



## The Willow Learning Trust Scheme of Delegation September 2025

Our MAT has three levels of governance: Members, Trustees and Governors. Members can be regarded as the equivalent to shareholders in a commercial company and Trustees are the equivalent of company directors. Academy Trust boards provide strategic leadership and oversight for the academies within the Trust and are responsible for providing accountability for the overall performance of all Trust academies and the educational outcomes for all groups of pupils. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies. Governors are expected to only serve on one LGB of the Trust to avoid potential conflicts of interest.

This Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of The Willow Learning Trust and its academies. While the Scheme is designed to be comprehensive, it will not cover every task. The Scheme was reviewed in the summer term of 2024 and will be kept under review. It will be reviewed again in the summer term of 2027 or sooner in the case of significant change.

The bodies comprise:

- Trust Members
- Trust Board of Directors
- CEO (Accounting Officer)
- Trust Finance, Premises and Audit Committee
- Trust Personnel Committee
- Trust Standards Committee
- Local Governing Bodies
- Headteachers of individual academies

<p><b>Members (5)</b> No term of Office. 2 meetings a year. Meeting dates and times to be agreed to meet statutory responsibilities.</p>	<p><b>Responsibilities</b></p>
<p>Jan Wright Robert Frogley David Cheesman Janet Driels Sue Stears</p>	<p><b>Governance</b></p> <p>1.1 In accordance with the articles, to appoint and remove –</p> <ul style="list-style-type: none"> <li>- Members</li> <li>- Trustees (including co-opted Trustees)</li> </ul> <p>1.3i Approve any amendments required to the Funding agreement or Articles of Association</p> <p>1.4 Annually review and agree terms of reference; undertake regular skills audits and self-review</p> <p>1.5 Maintain and publish register of interests</p> <p>1.6 Maintain overview over Trust growth strategy</p> <p>1.12i Ensure that Members meet as least once a year and additionally as required</p>

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	<p>1.17 Maintain an overview of scheme of delegation for governance functions: financial powers, governance and legal direction with robust internal control arrangements.</p> <p>1.19 Hold an Annual AGM and call general meetings as required</p> <p><b>Finance</b></p> <p>2.6i Receive the Audited Accounts</p> <p>2.6iii Adopt Trustees’ Annual Report and Financial Statement</p> <p>2.7 Appoint and remove the external auditors</p> <p><b>Vision and standards</b></p> <p>4.1i Maintain overview of Trust's vision, strategy and key priorities</p>
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<b>Board of Trustees (10: 7+3 co-opted) (ToO: 4 years) 4 meetings a year, meeting at 4.00pm on Mondays.</b>	<b>Responsibilities</b>
<p><b>Chair:</b> Simon Brown  <b>Vice Chair:</b> Dayo Balogun  <b>Chair of Finance, Audit &amp; Premises:</b> Chris Ellis  <b>Chair of Standards:</b> Mark Rosewell  <b>Chair of Personnel:</b> Tana Cassidy  <b>Trustees:</b> Chris Ellis, Dayo Balogun, Tana Cassidy, Mark Rosewell, Isabelle Paget  <b>CEO &amp; Accounting Officer:</b> Steve Hume</p> <p><b>Co-opted Trustees (Chairs of LGBs):</b>  Kevin Mohr (GHS)  Gemma Fromage-Crawford (Aragon)  Sumita Dutta (Abbey)</p> <p><b>Governance Professional:</b>  Mary Gill</p>	<p><b>Governance</b></p> <p>1.1 In accordance with the articles, to appoint and remove –</p> <ul style="list-style-type: none"> <li>• Local governors (LGB), including co-opted and associate governors to the LGB, (*Trustee board to have the authority to remove the Chair in under-performing schools),</li> <li>• Trustees (including co-opted Trustees) (Recommendations for appointment to the Members.)</li> <li>• Governance Professional</li> </ul> <p>1.2i Review and agree annually scheme of delegation for Trust and governance structure including the constitution of any committees of the Trustee board and receive reports from each committee</p> <p>1.2ii Establish an independent Audit and Risk committee to achieve internal scrutiny to cover both financial and non-financial controls which meets at least 3 times per year</p> <p>1.3ii Identify and propose any amendments required to the Funding agreement or Articles of Association</p> <p>1.4 Annually review and agree terms of reference; undertake regular skills audits and self-review -  - Trustees’ Board and any committees of the Trust Board</p> <p>1.5 Maintain and publish register of interests</p> <p>1.6 Determine Trust growth strategy; agree applications for schools to join the Trust and review due diligence</p> <p>1.8 Ensure that schools meet the required number of sessions 380 in a school year and 32.5 hours per school week</p> <p>1.10 Approve and publish a Freedom of Information policy</p> <p>1.11 Ensure Trust meets all requirements for information required to be published online, including in respect of governance</p> <p>1.13 Review and approve a governors’ expenses policy</p> <p>1.17 Agree an annual written scheme of delegation for governance functions: financial powers, governance and legal direction with robust internal control arrangements</p> <p>1.20 Approve adoption of WLT Business and Strategic Plan</p>

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	<p>1.21i Identify and approve the statutory policies which apply across all the Trust's schools</p> <p>1.21iii Maintain and monitor a Trust risk register and ensure appropriate risk management strategies, including contingency planning and business continuity plans</p> <p>1.22 Hold CEO to account for the educational performance and financial probity of schools in the MAT and for ensuring that each school manages appraisal according to the WLT Appraisal Policy</p> <p><b>Personnel</b></p> <p>3.5i Determine terms and conditions for all staff and contracts of employment, including central roles and school-specific roles</p> <p>3.8: Maintain overview of appraisal of CEO, Headteachers, Central Trust team and school staff</p> <p>3.18i Determine dismissal payments or redundancy payments for CEO/HT</p> <p>3.24i Appoint the Chief Executive Officer as Accounting Officer.</p> <p>3.25 Appoint the Director of Finance as the Chief Financial Officer</p> <p><b>Compliance</b></p> <p>1.5 Maintain and publish register of all interests</p> <p>1.12i Ensure that the Trust Board meets at least 3 times a year and additionally as required and that the Audit Committee meets at least 3 times a year and additionally as required</p> <p>1.12ii Set up and appoint Trustees/governors for committees as appropriate</p> <p>1.12iii Set up a structure of Trustee link responsibilities</p> <p>1.12iv Maintain minutes of, and papers considered at, meetings of the Board/committees</p> <p>1.12v Determine Trust Board meeting frequency and agendas</p> <p>1.12viii Maintain overview of the views of pupils, staff and parents/carers</p> <p>1.23 Prevent establishment of extremism and or political indoctrination and ensure the balanced treatment of any issue</p> <p>1.24 Overview of compliance with GDPR requirements and policies</p> <p><b>Admissions</b></p> <p>1.14i Approve Admission Policies for each academy based on recommendations from the LGBs</p> <p>1.14iii Review PAN for MAT schools and approve change of PAN</p> <p>1.14iv Request specific admissions issues are discussed and addressed at LGB level</p> <p>1.14v Maintain overview of Trust schools' Admissions Policies and pupil number projections</p> <p><b>Appeal Panel members:</b> D Balogun, S Brown, Vacancy, I Paget, Mark Rosewell, K Mohr, Chris Ellis, Tana Cassidy</p>
<p><b>Finance, Premises and Audit Committee</b></p>	<p><b>Responsibilities</b>  <b>(4 Trustees, LGB representatives (max 3) + 1 advisor + Headteachers)</b></p> <p><b>Data Protection Link Trustee: Simon Brown</b></p>

