2026 – 2027 Scheme of Delegation

Governance

Delegated Duty	Delegated Authority
Recruit Appoint or remove Members or Trustees	Members in consultation with other stakeholders such as the Trust Sponsor and Diocese and in line with the Articles of Association
Remove Chair of the Trust Board or committees	Members in consultation with other stakeholders such as the Trust Sponsor and Diocese and in line with the Articles of Association
Appoint Chair of the Trust Board or committees	Trustees
Appoint or Remove LAC Chairs	LAC (Trust Board may intervene or provide additional support and challenge to an RI or inadequate school)
Appoint Company Secretary	Members
Appoint Clerk to Trust Board or Committees	Trustees
Agree or Revise the Company's Articles of Association	Members
Agree or Revise the Governance Structure	Trustees
Agree or Revise the Company's Scheme of Delegation	Trustees
Review the performance and effectiveness of the Trust Board	Members
Review the performance and effectiveness of LACs	Trustees
Appoint an Internal Auditor	Trustees
Appoint an External Auditor	Finance, Risk Audit & Resources Committee – Review appropriateness of fees Members – Confirm appointment recommendation from CEO/CFO
Approve Trustees Report and Financial Statements	Trustees (Present to Members in AGM)
Establish and keep under review risk management arrangements	Trustees, Finance, Risk Audit & Resources Committee
Agree the Trust Vision statement and review periodically or in line with further growth	Trustees
Manage Freedom of Information Requests	CEO, DCEO, CFO, Headteachers, Data Protection Officer

Appointments	
• All appointment panels must contain at least one person who has undertaken Safer Recruitment Training. • Appointment panels will be made up of a minimum of three persons from the identified groups. • Salary Range, Job description and Person Specifications will be agreed in advance of the recruitment exercise. • Any positive DBS Disclosures obtained via safer recruitment checks should be reviewed by the CEO / CFO / DCEO • All applications will be processed at each Academy by Office Managers/Administration teams. • Academies will have autonomy with regards to their appointments as delegated under this scheme however the CEO/Trustees reserve the right to be in attendance if they feel their support is required.	
Post	**Appointed by**
CEO	Trustees (minimum of 3 persons)
Executive Headteacher	CEO, Trustees, LAC Members
Headteacher	CEO, Trustees, Chair of LAC and other nominated Trustees or LAC Members as appropriate
Deputy Headteacher	Chair of LAC, Headteacher, others nominated as appropriate
Assistant Headteacher	Chair of LAC, Headteacher, others nominated as appropriate
Central Team Posts	CEO, Trustees and others determined by the CEO as appropriate
TLR Posts and Teaching Posts	Headteacher, Chair of LAC and others as determined by Headteacher *
Support Staff Posts – Finance G5 and above	CEO, DCEO, CFO Headteacher (or nominated deputy) and 2 others as nominated by Headteacher *
Support Staff Posts - Other	Headteacher (or nominated deputy) and 2 others as nominated by Headteacher *
Resignation	
• Resignations must be in writing and indicate the period of notice and leaving date.	
Post	**Accepted by**
CEO	Trustees
Executive Headteacher	CEO
Headteacher	CEO/Chair of LAC
Deputy Headteacher	Headteacher
Assistant Headteacher	Headteacher
Central Team Posts	Trustees/CEO/Line Manager
TLR Posts and Teaching Posts	Headteacher*
All other Support Staff Posts	Headteacher*
Notes	
* Schools who are Require Improvement or are Inadequate will be supported by the CE0, Executive HT or a nominated Trustee as appropriate.	

Discipline, Grievance and Ill Health Absence

- Agreed Trust policies will be used throughout proceedings.
- Employees of the Trust will not be included as part of an initial panel or appeal panel in any circumstances.
- An initial committees will consider a referred case with a separate Appeals Committee considering any appeals.
- Appeals panels will not include any persons with prior involvement or interest in the case.
- Representatives from LACs may be used to form a quorum for an Appeal's panel where sufficient Trustees or LAC members are not eligible to consider an appeal in any of our academies.
- In relation to allegations against staff, the allocated Case Manager MUST seek initial advice from the Local Authority Designated Officer.
- Academies will inform the CEO/CFO/ DCEO of any case which may lead to a dismissal taking place.
- In cases of ill health retirement Academies will inform the CEO/CFO/ DCEO of any case application which is being pursued/processed

Case relating to:	**Manager (Allegations Only)**	**Decision Maker**	**Appeal**
CEO	Chair of Trust Board	Committee (Trustees)	Committee (Trustees)
Executive Headteacher	CEO	Committee (Trustees)	Committee (Trustees)
Headteacher	CEO/Chair of LAC	Committee *	Committee
Deputy and Assistant Headteachers	CEO/Headteacher/Chair of LAC	Headteacher/Line Manager/ Committee *	Committee
Central Team Posts	CEO/ DCEO /CFO	Headteacher/Line Manager/ Committee *	Committee
All Teaching Staff	Headteacher	Headteacher/Line Manager/ Committee *	Committee
All Support Staff	Headteacher	Headteacher/Line Manager/ Committee *	Committee

Notes

*Where dismissal is not being considered refer to the SUAT Disciplinary Policy for levels of delegated decision-making authority

Appraisal Arrangements

- Appraisal is a supportive process which will be used to inform the employee's continuing professional development. The Trust wishes to encourage a culture in which all employees take responsibility for improving the Academy and all academies in the Trust's group through appropriate professional development. Professional development will be linked to the Academy's improvement priorities and to the ongoing professional development needs and priorities of individual employees
- It is the responsibility of the CEO/Board of Trustees and the Headteacher to ensure that all teachers, including the Headteacher, are aware of this policy; plans the school has for improving and/or developing standards of education; the expected standards of performance and relevant professional standards for teachers; the link between performance and pay progression
- The Board of Trustees and the CEO/Headteacher have a particular responsibility to ensure that the processes described in this Policy are managed fairly, equitably, objectively. This will be ensured by a process of moderation across the trust.
- Appraisers should have received appropriate training for the role.
- The Appraiser will set the employee objectives. For Headteachers, the CEO will lead the appraisal process, including the setting and review of objectives, to ensure alignment with Trust priorities and consistency across the Trust. Local Academy Council representatives may participate in the process where appropriate.
- The CEO, Trust Board or Appraiser may seek advice from an independent external adviser or other appropriate professional advisers where required.
- The objectives set for each employee will, if achieved, contribute to the Academy's plans for improving educational provision and improving the progress, development and well-being of the pupils at the Academy.

