



Scheme of Delegation

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Next review: July 2025

Revision History

Date	Author	Details
9 th July 2019	Mike Kerrigan	Organisation charts removed. Reporting structure added
9 th July 2020	Helen Lawrence	Update wording from Academy to school throughout and other minor amends.
15 th January 2021	Mike Kerrigan	Updated to include the new schools joining the Trust in Feb 2021.
8 th July 2021	Mike Kerrigan	Minor change to section 5.3 in relation to budget management. Change section 8.3 relating to budget approval and monitoring.
30 th June 2022	Alison Draper	Minor updates made to include Lead Governance Professional.
5 th July 2023	Bernie Green	Minor change to allow section 3.1.2 to permit electronic voting
4 th October 2023	Helen Roper	Minor changes to ensure text is gender neutral
31 st January 2024	Helen Roper	Updated to reference Chief Finance and Operations Officer rather than Chief Finance Officer; 8.3, leave of absence added to list of policies in first row and additional row re: appoint and dismiss school staff other than Head Teachers
3 rd July 2024	Helen Roper	Updated to include new schools. Tables of responsibilities aligned to the themes of the governance and leadership trust quality descriptor. Vision statement added and text re-ordered. Delegation of polices table and terms of reference of FAC added.

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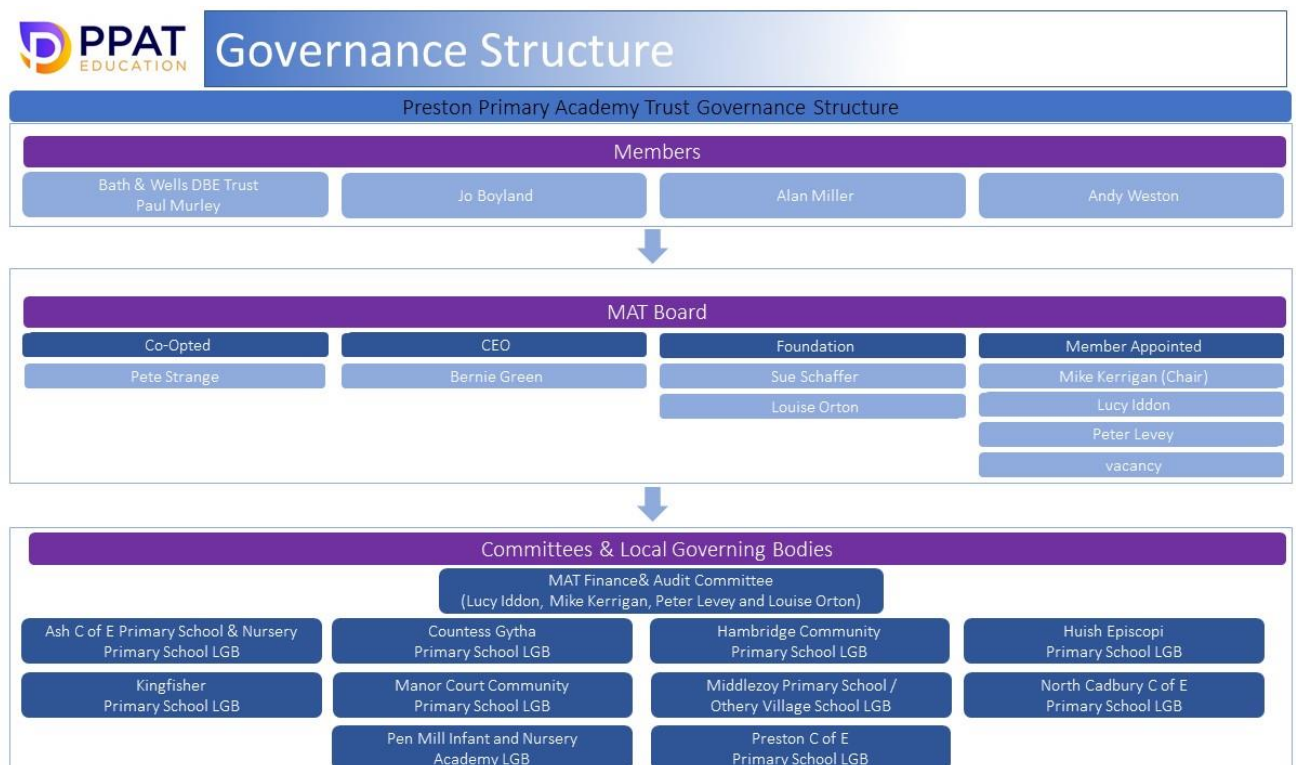
Our Vision

“To be the best we can be”

We are uncompromising in our aim to provide the very best education in a safe, caring and stimulating environment and dedicated to keeping children at the very heart of everything we do. Our belief that “all children can achieve” drives us to provide an excellent, wide-ranging curriculum which will develop a love of learning to last throughout our children’s lives.

