



All Saints Catholic Academy Trust

Local academy council

Contents

Pg.02 Constitution

Pg.03 SoD Matrix

Pg.04 Scheme of Delegation

Pg.18 Scheme of Delegation roles and responsibilities

Pg.33 Trust and School Policy Matrix

Att Appendix 1 – Trust Board Terms of Reference & AWP's

Att Appendix 2 - Local academy council Terms of reference, AWP's and Role
Descriptors

Constitution

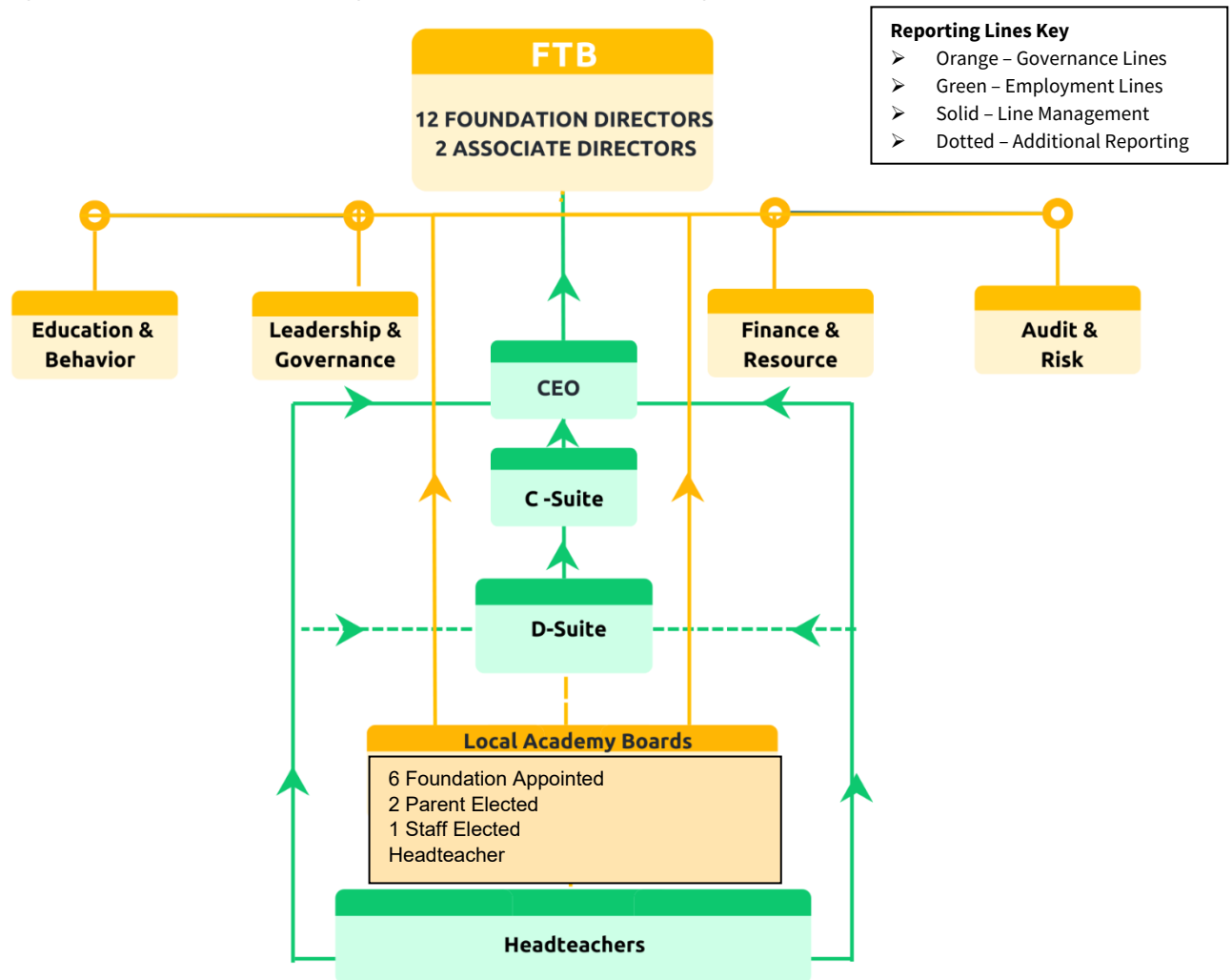
- ❖ 6 Foundation Governors (5 appointed FAs + 1 reserved position for the parish priest)
- ❖ 2 Parent Governors
- ❖ 1 Staff Governor
- ❖ Ex-officio Headteacher

Longer Term as the relationships and structures of the schools develop the below model assumes that the executive structures replace the stand alone local academy councils.

If the LAC identifies an individual who could support the board for a specific strategic priority the Chair can request for an Associate Governor to join the LAC for three year term. Associate Governors would be still be subject to the relevant election of the LAC and would not have voting powers and so could not sit on any panel hearings.

Reporting chart

These changes to delegation would result in the option to remove local sub-committees and so the Local academy councils could move to a schedule of 6 meetings per year for a the Governors on the board. The diagram below shows the reporting lines under the Scheme of Delegation.



SoD Matrix

The table below outlines the key areas of delegation however for more detailed information please refer to the full Scheme of Delegation Governance Framework which provides detailed information about the allocation of powers and delegated responsibilities.

"RASCI Key: Responsible - Those responsible for the task, who ensures that it is done Accountable - Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible Support - Resources allocated to responsible individuals. Unlike consulted, who may provide input to the task, support help complete the task Consulted - Those whose opinions are sought, and with whom there is two-way communication Informed - Those who are kept up-to-date on progress	Members	FTB	Sub Comm	Exec	LAC	HT
Articles of Association	A	C		C	I	I
Scheme of Delegation	C	A&R	S	S	I	I
Appoint Local academy council Chair		A		S	R	R
Trust Policy Management		A	R	S	I	I
School Policy Management		A	I	I	R	S
Compliance with policies, processes and training		A		R	R	R
Setting Budget and Pay		A	C	R	I	S
Monitoring Budget		A	C	R	I	R
Appointment and performance management of C-Suite and D-Suite		A&R		R	I	I
Appointment and performance management of Head teachers and Senior Leaders		A		R	C	C
Appointment and performance management of all other school staff (not including central team)		A		C	S	R
Changes to school staffing structure (within budget)		A	I	C	I	R
Changes to school staffing structure (outside of budget)		A&R		S	I	S
School level disciplinary processes that could result in dismissal	I	A		C	R	R
School level disciplinary processes that result in Appeal	I	A&R		S	S	
Admissions arrangements and Appeals	I	A		C	R	S
LAC Panels		A		C&S	R	R
Trust wide capital strategy and allocation of SCA		A	R	R	I	C
School premises and IT strategies and compliance		A	I	C	R	R
Safeguarding		A		R	R	R

ASCAT Scheme of Delegation

DEFINITIONS

In this Scheme of Delegation, the following terms shall have the following meanings:

- I. 'Academy' means the academy named at the beginning of this Scheme of Delegation and includes all sites upon which the academy undertaking is, from time to time, being carried out;
- II. 'Articles of Association' means the articles of association of the Multi-Academy Trust Company;
- III. 'Bishop' means the Bishop of the Roman Catholic Diocese of Westminster in which the Multi-Academy Trust Company is situated (as defined in canon law) and includes any person exercising Ordinary jurisdiction in his name (including Auxiliary Bishops, Vicars General and Episcopal Vicars) and any person delegated by him, including officers of the diocese;
- IV. 'Board of Directors' means the Board of Directors of the Multi-Academy Trust Company;
- V. 'Canon law' means the canon law of the Catholic Church from time to time in force and if any question arises as to the interpretation of canon law, this shall be determined exclusively by the Bishop;
- VI. 'Chair' means the chair of the Board of Directors or the chair of the Local academy council of the Academy appointed from time to time, as appropriate;
- VII. 'Clerk' means the clerk to the Board of Directors and/or the clerk to the Local academy council of the Academy appointed from time to time, as appropriate, and includes a joint, assistant or deputy clerk;
- VIII. 'Delegated Functions' means the functions delegated by the Multi-Academy Trust Company in accordance with the table at Appendix I;
- IX. 'Diocese' or 'diocesan' means the education service provided by the diocese, which may also be known, or referred to, as the Diocesan Education Service or Diocesan Schools Commission; X.
'Diocesan Trustee' means a trustee of the diocese
- XI. appointed by the Bishop to safeguard the interests of the Catholic community as a whole in the diocese and to serve its needs;
- XII. 'Directors' means directors appointed to the Board of the Multi-Academy Trust Company;
- XIII. 'Foundation Directors' and 'Foundation Governors' means the Directors or Governor's from time to time appointed by the Bishop to represent his diocesan policy on the Board of the Academy Trust Company or the Local academy council of the Academy, as appropriate;
- XIV. 'Governors' means the local academy council Governors appointed and elected to the Local academy council of the Academy, from time to time;
- XV. 'Local academy council' means any committee established by the Directors. In the case of CATs they will be referred to as Local Academy Councils pursuant to Article 100 of the Articles of Association to carry out specified functions in relation to the Academy as delegated by the Directors;
- XVI. 'Member' means a member of the Multi-Academy Trust Company appointed pursuant to Article 12 of the Articles of Association;
- XVII. 'Multi-Academy Trust Company' means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy;
- XVIII. 'Principal' means the headteacher or executive headteacher as the case may be and is the person named as the headteacher of the Academy for Ofsted purposes;
- XIX. 'Protocol' means the document that outlines the committed working relationship between the diocese and the Multi-Academy Trust Company;
- XX. 'Reserved Matters' means the matters that the Directors have determined will not be delegated and will be dealt with exclusively by them;
- XXI. 'Vice-Chair' means the vice-chair of the Board of Directors or the vice-chair of the Local academy council of the Academy elected from time to time, as appropriate.

