



TOPIC ACPER - Academy Performance, Curriculum & Teaching Fin Govn Mgmt - Financial Governance & Management APP - Academy Policies & Procedures	REF.	TASK Propose (P) Consulted (C) Approve (A) Implement (I)	NOTES	MEMBERS	TRUST BOARD	ACADEMY COUNCIL	LOCAL HEAD (S)	CHIEF EXECUTIVE	EXECUTIVE TEAM	TRUST COMMITTEE
Governance	1.1.	Approve Trust Articles of Association	ESFA consent for changes to governance in the Articles	A	P I	C		C		
Governance	1.2.	Approve (Changes to) Trust Name		A	P I	C		C		
Governance	1.3.	Approve (Changes to) Trust Scheme of Delegation		C	A I			C	P	
Governance	1.4.	Approve New Academies joining the Trust		C	A I			P	P	C (F&R)
Governance	1.5.	Establish Trust Committees (with Terms of reference)			P A I			C	C	
Governance	1.6.	Approve Academy Council (AC) Terms of Reference			A	I P	C	C	C	
Governance	1.7.	Appoint Chair of Trust Board	As per Articles	C	P A I			C		
Governance	1.8.	Appoint (and remove) Trustees	As per Articles	A	P I			C		
Governance	1.9.	Appoint (and remove) Chair of AC	As per AC ToRs		A	P I	C	C		
Governance	1.10.	Appoint (and Remove) Clerk to Trust Board	As per Trust Board ToR		P A I			C		
Governance	1.11.	Appoint (and Remove) Clerk to AC	As per AC ToRs			P I	C	A		
Governance	1.12.	Organise Calendar of Member / Trust meetings	As per Trust Board ToR	C	P A I			C		
Governance	1.13.	Organise Calendar of AC meetings	As per AC ToRs		C	P A I	C			C
Academy Performance	2.1.	Set Trust Annual Performance Targets		C	A			P C	P C	C
Academy Performance	2.2.	Conduct Trust Annual Performance Review		C	A			P I	P I	C
Academy Performance	2.3.	Set Trust 3-5 year Strategic Plan		C	P A I		C	C	C	
Academy Performance	2.4.	Set Trust 1-3 year Development Plan		C	P A I		C	C	C	
Academy Performance	2.5.	Set Academy Annual Performance Targets			A	C	P I	C	P	
Academy Performance	2.6.	Conduct Academy Annual Performance Review			A	C	P I	C	I	
Academy Performance	2.7.	Academy 3 year Strategic Plan	The Trust Board to consent to the strategic and improvement plans, proposed by each AC and also to the policies that the Trustees are ultimately accountable for.		A	A	P I	C	C	
Academy Performance	2.8.	Academy 1 Year Improvement Plan			A	A	P I	C	C	
Academy Performance	2.9.	Curriculum Statement			A	A	P I	C	C	
Academy Performance	2.10.	Teaching & Learning Policy			A	A	P I	C	C	
Academy Performance	2.11.	SRE Policy			A	A	P I	C	C	
Academy Performance	2.13.	Religious Education Policy			A	A	P I	C	C	
Staff Policies and Pay	3.1.	Pay & Remuneration Policy		In line with pay policy		A		I	C	P
Staff Policies and Pay	3.2.	Recruitment Policy	in line with recruitment policy		A		I	C	P	
Staff Policies and Pay	3.3.	Job Role Salary & Grading Policy	in line with pay policy		A		I	C	P	
Staff Policies and Pay	3.4.	Changes to Employee Terms & Conditions or Collective Agreements			A		I	C	P	
Staff Policies and Pay	3.5.	Adoption of Transferring Policies and Collective Agreements			A		I	C	P	
Staff Policies and Pay	3.6.	Staff Annual Pay Award (COL)			A		I	P	P	C
Staff Policies and Pay	3.7.	Chief Executive Performance Pay Award	in line with appraisal/pay policy		P A I					C
Staff Policies and Pay	3.8.	Headteacher Performance Annual Pay Award	in line with appraisal/pay policy		A	C		P	P I	
Staff Policies and Pay	3.9.	Academy Staff Performance Annual Pay Award	in line with appraisal/pay policy		A	A	P	C	C I	
Staff Policies and Pay	3.10.	Performance Management & Appraisal Review Policy			A		I	C	P	
Staff Policies and Pay	3.11.	Disciplinary Policy			A		I	C	P	
Staff Policies and Pay	3.12.	Grievance Policy			A		I	C	P	
Staff Policies and Pay	3.13.	Capability Policy			A		I	C	P	
Staff Policies and Pay	3.14.	Whistleblowing Policy			A		I	C	P	
Staff Policies and Pay	3.15.	Re-structuring & Redundancy Policy			A		I	C	P	
Staff Policies and Pay	3.16.	Approve Expenses Policy			A		C	P	P I	C
Staff Policies and Pay	3.17.	Employee Health & Safety Policy			A		I	C	P	
Staff Management	4.1.	Kite Support Staff , Structure and Grades			A			P I	C	C
