



# DIOCESE OF NOTTINGHAM

## St Ralph Sherwin Catholic Multi-Academy Trust

### Scheme of Delegation

### SEPTEMBER 2024

#### Introduction

This *Scheme of Delegation* sets out who has authority to make decisions and who is accountable for those decisions. If the *Scheme of Delegation* does not have a tick next to a body or a role then that body / role does not have the authority to make that decision. When this occurs, the individual is responsible for escalating the matter to the appropriate level before a decision can be taken. As a CMAT, our governance and compliance arrangements are framed within our Catholic values and are in accordance with the Bishop of Nottingham's vision for education.

The *Scheme of Delegation* aligns with our *Articles of Association*, the *Master Funding Agreement*, our charitable purpose, the *Academy Trust Handbook* and other national legislation, guidance and best practice.

As a charity and company limited by guarantee, the Catholic Multi-Academy Trust is governed by the Board of Directors (The Board) which is responsible for and oversees the management and administration of the Catholic Multi-Academy Trust and the academies within it. The Directors have overall responsibility and ultimate decision-making authority for all the work of the Catholic Multi-Academy Trust. These responsibilities are largely carried out through strategic planning and the setting of policy.

The CMAT, as defined under the Academies Act 2010, is an exempt charity; academies and Academy Trusts are not registered or directly regulated by the Charity Commission but rather the Secretary of State for Education as Principal Regulator. As an exempt charity St Ralph Sherwin Catholic Multi Academy Trust must have charitable purposes and apply them for public benefit. St Ralph Sherwin Catholic Multi Academy Trust is also a registered company in England and Wales (registration number 07937154). The Master Funding agreement between St Ralph Sherwin Catholic Multi Academy Trust and the Secretary of State for Education sets out the terms and conditions to which grant funding is made.

Each academy is a Catholic school, designated as such, the Directors are accountable to the Bishop of Nottingham to ensure that each 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 and Skills Funding Agency (including any of their successor bodies).

## Responsibilities of the Bishop and the Diocesan Education Service

Canon Law provides that each diocesan bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area. A Catholic school is one which is recognised as such by the diocesan bishop. Canon 803 provides the definition of a Catholic school. Canon 803§1 provides that a school is Catholic if:

- (a) It is controlled<sup>1</sup> by a diocese or religious order; or
- (b) It is acknowledged in a written document as Catholic by the diocesan bishop.

All Catholic schools are subject to the jurisdiction of the diocesan bishop, even those that are not in diocesan trusteeship. Canon 806§1 states:

*The diocesan bishop has the right to watch over and inspect Catholic schools in his territory...and has the right to issue directives concerning the general inspection of Catholic schools...those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary<sup>2</sup>, that the formation given in them, including its academic standards, are at least as outstanding as that in other schools in the area.*

In respect of his schools the bishop has the legal right to appoint (and remove) an overall majority of directors and governors, who are known as foundation directors and foundation governors. In addition to all the other legal responsibilities of the Academy Trust, the law recognises that foundation directors/governors are appointed specifically to ensure:

- That the Catholic character of the school is preserved;
- That the school is conducted in accordance with its trust deed; and
- That the Religious Education curriculum is in accordance with the bishop's policy for his diocese, based on the Bishops' Conference *Curriculum Directory for Religious Education*.

The diocesan bishop, acting through his Director of Education, is responsible for:

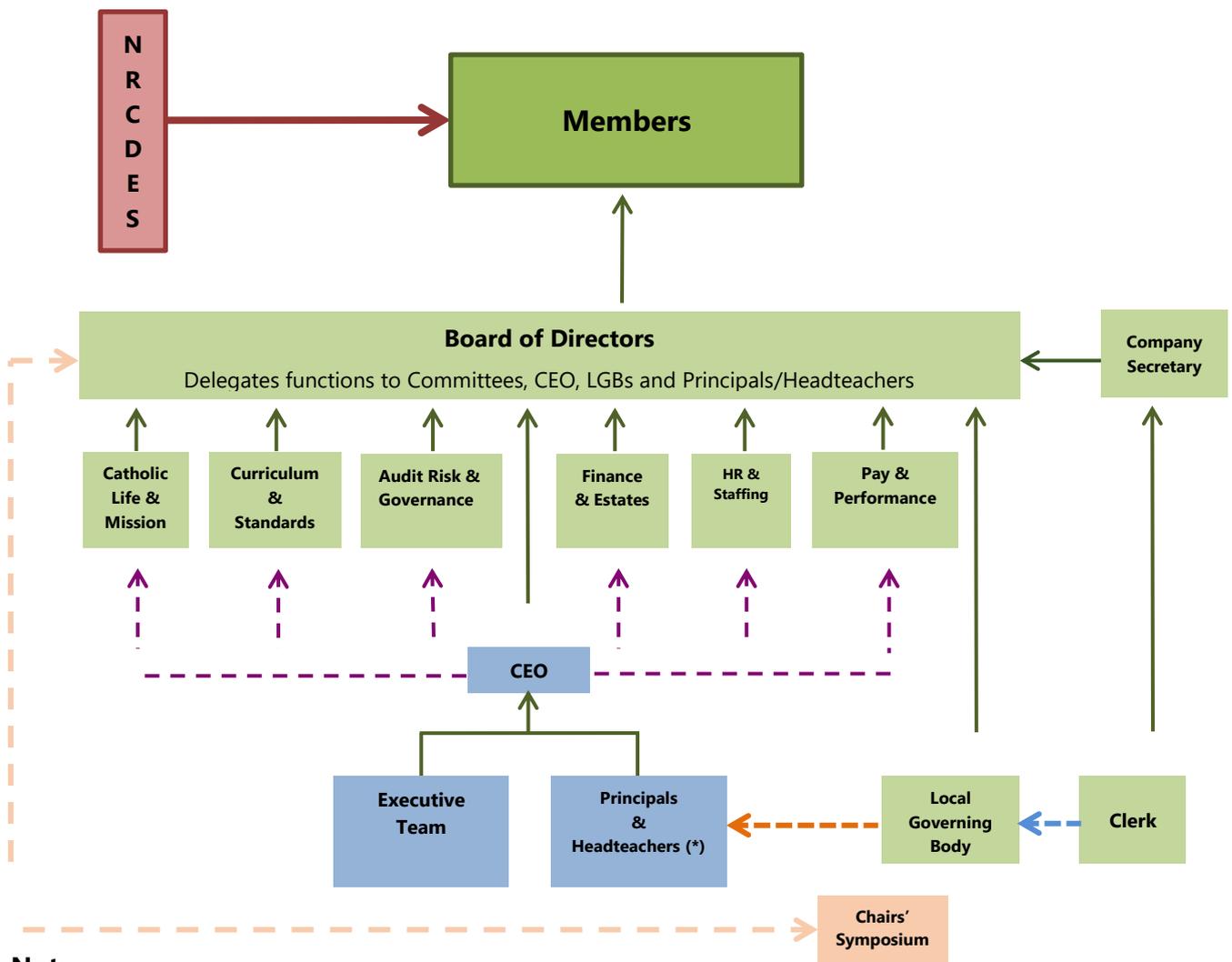
- The provision and future development of excellent Catholic education throughout the diocese
- The oversight of high educational standards, progress and outcomes in all diocesan schools
- The appointment, development and training of foundation directors and governors and their removal
- The inspection of the religious life of schools and RE (Catholic Schools Inspection)
- The development of Catholic teachers and leaders (and all appointments should be made in accordance with diocesan protocol)
- The oversight of school buildings/estates and capital projects
- Planning of school place provision
- Engaging with the Regional Director and Ofsted
- Maintaining links with the Catholic Education Service and the government