1. GOVERNANCE

- 1.1 This Scheme of Delegation has been adopted by the Directors from the Effective Date in accordance with the provisions of the Articles of Association and it should be read in conjunction with them. References in this Scheme of Delegation to numbered Articles are to the relevant clause of the Articles of Association.
- 1.2 As a charity and company limited by guarantee the Multi-Academy Trust Company is governed by the Board of Directors who are responsible for, and oversee, the management and administration of the Multi-Academy Trust Company and the academies for whose management the Multi-Academy Trust Company is responsible, including the Academy. The Directors have overall responsibility and ultimate decision-making authority for all the work of the Multi-Academy Trust Company. These responsibilities are largely carried out through strategic planning and the setting of policy. In the discharge of its functions and responsibilities, the Multi-Academy Trust Company shall adopt policies, protocols and procedures that, where relevant, reflect national or diocesan directions and guidance.
- 1.3 As the Academy is a Catholic school, designated as such, the Directors are accountable to the Bishop to ensure that the Academy is conducted as a Catholic school in accordance with canon law and the teachings of the Roman Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ. The Directors are also accountable to external government agencies including the Charity Commission, the Department for Education and the Education & Skills Funding Agency (including any of their successor bodies). Both the Bishop and those external government agencies hold the Multi-Academy Trust Company to account for the quality of the education, the financial propriety and the value provided by the Multi-Academy Trust Company and the academies for whose management it is responsible. The Bishop and the external government agencies require that the Multi-Academy Trust Company has systems in place through which they can assure themselves of such quality, safety and good practice.
- 1.4 In order to discharge the responsibilities owed to the Bishop and external government agencies, people who are more locally based may be appointed, as provided for in 6.2 below, to serve on a Local academy council (or equivalent) which has been established by the Directors to ensure the good governance of the Academy. In discharging its duties, the Local academy council will comply with any relevant policies, protocols and procedures adopted by the Multi-Academy Trust Company which, in turn, reflect national and diocesan directives and guidance, where required.
- 1.5 Foundation Directors and Foundation Governors are appointed by the Bishop. The obligations of a Foundation Director/Foundation Governor must be carried out in accordance with any diocesan policy or protocol, the requirements outlined in the Articles of Association, this Scheme of Delegation, the Protocol between the diocese, the Multi Academy Trust Company and the Academy and any other associated policies and protocols.
- 1.6 This Scheme of Delegation, particularly outlined from pages 24 to 38, explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Academy, the respective roles and responsibilities of the Directors and the Governors and their commitments to each other to ensure the success of the Academy and the Multi-Academy Trust Company. This Scheme of Delegation serves as the terms of reference for the delegation of powers and responsibilities by the Directors to the Local academy council.

2. ETHOS AND MISSION STATEMENT

- 2.1 The Academy's mission is as follows:

"Our mission is to provide outstanding Catholic education for all the children in our schools. We are inspired by the example and teachings of Christ and we will strive for excellence in all areas of our work and cherish every child in our care".

- The Trust has, at the heart of our mission and purpose, the belief that every child has a right to educational excellence through high quality teaching and pastoral care.

- Through our support for the spiritual, moral, social, cultural and physical development of each child, we will ensure their intellectual growth, progress and achievements meet their aspirations.
- 2.2 The Trust has been established as part of the Diocese of Westminster's education provision to provide Catholic education through a broad, balanced and appropriate curriculum which meets the needs of the Academies it services.
 - 2.3 The Trust will seek to ensure that it develops and maintains strong relationships with the other academies in the Multi-Academy Trust Company, as well as other schools, agencies and businesses in the local community.

3. MEMBERS' POWERS AND RESPONSIBILITIES

The Members of the Multi-Academy Trust Company are the guardians of the governance of the Multi Academy Trust Company. They are accountable to the Bishop (unless the Member is the Bishop) to ensure that the Multi-Academy Trust Company is being operated in accordance with the objects in the Articles of Association, which only they can vary.

4. DIRECTORS' POWERS AND RESPONSIBILITIES

- 4.1 The Directors have a duty to act in fulfilment of the Multi-Academy Trust Company's objects which are set out in the Articles of Association. The Directors also have a duty to the Bishop to uphold the objects of the Multi-Academy Trust Company and to comply with any directives, advice or guidance issued by the Bishop.
- 4.2 Directors will have regard to the interests of the other academies for which the Multi-Academy Trust Company is responsible in deciding and implementing any policy or exercising any authority in respect of the Academy.
- 4.3 Article 100 provides for the appointment by the Directors of committees, which may be known as Local academy council's, to whom the Directors may delegate certain of their functions¹. The general power to delegate functions under Article 100 is limited in accordance with Articles 105A, 105AA and 105B.
- 4.4 This Scheme of Delegation provides for the constitution, membership and proceedings the Local academy council, as determined by the Directors as at the Effective Date, and is without prejudice to the power of the Directors to revoke or amend it. Under this Scheme of Delegation the Local academy council has the authority delegated to it by the Directors in order to enable the Local academy council to run the Academy and fulfil the Academy's mission.
- 4.5 Subject to the provisions of the Companies Act 2006, the Articles of Association and to any directions given by the Members of the Multi-Academy Trust Company following a special resolution, or any directives issued by the Bishop or the diocese, and in accordance with the policies and protocols agreed by the Directors, the way that the business of the Academy is carried forward at a local level shall be delegated by the Directors to the Local academy council in accordance with this Scheme of Delegation, more particularly the table at Appendix I.

5. CONSTITUTION OF THE MULTI-ACADEMY TRUST COMPANY

- 5.1 The initial members of the Multi-Academy Trust Company are those named in the Memorandum of Association. Later members will not be named in the Memorandum.
- 5.2 The requirements relating to the constitution of the Board of the Directors of the Multi-Academy Trust Company are set out in the Articles of Association.
- 5.3 The requirements relating to the carrying out of the business of the Directors is set out in the Articles of Association.

6. CONSTITUTION OF THE LOCAL ACADEMY COUNCIL

6.1 Membership

- 6.1.1 The members of the Local academy council shall be known as Governors.
- 6.1.2 The number of people who shall sit on the Local academy council shall be not less than three, subject always to paragraph 6.2.1.
- 6.1.3 The constitution of the Local academy council will be in accordance with Instrument of Government. A different constitution may be adopted at any time by the Directors with prior written approval of the diocese.
- 6.1.4 The Foundation Governors on the Local academy council will be those appointed by the Bishop.
- 6.1.5 The Directors (all or any of them) shall also be entitled to serve on the Local academy council and attend any meetings of the Local academy council. Any Director attending a meeting of the Local academy council shall count towards the quorum for the purposes of that meeting and shall be entitled to vote on any resolution being considered by the Local academy council.
- 6.1.6 All persons appointed or elected to the Local academy council shall give a written undertaking to the Directors, the Bishop and the diocesan Trustees to uphold the objects of the Multi-Academy Trust Company. The Clerk shall be responsible for ensuring that this has been completed and that a copy has been sent to the Diocesan Education Service.

6.2 Appointment of members of the Local academy council

6.2.1 Foundation Governors

The Foundation Governors shall be appointed by the Bishop. They shall outnumber all the other members by two so as to ensure the preservation and development of the Catholic character of the Academy and the Multi-Academy Trust Company.

6.2.2 Staff Governors

- 6.2.2.1 Unless the Principal resigns from the Local academy council, he/she shall be treated for all purposes as being an ex-officio member of the Local academy council.
- 6.2.2.2 The Local academy council may appoint persons who are employed at the Academy to serve on the Local academy council through such processes as the Directors may determine, provided that the total number of such persons (including the Principal) complies with the Local academy council's constitution in force at the time.
- 6.2.2.3 Unless the Directors agree otherwise, in appointing persons to serve on the Local academy council, the Local academy council shall invite nominations from all staff who are employed by the Multi-Academy Trust Company and who work at the Academy (excluding the Principal) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and the resolution of questions as to whether any person is an eligible candidate shall be determined by the Governors.

