

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed



R (Responsible)	Those who do the work to complete the task or deliverable. There should be, at least, one Responsible person/body assigned, although others can assist in the work required.
A (Accountable)	The one ultimately answerable for the correct and thorough completion of the task or deliverable, the one who ensures that the prerequisites of the task are met and who delegates the task or deliverable to those Responsible. An Accountable person/body must sign-off (approve) the work that Responsible provides. NOTE : Where Accountability is not specifically referenced (but Responsibility is), ultimate Accountability resides with the TB as it is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions. Where Accountability is shared, this reflects that the TB is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions, but that individual TB Committees may be accountable to the TB for certain actions/decisions. For example, ARC and FRC are accountable to the TB for review and approval of certain DET-wide policies, but the TB remains accountable to the DfE for all policies across DET.
C (Consulted)	Those whose opinions are sought throughout the delivery process and with whom there is two-way communication.
I (Informed)	Those who are kept up-to-date on progress, often only on completion of the task/deliverable and with whom there is one-way communication.
Notes	Members of all Committees should read the SoD in conjunction with the Terms of Reference for the relevant Committee.
	Where any Committee has yet to be convened, for example, when new Schools join the Trust and have not established a LSC, all responsibilities and/or accountabilities detailed move to the TB.
	Where decisions can be made at more than one level within the governance structure, the higher tier of governance has the ability to override the lower tier.

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Governance Function	Members	Trustees	ARC	FRC	HRC	CEO	LSC	HT	
GOVERNANCE									
1. Appointment and Removal of Members	R								
2. Appointment and Removal of Trustees	R	R/A							
3. Role Descriptions for Members: Agree and Review	R								
4. Role Descriptions for Trustees: Agree and Review	R								
5. Role Descriptions for Chair/Local Governors: Agree and Review		R				C			
6. Appointment of TB Chair, Vice Chair and Link Trustees		R							
7. Removal of TB Chair and Vice Chair	R	R							
8. Appointment and Removal of TB Committee Chair		A	R	R	R	I			
9. Appointment and Removal of LSC Parent/Staff Governors		I				C	A	R	
10. Appointment and Removal of LSC Chair		A				C	R	C	
11. Appointment and Removal of LSC Vice Chair							R/A		
12. Appointment and Removal of Co-Opted Local		R					R		
13. Re-appointment of Local Governors		R					R		
14. Appointment and Removal of Governance Professional/Trust Clerk		R				R			

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SYSTEMS & STRUCTURES									
15. Review and Agree Articles of Association	A	R/A				C			
16. Review and Agree Scheme of Delegation		R							
17. Governance Structure		R/A				C			
18. Schedule of Business for TB		R/A				C	C/I		
19. Schedule of Business for LSC		A/C					R		
20. Review and Agree Terms of Reference of the TB Committees ARC, FRC, HRC		R	R	R	R	C			
21. Review and Agree Terms of Reference of LSC's		R						C	
22. Annual Skills audit of TB and LSC's including financial skill set		R/A					R		
23. 360-degree review of TB, Committees & LSC Chair's performance	R/A	R/A					C		
24. Self-Review of TB and Committees		R/A							
25. Self-Review of LSC Performance		A					R		
26. Succession Planning for TB (to include TB,LSC, Members, CEO EHT and HT)	R/A	R/A				R/A	R/A	R/A	

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GOVERNANCE REPORTING									
27. DET Governance details on Website – Content and Compliance		A	A			R		I	
28. LSC Governance details on website– Content and Compliance		A	A			C	I	R	
29. Register of all Business and Pecuniary interests		R/A				I	R	I	
30. DET Performance report to submit to members and publish		R				C			
31. Report and Accounts: Inc Accounting Policies, Statement on regularity, Propriety and Compliance incorporating Governance Statement demonstrating value for money		A		R		C			
32. Submission of LSC work		A				C	R	C	
33. 3-year External Review of Governance	I	R/A				I	I	I	

