

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

MISSION STATEMENT

A Caring Christian Family where We Grow Together.

SCHEME OF DELEGATION

FOR

ALL SCHOOLS UNDER THE DIRECTION OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

SCHEME OF DELEGATION

The Chester Diocesan Board of Education (DBE) has approved the establishment of a Multi-Academy Trust (MAT) to be called The Rural Church Schools Academy Trust (RCSAT) to serve the needs of church schools in Cheshire as determined by need. The DBE and the RCSAT are committed to the provision of high-quality Christian education. The RCSAT will be able also to consider non-church schools to join the RCSAT, as long as their ethos matches the standards of the RCSAT.

The RCSAT is run by a Board of Directors, which is accountable to the Department for Education (the DfE).

RCSAT has changed its governance structure from the original committees across the Trust to one with Local Governing Committees (LGCs) at each Academy school, reporting to the Board of Directors (BoD). A number of governors at each Academy school will serve on that schools LGC and will include both staff and parent representatives.

The membership of each LGC is defined in the Terms of Reference as: Principal, up to 2 elected staff governors, up to 2 elected parent governors, up to 4 co-opted governors, and clerked by a member of non-teaching staff. The Chair of the LGC shall be appointed by the BoD. The LGC shall examine, support and challenge the Academy school on all aspects of the school operation, paying detailed attention to:

- Achievements of all pupils in the school;
- Pastoral care of staff and pupils, including safeguarding and mental well-being;
- Financial control within a set budget and recommendations for budget setting to the BoD;
- HR management, referring all staffing issues to the BoD;
- Reviewing staff performance (excluding Principal) and recommending pay awards to the BoD;
- Routine Estates management and maintenance, excluding capital works;
- Governance self-assessment and effectiveness.

The BoD shall establish Ad Hoc committees as required and may draw on LGC governors to populate those committees:

- Salaries and Remunerations Appeals;
- Dismissals and Appeals;
- Admission Appeals;
- Senior Staff Recruitment and Pay;
- Exclusions Panel;
- Estates capital works management.

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The RCSAT serves the academy schools within the Church family and non-church schools that may have been either Voluntary-Aided or Voluntary –Controlled.

The Board of Directors has overall legal responsibility for the operation of the RCSAT and the Academy Schools within it and intends to work in partnership with its family of schools.

The Scheme of Delegation provides for certain functions to be carried out by one or more of the following:

- The Members
- The Board of Directors
- The Chair of the Board
- The Executive Headteacher or Principals of the academy schools
- The Local Governing Committees

The Members

The members are appointed by the Chester Diocesan Board of Education (CDBE), whose prime responsibility is to appoint the Directors and to ensure the legal and strategic direction of the RCSAT. The members will normally meet once per year.

The Board of Directors

The Board of Directors (BoD) are appointed by the Members and are the legally responsible officers of the RCSAT. The BoD appoints the Chair of each LGC and co-opted governors and may decide to form Ad Hoc committees to carry out certain of its functions, delegating responsibilities for those functions to those Committees. The chair of any Ad Hoc committee shall be a Director to enable rapid and efficient communication between the BoD and the Committees and vice versa. The Board of Directors shall meet at least once per term and may hold meetings with all the school governors in attendance. The BoD is responsible to ensure that, across all the Academy schools in the Trust, the standards, quality of teaching, care for pupils and staff, financial prudence and budgeting and estates management is maintained. The BoD shall allocate Directors to manage:

- Achievements – to monitor the delivery of the curriculum, the progress and achievement of all pupils, the quality of teaching and learning;
- Pastoral – to monitor the safeguarding, childrens’ and staff welfare, Christian ethos and parental involvement engagement;
- Finance and HR – to monitor and control the finances at each school and of the Trust and to manage staffing levels and issues at each school and of the Trust;

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- Pay – to monitor, control and recommend to the Finance and HR committee on the pay structure and scales for all staff in the Trust;
- Estates – To manage each school’s premises and grounds, develop costed maintenance plans for submission to the finance committee and to plan capital expenditure, as required at each school, identifying sources of grants to enable projects to be funded;
- Audit (Internal) – To monitor the budgets for each academy school, reviewing the Monthly Management Accounts (MMAs), verifying that budgets are being adequately controlled.

