

Decision making matrix

Governance				
Members	Trustees	LGB members	Executive of MET	Principal
<p>To review and amend the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>Receives an annual report from the Trustees and the CEO on the Academy Trust's performance</p>	<p>To review and amend the Scheme of Governance</p> <p>To review and amend the Constitution and Terms of Reference of Local Governing Bodies</p> <p>To determine the Board's Reserved Matters</p> <p>To determine the educational character, mission or ethos of the Trust</p> <p>To appoint a Company Secretary</p> <p>To appoint a Clerk to the Trustees</p> <p>To review and amend the policies of the Academy Trust.</p>	<p>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)</p> <p>To appoint (and remove) the Chairs of the Local Governing Bodies</p> <p>To appoint (and remove) the Vice Chairs of the Local Governing Bodies</p> <p>To appoint a Clerk to the Local Governing Bodies</p> <p>To review and amend the policies of the Academies (in line with any Trust prescribed policy).</p>	<p>To attend meetings of the Trustees and to provide a CEO's report.</p> <p>To support the appointment process for the Company Secretary and the Clerk.</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To support the Trustees and the Academies in the preparation of Trust-wide and Academy specific policy requirements.</p>	<p>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).</p> <p>To attend meetings of the LGB and to provide a Principal's report.</p> <p>To support the appointment process for the Clerk.</p> <p>To tailor Trust-wide policies to Academies as recommended by the Executive.</p> <p>To ensure local policies and other statutory information are accessible to stakeholders, including through the website.</p>

Decision making matrix

Finance				
Members	Trustees	LGB members	Executive	Principal
To appoint external auditors	<p>To appoint internal auditors</p> <p>To sign off annual accounts and report</p> <p>To approve the financial scheme of delegation</p> <p>To appoint a finance committee</p> <p>To approve the annual budget for the Academy Trust</p> <p>To approve any significant changes to the approved budget</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To establish a charging and remissions policy and to keep this under review</p> <p>To appoint an Accounting Officer</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interests</p>	<p>To approve the annual budget for each Academy</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To maintain a register of business interests (of the Executive)</p> <p>To ensure provision of free school meals to those pupils meeting the criteria</p>	<p>To prepare the annual budget for the Academy Trust</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To prepare monitoring reports for the Trustees</p> <p>To act as the Accounting Officer</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interests (of the Executive)</p> <p>To set up and approve staff expenses for the Executive</p> <p>To open bank accounts</p> <p>To approve staff complements at each academy for each academic year.</p> <p>To approve any special payments made under Section 3.7 of the EFA Academies Financial Handbook.</p>	<p>To prepare the annual budget for each Academy</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To prepare monitoring reports for the LGBs</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To ensure provision of free school meals to those pupils meeting the criteria</p> <p>To set up and approve staff expenses at the Academy</p> <p>To pay the contributions to MET, as set by the MET Board, on a timely basis.</p>

Decision making matrix

Contracts				
Members	Trustees	LGB members	Executive	Principal
To approve any service contracts for Trustees	<p>To adopt a Trust-wide procurement policy</p> <p>To set the delegated levels of authority for contracts</p> <p>To approve contracts with a value above £100,000</p> <p>To approve contracts which constitute related party transactions</p> <p>To set up and approve Trustee expenses</p> <p>Trustees can suspend any delegated authority for an individual academy or MET-wide by majority resolution.</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget. This limit is up to £50,000. The LGB can determine the minimum limit up to £25,000.</p> <p>LGBs may choose to delegate approval to a finance related sub-committee, but any arrangement in excess of £25,000 must be ratified by the full LGB</p> <p>To notify the Board of Governors of all such contracts and commitments.</p> <p>To approve local academy operational financial procedures and delegated authorities.</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget.</p> <p>To make payments within agreed financial limits</p> <p>This limit is £100,000.</p>	<p>To make payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget (D)</p> <p>To act as a signatory of an Academy specific bank account (D)</p> <p>The LGB can set the limit for the principal up to a maximum of £25,000.</p> <p>To notify the LGB of all single tender actions taken above £5,000 (or lower limit imposed by the LGB).</p>

