

SoD : Esher Learning Trust 2019 – 2020 (Numbers refer to T of R) PROPOSED

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M : Monitor : Check on progress and support, although not responsible for delivery

C: In consultation with Trust SLT

I: Implement : implementation of key policies and responsibilities

Members	Trustees	EHT	LGB	HT
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		M	T	EHT	LGB	HT
Financial						
Budget approval	14.1 and Finance Policy - One and three year. Financial KPIs, linked to the risk register, will be analysed and where the risk associated with these is not “green” an acceptable mitigation statement, or an action plan will also require approval. The budget should present a “break even” position		A, R	C M	C R	C I
In year amendments to the budget – predicted year end position not affected	Virements within the budget – allowed within the PSF report headings (core areas of the budget) within the limits published in the finance policy		A	C M	R	C I
In year amendments to the budget – altering the predicted year end position	Finance Policy – alterations caused by appointment of staff within the existing staffing structure do not require Trust approval, all other alterations do		A, R	C M	C R	C I
Procurement – within approved budget	Approval as per the procedures and limits in the finance policy		A	C	M	R I
Procurement – not included in the original budget	Expenditure not included in the original budget will require Trustee approval		A, R	C M	C R	C I
Financial controls	15.1/2/3 Financial controls to be adhered to, and Financial Monitoring reports to be received and reviewed, as per the Finance Policy. (14.2 Cash flow monitored within financial period end procedures).		A, M	C, R	M	C, I R
Register of interests	Staff		A	C, M	M	C, I R

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Members	Trustees	EHT	LGB	HT		
Infrastructure management / Efficiency						
Disaster recovery plan	2.5.7 Maintenance of the estate – See Risk Register		A	C, M	M	C I R
Breaches of site security	2.5.7 Maintenance of the estate – See Risk Register		A	C, M	M	C, I R
Estate management	2.5.7 Maintenance of the estate – See Risk Register - Including H&S compliance		A	C, M	M	C I R
IT management	2.5.7 Maintenance of the estate – See Risk Register		A	C, M	M	C I R
General management or resources	16.1.5 Managing the approved delegated budget and resources – See Risk Register		A	C, M	M	I R
Staffing						
Suitability of staffing	Staffing structure		A	C M (I,R)	C R	C I
Appointment/JD/Appraisal and dismissal of HT/EHT	2.6.1 - including approval of severance/compensation payments		A, R I	C, R, I	C	
Within the approved staffing structure Appointment/JD/Appraisal of all members of staff	16.1.6/7 Appt of senior posts to be advised to the LGB		A	C M (I,R)	M	C I R

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Members	Trustees	EHT	LGB	HT		
QA of Appraisal judgements			A (I,R)	C M (I,R)	M	C I R
Dismissal of staff – excluding HT/EHT	including approval of severance/compensation payments		A	C M (I,R)	C R I	C I
Capability of staffing	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust		A (R)	C M (I,R)	C R	C I
Staff Attendance	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust		A	C I R	M	C I R
Overall Effectiveness						
Safeguarding is effective			A	C M	M	C, I, R
Breach of child safety	2.4.7/8 Reporting target – See Risk Register		A	C M	M	C, I,R
Numbers on role	2.4.11 Admissions - strategy including marketing		A	C M	M	C, I, R
Quality of Education						
Academic standards	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust		A	C M	M	C, I, R

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Quality of classroom teaching	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust			A	C	M	C	I
Quality of curriculum, knowledge and skills				A	C	M	C	R
RE provision				A	C	R	C	I
Use of assessment				A	M	R	C	I
Disadvantaged pupils' Performance	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust			A	C	M	C	I
Pupil premium plan				A	C	M	C	I
SEND provision	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust			A	C	M	C	I
QA of reporting targets				A	C	M	C	I
Behaviour and Attitudes								
Routines and expectations for behaviour				A	C	M	C	R
Attendance and punctuality	See Risk Register – KPI's set by Trust			A	C	M	C	R
High level persistent absentees	2.4.7/8 Reporting target – See Risk Register – KPIs set by Trust			A	C	M	C	R

