Oxlip LEARNING PARTNERSHIP

# Policy and Procedure:
# Scheme of Delegation

| | Author: | Date: | Date of Board Approval: | Comments | Review date: |
|---|---|---|---|---|---|
| **V1** | Oxlip Learning Partnership | **13.9.24** | **13.9.24** | | Annual (Autumn term) |
| **V2** | Oxlip Learning Partnership | Nov 2024 | 6.12.2024 | Amended governance structure diagram in section 2 and removed reference to 'finance' from section 3.5 for clarity. | Annual (Autumn Term) |
| **V3** | Oxlip Learning Partnership | Sept 2025 | 15-Oct-2025 | Added policy delegation section and clarity on delegated powers at Committee level. | Annual (Autumn 2026) |
| **V4** | Oxlip Learning Partnership | Sept 2026 | 4-Sept-2026 | Updated policy delegation section on page 12 | Annual (Autumn 2027) |
| **V5** | Oxlip Learning Partnership | Oct 2026 | 14.10.26 | Formal inclusion of Off Site Direction and Part-time Timetables | Annual (Autumn 2027) |

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**Oxlip Learning Partnership** is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD

Oxlip

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**The words 'Academy' and 'School' are treated as synonymous in this document.**

## 1. Introduction

The need for a framework that provides clarity about the duties, roles and responsibilities of all parties is imperative for all organisations in order to secure effective systems of leadership, management, and operation, to manage risk effectively and secure required outcomes.

The scheme of delegation needs to address:

1. who in the organisation has the power to make decisions
2. the decisions individuals or groups are empowered to make
3. where and with whom consultation needs to take place before decisions are made

The table appended to this report sets out in diagrammatic form the delegated powers between the different bodies involved in the governance and operation of the Oxlip Learning Partnership and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance, Audit & Risk Committee
4. Education & Standards Committee
5. HR and Health & Safety Committee
6. Local advisory board/local governing body
7. Chief Executive Officer
8. Chief Operating Officer / Finance Officer
9. Principals of individual academies

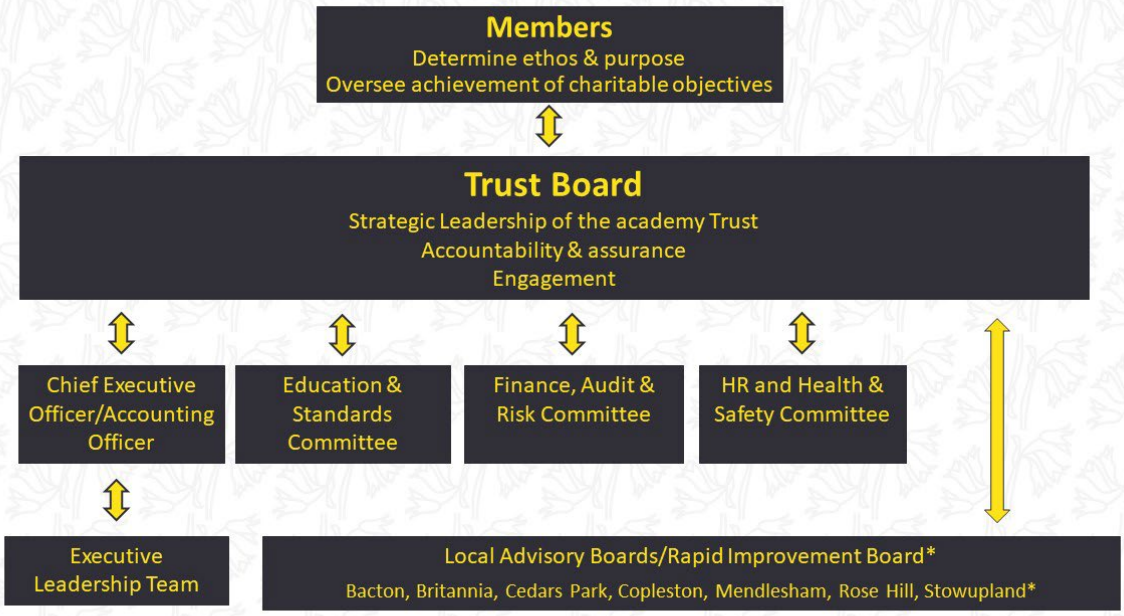
The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Charities Commission, HMRC and Companies House.

The scheme of delegation should support the objects of the Trust as set out in paragraph 4a of the Articles of Association (the Articles) and in accordance with the Local advisory board and Trust Board Terms of Reference. The Trust's objects are 'to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools ("the mainstream Academies") offering a broad and balanced curriculum.....;

The starting point for the scheme of delegation needs to be a shared understanding across the Trust that, in accordance with the Trusts Articles and Master Funding Agreement (MFA), sole decision-making power resides with the Trust board acting on behalf of the Trust in accordance with its vision and values.

