| THE GOOD SHEPHERD TRUST | | GST Scheme of Delegation | Members | Trustee Directors | Education Committee | Resources Committee | Risk & Audit Committee | People, ARC | Local Committee | CEO | Central Team | Headteacher |
|----------------------------|------------|--|---------|-------------------|---------------------|---------------------|------------------------|-------------|-----------------|-----|--------------|-------------|
| Last Updated: 30/09/2024 | Governance | Approve trust's articles of association | А | | | | | | | | | _ |
| | Governance | Appoint trustee directors | А | | | | | | | | | |
| | Governance | Remove trustee directors | А | | | | | | | | | _ |
| | Governance | Appoint co-opted trustee directors | | A | | | | | | | | |
| | Governance | Remove co-opted trustee directors | | А | | | | | | | | |
| | Governance | Review effectiveness of the Board in line with charitable objects | А | | | | | | | | | |
| | Governance | Approve Annual Report and Accounts | | A | | | | | | | | |
| | Governance | Receive Annual Report and Accounts | А | | | | | | | | | |
| | Governance | Appoint external auditors | А | | | | | | | | | |
| | Governance | Approve trust's terms of reference | | A | | | | | | | | |
| | Governance | Approve trust's scheme of delegation | | А | | | | | | | | |
| | Governance | Approve new academies joining the trust | | А | | | | | | | | |
| | Governance | Establish trust committees | | А | | | | | | | | |
| | Governance | Approve trust committees' terms of reference | | А | | | | | | | | |
| | Governance | Appoint chair of trust board | 1 | А | | | | | | | | |
| | Governance | Appoint CEO/COO | 1 | A | | | | | | | | |
| | Governance | Appoint and remove chair of all committees | 1 | | | | | А | | | | |
| | Governance | Appoint and remove vice-chair of local committee | 1 | | | | | | А | | | |
| | Governance | Appoint and remove members of local committees | | | | | | | А | | | |
| | Governance | Suspend local committee and replace with appropriate body | | А | | | | | | | | |
| | Governance | Appoint and remove chairs of trust committees | | А | | | | | | | | |
| | Governance | Appoint and remove members of trust committees | | А | | | | | | | | |
| | Governance | Due diligence on local committee member appointment | | | | | | | | | А | |
| | Governance | Appoint and remove Company Secretary | | А | | | | | | | | |
| | Governance | Appoint and remove Governance Professional to the Trust Board | | А | | | | | | | | |
| | Governance | Appoint and remove Local Governance Professional to local committee | | | | | | | | | А | |
| | Governance | Ensure trust website is up to date and compliant | | А | | | | | | | | |
| | Governance | Ensure GIAS is up to date | | А | | | | | | | | |
| | Governance | Organise calendar of the trust board | | А | | | | | | | | |
| | Governance | Organise calendar of local committee | | | | | | | А | | | |
| | Governance | Maintain and publish a register of Trustee Directors' interests on the trust website | | А | | | | | | | | |
| | Governance | Maintain and publish a register of local committee members' interests | Ì | | | | | | А | | | - |
| | Governance | Approve trust-wide policies | t | А | | | | | | A | | |
| | Governance | Approve locally owned policies only where specifically delegated | t | | | | | | A | | | |
| | Governance | To approve all school policies not specifically delegated to another body | t | | | | | | | | | А |
| | Education | Set trust performance targets | 1 | А | | | | | | | | |
| | Education | Set school performance targets | t | | | | | | | | A | |
| | Education | School performance | | | Δ | | | | | | | |

