

**The Warriner Multi Academy Trust
Scheme of Delegation 2019**

**Bishop Carpenter Church of England Primary School
Bishop Loveday Church of England Primary School
Farthinghoe Primary School
Hornton Primary School
Sibford Gower Endowed Primary School
The Warriner School**

The Schools named above are part of the Warriner Multi Academy Trust (WMAT), a charitable company limited by guarantee which is governed by its Board of Trustees at a strategic level. The Board of Trustees is accountable to the Secretary of State for the performance of all of the schools within the WMAT and for setting the strategic direction of the Trust.

The Board of Trustees have established a Local Governing Body for each of its school and have determined to delegate much of its responsibility for oversight of the school including monitoring of its educational performance and adherence to policies and statutory requirements to the LGB. The LGB may in turn delegate some of its authority either to any committees it establishes or to the Headteacher or Head of School.

The Board of Trustees also delegates some of its own authority directly to the Chief Executive Officer, as the most senior member of staff in the Trust and Accounting Officer, who in turn may delegate authority to other senior leaders in the Trust, whilst always remaining personally accountable to the Trust Board

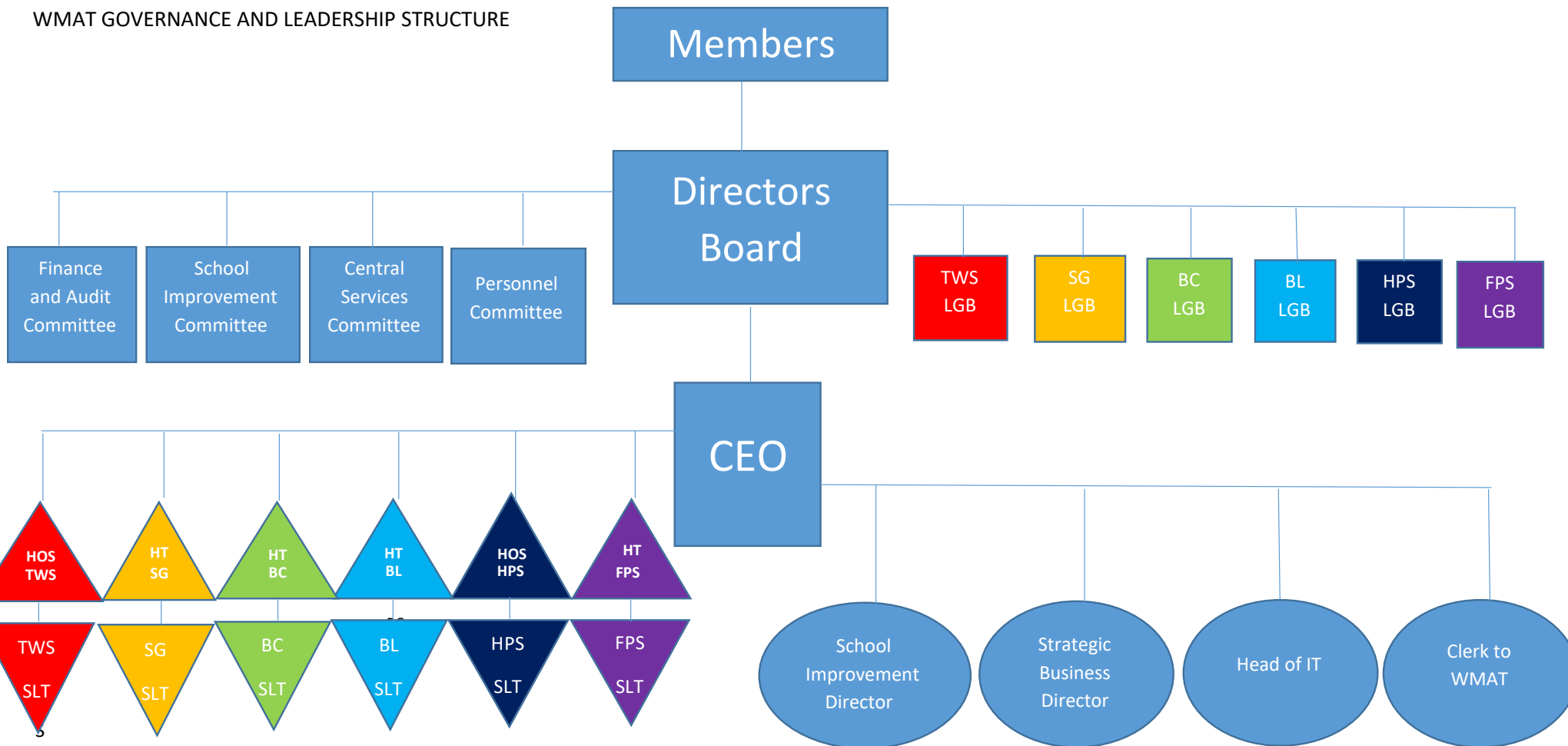
This scheme of delegation will be reviewed on an annual basis, but the Trustees reserve the right to review and amend this scheme at any time if required.