Staff Management	4.2.	Chief Executive Appointment (and dismissal)	in line with recruitment policy	C	A I			C	C	P
Staff Management	4.3.	Chief Executive Performance Management (Goals and Appraisal)	in line with appraisal policy		P A I			C P		

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Staff Management	4.4.	Kite Staff Appointment (and dismissal)	in line with recruitment policy		C	C	P A I	P A I	C	
Staff Management	4.5.	Kite Staff Performance Management (Goals and Appraisal)	in line with appraisal policy			C	P A I	P A I	C I	
Staff Management	4.6.	Kite Staff Suspension / return after Suspension	in line with disciplinary policy		C	C	P	A I	C	
Staff Management	4.7.	Academy Staff structure and grades			A	C		P	I	
Staff Management	4.8.	Local Head Appointment (and dismissal)	in line with recruitment policy		A	P		P	C I	
Staff Management	4.9.	Local Head Performance Management (Goals and Appraisal)	in line with appraisal policy			C		A	I P	
Fin. Govn Mgmt	5.1.	Appoint/ Dismissal External Auditor		A	P			P I	C	C (F&R)
Fin. Govn Mgmt	5.2.	Trust & Academy Financial Regulations (inc. key policies)			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.4.	Trust & Academy Financial Procedures			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.5.	Trust Procurement Policy			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.6.	Trust 3 year Budget Plan			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.7.	Trust 1 year Budget			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.8.	Trust Consolidated Budget Updates			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.9.	Trust Consolidated Financial Statements			A			C	P I	C (F&R)
Fin. Govn Mgmt	5.10.	Trustees' Report			A			P I	C	C (F&R)
Fin. Govn Mgmt	5.11.	Trust Academies Accounts Return to EFA			C			A	P I	C (F&R)
Fin. Govn Mgmt	5.12.	Academy 3 year Budget Plan			A	C	C I	C	P	C (F&R)
Fin. Govn Mgmt	5.13.	Academy 1 year Budget			A	C	C I	C	P	C (F&R)
Fin. Govn Mgmt	5.14.	Academy Budget Updates	As per the Trust's finance policy for levels of delegation on budget revisions and the updates that require Trust Board approval.		A	C	C	C	P I	C (F&R)
Financial Authorisation	6.1.	Expenditure or award of contract	In line with Finance Policy limits		A	C	C	A	P I	C (F&R)
Financial Authorisation	6.2.	Compensation Payments	In line with Finance Policy (ESFA)		A	C	C	P I	C	C (F&R)
Financial Authorisation	6.3.	Guarantees, letters of comfort or indemnities consent	ESFA consent required if over specific limits - see 3.6 of AFH		A			C A	P I	C (F&R)
APP	7.1.	Academy Term and Holiday Dates			A	C	C	P I	C	
APP	7.2.	Academy Times				C	P I	A	P	
APP	7.3.	Child Welfare & Safeguarding Policy			A		C I	P	C	C (S&C)
APP	7.4.	Attendance Policy & Plan			A	C	C I	P	C	C (T&L)
APP	7.5.	Pupil Behaviour & Exclusions Policy			A	C	C I	P	C	
APP	7.6.	Fixed term Exclusion				C	P I	C	A	
APP	7.7.	Permanent Exclusions	in line with exclusions policy			C	P I	A	C	
APP	7.8.	Complaints Policy			A	C	C I	P	C	
APP	7.9.	Admissions Policy			A	C	C I	P	C	
APP	7.10.	Allocation of Places against Admissions Policy	Buy back to Surrey @ Yr R P A				C I	C	C	
APP	7.11.	Admissions Appeals	Independent A		C	I	P	C	C	
APP	7.12.	Trust Website			P			A	C I	C (IT WG)
APP	7.13.	Academy Website			A	C	P	C	C I	C (IT WG)
APP	7.14.	Academy Logo & Branding			A	C	P I	C	C	C (M WG)
APP	7.15.	Academy Uniform			A	C	P I	C	C	C (M WG)
APP	7.16.	Academy Educational Visits Policy			A	C	P I	C	C	C (S&C)
APP	7.17.	Extended Services on-site			A	P	P I	C	C	C (S&C)
APP	7.18.	Pupil Premium Statement			A	C	P I	C	C	C (S&C)
APP	7.19.	SEND Policy			A	C	P I	C	C	C (S&C)
Premises & Assets	8.1.	Asset Management Policy & Plan			A	C	I	P	P	C (F&R)
Premises & Assets	8.2.	Health & Safety Policy			A	C	I	C	P	C (S&C)
Sig. changes to Academy	9.1.	Expansion of Academy (physical expansion rather than PAN)	ESFA approval required	C	A	P	P I	C	C	C (S&C)
Sig. changes to Academy	9.2.	Increase in PAN/ Age Range/ Provision	ESFA approval required	C	A	P	P I	C	C	C (S&C)