6.2.3 Parent Governors

- 6.2.3.1 The Local academy council may appoint persons who are parents of registered pupils at the Academy to serve on the Local academy council through such processes as the Directors may determine, provided that the total number of such persons complies with the Local academy council's constitution in force at the time.
- 6.2.3.2 Unless the Directors agree otherwise, in appointing persons to serve on the Local academy council, the Local academy council shall invite nominations from all parents of registered pupils at the Academy. In addition to being a parent of a registered pupil at the Academy both at the time of nomination and at the time of election, a nominee must demonstrate that he or she is suitable to serve on the Local academy council by

reference to the criteria of suitability published by the Local academy council at the time when it invites nominations.

- 6.2.3.3 Where the number of nominations of suitable persons exceeds the number of parent governor posts on the Local academy council, the Local academy council shall hold an election by secret ballot and shall appoint the person who receives the most votes. Where the number of nominations of suitable persons is less than the number of parent Governor posts, the Local academy council may make up the number of parent Governors by appointing one or more persons, as the case may be, who seem to the Local academy council to meet the published criteria of suitability and who are parents of a registered pupil at the Academy or, where that is not reasonably practical, parents of a child of compulsory school age.
- 6.2.3.4 All arrangements for inviting nominations and electing or appointing the parent members of the Local academy council, and the resolution of questions as to whether or not a person is a parent of a registered pupil at the Academy or is suitable to be a parent Governor shall be determined by the Governors.
- 6.2.3.5 The arrangements made for the election of the parent members of the Local academy council shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he/she prefers, by having his/ her ballot paper returned to the Academy by a registered pupil at the Academy.
- 6.2.3.6 Where a vacancy for a parent member of the Local academy council is required to be filled by election, the Local academy council shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed of the criteria of suitability to serve as a parent Governor, informed that he/she is entitled to stand as a candidate (if he or she meets the criteria of suitability), and vote at the election, and given an opportunity to do so.

6.2.4 Transitional arrangements

- 6.2.4.1 The first parent and staff members of the Local academy council may be those people who filled those positions on the governing body of the predecessor school at its closure provided that they have the requisite skills as determined by the Directors. Parent and staff Governors who do have the requisite skills shall serve on the Local academy council for the remainder of the terms of office for which they were elected or appointed to the predecessor governing body provided that the minimum membership of the Local academy council does not decrease following closure.

6.3 Term of office

The term of office for any person, other than a Foundation Governor, serving on the Local academy council shall be 3 years, to be specified at the time of appointment by the person or body appointing them, save that this time limit shall not apply to the Principal. Subject to remaining eligible to be a particular type of member on the Local academy council, any person may be re-appointed or re-elected to the Local academy council save that Foundation Governors may only serve a maximum of three consecutive four-year terms (other than with the consent of the Bishop).

6.4 Resignation from office

- 6.4.1 Except in the case of a Foundation Governor, a person serving on the Local academy council shall cease to hold office if he/she resigns his/her office by notice to the relevant Local academy council (but only if at least three persons will remain in office when the notice of resignation is to take effect). The Local academy council must give a copy of the notice to the Directors. A Foundation Governor must resign his/her office by notice to the Bishop who appointed him/her

and provide a copy of the notice to the Local academy council who shall, in turn, provide that copy to the Directors.

- 6.4.2 A notice of resignation shall take effect on the date specified in it or, in the absence of such a date, on the date on which the notice is received by the Local academy council or, in the case of a Foundation Governor, by the Bishop. Where the Local academy council would cease to be quorate upon the notice of resignation taking effect on any of those dates, the notice of resignation shall not take effect until such time as a replacement for the resigning member has been appointed.
- 6.4.3 If any person who serves on the Local academy council in his/her capacity as an employee at the Academy ceases to work at the Academy then he/she shall be deemed to have resigned and shall cease to serve on the Local academy council automatically on termination of his/her work at the Academy.
- 6.4.4 If any person who serves on the Local academy council in his/her capacity as a parent ceases to be a parent of a registered pupil at the Academy then he/she shall be deemed to have resigned and shall cease to serve on the Local academy council automatically at the end of that school term.

6.5 Removal from office

- 6.5.1 A person serving on the Local academy council may be removed from office by the person or persons who appointed him/her. A decision to remove a person from office does not need to set out any reasons.
- 6.5.2 A person serving on the Local academy council shall cease to hold office if he/she is removed by the person or persons who appointed him/her. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the Local academy council by a person or persons who appointed him, any failure to uphold the values of the Multi-Academy Trust Company and/or the Academy, or to preserve and develop the Catholic character, or to act in a way which is in breach of this Scheme of Delegation or the undertaking given pursuant to paragraph 6.1.6 will be taken into account. A person (except a Foundation Governor) may also be removed by the Directors, but only after the Directors have given due regard to any representations by the relevant Local academy council.
- 6.5.3 A decision to remove a person from office shall take effect on the date specified in it or, in the absence of such a date, on the date on which the decision is made.
- 6.5.4 If any person who serves on the Local academy council in his/her capacity as an employee at the Academy ceases to work at the Academy then he/ she shall be deemed to have resigned and shall cease to serve on the Local academy council automatically on termination of his/her work at the Academy.
- 6.5.5 If any person who serves on the Local academy council in his/her capacity as a parent ceases to be a parent of a child on roll at the Academy then he/she shall be deemed to have resigned and shall cease to serve on the Local academy council automatically at the end of that school term.
- 6.5.6 Where a person who serves on the Local academy council is removed from office, those removing him/ her, shall give written notice thereof to the Local academy council, who shall, in turn, notify the Directors.

6.6 Disqualification and cessation of office of members of the Local academy council

- 6.6.1 No person shall be qualified to serve on the Local academy council should any of the following mandatory grounds of disqualification apply to him or her. Should any of those grounds come to apply to a person after his/her appointment to serve on the Local academy council, he/she shall cease to hold office with immediate effect. Should any of those grounds thereafter cease to apply to the person concerned, he or she is then eligible to be appointed to serve on the Local academy council, if appropriate and should no other ground of disqualification still apply.
- 6.6.2 The mandatory grounds of disqualification are as follows:

- 6.6.2.1 The person is less than 18 years old at the date of his/her election or appointment. No current pupil of the Academy shall be entitled to serve on the Local academy council;
 - 6.6.2.2 The person is or becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs or of upholding the ethos of the Multi-Academy Trust Company or the Academy;
 - 6.6.2.3 A person is absent without the permission of the Chair of the Local academy council from all the meetings of the Local academy council held within a period of six months and the Local academy council resolves that his/her office be vacated;
 - 6.6.2.4 The person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
 - 6.6.2.5 The person is the subject of a bankruptcy restrictions order or an interim order;
 - 6.6.2.6 The person is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
 - 6.6.2.7 The person would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory reenactment or modification of that provision);
 - 6.6.2.8 The person has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or which he/she by his conduct contributed to or facilitated;
 - 6.6.2.9 The person is:
 - 6.6.2.9.1 subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction; or
 - 6.6.2.9.2 included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - 6.6.2.9.3 disqualified from working with children in accordance with Sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000; or
 - 6.6.2.9.4 barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006); or
 - 6.6.2.9.5 disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care; or
 - 6.6.2.9.6 disqualified from registration under Part 3 of the Childcare Act 2006; or
 - 6.6.2.9.7 disqualified under the Childcare (Disqualification) Regulations 2009;
 - 6.6.2.10 The person has not provided to the Chair of the Board of Directors the proper criminal records certification as required by law and outlined by the diocese and the Catholic Education Service.
 - 6.6.3 The criminal records certification referred to in 6.6.2.10 or other checks disclose any information which would, in the opinion of either the Chair of the Board of Directors or the Principal, confirm the unsuitability of the person concerned to work with children. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- A person may be disqualified by the Directors from serving on the Local academy council if they have ever been:
- 6.6.3.1 convicted of an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence; or
 - 6.6.3.2 convicted of causing a nuisance or disturbance on school and/or educational premises; or
 - 6.6.3.3 sentenced to imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months.

- 6.6.3.4 at any time, convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where the person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- 6.6.4 The Local academy council may decide that a person serving on the Local academy council shall cease to hold office if he/she is absent without the permission of the Chair of the Local academy council from all the meetings of the Local academy council held within a period of six months.
- 6.6.5 Where, by virtue of this Scheme of Delegation, a person who is serving on the Local academy council, or has been proposed to serve on it, becomes disqualified from serving on the Local academy council, he/she shall upon becoming so disqualified give written notice of that fact to the Local academy council who shall inform the Directors and the Bishop.
- 6.6.6 This clause 6.5 shall also apply to any member of any committee of the Local academy council who is not a member of the Local academy council.

6.7 Responsibilities of the Local academy council

- 6.7.1 The responsibilities of the Local academy council are outlined in this Scheme of Delegation, more particularly in the table at Appendix I.
- 6.7.2 The Local academy council will adopt and comply with all policies, protocols and procedures of the Multi-Academy Trust Company, the Bishop and the diocesan Bishop as communicated to the Local academy council from time to time.