Appendix A of this Scheme of Delegation is the terms of reference for Local Governing Bodies in the WMAT and should be read in conjunction with the Scheme of Delegation.

Appendix B of this Scheme of Delegation is the Delegation of Policy responsibility document and should be read in conjunction with this Scheme of Delegation.

The following illustration show the relationship of the parties in the governance structure of the Trust;

WMAT GOVERNANCE AND LEADERSHIP STRUCTURE



- The CEO will also be the Executive Head Teacher in any of the schools where there is a Head of School instead of a Head Teacher.

The composition of each LGB is as follows:

Bishop Carpenter

A total of 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Headteacher/Head of School
- 7 governors appointed by the Oxford Diocesan Board of Education of whom 1 will be appointed on the nomination of the Trustees of the Educational Foundation of Christobella Countess Saye and Sele
- 1 trustee appointed governor

Bishop Loveday

A total of 12 governors to include the following;

- 3 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- 7 governors appointed by the ODBE in partnership with the directors and governors and with up to 4 nominations from the Bodicote Parochial Church Council.

Farthinghoe

A total of up to 11 governors to include the following;

- 2 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- Up to 7 trustee appointed governors

Hornton

A total of up to 11 governors to include the following;

- 2 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- Up to 7 trustee appointed governors

Sibford Gower

A total of up to 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Head teacher/Head of School
- Up to 8 trustee appointed governors

The Warriner:

A total of up to 20 governors to include the following;

- 5 elected parent governors
- 1 elected staff governor
- 1 Headteacher/Head of School
- Up to 13 trustee appointed governors

Role of Trust Members

Members are akin to the shareholders and have ultimate control over the direction of the Trust. They ensure the charitable company achieves its objectives, signs off the annual report and accounts and appoints the Trustees. As summarised in the Academies Financial Handbook, members of the multi academy trust:

1. Subscribe to the Trust's memorandum of association (where they are founding members)
2. May amend the articles of association subject to any restrictions in the articles, the funding agreement or charity law
3. May, in certain circumstances, appoint new members or remove existing members
4. Have powers to appoint and remove Trustees in certain circumstances
5. May, by special resolution, issue direction to the Trustees to take a specific action
6. Appoint the Trust's auditors and receive the Trust's audited annual accounts (subject to the Companies Act)
7. Have power to change the name of the company and, ultimately, wind up the academy trust.

The Trust Members are comprised of;

- The Diocesan Board of Education acting corporately or the Diocesan Director of Education or their representative
- Two individual members nominated by the Diocesan Board of Education
- The Chair of the Trust Board
- One member appointed as an individual by the other Members.

Role of the Board of Trustees

The Board of Directors (Referred to as "Directors" or "Trustees") are appointed by the Members. Their core duties as the Trustees of the MAT, as set out in the Academies Financial Handbook, are to:

3. Ensure clarity of vision, ethos and strategic direction

2. Hold the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;

3. Oversee and ensure effective financial performance.

The Trustees have overall responsibility and ultimate decision making authority for the work of the Trust. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring, performance management, the setting of standards and expectations and the implementation of quality assurance processes. The Trustees have the power to direct change where required.