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<p><i>This committee will also act as an Audit and Risk committee</i> 5 meetings a year meeting at 4pm on Tuesdays</p>	<p><b>Health &amp; Safety Link Trustee: Simon Brown</b></p>
<p><b>Chair:</b> Chris Ellis <b>Trustees:</b> Dayo Balogun, Mark Rosewell  <b>CEO:</b> Steve Hume  <b>LGB Members:</b> (GHS), Jerome Dussard-McFarlane (Aragon) Aaron Tanner (Abbey) DQ Nguyen (GHS)  <b>Advisors:</b> <b>Chair of Trustees:</b> Simon Brown <b>Directors of Finance:</b> Jan Mayoran <b>GHS HT:</b> Sarah Peacock <b>ABB HT:</b> Andrea Stirling Williams <b>ARA HT:</b> Clare Ryder</p>	<p><b>Finance</b> 2.1 Review and approve annual draft and final budgets and 3-year budget plans to inform budget forecast return 2.2i Monitor income and expenditure (including variances between budget and actual), cash flow, creditors and debtors and three-year budget forecasts 2.2ii Authorise in-year revisions and virements to an approved school budget 2.3i Approve and monitor monthly management accounts 2.3ii Monitor expenditure, value for money and benchmarking and delivery and performance of shared services 2.3iii Approve the financial implications of staffing structures 2.4 Approve the 3-year Budget Forecast Return and ensure ESFA submissions (BFR, LCBT, AAR) and requests for information are made by the deadlines set. 2.5 Set schools’ financial procedures (including scheme of financial delegation) ensuring compliance with the AFH Handbook 2.6i Approve the Audited Accounts 2.6ii Approve the annual financial statements, Trustees’ report and governance statements ensuring compliance with Accounts Direction and ensure prompt submission to ESFA and Companies House; report to Members 2.9 Contribute to Trust long-term financial planning through consideration of financial priorities and use of any contingency fund/balances. 2.10i Review and approve financial policies including: Tendering policy, Reserves policy, Governor Allowance policy, Fixed Asset policy, Charging and Remissions policy, whistleblowing policy, school lettings, premises framework, data protection policy, data security policy, data retention policy, FOI, photo and video policy, CCTV policy, publication scheme, Privacy notice for parents, privacy notice for staff. 2.14 Investigate financial irregularities and report as appropriate where CEO suspected 2.17 Determine central services/additional support required for Trust schools and schools’ financial contribution to the cost of support 2.18 Monitor SCITT budget and finances 2.20 Authorise the advertising and awarding of purchases/tenders/contracts worth £50,000+ 2.21 Authorise disposal of fixed assets above £1000 2.22 Review and approve any Condition Improvement Funding bids and ensure Capital projects are accounted for separately and in accordance with DFE requirements. <b>Audit</b> 2.8i Direct the Trust’s programme of internal scrutiny and security and report to the board on the adequacy of the Trust’s financial and other controls, and management of risk to make sure that they are being appropriately addressed 2.8ii Appoint a person responsible for Internal Scrutiny. 2.8iii Review and approve programme of internal scrutiny</p>

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	<p>2.8iv Receive regular reports from internal scrutiny                  2.10ii Review and Approve Whistleblowing Policy                  2.15 Monitor the risks of fraud, bribery and corruption</p> <p><b>Premises</b></p> <p>5.1 Prepare and approve an estates management strategy including maintenance, repairs and improvements                  5.3 Deal with disposals or acquisition of land/buildings                  5.4i Ensure schools' compliance with reporting requirements including RIDDOR; ensure premises meet all statutory requirements for standards                  5.4ii Review and approve WLT Premises Framework Policy to include framework for H&amp;S procedures, emergency planning and critical incident procedures and lockdown procedures and GDPR policies.                  5.4iii Maintain overview of school Health and Safety Policies to ensure they are rigorous and comprehensive.                  5.4iv Maintain overview of outstanding actions from H&amp;S audits at Trust schools                  5.4vii Monitor impact of health and safety, risk assessments and response to H&amp;S concerns and issues across WLT schools                  5.6 Monitor the compliance of GDPR within WLT schools                  5.7i Review accessibility priorities for all WLT schools                  5.8 Oversee building plans and contracts related to any Condition Improvement Funding bids or premises works                  5.9 Procure new buildings and development of existing site and major new commitments                  5.10 Review and agree any leases</p>
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<p><b>Personnel Committee</b>                  4 meetings a year, meeting at 9.15am on Mondays.</p>	<p><b>Responsibilities</b>  <b>(4 Trustees, LGB representatives (max 3) + 2 advisors + Headteachers)</b></p> <p><b>Safeguarding Link Trustee: Simon Brown</b></p>
<p><b>Chair:</b> Tana Cassidy  <b>Trustees:</b> Isabelle Paget, Simon Brown</p> <p><b>CEO:</b> Steve Hume</p> <p><b>LGB Members:</b> Laura Dalton (GHS) Sumita Dutta (Abbey) Neil Price (Aragon)</p> <p><b>GHS HT:</b> Sarah Peacock  <b>ABB HT:</b> Andrea Stirling Williams  <b>ARA HT:</b> Clare Ryder</p> <p><b>Advisors:</b>  <b>HR Manager:</b> Sam Pennelli</p>	<p>3.1 CEO recruitment and appointment process                  3.2. Headteacher recruitment and appointment process                  3.5ii Set and monitor WLT shadow staffing structures                  3.5iii Determine the grade, salary range and title of any new SLT or equivalent post and review posts when vacancies arise                  3.6 Review and approve annually pay policies for all categories of staff                  3.7i Review and approve annual WLT Appraisal Policy for teachers and other staff                  3.7ii Monitor the implementation of the Appraisal Policy to ensure it has been applied appropriately and fairly at WLT schools                  3.8 Conduct the appraisal of the with the CEO; determine pay awards in accordance with the pay policy                  3.9 Consider and approve pay recommendations for all staff to offer rewards for exceptional performance and significant contribution to Trust/School priorities                  3.10 Consider any appeal against a decision on pay grading or pay awards for CEO, Headteachers, Central Trust team or other school staff</p>