# 2. OXLIP Learning Partnership Governance Structure

**OXLIP LEARNING PARTNERSHIP GOVERNANCE STRUCTURE**
**(September 2025)**




# 3. Roles and Responsibilities

## 3.1 Members

Members are the original signatories to the company's memorandum of association and have agreed the Trust's first Articles of Association which outlines the governance structure and how the Trust will operate.

The role of Members includes:

1. To determine the ethos and purpose of the Trust
2. Overseeing the achievement of the objectives of the Trust as set out in the articles of association and amending its articles of association when required
3. Taking part in annual and extraordinary general meetings
4. Appointing and removing External Auditors
5. Appointing and removing members and trustees
6. Ensuring the financial stability of the Trust and receive its accounts
7. Ensuring compliance with general principles of charity law

## 3.2 Trustees

The Trust is a charitable company and so trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. They are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association. The Trustees are the accountable body for the performance of ALL academy schools within Trust.

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The board also has:

- strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained
- a role in making sure that it delivers its commitment to other schools and academies, however it is done

Trusts are measured in relation to effectiveness via the Trust Quality Descriptors:

1. High Quality and Inclusive Education (CORE AIM)
2. School Improvement
3. Workforce
4. Finance & Operations
5. Governance & Leadership

The Chair of Trustees can use their judgement between meetings to make decisions on behalf of the whole Trust Board in appropriate (normally urgent) circumstances, but such decisions will be provisional, when necessary, pending ratification by the whole Board.

## 3.3 Trust Board Committees

The Trustees may establish committees to carry out some of its governance functions which may include making decisions in accordance with this scheme of delegation.

## 3.4 The Chief Executive Officer (CEO)

The CEO is appointed by the Board and has the delegated responsibility for the operation of the Trust.

Role of the CEO:

1. Responsible for the performance of all the Trust's academies and setting of performance targets
2. To performance manage the academy heads, usually in conjunction with individual academy chairs.
3. As accounting officer, the CEO has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability and in line with the current Academies Trust Handbook.
4. To lead the executive management team of the academy trust.

## 3.5 Local Advisory Boards (LABs)

The trustees may establish local advisory boards to carry out some of its school level governance functions.

Typically, delegated functions may include:

1. Building an understanding of how the school is led and managed
2. Monitoring whether the school is:
    a. Providing effective school improvement
    b. Working within agreed policies
    c. Is meeting the agreed targets
3. Engaging with stakeholders
4. Being a point of consultation and representation
5. Reporting to the board

The Chair of the LAB can use their judgement between meetings to make decisions on behalf of the whole LAB in appropriate circumstances in accordance with the Scheme of Delegation, such decisions will be provisional, when necessary, pending ratification by the whole LAB.

The Trust Board retains the right to review, intervene or remove any power or responsibility delegated to the LAB where it has serious cause for concern including:

1. Standards of performance of pupils at the Academy are unacceptably below performance targets
2. Serious breakdown in the way the Academy is governed or managed
3. Safety of pupils or staff is threatened
4. Financial mismanagement or failure to operate within budget

## 4. Delegated Powers

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- **(A) Accountable** – The body/person answerable for the task
- **(R) Responsible** – The body/person who will complete the task

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be wide-ranging it will not cover every task.