The Trustees have a duty to act in the fulfilment of the Trust objectives and must have regard to the interests of all the schools for which the Trust is responsible in deciding and implementing any policy or exercising any authority. They must ensure regularity and propriety in the use of Trust funds, and achieve economy, efficiency and effectiveness – the three key elements of value for money.

The Chair of Trustees is responsible for ensuring the effective functioning of the Board and setting professional standards of governance.

The WMAT organises its governance structure in such a way as to maximise the skills and context of different layers of governance to avoid duplication and to effectively deliver the functions of Governance to support the

vision of the WMAT and its individual schools. It does this by delegating some duties to its LGBs, its committees and the CEO.

The Board of Trustees maintains direct accountability (through its Finance and Audit Committee) for most of the third core governance accountability; “Overseeing the financial performance of the organisation and making sure its money is well spent” including agreeing a 5 year budget with Head Teachers and Chairs of Governors and scrutinizing management accounts monthly against the agreed budget. They will also monitor risk factors and ensure that the WMAT Central Services finance team meets all the requirements of the AFH.

All Trustees are appointed by the Trust Members. They appoint a minimum of 5 Trustees. There is no maximum number.

Role of the Chief Executive Officer

The Chief Executive Officer has delegated responsibility for the operation of the Trust, including the performance of all its schools. The CEO is the Accounting Officer, so has overall responsibility for the Trust’s financial responsibilities and must ensure that the organisation is run with financial effectiveness.

The CEO line manages the Senior Leadership Team of the WMAT, comprising Head Teachers and Head of Schools. The CEO line manages the leaders of the WMAT Central Services Teams.

The "relevant body" for appraisal of the CEO for their accountabilities as the CEO is a subgroup of The WMAT Trustees' board supported by a suitably skilled and /or experienced external adviser who has been appointed by the Relevant Body for that purpose.

The CEO is an ex officio Trustee of the WMAT. The CEO will be in attendance at Local Governing Body meeting at schools where they are the Executive Head Teacher.

Role of the Local Governing Bodies

Local Governing Bodies (LGBs) operate as committees of the Board of Trustees. They operate under the delegations set out in this document and the LGB Terms of Reference, both of which are approved by the Board of Directors.

Those elected/appointed to serve on a LGB are members of a committee of the Board of Trustees and are referred to as “Governors”.

Even where responsibility is delegated to the LGB, it is the Board of Trustees or “Trust”, as the legal entity, that holds statutory accountability and not the LGB.

By maintaining financial scrutiny with the Trustees the aim is to allow the Local Governing Body the time to focus on the 2nd core function of governance; “Holding executive leaders to account for the a) educational performance of the organisation and its pupils, b) the performance management of its staff.”. The Trustees believe that local governors are best placed to fully understand the context and challenges of their school and are therefore essential in delivering this accountability

Role of the Head Teacher / Head of School

The Head Teacher or Head of School is responsible for the day to day leadership of the school. The Trustees and the LGB delegates such powers and functions as are required for the internal organisation, management and control of the school (including the implementation of all policies approved by Directors and the LGB) and for the direction of the teaching and the curriculum at the school. They are responsible for managing the delegated

budget and resources agreed by the Trustees. They are responsible for all functions as may be assigned under their job description and contract of employment.

The Head Teacher or Head of School is line managed by the CEO but reports to the LGB on matters which have been delegated to the LGB.

The "relevant body" for appraisal of Head Teachers and Head of School within the Multi Academy Trust is a subgroup of the Local Governing Body and to include the CEO of the WMAT, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Relevant Body for that purpose.

The Head Teacher or Head of School is an ex officio member of the Local Governing Body.

The Headteacher and Head of School shall be appointed by the Directors on the recommendation of the recruitment panel. The panel will consist of the CEO, a director and 1 or 3 local governors. In our Church schools the panel will also include a representative of the Oxfordshire Diocesan Board of Education. The appointment at Church schools, will be made with the agreement of the Oxford Diocesan Director of Education.

