

Levels 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 £20k 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 CEO, 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/Trust Board will be notified of the objectives planned to ensure collaboration and consistency)
- The Appraiser, through the Headteacher and/or Chief Executive Officer and/or Board, may seek advice from other external advisers including, but not limited to, the Diocesan Schools Commission
- 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)
Executive Headteacher/Headteacher	Within SUAT Academies the task of appraising the Headteacher, including the setting of objectives, will be delegated to a sub-group consisting of normally three members of the Local Academy Council in consultation with the CEO. (Refer to Performance Management Policy for further guidance)
All other teaching posts	The Headteacher, after consultation, will decide who will appraise other teachers in accordance with the Performance Management Policy
Support Staff – Finance Posts Grade 5 and above	CEO/CFO/Line Manager
Support Staff (other)	Line Manager
Central Team posts	CEO, DCEO, CFO

Performance Related Pay 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.
- 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 Trust (with advice and support from independent advisor)	3 Trust Board Members	Chair of Risk, Audit & Resources or Chair of Trust Board in line with CEO, CFO, DCEO performance management policy
Central Team	CEO /CFO/ DCEO/ Line Manager	3 Trust Board Members	3 Trust Board Members
Executive Headteacher	CEO	LAC Pay Committee recommend to Trust Board	3 Trust Board Members
Headteacher	CEO	LAC Pay Committee recommend to Trust Board	LAC Pay 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
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		
<ul style="list-style-type: none"> • 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/ DCEO will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages. 		
Description	Decision Maker	Appeal
Restructure of Staffing or Leadership Personnel	Trust Board/LAC (agree restructure) Performance Management Committee (Conduct process of restructuring)	3 LAC/Trust Board Members
Adopt Redundancy Procedure	Trust Board with consultation through Joint Consultative Committee	Not Applicable
Redundancy	Trust Board/LAC (Declare redundancies including the number and category of posts) Trust Board/LAC Committee conduct process of redundancy including consultation, selection, and representations.	3 LAC/Trust Board Members
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 £20k	CEO & Headteacher or CEO or Headteacher	Not Applicable
New Permanent Posts Salary Below £20k	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, ESFA 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.

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	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	X									
Approve Trust Risk Assessments			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 Absestos 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									
Reporting Accidents and Incidents - Academies								X	X		X	X	X	X	
Investigating Accidents and Incidents								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					X - report to SHSS, CEO, Trust Board			X - report to SHSS, CEO, Trust Board, LAC, Operation Manager	X - report to SHSS, CEO, Trust Board, LAC, Operation Manager					
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 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 - Academy	X - Academy						
Complete the Team Stress Risk Assessment Annually					X - Trust staff			X - Academy staff	X - Academy staff						
Read the Team Stress Risk Assessment Annually						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			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	
Setting a medium term budget for the estate (e.g. as part of your 3-5 year overall budget planning process)					X	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
Monitoring the Use of School Buildings to Ensure that Safety Requirements are Met (and undertaking periodic premises walks)						X			X	X	X	X	X
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			
Approving Capital Projects	X	£40k +	£40k+	<£30k	<£15k	<£15k							

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 Construction / Complex / Multi Discipline Projects	X	£40k+	£40k+	<£30k	<£15k	<£15k							
Approving Funding Bids	X	£40k+	£40k+	<£30k	<£15k	<£15k			<£10k (S) £5k (P)				
Approving Use of DFC Funding	X	£40k+	£40k+	<£30k	<£15k	<£15k							<£10k (S) £5k (P)
Approving Use of SCA Funding (in conjunction with the AMP)	X	£40k+	£40k+	<£30k	<£15k	<£15k							
Procuring Insurance Services				X	X	X	X						
Procuring Energy Contracts				X	X	X	X						
Installing new CCTV systems			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 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	

Description	Responsible Body or Role									
	EFSA	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									
	EFSA	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		
Providing regular financial monitoring reports to the Trust Board (at least three times per year)					X	X	X	X		
Notification to ESFA 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									
	EFSA	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 and/or contentious	X									
Maintenance of a risk register		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									
	EFSA	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 and overdraft facilities)	X	X								
Approving the writing off of any debt that has proved to be irrecoverable (see limits in SUAT Financial Handbook)	X	X		Recommend to Board	Recommend to Board	Recommend to Board	X	X		
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)	X	X			Recommend to Board	Recommend to Board		X		
*Authorising a virement (adjustment of budget) subject to stated limits		X		X	£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									
	EFSA	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		X	£40,000 +	£40,000 +	<£30,000	<£15,000			< £10,000(S) or <£5000(P)	< £15,000 (capital)
*Authorising an order, non-order invoice or other liability to expenditure subject to stated limits - MAT		X	£40,000 +	£40,000+	< £30,000	<£15,000				
Authorising expenditure from reserves		X	£40,000 +		<£30,000					
Related Party Transactions	£40,000 +	<£40,000			Recommend to board	Recommend to board				
Write Offs					<£30,000	<£15,000	<£2,000			
Purchase / Procurement Tender Waivers		£40,000 +			<£30,000	<£15,000				
Ensuring the imprest account is reconciled each month						X	X		X	
Using the SUAT procurement cards subject to stated limits (Cardholders list kept by L Allen)					X	X	X		X	
Setting the salary scales of the Principal's and other members of the Executive Team's		X			Recommend to Board			X		
Appointing or varying contracts of the Principal's of the Executive Team's		X			Recommend to Board					

Description	Responsible Body or Role									
	EFSA	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			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										
<p>Best value must be proven for all orders.</p> <p>Up to 5k - All orders under £5,000 one written quote, best practice to obtain more than one quote. Orders exceeding £5,000 should be accompanied with at least 3 written quotations. Orders to be authorised by the Headteacher or Acting Headteacher.</p> <p>5- 10k - All orders exceeding £5,000 should be accompanied with at least 3 written quotations. Orders to be authorised by the CFO.</p> <p>10 – 40k - All orders exceeding £5,000 should be accompanied with at least 3 quotations. The order should be authorised by the CFO / CEO / LAC & Risk Audit Resources / Trust Board. Where otherwise agreed and minuted accordingly to approve expenditure the order can be signed on behalf of the Trustees by the Chair through a Chairs Power to Act up to a maximum of 40k. Where this is the case, for audit purposes, a copy of the minutes providing expenditure approval should accompany the order.</p> <p>Over 40k - All orders exceeding £5,000 should be accompanied with at least 3 quotations. Orders over £40k should be put out to tender. All activity should be within EU thresholds to ensure a compliant process under the Public Contracts Regulations 2015 and subsequent legislation. The order should be authorised by the Chair of Trustees or the Vice-chair, where the Chair is unavailable.</p>										

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		