We are a mix of Church of England schools and non-church schools in towns and villages. The distinctive character of each of our schools is celebrated and protected, within their communities. This is achieved by working collaboratively, with a strong focus on maintaining and developing each school’s unique identity. As such, our schools are led by creative people who are also encouraged in their individual approaches, whilst meeting the overarching principles of our Trust.

Our Structure



Members

Members have responsibility for ensuring the Trust is delivering its charitable objectives and its vision. They hold the Board of Directors to account for the governance of the Trust and have the power to appoint directors and remove them. The founding members drew up the Articles of Association which determined how the trust should be run. The articles include information about how new members are appointed.

Directors

The Board of Directors is legally responsible and accountable for all the trust's statutory functions. It ensures that Trust business is conducted in compliance with company and charity law, and with the provisions set out in the memorandum and articles of association and the trust's funding agreement. It is responsible for the governance of the trust and must provide strategic leadership, accountability and assurance and strategic engagement

Finance, Audit and Premises Committee

All trusts should have a finance committee; the trust board delegates financial scrutiny and oversight to the committee, and it supports the board in maintaining the trust as a going concern. The terms of reference for the committee can be found in Appendix A

Local Governing Bodies (LGBs)

The LGBs are committees of the Board of Directors and have delegated decision-making powers in accordance with this scheme of delegation. They hold their Head Teacher to account for the educational performance of the school and its pupils, stakeholder engagement and regulatory compliance i.e. safeguarding, health and safety, SEND. They monitor the wellbeing of the school community. In church schools, the LGB ensures the school is run in accordance with the principles, practices, and tenets of the Church of England both generally and in particular in relation to arranging religious education and daily acts of worship. The terms of reference for LGBs can be found in appendix B

Chief Executive Officer (CEO)

The CEO has delegated responsibility for the overall operation of the Trust, including the performance of the Trust's Schools and is responsible for all staff across the Trust. The CEO is also the accounting officer with overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial probity, effectiveness and stability, avoiding waste and securing value for money.

Chief Finance and Operations Officer (CFO)

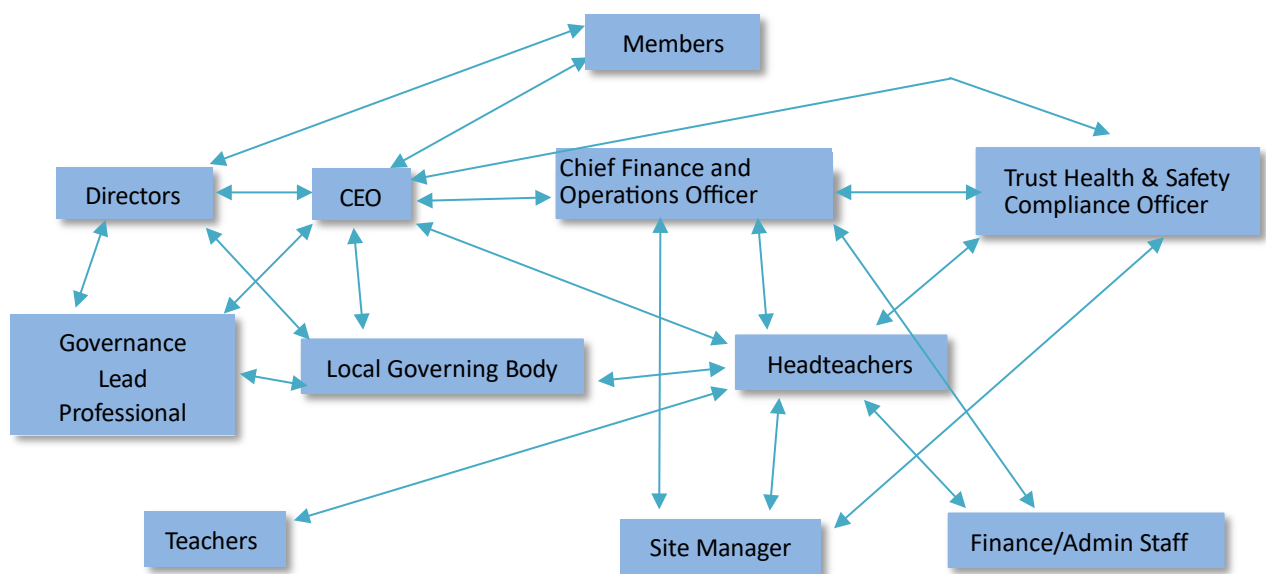
The CFO supports the CEO in their role as the trust's accounting officer and is responsible for providing the leadership and management of the trust's finance and business

