

2017/18 Scheme of Delegation

Introduction

Inspirational Futures Trust (IFT) is a multi-academy trust (MAT) sponsored by Weston College. The Trust supports all learners to become the best they can be and puts their interests at the heart of all decision making.

IFT is a single legal and financial entity. Although the Trust Board delegates some of its powers to committees, it retains ultimate responsibility for the work of the Trust.

All Trust Boards have a choice about how they are constituted and organised. In the interests of transparency, the Board must publish on its website up-to-date details of the overall governance arrangements they have put in place. The structure and remit of the Board.

Members

– Chair Chris Carter

- Weston College: Sponsor
- Bath and Wells Diocesan Board of Education
- 2 x Sponsor appointed Members

Our Members fulfil the requirements of company law (receiving accounts, appointing further Members, changing the memorandum and articles etc.) and provide a strategic overview and guidance to the Trustees to deliver the IFT vision. They have ultimate control of the Trust and can appoint a proportion of its Trustees. Each Member will bring knowledge and expertise in their specific areas of practice including practical guidance where relevant. The Members hold and attend an annual general meeting once a year.

Trustees

– Chair Elspeth Davis OBE

- 4 x Sponsor appointed Trustees
- 2 x Diocesan Board of Education appointed Trustees or up to and no more than 25% of Trustees, whichever is the greater
- 5 x Member appointed Trustees, including the Trust Executive Officer if so appointed

Our Trustees have overall responsibility and ultimate decision making authority for all the work of the MAT. The Trustees will oversee the educational standards, performance and finances of all the academies in the MAT and meet the government guidelines on safeguarding, equality and diversity. It is for the Board of Trustees to determine and approve delegated authority to its committees, including local governing boards and its senior executive officers.

Committees of the Trust

The Board will establish Trust committees as it considers necessary. Membership of these committees, (excluding local governing boards), will come from the Trustees who will form the majority of committee members, additional expertise will be brought into the committees through membership of governors from local governing boards and associate trustees who have the requisite skills for that committee.

Audit Committee

– Chair Andrew Leighton-Price

The role of the Audit Committee is to maintain an oversight of the Trust's governance, risk management, internal control and value for money framework.

Authority is delegated to appoint, consult and comply with the Trust's auditors and other external professional advice received.

Finance Committee

– Chair Andrew Leighton-Price

The role of the Finance Committee is to receive, review and monitor financial performance information across the IFT and its member academies.

Authority is delegated to approve, review and monitor matters relating to the Trust's financial policies and performance.

Education Quality Committee

– Chair Mike Evans

The purpose of the committee is to challenge and support its academies to raise their overall effectiveness to 'outstanding'.

The authority is delegated to review the Trust and Academy self-evaluation, quality improvement plans and key performance indicators and to recommend these to the Board for approval. In addition: provide assurance to the Trust that each Academy can demonstrate the impact of its education provision on learner outcomes; to identify best practice across academies; to identify when an Academy is in need of Trust level support and to advise the Trust on the intervention required; and to approve relevant Trust policies for recommendation to the Board.

Local Governing Boards

The local governing boards will receive delegated authority from the Trustees as set out in this scheme of delegation. The criteria that will trigger a change in the levels of delegated authority for each Academy are set out below.

Local governing boards may establish the sub-committees that they consider best supports their role and accountability to the Trust.

Local Governing boards will consist of:

- Academy leader
- 2 x elected parents
- 1 x elected staff member

- Church schools only: Diocesan appointed governors in proportion to their former designation: VA or VC
- Additional governors, including Trust Governors (governors appointed by the Trustees), with the skills and to the number determined by the Local Governing Board

Local Governing boards within IFT are:

- Bristol Futures Academy: Chair – Dr Marie Annick Gournet
 - Crockerne C of E Primary School: Chair – Jane Peate
 - Herons' Moor Academy: Chair – Andrew Leighton-Price
 - North Somerset Enterprise and Technology College: Chair – Andy Davidson
 - St Katherine's School: Chair – William Harding
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Senior Executive Officers

- Chief Accounting Officer (CAO): the role includes specific responsibilities for financial matters, including a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the Trust's control. The CAO is accountable for the Trust's financial affairs, for keeping proper financial records, and for the management of opportunities and risks. As IFT is a member of the Weston College Group the CAO for the Group is also the CAO for the Trust.
- Trust Executive Officer (TEO): responsible for the overall management and performance of the Trust, reporting to the Trustees and the Group CAO. The TEO must sit on the Academy principal's appraisal panel alongside members of the local governing board in the performance management of the Academy principal.
- Director of Standards, Quality Improvement and Partnership – responsible for quality improvement in the Trust.
- Finance Director – responsible for the delivery of the Trust's detailed accounting processes.