OTHER MATTERS

- The Trustees and Governors have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in the best interests of WMAT and the Academy and shall be open about decisions and be able to justify those decisions except in so far as any matter may be considered confidential.
- The income and property of the School must be applied solely towards the provision of the Objects as detailed in the Articles of Association. The Trustees and LGB members will need to complete an annual declaration of their business interests, conflicts and related party matters.
- Any Trustee or Governor who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a member of the LGB/Trust Board shall disclose that fact to the other members of the LGB/Trust Board as soon as they become aware of it.(in compliance with the Academies Financial handbook). A member of the LGB/Trust Board must absent themselves from any discussions of the LGB or any committee in which it is possible that a conflict will arise between their duty to act solely in the interests of the School and any duty or personal interest (including but not limited to any Personal Financial Interest).
- The Trustees and Governors have a duty to attend meetings regularly in order to carry out their responsibilities. Where attendance level falls below 50% over an academic year, the Chair will discuss with the Trustee/Governor whether they are able to commit the necessary time to their role. It will be at the discretion of the Chair as to whether they feel it is appropriate to have this conversation sooner.

WARRINER MULTI ACADEMY TRUST SCHEME OF DELEGATION

The schedule below sets out the responsibilities of the Trustees Board as imposed on the Trust by the Academies Financial Handbook and the WMAT funding agreement and explains how those responsibilities have been delegated.

This should be considered in conjunction with the Local Governing Bodies terms of reference and the specific policies of the WMAT.

This table is indicative and if direction by the Trustees is inconsistent with the table, that direction will prevail.

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/HoS
Central Services	1	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies			✓ CS			
	2	To identify those additional services to be procured on behalf of individual academies			✓ CS			
	3	To ensure centrally procured services provide value for money			✓ CS			
Finance	4	To determine each schools contribution to Central Services.		✓				
	5	Production of a school's proposed 5 year budget. *Joint work HT or HoS with LGB lead finance governor and central services finance team				✓	✓	✓*
	6	To approve 5 year budgets for the trusts and its school. *On receipt of a recommendation from the F&A committee and comments from the LGBs (lead Governor)		✓*				
	7	To implement the individual schools budget					✓	✓
	8	Receipt and scrutiny of monthly budget monitoring reports for the			✓ F&A			

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/Hos
		WMAT, Central Services and its schools.						
	9	To approve any virement between central WMAT budget headings and/or likely individual budget overspends			✓ F&A			
	10	To approve any virement between individual school budget headings and/or likely individual budget overspends			✓ F&A			
	11	To establish financial decision levels and limits – see Finance and control policy			✓ F&A			
	12	To recommend the appointment of external auditors to the Members.		✓				
	13	To appoint the external auditors.	✓					
	14	To approve any financial expenditure outside of the agreed budget				✓		
	15	To enter into contracts up to the limits of delegation and within an agreed budget			✓ CS			
	16	To authorise payments on central items within agreed financial limits ref WMAT			✓ FA			
	17	To authorise payments within agreed financial limits at individual schools				✓		✓
	18	To have oversight of the internal system of control to minimize risk, including tracking of progress on audit recommendations and ESFA reporting requirements			✓ FA			
	19	To review committee specific risk register			✓ FA, CS,SI			

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/Hos
	20	Approval of audited annual report and accounts <i>*after the consideration and recommendation of the WMAT Finance and Audit committee</i>		✓*				
	21	Adoption of audited annual report and accounts	✓					
	22	To notify the WMAT of any changes to fixed assets used by the school						✓
HR	23	To approve Head teacher /Head of School appointments <i>Church schools, appointments must have the approval of the ODBE</i>		✓				
	24	To recommend Head Teacher/Head of School appointments <i>On behalf of the HT recruitment panel.</i>				✓*		
	25	To approve Senior Leadership and School Business Manager appointments				✓	✓	✓
	26	Appoint teachers and non teaching staff						✓
	27	Dismissal of CEO		✓				
	28	Dismissal of Head Teacher/Head of School/Deputy Head teacher		✓		✓		
	29	Dismissal of other staff				✓		✓
	30	Suspending/ ending suspension Head Teacher /Head of School		✓		✓		
	31	Suspending/ending suspension other Staff				✓		✓
	32	Approve annual recommendations on teacher and Head Teacher/Head of School pay progression on the			✓P			