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<sup>1</sup> The 'control' specified in canon 803 is normally established where the diocese or religious order owns the school and appoints the governing body (or at least a majority of it).

<sup>2</sup> The 'Local Ordinary' is the diocesan bishop and those, such as Vicars General and Episcopal Vicars for Education, exercising Ordinary jurisdiction on his behalf as well as to describe the relevant Major Religious Superior in respect of religious order schools: the exercise of this jurisdiction might also be undertaken by appointed officers acting on behalf of any of the office-holders named.

# Governance Structure and Lines of Accountability



**Notes:**

\*Line management of Principals and Headteachers may be undertaken by other Executive Team Members such as a member of the Catholic Multi-Academy Trust School Improvement Team. The line management arrangements will be determined by the Catholic Multi-Academy Trust Board.

**KEY**

- Safeguards the diocesan vision for Catholic Education
- Formal Accountability
- Updates on Progress
- Monitors and scrutinises performance through support and challenge
- Professional advice, in line with Scheme of Delegation
- Provides advice and feedback

- The Bishop of Nottingham appoints and removes the Directors.
- The Catholic Multi-Academy Trust Board of Directors (The Board) is responsible for the following core functions:
  - ensuring clarity of vision, Catholic ethos and strategic direction;
  - holding the Chief Executive Officer to account for the educational performance of the Catholic Multi-Academy Trust's academies and their pupils, and the performance management of staff;
  - overseeing the financial performance of the Catholic Multi-Academy Trust and making sure its money is well spent.
- The Board appoints the CEO, to whom it delegates responsibility for delivery of the vision and strategy and will hold the CEO to account for the conduct and performance of the Catholic Multi-Academy Trust, including the performance of the academies within the CMAT, and for its financial management.
- In turn, the CEO line manages other senior executives.
- Arrangements for the Line and Performance Management of the principals/headteachers will be determined by the Catholic Multi-Academy Trust Board
- The Board constitutes committees for:
  - Catholic Life & Mission
  - Curriculum & Standards
  - Audit Risk & Governance
  - Finance & Estates
  - HR & Staffing
  - Pay & Performance

The responsibility for all aspects of the work of these committees is retained at board level. At least three Directors must sit on each of the above committees.

- The Board constitutes local governing bodies (LGB). These are also committees of The Board. The Board delegates some of its academy level monitoring and scrutinising functions to the LGBs, and uses these committees to:
  - promote the vision of the Catholic Multi-Academy Trust;
  - promote and develop Catholic Life and Mission;
  - monitor the school development plan;
  - support and challenge the principal/headteacher;
  - maintain and develop relationships with staff, parents and the parish community
  - ensure arrangements for safeguarding pupils and staff in the academy are fully compliant with statutory requirements.

Directors can attend LGB meetings and will have voting rights. The LGB will report regularly to The Board on the performance of the academy and progress against the school development plan and the other core objectives for the LGB. The CMAT will seek input from the Chair of the LGB when undertaking the academy principal/headteacher/executive headteacher's growth and development conversation.

- The LGB will support the CMAT to hold the principal/headteacher to account on the Catholic Life and Mission of the school, standards and the delivery of the school development plan. Should the LGB have concerns about the performance of the principal/headteacher then these concerns will be reported to the CEO initially, who will implement the relevant sections of the *Employee Growth and Development Policy* and the *Performance and Capability Policy*. The CEO will update The Board and the Director of Education where there are performance concerns of any headteacher/principal.
- Should LGBs have any concerns over any CMAT central functions they will raise these with the CMAT Board.