Post	**Delegated Authority**
CEO	Chair of Trust Board (with advice and support from independent advisor where appropriate)
Executive Headteacher/Headteacher	The CEO will conduct the Headteacher appraisal, including the setting and review of objectives. Up to three members of the Local Academy Council may participate in the appraisal process where appropriate. The CEO may seek advice and support from an independent external adviser. (Refer to the Performance Appraisal Policy for further guidance.)
All other teaching posts	The Headteacher, after consultation, will decide who will appraise other teachers in accordance with the Performance Appraisal Policy
Support Staff – Finance Posts Grade 5 and above	CEO/CFO/Line Manager
Support Staff (other)	Line Manager
Central Team posts	Line Manager

Pay Recommendations and Decisions			
• Agreed Trust policies will be used throughout proceedings. • Employees of the Trust will not be included as part of an initial panel or appeal panel in any circumstances. • Appeals panels will not include any persons with prior involvement or interest in the case. • Representatives from LACs may be used to form a quorum for an Appeal's panel where sufficient Trustees/LAC members cannot be formed to consider an appeal. • No executive leader may advise on, recommend, participate in or be present for a decision concerning their own pay. • The CEO / CFO/ DCEO will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.			
Staff	**Recommendation**	**Decision Maker**	**Appeal**
CEO	Chair of the Trust Board, following completion of the CEO appraisal and with advice and support from an independent external adviser where appropriate.	Trust Pay Committee, comprising at least three trustees	Trust Pay Appeals Committee, comprising at least three trustees who were not involved in the appraisal, recommendation or original pay decision, in accordance with the SUAT Executive Pay Policy.
Executive Central Team	CEO or relevant line manager, provided that no individual is involved in recommending or determining their own pay	Trust Pay Committee, comprising at least three trustees	Trust Pay Appeals Committee, comprising at least three trustees who were not involved in the appraisal, recommendation or original pay decision, in accordance with the SUAT Executive Pay Policy.
Executive Headteacher	CEO, following the appraisal process and consultation with participating LAC members where applicable	LAC Pay Committee recommend to Trust Pay Committee	Trust Pay Appeals Committee
Headteacher	CEO, following the appraisal process and consultation with participating LAC members where applicable	LAC Pay Committee recommend to Trust Board	Trust Pay Appeals Committee
Deputy Headteacher or Assistant Headteacher	Headteacher	LAC Pay Committee recommend to Trust Board	3 LAC/Trust Board Members
Main Pay Scale Teachers	Headteacher*	LAC Pay Committee recommend to Trust Board	3 LAC/Trust Board Members

Progression to Upper Pay Range	Headteacher*	LAC Pay Committee recommend to Trust Board	3 LAC/Trust Board Members
Movement Through Upper Pay Range,	Headteacher*	LAC Pay Committee recommend to Trust Board	3 LAC/Trust Board Members
Central Team Staff (excluding Executive Central Team)	Line Manager	Appropriate Line Manager/CEO/CFO in accordance with Pay Policy	3 Trust Board Members
Support Staff Pay Awards (other than normal incremental pay rises no accelerated pay awards should be permitted without approval from the CEO/CFO.	Headteacher/Line Manager	LAC Pay Committee recommend to Trust Board	3 LAC/Trust Board Members
Notes			
*Schools who are Require Improvement or are Inadequate will be supported by the CEO/CFO/ DCEO			

Capability

• Agreed Trust policies will be used throughout proceedings.
• Employees of the Trust will not be included as part of an initial panel or appeal panel in any circumstances.
• Hearings will be conducted by a panel of either Trust Board and/or LAC members and the Appeal hearing should be conducted by a separate panel of Trust Board and/or LAC members or persons nominated to represent them at the meeting. A decision to dismiss can only be taken by a panel of three Trust Board/LAC members or persons nominated by the Trust to represent them.
• Appeals panels will not include any persons with prior involvement or interest in the case.
• Representatives from LACs may be used to form a quorum for an Appeal's panel where sufficient Trustees are not eligible to consider an appeal.
• The CEO /CFO/ DCEO will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.

Case Against	**Process Facilitator**	**Decision Maker**	**Appeal**
CEO	Chair of Trustees	Trustees	3 Trust Board Members
Executive Headteacher	CEO	CEO/LAC Committee	3 Trust Board Members
Headteacher	CEO	CEO/LAC Committee	3 LAC/Trust Board Members
Deputy Headteacher or Assistant Headteacher	Headteacher.	Headteacher/LAC Committee	3 LAC/Trust Board Members
Central Team	CEO/CFO/ DCEO	CEO/CFO/ DCEO Trust Board Members	3 LAC/Trust Board Members
All Teaching Staff	Headteacher*	Headteacher/Line Manager/LAC Committee	3 LAC/Trust Board Members
All Support Staff	Headteacher*	Headteacher/Line Manager/LAC Committee	3 LAC/Trust Board Members

Notes

* Schools who are Require Improvement or are Inadequate will be supported by the CEO, Executive HT or a nominated Trustee as appropriate.

Restructure, Redundancy Process, Re-Grading, Re-Designation, TUPE, Special Staff Severance Payments and Retirement		
• Agreed Trust policies will be used throughout proceedings. • Employees of the Trust will not be included as part of an initial panel or appeal panel in any circumstances. • Appeals panels will not include any persons with prior involvement or interest in the case. • Representatives from LACs may be used to form a quorum for an Appeal's panel where sufficient LAC/Trustees cannot consider an appeal. • The CEO, CFO and DCEO will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages. A business case must be submitted to the CEO and CFO at the earliest opportunity and before any formal consultation commences for any proposed restructure, redundancy or TUPE process.		
Description	**Decision Maker**	**Appeal**
Restructure of Staffing or Leadership Personnel	Headteacher and LAC recommend the restructure. CEO and CFO approve restructures affecting up to 10 employees, following review of the business case and financial implications. Restructures affecting more than 10 employees, multiple schools, or carrying significant financial or organisational impact require Trust Board approval. LAC Staffing Committee (or equivalent committee) conducts the consultation process and considers representations.	3 LAC/Trust Board Members
Adopt Redundancy Procedure	Trust Board with consultation through Joint Consultative Committee	Not Applicable
Redundancy	Headteacher and LAC recommend the proposal. CEO and CFO approve redundancy proposals affecting up to 10 employees, following review of the business case, financial implications and alternatives considered.	3 LAC/Trust Board Members