functions The CFO also leads the non-academic operations and central service functions of the trust.

Head Teachers

Head Teachers are responsible for the day to day management of their school as outlined in their job description and Headteacher’s Standards.

Reporting Structure



Policies

Our policies set out clear procedures, structures, and expectations needed to ensure our schools are safe, supportive environments where pupils can learn and thrive. As well as the required statutory policies, we have chosen to adopt a number of discretionary policies to ensure the smooth running of the trust and clearly communicate our core values and principles. Appendix C lists all the policies and their delegation

Delegation of Responsibilities Tables

Key

Grey Box

Function cannot be carried out at this level

✓

Action to be undertaken at this level

A

Provide advice and support to those responsible for decision making

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Culture								
Setting trust vision		✓		A	A			
Setting trust culture and values		✓		A	A		A	
Setting expectations for director and governor conduct		✓		A	A		A	
Fostering equality, diversity and inclusion including building diverse governance		✓		A	A			
Ensuring transparency of information		✓			✓	✓	✓	
Adhering to the Articles of Association		✓	✓	✓	✓	✓	✓	

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Governance								
Members: Appoint/Remove	✓							
Directors: Appoint/Remove	✓	✓						
Role descriptions for members	✓							
Role descriptions for directors/ chair/specific roles/committee/LGB members: agree		✓			A	A		
Parent LGB member: elect/appoint		✓		✓				
Board committee chairs: appoint and remove		✓						
LGB chairs: appoint and remove		A		✓				
Lead Governance Professional: appoint and remove		✓						
Clerk to LGBs: appoint and remove				✓			A	
Articles of association: review and agree	✓	A						
Annual schedule of business: agree		✓		✓	A			
Annual schedule of business for LGBs: agree				✓	A			

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Strategy								
Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) See appendix A		✓	✓	A	A		A	
Determine school level policies which reflect the school's ethos and values See appendix A		✓		✓	A		✓	
Central spend / top slice: agree		✓	A		A	✓		
Management of risk: establish register, review, and monitor		✓	A	✓	A	✓	✓	
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A			
Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine				✓	A		✓	
School Headteacher: appoint and dismiss				A	✓			
Other school staff: appoint and dismiss				A	✓		A	
Budget plan to support delivery of trust key priorities: agree		✓	A		✓	✓		
Budget plan to support delivery of school key priorities: agree		✓			✓	✓	✓	
Budget plan to support delivery of school key priorities: monitor				✓	A	✓	✓	
Trust's staffing structure: agree		✓	A		A	✓		
School staffing structure: agree				✓	✓		✓	

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Strategy continued								
Maintain the individual school ethos and identity in line with the overall Trust ethos		✓		✓	A		✓	
Establish an Admissions Committee (3 governors) to approve/reject in year admissions and approve the yearly ranked admissions list				✓			A	

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Executive Leadership								
Appoint/Dismiss Chief executive officer		✓						
Appoint /Dismiss Chief Finance and Operations Officer		A	A		✓			
Performance management of CEO		✓						
Performance management of CFO			A		✓			
CEO pay award: agree		✓						
CFO pay award: agree		✓			✓			
Appoint/Dismiss central team members					✓	✓		
Performance Management of central team members					✓	✓		
School Headteacher: appoint and dismiss				A	✓			
Other school staff: appoint and dismiss				A	✓		A	