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STRATEGIC LEADERSHIP									
34. DET Strategic Plan including Visions and Values (fostering equality, diversity and inclusion including a diverse board)	I	R/A				C	I	C	
35. Agree Key Priority and KPI's against which progress can be measured		A				R	I	R	
36. School Strategy and Vision (including culture and values)		A				R	C	R	
37. Approval of DET policies and Estate Management strategy in accordance with Approval Level Originator Matrix		R/A	R	R	R	C	I	C	
38. Approval of School Level policies in accordance with Approval Level Originator Matrix		A	R	R		C	R	C	
39. Management of Strategic and Operational Risk. Establish Register, Review and Monitor		R/A				C			
40. Engagement with Stakeholders (Staff by Governance Levels incl. surveys)		R/A				R/A		C	
41. Engagement with Stakeholders (Parent/Carer/Pupils by Governance Levels incl. surveys)		R/A				I	R	C	
42. Approve and set Central Spend/Top slice		R/A	C			C			
43. Appoint and dismiss the CEO and Accounting officer		R/A							
44. Appoint and dismiss the CFO		R/A							
45. Appoint and dismiss the EHT		R/A				R	C/I		
46. Appoint and dismiss Central Team	I	I				R/A			
47. Appoint and dismiss Other Staff						C		R/A	
48. Appoint the HT		R/A				R	C		
49. Dismiss the HT		R/A				R	I		
50. Budget Plan to Support Delivery of DET Key Priorities		R/A		R/A		R			
51. Budget Plan to Support Delivery of School Key Priorities		A		A		R	I	R	
52. Overseeing Staff wellbeing, workload and working conditions		A				R		R	
53. Delegation of urgent business (Chairs Action)	I	R/A				I			

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Education and Curriculum									
54. Agree School Uniform		R/A				C	I	R	
55. Set DET approach to curriculum and assessment		A				R	I	I	
56. Delivering School curriculum and assessment (including careers guidance)		A				R/A	I	R/A	
57. Determining Trust Calendar/School Term Dates/INSET days/Opening & Closing times		I				R/A	I	C	
58. Suspension and Permanent Exclusion review of HT decision		R/A					R	I	
59. Admission Arrangements		R/A				C	R	C	
60. Ensuring compliance with SEND Code of Practice		A				R		R	
61. Setting Trust safeguarding practices, with regard to statutory guidance, incl. Appointing DSL)		A				R		R	

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HOLDING TO ACCOUNT									
62. Auditing and Reporting for Compliance/Safeguarding/H&S/Employment		A	A			R	I	R	
63. Report on Progress on Key Priorities		A				R	I	R	
64. Performance Management of the CEO		R							
65. Performance Management of the DCEO		R				R			
66. Performance Management of the HT		A				R	R		
67. Trustee Monitoring		R				C		C	
68. Local Governor Monitoring		A					R	C	
69. LSC Performance Monitoring		R				C	C	C	
70. Review and Report Serious Incidents to the DfE		A/C				R		C	

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ENSURING FINANCIAL PROBITY									
71. Appoint CFOO for delivery of DET's accounting process		C				R/A			
72. Appoint and Re-Appoint Auditors	R	C	C						
73. Establish and Review DET's Financial Regulations		A		A		R			
74. Establish and Review School's Financial Regulations		A		A		R		C	
75. Receive and respond to External Auditors' Report	R	C	C	C		C			
76. Agree and Recommend CEO Pay Award		R			R				
77. Agree and Recommend DCEO Pay Award		R			R				
78. Agree CFOO Pay Award		R			R				
79. Agree and Recommend HT Pay Award		A			R/A	R	R		
80. Agree and Recommend EHT Pay Award		R			R				
81. Review and Agree Staff Performance Management Procedure		A			R				
82. Review and Agree Teaching/Associate/Support Staff Pay Progression		A			C		C	R	
83. Review and Agree Central Services Staff Pay Progression		A			C	R			
84. Submission of DfE reports and returns		A				R			
85. Monitor/Manage Trust and School budgets including monthly management accounts and forecast		A		R		R	I	I	
86. Managing the Trust Estate and School premises		A		R		R	I	I	
87. Benchmarking and Ensuring Robustness and Value for Money for DET		A		R		R/A			
88. Benchmarking and Ensuring Robustness and Value for Money for School		A		R		R/A	I	R	
89. Review and Approve DET Procurement Strategies and Savings Programme		A		R		R/A			
90. Review and Agree Scale of charges of School Lettings		A		R		C	C	C	