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<p><b>SCITT:</b> Kate Potts</p>	<p>3.11 Review and agree policies relating to Personnel including staff discipline policy; staff grievance procedure; flexible working policy; equality duties and objectives; attendance management policy and procedure; staff leave of absence policy, Disciplinary Procedures Policy, Adoption Leave policy, Paternity Leave policy, Maternity Leave policy, Shared Parental Leave policy, Parental Leave policy, Sickness Absence Management policy, Appraisal Policy, HR Statement, Sabbatical Leave policy, WLT Safeguarding Statement, Health and Wellbeing policy, Capability Procedures, Additional Leave, Recruitment &amp; Selection policy, Grievance Procedure, Redundancy policy, Flexible Working policy, Code of Conduct, CPD, Induction, ITT and Staff Training policy</p> <p>3.12 Maintain overview of appropriate checks carried out on Trustees/governors and all staff (DBS) and maintain a Single Central Record</p> <p>3.13i Oversee Trust and school compliance with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including annual approval of Safeguarding Policy and safeguarding audit.</p> <p>3.13iii Receive outstanding actions from safeguarding audits.</p> <p>3.14 Dismissal/suspension/ending suspension of CEO or headteacher.</p> <p>3.17 Hear appeals against disciplinary action (panel to be convened) from CEO, Headteacher, Central Trust team, school staff</p> <p>3.18 Determine dismissal payments or redundancy payments for CEO/HT</p> <p>3.20 Overview of SCITT outcomes and developments</p> <p>3.21i Review and Approve Trust Complaints policy and procedures and monitor and review complaints</p> <p>3.21ii Set up Panel for Stage 4 Complaints</p> <p>3.22i Annually review staff absence, wellbeing staff exit questionnaires in Trust schools</p> <p>3.22ii Conduct annual wellbeing survey across schools in the Trust</p> <p>3.23 Annually review staff CPD across the Trust</p> <p>* <u>Headteacher recruitment exercise</u></p> <ul style="list-style-type: none"> <li>• Trust Personnel to approve the advertising of the post and the salary range to be used on consideration of a recommendation from the CEO.</li> <li>• CEO to be responsible for producing the job pack, setting the interview day(s) and setting up the interview panel(s).</li> <li>• The CEO and 2 trustees and 2 governors to sit on the interview panel.</li> <li>• The Trust Personnel committee to ratify the panel's recommendation of appointee.</li> <li>• The Trust Finance committee to ratify the panel's recommendation of appointee, including any salary variation.</li> </ul>
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<p><b>Standards Committee</b> 3 meetings a year, meeting at 11.15am on Mondays.</p>	<p><b>Responsibilities</b> <b>(4 Trustees, LGB representatives (max 3) + Headteachers)</b></p>
<p><b>Chair:</b> Mark Rosewell <b>Trustees:</b> Simon Brown, Dayo Balogun</p>	<p>4.1i Agree Trust's vision and strategy, agreeing key priorities and KPIs including business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality assurance processes</p>

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<p><b>CEO:</b> Steve Hume</p> <p><b>LGB Members:</b> Tom Berry (GHS), Amanda Curl (Aragon) Linda Hall (Abbey)</p> <p><b>GHS HT:</b> Sarah Peacock</p> <p><b>ABB HT:</b> Andrea Stirling Williams</p> <p><b>ARA HT:</b> Clare Ryder (To attend first meeting of the year only)</p>	<p>4.2i Maintain an overview of schools' annual development plans and KPIs</p> <p>4.2ii Approve WLT targets for progress and achievement</p> <p>4.2iii Agree and publish school-specific targets within SIP for pupils to achieve</p> <p>4.2iv Overview of whole-school standards in progress and achievement of pupils against Trust targets, including analysis and evaluation of exam results in context of national performance indicators.</p> <p>4.2vi Review WLT schools' self-evaluation forms to ensure they accurately reflect the position of schools</p> <p>4.3i Maintain overview of and review and approve the Trust Equality and Inclusion Policy including accessibility plans</p> <p>4.3ii Monitor Trust school adherence to the overarching WLT Equalities Policy</p> <p>4.4i Review any external reviews and/or action plans to address issues raised any school improvement visit or OFSTED.</p> <p>4.6i Overview of schools' curricula, National Curriculum implementation and statutory requirements for collective worship, RE, SMSC, PSHE, RSE and British values.</p> <p>4.8i Overview of achievement data including gender, disadvantaged and ethnic achievement data and pupil progress</p> <p>4.9 Review aligned curriculum</p> <p>4.10 Monitor and review IT provision and security across the Trust</p> <p>4.11 Maintain an overview of attendance, unauthorised absence, including persistent absence</p>
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<b>CEO: Steve Hume</b>	<b>Responsibilities</b>
<p><b>CEO</b> is also Accounting Officer and sits on the Board of Trustees</p>	<p>1.7 Agree the scope and terms of collaboration/support between schools within the Trust and with schools that are not part of the Trust</p> <p>1.12vii Liaise with Trustees agreeing agendas with Chairs and arrange all Trust meetings.</p> <p>1.24 Ensure compliance with GDPR requirements and policies</p> <p>2.2i Monitor income and expenditure (including variances between budget and actual), cash flow, creditors and debtors and three-year budget forecasts</p> <p>2.3i Approve and monitor monthly management accounts</p> <p>2.4 Approve the 3-year Budget Forecast Return and make ESFA submissions (BFR, LCBT, AAR) and requests for information by the deadlines set</p> <p>2.6ii Prepare the annual financial statements, Trustees' report and governance statements ensuring compliance with Accounts Direction and ensure prompt submission to ESFA and Companies House; report to Members</p> <p>2.8iii Develop programme of internal scrutiny</p> <p>2.11 Maintain a Trust asset register</p> <p>2.13 Arrange insurance (including buildings and public liability)</p> <p>2.14 Investigate financial irregularities where Headteacher or central Trust staff are suspected</p> <p>2.15 Monitor the risks of fraud, bribery and corruption</p> <p>2.19 Approve purchases between £10,000 and £50,000</p>

