

## North Star Academy Trust: Planner

### Key

Level 1: Members

Level 2: Board of Trustees of the Mult Academy Trust

Level 3: Chief Executive Officer

Level 4: Local Governing Board (LGB)

Level 5: head of School

### Various committees

**Blue Box** Function cannot be legally carried out at this level

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Action to be undertaken at this level

Area	Decision	Delegation						
		Members	Trust Board	Finance Audit Risk & Resources Committee	Pay and Performance Committee	CEO	LGB	Academy Principal
<b>Governance Framework - People</b>								
People	Members: Appoint / Remove	✓						
	Trustees: Appoint / Remove	✓						
	Chair of Trust Board: Appoint / Remove	✓						
	Role descriptions for Members			✓				
	Role descriptions for Trustees / Chair / specific roles			✓		<A		
	Elect Parent Trustee / LGB Member		✓				✓	
	Board committee chairs: Appoint / Remove		✓			<A		
	LGB Chairs Appoint / Remove		✓			<A	✓	
	Clerk to Trust Board: Appoint / Remove		✓					
	Clerk to LGB: Appoint / Remove		✓				✓	
<b>Governance Framework - Systems and structures</b>								
Systems and Structures	Articles of Association: review and agree	✓	<A					
	Governance structure: establish and review annually		✓					
	Terms of reference for Trust committees: agree annually		✓					
	Terms of reference for LGB/local committees: agree manually		✓					
	Scheme of Delegation: review and agree annually		✓			<A		
	Skills audit: complete regularly and recruit to fill gaps		✓				✓	
	Self-review of Trust Board and committees: complete annually		✓					
	Self-review of LGB: complete annually						✓	
	Chair's performance: carry out 360 review periodically		✓				✓	

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	Trustee / LGB member contribution: review annually		✓				✓	
	Succession planning: consider periodically		✓			<A>	✓	A
	Annual schedule of business for trust board: annually		✓			<A		
	Annual schedule of business for LGB: agree		✓			A>	✓	A
	Establish LGB working groups						✓	
	Organise calendar of Trust Board and LGB meetings		✓					
<b>Reporting</b>								
	Trust governance details on Trust and Academies' websites: ensure		✓			<A		
	Academy governance details on academy website: ensure					A>	✓	
	Annual report on performance of the Trust: submit to members and publish		✓			<A		
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓			<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	A		<A		
	Annual report work of LGB: submit to trust and publish						✓	A
<b>Being Strategic</b>								
	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓			<A		
	Determine School level policies which reflect the school's ethos and values to include; SEND; curriculum; behaviour: approve					A>	A	✓
	Central spend / top slice: agree method		✓	<A		<A		
	Management of risk: establish register, review and monitor		✓	<A		<A>	✓	A

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Being Strategic	Engagement with stakeholders	✓	✓			✓	✓	✓
	Trusts' vision and strategy, agreeing key priorities and key performance indicators against which progress towards achieving the vision can be measured: determine		✓			<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators against which progress towards achieving the vision can be measured: determine					A>	A	✓
	Chief Executive Officer: appoint / dismiss		✓					
	Head of School: appoint / dismiss				✓	✓		
	Deputy Head of School/Senior Leaders: appoint / dismiss					A>	A	✓
	Trust staffing structure: agree		✓		A	<A		
	School staffing structure: agree				A	A>	✓	A
	New schools joining the Trust: agree		✓			<A		
	Timing of the school day, terms and holidays: agree		✓			<A		
	Expansion of the school provision or PAN: agree		✓			<A		
	Change of age range for schools: agree		✓			<A		
<b>Holding to Account</b>								
Holding to Account	Auditing and reporting arrangements for matters of compliance (eg: safeguarding, H&S, employment): agree			✓		<A>	✓	A
	Reporting arrangements of key priorities: agree		✓			<A>	✓	A
	Performance management of the CEO: undertake				✓			
	Performance management of the Head of School: undertake					✓	A	
	Trustee monitoring: agree arrangements		✓			<A		
	LGB member monitoring: agree arrangements						✓	A
LGB overall performance monitoring: agree arrangements					✓	<A>	✓	

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<b>Ensuring Financial Probity</b>								
Ensuring Financial Probity	Director Finance and Operations for delivery of Trust's detailed accounting processes: appoint		✓	A		<A		
	Trust's scheme of financial delegation: establish and review			✓		<A		
	Schools scheme of financial delegation: establish and review			✓		<A		
	External Auditors' report: receive and respond			✓		<A	✓	
	CEO pay award: agree				✓			
	Head of School pay award: agree				✓	<A		
	Staff appraisal procedure and pay progression: monitor and agree					A>	✓	
	Annual staff pay awards (not appraisal based): agree				✓	<A		
	Benchmarking and Trust wide value for money: ensure robustness			✓		<A		
	Benchmarking and Academy wide value for money: ensure robustness			✓		<A		
	Develop Trust wide procurement strategies and efficiency savings programme			✓		✓		
	Review and approve Trust wide procurement strategies and efficiency saving programme			✓		<A		
	Anti-Fraud			✓		<A		
	Trust & Academy Financial regulations (inc key policies)			✓		<A		
	Trust 1 And 3 year Budget plan Approve		✓	<A		<A		
	Trust 1 and 3 year Budget plan review			✓		<A		
	Academy 1 and 3 year Budget plan review			✓		<A		
	Academy 1 year Budget plan Approve		✓	<A		<A		
	Trust Academies accounts Return to EFA		✓	<A		<A		
	Reponse to Auditor's Management letter		✓	<A		<A		
Academy Accounts return to EFA		✓	<A		<A			
<b>School Procedures, Curriculum and Teaching</b>								
	Performance targets				A		A>	✓

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School Procedures, Curriculum and Teaching	Performance review (school self evaluation)				✓		✓	✓
	3 year development plan						✓	✓
	1 year development plan						✓	✓
	Permanent Exclusion of a Pupil					✓		<A
	Panel meetings for Permanent Exclusions						✓	✓
	Appeals against Permanent Exclusions						✓	✓
	Admissions appeals						✓	✓
	School prospectus						✓	✓
	School website						✓	✓
	Pupil Premium funding - report and action plan						✓	✓
	Fixed Term exclusions							✓