6.8 Business/Proceedings of the Local academy council

Meetings of the Local academy council

- 6.8.1 Subject to this Scheme of Delegation, the Local academy council may regulate its proceedings as its members see fit.
- 6.8.2 The Local academy council shall meet at least once per term. Meetings of the Local academy council shall be convened by the Clerk to the Local academy council. In exercising his/her functions under this Scheme of Delegation, the Clerk shall comply with any direction:
 - 6.8.2.1 given by the Directors or the Local academy council; or
 - 6.8.2.2 given by the Chair of the Local academy council or, in his/her absence or where there is a vacancy in the office of Chair, the Vice-Chair of the Local academy council, so far as such direction is not inconsistent with any direction given as mentioned in 6.8.2.1 above.
- 6.8.3 Any three members of the Local academy council may, by notice in writing / email given to the Clerk, requisition a meeting of the Local academy council and it shall be the duty of the Clerk to convene such a meeting as soon as is reasonably practicable.
- 6.8.4 The Clerk shall provide to each member of the Local academy council at least seven clear days before the date of a meeting:
 - 6.8.4.1 notice in writing thereof and sent to each member of the Local academy council at the address provided by each member from time to time;
 - 6.8.4.2 all reports or other papers to be considered at the meeting; and
 - 6.8.4.3 a copy of the agenda for the meeting, preferably electronic; provided that where the Chair or, in his/her absence or where there is a vacancy in the office of Chair, the Vice-Chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof, are given within such shorter period as he/she directs.
- 6.8.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.
- 6.8.6 A resolution to rescind or vary a resolution carried at a previous meeting of the Local academy council shall not be proposed at a meeting of the Local academy council unless the consideration

of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

- 6.8.7 A meeting of the Local academy council shall be terminated forthwith if:
- 6.8.7.1 the members of the Local academy council so resolve; or
 - 6.8.7.2 the number of members present ceases to constitute a quorum for a meeting of the Local academy council in accordance with paragraph 6.8.10, subject to paragraph 6.8.12.
- 6.8.8 Where in accordance with paragraph 6.8.7 a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.
- 6.8.9 Where the Local academy council resolves in accordance with paragraph 6.8.7 to adjourn a meeting before all the items of business on the agenda have been disposed of, the Local academy council shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and shall direct the Clerk to convene a meeting accordingly.
- 6.8.10 Subject to paragraph 6.8.12, the quorum for a meeting of the Local academy council, and any vote on any matter thereat, shall be any three of the members of the Local academy council, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local academy council at the date of the meeting.
- 6.8.11 The Local academy council may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than the number fixed as the quorum, the continuing persons may act only for the purpose of filling vacancies or of calling a general meeting.
- 6.8.12 The quorum for the purposes of:
- 6.8.12.1 appointing a staff or parent Governor;
 - 6.8.12.2 any vote on the compliance by a member of the Local academy council with his/her obligations or the disqualification, removal from or cessation of office of a person in accordance with this Scheme of Delegation;
 - 6.8.12.3 any vote on the removal of the Chair of the Local academy council; shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters.
- 6.8.13 Subject to this Scheme of Delegation, every question to be decided at a meeting of the Local academy council shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Every member of the Local academy council shall have one vote save that, where the vote concerns the compliance by a member of the Local academy council with his/ her obligations, the disqualification of a member of the Local academy council from serving as member, the removal from office or cessation of office of a member of the Local academy council, the member in question shall not vote and shall not participate in the deliberations of the Local academy council leading up to the vote.
- 6.8.14 Subject to paragraphs 6.8.10 – 6.8.12, where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote he/she may have.
- 6.8.15 The proceedings of the Local academy council shall not be invalidated by,
- 6.8.15.1 any vacancy on the board; or
 - 6.8.15.2 any defect in the election, appointment or nomination of any person serving on the Local academy council.
- 6.8.16 A resolution in writing, signed by the requisite majority of all the persons entitled to receive notice of a meeting of the Local academy council or of a subcommittee of the Local academy council, shall be valid and effective as if it had been passed at a meeting of the Local academy council or (as the case may be) a subcommittee of the Local academy council duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Local academy council and may include an electronic communication, eg., email, by or on behalf of the Local academy council indicating his/her agreement to the form of resolution providing that the member has previously notified the

Local academy council in writing of the email address or addresses which the member will use.

6.8.17 Subject to paragraph 6.8.18, the Local academy council shall ensure that a copy of:

6.8.17.1 the draft minutes of every such meeting, if they have been approved by the person acting as Chair of that meeting;

6.8.17.2 the signed minutes of every such meeting; and

6.8.17.3 any report, document or other paper considered at any such meeting, are, as soon as is reasonably practicable, made available at the Academy or on the Academy's website to persons wishing to inspect them.

6.8.18 There may be excluded from any item required to be made available in pursuance of paragraph 6.8.17, any material relating to:

6.8.18.1 a named teacher or other person employed, or proposed to be employed, at the Academy; 6.8.18.2 a named pupil at, or candidate for admission to, the Academy; and

6.8.18.3 any matter which, by reason of its nature, the Local academy council is satisfied should remain confidential.

6.8.19 Any member of the Local academy council shall be able, at the discretion of the Chair in exceptional circumstances, to participate in meetings of the Local academy council by telephone or video conference provided that:

6.8.19.1 He/she has given notice of his/her intention to do so detailing the telephone number on which he/she can be reached and/or appropriate details of the video conference suite from which he/she shall be taking part at the time of the meeting at least 48 hours before the meeting; and

6.8.19.2 the Local academy council has access to the appropriate equipment; and

6.8.19.3 he/she assures the Local academy council that the telephone connection and the surrounding environment from which the call is to be made is secure and will comply with the requirement to maintain confidentiality of the business of the Local academy council at all times; and

6.8.19.4 he/she is able to hear all participants and fully take part in the discussions.

6.8.20 If, after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference pursuant to 6.8.19, the meeting may still proceed with its business provided it is otherwise quorate.

The Minutes

6.8.21 The minutes of the proceedings of a meeting of the Local academy council shall be drawn up and kept for the purpose by the person authorised to keep the minutes of the Local academy council and shall be signed (subject to the approval of the members of the Local academy council) at the same or next subsequent meeting by the person acting as chair thereof. The minutes shall include a record of:

6.8.21.1 all appointments of officers made by the Local academy council; and

6.8.21.2 all proceedings at meetings of the Local academy council and of committees of the Local academy council including the names of all persons present at each such meeting.

6.8.22 The Chair shall ensure that copies of minutes of all meetings of the Local academy council (and such of the subcommittees as the Directors shall from time to time notify) shall be provided to the Directors, the Bishop and the diocesan Trustees, if requested, as soon as reasonably practicable after those minutes are approved.

Delegation

6.8.23 Provided such power or function has been delegated to the Local academy council, the Local academy council may further delegate to any person serving on the Local academy council, to a committee, or to the Principal or any other holder of an executive office, such of their powers or

functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions either the Directors or the Local academy council may impose and may be revoked or altered.

- 6.8.24 Where any power or function of the Directors or the Local academy council is exercised by any subcommittee, any Director or member of the Local academy council, the Principal or any other holder of an executive office, that person or subcommittee shall report to the Local academy council in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Local academy council immediately following the taking of the action or the making of the decision.

Committees of the Local academy council

- 6.8.25 Subject to this Scheme of Delegation, the Local academy council may establish any subcommittee. The constitution, membership and proceedings of any subcommittee shall be determined by the Local academy council but having regard to any views of the Directors. The establishment, terms of reference, constitution and membership of any subcommittee shall be reviewed at least once in every twelve months. The membership of any subcommittee may include persons who do not also serve on the Local academy council, provided that a majority of the members of any such subcommittee shall be members of the Local academy council or Directors. The Local academy council may determine that some or all of the members of a subcommittee who are not Directors or who do not serve on the Local academy council shall be entitled to vote in any proceedings of the subcommittee. No vote on any matter shall be taken at a meeting of a subcommittee unless the majority of members of the subcommittee present are Directors or who serve on the Local academy council.