- The Board’s Parental and Community engagement arrangements.
- The Trustees delegate to each Academy responsibility for consulting and engaging with the parents and the wider community, with a requirement to report to the Board on the work undertaken and its impact through the Partnership reporting about the quality of provision in each Academy.
- If an Academy lacks the skills or experience, or if its performance is below that expected (see above), delegated powers may (and in some cases will) be exercised by the Trust on behalf of the Academy until the situation changes. However, in these cases those Trust employees exercising the powers on behalf of the Academy will provide reports to the Local Governing Board on these activities.

Changes in levels of delegated authority

- IFT delegates powers to its Academies in relation to curriculum development and to teaching, learning and assessment. In other areas (HR and Payroll, Financial Systems, Insurance, Premises Management, Contract Management, IT and Marketing.) IFT will use its skills and collective buying power to obtain best value for the Academies for these educational support services.
- If an Academy is not achieving, or not expecting to achieve, its quality and/or finance objectives, IFT will provide support to assist the Academy team (governors and staff) to recover the situation. Direct intervention will only take place if the Academy cannot achieve the necessary recovery in an agreed timescale.
- Circumstances which may cause the Trust to intervene to exercise powers on behalf of an Academy will include failure to implement this Scheme of Delegation in relation to matters delegated to the Academy.
- Delegated powers will be restored to the Academy when the situation has been recovered and the Academy has demonstrated its ability to operate effectively in the foreseeable future.
- If there is a change of Principal at an Academy, IFT will provide support both to any Interim Principal and to the new Principal.

Delegation

- IFT Trustees have agreed (and regularly review) Terms of Reference for each Board Committee and these are set out in the delegated authority each Committee has.
- Local Governing Boards are deemed to be committees of the Trust. This Scheme of Delegation is an agreement between the Trust Board and its academies which sets out the levels of responsibility and accountability in the key areas of decision making. It should be shared with all those responsible for governance throughout the Trust so that everyone is clear who is responsible for what.
- The IFT Trustees have approved the Scheme set out in the enclosed table which defines the powers that the Trust Board has agreed to delegate to its Academies, executive leaders those which it has retained to itself (including to its Board Committees).
- The underlying purpose of the Scheme is to ensure that the business of education is carried out effectively and efficiently and results in a positive impact on the daily lives of learners, staff, governors and Trustees.
- Tasks in this Scheme of Delegation are grouped to align with the service areas within Weston College and the Governance Handbook. Within each section the tasks are subdivided into three categories to reflect the extent of the delegation to an Academy:
 - Powers Reserved to the Trust.
 - Powers Delegated to the Academy to Recommend but Requiring Trust Approval of Decisions.
 - Powers Delegated to the Academy.

Service Level Agreements

- Beneath the Scheme of Delegation lie the Service Level Agreements (SLA) for each area of the work.
- The SLA set out precisely what academies should expect to receive from each service area as part of their core offer and what services may be available at an additional cost.
- The SLA will be largely generic but bespoke to an individual Academy as appropriate.
- Academy Senior Leaders refers to any member of the Academy senior leadership team excluding the Principal.
- IFT Executives means the persons, led by the Trust Executive Officer (TEO), who has accountability for the executive leadership of the Trust.
- LGB means Local Governing Board of the Academy; legally this is a Committee of the Trust.
- Parent means parent or carer or anyone with prime responsibility for the pupil.
- Principal should be interpreted as Principal, Headteacher, Co-Headteachers or Head of School according to the convention of the Academy.
- Pupils means children, learners or students according to the convention of the Academy.
- Trust Employees refers to all employees of the Trust and its academies.
- Trust Staff refers to members of the Central Team.
- Consulted (C) means a person or body that must be consulted before a proposal, recommendation or decision is made or an action taken.
- Responsible (R) means the person or body that is responsible for recommending the proposal (after modification if necessary) and for managing and monitoring the implementation of the approved decision. This person or body has responsibility for consulting and informing as appropriate. They must have specific regard to the advice of any person or body indicated as having to be consulted (and if that advice is rejected must explain why the recommendation does not reflect that advice).
- Approve (A) means the person or body that makes the final decision (after modification or the proposal or recommendation if necessary) and approves its implementation.
- The Scheme of Delegation is reviewed annually and updated if required to reflect both non-statutory and statutory guidance.