## Roles and Responsibilities

### The role of the Members

The Members of the Catholic Multi-Academy Trust are guardians of the governance of the CMAT, they safeguard the Bishop's interests and as such have a different status to Directors. They are the signatories to the *Memorandum of Association* and agree the Catholic Multi-Academy Trust's *Articles of Association*. Members are also responsible for approving any amendments made to the *Articles of Association*. The *Articles of Association* describe how the Catholic Multi-Academy Trust will be constituted. The Members ensure that the Directors carry out the Catholic Multi-Academy Trust's charitable objects and will recommend removal of Directors to the Bishop if they fail to fulfil their responsibilities. The Board will be invited to attend an annual meeting with the Members.

There are currently four Members, one of whom will be the Bishop of Nottingham. Members are not permitted to be employees of the Catholic Multi-Academy Trust Company.

The Members will hold The Board to account on standards and the delivery of the Bishop's vision for CMATs in the Diocese of Nottingham. The NRCDES will support the Members in this function.

The Members of the CMATs in the Diocese of Nottingham as of 1 September 2024 are:

- Rt Rev Patrick McKinney (Bishop of Nottingham)
- Canon Paul Chipchase (Episcopal Vicar for Finance and Administration)
- Rev Simon Gillespie (Episcopal Vicar for Catholic Education)
- Mrs Laura O'Brien

### The role of Directors

The Catholic Multi-Academy Trust is a charitable company and so Directors are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. As Directors of the Catholic Multi-Academy Trust are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. The Nottingham Roman Catholic Diocesan Education Service uses the term 'Director' as it avoids the possible confusion caused when referring to the 'Diocesan Trustees'. Employees will be referred to as Executive Directors.

The Directors are responsible for the general control and management of the administration of the Catholic Multi-Academy Trust, and in accordance with the provisions set out in the *Memorandum of Association*, *Articles of Association* and its funding agreement, the Directors are legally responsible and accountable for all statutory functions, for the performance of all academies within the Catholic Multi-Academy Trust and must approve a

written *Scheme of Delegation* of financial and other powers that maintain robust internal control arrangements.

The Directors are responsible for the prudent management of all resources including financial. All companies are required under company law to produce accounts that give a true and fair view and follow UK accounting standards.

The Directors must comply with:

- Any guidance issued by the Diocese under Canon Law
- The general law of charity
- Company law
- Tax law
- The Education and Skills Funding Agencies' current *Academy Trust Handbook*
- The terms of the Master and Supplemental Funding Agreements
- The terms set out in any additional grant funding

The Board has the right to review and adapt its governance structure at any time which includes removing or amending its *Scheme of Delegation* with the prior written consent of the Members.

### **The role of Academy Trust Committees**

The Board will establish committees to carry out some of its governance functions which may include making decisions, and any decisions so made will be deemed decisions of The Board. The membership (there must be at least three Directors) and responsibilities of committees are set out in each committee's terms of reference. The Board will appoint committee chairs and committee members according to their skills.

### **The role of Local Governing Bodies (LGBs)**

The Board will establish local governing bodies (LGBs) to carry out some of its academy level governance functions. The LGB will be a committee of The Board. The Board will approve the appointment of the Chair of the LGB. The Chair and Vice Chair must be foundation governors.

The LGB is responsible for ensuring that there are two parent governors and that all reasonable steps are taken to fill any vacancy for the position of parent governor, appointing to the post only where it has not been possible to fill the post through an election process open to any present parent or the legal guardian of a child at the academy.

As a committee of The Board, delegation to the LGB can be reduced or removed at any time, although only with the prior written consent of the Members via a written submission from The Board to the NRCDES. All delegations including those that have been reduced or removed should be reviewed annually by The Board. The Board will make a written request to the Members through the NRCDES for any change to the arrangements previously agreed with them and including an extension of any arrangement beyond one year.

There will be a minimum of six local governors of whom two will be parent governors, the remainder will be foundation governors appointed by the Bishop of Nottingham. All foundation governors will be practising Catholics unless the Bishop of Nottingham allows special dispensation.

A local governor term of office will be normally be four years, with a maximum of 3 consecutive terms at the same academy. Any parish priest appointed as a foundation governor shall not be subject to this restriction and shall be able to serve such terms as are required. A local governor may serve more than 3 consecutive terms if these are not at the same academy.

Foundation governors may be removed from office by the Bishop of Nottingham. Parent governors may be removed from office by the LGB following agreement of the CMAT Board.

All governor appointments will follow an analysis of the most recent skills audit for the LGB with the successful candidate most closely matching the requirements of the LGB at that time.

The CMAT Board may determine to establish an Interim Executive Committee (IEC) at an academy if there are concerns over standards, leadership or governance. At the time of establishing the IEC, The Board will explain the reasons for the IEC, and the criteria for it to be removed. The remit and Membership of an IEC and the role of the LGB and how the IEC and LGB communicate with each other may vary according to the specific circumstances and challenges facing the academy. The Board will confirm the remit, membership and the role of the LGB in the IEC terms of reference which will be given to the LGB at the point the IEC is established. This information will also be communicated to the NRCDES.

### **The role of the Chief Executive Officer (CEO)**

The CEO has the delegated responsibility for the day to day operation of the Catholic Multi-Academy Trust Company including the performance of the Academy Trust's academies.

The CEO is the accounting officer so has overall responsibility for the operation of the Catholic Multi-Academy Trust Company's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The CEO leads the executive management team of the Catholic Multi-Academy Trust. The CEO will delegate executive management functions to the executive management team and is accountable to The Board for the performance of the executive management team.

### **The role of the Academy Principal/Headteacher**

The academy principal/headteacher is responsible for the day to day management of the academy and reports to the CEO on all matters pertaining to the school and to the LGB on matters which have been delegated to it including monitoring and scrutiny of the school development plan, Catholic Life and safeguarding.

## **Additional Information**

The Bishop of Nottingham (or his representative) may attend any meeting of The Board (including committees) and of any local governing body; no item may be deemed confidential from the Bishop or his representatives.