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	<p>3.4 Recruitment and appointment of central staff</p> <p>3.8 Conduct the appraisal of the Headteachers (with Chair of LGB) and conduct/oversee the appraisal of WLT central staff; recommend pay awards in accordance with the pay policy</p> <p>3.12 Ensure appropriate checks are carried out on Trustees, governors, central staff and school staff (DBS) and that the Trust maintains an accurate, up-to-date Single Central Record</p> <p>3.15 Dismissal/suspension/ending suspension of central Trust staff</p> <p>3.16i Deal with staff disciplinary issues in accordance with the Trust's policy</p> <p>3.20 Monitor SCITT outcomes and developments</p> <p>3.24ii Fulfil the role of Accounting Officer for the Trust.</p> <p>3.26 Lead the central Trust team, responsible for core Trust functions and managing centrally-provided support services.</p> <p>3.27 Grow 'future leaders' through modelling, coaching, and involving them in higher level strategic planning and shared leadership</p> <p>4.1iii Develop and deliver the vision and objectives for the WLT</p> <p>4.1iv Lead strategic school improvement of schools in the Trust, working with the Headteachers to ensure that all WLT schools are working to the highest expectations and academic standards</p> <p>4.1v Monitor processes for school improvement and a drive for excellence in every school</p> <p>4.2vii Meet Headteachers six times a year to review standards issues including pupil attainment and progress, SEF, SIP and external reviews</p>
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Headteachers	Responsibilities
	<p>1.7 Agree the scope and terms of collaboration/support between schools within the Trust and with schools that are not part of the Trust</p> <p>1.12vii Liaise with Governors agreeing agendas with Chairs</p> <p>1.12x Write termly Headteacher reports for the LGB</p> <p>1.14vii Agree determination of school places with local authority</p> <p>1.15i Arrange independent appeal panel to consider appeals against admissions decisions</p> <p>1.24 Ensure compliance with GDPR requirements and policies</p> <p>2.2i Monitor income and expenditure (including variances between budget and actual), cash flow, creditors and debtors and three-year budget forecasts</p> <p>2.3i Approve and monitor monthly management accounts</p> <p>2.11 Maintain a school asset register</p> <p>2.14 Investigate financial irregularities and report as appropriate where school staff are suspected</p> <p>2.15 Monitor the risks of fraud, bribery and corruption</p> <p>3.4 Recruitment and appointment of school staff</p> <p>3.5iv Appoint staff within the Shadow Staffing Structure agreed by the Trust Personnel Committee</p> <p>3.8 Conduct the appraisal of the Senior Staff and conduct/oversee the appraisal of all other school staff; recommend pay awards in accordance with the pay policy</p>

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	<p>3.12 Ensure appropriate checks are carried out on governors and all staff (DBS) and that the school maintains an accurate, up-to-date Single Central Record</p> <p>3.13i Comply with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including annual updating of Safeguarding policy and conducting an annual safeguarding audit</p> <p>3.13vi Support children with medical conditions</p> <p>3.15 Dismissal/suspension/ending suspension of school staff</p> <p>3.16i Deal with staff disciplinary issues in accordance with the Trust's policy</p> <p>3.19 Ensure staff are deployed for the proper supervision of children</p> <p>3.27 Grow future leaders through modelling, coaching, and involving them in higher level strategic planning and shared leadership</p> <p>4.2iii Agree and publish school-specific targets within SIP for pupils to achieve</p> <p>4.2viii Ensure the school is prepared for new educational developments and initiatives and is OFSTED ready</p> <p>5.2 Prepare an annual school maintenance plan</p> <p>5.5ii Ensure that all necessary risk assessments are written and updated annually</p>
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<p><b>Glenthorne LGB</b> 4 meetings a year, meeting at 4.00pm on Mondays. (ToO: 4 years)</p>	<p><b>Responsibilities</b> <b>(13 members: 6 community, 4 parents, 3 staff)</b></p>
<p><b>Chair:</b> Kevin Mohr <b>Vice Chair:</b> DQ Nguyen</p> <p><b>Staff Governors:</b> Lucas Maxwell, Ross Hemmingway</p> <p><b>Parent Governors:</b> Cecilia Beylefeld, Henry Lee, Tom Berry, Naiya Gandhi</p> <p><b>Community Governors:</b> Laura Dalton, DQ Nguyen, Kevin Mohr, Vacancy, Helen Young, Clare Toogood</p> <p><b>Headteacher:</b> Sarah Peacock</p> <p><b>Associate Governors:</b> Michelle Alletson, Siobhan Walker, Duncan Gillies</p> <p><b>Head Students:</b> 2</p> <p><b>Governance Professional:</b></p>	<p><b>Governance</b></p> <p>1.1i Elect/Appoint the Chair and Vice-Chair of Local Governing Body</p> <p>1.1ii Request removal of Governors in accordance with WLT procedures</p> <p>1.1iii Request addition or removal of co-opted/associate governors to the LGB</p> <p>1.4 Annually review and agree committee terms of reference; undertake regular skills audits and self-review</p> <p>1.8 Ensure that the school meets the required number of sessions 380 in a school year and 32.5 hours per school week</p> <p>1.11 Ensure school meets all requirements for information required to be published online, including in respect of governance</p> <p>1.18 Decide the extent of any additional services offered by the school including extended services with due regard to the overall aims of the Trust and its charitable status</p> <p>4.1ii Set the strategic vision, ethos, values and objectives for the school within the overarching strategic vision and aims of the Trust</p> <p><b>Compliance</b></p> <p>1.5 Maintain and publish register of all interests</p> <p>1.12i Ensure that the LGB meets at least 3 times a year and additionally as required</p> <p>1.12ii Set up and appoint governors for committees as appropriate</p> <p>1.12iii Set up a structure of governor link responsibilities and monitoring visits for H&amp;S, safeguarding, SEND and other links as appropriate and approve Governor Visits policy</p>