	Redundancy proposals affecting more than 10 employees, multiple schools, or carrying significant financial, legal or organisational impact require Trust Board approval. LAC Staffing Committee (or equivalent committee) conducts the consultation process, considers representations and makes decisions regarding selection and dismissal by reason of redundancy.	
TUPE (Central Team approval required with full Business Plan submitted)	Trust Board/LAC/Headteacher declare TUPE process and which service area is affected. Trust Board/LAC/Headteacher or Committee conduct process including consultation and representations. Central Trust Team to oversee all employee liability information	3 LAC/Trust Board Members
Re-Grading/Re-Designation Trust Salaries Above Grade 5	CEO in liaison with Pay Committee	3 LAC/Trust Board Members
Honoraria payments to senior leaders and Central team staff	Trust Board/CEO in liaison with Pay Committee	Not Applicable
Honoraria payments to teaching and non-teaching academy staff	Headteacher in consultation with CEO	Not Applicable
New Permanent Posts Salary above Grade 5	CEO & Headteacher or CEO or Headteacher	Not Applicable
New Permanent Posts Salary Below Grade 5	Headteacher in consultation with the CEO / DCEO / CFO and in liaison with Pay Committee*	Not Applicable
New Temporary Posts for Up to 1-Year (inclusive of apprenticeships)	Headteacher in consultation with the CEO / DCEO / CFO *	Not Applicable
Revisions to Pay and Conditions	Trust Board	Not Applicable
Special Staff Severance Payments up to and including £10k	CEO, CFO, DCEO, Chair of Trust Board	Not Applicable
Special Staff Severance Payments between £10k and up to £50k	CEO, CFO, DCEO, Trust Board	Not Applicable
Special Staff Severance Payments exceeding £50k	CEO, CFO, DCEO, Trust Board, DFE and referred to HM Treasury for Approval	Not Applicable

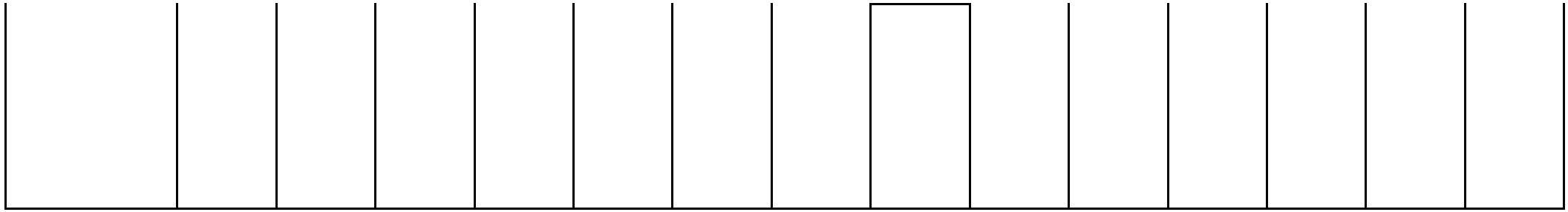
Consider applications for flexible working from employees	Headteacher/Line manager	Appeal to the next level of management in their team or Chair of LAC
Consideration of applications for flexible retirement from teachers	Headteacher in liaison with CEO / DCEO / CFO	3 LAC/Trust Board Members
Consideration of applications for full retirement from teachers	Headteacher in liaison with CEO / DCEO / CFO	3 LAC/Trust Board Members
Consideration of applications for flexible retirement from non-teaching staff Personnel and	Headteacher in liaison with CEO / DCEO / CFO	3 LAC/Trust Board Members
Consideration of applications for full retirement from non-teaching staff	Headteacher in liaison with CEO / DCEO / CFO	3 LAC/Trust Board Members
Notes		
*Schools who are Require Improvement or are Inadequate will be supported by the CEO, Executive Headteacher, DCEO, CFO or a nominated Trustee as appropriate.		

Safeguarding
SUAT is committed to safeguarding and promoting the welfare of children. All academies within the Trust will have regard to any statutory guidance on safeguarding issued by the Secretary of State. They will also ensure the suitability of staff, supply staff, volunteers, contractors and proprietors. SUAT has an appointed Trust Lead Designated Safeguarding Lead to ensure effective safeguarding governance and culture across the trust. The Trust Lead DSL is Sam Ashley.
SUAT academies will ensure compliance with The Education (Independent School Standards) Regulations 2014 and have due regard to the following statutory documents: • Working together to safeguard children • Sexual violence and sexual harassment between children in schools and colleges • Keeping children safe in education (KCSIE), which contains guidance on legal requirements including Disclosure and Barring Service (DBS) checks, directions made under section 128 of the Education and Skills Act 2008 prohibiting individuals from taking part in academy trust management, and teacher prohibition checks
All SUAT academies will: • Ensure all staff are aware of their safeguarding responsibilities and ensure all are trained accordingly providing regular safeguarding updates • Appoint appropriately trained Designated Safeguarding Leads and Deputy Designated Safeguarding Leads • Ensure an up-to-date Single Central Record is maintained in line with statutory guidance
When carrying out the Prevent duty as required under section 26 of the Counter Terrorism and Security Act, SUAT will follow the Home Office's 'Revised Prevent duty guidance: for England and Wales' and the DfE's general advice 'Protecting children from radicalisation: the prevent duty'.