INSPIRATIONAL FUTURES TRUST DELEGATED AUTHORITY AND ACCOUNTABILITY

A - Approve

R - Responsible to those who can approve eg Trust Board or Local Governing Board

C - Must be consulted with

September 2017

TASK		IFT Board	IFT Executives	Academy
Service Area (Governance Handbook Section)	1.0 POWERS RESERVED TO THE TRUST			
	1.1 Establish IFT vision, values and ethos	A	R	C
	1.2 Create Strategic Plan for IFT (including growth)	A	R	C
	1.3 Maintain Trust risk register, mitigate and manage risk	A	R	C
	1.4 Approve Trust's Scheme of delegated authority and accountability	A	R	C
	1.5 Agree admission of new Academy	A	R	-
	1.6 Oversee the Financial performance of the Academy	A	R	-
	1.7 Set up and manage Academy companies	A	C	R
	1.8 Agree and review the Trust's Financial Policy and associated Academy schedules	A	R	C
	1.9 Set Trust budget	A	R	-
	1.10 Apply for funding for capital investment	A	R	C
	POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
	1.11 Approve changes to Academy's delegated authority and accountability	A	R	C
	1.12 Establish a vision, values and ethos of each Academy - Link to the Strategic Plan	A	C	R
	1.13 Change the organisation of the Academy eg. age range	A	C	R
	1.14 Enter and manage the transfer of Control Agreements (TofCA)	A	C	R
	1.15 Approve a dual use agreement for shared use of facilities	A	C	R
	POWERS DELEGATED TO THE ACADEMY			
	1.16 Create individual School Strategic Plans	A	C	R
	1.17 Maintain Academy risk register	A	C	R
	1.18 Oversee the Financial performance of the Academy	A	R	R
1.19 Set the Academy admissions policy	-	C	A/R	
1.20 Provide childcare and other community services	-	C	A/R	
1.21 Create and implement policies which are specific to the Academy and do not have implications elsewhere in the Trust	-	-	A/R	

Leadership & Management (Strategic Leadership, Structures, Compliance, Evaluation)

		IFT Board	IFT Executives	Academy
TASK				
Service Area (Governance Handbook Section)	2.0 POWERS RESERVED TO THE TRUST			
	2.1 Determine the constitution of a Local Governing Board	A	C	R
	2.2 Appoint and remove Co-opted Trustees	A/R	-	-
	2.3 Regular skills audits, aligned to the organisation's strategic plan, to identify skill and knowledge gaps and which both define recruitment needs and inform a planned cycle of continuous professional development (CPD) activity including appropriate induction for those new to governance or to the Trust board	A	R	-
	2.4 Appoint and remove clerk of the Trust Board	A	C	-
	2.5 Provide induction / training for Trustees	A	R	-
	2.6 Maintain register of business interests of Members and Trustees to ensure transparency	A	R	-
	2.7 Maintain and communicate the Code of Conduct for Trustees	A/R	C	-
	2.8 Recruit, appoint and performance manage Trust executives	A/R	-	-
	2.9 A transparent system for performance managing executive leaders, which is understood by all in the organisation, linked to defined strategic priorities	A	C	-
	2.10 A regular cycle of meetings and appropriate processes to support business and financial planning	A	R	R
	2.11 Have regard to the views of parents	A	C	R
	2.12 Comply with the Trust's Equality Duty	A	R	C
	2.13 Comply with the charitable and corporate duties of the Trust	A	R	-
	2.14 Approve, manage and apply the Trust Complaints Policy	A	R	C
	2.15 Carry out self-evaluation of Trust Governance	A	C	-
	2.16 Hold Trust executives to account for the educational performance of the Trust	A/R	-	-
	2.17 Recruit and appoint the Principal	A	R	R
	2.18 Provide support to the Local Governing Board to set appropriate appraisal objectives for the Principle	-	R	R
	2.20 Create pay and conditions policy including discretions	A	R	C
	2.21 Effective oversight of the performance of all other employees and the framework for their pay and conditions of service	A	R	R
	2.22 Implement pay and conditions policy including discretions for Academy staff	A	R	-
	2.23 Implement disciplinary, grievance and capability procedures for Academy staff	A	R	-
	2.24 Dismiss the Academy Principal	A	R	R
	2.25 Dismiss Academy staff	A	C	R
	2.26 Approval of Trust management accounts and forecast	A	R	-
	2.27 Fulfil the responsibilities of Charity Trustees	A/R	-	-
	2.28 Provide the DfE and/or Regional Schools Commissioner/EFA/Ofsted with all required information	A	R	R
	2.29 Provide the Local Authority with agreed information including attainment & progress data	A	R	R
	2.30 Ensure compliance with the Data Protection Act 1998	A	R	R