Decision making matrix

Curriculum and standards				
Members	Trustees	LGB members	Executive	Principal
<p>Receives an annual report from the Trustees and the CEO on standards</p>	<p>Determines a Trust-wide curriculum policy to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> a prohibition on political indoctrination and a balanced treatment of political issues; and a written policy on sex and relationship education <p>Determine a Trust-wide policy on religious education and collective acts of worship.</p> <p>Receives a termly report from the Executive regarding standards.</p>	<p>Approves the curriculum proposed by the Principal (to the extent that it is consistent with the Trust-wide policy).</p> <p>Monitors the KPI figures reported from the Principal relating to standards.</p>	<p>Provides oversight of the implementation of the Trust-wide curriculum policy.</p> <p>Provides a termly report to the Trustees regarding standards.</p> <p>Provides oversight of the target setting for pupil achievement and progress by the Principal and monitor against targets</p> <p>Monitors the KPI figures reported from the Principal relating to standards.</p>	<p>Is responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements.</p> <p>To make provision for a daily collective act of worship</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>Reports bi-termly KPI figures for the Executive and the LGB relating to standards.</p>

Decision making matrix

SEN				
Members	Trustees	LGB members	Executive	Principal
-	<p>To determine a Trust-wide SEN and Disability Discrimination Act policy</p> <p>To appoint a Trustee with MET-wide responsibility for SEN.</p>	<p>To review and maintain the Academy's SEN policy</p> <p>To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements.</p> <p>To appoint a local member with responsibility for SEN at the academy.</p>	<p>To provide oversight of the implementation of the Trust-wide SEN policy</p> <p>Ensures compliance with the Disability Discrimination Act requirements within the Academies.</p>	<p>To designate a teacher to be responsible for co-ordinating SEN provision</p> <p>To liaise with the local authority in respect of students who have (or might have) SEN.</p> <p>To make provision for SEN pupils with or without a statement of EHC plan</p> <p>To ensures compliance with the Disability Discrimination Act requirements within the Academy.</p>

Decision making matrix

Safeguarding				
Members	Trustees	LGB members	Executive	Principal
-	<p>To adopt a Trust-wide safeguarding and Child Protection policy.</p> <p>To adopt a Trust-wide policy regarding school trips.</p> <p>To appoint a Trustee with MET-wide responsibility for safeguarding.</p>	<p>To appoint a designated governor for safeguarding</p> <p>To review and maintain a safeguarding and child protection policy for the Academy (consistent with the Trust-wide policy)</p> <p>To ensure the completion of the single central record.</p> <p>To appoint a local member with responsibility for safeguarding at the academy.</p>	<p>To ensure that each Academy has appointed a designated teacher to support looked after children.</p>	<p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance.</p> <p>To maintain the single central record</p> <p>To approve off-site visits for pupils of more than 24 hours.</p>

Behaviour				
Members	Trustees	LGB members	Executive	Principal
	<p>To adopt a Trust-wide behaviour policy</p> <p>To review the use of exclusions across the Trust.</p>	<p>To review and maintain a behaviour policy for the Academy</p> <p>To convene a committee to review the exclusion of a pupil by the Principal.</p>	<p>To prepare a Trust-wide behaviour policy for adoption by the Trustees.</p> <p>To review the overall pattern of exclusions and to report on the same to the Trustees.</p>	<p>To prepare a behaviour policy for the Academy for review by the LGB.</p> <p>To exclude a pupil for a fixed term or permanently.</p>

Decision making matrix

Admissions				
Members	Trustees	LGB members	Executive	Principal
	Adopts a Trust-wide admissions policy.	<p>Undertakes consultation, publishes admissions and determines arrangements as required in accordance with the School Admissions and Appeals Codes.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p>	<p>Proposes a Trust-wide admissions policy for adoption by the Trustees.</p> <p>Provides oversight of and support of the implementation of the admissions arrangements across the Trust.</p>	<p>Provides direction to the LGB as to requirements under the School Admissions and Appeals Codes.</p> <p>Ensures compliance with the Trust-wide policy.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p> <p>To participate in the local admissions forum.</p> <p>Ensures participation in the fair access protocol</p>