The BoD shall nominate Directors to monitor and review, in conjunction with the EHT and CFO, the suitability of the standards being maintained to ensure a uniformity of approach across the Trust in all aspects of the operation of the Academy schools. Any adjustments to the operation deemed to be necessary by the BoD shall be advised to the Principals and Chairs of the LGCs for implementation, as appropriate. As far as is practicable, any adjustments required will be discussed with the Principals and LGCs before implementation is required.

The Chair of the Board (CoB)

Appointed by CDBE and confirmed annually by the BoD, the Chair of the Board shall also be a Member to enable rapid and efficient communication between the Members and the Board. The Chair has a significant number of responsibilities under the Scheme of Delegation, some of which may be delegated to the RCSAT Business Manager and other centrally-employed staff. The Chair of the Board may also delegate responsibility to a Deputy.

Chief Financial Officer (CFO)

Appointed by the Board of Directors from among their employees, the CFO shall be responsible for ensuring that balanced Budget Forecasts are established annually for each Academy School and for the RCSAT and that those budgets are managed correctly.

The Executive Headteacher and Principals

RCSAT is established with an Executive Headteacher (EHT) with overall responsibility for the operation of the schools, supported by Principals at each school. The EHT is also the Principal at one of the academy schools in RCSAT. Their responsibilities are defined in the Scheme of Delegation and the EHT reports to the Chair of the Board. The EHT will normally be in weekly communication with the CoB or Deputy.

The Local Governing Committees (LGC)

LGCs are established at each Academy school with the Principal, staff and parent elected representatives and other governors co-opted. Co-opted governors may be recommended by the LGCs, but are appointed by the BoD. The role of the LGC is to examine, support and challenge the operation of the Academy school in all aspects of the school, as detailed above, for the benefit of all pupils within the school.

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The BoD may delegate responsibilities to the LGCs to provide efficient focus on all aspects of each school's operation and safeguarding of pupils and staff. These committees shall meet at least once per term and shall, through the chair of the LGC, report their findings and actions to the Board of Directors.

SCHOOLS JOINING THE TRUST

When a school converts and joins the RCSAT, The Board of Directors may decide to carry out a Due Diligence Assessment to define the appropriate category based upon:

- Its latest Ofsted Inspection Report,
- The CDBE's own assessment of its historical performance and future prospects,
- RCSAT's assessment of Standards, Teaching and Learning, Financial status and school ethos, condition of the school estate, etc.

The BoD may ask members of the LGCs to be involved in carrying out the Due Diligence Assessment of any school wishing to join RCSAT.

The category allocation is very important because it dictates:

1. The 'make-up' of the Governors,
2. The extent to which responsibilities are delegated to the academy school, and
3. The funding arrangements.

The 'make-up' of the Governors follows the category allocated to the academy school:

- Sponsored – the RCSAT BoD appoints all the Governors, other than parent and staff representatives,
- Supported – the RCSAT BoD appoints the majority of the Governors,
- Supporting – the Governors are appointed on an "as is" basis to reflect the arrangements in place immediately prior to joining RCSAT

Reviewing the Allocation:

The category allocation will be linked to the performance of the academy school in relation to:

- The quality of teaching and learning,
- Standards,
- Governance,
- Finance, and
- Buildings.

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The allocation will be reviewed at the first meeting in the academic year of the Board of Directors and the Board reserves the right to change the category at any time if it believes it to be appropriate in the interests of the academy school and the RCSAT family.

If an academy school improves and is moved to a higher category, then it has more influence in the 'make-up' of the Governors. Conversely, if an academy school's performance deteriorates, it may be moved to a lower category with a consequent adjustment to its Governors.

The RCSAT has a direct responsibility to the DfE and is expected to exercise a tight rein over Sponsored academy schools in order to secure the required school improvement. More responsibility is passed to Supported academy schools to reflect their higher performance and a light touch approach is applied to Supporting academy schools.