TASK		IFT Board	IFT Executives	Academy	
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS					
2.31	Approve changes to Academy's delegated authority and accountability	A	R	C	
2.32	Appoint and remove Local Governing Board governors	A	C	R	
2.33	Regular skills audits, aligned to the organisation's strategic plan, to identify skill and knowledge gaps and which both define recruitment needs and inform a planned cycle of continuous professional development (CPD) activity including appropriate induction for those new to governance or to the local governing board	A	C	R	
2.34	Set the Academy day and Academy year	A	C	R	
POWERS DELEGATED TO THE ACADEMY					
Service Area (Governance Handbook Section)	2.35	Hold the Principal to account for the educational performance of the Academy and its pupils and the performance management of staff	-	R	A/R
	2.36	Appoint and removal of clerk of Local Governing Board	C	-	A/R
	2.37	Annual election of a Chair and Vice Chair of the LGB	-	-	A/R
	2.38	Appoint governor roles assigned to specific areas of the Academy, e.g. safeguarding and SEN	-	-	A/R
	2.39	Provision of induction / training for governors and local boards	-	-	A/R
	2.40	Maintain register of business interest of governors to ensure transparency	-	-	A/R
	2.41	Maintain and communicate the Code of Conduct for governors	-	-	A/R
	2.42	Have regard to the views of parents and pupils	-	-	A/R
	2.43	Ensure compliance with the Academy's equality duty	-	-	A/R
	2.44	Manage and apply the Trust Complaints Policy	-	-	A/R
	2.45	Carry out annual self-evaluation of Academy Governance	-	-	A/R
	2.46	Design and deliver a broad and balanced curriculum that meets all statutory requirements	-	-	A/R
	2.47	Comply with the relevant requirements for religious education and collective worship	-	-	A/R
	2.48	Implement the Early Years Foundation Stage (EYFS) requirements	-	-	A/R
	2.49	Implement legal duties in relation to pupils with Special Educational Needs and Disabilities	-	-	A/R
	2.50	Implement legal duties in relation to Children Looked After (CLA) and those in receipt of Pupil Premium	-	-	A/R
	2.51	Set and review pupil achievement and attendance targets	A	C	A/R
	2.52	Set teaching and learning targets	A	C	A/R
	2.53	Implement statutory assessment requirements	-	-	A/R
	2.54	Assess achievement for all groups	-	-	A/R
2.55	Undertake annual self-evaluation	-	C	A/R	
2.56	Prepare and implement a Strategic Plan	A	C	R	

continued overleaf

Leadership & Management (Strategic Leadership, Structures, Compliance, Evaluation)