### **Employees**

The Catholic Multi-Academy Trust is the employer of all the staff in the individual academies within the CMAT. The Directors will have a strategic vision for the CMAT and will need to ensure that the correct staffing structure is in place to meet the needs of the CMAT as a whole and of the academies within it

## Finances

CMATs in the Diocese of Nottingham have now received approval from the Members to 'pool' GAG. The *Academy Trust Handbook* makes clear that CMATs **must** consider the funding needs and allocations of each constituent academy and that an appeals mechanism **must** be in place. Appeals may be escalated to the ESFA if not resolved. The ESFA's decision will be final and can result in the pooling provisions being dis-applied.

Each CMAT will also make a contribution, agreed from time to time, to the Nottingham Roman Catholic Diocesan Education Service in order to assist the NRCDES to carry out its work.

## Complaints Procedure

The Catholic Multi-Academy Trust has a statutory duty for implementing a complaints procedure for all schools within its trusteeship and does this in accordance with this *Scheme of Delegation*.

The Nottingham Roman Catholic Diocesan Education Service has no authority to be party to any investigation or decision relating to a complaint made at academy or at CMAT level about an academy, with the following exceptions where complaints are made about:

- Religious Education
- Collective Worship
- Relationships and Sex Education (RSE)
- Catholic ethos and mission

The Catholic Multi-Academy Trust is a public company and so is publicly accountable as to how it conducts its business. It must adopt a complaints procedure which is produced by the Nottingham Roman Catholic Diocesan Education Service and which is reviewed periodically.

## GOVERNANCE

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
1. Members, CMAT directors and foundation governors: Appoint/Remove	✓ (The Bishop)									
2. Parent governors: Appoint/Remove									✓	
3. Members: Role Description/Code of Conduct	✓									
4. Directors: Role Description/Code of Conduct	✓									
5. Governors: Role Description/Code of Conduct	✓									
6. Approve the change of name of the CMAT and/or the academies within it	✓									
7. Receive an annual report from The Board/CEO on each CMAT's performance	✓									
8. Board committee chairs: Appoint/Remove		✓								
9. Company secretary: Appoint/Remove		✓								
10. Governance Professional: Role Description		✓								
11. Clerk to The Board: Appoint/Remove		✓								
12. Clerk to LGB: Appoint/Remove		✓								
13. Articles of Association: Review and recommend to Members		✓								
14. Articles of Association: Adopt	✓									
15. Governance structure (committees): establish and review annually strategic oversight of governance including structures	✓	✓								

GOVERNANCE										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
16. Terms of reference for all Board committees including LGBs and Scheme of Delegation: agree annually (with Members' approval)	✓	✓								
17. Annual cycle of business and meetings for The Board, committees and LGB		✓								
18. Appoint an Audit, Risk and Governance Committee		✓								
19. Appoint a Finance Committee		✓								
20. Establish the format for a 360 self-reflection of the chair of The Board	✓									
21. Carry out annual self-evaluation of the directors to assess contributions made by the directors/committee members and report to the Members for action if appropriate		✓								
22. Prepare a CMAT Board succession plan		✓								
23. Approve appointment of LGB chair and vice chair		✓								
24. Appoint local governors with specific responsibilities for SEND and safeguarding									✓	
25. Ensure that all Members, directors, governors and senior employees complete the register of interests and that these are published as required		✓								
26. In conjunction with the NRCDES, ensure effective continuous professional development for directors, local governors and senior employees to ensure they are aware of their statutory responsibilities and comply with the Seven Principles of Public Life		✓								

**GOVERNANCE**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
27. With the headteacher, establish and develop pupil, parent and staff voice and monitor the same, reporting any issues or other matters through the LGB, to the CEO and directors as appropriate									✓	
28. Establish and maintain relationships with the parish priest, the diocese, local and parish community to work with them as they contribute to the Catholic formation of the pupils at the academy									✓	
29. Establish and maintain relationships with parents of pupils attending the academy to support them in their role as primary educators									✓	
30. Establish and maintain a relationship with members of the wider local community, including assisting the headteacher to build relationships with other schools, agencies and businesses in the community to enhance the quality of Catholic education provided for pupils									✓	
31. Foster self-evaluation by the LGB chair and the process of LGB self-evaluation/skills audit on an alternating annual basis		✓						✓		
32. Develop and review LGB succession plan with the support of the Governance Professional (or equivalent)									✓	
33. Develop a succession plan for CMAT senior leaders								✓		

## REPORTING AND COMPLIANCE

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
34. Ensure that statutory information on CMAT and academy websites is published, including an annual governance statement (incorporated into the annual accounts)		✓								
35. Directors' Report and Accounts: submit to Members, publish and lodge with Companies House, including a statement on how the CMAT secures value for money		✓					✓			
36. Provide an Annual Report to Members on the overall performance of the CMAT, including reporting on the maintenance, compliance and development of the school estate		✓								
37. Report regularly to the Board on performance of the academy and progress against the school development plan and the other core objectives of the LGB									✓	
38. Annual report on work of LGB: submit to The Board for approval									✓	
39. Adopt NRCDES complaints policy for all academies (roles and responsibilities are set out in the policy)		✓								
40. Review the level of complaints, data breaches and freedom of information requests across the CMAT and report to directors outlining the changes initiated as necessary to address any issues								✓		
41. Agree reporting arrangements for progress on key CMAT priorities		✓								
42. Agree reporting arrangements for progress on academy development plans								✓		
43. Agree adequate insurance arrangements for the CMAT and individual academies		✓								