Funding

The Board of Directors may decide to levy a recharge on each of the academy schools in the RCSAT to cover the cost of centrally provided services. These services may include a coherent package for school improvement, tailored to the needs of each individual academy school.

If established, supporting academy schools will be given the opportunity to bid for school improvement projects to help academy schools in the other two categories. They will be paid for this from the centrally provided services fund.

Working together as a Family

All schools with the RCSAT family will be expected to contribute to one or more of the following:

- Development and maintenance of RCSAT policies and procedures,
- Sharing of best practice,
- Provision of emergency cover,
- Mentoring and coaching of staff, and
- Recruitment, training and appraisal of Governors.

Further Information

For further information about this Scheme of Delegation, please contact the Business Manager:

St. Oswald's Worleston CE School

Church Road, Worleston

Nantwich

Cheshire. CW5 6DP

Tel: 01270 623 826

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SUPPORTING Academy Schools

Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section A - FINANCE				
1.	<u>Budget Forecast</u> Submission of a consolidated Budget Forecast by 31 July for the following year, including capital projects Revision to the Budget during the year as appropriate.	Principal has primary responsibility for preparing the draft Budget in consultation with the LGC and CFO, as necessary, during May, in accordance with pre-arranged timetable. Principal may make revisions to the budget during the year, as appropriate, with the Finance committee members and CFO.	The LGC will review the draft Budget Forecast and make a recommendation for approval to the Board of Directors. The LGC will approve any budget revisions during the year.	Board will approve the consolidated Budget Forecast for the Trust as well as the individual school budgets prior to submission by 31 July. The CFO, acting for the Board, shall ensure that all budgets are prepared, approved and submitted on time each year. BoD shall designate a Finance Director to assume primary responsibility for the financial prudence of the Trust.
2.	<u>Schools joining RCSAT</u>			Board will approve the initial Budget Forecast, based on the Pre-academy Report. A Due Diligence may be ordered by the Board of Directors
3.	Purchase Order and Invoice Approval	For Principal up to £100 in value, and up to £4,999 in value for the EHT, if in the budget forecast and validated by CFO. If challenged by CFO, referred to the Chair of LGC or BoD, as appropriate.	£5,000 up to £9,999 in value if in budget forecast.	All values not in budget and £10,000 or more in value

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section A: FINANCE				
4.	Approval to accept one quotation from min. 3 or formal tendering process	For Principal up to £100 in value, and up to £4,999 in value for the EHT, if in the budget forecast and validated by CFO. If challenged by CFO, referred to the Chair of LGC or BoD.	£5,000 up to £9,999 in value if in budget forecast	All values not in budget and £10,000 up to and over OJEU (PPN) limit
5.	Authority to accept a quote/tender other than the lowest	For Principal up to £100 in value, and up to £4,999 in value for the EHT, if in the budget forecast and validated by CFO. If challenged by CFO, referred to the Chair of LGC or BoD.	£5,000 up to £9,999 in value if in budget forecast	All values not in budget and £10,000 up to and over OJEU (PPN) limit
6	Authority to write off bad debts	Up to £24.99 in value	£25.00 up to £99.99 in value	£100.00 up to £44,999 in value. CFO must seek Secretary of State approval over £45,000
7.	Approval for Capital Expenditure not included in original budget	EHT and CFO shall prepare any proposals for expenditure, defining savings forecast, for submission to the BoD.	Approval for additional capital expenditure up to £10,000 in a financial year (either one item or in aggregate), subject to any restrictions imposed by the BoD.	Capital expenditure for projects exceeding £50,000 require express written consent of the Board of Directors
8.	Approval for Virements between nominal codes and budget heads			Audit Committee will monitor on-going expenditure against budget heads and may approve virements. CFO shall be informed.
9.	Credit Card (Max limit £10,000)	2 x Card Holders (Finance Office) and will allow each Principal £1500 per school per month – up to max Limit.	Monitor expenditure	Monitor Expenditure