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Mary Gill	<p>1.12iv Maintain minutes of, and papers considered at, meetings of the governing body/committees</p> <p>1.12v Determine LGB meeting frequency and agendas</p> <p>1.12vi Report termly to Trust Board</p> <p>1.12viii Effectively listen to the views of pupils, staff and parents/carers</p> <p>1.12ix Monitor effectiveness of Community/Stakeholder engagement</p> <p>1.12x Receive termly reports from the Headteacher</p> <p>1.21ii Review and approve the statutory school policies related to LGB responsibilities within the Scheme of Delegation</p> <p>1.23 Prevent establishment of extremism and or political indoctrination and ensure the balanced treatment of any issue</p> <p><b>Pupil Discipline</b></p> <p>1.16i Review permanent and fixed term exclusions as per current guidance</p> <p>1.16ii Determine if a permanently excluded pupil should be reinstated</p> <p>1.16iii Set up and appoint governors for pupil discipline panels, including final warning meetings</p> <p><b>Operations</b></p> <p>1.9i Set the dates of school terms and holidays</p> <p>1.9ii Set the time of school sessions</p> <p>1.9iii Recommend any changes to school hours, terms and holidays for Board approval</p> <p>1.9iv Review school uniform policy</p> <p><b>Personnel</b></p> <p>3.2 Participation (in conjunction with CEO and Trust Personnel Committee) in Headteacher recruitment exercise and recommend appointment (see details above)</p> <p>3.3 Deputy/other senior school staff recruitment and appointment process</p> <p>3.5v Monitor staffing requirements to meet the curriculum</p> <p>3.7ii Monitor the implementation of the Appraisal Policy to ensure it has been applied appropriately and fairly at the school</p> <p>3.8 Conduct the appraisal of the school Headteacher with the CEO; determine pay awards in accordance with the pay policy</p> <p>3.12 Maintain overview of appropriate checks carried out on governors and all staff (DBS) and that the school maintains an accurate, up-to-date Single Central Record</p> <p>3.13i Maintain overview of compliance with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including annual approval of Safeguarding policy and safeguarding audit</p> <p>3.13ii Monitor and review annual safeguarding audit</p> <p>3.13iii Receive outstanding actions from safeguarding audits</p> <p>3.13iv Receive termly updates on safeguarding</p> <p>3.13v Verify accuracy and completeness of the Single Central Record</p> <p>3.16ii Monitor the implementation of disciplinary/capability procedures/absence procedures</p> <p>3.17 Hear appeals against disciplinary action (panel to be convened) from staff against Verbal/1<sup>st</sup> written warnings</p> <p>3.22iii Monitor staff absence trends, work-life balance and wellbeing</p> <p>3.23ii Monitor Staff CPD and evaluate impact</p>
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	<p><b>Finance and Risk</b></p> <p>2.2i Maintain overview of income and expenditure and budget forecasts for current year and 3-year-budget forecasts</p> <p>2.3i Monitor monthly management accounts</p> <p>2.12 Review and approve policies on school lettings and agree charges</p> <p>2.15 Monitor the risks of fraud, bribery and corruption</p> <p>2.16i Ensure additional funds such as Pupil Premium, primary sports and catch-up funding, are ringfenced and spent appropriately, and in accordance with DfE requirements</p> <p>2.16ii Receive and approve Pupil Premium/Sports Premium Strategy</p> <p>2.16iii Scrutinise and evaluate impact of Pupil Premium/Sports Premium strategies</p> <p>2.16iv Review and approve 16-19 Bursary policy</p> <p><b>Premises and Facilities</b></p> <p>5.4iii Review and approve school Health and Safety Policy annually, including critical incident procedures and lockdown procedures</p> <p>5.4iv Monitor and review outstanding actions from H&amp;S audits at the school</p> <p>5.4v Conduct at least annual health and safety audits with external verification</p> <p>5.4vi Oversee building maintenance plans and ensure school needs have been captured in the repairs and maintenance strategy</p> <p>5.5i Review arrangements for risk assessments for educational trips; classrooms; outdoor areas and supervision; office; security; first aid; stress; buildings and site; fire; glazing survey; curriculum including swimming; outdoor play equipment; vehicle and pedestrian access and vehicle movement on site; out of hours use; VDU workstations</p> <p>5.5iii Review and approve Educational Visits Policy and approve risk assessments for residential, hazardous or foreign trips</p> <p>5.7ii Review and approve annually school-specific Accessibility Plan</p> <p>5.11 Approve lettings policy and charges and monitor lettings</p> <p><b>Admissions</b></p> <p>1.14ii to Determine annually an Admissions Policy for the next intake by end of February of the previous year (eg by the end of February 2025 for the intake of September 2026)</p> <p>1.14iii Review PAN for school and recommend change of PAN to Trust Board</p> <p>1.14v Monitor the Admissions Policy and practice including the numbers on the school roll, pupil number projections and IYFAP</p> <p>1.14vi Carry out any admissions consultations as required by Schools Admissions Code</p> <p>1.14vii Oversee determination of school places with local authority</p> <p>1.15ii Set up a panel to review medical and social applications for transfer to secondary school and consider any in-year medical and social applications</p>
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<p><b>GHS Curriculum, Teaching, Learning, Standards and Student Welfare Committee:</b>  <b>4 meetings a year, meeting at 4.00pm on Mondays.</b></p>	<p><b>Responsibilities Members (8)</b></p>
<p>Cecilia Beylefeld          Laura Dalton          Tom Berry (C)          Lucas Maxwell          Helen Young          Vacancy          Vacancy          Siobhan Walker (Associate governor)          Michelle Alletson (Associate governor)          Duncan Gillies (Associate governor)</p>	<p><b>Governance</b></p> <p>1.1i Elect/Appoint the Chair and Vice-Chair of the Committee</p> <p><b>Compliance</b></p> <p>4.3i Review and approve the School Equality and Inclusion Policy including SEND pupils and including accessibility plan; ensure equality duties are met and Department for Education requirements are met for SEND pupils and review the SEND Local Offer</p> <p>4.3ii Monitor school adherence to the overarching WLT Equalities Policy</p> <p><b>Curriculum and Teaching and Learning</b></p> <p>4.2i Review, approve and monitor the impact of schools annual improvement plans</p> <p>4.4ii Review and monitor quality of teaching and assessment</p> <p>4.5 Monitor impact of any additional ring-fenced funding such as Sports Premium, Pupil premium or Year 7 catch-up funding</p> <p>4.6i Agree and monitor curriculum intent, ensuring that the curriculum is broad and balanced and meets requirements for collective worship, RE, SMSC, PSHE, RSE and British values, approve application of National Curriculum or any variations to it, having regard to resources and Academies' flexibilities</p> <p>4.6ii Establish and keep up to date a written policy on the provision of Relationships and Sex Education (RSE)</p> <p>4.6iii Monitor and review extra-curricular activities, including the House system and Arts specialism</p> <p>4.6v Monitor the provision for and achievement of More Able Learners and high attaining pupils</p> <p>4.6vi Monitor and review pupil wellbeing and pastoral support initiatives</p> <p>4.7i Review, approve and monitor the following additional policies: Behaviour Policy, Careers, SEND, Exam policy and Exam access arrangements</p> <p>4.7ii Monitor application of a school's behaviour policy, use of exclusions, bullying and discriminatory incidents</p> <p>4.6 iv Review development of sixth form a</p> <p>4.10 Monitor and review IT provision and security across the school</p> <p><b>Standards</b></p> <p>4.2iv Scrutinise whole-school standards in progress and achievement of pupils against Trust targets, including analysis and evaluation of exam</p>