## REPORTING AND COMPLIANCE

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
44. Review pupil attendance and staff absence and report to Executive Team/directors/LGB									✓	
45. Ensure recommendations from external/internal audits are actioned within agreed timescales							✓	✓		
46. Prepare a CMAT wide Whistleblowing Policy and ensure effective communication and training of the application of this policy								✓		
47. Ensure effective systems for the prevention of fraud with ESFA being notified of sums in excess of £5,000								✓		
48. Ensure DfE is notified within 14 days of changes to information about Members, directors, chair of directors, chairs of local governing bodies, accounting officer and finance director (chief financial officer)								✓		
49. Ensure the CMAT has a Gifts and Hospitality Policy and that it is understood by directors, local governors and staff								✓		
50. Ensure compliance with a Notice to Improve including publication on the CMAT website		✓								

## STRATEGIC PLANNING

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
51. Preserve and develop the religious and educational character, mission and ethos of the CMAT as determined by the Members in accordance with the Articles of Association		✓						✓		
52. Preserve and develop the religious and educational character, mission and ethos of the academy as determined by the CMAT Board in accordance with the Articles of Association									✓	✓
53. Produce and adopt a Strategic 3 year rolling plan for the CMAT that will ensure delivery of the Bishop’s vision for Catholic Education within the Diocese		✓						✓		
54. Produce and adopt a 3-year rolling plan for the school estate that addresses the expectations in the Diocesan School Estates Strategy and takes into account forward planning on pupil numbers and present and future planned developments for the delivery of the curriculum	✓	✓								
55. Determine CMAT key priorities and key performance indicators (KPIs) against which progress towards achieving the strategic plan can be measured. Submit to Members for annual review and approval.		✓								
56. Engagement with stakeholders on achieving CMAT vision		✓						✓		
57. Determine CMAT wide policies		✓								
58. Determine academy level policies									✓	
59. Agree arrangements for GAG pooling (Members to approve)	✓	✓								

## STRATEGIC PLANNING

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
60. Management of risk for the CMAT: ensure adequate internal control, risk management and assurance processes including proactive management of strategic risks		✓								
61. Develop the academy's medium to long-term vision for its future viability as a Catholic school and a robust strategy for achieving its vision									✓	
62. To produce the vision and direction of the academy in conjunction with the LGB and prepare a school development plan										✓
63. Management of risk for the academy: establish risk register, review and monitor risks, threats and opportunities									✓	

**HR & STAFFING** (Note: the CMAT is the employer of all staff – therefore tick in 'The Board' column for all - but delegates the admin functions as set out here. Advice on HR & Staffing matters to be taken from Academy Trust HR Advisers)

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
64. CMAT Chief Executive Officer – appoint and dismiss		✓								
65. CMAT Executive Team – appoint and dismiss		✓								
66. Headteacher appointments – to ensure that all diocesan protocols are followed		✓								
67. Reserved post appointments – to ensure that all diocesan protocols are followed		✓								
68. Develop safer recruitment policies and procedures including a template single central record (SCR) and ensure staff are trained					✓					
69. Implement safer recruitment policies and procedures including maintenance of the academy single central record (SCR)								✓		✓
70. Academy staff (not headteacher/deputy headteacher) appointments – to implement CMAT recruitment process										✓
71. Monitor the implementation of and review safer recruitment procedures		✓			✓			✓	✓	✓
72. Agree CMAT central team staffing structure		✓			✓					
73. Agree academy staffing structure based on Integrated Curriculum Financial Planning (ICFP) between finance, school improvement and HR		✓			✓			✓		
74. Headteacher dismissals - to implement the requirements of the relevant CMAT policy		✓								

**HR & STAFFING** (Note: the CMAT is the employer of all staff – therefore tick in 'The Board' column for all - but delegates the admin functions as set out here. Advice on HR & Staffing matters to be taken from Academy Trust HR Advisers)

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
75. All reserved post dismissals - to implement the requirements of the relevant CMAT policy		✓								
76. All other staff dismissals – to implement the requirements of the relevant CMAT policy		✓								
77. Undertake performance management of the Chief Executive Officer		✓								
78. To determine pay progression of the Chief Executive Officer		✓								
79. Hold headteacher to account for the educational performance of the academy and its pupils and for the internal management and control of the academy including the performance of staff								✓		
80. Responsible for performance and development of central team								✓		
81. Responsible for the performance and development of headteacher								✓ [unless alternative arrangements made by CMAT Board]		
82. Responsible for the performance and development of academy staff										✓
83. To determine pay progression of Executive post holders		✓								

**HR & STAFFING** (Note: the CMAT is the employer of all staff – therefore tick in 'The Board' column for all - but delegates the admin functions as set out here. Advice on HR & Staffing matters to be taken from Academy Trust HR Advisers)

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
84. Make recommendations to CMAT Boards on pay awards for CEOs and executive postholders	✓ (Exec Pay Advisory Committee)									
85. To agree any cost of living increases to pay scales (CEO, Executive, teachers and support staff)		✓								
86. To approve pay progression decisions for posts below CEO and Executive in line with respective Pay Policies						✓				
87. Hear appeals on pay progression decisions					✓					
88. Approval of all HR and pay policies to be adopted by the CMAT on behalf of all academies [Responsibilities under each policy are set out in the policy as appropriate]		✓			✓					
89. Responsible for collecting regular staff voice and making recommendations for improvements to CMAT delivery		✓			✓			✓		
90. Responsible for managing the workload of headteachers								✓	✓	
91. Responsible for managing the workload of all school-based employees										✓
92. Responsible for managing the workload of all employees working in the central team								✓		

**HR & STAFFING** (Note: the CMAT is the employer of all staff – therefore tick in 'The Board' column for all - but delegates the admin functions as set out here. Advice on HR & Staffing matters to be taken from Academy Trust HR Advisers)