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section A: FINANCE				
10.	Reporting and Internal Audit Requirements	<p>EHT is responsible for providing such information and assistance in relation to reporting and internal audit as RCSAT Board may require.</p> <p>Principal is responsible for reporting formally to the LGC as required, either in person or by the CFO</p>	<p>LGC will scrutinise and monitor capital and revenue expenditure to ensure that it remains within the limits permitted by the Scheme of Delegation.</p> <p>LGC will ensure its compliance with audit requirements and report any concerns to BoD.</p>	<p>The CFO shall consider each school's performance against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year and recommend to the Board. The Board will review the performance of each school against its Budget through Audit Committee.</p>
11.	Statutory Audit Procedures	<p>EHT is responsible for providing such information and assistance in relation to reporting and statutory audit procedures as RCSAT Board requires.</p>	<p>LGC will provide such information and assistance in relation to reporting and statutory audit procedures as BoD requires.</p>	<p>Board, through its Audit Committee, shall ensure that the statutory audits are completed efficiently and on time.</p> <p>Audit Committee will report to the BoD on the effectiveness of budgetary control and will recommend the statutory accounts to RCSAT Board.</p> <p>The Board will approve the statutory accounts and pass them to the Members for signing off at the AGM.</p>

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section B: HUMAN RESOURCES				
1.	Executive Headteacher and Principals Recruitment		The Chairs of the LGCs will meet with the Chair of Board (CoB) to discuss the recruitment process.	BoD will constitute an Appointment Panel which may include governors. The CoB shall sit on the Panel and may appoint a consultant to support the Appointment Panel. Unless the BoD, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation by the Appointment Panel.
2.	Senior Leadership Team Recruitment	EHT will notify CoB as soon as aware of a potential vacancy in the Senior Leadership Team. EHT will lead the recruitment and appointment process following RCSAT approved procedures. Once a decision is made, a recommendation will be made to BoD for ratification.	Members of the LGCs may be invited to participate in the recruitment process.	Board shall define the recruitment and appointment process, establishing and Appointment Panel, if appropriate. Unless the BoD, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation by the EHT or the Appointment Panel.
3.	Teacher Recruitment	EHT will lead recruitment process in conjunction with Principal and other staff, with a member of relevant LGC, following RCSAT approved procedures.	Chair will nominate a member of the LGC to participate in teacher recruitment process.	