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/Hos
		recommendation of the CEO after discussion with HTs						
	33	Determination of CEO pay and pay progression			✓P			
	34	Hearing pay progression appeals			✓P			
	35	To line manage the Head Teacher and Head of School				✓		
	36	To line manage the CEO		✓				
operations	37	To deliver an appropriate curriculum to meet the needs of the school's specific context and statutory requirements.					✓	✓
	38	To be responsible for standards of teaching and educational outcomes				✓	✓	✓
	39	Monitor standards of teaching, pupil educational outcomes by year and vulnerable groups.				✓	✓	✓
	40	To agree the use of fixed term or permanent exclusion				✓		✓
	41	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)					✓	
	42	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)					✓	
	43	To consider, consult on and propose change of age range or size of Academies within the MAT		✓				
	44	To set the times of the school day.				✓	✓	✓

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/HoS
	45	To set the dates of school terms and holidays		✓				
Premises & Insurance	46	To ensure appropriate Buildings insurance and personal liability insurance is in place.			✓ CS			
	47	To develop school buildings strategy or master plan			✓ CS			
	48	Procuring and maintaining buildings, including developing properly funded maintenance plan			✓ CS			
	49	To monitor and report to Central Services team, day to Day maintenance of the buildings and facilities used in respect of the school – having a regard at all times to the safety of the users of the buildings and facilities					✓	✓
	50	Co-ordination and submission of capital bids			✓ CS			
	51	To ensure that health and safety regulations are followed			✓ CS		✓	✓
	52	To ensure an annual health and safety audit is carried out			✓ CS	✓		
	53	To implement recommendations of the H&S audit .					✓	✓
Governance	54	Determine the Trust vision, aims,ethos and strategic direction		✓				
	55	Determine a Schools vision, aims and ethos within the direction set by the trust					✓	
	56	Approve LGB and trust committee terms of reference		✓				
	57	To appoint and dismiss the clerk to the Directors or the clerk to the LGB		✓				

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/HoS
	58	To appoint Trustee appointed Governors to Local Governing Bodies.		✓				
	59	To remove Governors from the Local Governing Bodies in accordance with procedure set out in the LGB terms of reference		✓				
	60	To set up a Register of Members, Trustees and Governors Business Interests		✓				
	61	To consider whether or not to exercise delegation of functions to individuals or committees through annual review of Scheme of Delegation		✓				
	62	To determine, on an annual basis, those policies which will be developed by the Trust and those by the LGB and mandatory for all Trust Academies (<i>see appendix B</i>)		✓				
	63	To determine the development needs of Trustees and governors and put in place an appropriate programme		✓				
	64	To consider requests from other schools to join the Multi Academy Trust		✓				
Safeguarding	65	To ensure that the safeguarding policy is implemented				✓	✓	✓
	66	To ensure staff and governors comply with statutory safeguarding training					✓	✓
	67	Ensure accuracy and completeness of the Single Central Record					✓	✓
Compliance	68	Implement statutory and trust wide policies					✓	✓

Function	No	Tasks	Members	Trustees	Committee	CEO	LGB	HT/Hos
	69	To consult before setting an admissions policy					✓	
	70	To agree admissions: application decisions					✓	
Stakeholder Engagement	71	Seek feedback from Stakeholders (staff, parents and pupils) on performance of school and feedback to Directors at least annually.					✓	✓