Health and Safety
The overarching piece of legislation is the Health and Safety at Work Act 1974 and its regulations. Under the Act SUAT as the employer, is responsible for the health and safety of its staff, pupils, and any visitors. The Trust will follow guidance from the Health and Safety Executive, the Department for Education and the County Council. Duties and responsibilities are delegated to the individual Academy and LAC, to implement suitable and sufficient procedures and control measures, in accordance with the relevant policies and guidance. All staff are responsible for reading the Health and Safety Policy, complying with the academy's health and safety arrangements, taking reasonable care of their own and other people's health and safety, reporting defects and issues and contributing to and highlighting any gaps in the academy's risk assessments and health and safety procedures.
SUAT will ensure it has a legally compliant H&S Policy and carries out its statutory duties, including those which have been delegated to each LAC by the Trustees. The Health and Safety Policy template shall be reviewed annually by the Trust and will be tailored by each Academy, to their specific arrangements, roles and responsibilities. This will be communicated to employees and LAC members.
Each academy LAC will provide a report to the Trustees annually in the summer term, on the effectiveness of their health and safety arrangements, via Governor Hub. A copy of the annual Health and Safety Report will be sent to the Operations Director.
Each academy is responsible for appointing and training a Premises Manager and other individuals who are responsible for health and safety. Individuals will receive training every three years as a minimum.
SUAT recognises its duty to manage asbestos in academies effectively, compliant with the Control of Asbestos Regulations 2012, and that control measures will be implemented effectively in each setting via bi-annual inspections, an Asbestos Register which is updated as required following each inspection, and an asbestos management plan, and in accordance with the Asbestos Management Policy. Those responsible for managing asbestos and working on the fabric of the building must receive annual asbestos awareness training.
SUAT recognises its duty to manage hazardous substances in academies effectively, in accordance with the COSHH Regulations 2002, and that control measures will be implemented effectively in each setting, via use of COSHH assessments and material safety data sheets and in accordance with the Hazardous Substances Policy.
SUAT recognises its duty to manage contractors and construction projects in academies effectively, in accordance with the Construction Design and Management Regulations 2015, and that control measures will be implemented effectively in each setting in accordance with the Management of Contractors Policy.
The duty to manage health and safety across the curriculum must be managed effectively by each Academy, via policies, procedures and risk assessments.
Each Academy will maintain and be responsible for recording all accidents and safety incidents. Notifying the CEO and Operations Director of any incidence that is RIDDOR reportable to HSE. This will be recorded via My Health and Safety. Each Academy is responsible for defining their own first aid requirements via a First Aid Needs Assessment. There will be sufficient first aid resources, equipment and appropriately paediatric and first aid at work trained staff, in accordance with the First Aid Policy.

Each Academy is responsible for the safe delivery of medication for pupils / students and for appropriately supporting children with medical conditions, in accordance with the policy for Supporting Pupils with Medical Conditions.
Each Academy is responsible for appropriately risk managing their educational visits via suitable and sufficient risk assessments and health and safety arrangements. There will be a trained Educational Visits coordinator in each setting, who receives training every three years as a minimum. All visits must be approved on Evolve before departure.
SUAT recognises its duty to manage fire safety in academies effectively, compliant with the Regulatory Reform (Fire Safety) Order 2005, and that control measures will be implemented effectively in accordance with the Fire Safety Policy. Each Academy shall have a fire risk assessment which is reviewed at least annually, or upon any changes to the premises or practice. There will be a trained Fire Risk Assessor in each setting, who receives training every three years as a minimum.
Each Academy must have in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk must be communicated to staff, pupils and others who may be exposed to the risk. Risk assessments should be tracked and updated through use of a risk assessment register.
Each LAC is responsible for appointing a link member for Health and Safety. The link member will visit the academy at least twice annually and report back to the LAC on health and safety matters and arrangements in the Academy.
Each Academy must have a stress risk assessment in place for staff. Wellbeing risk assessments should also be in place for staff and children. Risk assessments will be reviewed annually and adapted following stress and wellbeing surveys conducted by each Academy and monitored by the LAC. Each Academy will have staff trained in mental health and wellbeing. The Trust will have staff trained in mental health and wellbeing.

Description	**Role / Responsibility**													
	Trust Board	**Trust Risk Audit and Resources Committee**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Academy H&S coordinator**	**EVC**	**First Aid Trained Staff**	**Site Manager**	**Site Technician**	**All Staff**
Produce and authorise the template Health and Safety Policy and Health and Safety Policy Statement annually	X - authorise				X - produce									



Description	Role / Responsibility													
	Trust Board	Trust Risk Audit and Resources	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinator	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Tailor the Health and Safety Policy to the Workplace's Arrangements						X - Trust	X - Academy	X - Academy	X - Academy					
Read the Health and Safety Policy, applicable to their workplace			X	X	X	X	X	X	X	X	X	X	X	X
Produce a Health and Safety Report Annually and Upload to Governor Hub (Use Annual Health and Safety Report Template)						X		X	X					
Description	**Role / Responsibility**													

	Trust Board	Trust Risk Audit and Resources	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinator	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Nominate a Link LAC member for Health and Safety (Two Visits Per Year)							X	X						
Deliver staff health and safety inductions						X - Central team		X - Academy staff	X - Academy staff					
Produce and Review Academy Risk Assessments								X	X	X		X	X	X
Approve Academy Risk Assessments							X	X						
Produce and Review Trust Risk Assessments						X								
Approve Trust Risk Assessments			X		X									
Appointing a Trained Premises Manager (training must be refreshed every three years)								X						

Description	Role / Responsibility													
	Trust Board	Trust Risk Audit and Resources	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinat	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Managing Asbestos on School Premises								X	X			X	X	
Completing an Annual Review of the Condition of Asbestos								X	X			X	X	
Produce and Review Academy COSHH Assessments								X	X			X	X	X
Produce and Review Trust COSHH Assessments					X	X								
Approving hazardous substances to be brought onto site			X		X			X						
Reporting Accidents and								X	X		X	X	X	X

Incidents - Academies														
Investigating Accidents and Incidents					X	X		X	X		X	X		
Approving lone working on site			X	X	X			X						
Description	**Role / Responsibility**													
	Trust Board	**Trust Risk Audit and Resources**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head**	**Academy H&S coordinator**	**EVC**	**First Aid Trained Staff**	**Site Manager**	**Site Technician**	**All Staff**
Investigating RIDDOR Reportable Accidents and Incidents / Incidents that Result in a Claim / Hospital Visit / My H&S					X - report to SHSS, CEO, Trust Board		X - report to SHSS, CEO, Trust Board	X - report to SHSS, CEO, Trust Board, LAC, Central Team	X - report to SHSS, CEO, Trust Board, LAC, Central Team					

Undertake a First Aid Needs Assessment (Annually or Following Changes)									X		X			
Managing First Aid Training								X	X		X			

Description	Role / Responsibility													
	Trust Board	Trust Risk Audit and Resource	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinat	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Managing the Delivery of Medication to Pupils / Students (obtain counter signatures)								X			X			
Appointing a trained Educational Visits coordinator (EVC must receive refresher training every three years)								X	X					
Authorising Non-Adventurous/Residential/Overseas Educational Visits					X			X		X				
Authorising Adventurous/ Residential/ Overseas Educational Visits					X - refer to LEA			X - refer to LEA		X - refer to LEA				