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section B: HUMAN RESOURCES				
4.	Support Staff Recruitment	EHT will lead recruitment process in conjunction with Principal and other staff, with a member of relevant LGC, following RCSAT procedures.	Chair will nominate a member of the LGC to participate in support staff recruitment process	
5.	Appointment of External Consultants	EHT will notify CoB of any need to appoint an external consultant		Any decision to appoint an external consultant will be taken jointly by EHT and the BoD.
6.	Terms of Employment	EHT will make recommendations to BoD with regard to terms of employment for an individual member of staff, e.g. flexible working		BoD is responsible for contractual terms and conditions for all RCSAT employees & shall approve any change to the terms of employment. Board shall consider any representations by CoB and EHT
7.	Executive Headteacher Performance Appraisal and Salary Review		Appraisal and salary review will be carried out by directors appointed by the BoD, forming a Review Committee. The LGC chairs may be invited to contribute to the appraisal.	The Board shall appoint a Review Committee to carry out the appraisal, not including the CoB. The BoD shall appoint an external Adviser and shall receive the report from the Review Committee and approve any implementation.
8.	Principals and SLT Performance Appraisal and Salary Review	EHT shall lead appraisal and review process for senior staff. EHT will consult with Business Manager on salary review & ensure that outcomes are reflected in the Budget Forecast and recommend salary reviews to the relevant LGC.	The LGC will review EHT's recommendations on salary reviews and report results to BoD.	BoD shall receive the report from each LGC and approve, if appropriate. CoB shall not be involved in the appraisal process, but shall be available in the event of an appeal.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section B: HUMAN RESOURCES				
9.	Teacher Appraisal and Review	Principal is responsible for leading appraisal and review process for teaching staff. Principal will consult with Business Manager on salary review and recommend salary reviews to the relevant LGC.	The LGC will review Principal's recommendations on salary reviews and report results to BoD.	Board shall receive the report from the LGC and ratify the decision, unless there is good reason not to do so.
10.	Reductions to Staff levels and Revision to Staffing structures	EHT shall notify CoB asap once aware that staffing reductions may be necessary. EHT shall propose any revised staff structure, with the support of the Business Manager, to the relevant LGC. EHT is responsible for managing redundancy process with the support of CoB and Business Manager.	The LGC shall recommend the revised staffing structure to the BoD for approval and recommend approval for any proposed reduction to staff levels.	Decisions concerning redundancies shall be made by the BoD. The BoD shall consider any representations made by CoB, EHT and Business Manager.
11.	Allegations of Gross Misconduct	EHT shall notify CoB if aware of any circumstances that may need to be dealt with under the Disciplinary Procedure as Gross Misconduct. If the issue may involve CoB, EHT shall notify the Deputy. EHT shall ensure that any investigation is conducted correctly and reported to CoB or Deputy, if justified for further action.	Where gross misconduct may involve dismissal as a sanction, LGC members may be asked to sit on Disciplinary or Appeal panels, which shall be conducted under the Disciplinary Procedure. If an allegation of gross misconduct has been made against EHT or Principal, the committee Chair shall notify CoB.	BoD members shall agree to stand on Disciplinary or Appeal Panels if requested to do so.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section B: HUMAN RESOURCES				
12.	Disciplinary Allegations that fall short of Gross Misconduct	EHT shall notify CoB and Chair of the relevant LGC as soon as aware of an allegation. EHT shall ensure that an investigation is conducted under the Disciplinary Procedure and passed to Chair of LGC if justified for further action. EHT shall keep CoB advised throughout the procedure.	LGC members shall form a Disciplinary Panel and shall have the authority to impose sanctions up to, but not including, dismissal. The LGC Chair may ask other governors to form an Appeal panel, if necessary. If an allegation of a less serious nature has been made against EHT, the committee Chair shall notify CoB and shall conduct the investigation into the allegation under Disciplinary Procedure.	Decisions concerning the imposition of a disciplinary sanction on EHT are made by the BoD. CoB shall be kept informed of all disciplinary investigations and actions, but shall not necessarily be involved in the process.
13.	Capability Proceedings	Where a capability issue is identified, EHT and Principal shall manage the process under the Capability Procedure. EHT shall keep CoB and LGC advised throughout the process of any member of teaching or support staff. If there has been insufficient improvement in performance following Capability procedures, the final hearing will be referred to a panel formed from the LGC members.	Where the Principal is subject of a Capability procedure, the LGC Chair shall consult with CoB and shall lead and manage the process, making any recommendations for action to BoD. The LGC will provide members to form a panel to review the findings of the Capability procedures and make recommendations to the BoD	CoB shall keep the BoD informed of any Capability proceedings, but the BoD shall not necessarily be involved in the process. The BoD shall manage any Capability proceedings involving the EHT. Decisions concerning the dismissal of any staff under capability lie with the BoD. Governors and Directors will sit on panels for the final stage of Capability and Appeal hearings.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section B: HUMAN RESOURCES				
14.	Probationary Period Procedures (PPP)	EHT is responsible for following PPP with all new staff and confirming them in post. If an employee does not complete their probationary period satisfactorily, EHT shall inform the Business Manager and Chair of LGC.	EHT shall advise Chair of LGC of staff unlikely to complete their probationary period satisfactorily. Chair will designate governors to form an Appeal Panel against termination of employment, if needed. The Business Manager shall write to the employee, terminating their employment.	Unless BoD, acting in good faith, has any reason to do otherwise, it will delegate responsibility for the termination of employment under PPP to EHT. Where new EHT or Principal fails PPP, an Appeal against termination will be held by the BoD.
15.	Safeguarding	EHT shall ensure: A Senior Designated Safeguarding staff member has been appointed; Sufficient resources are provided for them to complete their role effectively;	The LGC Chair shall ensure that: A Safeguarding Governor is appointed at each school; All governors undertake safeguarding training; The LGC takes collective responsibility for safeguarding procedures and monitoring safeguarding; The LGC exercises their disciplinary functions in respect of allegations against staff or as a consequence of dealing with a complaint except where it involves the Principal or EHT.	BoD carries overall responsibility for ensuring that safeguarding procedures are implemented & holds collective responsibility with the LGCs. BoD shall designate a Safeguarding & Child Protection Director to assume primary responsibility for safeguarding across the Trust. Where allegations against staff involves the Principal or EHT, the BoD shall take over responsibility for investigation and action.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section C: EDUCATION				