## The Willow Learning Trust Scheme of Delegation September 2025

	<p>results in context of national performance indicators and analysis of School Performance data including Inspection Data Summary Report (ISDR)</p> <p>4.2v Receive termly updates to monitor impact of provision for children with SEND, EAL learners, LAC, Children eligible for PP funding, MAL; monitor pupil progress and achievement within pupil sub-groups</p> <p>4.8i Monitor achievement data including ethnic achievement data and pupil progress</p> <p>4.8ii Analyse and evaluate exam results in context of national performance indicators, including analysis and evaluation of departmental exam results and progress and achievement for pupil sub-groups</p> <p><b>School Improvement</b></p> <p>4.2i Review, approve and monitor the impact of school’s annual improvement plan</p> <p>4.2iii Agree and publish school-specific targets within SIP for pupils to achieve WLT progress and achievement targets</p> <p><b>Attendance</b></p> <p>4.11 Monitor attendance, unauthorised absence, including persistent absence</p>
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<b>Aragon LGB</b>	<b>Reviewed Responsibilities (9 members: 4 community, 2 parents, 3 staff)</b>
<p><b>Chair:</b> Gemma Fromage-Crawford</p> <p><b>Vice-Chair:</b> Neil Price</p> <p><b>Community Governors:</b> Jamie Bailey, Rachael Morton, Dominique Delhalle, Brijesh Narikot, Neil Price</p> <p><b>Parent Governors:</b> Gemma Fromage-Crawford, Jerome Dussard-McFarlane</p> <p><b>Staff Governors:</b> Zoey Kennett, Amanda Curl</p> <p><b>Headteacher:</b> Clare Ryder</p> <p><b>Governance Professional:</b> Mary Gill</p>	<p><b>Governance</b></p> <p>1.1i Elect/Appoint the Chair and Vice-Chair of the Local Governing Body</p> <p>1.1ii Request removal of Governors in accordance with WLT procedures</p> <p>1.1iii Request addition or removal of co-opted/associate governors to the LGB</p> <p>1.4 Annually review and agree committee terms of reference; undertake regular skills audits and self-review</p> <p>1.8 Ensure that the school meet the required number of sessions 380 in a school year and 32.5 hours per school week</p> <p>1.11 Ensure school meets all requirements for information required to be published online, including in respect of governance</p> <p>1.18 Decide the extent of any additional services offered by the school including extended services with due regard to the overall aims of the Trust and its charitable status</p> <p>4.1ii Set the strategic vision, ethos, values and objectives for the school within the overarching strategic vision and aims of the Trust</p> <p><b>Compliance</b></p> <p>1.5 Maintain and publish register of all interests</p> <p>1.12i Ensure that the LGB meets at least 3 times a year and additionally as required</p> <p>1.12ii Set up and appoint governors for committees as appropriate</p> <p>1.12iii Set up a structure of governor link responsibilities and monitoring visits for H&amp;S, safeguarding, SEND and other links as appropriate and approve Governor Visits policy.</p> <p>1.12iv Maintain minutes of, and papers considered at, meetings of the governing body/ committees</p> <p>1.12v Determine LGB meeting frequency and agendas</p> <p>1.12vi Report termly to Trust Board</p>

- 1.12viii Effectively listen to the views of pupils, staff and parents/carers
- 1.12ix Monitor effectiveness of community/stakeholder engagement
- 1.12x Receive termly reports from the Headteacher
- 1.21ii Review and approve the statutory school policies related to LGB responsibilities within the Scheme of Delegation
- 1.23 Prevent establishment of extremism and or political indoctrination and ensure the balanced treatment of any issue

#### **Pupil Discipline**

- 1.16i Review permanent and fixed term exclusions as per current guidance
- 1.16ii Determine if a permanently excluded pupil should be reinstated
- 1.16iii Set up and appoint governors for pupil discipline panels, including final warning meetings

#### **Attendance**

- 4.11 Monitor attendance, unauthorised absence, including persistent absence

#### **Operations**

- 1.9i Set the dates of school terms and holidays
- 1.9ii Set the time of school sessions
- 1.9iii Recommend any changes to school hours, terms and holidays for Board approval
- 1.19iv Review school uniform policy

#### **Curriculum, Teaching & Learning**

- 4.4ii Review and monitor quality of teaching and assessment
- 4.6i Agree and monitor curriculum intent and ensure the curriculum is broad and balanced and meets requirements for collective worship, RE, SMSC, PSHE, RSE and British values and approve application of National Curriculum or any variations to it having regard to resources and Academies' flexibilities
- 4.6ii Establish and keep up to date a written policy on the provision of Relationships and Sex Education (RSE) and Early Years Foundation Stage (EYFS)
- 4.6iii Monitor and review extra-curricular activities.
- 4.6iv Review development of EYFS
- 4.6v Monitor the provision for and achievement of More Able Learners and high attaining pupils
- 4.6vi Monitor and review pupil wellbeing and pastoral support initiatives
- 4.7i Review, approve and monitor the following additional policies: Behaviour Policy, Careers, SEND, Exam policy and Exam access arrangements
- 4.7ii Monitor application of a school's behaviour policy, use of exclusions, bullying and discriminatory incidents

#### **Standards and School Improvement**

- 4.1 Set the strategic vision, ethos, values and objectives for the school within the overarching strategic vision and aims of the Trust.
- 4.2i Review, approve and monitor the impact of school's annual improvement plan
- 4.2iii Agree and publish school-specific targets within SIP for pupils to achieve WLT progress and achievement targets
- 4.2v Receive termly updates to monitor impact of provision for children with SEND, EAL learners, LAC, Children eligible for PP funding, MAL; hold the school to account for pupil progress and achievement within pupil sub-groups