Description	Role / Responsibility													
	Trust Board	Trust Risk Audit and Resources	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinato	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Undertaking the Fire Risk Assessment following FRA training (simple premises)					X - if trained	X - if trained		X - if trained	X - if trained			X - if trained		
Arranging the Fire Risk Assessment, and revising annually following FRA training (complex premises)					X - if trained			X - if trained	X - if trained			X - if trained		
Reading the Fire Risk Assessment			X	X	X	X		X	X	X	X	X	X	X
Produce and Authorise the Template Business Continuity Plan			X - authorise		X - produce	X - produce								

Description	Role / Responsibility													
	Trust Board	Trust Risk Audit and Resource	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	Academy H&S coordinat	EVC	First Aid Trained Staff	Site Manager	Site Technician	All Staff
Tailor the Business Continuity Plan to the Workplace					X - Trust	X - Trust		X - Academy	X - Academy					
Complete the Team Stress Risk Assessment Annually					X - Trust staff	X - Trust staff		X - Academy staff	X - Academy staff					
Read the Team Stress Risk Assessment Annually			X	X	X	X		X	X	X	X	X	X	X
Maintain the training matrix						X - for the central team			X - Academy staff					
Complete and submit the MRDP to the central team (autumn term)								X	X			X		

Estates Management

SUAT recognises that its estate is an asset which is used to support the delivery of outcomes for its pupils and students. SUAT is committed to undertaking its responsibility in ensuring its estate is managed strategically, effectively, and that safe working conditions are maintained via proactive and reactive maintenance regimes.
The CEO and Operations Director will be responsible for developing an estates strategy and asset management plan for the Trust. Each Academy will be responsible for developing an asset management plan for their setting and sharing this with the Trust on an annual basis in September.
The Trust Board will approve expenditure of School Condition Allocation Funding against the Asset Management Plan.
Each Academy will have a regime for statutory building compliance inspections and testing, which is monitored by the LAC, and by the Trust. Monitoring can take place via the online Asset Management System. The Premises and Health and Safety Planner can be used to plan maintenance and statutory compliance regimes.
Each Academy is responsible for arranging and budgeting for their own compliance testing and inspections, and their own maintenance regimes.
Each Academy is responsible for arranging timely corrective actions to address health and safety issues on their premises, and reporting concerns to the LAC and Trust central team.
Each Academy is responsible for undertaking proactive premises walks to establish the condition of the building and grounds and arrange for the rectification of defects, on a regular basis.
Each Academy is responsible for reporting to the LAC termly, on premises matters. Reports will be monitored by the Trust Board via Governor Hub.
The estate will be managed in accordance with (but not limited to the Health and Safety at Work Act 1974, the Construction, Design and Management Regulations 2015, the Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1992.
As a minimum, any contractors working on site must complete and sign a hazard exchange form in conjunction with the Academy, shall review the asbestos register prior to working and sign the declaration of understanding. For any intrusive works, an intrusive works form must be completed and consultation undertaken with the Asbestos Management Team.
Staff may only undertake works to the premises where they are trained to do so and have the appropriate approvals.
Projects and work to the premises is subject to the relevant approvals, based on the type of work that is being undertaken. Prior to works being undertaken, the following will be considered: • Requirements for landlord approval • Requirements for Section 77 approval • Insurance implications • Obligations under the Construction, Design and Management Regulations 2015 • The appointment of a Principal Contractor and Principal Designer • Asbestos management implications • Excavation works and the potential disturbance of underground services • RAAC management implications

- Hot works management implications
- Project contingencies
- Contractor vetting

Description	Role / Responsibility												
	Trust Board	Chair of Trust Board	Trust Risk Audit and Resources Committee	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head Teacher	H&S Coordinator	Site Manager	Site Technician	All Staff
Developing and Approving the Estate Vision and Strategy	X - Approve			X - Develop		X - Develop							
Reviewing the Estate Vision and Strategy			X	X		X							
Developing Strategic Estate Documents				X		X							
Develop and approve the MAT AMP	X - Approve			X - Develop		X - Develop							
Review the MAT AMP (at least annually)			X	X		X							
	Role / Responsibility												

	Trust Board	Chair of Trust Board	Trust Risk Audit and Resources Committee	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	H&S Coordinator	Site Manager	Site Technician	All Staff
Developing the Academy AMP (send to the Central Team annually in the Autumn Term)								X	X	X	X	X	
Making Strategic Decisions about the Estate e.g. Acquire or Dispose of Land and Buildings	X - Approve			X - make recommendations to the Board		X - make recommendations to the Board							
Managing the performance of the estate and ensuring it delivers value for money			X	X	X	X	X	X	X	X	X	X	
Setting a medium term budget for the estate (e.g. as part of your 3-5 year overall					X	X	X		X	X	X		

budget planning process)													
Description	**Role / Responsibility**												
	Trust Board	**Chair of Trust Board**	**Trust Risk Audit and Resources Committee**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head**	**H&S Coordinator**	**Site Manager**	**Site Technician**	**All Staff**
Planning for emergencies and business continuity (shared via Governor Hub)	X - contacted when plans invoked		X - receive plans. Contacted when plans invoked	X - manage and implement plans	X - manage and implement plans	X - manage and implement plans	X - manage and implement plans	X - receive plans. Contacted when plans invoked	X - manage and implement plans	X - manage and implement plans	X - manage and implement plans		
Implementing and Monitoring Statutory Compliance Regimes (Academies)			X - monitoring	X - monitoring		X - monitoring		X - monitoring	X - implementing and monitoring	X - implementing and monitoring	X - implementing and monitoring	X - implementing and monitoring	
Managing and Monitoring Building Security									X	X	X	X	X

Monitoring the Use of School Buildings to Ensure that Safety Requirements are Met (and undertaking periodic premises walks)							X		X	X	X	X	

Description	**Role / Responsibility**												
	Trust Board	**Chair of Trust Board**	**Trust Risk Audit and Resources Committee**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head**	**H&S Coordinator**	**Site Manager**	**Site Technician**	**All Staff**
Producing and implementing a properly funded maintenance plan (e.g. as part of organisational budget planning process)					X - oversee	X - oversee			X	X	X		
Obtaining Landlord Permission for Works						X	X		X	X			

Approving Capital Projects	£150k+	<£50,000	<150k	<£30k	<£15k	Recommend to Approvers							
Description	**Role / Responsibility**												
	Trust Board	**Chair of Trust Board**	**Trust Risk Audit and Resources Committee**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head**	**H&S Coordinator**	**Site Manager**	**Site Technician**	**All Staff**
Approving Use of DFC Funding	£300k+	<£300,000	<£250k	<£150k	<£150k	<£15k Recommend to Approvers							<£10k (S) £5k (P)
Approving Use of SCA Funding (in conjunction with the AMP)	£300k+	<£300,000	<£250k	<£150k	<£150k	<£15k Recommend to Approvers							
Procuring Insurance Services				X	X	X	X						
Procuring Energy Contracts				X	X	X	X						
Installing new CCTV systems (approving)			X	X		X - (as DPO)							
Updating the Inventory (annually)							X - MAT inventory			X - Academy inventory	X - Academy inventory		

