

Function	Task	FTB	Committee	Individual Governor	Headteacher	CFO	Delegated to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓				
	Establish an independent appeals panel when there are admissions appeals	✓					
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓		
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓	✓			
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓					
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓		
Finance and budgets	Make day-to-day spending decisions under the amount of £10,000				✓		
	Appoint senior executive leaders as an accounting officer and a chief financial officer of the trust (these must not be the same person)	✓					
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓		✓	✓	

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	Appoint an auditor	✓	✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓		✓	✓	
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓			✓	✓	
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓		✓	✓	
	Establish an audit and risk committee (If a trust's annual income is less than £50 million, it can combine with another committee)	✓					
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓					
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓					
	Monitor impact of pupil premium funding	✓	✓		✓	✓	
	Monitor impact of PE and sport premium funding	✓	✓		✓	✓	
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓					
	Elect a chair and vice-chair of trustees	✓					
	Appoint a clerk	✓					

Function	Task	FTB	Committee	Individual Governor	Headteacher	CFO	Delegated to:
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓					
	Check that all statutory policies and documents are in place	✓	✓				
	Delegate functions to committees and individuals	✓					
Health and safety	Monitor the implementation of the health and safety policy	✓	✓				
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓		
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓		
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓		
	Approve a complaints procedure	✓	✓	✓	✓		
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓					
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓				
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓				
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓		

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	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓		
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓					
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓		
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓				
	Make sure the school has effective safeguarding policies and procedures in place	✓					
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓				
	Make sure governors receive safeguarding training	✓	✓	✓	✓		
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓		
	Appoint a member of staff to be the designated safeguarding lead				✓		
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓		
Special educational needs and	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓					

Function	Task	FTB	Committee	Individual Governor	Headteacher	CFO	Delegated to:
disabilities (SEND)	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓		
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓		
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓		
	Co-operate with the LA in developing the local offer		✓		✓		
	Make sure the school follows the statutory SEND Code of Practice	✓			✓		
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓		
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓		
Staffing matters	Appoint a senior executive leader	✓					
	Appoint Staff (teaching & non-teaching)	✓	✓		✓		
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓					
	Make sure employment law and guidance is being followed	✓	✓				
	Approve staffing structure changes	✓	✓				
	Dismiss the headteacher	✓					