continued

		IFT Board	IFT Executives	Academy	
	TASK				
Service Area (Governance Handbook Section)	2.57	Prepare and implement a Quality Improvement Plan	A	C	R
	2.58	Develop and implement plans to close achievement gaps	-	-	A/R
	2.59	Consider and respond to pupil voice	-	-	A/R
	2.60	Decide permanent exclusion and appeals	-	-	A/R
	2.61	Decide fixed-term exclusions	-	-	A/R
	2.62	Manage admission and attendance registers in accordance with regulations	-	-	A/R
	2.63	Provide school food and milk in accordance with statutory requirements	-	-	A/R
	2.64	Determine and implement Academy uniform policy	-	-	A/R
	2.65	Promote British Values including the PREVENT duty	-	C	A/R
	2.66	Ensure that robust safeguarding policies and procedures are in place and monitored in the Academy	-	C	A/R
	2.67	Set pupil welfare policy and practice	-	-	A/R
	2.68	Recruit and appoint Academy staff including senior leaders (excluding the Principal)	-	A/R	R
	2.69	Implement statutory induction of newly qualified teachers (NQTs)	-	C	A/R
	2.70	Performance management within Academy (non senior leadership posts)	-	-	A/R
	2.71	Create pay and conditions policy including discretions until Trust-wide policy is established	-	C	A/R
	2.72	Implement pay and conditions policy including discretions until Trust-wide policy is established	-	C	A/R
	2.73	Approve flexible working patterns and other leave arrangements (Academy non-senior post holders)	-	C	A/R
	2.74	Restructure plans for an Academy - Senior leadership	-	A	R
	2.75	Restructure plans for an Academy - Teaching and Support Staff	-	C	A/R
	2.76	Implement the disciplinary, grievance and capability procedures - safeguarding issues	-	C	A/R
	2.77	Implement the disciplinary, grievance and capability procedures - non safeguarding issues	-	C	A/R
	2.78	Implement the Academy admissions policy	-	-	A/R
	2.79	Manage the day-to-day control of the Academy premises	-	-	A/R
	2.80	Authorise and manage the use of premises for extended activities and community services	-	-	A/R
	2.81	Account for additional funding e.g. pupil premium, sports, nursery and top up funding	-	-	A/R
	2.82	Provide the Trust Executive and Board with any information necessary to meet the requirements of the Secretary of State, the Regional Schools Commissioner/Ofsted and/or the Local Authority	-	-	A/R
	2.83	Provide annual report to the pupil's parents/carers on progress and attainment	-	-	A/R

TASK		IFT Board	IFT Executives	Academy
2.84	Ensuring that all required information is made available to parents	-	-	A/R
2.85	Keep and retain all required pupil information according to statutory requirements	-	-	A/R
2.86	Ensure Academy compliance with the Data Protection Act 1998	-	-	A/R
2.87	Provide Trust with information to enable it to respond to Freedom of Information Act 2000 requests	-	-	A/R

School Improvement (Accountability)

Service Area (Governance Handbook Section)

TASK		IFT Board	IFT Executives	Academy
3.0	POWERS RESERVED TO THE TRUST			
3.1	Ensure clear processes for overseeing and monitoring school improvement and providing constructive challenge to Trust Executive Officer.	R	-	-
3.2	Ensure rigorous analysis of pupil progress and attainment information with comparison against local and national benchmarks and over time	A	R	C
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS				
3.3	Approve changes to Academy's delegated authority and accountability	A	R	C
POWERS DELEGATED TO THE ACADEMY				
3.4	None	-	-	-

Student Welfare & Support (Compliance)

TASK		IFT Board	IFT Executives	Academy
Service Area (Governance Handbook Section)	4.0 POWERS RESERVED TO THE TRUST			
	4.1 Ensure arrangements are in place for the Trust to carry out its functions with a view to Safeguarding and promoting the welfare of Pupils, with regard to statutory guidance	A	R	-
	POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
	4.2 Approve changes to the Academy's delegated authority and accountability	A	R	C
	POWERS DELEGATED TO THE ACADEMY			
	4.3 Provide impartial careers guidance and advice	-	-	A/R
	4.4 Review Principals' exclusion decisions including suitable alternative arrangements for full-time education from sixth school day of fixed-period exclusions	-	R	A
4.5 Promote the general well being of pupils	-	-	A/R	
4.6 Approve and implement a policy that promotes good behaviour among pupils and defines the rewards and sanctions to be adopted	-	-	A/R	