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Accountability								
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓		A	A		
Reporting arrangements for progress on key priorities: agree		✓	A		✓			
Performance management of the Chief Executive Officer: undertake		✓						
Performance management of School Headteacher: undertake				✓	✓			
Trustee monitoring: agree arrangements		✓			A			
LGB member monitoring: agree arrangements		✓		✓				
LGB overall performance monitoring: agree arrangements		✓			A			
Monitoring of individual school standards				✓	✓		✓	
Monitoring of standards across the Trust		✓		A	✓		A	
Publication on trust and schools' websites of all required details on Governance arrangements: ensure		✓	✓	✓	A	✓	✓	✓
Annual report on performance of the trust: submit to members 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 on work of LGB: submit to trust and publish				✓			A	A
Ensure the compliance of the school website				✓			✓	A

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	
Accountability (continued)								
Trust's scheme of financial delegation: establish and review		✓	✓		A			
External auditors' report: receive and respond		✓	A		A	✓		
CEO pay award: agree		✓						
Headteacher pay award: agree				✓	✓	✓		
Staff appraisal procedure and pay progression: review and agree		✓		A	A	✓		
Benchmarking and trust wide value for money: ensure robustness			✓			✓		
Benchmarking and school value for money: ensure robustness				✓		✓		
Develop trust wide procurement strategies and efficiency savings programme					✓	✓		
Review and approve trust wide procurement strategies and efficiency savings programme			✓					

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Non-executive leadership								
Governance structure (committees) for the trust: establish and review annually		✓						A
Terms of reference for board committees and scheme of delegation for LGBs: agree annually		✓			A	A		A
Skills audit: complete and recruit to fill gaps		✓		✓	A		A	
Annual self- review of trust board and committees: complete annually		✓	✓	✓				
Annual self-review of LGBs: complete annually				✓			A	
Chair's performance: carry out 360 review periodically		✓						
Director/ committee / LGB member contribution: review annually		✓	✓	✓				A
Succession: plan		✓		✓	A		A	
Provide board induction, training and review.		✓						✓

Function	Members	Directors	FAC	LGB	CEO	CFO	Head	LGP
Engagement								
Engagement with the schools' wider communities	✓	✓	✓	✓	✓	✓	✓	
Engagement with Diocesan board of Education	✓	✓			✓			
Engagement with Regional Department for Education		✓			✓	✓		
Engagement with local authority					✓	✓	✓	

Appendix A Finance, Audit and Premises Committee Terms of Reference

Adopted by resolution of the Board on 3rd July 2024

The Finance & Audit Committee will exercise responsibility for and oversight of:

- (a) The overall finances of Preston Primary Academy Trust, including:
- The annual budget (for recommendation to the Board of Directors) and monitoring of that budget
 - Charging and Remissions policy
 - Financial procedures (including compliance with the DfE Guidance); delegation of spending authority and virement policies.
 - Policy and decisions regarding contracts and service level agreements
 - Insurance arrangements
 - Directors' and Governors' expenses policy
 - The external audit including the appointment of external auditors (for recommendation to the Board of Directors)
 - The preparation of the annual report and accounts (for presentation to Directors)
 - Policy and procedures in respect of internal financial controls and internal audit functions
 - Compliance with statutory and other required procedures.
 - Oversight of risk assessment policy
- (b) The personnel of Preston Primary Academy Trust, including:
- Staff recruitment procedures
 - Staff appointments procedures
 - Equal opportunities
 - Performance management arrangements
 - Employment contractual matters
 - Pay policy.
 - Staff well-being and retention strategies
- (c) The premises of Preston Primary Academy Trust, including:
- To advise Directors on priorities, including health and safety, for the maintenance of the existing Academy buildings
 - To oversee arrangements for repairs and maintenance
 - To make recommendations on premises-related expenditure

- In consultation with the Chief Financial and Operations Officer, oversee premises-related funding bids.
- To oversee arrangements, including health and safety, for the use of the premises by outside users
- To establish and keep under review accessibility plan and travel plan.

(d) Performance Indicators agreed by Board members in respect of any of the above issues.

(e) Any other matters referred to it by Board members.

MEMBERSHIP

The membership of the committee shall be:

- Bernie Green
- Mike Kerrigan
- Peter Levey
- Louise Orton
- Lucy Iddon

VOTING RIGHTS

All members have equal voting rights. In the event of an equal division of votes, the Chair shall have a second or casting vote.