| Education | School performance against SDP (informed by CEdO) | I | I | I | | A | | | |
|--------------|--|------|---|---|------|---|---|---|---|
| Education | Monitor performance of vulnerable groups | 1 | | | | А | | | |
| | Hold school to account on how it supports its looked-after and previously looked-after | | | | | | | | |
| Education | children and their level of progress | | | | | A | | | |
| Education | Headteacher performance management | | | | | | А | | |
| Education | Self-evaluation form | 1 | | | | Α | | | |
| Education | School curriculum and enrichment through charter | | 1 | | | | | А | |
| Education | Approach to teaching and learning | | | | | | | | А |
| n ta sata s | In church schools, seeking assurance and evaluating the impact and effectiveness with | | | | | ٨ | | | |
| Education | the SIAMS framework | | | | | A | | | |
| Education | Ensure adherence to statutory guidance for those with legal responsibilities in relation | А | | | | | | | |
| | to exclusions | | | | | ļ | | | |
| Education | Fixed term exclusion | | | | | | | | A |
| Education | Permanent exclusion | | | | | | | | A |
| Education | Panel hearing to consider exclusion issues (which could be from another school) | | | | | A | | | |
| Education | Appeals against permanent exclusions | A | | | | | | | |
| Education | Education policies for a school (not listed as trust policies) | | | | | | | | A |
| Safeguarding | Appoint a named trustee director who takes responsibility for child | А | | | | | | | |
| | protection/safeguarding | | | | | | | | |
| Safeguarding | Appoint a named safeguarding link member on each local committee | | | | | A | _ | | |
| Safeguarding | Ensure a centrally appointed and appropriately trained designated safeguarding lead (DSL) | | | | | | А | | |
| Safeguarding | Ensure safeguarding and child protection policies are in place in line with statutory guidance | А | | | | | | | |
| | Ensure school safeguarding compliance - including adherence to locally owned | | | | | | | | |
| Safeguarding | safeguarding and child protection policy and other related policies such as: behaviour, lock down procedures, etc. | | | | | A | | | |
| Safeguarding | Ensure school safeguarding audits are completed annually for the Trust and as required by the local safeguarding children partnership (LSCP) | | | | | | | А | |
| Safeguarding | Completion of all statutory safer recruitment checks, including the completion and maintenance of school single central register | | | | | | | | А |
| Safeguarding | Completion of all statutory safer recruitment checks in the MAT, including the completion and maintenance of MAT single central register | | | | | | А | | |
| Safeguarding | Ensure central team safeguarding compliance (including members/trustees) | | | | | | | А | |
| Safeguarding | Ensure each school has appropriately trained designated safeguarding lead (DSL) and deputy DSL(s) | | | | | А | | | |
| Safeguarding | Ensure all school staff and volunteers receive effective statutory safeguarding training | | | | | | | | А |
| Safeguarding | Ensure all central team staff and those in governance receive effective statutory safeguarding training | | | | | | | А | |
| Safeguarding | Ensure that child protection records are well organised and held/ shared securely | | | | | | | | А |
| Safeguarding | Ensure allegations made against central staff, members and trustee directors (excluding the CEO) are dealt with in accordance with procedure for dealing with allegations against adults | | | | | | А | | |
| Safeguarding | Ensure allegations made against school staff (excluding the head teacher) and volunteers are dealt with in accordance with procedure for dealing with allegations against adults | | | | | | | | А |
| Safeguarding | Ensure allegations made against a head teacher or the CEO are reported to the trust chair in accordance with procedure for dealing with allegations against adults | A | | | | | | | |

| Safeguarding | To comply with the law at all times, including making referrals to the DBS and TRA as required, for allegations made against adults | А | | | | | | |
|-------------------------|--|-------|---|---|---|---|---|---|
| Safeguarding | Escalate safeguarding concerns regarding insufficient LA action taken to CEdO | | | | | | | А |
| Staffing and employment | Trust pay policy | А | | | | | | |
| Staffing and employment | Teachers' annual pay award | А | | | | | | |
| Staffing and employment | Support staff annual pay award | А | | | | | | |
| Staffing and employment | Approval of annual staffing structure | | | | А | | | |
| Staffing and employment | Determination of appropriate salary ranges for executive posts (CEO and trust officers) | | | | А | | | |
| Staffing and employment | Determination of appropriate salary ranges for all non-executive central posts | | | | А | | | |
| Staffing and employment | Determination of appropriate salary ranges for head teachers | | | | А | | | |
| Staffing and employment | Determination of appropriate salary ranges for all other school based leadership posts | | | | | | А | |
| Staffing and employment | Determination of appropriate salary ranges for all non-leadership school based posts | | | | | | А | |
| Staffing and employment | Approval of executive (CEO and trust officers) performance related pay awards | А | | | | | | |
| Staffing and employment | Approval of head teacher pay awards | | | | А | | | |
| Staffing and employment | Approval of all other school-based staff performance related pay awards | | | | | | А | |
| Staffing and employment | Ensuring compliance with appraisal process | | | | | | A | |
| Staffing and employment | Changes to principle terms and conditions of employment or collective agreements | А | | | | | | |
| Staffing and employment | Adoption of transferring policies and collective agreements | А | | | | | | |
| Staffing and employment | Approval of trust-wide HR policies other than where this is specifically delegated to another body | А | | | | | | |
| Staffing and employment | Appointment of executive posts: CEO and trust officers | А | | | | | | |
| Staffing and employment | Appointment of non-executive central posts | | | | | А | | |
| Staffing and employment | Appointment of head teacher posts (a trustee director must be present) | А | | | | | | |
| Staffing and employment | Appointment of school leadership posts (a local committee member should be involved) | | | | | | | А |
| Staffing and employment | Appointment of all other school posts | | | | | | | Α |
| Staffing and employment | Suspension of CEO | А | | | | | | |
| Staffing and employment | Disciplinary action, up to and including dismissal, of CEO | А | | | | | | |
| Staffing and employment | Appeal against disciplinary action, up to and including dismissal, of CEO | А | | | | | | |
| Staffing and employment | Suspension of trust officers | | | | | А | | |
| Staffing and employment | Disciplinary action, up to and including dismissal, of trust officers | А | | | | | | |
| Staffing and employment | Appeal against disciplinary action, up to and including dismissal, of trust officers | А | | | | | | |
| Staffing and employment | Suspension of head teachers | | | | | А | | |
| Staffing and employment | Reinstate head teachers | А | | | | | | |
| Staffing and employment | Disciplinary action, up to and including dismissal, of head teachers | А | | | | | | |
| Staffing and employment | Appeal against disciplinary action, up to and including dismissal, of head teachers | А | | | | | | |
| Staffing and employment | Suspension of school staff | | | | | | Ι | A |
| Staffing and employment | Disciplinary action, up to and including dismissal, of school staff | | | | | | | A |
| Staffing and employment | Appeal against disciplinary action, up to and including dismissal, of school staff | А | | | | | | |
| Staffing and employment | All other management action in relation to the employment of the CEO | А | İ | 1 | İ | 1 | İ | |