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
93. Responsible for monitoring the wellbeing and workload of all employees in the CMAT					✓					
94. Making changes to terms and conditions of staff (following consideration/recommendation by the Strategic HR Committee)		✓								
95. Suspend and lift suspension: Chief Executive Officer		✓ (Chair of The Board or as delegated)								
96. Suspend and lift suspension: headteacher								✓		
97. Suspend and lift suspension: central team								✓		
98. Suspend and lift suspension: academy staff										✓
99. Ensure any staff severance payments provide value for money and are in line with the <i>Academy Trust Handbook</i> , including where non-contractual elements of any severance exceed £50,000/overall payments exceed £100,000		✓						✓		
100. Publish the number of employees whose benefits exceed £100K in £10K bandings and ensure that payments to senior staff are tax compliant		✓								
101. Obtain ESFA approval of any new electric vehicle salary sacrifice schemes		✓								

## FINANCE

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
102. Appoint internal auditor, ensuring they are suitably qualified, experienced and independent		✓					✓			
103. Create and review an annual internal audit plan to include both financial and non-financial risks							✓			
104. Internal Audit: ensure internal scrutiny reports are shared with the Audit, Risk and Governance Committee and available to all directors promptly								✓		
105. External Audit: Produce an annual report with conclusions to advise The Board on the reappointment, dismissal or retendering of the external auditor and their remuneration							✓			
106. External Auditor: Appoint external auditors, ensuring any additional services commissioned are listed in a separate letter of engagement	✓									
107. External Audit: Ensure accounts are prepared and audited in accordance with the requirements of the Academies Accounts Direction for submission by 31 December each year and the diocesan requirements relating to the accounting for the Church's assets		✓								
108. Notify ESFA immediately of the removal or resignation of external auditors including reasons why	✓									
109. Ensure accounts are published on the CMAT website by 31 January each year and are submitted to Companies House								✓		

**FINANCE**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
110. External Auditors' report: receive and respond in a timely fashion and take appropriate action as required including challenging the robustness of any management response		✓					✓			
111. Ensure the CMAT approves a balanced budget for the financial year ending 31 August and minutes its approval		✓								
112. Ensure the CMAT approves a 3-year budget forecast, shares it with ESFA and instigates a mechanism for regular review ensuring that such forecasts build on learning from previous years		✓								
113. Ensure the CMAT's financial planning enables it to remain financially viable and a going concern. Where this is at risk, take prompt action to flag risks to the Members and ESFA		✓								
114. CMAT's scheme of financial delegation: establish and review (including contracts)		✓								
115. Academy's scheme of financial delegation: establish and review			✓							
116. Approve contracts which constitute related party transactions [requires approval from ESFA], ensuring they provide value for money and that they are appropriately disclosed		✓								
117. Set up and approve directors' expenses in accordance with the CMAT's conflicts of interest policy		✓								
118. Ensure any investment strategy the CMAT develops aligns with ESFA guidance on value for money and cautious financial exposure and that it is has the agreement of the Members		✓	✓							

FINANCE										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
119. Prepare a CMAT wide competitive tendering policy for adoption by The Board in accordance with the <i>Academy Trust Handbook</i>			✓					✓		
120. Develop CMAT wide procurement strategies and efficiency savings programme (in line with the CMAT wide policy) and review opportunities for collaborative procurement								✓		
121. Support The Board in its monitoring and evaluation of the delivery of central services and functions provided or procured by the CMAT for the academy									✓	
122. Benchmarking and CMAT wide value for money: ensure robustness			✓							
123. Pay diocesan contribution as stipulated from time to time by the Bishop of Nottingham in accordance with diocesan policy		✓								
124. Adopt and review the charging and remissions policy		✓								
125. Develop and implement, in conjunction with the Executive Team and headteachers a disaster recovery/business continuity plan for the CMAT which is reviewed regularly to ensure that it remains fit for purpose		✓					✓	✓	✓	
126. Ensure effective systems are in place for the management and oversight of CMAT cashflow		✓						✓		
127. Monitor the income, expenditure of the academy and report any issues to the Director of Finance (Operations Director) or The Board								✓		✓

FINANCE										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
128. Seek ESFA's prior approval for transactions beyond the CMAT's delegated limits or transactions deemed novel or contentious		✓						✓		
129. Ensure any variances from the budget are reported to the Director of Finance or The Board								✓		✓
130. Monitor the provision of free school meals to those pupils meeting the criteria and follow up where there are any issues									✓	
131. Ensure compensation payments deliver value for money and that payments in excess of £50,000 are pre-approved by the Members and ESFA if non-statutory		✓						✓		
132. Seek Members' and ESFA pre-approval for ex-gratia payments, writing off of debts and losses, guarantees, letters of comfort and indemnities, leases, acquiring and disposing of fixed assets beyond the limits of the <i>Academy Trust Handbook</i>		✓						✓		
133. Ensure Members' and ESFA prior approval before borrowing, including overdrafts (but excluding finance leases on DfE approved list)		✓						✓		
134. Submit school resource management self-assessment checklist to ESFA annually								✓		
135. Share management accounts with the Chair of The Board and the Chair of the Finance and Estates Committee monthly facilitating monitoring of the income, expenditure and balance sheet and risks that may need to be escalated to The Board or the Members		✓	✓					✓		

## HEALTH & SAFETY / ESTATES

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
136. Oversee development of an estates strategy that ensures the maintenance and safe working conditions of the CMAT estate and aligns with the Estate Management Competency Framework and diocesan estate expectations		✓	✓					✓		✓
137. Establish and review asset management plan			✓					✓		✓
138. Ensure health and safety audits are carried out and report findings actioned			✓					✓		✓
139. Apply to the Diocesan Trustees for consent to building works before undertaking any works		✓								
140. Adopt a CMAT wide health and safety policy and risk reporting policy		✓								
141. Adopt a CMAT wide lettings policy in accordance with the Diocesan Trustees' requirements		✓								
142. Make any proposals relating to the school estate to the directors in accordance with any requirements set out by the Diocesan Trustees			✓					✓		
143. Monitor and support the implementation of the CMAT wide health and safety policy and report any issues to the directors			✓					✓		
144. Draw up, agree and monitor an accessibility plan for each academy in consultation with the headteachers, reporting any issues to the directors			✓					✓		✓