Chair and Vice-Chair of the Local academy council

- 6.8.26 The members of the Local academy council shall, each school year at their first meeting in that year, elect a Chair and a Vice-Chair from amongst the Foundation Governors in their number to serve until a successor is appointed or a vacancy occurs pursuant to paragraph 6.7.2. They are elected for a renewable term lasting a minimum of one year and a maximum of two years.
- 6.8.27 No person who is employed by the Multi-Academy Trust Company (whether or not at the Academy) nor any person who is at the time of election already a Director of the Multi-Academy Trust Company (except where such person is a Director by virtue
- 6.8.28 Subject to paragraph 6.8.31, the Chair or Vice-Chair shall hold office as such until his/her successor has been elected in accordance with paragraphs 6.8.26 - 6.8.38.
- 6.8.29 The Chair or Vice-Chair may at any time resign his/ her office by giving notice in writing to the Local academy council.
- 6.8.30 The Chair or Vice-Chair shall cease to hold office if:
- 6.8.30.1 He/she ceases to serve on the Local academy council;
 - 6.8.30.2 He/she is employed by the Multi- Academy Trust Company whether or not at the Academy;
 - 6.8.30.3 He/she is removed from office in accordance with this Scheme of Delegation; or
 - 6.8.30.4 in the case of the Vice-Chair, he/she is elected in accordance with this Scheme of Delegation to fill a vacancy in the office of Chair.
- 6.8.31 Where by reason of any of the matters referred to in paragraph 6.8.30, a vacancy arises in the office of Chair or Vice-Chair, the members of the Local academy council shall at its next meeting elect one of their number to fill that vacancy.
- 6.8.32 Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice-Chair or his/her nominee shall act as the Chair for the purposes of the meeting.
- 6.8.33 Where in the circumstances referred to in paragraph 6.8.31, the Vice-Chair is also absent from the meeting or there is at the time a vacancy in the office of Vice-Chair, the members of the Local academy council shall elect one of their number to act as a Chair for the purposes of that

- meeting, provided that the person elected shall neither be a person who is employed by the Multi-Academy Trust Company whether or not at the Academy nor a Director.
- 6.8.34 A Director shall act as Chair during that part of any meeting at which the chair is elected.
- 6.8.35 Any election of the Chair or Vice-Chair which is contested shall be held by secret ballot.
- 6.8.36 The Chair or Vice-Chair may be removed from office by the Directors at any time or by the Local academy council in accordance with this Scheme of Delegation.
- 6.8.37 A resolution to remove the Chair or Vice-Chair from office which is passed at a meeting of the Local academy council shall not have effect unless: of being the incumbent Chair) shall be eligible for election as Chair or Vice-Chair.
- 6.8.37.1 It is confirmed by a resolution passed at a second meeting of the Local academy council held not less than fourteen days after the first meeting; and
- 6.8.37.2 The matter of the Chair or Vice-Chair's removal from office is specified as an item of business on the agenda for each of those meetings; and
- 6.8.37.3 Copies of the resolutions referred to at paragraph's 6.8.37 and 6.8.37.1 above are served on the Directors.
- 6.8.38 Before a resolution is passed by the Local academy council at the relevant meeting as to whether to confirm the previous resolution to remove the Chair or Vice- Chair from office, the person or persons proposing his/her removal shall at that meeting state their reasons for doing so and the Chair or Vice-Chair shall be given an opportunity to make a statement in response.

Clerk

- 6.8.39 The Directors may appoint a Clerk (who must not be the Principal) to provide clerking services to the Local academy council and may remove the Clerk from office at any time.
- 6.8.40 In the absence of the Clerk from a Local academy council meeting, the Local academy council may appoint any one of its members to act as Clerk for the purposes of that meeting.
- 6.8.41 The Clerk must:
- 6.8.41.1 convene meetings of the Local academy council;
 - 6.8.41.2 attend meetings of the Local academy council;
 - 6.8.41.3 advise the Local academy council on the Academy's compliance with the Articles, the funding agreement, the scheme of delegation and the law;
 - 6.8.41.4 ensure that minutes of the proceedings are drawn up; and
 - 6.8.41.5 perform any other functions determined by the Local academy council.

Conflicts of Interest

- 6.8.42 A conflict of interest/loyalty shall not be deemed to occur solely from the fact that any member of the Local academy council is also a director, charity trustee or governor of any other Catholic school or schools or other educational institution(s), diocese, or Religious Order, or of any other charity which permits its land to be occupied by a Catholic school or schools or other educational institution(s). Any member of the Local academy council who has, or can have, any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts, or may conflict, with his/her duties as a member of the Local academy council shall disclose that fact to the Local academy council as soon as he/she becomes aware of it. Subject to Article 98A of the Articles of Association, a person is not permitted to attend any meeting of the Local academy council or committee of the Local academy council, or any part of any such meeting, where it is possible that a conflict will arise between his/her duty to act solely in the interests of the Academy and the Multi-Academy Trust Company and any duty or personal interest (including but not limited to any Personal Financial Interest).
- 6.8.43 For the purpose of paragraph 6.8.42, a person has a Personal Financial Interest if he/she is in the employment of the Multi-Academy Trust Company or is in receipt of remuneration or the

provision of any other benefit directly from the Multi-Academy Trust Company or in some other way is linked to the Multi Academy Trust Company or the Academy.

6.8.44 In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

6.8.45 Any disagreement between the members of the Local academy council and the Principal or any subcommittee of the Local academy council shall be referred to the Directors for their determination.

Indemnity

6.8.46 Subject to the provisions of the Companies Act 2006 every member of the Local academy council or other officer or auditor of the Multi-Academy Trust Company acting in relation to the Academy shall be indemnified out of the assets of the Multi Academy Trust Company against any liability incurred by him/her in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour of the claimant or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Multi-Academy Trust Company, subject to the limitation of s.189 of the Companies Act 2011.

Notices

6.8.47 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the Local academy council) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In this Scheme of Delegation 'address' in relation to electronic communications includes a number or address used for the purposes of such communications.

6.8.48 A notice may be given by the Local academy council to its members either personally or by sending it by post in a prepaid envelope addressed to the member at his/her registered address or by leaving it at that address or by giving it using electronic means of communication to an address for the time being notified to the Local academy council by the member. A member whose registered address is not within the United Kingdom and who gives to the Local academy council an address within the United Kingdom at which notices may be given to him/her, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to him/her at that address, but otherwise no such member shall be entitled to receive any notice from the Local academy council.

6.8.49 A member of the Local academy council present at any meeting of the Local academy council shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

6.8.50 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

7. OPERATIONAL MATTERS AT MULTI-ACADEMY TRUST COMPANY AND LOCAL ACADEMY COUNCIL LEVEL

7.1 The Local academy council shall comply with the obligations set out in this Scheme of Delegation, particularly the relevant sections of the table at Appendix, which deals with the day-to-day operations of the Local academy council.

- 7.2 The Local academy council will adopt and comply with all policies, protocols and procedures of the Multi-Academy Trust Company, the Bishop and the diocese as communicated to the Local academy council from time to time.
- 7.3 The Directors and members of the Local academy council have a duty to act independently and not to act as agents of those who may have appointed them. All Directors and members of the Local academy council will act with integrity, objectivity and honesty in the best interests of the Multi- Academy Trust Company and the Academy and shall be open about decisions made and be prepared to justify those decisions except insofar as any matter may be considered confidential. Foundation Governors shall always act in furtherance of their undertaking to the Bishop and the diocesan Trustees to preserve and develop the Catholic character of the Academy, and the Multi- Academy Trust Company, at all times.
- 7.4 The Local academy council shall comply with any inspections by or on behalf of the Directors and any denominational inspections pursuant to section 48 of the Education Act 2005 and any additional canonical inspections and visitations of the Bishop and any person appointed by him for the purpose of ensuring that the Academy is being conducted in accordance with canon law and is following the practices and teachings of the Catholic Church and in order to allow the Bishop to assess how well the Academy is being managed in light of the additional responsibilities and expectations of schools which are Academies.
- 7.5 If, in the view of the Directors, one of the following situations arises, then the Directors may resolve to remove some or all of the powers and obligations delegated to the Local academy council by this Scheme of Delegation:
- 7.5.1 The Local academy council, or one of more of its members, has acted, or allowed another to act, whether knowingly or recklessly, in such a way as to prejudice the Catholic character of the Multi- Academy Trust Company and the Academy;
 - 7.5.2 Standards and performance are low, are likely to be assessed as low and/or are likely to remain so without intervention;
 - 7.5.3 There has been a serious breakdown in management or governance which is prejudicial to standards of performance or breaches the Multi-Academy Trust Company's policies and procedures;
 - 7.5.4 The safety of pupils and staff is threatened; or
 - 7.5.5 Safeguarding procedures are inadequate.
- 7.6 The Local academy council shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the Local academy council under this Scheme of Delegation in such circumstances.

8. REVIEW OF THE SCHEME OF DELEGATION

- 8.1 This Scheme of Delegation shall operate from the Effective Date in respect of the Academy.
- 8.2 The Directors have the absolute discretion to review and amend this Scheme of Delegation at least annually and to alter any provisions of it with the prior written consent of the Bishop (on the advice of the diocese).
- 8.3 In considering any material changes to this Scheme of Delegation the Directors shall have regard to and give due consideration to any views of the Local academy council and shall comply with any guidance/requirements of the Bishop and consider any guidance published by the Catholic Education Service.