* Recommends to the CEO

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| **1.** | **Governance** | | | | | | | |
| 1.1 | Approve Trust Vision and Values | | | A | R | | | |
| 1.2 | Approve Trust Articles of Association | | A R | | | | | |
| 1.3 | Appointing / removing members and trustees | | A R | | | | | |
| 1.4 | Co-opt trustees (see article 58) | | | A R | | | | |
| 1.5 | Removal of auditors | | A | R | | | | |
| 1.6 | Approve Trust Board Terms of Reference | | | A R | | | | |
| 1.7 | Approve membership of new academies | | | A | R | R | | |
| 1.8 | Approve Trust Scheme of Delegation | | | A R | | | | |
| 1.9 | Establish (and remove) Trust Committees | | | A R | | | | |
| 1.10 | Approve Trust Committee Terms of Reference | | | A R | | | | |
| 1.11 | Establish (and remove) LABs | | | A R | | | | |
| 1.12 | Approve LAB Terms of Reference | | | A R | | | | |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 1.13 | Establish LAB working groups | | | | | | A R | |
| 1.14 | Appoint (and remove) Chair / Vice Chair of Trust Board | | | A R | | | | |
| 1.15 | Appoint (and remove) Chair of LAB | | | A | | | R | |
| 1.16 | Appoint (and remove) Vice Chair of LAB | | | | | | A R | |
| 1.17 | Appoint (and remove) Chair(s) / Vice Chairs of Trust Committees | | | A R | | | | |
| 1.18 | Appoint (and remove) Trust Committee members | | | A R | | | | |
| 1.19 | Appoint (and remove) Local Governors | | | AR | | | | |
| 1.20 | Ratify the appointment of co-opted local governors and Associate Members | | | A R | | | | |
| 1.21 | Appoint (and remove) Governance Professional to Trust Board | | | A R | | | | |
| 1.22 | Appoint (and remove) Governance Professional to LAB | | | AR | | | | |
| 1.23 | Bi-Annual self-review of trust board and committees | | | A R | | | | |
| 1.24 | Bi-Annual self-review of LAB and committees | | | | | | A R | |
| 1.25 | Agree annual schedule of business for Trust Board | | | A R | | | | |
| 1.26 | Agree annual schedule of business for LAB | | | A R | | | | |
| 1.27 | Organise & review local governor training | | | A | | | R | |
| 1.28 | Publishing statutory governance information on website(s) | | | A R | | | R | |
| 1.29 | Authorisation of Type 2 Trips (trips overnight or abroad) | | | | | | A | R |
| **2.** | **Trust & Academy Performance, Curriculum and Teaching** | | | | | | | |
| 2.1 | Academy Trust 3-year business development plan | | | A | R | | | |
| 2.2 | Academy School development Plan in line with the strategic aims of the Trust | | | | A | | R | R |
| 2.3 | Academic Performance Targets | | | | A | | R | R |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 2.4 | Academy Staff Development Plan | | | | A | R | R | R |
| 2.5 | Trust Curriculum & Learning statement | Education & Standards | | A R | R | | | |
| 2.6 | Academy Curriculum & Learning Policy | | | | | | A | R |
| 2.7 | Religious Education statement | | | A | | | R | R |
| 2.8 | Trust Professional Development Days | | | | A | | | R |
| 2.9 | Key Performance Indicators (trust) - setting and reviewing performance of the Trust with appropriate support if required | | | A | R | R | | |
| 2.10 | Key Performance Indicators (academy) - setting and reviewing performance of the schools including 'category' of each school with appropriate support if required | KPIs in academy set by principals supported by LAB | | | A | | R | R |
| 2.11 | Quality of Teaching - Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes | | | | A | | | R |
| 2.12 | Curriculum – Setting the curriculum for the academy and reviewing its effectiveness | In line with the trust curriculum & learning statement (2.5) | | | A | | | R |
| 2.13 | Ensure appropriate due diligence is conducted for any school/academy joining the Trust | | | A | R | R | | |
| 2.14 | Report progress against objectives to the Trust Board within the academies | | | | A | R | | R |
| 2.15 | Review – considering and evaluating performance of the academy by:<br>a. reviewing progress against agreed KPIs<br>b. holding each school's leadership to account for academic performance, quality of care and quality of provision<br>c. Monitoring the overall effectiveness and efficiency of | | | | A<br>A<br>A | | | |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| | leadership and management in schools<br>d. Receiving reports on the quality of teaching and learning and reporting to the Trust Board | | | | A | | | |
| 2.16 | Self-evaluation – carrying out the self-evaluation process to identify areas for improvement with regard to outcomes and success criteria | | | A | R | | | |
| 2.17 | Review priorities – considering the aims and priorities for raising standards of achievement in each of the academy's strategic development plans in Trust format | | | A | R | | | |