	<p>4.3i Review and approve the School Equality and Inclusion Policy including SEND pupils and including accessibility plan; ensure equality duties are met and Department for Education requirements are met for SEND pupils and review the SEND Local Offer</p> <p>4.3ii Monitor school adherence to the overarching WLT Equalities Policy</p> <p>4.5 Monitor impact of any additional ring-fenced funding such as Sports Premium, Pupil Premium or Year 7 catch-up funding</p> <p>4.8i Monitor achievement data including ethnic achievement data and pupil progress</p> <p>4.8ii Analyse and evaluate exam results in context of national performance indicators, including analysis and evaluation of subject exam results and progress and achievement for pupil sub-groups</p> <p>4.10 Monitor and review IT provision and security across the school</p> <p><b>Finance and Risk</b></p> <p>2.2i Maintain overview of income and expenditure for current year and three-year budget forecasts</p> <p>2.3i Monitor monthly management accounts</p> <p>2.12 Review and approve policies on school lettings and agree charges</p> <p>2.15 Monitor the risks of fraud, bribery and corruption</p> <p>2.16i Ensure additional funds such as Pupil Premium, primary sports and catch-up funding, are ringfenced and spent appropriately, and in accordance with DfE requirements</p> <p>2.16ii Receive and approve Pupil Premium/Sports Premium Strategy</p> <p>2.16iii Scrutinise and evaluate impact of Pupil Premium/Sports Premium strategies</p> <p><b>Personnel</b></p> <p>3.2 Participation (in conjunction with CEO and Trust Personnel Committee) in Headteacher recruitment exercise and recommend appointment (see details above)</p> <p>3.3 Deputy/other senior school staff recruitment and appointment process</p> <p>3.5v Monitor staffing requirements to meet the curriculum</p> <p>3.7ii Monitor the implementation of the Appraisal Policy to ensure it has been applied appropriately and fairly at the school</p> <p>3.8 Conduct the appraisal of the school Headteacher with the CEO; determine pay awards in accordance with the pay policy</p> <p>3.12 Ensure appropriate checks are carried out on governors and all staff (DBS) and that the school maintains an accurate, up-to-date Single Central Record</p> <p>3.13i Maintain overview of school compliance with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including annual approval of Safeguarding policy and safeguarding audit</p> <p>3.13ii Monitor and review annual safeguarding audit</p> <p>3.13iii Receive outstanding actions from safeguarding audits</p> <p>3.13iv Receive termly updates on safeguarding</p> <p>3.13v Verify accuracy and completeness of the Single Central Record</p> <p>3.6ii Monitor the implementation of disciplinary/capability procedures/absence procedures</p> <p>3.17 Hear appeals against disciplinary action (panel to be convened) from staff against Verbal/1<sup>st</sup> written warnings</p> <p>3.22iii Monitor staff absence trends, work-life balance and wellbeing</p> <p>3.23ii Monitor Staff CPD and evaluate impact</p>
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	<p><b>Premises and Facilities</b></p> <p>5.4iii Review and approve school Health and Safety Policy annually, including critical incident procedures and lockdown procedures</p> <p>5.4iv Monitor and review outstanding actions from H&amp;S audits at the school</p> <p>5.4v Conduct at least annual health and safety audits with external verification</p> <p>5.4vi Oversee building maintenance plans and ensure school needs have been captured in the repairs and maintenance strategy</p> <p>5.5i Review arrangements for risk assessments for educational trips; classrooms; outdoor areas and supervision; office; security; first aid; stress; buildings and site; fire; glazing survey; curriculum including swimming; outdoor play equipment; vehicle and pedestrian access and vehicle movement on site; out of hours use; VDU workstations.</p> <p>5.5iii Review and Approve Educational Visits Policy and approve risk assessments for residential, hazardous or foreign trips</p> <p>5.7ii Review and approve annually school-specific Accessibility Plan</p> <p>5.11 Approve lettings policy and charges and monitor school lettings</p> <p><b>Admissions</b></p> <p>1.14ii to Determine annually an Admissions Policy for the next intake by end of February of the previous year (eg by the end of February 2025 for the intake of September 2026)</p> <p>1.14iii Review PAN for school and recommend change of PAN to Trust Board</p> <p>1.14v Monitor the Admissions Policy and practice including the numbers on the school roll, pupil number projections and IYFAP</p> <p>1.14vi Carry out any admissions consultations as required by Schools Admissions Code</p> <p>1.14vii Oversee determination of school places with local authority</p> <p>1.15ii Set up a panel to review medical and social applications for transfer to secondary school and consider any in-year medical and social applications</p>

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<b>Abbey LGB</b>	<b>Reviewed Responsibilities (9 members: 4 community, 2 parents, 3 staff)</b>
<p><b>Chair:</b> Sumita Dutta <b>Vice Chair:</b> Linda Hall</p> <p><b>Community Governors:</b> Sumita Dutta, Linda Hall, Nicole Bradley, J-D Price, Henry Cohen, Abi Al Rubai</p> <p><b>Parent Governors:</b> Jennie Farrell, Abbey Azzopardi</p> <p><b>Staff Governors:</b></p>	<p><b>Governance</b></p> <p>1.1i Elect/Appoint the Chair and Vice-Chair of the Local Governing Body</p> <p>1.1ii Request removal of Governors in accordance with WLT procedures</p> <p>1.1iii Request addition or removal of co-opted/associate governors to the LGB</p> <p>1.4 Annually review and agree committee terms of reference; undertake regular skills audits and self-review</p> <p>1.5 Maintain and publish register of interests</p> <p>1.8 Ensure that the school meets the required number of sessions 380 in a school year and 32.5 hours per school week</p> <p>1.11 Ensure school meets all requirements for information required to be published online, including in respect of governance</p> <p>1.18 Decide the extent of any additional services offered by the school including extended services with due regard to the overall aims of the Trust and its charitable status</p>