Governance, Constitution and Stewardship

Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
• appointing and removing the Members; Foundation Directors; and Local Foundation Governors • reviewing and approving the Articles of Association • Setting the expectation for Director code of conduct • Setting the strategy for Trust growth and expansion • Attending the Trust Annual General Meeting • Appointment of CEO??	• appointing the Chair and Vice Chair of the Governing Board and ensuring those elected have been appointed as Directors by the Members. • appointing and removing the Trust Board and Committee Chairs. • Removing local academy council Parent and Staff Governors where needed. • appointing and removing the Company Secretary • appointing and removing the Clerk to the Trust Board • approving changes to the Executive Tier • reviewing and approving changes to the Scheme of Delegation and Funding Agreement; ensuring changes are compliant with the Articles of Association and ensuring member are consulted regarding any changes. • Agreeing Terms of Reference for the Board and its committees annually • Providing templates for the terms of reference for the local academy councils and the role of Chair and review annually	• Reviewing and proposing changes to the Executive Tier structure • Ensuring local academy councils complete a bi-annual skills audit • Ensuring local academy councils complete a bi-annual self evaluation • Providing annual schedule of business for the local academy councils • Providing annual schedule of returns for Headteachers and the Local Academy Council • Providing template and ensure completion of the annual register of business and pecuniary interest of the Trust Board and the local academy councils including Headteachers • Publishing statutory documents and Trust policies on the Trust website • Ensuring compliance with Trust policies • Co-ordinating the annual report and accounts; signed statement of regularity, propriety and compliance; and governance statement	• Appointing the Chair and Vice Chair of the Local academy councils • Ensuring staff and parent Governor elections are held in a fair and transparent way. • Appointing staff and parent Governors to the Local academy council • Ensuring potential vacancies are communicated to the executive • Supporting with recruitment to the local Academy Council to ensure membership meets the requirements of the Trust constitution • Succession planning to ensure key LAC roles are filled in consultation with the Executive • Implementing the annual schedule of business provided by the Trust • Ensuring all deadlines for submission are met • Completing the annual register of business and pecuniary interest • Completing the Bi-annual skills audit and self-evaluations • Reviewing and approving school level policies (See appendix 2)	• Ensuring all deadlines for submission are met • Completing the annual register of business and pecuniary interest • Publishing Trust and school policies on the school website • Ensuring compliance with Trust and school policies • Implementing and communicating the Trusts Vision and Strategy • Developing and implementing the schools development priorities within the Trust vision and strategy • Establishing and Submitting the school level risk register • Co-ordinating an annual governance meeting to review the school development priorities; performance and curriculum areas

	• Agreeing the schedule of business for the Trust Board • Agreeing annual schedule of business for the local academy council • Completing an annual skills audit and self evaluation • Establishing and publish the annually the register of business and pecuniary interest for the Trust Board and Local academy councils including Headteachers • Reviewing and approve Trust level policies and ensure these are communicated to the local academy councils (See appendix 2) • Appointing the Catholic Executive Officer • Appointing Director of Catholic Life and Mission • Appointing the Internal Auditors • Publishing the annual report and accounts; signed statement of regularity, propriety and compliance; and governance statement • Determining the Trusts Vision and Strategy • Implementing the Diocesan Code of Conduct • Monitoring progress against the Trust vision and strategy and development priorities • Approving the central budget spend and management charge	• Supporting with the development of the Trust Vision and Strategy • Implementing and communicating the Trust Vision and Strategy • Reporting on progress of the Trust Vision and Strategy and development priorities • Approving the school development priorities within the Trust strategy. • Proposing and suggesting changes to the central spend and management charge • Establishing the Trust risk register and monitoring school level risk. • Managing Freedom of Information requests for Trust Board • Establishing principles for local Academy Council constitutions including link LAC roles • recruitment; onboarding and induction to members of the local Governory board • Recommending the changes to structures of local academy councils • Establishing a working party to monitor areas where there are significant risks, changes or opportunities where directed by the Trust Board • appointing and removing the Clerks to the Local academy councils	• Being advocates of the Trust Vision and Strategy • Monitoring the progress of the schools development priorities within the Trust vision and strategy • Reviewing the school level risk register • Appointing lead LAC roles in line with the Trust Governance constitution. • Requesting the establishment of a working party to monitor areas where there are significant risks, changes or opportunities.	
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	• Approving principles for local academy council constitutions including link governor roles • Implementing the Diocesan strategy for Trust growth and expansion • Establishing an Audit and Risk Committee • Approval of changes to structures and constitutions of local academy councils • Approving request establishment of for a working party to monitor areas where there are significant risks, changes or opportunities (Consent must not be unreasonably withheld)	• Line Management of Clerks to the LAC's		
Finance				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (C&D Suite) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
• Appointing the external auditors	• Appointing the CFO for delivery of the Trust Boards detailed accounting processes and informing the Members of the appointment • Approving the Trust and school budget plans for the financial year • Reviewing and set the CEO pay • Reviewing the Executive Team staff pay • Approval of Headteacher pay awards • Monitoring Trust budget	• Supporting with the appointment of the CFO • Preparing and recommend the Trust and school budget plans for the financial year • Recommending Headteacher pay award • Reviewing and approving school pay and progression awards • Reviewing and approving central team pay and progression awards • Highlighting budget and Finance risks to the Trust Board	• Highlighting areas of school performance at risk due to the agreed school budget. • Monitoring of Sports Premium funding and initiatives • Monitoring of Pupil Premium funding and initiatives • Developing and fundraising towards the Local academy council development Fund. • Recommending use of local school development Funds	• Supporting with the preparation and development of the school budget plans for the financial year • Recommending school pay and progression awards • Ensuring the school is working within the agreed school budget • Highlighting risks to the agreed school budget to the Executive • Monitoring and report on monthly school expenditure

	• Approving Trust wide SLA • Agreeing centrally procured services • Approving finance manual for schools including financial delegation • Reviewing findings from external audit processes • Approving KPIs to monitor financial performance of Trust and schools • Approving recommended budget assumptions • Approving recommendations for use of reserves where relevant	• Monitoring performance against agreed school budget • Monitoring Monthly school expenditure • Proposing Trust wide SLA • Identify and recommend centrally procured services • Recommending finance manual for schools including financial delegation • Co-ordinating External Audit processes • Recommending KPIs to monitor financial performance of Trust and schools • Recommending budget assumptions • Presenting financial monitoring to schools and communicate risks and opportunities • Assessing and approval of use of local academy council development fund • Approving or escalating recommendations for use of reserves		• Highlighting areas for development in the Trust wide SLA • Ensuring compliance with the finance manual for schools. • Maintaining the schools asset register • Supporting with requests as part of the external audit • Recommending use of Reserves
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People

Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
• Sending representative to support with appointment of the CEO • Sending a representative to support with the appointment of all reserved posts • Reviewing the suspension of the CEO	• Approving Trust staffing structure • Approving school level staffing structures • Approving school level staffing structures outside of budget	• Appointing Headteachers and notify Trust Board and Members • Appointing all reserved posts and notifying Trust Board and Members • Appointment of Executive Tier staff	• Supporting with the appointment of all reserved posts. • Supporting with the appointment of other school staff at the request of the Headteacher	• Supporting with the appointment of all reserved posts • Appointing all other teaching and support staff • Approving school level staffing structures including

• Reviewing the dismissal of the CEO • Sending a representative to support with the dismissal of all members of staff • The right to attend any disciplinary processes that could result in dismissal.	• Approving changes to Executive Tier staffing structures including recruitment • Performance Management of the CEO • Initiating and end the Suspension of the CEO and notify Members before action • Dismissing the CEO and notify Members before action • Approving and ending the Suspension of a Headteacher • Approving the dismissal of a Headteacher • Approving and ending the Suspension of the Executive Tier • Approving the dismissal of the Executive Tier • Hearing all Appeals in relation to suspension; dismissal or other disciplinary processes • Reviewing data on Trust wide stakeholder engagement and consider recommendations • Ensuring all employment policies are in line with or modelled on policies issued by the Catholic Education Service • Appointing Board committees and delegated powers to the committees through annual review of committee terms of reference. • The Chair - approving and ending the suspension of school staff.	• Appointment of central team staff including all Finance; Human Resource; Estates and Governance functions. • Recommending Trust staffing structure • Recommending or reject school level changes to staffing structures outside of budget • Recommending changes to the Executive tier staffing structures including recruitment • Performance management of Executive Tier staff • Performance management of the Headteachers • Performance Management of Central staff including all Finance; Human Resource; Estates and Governance functions • Making recommendations regarding the suspension of the Executive Tier • Recommending the suspension of a Headteacher • Making recommendations regarding the dismissal of a Headteacher • Making recommendations regarding the dismissal of the Executive Teir • Investigating all appeals related to suspension; dismissal or other disciplinary processes and make recommendations	• Supporting with the performance management of the Headteachers • Approving the dismissal of school staff • Notifying the Executive Tier of any disciplinary processes that could result in dismissal • Monitoring staff completion of compliance training • Ensure local academy council Governors complete annual compliance training • Reviewing data on school level stakeholder engagement and consider recommendations • Approving strategies for staff wellbeing • Forming a disciplinary panel or other panel where required	changes within budget and notify CEO • Identifying suggested school level changes to staffing structures outside of budget to CEO for consideration • Implementation of changes to staffing structures • Performance management and line management of all other teaching and support staff • Making recommendations for dismissal of school staff and consult with the Executive • Ensuring school level staff complete annually agreed compliance training • Collecting and analyse data on school level stakeholder engagement and make/implement recommendations • Following procedures for communication with stakeholders in exceptional circumstances and emergencies • Recommending strategies for staff wellbeing and local implementation • Notifying the Executive of incidents that could result in suspension.
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	•	• Notifying the Members of any disciplinary processes that could result in dismissal. • Ensuring all right to work checks are completed • Collecting data on trust wide stakeholder engagement and make recommendations • Establishing procedures for communication with stakeholders in exceptional circumstances • Establishing Trust wide strategies for staff wellbeing • Monitoring trends in exit interviews and reports these as needed to the Trust Board • Recommending recruitment methods and systems • Making recommendations for suspension of school staff to Chair of the Trust Board		
Behaviour				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
		• Monitoring issues associated with each schools implementation of behavior policies and procedures	• Approving school behavior policies and procedures • Monitoring implantation of school behavior policies and procedures • Reviewing the Headteachers decision to exclude a pupil • Reviewing the Headteachers decision to suspend a pupil for more than 15 days or more in a term; if the child would miss a public examination or is more	• Recommending school behavior policies and procedures and consult with Executive regarding any changes • Implementing school behavior policies and procedures • Suspending or Exclude a pupil