## HEALTH & SAFETY / ESTATES

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
145. With agreement from the Diocesan Trustees, advise the directors and manage in conjunction with them, any capital and building improvement grants			✓					✓		
146. Follow procedural guidance issued by the CMAT to monitor the implementation of the health and safety policy and ensure that appropriate risk assessments are being carried out in the academy									✓	✓
147. Conduct site inspections to review any health and safety issues and the security of premises and equipment								✓		✓
148. Follow procedural guidance issued by the CMAT to monitor the arrangements for the effective supervision of building maintenance and minor works and take up any issues with the executive team									✓	✓
149. Prepare a risk register for the LGB having regard to the risks identified by the executive team and audit processes										✓
150. Prepare a health and safety policy for the academy (in line with the CMAT wide policy)			✓					✓		✓
151. Follow procedural guidance issued by the CMAT to monitor the accident book and agree appropriate actions with the executive team									✓	✓
152. Ensure suitable risk assessments are prepared and appropriate actions taken										✓
153. Review security of premises and equipment										✓
154. Implement the CMAT wide lettings policy in the academy										✓

**HEALTH & SAFETY / ESTATES**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
155. Liaise with the executive team on the accessibility plan for the academy										✓
156. Be responsible for closing the school if required on health and safety related issues										✓

SAFEGUARDING										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
157. Appoint a safeguarding lead director for the CMAT		✓								
158. Adopt a CMAT wide safeguarding and child protection policy bearing in mind local variance where the CMAT spans more than one Local Authority area		✓								
159. Ensure the single central record (SCR) is maintained accurately and up to date for all CMAT employees, in schools, the central team including Members and Directors		✓								
160. Ensure the single central records (SCR) is maintained accurately for all school-based employees, governors and volunteers									✓	
161. Ensure the school's single central record (SCR) is accurate and up to date										✓
162. Ensure that at least one director on any recruitment panel has up to date safeguarding training		✓								
163. Ensure that all senior leaders are trained in safer recruitment		✓						✓		
164. Ensure that governors who undertake recruitment are trained in safer recruitment									✓	
165. Monitor safeguarding practice across the Trust and take appropriate action where safeguarding practice is falling short of the standards expected		✓						✓		
166. Ensure that each academy has appointed a designated teacher to support Looked After Children		✓						✓		

SAFEGUARDING										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
167. Make arrangements for safeguarding audits to be conducted by independent personnel								✓		
168. Report to The Board (at least annually) on the procedures in place for safeguarding and on matters as they arise								✓		
169. Monitor compliance with legislation (including the single central record) and report any failings to The Board								✓		
170. Identify training needs and report to The Board								✓		
171. Appoint a designated governor for safeguarding									✓	
172. Monitor systems for safeguarding pupils and report findings to The Board									✓	
173. Appoint a Designated Safeguarding Officer (DSO) to support Looked After Children and to ensure the role is compliant with statutory guidance										✓
174. Promote, develop and maintain a robust culture of safeguarding that has at its heart the welfare and needs of the child first										✓
175. Appoint designated qualified safeguarding staff who are known by all										✓
176. Ensure compliance with all relevant regulations e.g. risk assessments, health and safety etc.										✓

## ADMISSIONS & EXCLUSIONS

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
177. Implement diocesan admissions policy									✓	✓
178. Prepare an annual report to The Board on the need for school places within the local community, including forecasts and the effectiveness of existing arrangements								✓	✓	✓
179. Assist the diocese with any requirements it may have relating to the Bishop's duty to seek to ensure that there are sufficient school places available for the baptised Catholic children in his diocese		✓						✓	✓	✓
180. Provide advice and guidance to the headteacher, LGB and directors as to requirements under the School Admissions and Appeals Codes								✓		
181. Provide oversight and support of the implementation of admissions arrangements across the CMAT and ensure that the requirements of the Admissions Code are met		✓						✓		
182. Undertake consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals Codes									✓	
183. Ensure effective arrangements are in place for pupil recruitment liaising with the CMAT		✓							✓	✓
184. Make arrangements for determining admission applications and hearing admissions appeals									✓	✓
185. Monitor and review decisions on exclusions									✓	

**ADMISSIONS & EXCLUSIONS**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
186. Establish exclusion appeal panels when required and ensure that governors are trained in the work of exclusion appeal panels		✓								

## CURRICULUM & STANDARDS

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
187. Ensure academies fulfil Bishops' Conference requirements/diocesan expectations for the teaching of Religious Education, that it constitutes 10% of the weekly timetable (5% for 6 <sup>th</sup> Form) and Collective Worship	✓	✓						✓	✓	✓
188. Report any relevant information to the Bishop of Nottingham in order to provide assurances that standards across the academies in the Trust are being met		✓								
189. Oversee curriculum policies to ensure they are balanced and broad. This will include: <ul style="list-style-type: none"> <li>• Ensuring that the Catholic mission and ethos of the Trust permeates the curriculum and life at each of the academies</li> <li>• Ensuring that every pupil is well-equipped to follow their vocation as active citizens in service to the world</li> <li>• Ensuring that the curriculum, extra-curricular activities and ethos will prepare pupils for life in modern Britain</li> <li>• Ensuring that there is a written policy on Relationships and Sex Education (RSE) in line with diocesan policy which ensures that it is taught in accordance with the social and moral teachings of the Catholic Church</li> </ul>		✓								
190. Act effectively to ensure high standards and draw up and implement plans if standards are not rising, set up support/challenge strategies and alert The Board to any shortcomings or fall in standards before they become serious				✓				✓		