## The Willow Learning Trust Scheme of Delegation September 2025

<p>Aaron Tanner, Laura Pettinger</p> <p><b>Headteacher:</b> Andrea Stirling-Williams</p> <p><b>Governance Professional:</b> Mary Gill</p>	<p>4.1ii Set the strategic vision, ethos, values and objectives for the school within the overarching strategic vision and aims of the Trust</p> <p><b>Compliance</b></p> <p>1.12i Ensure that the LGB meets at least 3 times a year and additionally as required</p> <p>1.12ii Set up and appoint governors for committees as appropriate</p> <p>1.12iii Set up a structure of governor link responsibilities and monitoring visits for H&amp;S, safeguarding, SEND and other links as appropriate and approve Governor Visits policy</p> <p>1.12iv Maintain minutes of, and papers considered at, meetings of the governing body/ committees</p> <p>1.12v Determine LGB meeting frequency and agendas</p> <p>1.12vi Report termly to Trust Board</p> <p>1.12viii Effectively listen to the views of pupils, staff and parents/carers</p> <p>1.12ix Monitor effectiveness of community/stakeholder engagement</p> <p>1.12x Receive termly reports from the Headteacher</p> <p>1.21ii Review and approve the statutory school policies related to LGB responsibilities within the Scheme of Delegation</p> <p>1.23 Prevent establishment of extremism and or political indoctrination and ensure the balanced treatment of any issue</p> <p><b>Pupil Discipline</b></p> <p>1.16i Review permanent and fixed term exclusions as per current guidance</p> <p>1.16ii Determine if a permanently excluded pupil should be reinstated</p> <p>1.16iii Set up and appoint governors for pupil discipline panels, including final warning meetings</p> <p><b>Attendance</b></p> <p>4.11 Monitor attendance, unauthorised absence, including persistent absence</p> <p><b>Operations</b></p> <p>1.9i Set the dates of school terms and holidays</p> <p>1.9ii Set the time of school sessions</p> <p>1.9iii Recommend any changes to school hours, terms and holidays for Board approval</p> <p>1.19iv Review school uniform policy</p> <p><b>Curriculum, Teaching &amp; Learning</b></p> <p>4.4ii Review and monitor quality of teaching and assessment</p> <p>4.6i Agree and monitor curriculum intent and ensure the curriculum is broad and balanced and meets requirements for collective worship, RE, SMSC, PSHE, RSE and British values and approve application of National Curriculum or any variations to it having regard to resources and Academies' flexibilities</p> <p>4.6ii Establish and keep up to date a written policy on the provision of Relationships and Sex Education (RSE) and Early Years Foundation Stage (EYFS)</p> <p>4.6iii Monitor and review extra-curricular activities.</p> <p>4.6iv Review development of EYFS</p> <p>4.6v Monitor the provision for and achievement of More Able Learners and high attaining pupils</p> <p>4.6vi Monitor and review pupil wellbeing and pastoral support initiatives</p>
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	<p>4.7i Review, approve and monitor the following additional policies: Behaviour Policy, Careers, SEND, Exam policy and Exam access arrangements</p> <p>4.7ii Monitor application of a school's behaviour policy, use of exclusions, bullying and discriminatory incidents</p> <p><b>Standards and School Improvement</b></p> <p>4.2i Review, approve and monitor the impact of school's annual improvement plan</p> <p>4.2iii Agree and publish school-specific targets within SIP for pupils to achieve WLT progress and achievement targets</p> <p>4.2v Receive termly updates to monitor impact of provision for children with SEND, EAL learners, LAC, Children eligible for PP funding, MAL; hold the school to account for pupil progress and achievement within pupil sub-groups</p> <p>4.3i Review and approve the School Equality and Inclusion Policy including SEND pupils and including accessibility plan; ensure equality duties are met and Department for Education requirements are met for SEND pupils and review the SEND Local Offer</p> <p>4.3ii Monitor school adherence to the overarching WLT Equalities Policy</p> <p>4.5 Monitor impact of any additional ring-fenced funding such as Sports Premium, Pupil Premium or Year 7 catch-up funding</p> <p>4.8i Monitor achievement data including ethnic achievement data and pupil progress</p> <p>4.8ii Analyse and evaluate exam results in context of national performance indicators, including analysis and evaluation of subject exam results and progress and achievement for pupil sub-groups</p> <p>4.10 Monitor and review IT provision and security across the school</p> <p><b>Finance and Risk</b></p> <p>2.2i Maintain overview of income and expenditure for current year and three year budget forecasts</p> <p>2.3i Monitor monthly management accounts</p> <p>2.12 Review and approve policies on school lettings and agree charges</p> <p>2.15 Monitor the risks of fraud, bribery and corruption</p> <p>2.16 Ensure additional funds such as Pupil Premium, primary sports and catch-up funding, are ringfenced and spent appropriately, and in accordance with DfE requirements</p> <p>2.16i Ensure additional funds such as Pupil Premium, primary sports and catch-up funding, are ringfenced and spent appropriately, and in accordance with DfE requirements</p> <p>2.16ii Receive and approve Pupil Premium/Sports Premium Strategy</p> <p>2.16iii Scrutinise and evaluate impact of Pupil Premium/Sports Premium strategies</p> <p><b>Personnel</b></p> <p>3.2 Participation (in conjunction with CEO and Trust Personnel Committee) in Headteacher recruitment exercise and recommend appointment (see details below)</p> <p>3.3 Deputy/other senior school staff recruitment and appointment process</p> <p>3.5v Monitor staffing requirements to meet the curriculum</p>
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- 3.7ii Monitor the implementation of the Appraisal Policy to ensure it has been applied appropriately and fairly at the school
- 3.8 Conduct the appraisal of the school Headteacher with the CEO; determine pay awards in accordance with the pay policy
- 3.12 Maintain overview of appropriate checks carried out on governors and all staff (DBS) and that the school maintains an accurate, up-to-date Single Central Record
- 3.13i Maintain overview of school compliance with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including annual approval of Safeguarding policy and safeguarding audit
- 3.13ii Monitor and review annual safeguarding audit
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- 3.22iii Monitor staff absence trends, work-life balance and wellbeing
- 3.23ii Monitor Staff CPD and evaluate impact

**Premises and Facilities**

- 5.4iii Review and approve school Health and Safety Policy annually, including critical incident procedures and lockdown procedures
- 5.4iv Monitor and review outstanding actions from H&S audits at the school
- 5.4v Conduct at least annual health and safety audits with external verification
- 5.4vi Oversee building maintenance plans and ensure school needs have been captured in the repairs and maintenance strategy
- 5.5i Review arrangements for risk assessments for educational trips; classrooms; outdoor areas and supervision; office; security; first aid; stress; buildings and site; fire; glazing survey; curriculum including swimming; outdoor play equipment; vehicle and pedestrian access and vehicle movement on site; out of hours use; VDU workstations
- 5.5iii Review and Approve Educational Visits Policy and approve risk assessments for residential, hazardous or foreign trips
- 5.7ii Review and approve annually school-specific Accessibility Plan
- 5.11 Approve lettings policy and charges and monitor schools' lettings

**Admissions**

- 1.14ii to Determine annually an Admissions Policy for the next intake by end of February of the previous year (eg by the end of February 2025 for the intake of September 2026)
- 1.14iii Review PAN for school and recommend change of PAN to Trust Board
- 1.14v Monitor the Admissions Policy and practice including the numbers on the school roll, pupil number projections and IYFAP
- 1.14vi Carry out any admissions consultations as required by Schools Admissions Code
- 1.14vii Oversee determination of school places with local authority
- 1.15ii Set up a panel to review medical and social applications for transfer to primary school and consider any in-year medical and social applications