| Staffing and employment | All other management action in relation to the employment of the trust officers | | | | | | А | | |
|---------------------------------|---|---|----------|---|--|---|---|---|---|
| Staffing and employment | All other management action in relation to the employment of the non-executive central staff | | | | | | | А | |
| Staffing and employment | All other management action in relation to the employment of head teachers | | | | | | | А | |
| Staffing and employment | All other management action in relation to the employment of school-based staff | | | | | | | | A |
| Finance and financial control | Appointment of Accounting Officer | A | | | | | | | |
| Finance and financial control | Trust & school financial policies & procedures | А | | | | | | | |
| Finance and financial control | Authorising the establishment of bank accounts and approving bank mandates | А | | | | | | | |
| Finance and financial control | Trust 3 year budget plan | | | А | | | | | |
| Finance and financial control | Trust 1 year budget | | | А | | | | | |
| Finance and financial control | Trust consolidated financial statements | A | | | | | | | |
| Finance and financial control | Response to auditor's management letter | | | | | | А | | |
| Finance and financial control | School 3 year budget plan | | | А | | | | | |
| Finance and financial control | School 1 year budget | | | А | | | | | |
| Finance and financial control | Compensation payments up to £50,000 (ATH Limit) | | | | | | А | | |
| Finance and financial control | Compensation payments over £50,000 - Secretary of State permission required | А | | | | | | | |
| Finance and financial control | Monitoring impact of specific grants (eg pupil premium/sport) | А | | | | | | | |
| Admissions and school operation | To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals codes | А | | | | | | | |
| Admissions and school operation | To make arrangements at a local level for determining admissions and hearing admission appeals | | | | | | | А | |
| Admissions and school operation | Expansion or reduction of school published admission number (PAN) | А | | | | | | | |
| Admissions and school operation | Change of age range - ESFA approval required | А | | | | | | | |
| Admissions and school operation | Extension of school provision to include Nursery age children - ESFA approval required | А | | | | | | | |
| Admissions and school operation | School times, terms and holidays | А | | | | | | | |
| Admissions and school operation | School and Trust INSET days | А | | | | | | | |
| Admissions and school operation | School prospectus | | | | | А | | | |
| Admissions and school operation | School website | | | | | А | | | |
| Admissions and school operation | Trust & school branding | А | | | | | | | |
| Admissions and school operation | School uniform | А | | | | | | | |
| Admissions and school operation | Complaints policy - Trust wide | А | | | | | | | |
| Admissions and school operation | Hearing complaints - Stage One heard by head teacher | | <u> </u> | | | | | | |
| Admissions and school operation | Hearing complaints - Stage Two heard by local committee chair | | | | | А | | | |
| Admissions and school operation | Hearing complaints – Stage Three heard by local committee panel | | | | | Δ | | | 1 |

Please also see the trust's finance policy for expenditure limits, etc.

| GDPR compliance | To adopt data protection policies and procedures to cover the requirement to notify individuals as to how information is to be used, retained and stored | A | | | | | | |
|-------------------------------|--|---|--|---|---|---|--|--|
| GDPR compliance | To ensure registration with the Information Commissioners Office is up to date | | | А | | | | |
| GDPR compliance | To ensure and support compliance with all data protection policies and procedures across the trust | | | А | | | | |
| GDPR compliance | To ensure the effective implementation of data protection policies and procedures at a local level | А | | | | | | |
| GDPR compliance | To maintain accurate and secure pupil records | А | | | | | | |
| GDPR compliance | To maintain accurate and secure school staff and volunteer records | | | | А | | | |
| GDPR compliance | To maintain accurate and secure central team staff and governance records | А | | | | | | |
| Health and safety and estates | Trust capital strategy | А | | | | | | |
| Health and safety and estates | Health and safety policy | | | А | | | | |
| Health and safety and estates | Health and safety compliance | | | А | | | | |
| Health and safety and estates | Short term lease arrangements (exclusive use not sessional lettings) | А | | | | | | |
| Health and safety and estates | Leases to third parties of 7 years or more - ESFA Approval required | А | | | | | | |
| Risk | Trust Risk Management Statement | | | A | | | | |
| Risk | Pre conversion due diligence | А | | | | | | |
| Risk | Maintenance of trust risk register | | | А | | | | |
| Risk | Maintenance of school risk register | | | | | А | | |

Key:

| Accountable - owns the task and is responsible for the outcome | |
|--|--|
| Responsible - focussed on executing the task | |