Description	Role / Responsibility												
	Trust Board	Chair of Trust Board	Trust Risk Audit and Resources Committee	Accounting Officer / CEO	CFO	Operations Director	Central Team	Local Academy Council	Head	H&S Coordinator	Site Manager	Site Technician	All Staff
Actioning premises defects / managing defect reports (D1 ASAP, C1 within 6 months, C2 within 2 years)									X	X	X		
Producing termly premises reports to the LAC			X - monitor reports via Governor Hub	X - monitor reports via Governor Hub		X - monitor reports via Governor Hub			X	X	X		

Completing Intrusive Works Forms, Hazard Exchange Forms for contractors working on site, obtaining copies of contractor Risk Assessments, Method Statements, Construction Phase Plans						X - contribute for SCA and capital projects	X - contribute for SCA and capital projects		X	X	X	X	
Description	**Role / Responsibility**												
	Trust Board	**Chair of Trust Board**	**Trust Risk Audit and Resources Committee**	**Accounting Officer / CEO**	**CFO**	**Operations Director**	**Central Team**	**Local Academy Council**	**Head**	**H&S Coordinator**	**Site Manager**	**Site Technician**	**All Staff**
Maintaining the Asbestos Register, undertaking annual asbestos reinspections, maintaining the Asbestos Management Plan									X	X	X	X	

Testing Academy water systems										X – if trained	X – if trained	X – if trained	
Working on academy electrical systems													
Working at height (ladders and roof)											X – if trained	X – if trained	
Altering the fabric of the building													
Approving contractors to work on site (in accordance with the Contractor Management Policy)				X		X			X				

Contractor Vetting – schools to vet contractors for works below £5k (in accordance with the Contractor Management Policy)										X	X		
Contractor Vetting – Trust to vet contractors for works valued above £5k (in accordance with the Contractor Management Policy)							X						
Approving Contractors to be added to the vetted list							X						

Approving lettings to let school sites				X		X			X				
Approving maintenance work and statutory testing to take place on academy sites under £5k									X				
Approving minor works capital projects, maintenance, intrusive and complex works on to take place on academy sites over £5k							X						

Finance

SUAT financial model has been developed to ensure efficiency and greater value for money through economic and effective management of resources providing complete transparency and accurate financial management throughout the trust.
Central costs and professional services are managed by the Trust allowing individual Academies to manage and control delegated funding to focus on key educational outcomes.
All matters in relation to capital, insurance, investments, leases, and land will be reserved for the Trust and any specific income generation or school specific grant funding will be invested in the education of the applicable school.
Financial support will be delivered through the CFO, Finance Manager and Finance Team who will directly support schools with the budget setting process, management accounts including long term strategic planning ensuring local school objectives are achievable. All Academy and consolidated group accounts must be submitted to the Trust Board for approval in line with agreed deadlines. Indicative budgets must be in place in accordance with agreed deadlines. All budget information is to be provided directly to the Trust and will include a three to five-year medium term plan reflecting future development aims and known revenue streams. The CEO, CFO, Finance Manager and the finance team will support Local Academy's during the budget setting process and will be ultimately responsible for the presentation of the consolidated group accounts to the Trust Board.

Financial Levels of Authority

- For schools/academies below the Ofsted designation of Good, all decisions with financial implication will be supported by the CEO / CFO /DCEO.
- All academies will follow agreed Trust financial policies and ensure full compliance with the DFE Academy Trust Handbook.

Description	**Responsible Body or Role**									
	DFE	**Trust Board**	**Chair of Trust Board**	**Trust Resources Committee**	**Accounting Officer CEO**	**CFO**	**Central Finance Team**	**Local Academy Council**	**Headteacher/ Budget Holder**	**Operations Director**
Regularity and propriety of all expenditure of funds and ensuring value for money	X	X	X	X	X	X	X	X	X	X

Description	Responsible Body or Role									
	DFE	Trust Board	Chair of Trust Board	Trust Resources Committee	Accounting Officer CEO	CFO	Central Finance Team	Local Academy Council	Headteacher/ Budget Holder	Operations Director
Produce and publish annual audited accounts		X								
Complete, sign and publish annually a Value for Money Statement					X					
Complete and sign an annual statement of regularity, propriety and compliance					X					
Assuring the Trust Board of compliance with the handbook and funding agreement					X	X				
Approval of the written scheme of delegation		X		Recommend to Board						
Financial scrutiny & oversight, appropriate segregation of duties, timely management accounts, cash flow forecast				X	X	X	X			
Ensuring maintenance of fixed asset registers					X	X	X			X
Ensuring all bank accounts, financial systems and financial records are operated by more than one person					X	X	X			

Description	Responsible Body or Role									
	DFE	Trust Board	Chair of Trust Board	Trust Resources Committee	Accounting Officer CEO	CFO	Central Finance Team	Local Academy Council	Headteacher / Budget Holder	Operations Director
Keeping full and accurate accounting records					X	X	X			
Approving the individual Academies / MAT balanced budgets		X		Recommend to Board	Recommend to Board	Recommend to Board		Recommend to Board		
Providing regular financial monitoring reports to the Trust Board (at least three times per year)					X	X	X	X		
Notification to DFE within 14 days if proposing to set deficit budget (after reserves are taken into account)		X								
Manage the Trust cash position, avoid going overdrawn, reconcile the bank monthly and control accounts regularly						X	X			
Approving financial policies such as Debt Recovery, Governors Allowance, Charges & Remissions, Pay, Fraud,		X		X	Recommend to Board	Recommend to Board				
Approval of Investments and Investment Policy		X			X	X				