Estates (School Premises)

TASK		IFT Board	IFT Executives	Academy
Service Area (Governance Handbook Section)	5.0 POWERS RESERVED TO THE TRUST			
	5.1 Create a strategy for all sites and buildings	A	R	C
	5.2 Procure buildings and personal liability insurance	A	R	-
	5.3 Manage capital projects (other than those using an Academy's devolved capital)	A	R	C
	POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
	5.4 Approve changes to Academy's delegated authority and accountability	A	R	C
	POWERS DELEGATED TO THE ACADEMY			
	5.5 Manage devolved capital projects	-	C	A/R
	5.6 Comply with all regulations specified by the owners for the use of facilities of another organisation	-	-	A/R
	5.7 Comply with a dual use agreement for shared use of facilities with other organisation(s)	-	-	A/R
5.8 Manage the security of buildings, furniture, equipment, stock, stores and cash	-	-	A/R	
5.9 Maintain a permanent and continuous register of all items of furniture, equipment, vehicles and plant at academies	-	-	A/R	
5.10 Check annually the register of assets to verify the location and condition of each item of equipment.	-	-	A/R	

Finance/ Payroll (Accountability)

		IFT Board	IFT Executives	Academy	
TASK					
Service Area (Governance Handbook Section)	6.0 POWERS RESERVED TO THE TRUST				
	6.1 Meet all financial requirements for academies (Academies Financial Handbook)	A/R	-	-	
	6.2 Receive and approve the Trust management accounts	A	R	-	
	6.3 Present annual financial statements	A	R	-	
	6.4 Appoint external auditors to audit Trust accounts	A	C	-	
	6.5 Appoint internal control auditors to audit the Trust accounts (if required)	A	C	-	
	6.6 Establish finance regulations	A	R	-	
	6.7 Set the Trust charging policy for central and support service costs	A	R	C	
	6.8 Set servicing and remission arrangements between Academies	-	A/R	C	
	6.9 Set Trustee and Governor expenses policy	A	R	-	
	6.10 Set IFT staff expenses policy	A	R	-	
	6.11 Trust Executive to present pay committee recommendations from CRO, HMA & SKA to the Finance committee of the Trust board on 30th November	A	R	C	
	6.12 Implement contract renewal on essential basis through the Weston College Group in all Academies	A	R	C	
	POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS				
	6.13 Approve changes to Academy's delegated authority and accountability	A	R	C	
	6.14 Ensure efficiency and value for money of Academy including the use of the DfE benchmarking tool, procurement and collaboration	A	C	R	
	6.15 Receive the Academy management accounts and year end forecast	A	C	R	
	6.16 Approve the Academy budget	A	C	R	
	POWERS DELEGATED TO THE ACADEMY				
6.17 Comply with the Academies Financial Handbook, 2017, the Governance Handbook, 2017, and the Competency Framework for Governance, 2017.	-	-	A/R		
6.18 Implement the Academy financial schedule	-	-	A/R		
6.19 Supply management information to allow the Trust's internal control framework to coordinate the planning and budgeting process; ensure those with responsibility in the academy apply discipline in financial management, ensure that at least a balanced budget is in operation and that year end accounts represent a surplus position; including managing banking, debt and cash flow, with appropriate	-	-	A/R		

TASK	IFT Board	IFT Executives	Academy
segregation of duties; prepare monthly budget monitoring reports; ensure that delegated financial authorities are respected; ensure effective planning and oversight of any capital projects; ensure the management and oversight of assets and the propriety and regularity of financial transactions; ensure those with responsibility in the school reduce the risk of fraud and theft and ensure efficiency and value for money in the organisation's activities.			
6.20 Set the Academy's Charging and Remissions Policy	-	-	A/R
6.21 Appoint an auditor for any internal school fund held by the Academy	-	-	A/R
6.22 Prepare grid for pay committee of the LGB to indicate where an increase in salary is required as an outcome of a performance management review of 2016/17 and each appraisal objective being fully met or exceeded	-	C	R
6.23 Copy grid to Trust Executive Officer before presentation to pay committee of LGB	-	C	R
6.24 Share decision of pay committee of LGB with Trust Executive Officer by 6th November	-	C	R
6.25 Trust Executive Officer to present pay committee recommendations from the finance committee of the Trust board on 30th November	A	R	C
6.26 Trust Executive Officer to provide feedback by 7th December on the outcome of meeting held on 30th November	-	R	C