APPOINTMENT OF CHAIR AND VICE CHAIR

The Directors shall appoint the Chair and vice-Chair of the Committee. A Director who is employed to work in the Trust shall not be eligible for appointment or election as Chair or Vice-Chair.

DELEGATED POWERS AND FUNCTIONS

A schedule of delegated powers and functions is available separately and reviewed annually.

OVERSIGHT OF COMMITTEES

The Committee shall be responsible for the setting up of any sub-committee to hear any matters in connection with staff disciplinary, capability, redundancy, absence or grievance matters. (See also the policies and procedures adopted by the directors,

namely: Redundancy Procedures; Grievance and Discipline Procedures; Managing Staff Sickness Absence; Capability Procedures).

FREQUENCY OF MEETING

The Committee shall meet at least three times a year but may meet more frequently as required.

QUORUM

The quorum for a meeting of the Committee shall be any 3 members.

ACCOUNTABILITY

This Committee reports directly to the MAT Board of Directors, which receives minutes, reports and recommendations from the Committee.

RESPONSIBLE OFFICER

The directors will nominate a responsible officer (RO) to take specific responsibility for auditing the Academy's financial arrangements on their behalf. The RO will be an appropriately qualified and experienced individual (but not an employee of the Academy) with the necessary financial skills to be able to perform the role competently. The remit of the RO is to provide an independent oversight of the Academy's financial affairs, reporting to the Committee in an advisory capacity. The main duties of the RO are to provide Directors with ongoing independent assurance that:

- the financial responsibilities of the Trust are being properly discharged.
- resources are being managed in an efficient, economical and effective manner; and
- sound systems of internal financial control are being maintained.

A specific programme of checks to be performed will be agreed with Directors and will include checks on bank reconciliations, orders, payroll documentation, delivery notes, invoices and returns to the DfE to ensure that the information supplied is consistent with the Academy's accounting records. After each checking session, the RO will provide Directors with a written report.

The Responsible Officer is named as Peter Strange.

Appendix B – Terms of Reference for Local Governing Bodies (LGBs)

1. As a charity and company limited by guarantee, Preston Primary Academy Trust (the “Trust”) is governed by a Board of Directors (the “Directors”) who have overall responsibility and ultimate decision-making authority for all the work of the Trust. The Directors have exercised the option to establish LGBs. These LGBs shall be committees established pursuant to Articles 100 to 103 (inclusive) of the Articles of Association of the Trust (the “Articles”).

The Directors may review these terms of reference at any time but shall review them at least annually. Only the Board of Directors may amend these terms of reference.

2. Christian Ethos of Church Schools

The following schools are designated as Church of England schools and shall be conducted in accordance with the principles, practices, and tenets of the Church of England both generally and in particular in relation to arranging religious education and daily acts of worship.

- Ash C of E Primary School
- North Cadbury C of E Primary School
- Preston C of E Primary School

3. Constitution of the LGB

3.1 Governors of the LGB

Members of the LGB shall be known as “Governors.”

The Directors have the right to appoint such persons to the LGB, as they shall determine from time to time.

The governorship of each school within the Trust is as follows:

School	HT	S	P	DA	F	Total
Ash C of E Primary School	1	1	2	2	2	8
Countess Gytha Primary School	1	1	2	3	-	7
Hambridge Community Primary School	1	1	2	3	-	7
Huish Episcopi Primary School	1	1	2	3	-	7
Kingfisher Primary School	1	1	2	3	-	7
Manor Court Community Primary School	1	1	2	3	-	7
Middlezoy Primary School / Othery Village School	1	1	2	3	-	7
North Cadbury C of E Primary School	1	1	2	2	2	8
Preston C of E Primary School	1	1	2	2	2	8
Pen Mill Infants and Nursery Academy	1	1	2	3	-	7

Key:

- HT Headteacher
- S Staff Governors
- P Parent Governors
- DA Director Appointed
- F Governors
Foundation Governors *

* Foundation governors are appointed in conjunction with the Diocesan Board of Education and must have an understanding of the doctrines and tenets of the principles, practices and tenets of the Church of England and a commitment to upholding the Christian character and ethos of the school.

