

## Decision making matrix - The Balcarras Trust

Governance				
Members	Trustees	LGB members	Executive	Headteacher
<p>To review and amend the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>To receive an annual report from the Trustees and the CEO on the Academy Trust's performance</p> <p>To appoint Trustees to the Board of Trustees in accordance with the Articles</p>	<p>To review and amend the Scheme of Delegation</p> <p>To review and amend the Constitution and Terms of Reference of Local Governing Bodies</p> <p>To determine the Constitution, membership and Terms of Reference of the standing committees for each Local Governing Body, other than temporary, ad hoc committees, required to deal with specific issues</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 with the right</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 (with approval from the Trustees)</p> <p>To appoint (and remove) the Vice Chairs of the Local Governing Bodies (with approval from the Trustees)</p> <p>To authorise the establishment of temporary, ad hoc committees, required to deal with specific issues (where such committees are required urgently and report subsequently to the Trustees)</p> <p>To appoint a Clerk to the Local Governing Bodies</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 Headteacher's report</p> <p>To support the appointment process for the Clerk</p> <p>To tailor Academy Trust-wide policies to Academies as recommended by the Executive</p>

	<p>knowledge, skills and behaviours in accordance with the Clerking competency framework</p> <p>To review and amend the policies of the Academy Trust</p> <p>To approve the appointment (and removal) by the LGB members of the Chairs of the Local Governing Bodies</p> <p>To approve the appointment (and removal) by the LGB members of the Vice Chairs of the Local Governing Bodies</p> <p>The Trustees are ultimately responsible for the appointment of Local Governors although they may defer this to LGBs</p> <p>The Trustees have the power to remove Local Governors if they are judged to be acting outside the Code of Conduct for Governors. A process for doing so is set out by the Trust</p> <p>To notify the Education and Skills Funding Agency of any</p>	<p>To review and agree any proposed amendments to the policies of the Academy (in line with any Trust prescribed policy)</p>		
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	<p>changes to Member, Trustee, and / or LGB appointments in line with the Academy Trust Handbook (as amended from time to time)</p> <p>To ensure robust monitoring is established so that policies and processes are working properly – specifically relating to Child Protection but not exclusively</p>			
Finance				
Members	Trustees	LGB members	Executive	Headteacher
<p>To appoint external auditors</p> <p>To receive the audited accounts</p>	<p>To appoint internal auditors</p> <p>To sign off annual accounts and report</p> <p>To approve the monthly management accounts as prepared by the Chief Financial Officer which set out the Academy Trust's financial performance and position</p> <p>To approve the financial scheme of delegation</p>	<p>To receive the annual budget for each 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 (monthly management accounts) for the Trustees</p> <p>To act as the Accounting Officer</p>	<p>To prepare the annual budget for each Academy in conjunction with the CEO/CFO</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To receive the monthly management accounts and feedback details to the LGB when appropriate</p>

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	<p>To appoint a finance, audit and risk 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 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 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>
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Contracts				
Members	Trustees	LGB members	Executive	Headteacher
To approve any service contracts for Trustees	<p>To adopt an Academy Trust-wide procurement policy</p> <p>To set the delegated levels of authority for contracts</p> <p>To approve contracts with a value above £10, 000</p> <p>To approve contracts which constitute related party transactions and to notify these to the Education and Skills Funding Agency</p> <p>To obtain approval (where necessary) from the Education and Skills Funding Agency for certain transactions, contracts and / or other agreements including those with related parties in line with the Academy Trust Handbook (as amended from time to time)</p> <p>To set up and approve Trustee expenses</p>	To enter into contracts up to the limits of delegation and within an agreed budget	<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>To make payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To act as a signatory of an Academy specific bank account</p>

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Curriculum and standards				
Members	Trustees	LGB members	Executive	Headteacher
<p>To receive an annual report from the Trustees and the CEO on standards</p>	<p>To determine an Academy Trust-wide curriculum statement to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> <li>• a prohibition on political indoctrination and a balanced treatment of political issues; and</li> <li>• a written policy on sex and relationship education</li> </ul> <p>To ensure that each Academy has a policy on religious education</p> <p>To receive a termly report from the Executive regarding standards</p>	<p>To approve the curriculum proposed by the Head Teacher (to the extent that it is consistent with the Academy Trust-wide statement)</p> <p>To monitor the KPI figures reported from the Headteacher relating to standards</p>	<p>To provide oversight of the implementation of the Academy Trust-wide curriculum statement</p> <p>To provide a termly report to the Trustees regarding standards</p> <p>To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets</p> <p>To monitor the KPI figures reported from the Headteacher relating to standards</p>	<p>To be responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements</p> <p>To ensure that the Academy has a policy on Religious Education</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>To write a Headteacher's Report to the LGB and Executive at least once a full term which reports progress towards the SDP and the latest details regarding pupil progress</p>

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SEN				
Members	Trustees	LGB members	Executive	Headteacher
	To ensure that each Academy has an up to date SEND Inclusion Policy and SEND Information Report.	To review and maintain the Academy's SEND inclusion policy  To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements	To ensure that each Academy is implementing its SEND Inclusion Policy  To ensure compliance with the Disability Discrimination Act requirements within the Academies	To designate a teacher to be responsible for co-ordinating SEN provision  To liaise with the local authority in respect of students who have (or might have) SEND  To make provision for SEND pupils with or without a statement of EHC plan  To ensure compliance with the Disability Discrimination Act requirements within the Academy
Safeguarding				
Members	Trustees	LGB members	Executive	Headteacher
	To approve annually the Child Protection policy at each Academy  To adopt a Trust-wide policy regarding school trips	To appoint a designated governor for safeguarding  To review and maintain a safeguarding and child	To ensure that each Academy has appointed a designated teacher to support looked after children and previously looked after children	To appoint a designated teacher to support looked after children and previously looked after children and to ensure the role is compliant with statutory guidance and