Appendix 1 – WMAT Local Governing Bodies Terms of Reference

LOCAL GOVERNING BODY – TERMS OF REFERENCE
<p>Purpose of the LGB Terms of Reference:</p> <p>For Local Governing Bodies of the Warriner Multi Academy Trust to have a clear understanding of their responsibilities as delegated to them in the Scheme of Delegation and the LGB Terms of Reference.</p> <p>The Terms of Reference should be considered alongside the WMAT Scheme of Delegation. Where any direction from the Trust Board is different than the Term of Reference or the Scheme of Delegation, then that direction shall prevail. Where it is judged by The Trust Board that the Local Governing Body is not able to effectively fulfill its responsibilities then some or all of its delegated responsibilities will be removed and the Trust Board will have a responsibility to establish an interim Board to support the Governing Body to improve.</p>
<p>Membership of the LGB:</p> <ul style="list-style-type: none"> • See Scheme of Delegation for the make up of the Local Governing Body • LGB members will serve for a period of 4 years, unless stated differently at the time of appointment. • Staff and parents will be elected via elections. The Headteacher or Head of School will be a governor ex officio. All other governors are appointed. Appointed Governors will be recommended to the appointing body based on a skills analysis of the governing body and any requirements of the appointing body. The number of governors who are staff members can not exceed more than 1/3 of the total number of governors on the governing body. • A chair and vice-chair will be elected annually by the LGB for a period of 1 year. The Chair and Vice-Chair must always be serving Governors or Directors. Governors who are members of staff can not be Chair or Vice Chair of Governors or Chair of a Committee. If the LGB is unable to appoint a Chair the Directors may appoint one. They may be reappointed for further years as determined. • A clerk will be appointed by the WMAT.

- The LGB will appoint a lead governor for Special Educational Needs, Health and Safety, Safeguarding, Early Years and Finance. The Lead Governors will operate in line with the WMAT Lead Governor Job Descriptions.
- The LGB will establish a Head Teacher appraisal panel at the start of each academic year (Chair plus minimum 1 other Governor) to performance manage the Head Teacher with the CEO of the WMAT and an external advisor.
- The LGB will establish a disciplinary panel if the need arises in accordance with the WMAT exclusion, staff disciplinary, staff grievance and complaints policies. This will be managed and supported by the Clerk to the WMAT.
- Governors can be removed by the body which appointed them or by the Trust Board if they have been elected, in the following circumstances;
 - It has been agreed by the LGB that they have knowingly broken the Governors Code of conduct.
 - An agenda item was tabled at a FGB “ to consider the removal of from the Governing Body”, a proposal outlining the reason for their removal must be considered that was circulated a week before the meeting and the Governor must be given the opportunity to respond in that meeting. The Governor will be asked to leave the meeting so that the rest of the governors can consider whether or not to recommend their removal to the Directors

Quorum: Minimum 50% of the current membership of the governing board or 4 Governors, whichever is greater.

Conduct of the meetings of LGB and sub committees

- Each member of the LGB shall act in the best interests of the School and in accordance with the Governors Code of Conduct at all times and must keep confidential all information of a confidential nature obtained by them relating to the school or the WMAT.
- The Local Governing Body will meet at least 6 times a year.
- The Clerk will prepare a draft agenda based on the WMAT yearly governance business schedule and send to the Chair of Governors at least 2 weeks before the meeting. The Chair will agree the final draft allowing for changing national and local context.
- Agenda and paperwork will be circulated by the clerk at least 7 days before the meeting .
- If both the Chair and Vice-Chair are absent from a meeting the LGB, those Governors present may elect one of their number to chair that meeting
- The LGB may delegate (subject to any statutory requirements) any of its functions to the Head Teacher/Head of School, to an individual member of the LGB or to a subcommittee of the LGB but no individual or sub-committee may delegate further unless expressly authorised to do so by the LGB
- The LGB may establish its own sub-committees to facilitate the efficient running of the School and to tie in the overarching governance timetable of WMAT together with statutory requirements.
- The LGB will review the sub-committee structure, terms of reference, constitution and membership of any sub-committee and all other delegations of power including lead governor roles at least once each year, usually in the last meeting of the academic year.
- Minutes of every LGB meeting shall be made available to the Trustees upon request.