Appointment of Governors

3.1.1 Staff Governors

The governors shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the school and, where there are any contested posts, shall hold an election by a secret ballot.

The Directors shall determine all arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate. It is the responsibility of the LGB to run the election.

3.1.2 Parent Governors

Parents of registered pupils at the school shall elect parent governors of the LGB. They must be a parent of, or have parental responsibility for, a pupil at the school at the time when they are elected.

The Directors shall make all necessary arrangements for, and determine all other matters relating to, the election of the parent governors. It is the responsibility of the LGB to run the election.

Where a vacancy for a parent governor is required to be filled by election, the governors shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the school is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

Any election of persons who are to be the parent governors that is contested shall be held by secret ballot. The arrangements made for the election of the parent governors shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post/ secure electronic voting or, if they prefer, by having their ballot paper returned to the school by a registered pupil at the school.

Where the number of parents standing for election is less than the number of vacancies, the Directors may appoint a person who is the parent of a registered pupil at the school or, where it is not reasonably practical to do so, a person who is the parent of a registered pupil of another school run by the Trust.

3.2 Term of Office

The term of office for any governor shall be 4 years, save the Head teacher of the school (as applicable) who shall remain a governor until they cease to work at the school. Subject to remaining eligible to be a particular type of governor, any person may be re-appointed or re-elected to the LGB.

3.3 Resignation and Removal

A person serving on the LGB shall cease to hold office if:

- They resign their position by giving notice in writing to the clerk of the LGB.
- The Head teacher or a staff governor ceases to work at the school.
- The Directors terminate the appointment of a governor whose presence or conduct is deemed by the Directors, at their sole discretion, not to be in the best interests of the school or the Trust.

For the avoidance of doubt, a parent governor shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the school.

3.4 Disqualification of Governors of the LGB

A person shall be disqualified from serving on the LGB if he would not be able to serve as a Director in accordance with Articles 69-81 (inclusive) of the Articles.

3.5 Appointment and Removal of Chair and Vice Chair

The Chair and Vice Chair of the LGB shall be appointed by the LGB although the Directors reserve the right to remove either the Chair or Vice Chair from office at any time.

The term of office of the Chair and Vice Chair shall be 1 year. Subject to remaining eligible to be a governor, any governor may be re-appointed as Chair or Vice Chair of the LGB.

The Chair and Vice Chair may at any time resign their office by giving notice in writing to the Directors. The Chair or Vice Chair shall cease to hold office if:

- They cease to serve on the LGB.
- They are employed by the Trust whether or not at the school.
- In the case of the Vice Chair, they are appointed to fill a vacancy in the office of the Chair.

Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice Chair shall act as the chair for the purposes of the meeting. Where the Vice Chair is also absent from the meeting or there is at the time a vacancy in the office of Vice Chair, the governors of the LGB shall elect one of their number to act as chair for the purposes of that meeting.

4 Proceedings of the LGB

4.1 Meetings

The LGB shall meet at least once in every term and shall hold such other meetings as it deems may be necessary.

The clerk shall convene meetings of the LGB, who shall send the governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting. Where there are matters demanding urgent consideration, the Chair or, in their absence, the Vice-Chair, may waive the need for seven days' notice of the meeting and substitute such notice as they think fit.

Any governor shall be able to participate in meetings of the governors by telephone or video conference provided that they have given reasonable notice to the clerk of the LGB and that the governors have access to the appropriate equipment.

The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof or any defect in the election, appointment or nomination of any person serving on the LGB.

4.2 Quorum

The quorum for a meeting of the LGB, and any vote on any matter at such a meeting, shall be any three of the governors of the LGB, or, where greater, any one third (rounded up to a whole number) of the total number of governors of the LGB at the date of the meeting, which must include at least one governor appointed by the Trust.

4.3 Voting

Every matter to be decided at a meeting of the LGB shall be determined by a majority of the votes of the governors present and entitled to vote on the matter. Every governor shall have one vote. Where there is an equal division of votes, the Chair of the meeting shall have the casting vote. A governor may not vote by proxy.

Any governor who is also an employee of the Trust shall withdraw from that part of any meeting of the LGB at which their remuneration, conditions of service, promotion, conduct, suspension, dismissal, or retirement are to be considered.