Decision making matrix

Pupil related matters				
Members	Trustees	LGB members	Executive	Principal
-	<p>Receives a termly report from the Executive regarding standards (to include attendance).</p> <p>To adopt Trust-wide Complaints policy and receive reports from the Executive regarding the level of complaints across the Trust.</p> <p>To appoint a Trustee with MET-wide responsibility for disadvantaged students.</p>	<p>To review attendance and pupil absences (as part of the KPI report).</p> <p>To monitor the impact of the pupil premium in the Academy.</p> <p>To adopt an Academy Complaints policy (consistent with the Trust-wide policy)</p> <p>To hear complaints at the relevant stage.</p> <p>To appoint a local member with responsibility for disadvantaged students at the academy.</p>	<p>Monitors the levels of attendance in the Academies and the use of home-Academy agreements and reports termly to the Trustees.</p> <p>To monitor the impact of the pupil premium across the Trust.</p> <p>To review the level of complaints across the Trust.</p>	<p>To maintain a register of pupil attendance.</p> <p>To report on attendance an pupil absences (as part of the KPI report)</p> <p>To review and maintain home-Academy agreements</p> <p>To set the times of Academy sessions and the dates of Academy terms and holidays</p> <p>To ensure effective deployment of the Pupil Premium and to monitor its impact.</p> <p>To prepare an Academy complaint policy consistent with the Trust-wide policy for adoption by the LGB.</p> <p>To hear complaints at the relevant stage.</p> <p>To ensure that the Academy meets for 380 sessions in an Academy year</p>

Decision making matrix

Information management				
Members	Trustees	LGB members	Executive	Principal
-	<p>Adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> the requirement to notify individuals as to how information is to be used and on the matter of safe storage. 	<p>Ensure the effective implementation of the data protection policies and procedures in the Academy.</p>	<p>To ensure compliance with all data protection legislation and good practice across the Academies.</p> <p>To support the individual academies on the effective safe storage of data</p> <p>To maintain accurate and secure staff records for the Executive</p> <p>Ensure registration with the Information Commissioner's Office is up to date.</p>	<p>To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p> <p>To ensure compliance with all data protection legislation and good practice in the Academy.</p>

Decision making matrix

Staffing				
Members	Trustees	LGB members	Executive	Principals
-	<p>To define any overarching management structures across Academy Trust and budget</p> <p>To adopt Trust- wide staff policies and procures.</p> <p>To appoint and dismiss the CEO, Finance Director, Company Secretary and Clerk.</p> <p>To conduct the performance management review of the CEO, the Company Secretary and the Clerk.</p> <p>To support the CEO in the performance management of the Finance Director [and any other senior executive posts].</p>	<p>To approve the teaching staff structure for the Academy.</p> <p>To hear appeals under the disciplinary, capability and grievance procedures</p>	<p>To determine the senior leadership and non-teaching structures for each Academy</p> <p>To advise the Trustees on suitable Trust-wide policies and procedures and to ensure their effective implementation.</p> <p>To monitor and review staffing changes across the Trust.</p> <p>To appoint, suspend and dismiss members of the Executive (save as reserved to the Trustees).</p> <p>To appoint, suspend and dismiss the Principals (in consultation with the LGB).</p> <p>To conduct the performance management of Principals.</p>	<p>To determine teaching staffing requirements within each Academy and budget.</p> <p>To implement the Trust-wide policies and procedures in the Academy.</p> <p>To appoint teaching staff</p> <p>To appoint non-teaching staff</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Executive.</p> <p>To conduct the performance management of staff in the Academy.</p> <p>To approve applications for early retirement, secondment and leave of absence.</p>

Decision making matrix

Health, safety and risk				
Members	Trustees	LGB members	Executive	Principals
	<p>To appoint an risk and audit committee.</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements.</p> <p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To adopt a Trust-wide health and safety policy.</p> <p>To adopt a Trust-wide lettings policy.</p> <p>To appoint a Trustee with MET-wide responsibility for health and safety.</p>	<p>To review the risk register of the Academy</p> <p>To adopt a health and safety policy for the Academy (in line with the Trust-wide policy).</p> <p>Review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p> <p>To appoint a local member with responsibility for health and safety at the academy.</p>	<p>Preparation of the risk register for the Academy Trust</p> <p>To procure buildings and related insurance and make proposals to the Trustees.</p> <p>To prepare a buildings strategy and asset management planning arrangements.</p> <p>To propose a Trust-wide health and safety policy for the Trustees' approval.</p> <p>To monitor and support the implementation of the Trust-wide health and safety policy.</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Principal.</p>	<p>Preparation of the risk register for the LGB</p> <p>To prepare a health and safety policy for the Academy (in line with the Trust-wide policy) for adoption by the LGB.</p> <p>To monitor the accident book and agree appropriate actions.</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To review security of premises and equipment.</p> <p>To implement the Trust-wide lettings policy.</p> <p>To liaise with the Executive in relation to the accessibility plan for the Academy.</p>

This Decision Making Matrix has been approved by the Trust Board