- Every decision made by an individual or sub-committee of the LGB shall be reported to the next available meeting of the LGB
- Every Trustee of the WMAT, including the Chief Executive Officer, shall be entitled to attend any meeting of the LGB and of any sub-committee established by the LGB
- The LGB and any sub-committee may invite attendance by persons who are neither Governors nor committee members where such attendance is considered by the members of the LGB or sub-committee to benefit its deliberations.
- The membership of any sub-committee may include persons who do not also serve on the LGB, provided that a majority of the members of any such sub-committee shall be members of the LGB or Directors.
- Copies of the minutes of Full Governing Body and sub-committee meetings are to be circulated to all members of the LGB and those who are entitled to attend LGB meetings.
- Copies of all minutes and papers (excluding confidential papers and minutes) will be made available for inspection by any person requesting to see them.
- Attendance and voting via Internet telecoms is allowed but there still must be a quorum of governors physically present.
- Every question to be decided at a meeting of the LGB shall be determined by a majority of the votes of the Governors present and voting on the question. Each Governor shall have one vote. Where there is an equal division of votes, the chair of the meeting shall have a casting vote in addition to any other vote they have had.

Responsibilities of the Local Governing Body;

- To develop with the Head Teacher the vision for the school ensuring that it is consistent with the WMAT vision. Monitor the strategic priorities against the vision.
- Developing, reviewing and monitoring of School Development Plan through meetings and a governor monitoring schedule clearly linked to the SDP priorities.
- Monitor and evaluate the standards and performance of the school, through scrutiny of progress, attainment, behaviour and attendance data, effective questioning and monitoring visits into school.
- To support the Headteacher in their functions and to receive from the Headteacher and consider such reports as the LGB may require;
- To be aware of and take into account views of parents, pupils, staff and the wider community that its school serves and report on these as appropriate to the Trustees.

- To monitor the educational progress of the students in the school (including specific cohorts; PP, FSM, SEND students from different starting points, most able, gender) through the evaluation of results, external data and internal pupil progress data against targets and resulting action plans.
- To monitor the use of Pupil Premium funding to ensure progress in line with national expectations from different starting points.
- To monitor the use of the Sports premium funding and ensure it is spent in accordance with DfE published guidelines.
- To monitor the quality of teaching and learning through scrutiny of the HT report.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the WMAT Trust Board
- To monitor development and implementation of the curriculum in line with the Ofsted framework.
- Review Pupil Numbers through scrutiny of the HT report and consider implications on funding and the budget.
- Receive Trustees monitoring of spend against budget and ensure implementation of recommended actions.
- Lead Finance Governor to work with HT to submit a 5 year budget to Trustees for approval.
- To consider the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment and to make recommendations to the WMAT Trust Board.
- To monitor the day-to-day maintenance of the buildings and facilities used in respect of the School, having a regard at all times to the safety of the users of the buildings and the facilities and to the legal responsibilities of the Trust Board as owners of such buildings and facilities.
- To determine (and keep under review) such policies as the Trustees may delegate to the LGB (as specified in the WMAT Policy delegation and review schedule) and to advise WMAT on the impact of agreed policies including but not limited to;
 - special educational needs policy and information report annually
 - child protection policy annually
 - admissions policy annually
- Review compliance with statutory requirements; Safeguarding, student behaviour and discipline, Health and Safety, SEND, Sports Premium, Pupil Premium, Equality, British values, Curriculum, religious education and collective worship, data protection and the implementation of charging and admission policies.
- The LGB will ensure that all complaints are recorded and dealt with in accordance with the agreed WMAT Complaints Policy. This includes keeping complaints available for inspection by Ofsted - the Chief Executive Officer may also request to see the file.
- Checking that the statutory required information is published on the school's website
- Ensuring that the Governing Body meets its own reporting and training responsibilities including;
 - Obtain a DBS certificate for each of its governors

- Declaration of interests at least annually and at relevant meetings
- Complete safeguarding and prevent training every 4 years.
- Read Keeping Children Safe in Education annually.