A resolution in writing, signed by all the governors shall be valid and effective as if it had been passed at a meeting of the governors duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the governors.

4.4 Chair's Action

If the Chair, or Vice Chair, is of the opinion that a matter of urgency exists and a delay in exercising the function would likely be seriously detrimental to the interests of the school, any pupil or their parent or a person who works at the school, then they may exercise any function of the GB which can be delegated to an individual or any function relating to the exclusion of pupils.

5 Delegated Powers

5.1 General Principles

In the exercise of its delegated powers and functions, the governors of the LGB shall:

- Ensure that the school is conducted in accordance with the object of the Trust, the terms of any trust governing the use of the land that is used for the purposes of the school, any agreement entered into with the Secretary of State for the funding of the school and these terms of reference.
- Promptly implement and comply with any policies or procedures communicated to the LGB by the Directors.
- Review its own policies and practices on a regular basis, in view of any advice or recommendations made by the Directors.
- Work closely with the Directors and act with integrity, objectivity, and honesty in the best interests of the Trust and the school.
- Be open about decisions and be prepared to justify those decisions.
- Keep confidential all information of a confidential nature obtained by them relating to the school and the Trust. Not discuss matters outside of meetings or to act as a representative without permission.
- Adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the school and are delegated to them.

Each governor shall be required to take part in regular self-review and is accountable for meeting their own training and development needs. It is a governor's responsibility to consider if, and raise any concerns where, they feel that appropriate training and development is not being provided.

Governors shall be expected to report to the Trust against KPIs that have been set for the school and provide such data and information regarding the business of the school and the pupils attending the school as the Directors may require from time to time.

5.2 Levels of Delegation

The table of responsibilities sets out the responsibilities assigned to each level of governance within the Trust's structure. For the avoidance of doubt, where a power is not expressly delegated to the LGB, it will be deemed to have been retained by the Trust, regardless of whether it is specified in the table

The Appendix may be reviewed by the Directors at any time but shall be reviewed at least annually. Directors reserve the right to remove or alter any delegation at any time, whilst having due regard to, but not being bound by, the views of the LGB.

5.3 Delegation to Head Teacher of the School

Subject to the responsibilities of the LGB and the policy statements of the Trust, the Head Teacher of the school shall be responsible to the LGB for:

- Implementing the agreed policies and procedures laid down by the LGB including the implementation of all statutory regulations.
- Advising the LGB on strategic direction, forward planning, and quality assurance.
- The leadership and management of the school.
- Advising the LGB (and/or the admissions committee, where applicable) on the admission of pupils.
- Managing the delegated budget and resources.
- Advising the LGB on the appointment of any Deputy, Vice or Assistant Head Teacher and such other senior posts as the LGB may determine.
- The appointment of all other staff and (except to the extent directed otherwise by the Directors and/or the LGB), the salary grading, allocation of duties, appraisal, and discipline of all staff.
- The maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the LGB.
- For the schools designated as Church of England schools, ensuring that the school is conducted in accordance with the principles, practices, and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship.
- All such additional functions as may be assigned under the job description or contract of employment.

5.4 Conflicts of Interest

Any governor who has or may have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest as defined below) which conflicts or may conflict with their duties as a governor of the LGB shall disclose that fact to the LGB as soon as they become aware of it. A person must absent themselves from any discussions of the LGB 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).

A governor of the LGB has a Personal Financial Interest if they, or any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the governor or any person living with the governor as their partner, is in the employment of the Trust or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the Trust or the school.

5.5 Minutes of Meetings

At every meeting of the LGB the minutes of the last meeting shall be taken as the first agenda item after any apologies and, if agreed to be accurate, shall be signed as a true record.

The clerk to the LGB shall ensure that a copy of the agenda for every meeting of the governors, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting, as soon as is reasonably practicable, made available to the Lead Governance Professional of the Trust. Any report, document or other paper considered at any such meeting should be made available to Directors via the LGP as soon as possible on request

5.6 Conduct of LGB

For information on conduct of the LGB, refer to the Code of Conduct, read and signed annually and held by the Clerk in the school office.