Health & Safety (Compliance)

Service Area (Governance Handbook Section)

TASK	IFT Board	IFT Executives	Academy
7.0 POWERS RESERVED TO THE TRUST			
7.1 Approve Trust Health and Safety policy	A/R	C	-
7.2 Establish Health and Safety policies and procedures, e.g. RIDDOR, Statutory Training, Accident Reporting. Trust level.	A	R	-
7.3 Ensure compliance of non-Academy staff with Statutory Training and accident reporting	A	R	-
7.4 Review Business Continuity Plans and Emergency Response	A	R	C
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
7.5 Approve changes to Academy's delegated authority and accountability	A	R	C

Health & Safety (Compliance) continued

TASK	IFT Board	IFT Executives	Academy
POWERS DELEGATED TO THE ACADEMY			
7.6 Create the Academy business continuity plan	-	-	A/R
7.7 Implement Trust Health and Safety policies and establish and implement Academy procedures, e.g. RIDDOR, Statutory Training, Accident Reporting.	-	-	A/R
7.8 Ensure Academy meets all its health and safety responsibilities	-	-	A/R
7.9 Ensure Academy compliance with all Statutory Training	-	-	A/R
7.10 Complete risk assessments, mitigate and manage risk	-	-	A/R
7.11 Complete critical incident plans	-	-	A/R
7.12 Manage statutory compliance testing	-	-	A/R

Human Resources (People)

TASK	IFT Board	IFT Executives	Academy
8.0 POWERS RESERVED TO THE TRUST			
8.1 Approve, manage and apply Trust Whistleblowing Policy	A	R	-
8.2 Seek advice from HR regarding the dismissal of senior post holders - Academy staff	-	R	R
8.3 Agree severance/redundancy/settlement agreements for all senior post holders	A	R	-
8.4 Manage appeals (Academy Principal)	A	R	-
8.5 Manage pension provision for all employees	A	R	-
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
8.6 Approve changes to Academy's delegated authority and accountability	A	R	C
8.7 Agree severance/redundancy/settlement agreements (Academy non senior post holders) in line with Trust pay and conditions policy	-	A	R
POWERS DELEGATED TO THE ACADEMY			
8.8 Suspend Academy staff (senior post holders)	-	C	A/R
8.9 Suspend Academy staff (non-senior post holders)	-	C	A/R
8.10 Dismiss Academy staff (non-senior post holders)	-	C	A/R
8.11 Manage appeals within Academy (non-senior post holders)	-	C	A/R

IT (Compliance)

Service Area (Governance Handbook Section)

TASK	IFT Board	IFT Executives	Academy
9.0 POWERS RESERVED TO THE TRUST			
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
9.1 Approve changes to Academy's delegated authority and accountability	A	R	C
POWERS DELEGATED TO THE ACADEMY			
9.2 Purchase of hardware or software packages (Requires Weston College Approval)	-	A	R
9.3 Amendment or deviation of Weston College Group IT Policies or Procedures (WC Domain (NSETC/BFA)) (Requires Weston College Approval)	-	A	R
9.4 Amendment to IT Policies or Procedures (Non WC Domain)	-	A	R

Marketing (Compliance)

Service Area (Governance Handbook Section)

TASK	IFT Board	IFT Executives	Academy
10.0 POWERS RESERVED TO THE TRUST			
10.1 Create marketing and communication strategies for the Trust and its academies	A	-	-
10.2 Approve annual marketing and communication plans for the academies	A	-	-
POWERS DELEGATED TO THE ACADEMY TO RECOMMEND BUT REQUIRING TRUST APPROVAL OF DECISIONS			
10.3 Approve changes to Academy's delegated authority and accountability	A	R	C
POWERS DELEGATED TO THE ACADEMY			
10.4 Create the annual marketing and communication plan for the Academy	-	A	R
10.5 To be compliant with Ofsted and other statutory requirements in publicity and digital platforms	-	A	R