Description	Responsible Body or Role									
	DFE	Trust Board	Chair of Trust Board	Trust Resources Committee	Accounting Officer CEO	CFO	Central Finance Team	Local Academy Council	Headteacher/ Budget Holder	Operations Director
LGPS Discretionary, Treasury management, Procurement & Tendering, Reserves, Credit / Charge Card, E-safety, Whistleblowing, Gifts. Prior approval of investment transactions which are novel contentious and/or repercussive	X									
Gifts and hospitality over £50					X	X	Record in gift, donation and hospitality register			
Acceptance of donations (apart from PTFA) over £50		25k+ or unusual / high risk		<25k	<£5k	<£5k	Record in gift, donation and hospitality register			
Maintenance of a risk register		X		X	X	X		X	X	X
Ensuring contingency and business continuity plans are in place		X		X	X	X	X	X	X	X
Ensure adequate insurance cover in compliance with legal obligations		X		X		X		X	X	X
Notifying the Trust Board of any new insurance risks or any loss or any event likely to lead to a claim						X		X	X	X

Ensure completion of the register of interests		X		X	X	X	X	X	X	
Requirements for managing connected party transactions are applied across the Trust & sufficient records are maintained		X		X	X	X	X	X	X	

Description	**Responsible Body or Role**									
	DFE	**Trust Board**	**Chair of Trust Board**	**Trust Resources Committee**	**Accounting Officer CEO**	**CFO**	**Central Finance Team**	**Local Academy Council**	**Headteacher/ Budget Holder**	**Operations Director**
Senior employees' payroll arrangements meet tax obligations and comply with HM Treasury's guidance				Recommend to Board	X	X	X			
Prior approval for borrowing (including finance leases not on the approved list and overdraft facilities)	X	X				X	X			
Review and approve all lease, hire and asset financing agreements prior to commitment to determine the appropriate accounting treatment.						X	Support		Recommend	
Approving the writing off of any debt that has proved to be irrecoverable (see limits	£45k or 1% of income per transaction	£150,000 +	<£50,000	<£150k	<£30,000	<£15,000	<£2,000	Recommend to		

in SUAT Financial Handbook)	(whichever is lower). Annual limit: 2.5% of income (max £250k) if no 2 years of clean accounts, or 5% (max £250k) if there are							Approvers		
Approval in advance for all ex gratia transactions / special / severance payments	X	X			Recommend to Board					
Acquisition and disposal of fixed assets (see SUAT Financial Handbook)	Freehold land or buildings and Disposal of heritage assets	X			Recommend to Board	Recommend to Board		X		
***Authorising a virement (adjustment of budget) subject to stated limits**		£150,000 +	<£50,000	<£150k	<£30,000	<£15,000	<£2,000		<£10,000(S) or <£5000(P)	
Setting up and maintaining effective systems of internal control and reporting all instances of irregularity						X	X			
Responding to recommendations in audit report		X		X	X	X	X	X	X	X

Description	Responsible Body or Role									
	DFE	**Trust Board**	**Chair of Trust Board**	**Trust Resources Committee**	**Accounting Officer CEO**	**CFO**	**Central Finance Team**	**Local Academy Council**	**Headteacher/ Budget Holder**	**Operations Director**
***Authorising an order, non-order invoice or other liability to expenditure subject to stated limits - Academies**		£150,000+	<£50,000	<£150k	<£30,000	<£15,000			< £10,000(S) or <£5000(P)	Capital - Recommend to approvers based on AMP
***Authorising an order, non-order invoice or other liability to expenditure subject to stated limits - MAT**		£150,000+	<£50,000	<£150k	< £30,000	<£15,000				Capital - Recommend to approvers based on AMP
Authorising expenditure from reserves		£150,000+	<£50,000	<£150k	<£30,000	<£15,000				
Approving External Grants & Funding		£150,000+	<£50,000	<£150k	<£30k	<£15k			<£10k (S) £5k (P)	
Related Party Transactions*	Approval in advance if over £40,000 or novel, contentious or repercussive.	Approve over £20k and any novel, contentious or repercussive transaction. Approve transactions involving the CEO or Chair.		Approve over £5k up to £20k. Over 20k recommend to Trust Board where Board	Approve up to £5k. Approve transactions involving the CFO. Recommend to the appropriate approving body where	Review all transactions and recommend to the appropriate approving body. No involvement where	Report to DfE, maintain the register and monitor cumulative spend.	Declare interests.	Declare and report to CFO before commitment.	Declare and report to CFO before commitment.

				approval is required.	approval is required above delegated limits.	personally conflicted.				
Write-offs – Bad Debts and Fixed Asset Disposals	Prior DfE approval if a single transaction exceeds 1% of annual income or £45k (whichever is lower), or cumulative write-offs exceed 2.5%/5% of annual income (max £250k), dependent on timely, unqualified accounts for the previous 2 years.	£150,000+	<£50,000	<£150k	<£30,000	<£15,000	<£2,000			
Ensuring the imprest account is reconciled each month						X	X		X	

Using the SUAT purchasing cards subject to stated limits (Cardholders list kept by L Allen)					X	X	X		X	
Setting or materially varying the CEO's pay range	Prior DfE approval where required under the Academy Trust Handbook	Trust Pay Committee	Recommend to Trust Pay Committee							
Appointing or materially varying the CEO's contract, responsibilities, job description or terms and conditions		X	Recommend to Trust Board							
Executive Team and Principal Employment Arrangements (including pay ranges, contracts, responsibilities, job descriptions and terms & conditions)	Prior DfE approval where required under the Academy Trust Handbook	Trust Pay Committee			Recommend to Trust Pay Committee					
*Related Party Transactions - All transactions must comply with the Academy Trust Handbook and Trust policies. Values are cumulative with the same related party across the Trust in each financial year. Conflicted individuals must not take part in approval decisions.										

Description	Responsible Body or Role									
	DFE	Trust Board	Chair of Trust Board	Trust Resources Committee	Accounting Officer CEO	CFO	Central Finance Team	Local Academy Council	Headteacher/ Budget Holder	Operations Director
Authorising appointments, variations of contract, dismissals, secondments and transfers of members of staff		X		X	X	X		X	X	
Authorising travel & subsistence claims			CEO		X	X		Headteachers	X	
Raising invoices within 30 days of the goods being supplied or the service carried out						X	X		X	
Authorising the issue of a credit memo		X		X	X	X				
Checking the Fixed Asset inventory on an annual basis							X	X	X	X
Writing off items from the inventory following a written report from the Principal / CEO or CFO		X		X				X		
Notification to DFE of losses through fraud or theft in excess of £5,000, individually or cumulatively, in any year		X								
Holding keys to safes, cash boxes, etc (Principal & Bursar/Office Manager at each academy)									X	

Description	Responsible Body or Role									
	DFE	**Trust Board**	**Chair of Trust Board**	**Trust Resources Committee**	**Accounting Officer CEO**	**CFO**	**Central Finance Team**	**Local Academy Council**	**Headteacher/ Budget Holder**	**Operations Director**
Deciding how to deal with the sale of any spare equipment the school holds		X		X	X	X		Recommend to Board	X	
Operating any voluntary or trust funds held by the SUAT (eg: school fund)		X		X	X	X		X	X	
Setting up a trading company		X			Recommend to Board	Recommend to Board				
Authorise Payroll and Creditor BACS Payments (minimum of 2 approvers)					X	X	X			
***Notes**										
Procurement requirements must be undertaken in accordance with the Procurement and Tendering section of the Scheme of Delegation and the Procurement and Tendering Policy.										