General provisions

- The LGB will report to the Trust Board both generally and specifically as the Trustees may require.
- The LGB shall at all times act in accordance with the WMAT’s Finance Policies, its Financial Manual and the Academies Financial Handbook.
- Where an urgent decision is required which cannot wait until the next meeting the Chief Executive will have delegated authority to make a decision and must then report this to the next meeting of the LGB.

Approved by the Trust Board in their meeting on the 10th July 2019

Next review date: July 2020

Appendix 2 – WMAT agreed policy review schedule and approval responsibility

Statutory Policies/documents that the governing body are responsible for ensuring are in place and within review dates in their schools	Minimum Review frequency agreed by directors	APPROVAL DELEGATED TO	Should it be published?
Accessibility plan	3 YR	LGB	Website
Admissions arrangements	1 YR	LGB	Website
Anti - Bullying (this can be within behaviour policy)	3 YR	LGB	Website
Attendance Policy - overarching MAT policy	1 YEAR	WMAT -SIC	Website
Attendance Protocol	1 YR	LGB	Website
Behaviour principles written statement	3 YR	WMAT - SIC	Website
Behaviour policy	3 YR	LGB	Website
Capability of staff policy (review with teacher appraisal policy)	2 YR	WMAT - personnel	Internal
Code of Conduct for Parent	3 YR	WMAT - SIC	Website
Collective worship policy	2 YR	LGB	Website
Charging and remissions policy	2 YR	WMAT – Central Services	Website
Child protection policy and procedures	1 yr	LGB	Website
Complaints Policy	2 YR	WMAT – Central Services	Website
Curriculum Policy	1 YR	LGB	Website
Data protection policy	1 YR	WMAT – Central Services	Website
Dignity at work policy	2 YR	WMAT - Personnel	Internal
Drugs protocol	3 YR	LGB (Warriner only)	Website
Early Years Foundation Stage	2 YR	LGB	Website
Exclusion of pupils policy	3 YR	WMAT – Central Services	Website
Financial procedure,administration and control policy	1 YR	WMAT – Finance and Audit	Internal
Single Equality Policy	4YR	WMAT - Central Services	Website

Equality Policy impact statement	1YR	LGB	Website
Freedom of information	3 YR	WMAT - Central Services	Website
Gifts and hospitality policy	3 YR	WMAT – Central Services	Internal
Governor monitoring policy	1 YR	WMAT - SIC	internal
Governors' allowances (schemes for paying)	3 YR	WMAT - Central Services	Internal
Governors Code of Conduct	2 YR	WMAT – Central Services	Internal
Health and safety policy	2 YR	WMAT – Central Services	Website
Home-school agreement document	3 YR	LGB	Website
Investment Policy	2 YR	WMAT – Finance and Audit	Website
Managing allegations against other pupils	1 YR	WMAT – Central Services	Internal
Managing sickness absence policy	2 YR	WMAT - Personnel	Internal
Provider access policy statement	1 YR	LGB	Website - careers
Pupil Premium report for publication	1 YR	LGB	Website
Reserves Policy	1 YR	WMAT – Finance and Audit	Internal
Safer Recruitment	1 YR	WMAT - Central Services	Website
Sex education policy	2 YR	LGB	Website
Special Educational Needs Policy	1YR	LGB	Website
SEND report to Govs	1 YR	LGB	Website
Sportspremium report to Gov and parents (publication deadline for current year - July)	1 YR	LGB	Website
Staff Code of Conduct	2 YR	WMAT - personnel	Internal
Staff discipline and grievance (procedures for addressing)	2 YR	WMAT - personnel	Internal
Statement of procedures for dealing with allegations of abuse against staff	2 YR	WMAT - Central Services	Internal
Supporting pupils at school with medical conditions	2 YR	LGB	Website
Teacher appraisal policy	2 YR	WMAT - personnel	Internal
Support staff appraisal policy	2 YR	WMAT - personnel	internal

Teacher pay policy	1YR	WMAT - personnel	Internal
Support staff pay policy	1 YR	WMAT - personnel	internal
Pay protection policy	1 YR	WMAT - personnel	internal
Whistle blowing policy	1 YR	WMAT – Central Services	Internal