

	Members	Trust Board (TB)	Trust Board Committee	CEO (HT)	CFO (SBM)	DHT	LAB/LGB	Head of School	Budget Holders	School Admin	Site Staff
Authorise contracts above £50,000		✓									
Process invoices					✓					✓	
Authorise invoices				✓		✓					
Take delivery of goods									✓	✓	
Signing cheques (two signatories)				✓	✓	✓					
Collection of income										✓	
Banking of income					✓						✓
Bank reconciliation				✓	✓					✓	
Safeguarding of cheque book and safe keys					✓					✓	
Review/recommend policies for approval annually (Whistleblowing, Charging & Remissions, Staff Entertainment, Governor Expenses)			✓ F ✓ P								
Approve policies for approval annually (Whistleblowing, Charging & Remissions, Staff Entertainment, Governor Expenses)		✓									
Personnel											
Approve new staff appointments (except Leadership scale)				✓	✓	✓					
Approve new leadership scale appointments (except CEO) – selection panel			✓ P	✓		✓					
Approve CEO appointment – selection panel		✓									
Review/recommend Personnel policies for approval			✓ P								
Approve Personnel policies		✓									
Review staff structure annually			✓ P								
Approve staff pay (except Leadership scale)				✓							
Recommend Leadership scale pay (except CEO)				✓							
Approve Leadership scale pay (except CEO)			✓ P	✓							
Recommend CEO pay			✓ P								
Approve CEO pay		✓									
Suspending staff				✓							
Suspending CEO		✓									
Dismissal of staff			✓ P	✓							
Dismissal of CEO		✓									
Determining dismissal payments/early retirement			✓ P	✓	✓						

	Members	Trust Board (TB)	Trust Board Committee *	CEO (HT)	CFO (SBM)	DHT	LAB/LGB	Head of School	Budget Holders	School Admin	Site Staff
Safeguarding											
Day to day security of the building				✓	✓	✓				✓	✓
Create and maintain Single Central Register										✓	
Single Central Register monitoring			✓ S	✓	✓						
Preparation and review of Risk Assessments				✓	✓	✓					
Review/recommend Safeguarding Policy			✓ S	✓		✓					
Approval of Safeguarding Policy		✓									
Annual review of Emergency Response Plan/Business Continuity Plan				✓	✓	✓				✓	
Adequate premises insurance policy in place			✓ F		✓						
Review/recommend Health & Safety policy			✓ H&S								
Annual approval of Health & Safety policy		✓			✓						
Health & Safety daily site inspection (site)											✓
Health & Safety termly site inspection (SM/SBM)					✓						✓
Health & Safety annual site inspection (HT/SBM)				✓	✓						
Governor Site Inspection 3 x annually			✓ H&S								
Governance											
Appoint/remove Members	✓										
Appoint/remove Trustees	✓	✓									
Appoint/remove Clerk		✓									
Annual self review of Trust Board		✓									
Trust governance details on website		✓								✓	
Trust governance details on Edubase										✓	
Trust governance at Companies House					✓						

* Trust Board Committee

F = Finance Committee

P = Personnel Committee

S = Safeguarding Committee

H&S = Health & Safety/Premises Committee