PROCUREMENT						
Procurement Activity	**Trust Board**	**CEO**	**CFO**	**Central Ops Team**	**Office Manager**	**Headteacher**
Obtain 1 quote / price evidence (below £5,000)					Complete	Approve within delegated budget
Obtain 3 quotations (£5,000 - £39,999)		Approve within delegated budget	Approve within delegated budget		Complete	Approve within delegated budget
Approve Direct Award / Single Supplier Business Case			Approve			
Determine and approve procurement route for contracts over £40,000 (Further Competition, Framework, Quotes, DFE Framework, Direct Award, Single Supplier Business Case, Formal Tender)			Approve	Complete & Recommend		
Approve Trust-wide or strategic procurement approach (Approved Internal Panels, Multi-Supplier Arrangement, Centralised Trust Contract, Strategic Supplier Frameworks)			Approve	Complete & Recommend		
Determine and approve procurement route for procurements above the Procurement Act threshold			Approve	Recommend		
Complete procurement exercise, including the evaluation of quotations, framework competitions and tenders over £40,000, in accordance with the evaluator requirements set out in the Procurement Guide.*			Review & Approve	Complete		
Receive annual procurement assurance report	Receive		Review	Complete		
***Notes**						

- Financial approval limits continue to apply in accordance with the Finance section of this Scheme of Delegation.
- Contract values must be calculated using the total whole-life value of the contract and must not be artificially split to avoid procurement thresholds.
- Framework Direct Awards may only be used where expressly permitted by the framework and supported by appropriate documentation.
- Where standard quotation requirements cannot be met, a written justification must be retained and approved in accordance with the Procurement and Tendering Policy.

*Procurement evaluations must be undertaken in accordance with the Procurement Guide. Quotations below £40,000 may be evaluated by one evaluator. Competitive procurements will normally require at least two evaluators, with three evaluators used where the procurement is high-value, complex or strategically significant. Framework Direct Awards or Awards Without Competition do not require competitive evaluation where the route is permitted and the rationale and value-for-money assessment are documented.

GDPR

SUAT is accountable for compliance with all data protection legislation and will appoint a suitably qualified Data Protection Officer (DPO) to ensure adequate resource for GDPR compliance

Description	**Role / Responsibility**								
	Trust Board	**Accounting Officer / CEO**	**CFO**	**Operations Director / DPO**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Data Protection Lead**	**All Staff**
Review and update data protection and cyber security policies, including setting retention schedules				X					

Approve data protection and cyber security policies	X	X							
Manage ICO registration				X					
Undertake new staff inductions for data protection				X - Trust central team			X - Academy staff	X - Academy staff	
Undertake data protection audits				X			X	X	

Description	Role / Responsibility								
	Trust Board	**Accounting Officer / CEO**	**CFO**	**Operations Director / DPO**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Data Protection Lead**	**All Staff**
Undertake data protection knowledge reviews				X			X	X	
Complete annual data protection and cyber security training	X	X	X	X	X	X	X	X	X
Log annual training				X - Trust central team and Trustees	X - Trust central team and Trustees			X Academy employees and LAC	
Complete GDPR risk register				X - Trust central team			X - Academy staff	X - Academy staff	
Undertake CCTV assessment				X	X - feedback for risk register		X - feedback for risk register	X - feedback for risk register	

Description	Role / Responsibility								
	Trust Board	**Accounting Officer / CEO**	**CFO**	**Operations Director / DPO**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Data Protection Lead**	**All Staff**
Approve CCTV assessment		X	X	X					
Approval to provide CCTV data		X		X					
Receive data subject requests	X	X	X	X	X	X	X	X	X
Manage and record data subject requests				X			X (in conjunction with DPO)	X (in conjunction with DPO)	
Receive FoI requests	X	X	X	X	X	X	X	X	X
Manage and record FoI requests				X			X (in conjunction with DPO)	X (in conjunction with DPO)	
Report potential breach to DPO	X	X	X	X	X	X	X	X	X
Investigate potential breach		X		X (in conjunction with the Academy)					
Report breach to ICO		X		X					
Subscribe to new suppliers via GDPRis		X	X	X		X	X		

Description	Role / Responsibility								
	Trust Board	**Accounting Officer / CEO**	**CFO**	**Operations Director / DPO**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Data Protection Lead**	**All Staff**
Complete DPIAs				X (centralised projects and activities)			X (Academy specific projects and activities in consultation with DPO)	X (Academy specific projects and activities in consultation with DPO)	
Update privacy notices				X - templates and Trust notices				X - Academy notices	
Update data collection forms				X - templates and Trust forms				X - Academy forms	
Collate consent					X - Trust central team and Trustees			X Academy staff, pupils, parents, LAC members etc.	
Maintain information asset register				X - Trust				X - Academy	
Approval to share personal information		X	X	X			X	X	
Approval to take personal data off site		X	X	X			X		

Description	Role / Responsibility								
	Trust Board	**Accounting Officer / CEO**	**CFO**	**Operations Director / DPO**	**Central Team**	**Local Academy Council**	**Head Teacher**	**Data Protection Lead**	**All Staff**
Approve data disposal and maintain disposal records		X - approve disposal (central documents)	X - approve disposal (central documents)	X - approve disposal (central documents)	X - maintain records of disposal (central documents)		X - approve disposal for Academy documents	X - maintain records of disposal for Academy documents	
Approve access to the server / back ups		X		X			X		
Approve taking documents off site		X		X			X		

Education										
Description	**Responsible Body or Role**									
	DFE	**Trust Board**	**Chair of Trust Board**	**Trust Education Committee**	**Accounting Officer CEO**	**DLSI**	**CFO**	**Local Academy Council**	**Headteacher/**	**Operations Director**
Flexi-Schooling Arrangements					X	X		X	X	
School Admissions Appeals Service								X	X	