1.	Academy School Improvement Plan (SIP), including curriculum and standards	Each Principal to develop draft SIP for their school and share it with EHT, acting as RCSAT School Improvement Adviser (SIA) and LGC, prior to submission to the BoD. The SIP shall be costed in conjunction with the Business Manager and the costs built into the Budget Forecast.	The LGC is responsible for monitoring the implementation of the SIP and shall recommend the SIP to BoD.	The BoD shall approve the draft SIP, subject to any modifications the BoD wishes to implement. BoD shall designate an Achievement Director to assume primary responsibility for education standards across the Trust. BoD shall designate a Pastoral Director to assume primary responsibility for staff and pupil wellbeing across the Trust. RCSAT delegates responsibility for monitoring the implementation of SIP, achievement and pastoral care to the LGC.
2.	Academy School Hours			BoD is responsible for setting opening and closing times for schools, taking into account the views of EHT and Principal.
3.	Term Times			BoD is responsible for setting the term times for schools, taking into account the views of EHT and Principal.
4.	Statutory Policies and Procedures requiring consistency across RCSAT	EHT and Principals are responsible for ensuring that all policies and procedures are updated and applied across all academy schools.	The LGC shall work with the Principal to monitor and review policies and procedures and shall recommend to BoD for approval.	BoD shall approve any recommended changes and shall ensure that they are signed off.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section C: EDUCATION				
5.	Other RCSAT Policies and Procedures also requiring consistency across RCSAT.	EHT and Principals are responsible for ensuring that all policies and procedures are updated and applied across all academy schools.	The LGC shall work with the Principal to monitor and review policies and procedures and shall recommend to BoD for approval.	BoD shall approve any recommended changes and shall ensure that they are signed off.
6.	Files and Registers of Policies and Procedures	EHT and Principal shall ensure that copies of Policies and Procedures are filed by Administration Staff and files regularly reviewed, updated and that the required policies are available on the school and Trust websites.		
7.	Admissions Policy and Procedure and Appeals	Principal shall ensure that the Admissions Policy and Procedure is updated for each academy school as necessary and that the updated documents are passed to LGC for consideration.	LGC shall receive and examine the Admissions Policy and Procedure and recommend it to BoD. LGC shall ensure that Admissions are managed in accordance with the Policy and Procedure. Any Appeals shall be passed to BoD.	BoD shall approve any changes to the Admissions Policy and Procedure for each academy school. EHT and BoD shall manage any Appeals against the decisions made in respect of Admissions.
8.	Exclusions Policy and Procedure and Appeals	Principal shall ensure that the Exclusions Policy and Procedure is updated for each academy school as necessary and that the updated documents are passed to LGC for consideration.	LGC shall receive and examine the Exclusions Policy and Procedure and recommend it to BoD. LGC shall ensure that Exclusions are managed in accordance with the Policy and Procedure. Any Appeals shall be passed to BoD.	BoD shall approve any changes to the Exclusions Policy and Procedure for each academy school. EHT and BoD shall manage any Appeals against the decisions made in respect of Exclusions.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section D: ASSET MANAGEMENT				
1.	Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements	EHT and Business Manager shall advise BoD of any agreements that need to be negotiated or renegotiated. Processes shall be in accordance with Financial Regulations Manual.		All approvals shall be in accordance with Section A: Finance parts 3 to 7 and approved by BoD. BoD shall designate an Estates Director to assume primary responsibility for estates management across the Trust.
2.	Disposal of Assets	EHT shall advise BoD that assets need to be disposed, having consulted with Business Manager and having ensured that other schools within RCSAT cannot use them. Processes shall be in accordance with Financial Regulations Manual. Records shall be kept of all disposals.	The LGC shall advise on disposal of assets and make recommendations to BoD.	BoD shall approve all disposals and ensure that Business Manager has accounted for them correctly. BoD shall obtain written approval from DfE for any asset disposal for which a capital grant in excess of £20,000 was paid.
3.	Estates Maintenance Programme (EMP)	EHT and Business Manager shall ensure that the EMP is costed and added to the Budget Forecast	The LGC shall maintain a programme of maintenance for each school estate, with Principal and Business Manager, taking into account Condition Survey. This will be added to SIP.	Board shall approve Budget Forecast, to permit budgeted work to be carried out. Any unbudgeted work shall be approved by BoD before commencement. Board shall be supplied with a copy of each school's SIP.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section D: ASSET MANAGEMENT				
4.	Estates Management (Capital works)			BoD shall manage and control all matters relating to any Capital Works at an Academy school in the Trust.
5.	Health and Safety	EHT is responsible for: Developing a Health and Safety culture throughout the schools; Ensuring that staff are aware of their responsibilities; The Principal is responsible for advising the LGC of any site-specific issues in schools for inclusion into procedures and for highlighting any particular health and safety issues to the LGC.	The LGC shall be responsible for: Appointing Governor(s) with responsibility for health safety monitoring; Developing, implementing, monitoring and reviewing of health and safety policies and procedures; Ensuring that adequate resources are available for health and safety; Providing training opportunities, as needed.	BoD carries overall responsibility for ensuring that health and safety policies and procedures are implemented and is collectively responsible with the LGCs for ensuring that health and safety arrangements are embedded within the school's ethos and reflected in their day-to-day practices.
6.	Legal Claims	EHT shall notify CoB and Deputy of any actual or potential claims affecting school or RCSAT. EHT shall act on instructions received from CoB or Deputy.	The LGC shall act on instructions received from CoB or Deputy.	BoD may instruct CoB or EHT to take such action, as required, in defence of or prosecution of any claim or proceedings. BoD shall take appropriate legal advice and direct the relevant LGC and/or EHT as needed.