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Members	Trustees	EHT	LGB	HT			
School approach to bullying and discrimination				A	C M	M	C R I
Personal Development							
Spiritual, moral, social and cultural development				A	C M	M	C R I
Leadership and Management – school level							
Vision and ambition				A	C M (I,R)	M	C, I R
Quality of continued professional development				A (I, R)	C M (I, R)	M	C I R
Engagement with community				A	C M (I,R)	M	C I R
Workload and wellbeing				A (I,R)	C M (I,R)	M	C I R
Governance							
LGB TOR	2.4.2 Preparation and approval			A		I R	
Committee TOR	Each body i.e. Trust/LGB may structure its committees as it sees fit			A		R I	
LGB Membership	Alterations to membership should be undertaken as per the Articles and TOR and notified to GIAS as appropriate			A M		R	
LGB Appointments	Clerk, Responsible person in respect of pupils with special needs, LAC, safeguarding, LA liaison re HT allegations, H&S, PP			A		R	
Register of Interests	Must be published			A		R	

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Corporate Planning and Strategy				A	C	R		
Contribution to Academy costs	2.4.3 – Finance Policy - Pooling of GAG 2.5.5 Consideration of the required funding			A	C	C	R	I
Local planning and Strategy	2.5.3 Vision and School Development Plan			A	C	C		R
Publish change of school category				A	C	C		R
Altering academy day				A	C	C		R
Setting school Term dates				A	C	C		R I
Compliance								
Risk Register				A, M	C M (I, R)	M		C R I
Financial	2.4.1 Funding agreement, 2.4.4, 2.4.5 Procurement, financial and accounting requirements AFH (Finance policy) 2.4.8 Determining financial targets			A,R	C, I			
Financial – External QA	15.3 Appointment of external auditors			A		C I		
Financial – Internal QA	15.3 Appointment of internal scrutiny arrangements			A		C I		
HMRC	See Risk Register			A		C R		C I R
Education Act	2.4.10 Statutory regulations and acts of parliament governing the academy 2.4.7 Considering the delivery of the requirements of the Master Funding Agreement – including requirements to publish information			A		C M	M	C R I
Safer recruiting	Including regular monitoring of the SCR which is a live document governed by the School Staffing Regs 2009			A		C M	M	C R I

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Members	Trustees	EHT	LGB	HT			
GDPR	See Risk Register			A	C M (I R)	M	C R I
Trust							
Applications from schools				A M	C, R, I		
Due Diligence				A M	I, R, C		
Review of Articles				A, R, C	I, C		
Register of interests	Must be published			A M	I, C, R		
Governance statement for the financial statements				A R I	C		
Approval of the Financial Statements	Prepared by the central team with the information provided by the local academies			A R I	C		
Leadership and Management : Trust level							
Oversight of the Trusts activities	16.1.3 Leadership and management- Within the boundaries of policy and SOD			A	I R		
Oversight of the Academies activities	16.1.3 Leadership and management 16.1.4 Admissions of pupils and numbers on roll 16.1.9 Behaviour- Within the boundaries of procedures and SOD			A	C M	M	C I R

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Termly HT Report	Attendance, behaviour and performance data including internal and external exclusions, safeguarding, H&S, GDPR Update			A (M)	C M (I, R)	M	C, I, R
Annual review of local academy performance				A M	C R	M	C, I
SEN Information Report	Annually and updates as required			A M	C M	M	C I R
Policies - Review Frequency (RF) - Where the governing body are free to determine this is not indicated, but should not exceed 3 years							
Admissions Policy	RF Annual. 2.4.11 Policy			A		M	RI
Admissions Statement				A	I	M	RI
Bullying and Harassment Policy				A	I C	M	RI
Behaviour Policy	Statutory			A		M	RI
Behaviour Principles	Statutory			A	I	M	RI
Charging and Remissions Policy	Statutory. In line with DFE "School Charging Advice" – Funding agreement requirement			A		M	RI
Child Protection and Safeguarding Policy – including EYFS where appropriate	Statutory. RF Annual .In line with DFE Guidance			A		M	RI
Children Looked After Policy	Statutory. RF Annual			A		M	RI

