote Education Information		✓	CEO TO INFORM BOARD
School Attendance Policy	✓	✓	CEO TO INFORM BOARD
School Uniform Policy		✓	CEO TO INFORM BOARD
Supporting pupils with medical conditions	✓		CEO TO INFORM BOARD
Suspension and Permanent Exclusion Policy		✓	ANNUAL – APPROVED OCT 24


BLUE POLICIES – SCHOOL SPECIFIC for LOCAL GOVERNING BODY

POLICY	PUBLISH ON SCHOOL WEBSITE	REVIEW CYCLE / NOTES
Accessibility Plan	✓	ANNUAL
Admission Information	✓	ANNUAL
Anti-bullying Policy		ANNUAL
Assessment Policy		ANNUAL
Behaviour Policy	✓	ANNUAL
CCTV DPIA	✓	ANNUAL / ONLY NEEDED IF SCHOOL HAS CCTV
Critical Incident and continuity policy		ANNUAL
Curriculum policy	✓	BIENNIAL
EYFS Policy		BIENNIAL
Fire emergency plan		ANNUAL
First Aid Policy	✓	ANNUAL
Governors' Information and Duties	✓	ANNUAL REGISTER
Homework Policy		BIENNIAL
Individual subject policies		BIENNIAL
Lockdown policy and procedure		ANNUAL
Managing intimate care policy		ANNUAL
Pay Policy		ANNUAL
PE and Sport Premium	✓	ANNUAL
Performance Information and Test Results	✓	ANNUAL
Pupil Premium and Recovery Strategy	✓	BIENNIAL
Register of Business Interests of HT and LGB		ANNUAL
Risk Register		ANNUAL
Safeguarding and Child Protection Policy	✓	ANNUAL
School Attendance Policy (school specific version of Trust policy)	✓	ANNUAL
SEND Policy	✓	ANNUAL
SEND Report	✓	ANNUAL
Sex and Relationships Policy		BIENNIAL
Single Central Record		UPON UPDATES
Uniform and Dress Code Information (to link to Trust-Wide Uniform Policy)	✓	UPON UPDATES
Values and Ethos Information Statement	✓	UPON UPDATES

***Statutory policies in bold**

Version Number	Purpose / Change	Author	Date
0.1	Created for MAT set up	Julie Stuart	October 2023
1.0	Annual Review	Julie Stuart	October 2024
2.0	Review/update	Julie Stuart	May 2025
	Review/update		May 2026

Signed by:

Chair of Trustee Board	Helen Richardson	
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