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Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section E: STRATEGY				
1.	Partnering Arrangements	EHT shall notify CoB of any proposals to enter into, renew, amend or terminate any partnering arrangements. EHT shall provide any further information and assistance as CoB may need to make decision about the arrangement.		BoD will take the lead in developing strategy on partnerships. BoD shall be responsible for approving any new partnering arrangements.
2.	Expansion of existing facilities, taking on new premises. Processes shall be in accordance with the Financial Regulations Handbook, the DfE Academies Financial Handbook and all statutory requirements.	EHT shall notify CoB of any proposal to expand any existing facilities at a school. EHT and Business Manager are responsible for developing the business case for the expansion proposal in consultation with relevant LGC, prior to submission to BoD.	The relevant LGC shall assist in developing the business case and shall assist in submission to BoD. The final proposal and development of a funding plan for the expansion shall be approved by the LGC prior to submission to BoD.	BoD shall consider and review any business case submitted and decide whether to approve it or not. CoB shall assess the viability of any proposal put forward by the EHT.
3.	Adding Sponsored, Supporting, Supported schools to RCSAT	EHT shall notify CoB of any proposal to add another school to RCSAT. EHT shall provide any further information as CoB may need to make a decision about the proposal.	Members of the LGCs may be invited by CoB to form an Ad Hoc committee to work up the proposal up and, if approved, move the plan forward.	Board shall consider the proposal and decide whether to move forward. BoD may establish an Ad Hoc committee to work up the proposal and to move it forward, if approved by BoD.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	EHT and Principal	Local Governing Committee (LGC)	Board of Directors (BoD)
Section E: STRATEGY				
4.	Other Major Strategic Decisions	EHT shall notify CoB of any proposal of a major strategic nature. EHT shall provide any further information and assistance as CoB may need to make a decision about the proposal.		BoD shall consider a proposal, ensuring that it is developing the Trust's strategy so that it: Becomes and maintains a sustainable, vibrant & high-quality provider of distinctive Christian education; Plays an effective part in the wider MAT family, and; Contributes to the renewal and sustainability of the community it serves. Board may establish a committee of governors to develop the proposal further.