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Data Protection Policy (Privacy Notices/FOI)	Statutory. RF Annual			A	I	M	RI
DBS Statement				A	IC	M	RI
Disciplinary and Capability Procedure	Statutory.			A	IC	M	RI
Discretionary Policy (Pensions)	Statutory.			A	I	M	RI
Severance Statement				A	I	M	RI
Equal Opportunity and Anti-discrimination Policy	RF: 4 years. Requirement to publish data annually.			A	IC	M	RI
EYFS Policy	Statutory. RF: LGB to determine			A		M	RI
Financial Administration	RF Annual. In line with Academies Financial Handbook and Academies Accounts Direction			A	I	M	RI
Gifts and Hospitality Policy (Finance 2019/20)	In line with Academies Financial Handbook			A	I	M	RI
Governor Expenses Policy (Finance 2019/20)	Statutory. In line with Academies Financial Handbook			A	I	M	RI
H&S Statement				A	I	M	RI
Health and Safety Policy	Statutory. RF: annual			A		M	RI
ICT/Mobile acceptable use Policy (GDPR)	RF Annual			A		M	RI
NQT Policy	Statutory. RF: annual			A	I	M	RI
Pay Policy	Statutory. RF: annual			A	IC	M	RI
Premises Management Statement	Statutory. RF Annual			A	I	M	RI

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Redundancy and Restructuring Policy				A	I C	M	RI
SEND Policy	Statutory. RF Annual			A		M	RI
SEND Statement	Statutory. RF Annual			A	I	M	RI
Sex Education Policy	Statutory			A		M	RI
Special Leave of Absence Policy				A	I C	M	RI
Staff Code of Conduct	Statutory. RF: annual			A	I C	M	RI
Staff Grievance Policy and Procedures	Statutory. RF Annual			A M	I C		RI
Support Staff Appraisal Policy	Statutory.			A	I C	M	RI
Supporting pupils with medical conditions Policy	Statutory. RF: annual. In line with statutory guidance			A		M	RI
Teacher Appraisal Policy	Statutory.			A	I C	M	RI
Teaching and Learning Policy						M	RI
Volunteer Policy				A	I C	M	RI
Whistleblowing Policy (Finance 2019/20)	Statutory. In line with Academies Financial Handbook			A	I C	M	RI
Monitoring that policies are in place				A		M	RI
Procedures							
Anti-bullying Statement				A		M	RI

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Assessment and Feedback Procedure				A		M	RI
Communication Procedure				A		M	RI
Complaints Procedure	Statutory. RF: annual. In line with LA standard			A	I	M	RI
Cover						M	ARI
Data Breach (GDPR)				A	I	M	RI
Home School Agreement	Statutory			A		M	RI
Induction and Probation Procedure	Must link with NQT Assessment Guidance and Handbook from provider			A	IC	M	RI
Lettings Procedure				A		M	RI
Maternity, Paternity Adoption, Shared Parental Leave, Flexible Working Guidance				A	IC	M	RI
Positive Handling Guidance				A		M	RI
Premises Management	Including regular monitoring of compliance requirements			A		M	RI
Preparing Students for Modern Britain				A		M	RI
Recruitment and Selection Procedure				A	IC	M	RI
Staff Attendance Management Procedure				A	IC (M)	M	RI
Student Attendance				A		M	RI



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Trips and Visits	Must link with Health and Safety and Charging and Remissions policies			A		M	RI
Exams/SATs				A		M	RI
Monitoring that procedures are in place				A		M R	I