## CURRICULUM & STANDARDS

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
191. Comply with any denominational inspections pursuant to Section 48 and any additional canonical inspections and visitations of the Bishop of Nottingham	✓	✓						✓	✓	✓
192. Comply with any other education inspections, eg. Section 5, Section 8 Ofsted inspections as required by law	✓	✓						✓	✓	✓
193. Ensure that the curriculum of the academy is taught in the light of the teachings of Christ and the Catholic Church and actively promotes the spiritual and moral development of pupils				✓				✓	✓	✓
194. Ensure that the headteacher is complying with the requirement to provide a daily Act of Collective Worship in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church				✓				✓	✓	
195. Ensure that Relationships and Sex Education (RSE) is taught in accordance with the social and moral teachings of the Catholic Church having regard to diocesan policy				✓				✓	✓	✓
196. Monitor the quality assurance of teaching and learning, the curriculum inclusion and the sharing of good practice across the academy and take action where any issues arise								✓	✓	
197. Monitor the target data for the school figures reported from the headteacher relating to standards and reporting any issues to the executive team									✓	
198. Monitor the delivery of the school development plan and its impact, reporting any issues to the executive team									✓	

## CURRICULUM & STANDARDS

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
199. Ensure the curriculum is appropriately delivered by the academy to ensure that the highest possible level of academic performance in all areas is achieved				✓				✓	✓	
200. Ensure that Religious Education is in accordance with the teachings, doctrines, disciplines and norms of the Catholic Church both as a core subject and integrated into other subject areas				✓				✓	✓	
201. Make provision for a daily Act of Collective Worship in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church										✓
202. Implement targets for pupil achievement and progress and monitor against targets and report findings to the LGB/executive team										✓
203. Monitor progress against targets and report findings to The Board									✓	
204. Report figures to the executive team and the LGB relating to standards and using a uniform software package to report and analyse it										✓
205. Prepare a school development plan for approval by the CEO										✓
206. Ensure the performance management of staff is carried out in line with policy										✓
207. Ensure the quality of teaching over time meets the levels set out in the school development plan										✓

**SPECIAL EDUCATIONAL NEEDS / DISABILITIES & VULNERABLE GROUPS**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
208. Adopt a CMAT wide SEND policy		✓								
209. Appoint a lead SEND director		✓								
210. Ensure compliance with legal requirements relating to SEND and Looked After Children within academies								✓		✓
211. Produce a report to The Board on SEND provision across the Trust and take action as they direct								✓		
212. Monitor and review provision for SEND and Looked after Pupils		✓							✓	✓
213. Appoint a local governor responsible for SEND and inclusion									✓	
214. Provide oversight of the implementation of the policy within the academy and compliance with the legal requirements relating to disability and report to the directors									✓	
215. Ensure that inclusion involves challenging all vulnerable groups within the academy									✓	
216. Designate a teacher to be responsible for coordinating SEND provision										✓
217. Liaise with the Local Authority in respect of pupils who have or might have SEND										✓
218. Make provision for SEND pupils with or without a statement or Education Health Care Plan (EHCP)										✓

**SPECIAL EDUCATIONAL NEEDS / DISABILITIES & VULNERABLE GROUPS**

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
219. Ensure compliance with legal requirements relating to disability within the academy									✓	
220. Report to the LGB and CEO on the effectiveness and impact of interventions with vulnerable groups										✓

OTHER PUPIL RELATED MATTERS										
	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
221. Monitor the impact of the pupil premium in the academy and advise executive team/directors									✓	
222. Monitor the impact of the sports premium in the academy and advise the executive team/directors									✓	
223. Ensure effective deployment of the pupil premium and monitor its impact, reporting any issues to the LGB										✓
224. Support the Trust and the headteacher in the extended school provision in the academy									✓	
225. Monitor the implementation of a behaviour policy for the academy in line with Trust wide policies									✓	
226. Set the uniform policy									✓	
227. Approval of significant changes to the academy e.g. length of school day, start/finish times and holidays		✓								

## INFORMATION MANAGEMENT & COMMUNICATION

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
228. Adopt data protection policies and procedures to comply with legislation relating to data protection and freedom of information		✓								
229. Prepare a CMAT wide data protection policy for adoption by The Board								✓		
230. Ensure compliance with all data protection legislation and good practice across academies								✓		
231. Develop and implement an integrated ICT strategy to ensure compatibility of systems across all of the academies in the Trust to facilitate maximum efficiency and cohesiveness and report any issues to The Board								✓		
232. Support individual academies on the effective storage of data								✓		
233. Maintain accurate and secure staff records for the executive team								✓		
234. Ensure that registration with the Information Commissioner's Office is up to date								✓		
235. Maintain and develop the CMAT website								✓		
236. Monitor the effective implementation of data protection policies and procedures in the academy									✓	✓

## INFORMATION MANAGEMENT & COMMUNICATION

	Members	The Board	Finance & Estates	Curriculum & Standards	HR & Staffing	Pay & Perf Mgt	Audit	CEO & Exec	LGB	Headteacher
237. Ensure that systems are in place to support the CMAT's strategy at the academy for effective communication with pupils, parents or carers, staff, parish priests, the diocese and the wider community including the support of a local parent teacher association (if established)									✓	
238. Ensure the publication of academy information, ensuring that the electronic communication, including web pages are up to date and compliant									✓	✓
239. Maintain accurate and secure staff records for the academy										✓
240. Ensure compliance with all data protection legislation and good practice at the academy										✓
241. Ensure that appropriate safeguards are in place to prevent the Trust from cyber-attacks and any potential loss of data								✓		