			than 5 days and the parent makes a representation • Ensuring a member of the local academy council is a representative on and Chairs any complaint panel meeting and is suitably trained • Directing reinstatement of a pupil. • Notifying the Headteacher and Executive of the outcome of any LAC Disciplinary Panel Meetings • Reviewing actions and recommendations made as a result of a Governors Disciplinary Panel	
Admissions				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
	The authority on admissions	• Approving proposed changes prior to consultation • Approving any proposed changes to PAN • Appeals	• Consulting on Admissions arrangements and notify the Executive of any proposed changes (Including Sixth Form and Nursery where appropriate)arrangements (Including Sixth Form and Nursery where appropriate) • Agreeing PAN annually and propose to Executive • Approving admissions prospectus • Deciding on all applications and informing the Headteacher • Identifying arrangements for admissions appeals and ensuring these are published	• Recommending changes to admission arrangements • Implementing strategies to drive and sustain pupil numbers • Developing admissions prospectus • Ensuring all application deadlines are published • Supporting with the identification and publishing of admissions appeals and ensuring these are implemented • Recommending admissions arrangements for Sixth Form or nursery where

			• Approving and monitor changes to drive Sixth Form recruitment • Proposing changes to admissions arrangement for Sixth Form	appropriate and notify Executive of any changes • Recommending strategies to drive sixth form or nursery recruitment where appropriate recruitment and implement changes
Resources				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
	• Approving overarching premises and capital strategy • Approving the strategy for School Condition Allocation Funding and the annual allocation • Approving overarching Trust IT strategy and provision • Monitoring the Trust performance against the lettings strategy • Appointing Health & Safety Lead Director	• Providing appropriate Buildings and other relevant insurance at Trust and school level • Supporting with the development of premises management documentation and implantation. • Approving school maintenance strategy • Developing overarching premises and capital strategy • Developing a strategy for School Condition Allocation funding • Making recommendations related to the overarching IT Trust Strategy and provision • Establishing lettings strategy for the Trust • Management of Trust wide contract management	• Appointing a Health and Safety Lead from the local academy council • Approving school level premises management documentation • Monitoring school level management of premises procedures including Health and Safety • monitoring, supporting and challenging the health and safety performance at the school • Monitoring school maintenance strategy • Approving and monitor school level IT strategy • Set KPIs for other generated income in consultation with the Executive • Monitoring the schools progress against the schools lettings strategy and KPIs	• Establishing school level premises management documentation and consult with the Executive • Implementing school level premises management processes including Health and Safety with the support of the Executive • Developing school maintenance strategy • Developing school level IT strategy • Actively working with the Executive to develop income opportunities and strategies including through lettings • Implementing the Trust lettings strategy and work proactively in achieving the schools KPIs for other generated income. • Management of curriculum resource contract management

Compliance				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
	• Approving procedures for scrutiny of trust wide compliance with policies. • Approval of Trust policies • Reviewing the Trust wide website audits • Appointing a Trust Data Protection Officer • Approve processes for business continuity planning and Emergency response • Review information reported related to data protection breaches and requests • Approving complaints processes	• Developing procedures to ensure schools are meeting the requirements for insurance including RPA • Developing procedures for scrutiny of trust wide compliance with policies • Ensuring Trust policies are compliant and up to date with legislation • Ensuring the Trust website is compliant and statutory documentation is available for schools to access • Completing a Trust wide audit of school websites and making recommendations to Headteachers • Establishing processes for compliance training • Managing Freedom of Information requests for Trust Board • Reporting on data protection breaches and requests • Recommending and Establishing processes for Business Continuity planning and emergency response • Establishing complaints processes • Establishing processes to monitor the acceptance of terms of key policies	• Monitoring compliance training • Investigating complaints and following the complaints processes • Ensuring that the LAB is represented at any complaint panel meeting by providing a suitably trained chair for the panel from the board. • Notifying the executive of any outcomes from complaints panel hearings. • Reviewing actions and recommendations made as a result of a complaint • Establishing a cycle for school level policy management, review and control • Review compliance with processes to monitor the acceptance of terms of key policies • Ensuring compliance with Public Sector Equality Duty requirements for schools including reviewing the Equalities Information annually and reviewing the objectives at least every 4 years	• Implement procedures to ensure schools are meeting requirements for insurance including RPA • Implementing changes to policies and ensure schools are compliant • Ensuring school level policies are compliant and up to date with legislation • Ensuring school websites are compliant • Implementing actions following website audits • Ensuring schools are meeting the required standards for the ICO with regard to data protection and GDPR • Appointing a School Data Protection Lead • Implementing processes for compliance training • Managing Freedom of Information Requests for schools • Informing the Trust DPO of all notifications and requests • Implement processes for business continuity planning and emergency response • Responding to complaints from parents and members of the public in line with the Trust Complaints policy

				Implement processes to monitor the acceptance of terms of key policies as directed by the Executive
School Operations and Partnerships				
Members (Diocesan Trustees)	Trust Board (Directors)	Executive (CEO and Directorate)	Local academy councils	Headteachers
		- Establishing dates of school terms and holidays - Ensuring that school lunch nutrition standards are met - Ensuring the provision of free school meals to those pupils meeting the criteria - Approval to cease extended school provision	- Approving times of the school day ensuring schools meet the minimum number of sessions in a school year - Approving plans to offer additional activities to extend the school day and what form these should take - Approving recommendations to change extended school provision - Making recommendations to cease extended school provision to Executive - Approving the school uniform policy - Collecting and analysing stakeholder voice including staff; parents; pupil	- Recommending times of the school day - Implementing plans to ensure that school lunch nutrition standards are met - Establishing and Implement plans to ensure the provision of free school meals to those pupils meeting the criteria - Making recommendations to offer additional activities to extend the school day and what form these should take - Making recommendations to cease extended school provision to Executive - Brokering and maintaining relationships with local parishes and other community groups and organisations - Development of extra and super curricular activities - Preparing the school uniform policy for review and approval.
Safeguarding				

Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
	- Appointing safeguarding link director - Reviewing findings and actions from Trust wide safeguarding audit - Monitoring compliance of safeguarding training - Monitoring the reporting of safeguarding incidents including allegations against staff.	- Establishing processes for the completion; maintenance and review of the Trust and school Single Central Record - Co-ordinating Trust Wide Safeguarding Audit - Monitoring the implementation of accepted actions and recommendations from the Trust wide safeguarding audit. - Ensuring consistency of electronic systems selected to support safeguarding - Ensuring central staff and local Academy Council members have completed relevant statutory safeguarding training - Establishing processes to ensure staff and local Academy Council members have read and accepted the relevant policies and guidance related to safeguarding - Reporting high profile safeguarding incidents - Reporting safeguarding allegations about staff to Trust Board - Ensuring all members of ASCAT staff are appropriately vetted and have received full safeguarding clearance prior to commencement of employment	- Appointing safeguarding link to the local academy council - Attending Trust safeguarding forums - Ensuring school staff have completed relevant statutory safeguarding training - Ensuring staff have read and accepted the relevant policies and guidance related to safeguarding - Monitoring data in relation to safeguarding and child protection incidents	- Implementation of the processes for the completion; maintenance and review of the Single Central Record - Ensuring effective safeguarding record keeping - Undertaking annual Trust wide safeguarding audit and implement accepted actions and recommendations - Implementing processes to ensure staff have read and accepted the relevant policies and guidance related to safeguarding - Delivering support for children looked after - Appointing the Designated Safeguarding Lead for the school in consultation with the Executive - Escalating emergency safeguarding incidences or high profile safeguarding concerns including allegations against a member of staff, to the CEO - collating low level concerns regarding staff. - Ensuring all staff, contractors and volunteers are appropriately vetted - Ensuring that Trust safer recruitment processes are followed at all times by all