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	<p>To ensure the completion of the single central record</p> <p>To ensure all Trustees have an enhanced Disclosure and Barring Service check and a section 128 check</p>	<p>protection policy for the Academy</p> <p>To ensure all LGB members have an enhanced Disclosure and Barring Service check and a section 128 check</p>		<p>previously looked after children</p> <p>To maintain the single central record</p> <p>To approve off-site visits for pupils of more than 24 hours</p>
<b>Behaviour</b>				
<b>Members</b>	<b>Trustees</b>	<b>LGB members</b>	<b>Executive</b>	<b>Headteacher</b>
	<p>To review the use of suspensions and permanent 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 Headteacher</p>	<p>To review the overall pattern of suspensions and permanent 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 suspend a pupil for a fixed term or to exclude permanently</p>
<b>Admissions</b>				
<b>Members</b>	<b>Trustees</b>	<b>LGB members</b>	<b>Executive</b>	<b>Headteacher</b>
	<p>The trustees are ultimately responsible for all matters relating to admissions. The Balcarras Trust is the Admissions Authority for all academies in the trust</p>	<p>To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes</p>	<p>To provide oversight of and support of the implementation of the admissions arrangements across the Academy Trust</p>	<p>To provide direction to the LGB as to requirements under the School Admissions and Appeals Codes</p>

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	To ensure that each Academy has an Admissions Policy which is reviewed annually and approved by the trustees	To make arrangements for determining admissions and hearing admission appeals		To make arrangements for determining admissions and hearing admission appeals  To participate in the local admissions forum  To ensure participation in the fair access protocol
<b>Pupil related matters</b>				
<b>Members</b>	<b>Trustees</b>	<b>LGB members</b>	<b>Executive</b>	<b>Headteacher</b>
	To receive a termly report from the Executive regarding standards (to include attendance)  To adopt an Academy Trust-wide Complaints policy and receive reports from the Executive regarding the level of complaints across the Academy Trust	To review attendance and pupil absences (as part of the KPI report)  To monitor the impact of the pupil premium in the Academy  To adopt an Academy Complaints policy (consistent with the Academy Trust-wide policy)  To hear complaints at the relevant stage	To monitor the levels of attendance in the Academies and the use of home-Academy agreements and reports termly to the Trustees  To monitor the impact of the pupil premium across the Trust  To review the level of complaints across the Trust	To maintain a register of pupil attendance  To report on attendance and pupil absences (as part of the Headteacher report)  To review and maintain home-Academy agreements  To set the times of Academy sessions and the dates of Academy terms and holidays  To ensure effective deployment of the Pupil Premium and to monitor its impact

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				<p>To prepare an Academy complaints policy consistent with the Academy 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 unless otherwise agreed by the LGB / Trustees</p>
Information management				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To Adopt Academy Trust-wide data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> <li>the requirement to notify individuals as to how information is to be used; and</li> <li>on the matter of safe storage</li> </ul>	<p>To 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>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>

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			To ensure registration with the Information Commissioner's Office is up to date	To ensure compliance with all data protection legislation and good practice in the Academy
<b>Staffing</b>				
<b>Members</b>	<b>Trustees</b>	<b>LGB members</b>	<b>Executive</b>	<b>Headteacher</b>
	<p>To define any overarching management structures across the Academy Trust and budget</p> <p>To adopt Academy Trust- wide staff policies and procedures</p> <p>To appoint and dismiss the CEO, Chief Financial Officer, Company Secretary and Clerk</p> <p>To ensure there are robust procedures in place for determining levels of executive pay</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 Chief Financial Officer and</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 deploy staff as appropriate across the Trust's schools</p> <p>To determine the senior leadership and non-teaching structures for each Academy</p> <p>To advise the Trustees on suitable Academy 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 conduct the performance management of Heads of School</p> <p>To ensure all staff are aware of the whistleblowing procedure</p>	<p>To determine teaching staffing requirements within each Academy and budget</p> <p>To implement the Academy 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>

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	<p>any other senior executive posts</p> <p>To agree a procedure for whistleblowing</p> <p>To ensure there is one Trustee and one member of staff nominated within the Academy Trust as a point of contact for any whistleblowing concerns</p> <p>To appoint, suspend and dismiss members of the Executive in conjunction with the CEO</p> <p>To appoint, suspend and dismiss the Headteachers in conjunction with the CEO and in consultation with the LGB</p>		<p>To ensure all staff are aware of the nominated whistleblowing staff member</p>	
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Health, safety and risk				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To appoint the Finance, Audit and Risk Committee</p> <p>Acting through the Finance, Audit and Risk Committee , to determine and direct the programme of internal scrutiny in accordance with the Academy Trust Handbook</p> <p>To submit an annual summary report to the Education and Skills Funding Agency which must be prepared as part of the Academy Trust's annual programme of internal scrutiny, reporting on the adequacy of the Academy Trust's financial and other controls and management of risks</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements</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 Academy Trust-wide policy)</p> <p>To 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 prepare 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 an Academy Trust-wide health and safety policy for the Trustees' approval</p> <p>To monitor and support the implementation of the Academy Trust-wide health and safety policy</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Heads of School</p> <p>To ensure that each Academy has an up to date Health and Safety Policy</p>	<p>To prepare a health and safety policy for the Academy 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 Academy Trust-wide lettings policy</p> <p>To liaise with the Executive in relation to the accessibility plan for the Academy</p>

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	<p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To adopt an Academy Trust-wide health and safety policy</p> <p>To adopt an Academy Trust-wide lettings policy</p>			
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