Appendix C– List of trust policies

Policies approved by the board of directors	Policies approved by LGBs	Policies delegated to the H&S compliance officer	Policies delegated to the central team
Acceptable Use for Pupils policy	Accessibility Plan	FIRST AID POLICY	Confidentiality Statement
Antibullying	Admissions arrangements	DRIVING FOR WORK POLICY	Dignity at Work Code of Practice
Assessment	Behaviour Policy	RISK ASSESSMENT POLICY	Flexible Working
Business Continuity Plan	Equality Statement and Objectives	NEW & EXPECTANT MOTHERS POLICY	Leave of Absence
Capability Procedure for Non teaching staff	Equal Opportunities Pupils	(COSHH) HAZARDOUS SUBSTANCES POLICY	Mediation Guidance
Capability Procedure for Teachers	Online Safety Policy	SLIPS, TRIPS & FALLS POLICY	Recruitment and Selection Policy
Capital and Revenue Reserves (the statutory Reserves policy)	Procedures for checking the identity of visitors	MANUAL HANDLING POLICY	Redundancy & Redeployment
Capability Procedure for Teachers	Procedure for a parent failing to collect a child	ELECTRICITY POLICY	Sickness absence Management
Capital and Revenue Reserves (the statutory Reserves policy)	Procedure for missing children	LEGIONELLA POLICY	Confidentiality Statement
Capitalisation	Relationship and SexEducation	MEDICAL POLICY	Dignity at Work Code of Practice
Charging and Remissions	Premises Management Documents	STRESS POLICY	Flexible Working

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Children with Health Needs who cannot attend school	Public Sector Equalities Statement	ASTHMA POLICY	Leave of Absence
Child Protection & Safeguarding	School uniform	DIABETES POLICY	Mediation Guidance
Complaints Procedure	Accessibility Plan	EPILEPSY POLICY	Recruitment and Selection Policy
Curriculum Policy	Admissions arrangements	LOCKDOWN PROCEDURES	Redundancy & Redeployment
Data Protection (and FOI policy)	Behaviour Policy	TRUST H&S POLICY	Sickness absence Management
Depreciation	Equality Statement and Objectives	REPORTING OF H&S INCIDENTS POLICY	
Digital Photography and Images	Equal Opportunities Pupils	WORK AT HEIGHT POLICY	
Director and Governor Expenses	Online Safety Policy	MANAGING CONTRACTORS POLICY	
Director and Governor Visits	Procedures for checking the identity of visitors	ASBESTOS POLICY	
Directors' written statement of behaviour principles	Procedure for a parent failing to collect a child	WORKPLACE HEALTH, SAFETY & WELFARE POLICY	
Director/Governor Code of Conduct	Procedure for missing children	FIRE POLICY	
Disciplinary and Appeals	Relationship and Sex Education	ARSON POLICY	

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Early Years Policy	Premises Management Documents	DSE POLICY	
Environment and Sustainability	Public Sector Equalities Statement	LONE WORKING POLICY	
Equal Opportunities Pupils	School uniform	WORK-RELATED VIOLENCE POLICY	
Equal Opportunities (staff)		WORK EQUIPMENT POLICY	
Estate Management Strategy		YOUNG PEOPLE AT WORK POLICY	
First Aid		MANAGING CONSTRUCTION TASKS (CDM) POLICY	
Freedom of Information		SCHOOL TRIPS & VISITS POLICY	
Gifts & Hospitality		ANIMALS IN SCHOOL POLICY	
Grievance Resolution Procedure		PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY	
Health and Safety		INVESTIGATING HEALTH & SAFETY INCIDENTS POLICY	
Induction/Probation ECT & Support Staff		RETENTION OF DOCUMENTS POLICY	

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Investment		MENOPAUSE POLICY	
Managing allegations against staff		MINIBUS POLICY	
Finance Policy incorporating the statutory Accounting and competitive tendering policies		HEALTH AND WELLBEING POLICY	
Medical covers the statutory policy supporting children with medical conditions.			
Non-Teacher Appraisal Policy			
Pay			
Prevention of Radicalisation			
Privacy notices			
Remote Learning Policy			
Risk Register			
Scheme of Delegation			
School Staff code of conduct			
Social Media			
Special Educational Needs			

Policies approved by the board of directors	Policies approved by LGBs	Policies delegated to the H&S compliance officer	Policies delegated to the central team
Staff, Governor & Volunteer Acceptable Use			
Suspension and exclusion arrangements			
Teacher Appraisal			
Technical Security			
Whistleblowing			