				staff involved in the recruitment process
Curriculum & Outcomes				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for
Identifying and directing school to preferred schemes of work for RE and RSHE	- Approve KPIs for Trust and School performance - Review outcomes from quality assurance reports monitoring teaching and learning, the curriculum and inclusion - Monitoring of Trust wide performance - Monitor the outcome of Ofsted inspections - Attend Ofsted inspections where required - Appoint a SEND link Director	- Recommend KPIs for Trust and school performance - Ensure that the curriculum across the schools is taught in the light of the Gospel values and actively promotes the spiritual and moral development of pupils. - Ensure that RE is taught in accordance with the Curriculum Directory and the Bishop's policy. - Establishing processes for quality assurance of teaching and learning, the curriculum and inclusion and reporting these to the Trust Board. - Report on the outcomes of Ofsted inspections to the Trust Board and monitor actions. - Attend Ofsted inspections where required	- Approve curriculum proposed by the Headteacher - Holding the Headteacher to account for implementing a curriculum that is taught in the light of the Gospel values and actively promotes the spiritual and moral development of pupils - Holding the Headteacher to account for delivering an RE curriculum that is taught in accordance with the Curriculum Directory and the Bishop's policy - Monitoring stakeholder voice to evaluate provision and delivery of key areas of the curriculum including Relationships and Sex Education - Monitoring the outcomes and recommendations from quality assurance of teaching and learning, the curriculum and inclusion and ensuring accepted actions are implemented.	- Reviewing content and delivery of curriculum including compliance with funding agreement requirements and consult with the Executive (Director of Primary/Secondary) - Implementing a curriculum that is taught in the light of the Gospel values and actively promotes the spiritual and moral development of pupils - Delivering an RE curriculum that is taught in accordance with the Curriculum Directory and the Bishop's policy. - Ensuring that RE constitutes 10% of the weekly timetable in each academy (5% at KS5). - Ensuring that relationships and sex education is taught in accordance with the social and moral teachings of the Catholic Church having regard to any company wide policy. - Implementing processes for quality assurance of teaching

			• Establish an effective policy to ensure a broad and balanced curriculum across the Trust • Monitoring school level performance • Appointing a link LAC Governor for SEND • Appointing a link LAC Governor for Careers (Secondary only) • Monitor provision of Careers Guidance with regard to statutory requirements • Attend external audits where required • Attend Ofsted inspections where required • communicating the outcomes of the inspection process to parents, carers and guardians in line with • statutory requirements • Ensure actions from Ofsted inspections are implemented at school level. • Ensuring that statutory careers guidance requirements are met. • Ensuring that the school is compliant with the SEND Code of Practice • supporting the school in its self-evaluation of significant strengths and weaknesses	and learning, the curriculum and inclusion and reporting these to the local Academy Council • Identifying areas of good practice for sharing within the Hub and across the wider Trust through consultation with the Executive. • Delivering a planned, coherent and progressing curriculum to meet the needs of pupils academically, socially, spiritually and culturally across phases. • Ensuring there is an opportunity for a range of education and training providers to access all pupils in years 8-13 • accurate self- evaluation of the school, its strengths and weaknesses and for implementing a plan of action to improve and develop based on the evaluation
Communication				
Members (Diocesan Trustees) Responsible for	Trust Board (Directors) Responsible for	Executive (CEO and Directorate) Responsible for	Local academy councils Responsible for	Headteachers Responsible for

	• communicating a clear vision, strategy and long term objectives • ensuring good communication between the Board, Headteacher and school, and LGB Chair. • ensuring Local Academy Council understand their role and responsibilities • Providing opportunities for LAB to communicate their concerns and views to the Trust Board through network forums • Fulfilling communication responsibilities in an emergency complying with the Trusts Emergency response plans and other established processes	• Designing and developing a stakeholder communication framework • ensuring good communication between the Board, Headteacher and school, and local Academy Council Chair. • Providing support to Local Academy Council in understanding their role and responsibilities • Fulfilling communication responsibilities in an emergency complying with the Trusts Emergency response plans and other established processes	• LAC Chair (with Headteacher) is responsible for ensuring LAB members have all the information they require to be well informed about both the school and Trust • LAC Chair (with Headteacher) is responsible for ensuring the activities of the LAC are communicated clearly to the school community • ensuring (with the Headteacher) stakeholders' views are taken into account and responded to appropriately • engaging with training and networking opportunities provided by the Trust and shares learning with LAB members. • using GovernorHub for sharing both meeting papers and communication. • The Chair of the LAC is responsible for ensuring the views of the LAC are well communicated to the Executive • The Chair of the LAC is responsible for attending or sending a representative to the LAC forum network meetings • The Chair of the LAC is responsible for escalating concerns to the Trust Board where relevant • Fulfilling communication responsibilities in an	• ensuring LAB members have all the information they require to be well informed about both the school and Trust • communicating and promoting the successful outcomes of the school to the local and wider community. • Assessing and establishing key communication channels for the local school communication framework. • Fulfilling communication responsibilities in an emergency complying with the Trusts Emergency response plans and other established processes
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			emergency complying with the Trusts Emergency response plans and other established processes	
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Policy Matrix

Policy	Primary	Secondary	Trust	Reading
Pay Policy			✓	
School Emergency Response Plan (Internal Circulation Only)	✓	✓	✓	
Whistleblowing			✓	
School Conditions Allocation			✓	
Reserves Policy			✓	
Staff Code of Conduct			✓	ALL
Prevent Duty			✓	LAC/SLT
Complaints Policy			✓	
Data Retention policy			✓	
Acquisition & Disposal of Fixed Assets Policy			✓	
Redundancy			✓	
ECT Policy			✓	
Health & Safety Policy			✓	ALL
Looked after children			✓	
Attendance & Punctuality Statement			✓	
Trustee allowances			✓	
Equal opportunities in Employment			✓	ALL
CP & Safeguarding Policy			✓	
Data Protection Policy			✓	ALL
Safer Recruitment			✓	FTB/LAC/SLT
Acceptable Use			✓	
Cyber Security Policy (Internal Circulation Only)			✓	FTB/SLT/LAC
Career Break			✓	
Finance			✓	ALL
Employee Referral scheme			✓	
Charging & Remissions Policy			✓	
Investment Policy			✓	
Privacy notice for staff			✓	
Media			✓	
Expenses Policy			✓	
Tendering & Procurement			✓	FTB/FMs/SLT
Additional Hours			✓	
Leave of Absence			✓	
LGPS Data Retention			✓	
AI Policy (Internal Circulation Only)			✓	
Anti fraud and corruption			✓	FTB/SLT/LAC
Confidentiality policy			✓	ALL
Capability Policy			✓	
Disciplinary Policy			✓	
Performance Management Policy SS			✓	
Performance Management Policy TS			✓	
Sickness			✓	
Governance Code of Conduct			✓	

Privacy Notice Goernors and Trustees			✓	
Privacy Notice Primary Pupil Data			✓	
Privacy Notice Secondary Pupil Data			✓	
Privacy Notices Contractors and Visitors			✓	
Privacy Notices Recruitment			✓	
CCTV			✓	
Conflicts of Interest			✓	FTB/SLT/LAC
Business Continuity			✓	
Risk Management Policy			✓	FTB/HT/LAC
Business Charge card			✓	
Lettings policy			✓	LAC/SLT/EM
Drugs Alcohol & Gambling			✓	
Grievance Policy			✓	
Probation			✓	
Relationships at work			✓	
Staff Induction policy			✓	
Adoption Leave			✓	
Flexible working			✓	
Maternity			✓	
Shared Parental Leave (Birth)			✓	
Shared Parental Leave (Adoption)			✓	
Bereavement			✓	
Monopause			✓	
Carer			✓	
Paternity			✓	
Scheme of Delegation			✓	
Cyber Response and recovery plan (Internal Circulation Only)	✓	✓	✓	
Online safety policy			✓	ALL
Risk Register (Internal only)	✓	✓	✓	
Admissions Arrangements	✓	✓		
Protection of Biometric Data		✓		
Accessibility Plan	✓	✓		
Supporting pupils with health needs who cannot attend school	✓	✓		
EYFS Policy	✓			
SEND Policy	✓	✓		
SEND Information Report	✓	✓		
Supporting pupils with medical conditions	✓	✓		
RSE	✓	✓		
Behaviour Policy	✓	✓		
Suspensions & Exclusions Policy	✓	✓		
First Aid Policy	✓	✓		
Premises Management Policy Documents (Including local H&S)	✓	✓		
Equality Information and objectives	✓	✓		
Provider Access Policy Statement	✓	✓		
Risk Register	✓	✓		
School security policy	✓	✓		
Careers Policy and programme		✓		
Child-on-child abuse	✓	✓		
Online safety policy	✓	✓		

Asset Management Plan	✓	✓		
Pupil absence	✓	✓		
Remote education	✓	✓		
COSHH policy	✓	✓		
Visitor Policy	✓	✓		
Uniform Policy	✓	✓		
Searching, screening and confiscation policy	✓	✓		
Volunteer Policy	✓	✓		
Physical Intervention	✓	✓		
Travel to and from school policy	✓	✓		
Educational visits and school trips	✓	✓		

