

## North Star Academy Trust: Planner

<b>Key</b>
Level 1: Members
Level 2: Board of Trustees of the Multi Academy Trust
Level 3: Chief Executive Officer
Level 4: FARR Committee
Level 5: Pay and Performance Committee
Level 6: Local Governing Board (LGB)
Level 7: Headteacher
<b>Blue Box</b> 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	Head Teacher
<b>Governance Framework - People</b>								
People	Members: Appoint / Remove	✓						
	Trustees: Appoint up to 9 Trustees / Remove up to entire Trust Board	✓						
	Co-opt Additional Trustees ( <i>only Member appointed trustees can do this</i> )		✓					
	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		✓					
	LGB Chairs Appoint						✓	
	LGB Chairs Remove		✓					
	Clerk to Trust Board: Appoint / Remove		✓					
	Clerk to LGB: Appoint / Remove		✓					
Appoint a Whistleblowing Trustee		✓						
<b>Governance Framework - Systems and structures</b>								
Systems and Structures	Articles of Association: review and agree	✓				<A		
	Further the Trust's Charitable Objects (Article 4)		✓			<A		
	Governance structure: establish and review annually		✓					
	Terms of reference for Trust and LGB Committees: agree annually		✓					
	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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	Succession planning: consider periodically		✓				✓	
	Annual schedule of business for trust board: annually		✓			<A		
	Annual schedule of business for LGB: agree		✓			A>	✓	
<b>Reporting</b>								
	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		✓					
	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						✓	
	Trust Safeguarding Report		✓				✓	
<b>Being Strategic</b>								
	Determine Trust wide statutory policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate)		✓			<A		
	Approve school level policies which reflect the school's ethos and values to include; SEND; curriculum; behaviour and attendance.						✓	<A
	Central spend / top slice: agree method		✓	<A		<A		
	Management of risk: establish register, review and monitor		✓	<A		<A	<A	<A
	Ensure the Trust has an estates strategy in place with Board reporting		✓	<A				

	Decision	Delegation						
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	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
	Chief Executive Officer appoint/dismiss		✓					
	DFO/Head of SI/Company Secretary/Clerk appoint/dismiss		✓			<A		
	Headteacher: appoint / dismiss		✓			<A		
	Senior Leaders: appoint / dismiss					A>		✓
	Trust staffing structure: agree		✓			<A		
	School staffing structure: agree					✓		
	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: agree agree		✓	<A				
	Reporting arrangements of key priorities: agree		✓			<A		
	Performance management of the CEO/DFO/Head of SI: <i>TB Pay Committee</i>				✓			
	Review and benchmark CEO Pay				✓			
	Performance management of the Headteacher: <i>LGB Pay Committee</i>				✓	<A		
	Performance management of the school staff: <i>LGB Pay Committee</i>				✓			<A
	Equality Act 2010 Statutory Duties		✓			<A		
	Equality Act Objectives Statement							✓
	Receive an annual Health & Safety Report/presentation from the Health & Safety Competent Person.		✓					

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<b>Ensuring Financial Probity</b>								
	Trust's scheme of financial delegation: establish and review			✓		<A		
	Schools scheme of financial delegation: establish and review			✓		<A		
	Appoint External Auditors	✓	<A					
	Appoint Internal Auditors		✓	<A				
	External Auditors' report: receive and respond			✓		<A	✓	
	Benchmarking and Trust wide value for money: ensure robustness			✓				
	Benchmarking and Academy wide value for money: ensure robustness			✓				
	Review and approve Trust wide procurement strategies and efficiency saving programme			✓		<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		
	Response to Auditor's Management letter		✓	<A		<A		
	Ensure that the Trust complies with the Academies Trust Handbook		✓	<A				
	Inform ESFA of any financial irregularities		✓					
	Estate Management and Maintenance Arrangements			✓		<A		
	Health & Safety Arrangements for the Trust		✓	<A				
	Health & Safety Monitoring at school level						✓	<A
	Review and Approve Investment strategy		✓	<A				
	Ensuring Trust has a Reserves Policy and Managing Reserves Strategy		✓	<A				
<b>School Procedures, Curriculum and Teaching</b>								
	Performance targets; CEO ( <i>Trust Pay Committee</i> )				✓			
	Performance targets; Headteacher ( <i>LGB Pay Committee</i> )				✓	<A		

Performance review (school self evaluation)							✓
3 year development plan							✓
1 year development plan							✓
Safeguarding: Monitoring Processes and Procedures at School Level						✓	<A
Trust Strategic Plan; Develop and review		✓				<A	
Permanent Exclusion of a Pupil							✓
Panel Hearing to review a Permanent Exclusions						✓	
Inform the LA of any permanent exclusions, or fixed-term suspensions over 15 days in a long term, or prevention from taking an exam							✓
School prospectus; Review and approve						✓	<A
School website Compliance							✓
Pupil Premium funding – Review report and action plan						✓	<A