| 2.18 | Ofsted Inspections Trust Support<br>a. Trust will liaise with Ofsted where trust is inspected and assist with school inspection<br>b. CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review<br>c. CEO will support LABs and Principals for individual academy inspections | | | A | R<br>AR<br>AR | | | |
| 2.19 | Effectively manage resources and capacity from across the Trust to bring about sustained improvement in academies | | | A | R | R | | |
| **3.** | **Attendance and Safeguarding** | | | | | | | |
| 3.1 | Monitor and challenge pupil attendance within academies on an ongoing basis and provide regular updates | In line with the trust attendance policy | | | | | A | R |
| 3.2 | Checking each academy has a Safeguarding Policy (Local Procedures) | E&S | | | R | | R | A |
| 3.3 | Safeguarding Policy and Procedures: Review and monitor | Trust Board | | A | R | | A | R |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 3.4 | Safeguarding Systems: Ensure systems in place to ensure compliance | E&S | | A | R | | | R |
| 3.5 | Safeguarding Audits of all academies completed | E&S | | A | R | | | R |
| 3.6 | Safeguarding Training: Provision and Monitoring | E&S | | A | R | | | R |
| **4.** | **Staff Policies and Pay** | | | | | | | |
| 4.1 | Pay Policy | HR | | A | R | | | |
| 4.2 | Appraisal Policy | HR | | A | R | | | |
| 4.3 | Changes to Employee Terms & Conditions or Collective Agreements | HR | | A | R | | | |
| 4.4 | Adoption of Transferring Policies and Collective Agreements | HR | | A | R | | | |
| 4.5 | Teachers Annual Pay Award | HR | | A | R | | | |
| 4.6 | Support Staff Annual Pay Award | HR | | A | R | | | |
| 4.7 | Principal Individual Performance Pay awards | HR | | A | R | | | |
| 4.8. | Deputy Principal Individual Performance Pay awards | HR | | A | R | | | R |
| 4.9 | Teacher & support staff Individual Performance Pay Awards | HR | | A | R | | | R |
| 4.10 | CEO Individual Performance Pay Award | | | A R | | | | |
| 4.11 | CFO Individual Performance Pay Awards | HR | | A | R | | | |
| 4.12 | Disciplinary Policy | HR | | A | R | | | |
| 4.13 | Grievance Policy | HR | | A | R | | | |
| 4.14 | Capability Policy | HR | | A | R | | | |
| 4.15 | Whistleblowing Policy | Trust Board | | A | R | | | |
| 4.16 | Trust Equality Inclusion & Diversity Statement | Trust Board | | A | R | | | |
| 4.17 | Academy Equality Policy | | | | | | A | R |
| **5.** | **Staff Management – Trust** | | | | | | | |
| 5.1 | Staffing, structure and grades | | | A | R | | | |
| 5.2 | CEO appointment | | | A R | | | | |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 5.3 | CFO appointment | | | A | R | | | |
| 5.4 | Suspension of CEO | | | A R | | | | |
| 5.5 | Return of CEO after suspension | | | A R | | | | |
| 5.6 | Dismissal of CEO | | | A R | | | | |
| 5.7 | Suspension of CFO | | | A | R | | | |
| 5.8 | Return of CFO after suspension | | | A | R | | | |
| 5.9 | Dismissal of CFO | | | A | R | | | |
| 5.10 | Support staff appointments | | | A | R | | | |
| | **Staff Management – within academies** | | | | | | | |
| 5.11 | Staffing, structure and grades | | | | A | R | | R |
| 5.12 | Principal appointment | | | A | R | | | |
| 5.13 | Deputy Principal appointment | | | | A | | | R |
| 5.14 | Teaching & senior support staff appointments | | | | | | | AR |
| 5.15 | Support staff appointments | | | | | | | AR |
| 5.16 | Suspension of Principal or Deputy Principal | | | A | R | | | |
| 5.17 | Return of Principal or Deputy Principal after suspension | | | A | R | | | |
| 5.18 | Dismissal of Principal or Deputy Principal | | | A | R | | | |
| 5.19 | Suspension of teaching and support staff | 3 panel committee of 2 trustees and 1 governor | | A | R | | | R* |
| 5.20 | Return of teaching and support staff after suspension | 3 panel committee of 2 trustees and 1 governor | | A | R | | | R* |
| 5.21 | Dismissal of teaching and support staff | 3 panel committee of 2 trustees and 1 governor | | A | R | | | R* |
| 5.22 | Redundancy of staff | | | A | R | | | |
| 5.23 | Major Re-structuring of staff | | | A | R | | | |
| **6.** | **Finance, Government & Management** | | | | | | | |
| 6.1 | Trust & Academy Financial Regulations (inc. key policies & procedures) | | | A | R | R | | |
| 6.2 | Record of Financial Responsibility (RoFR) | FAR | | A | R | R | | |
| 6.3 | Risk register | | | A | R | R | | |
| 6.4 | Appoint Trust Auditors | | A | R | | | | |
| 6.5 | Trust 3-year Budget Plan | | | A | R | R | | |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 6.6 | Trust 1-year Budget | | | A | R | R | | |
| 6.7 | Central Trust Budget & Service Charge | | | A | R | R | | |
| 6.8 | Academy Schools 3-year Strategic Financial Plan | | | A | R | R | | R |
| 6.9 | Academy Schools 1 year Budget Plan | | | A | R | R | | R |
| 6.10 | Trust Annual Accounts | | | A | R | R | | |
| 6.11 | Trustees Report | | | A | R | R | | |
| 6.12 | Trust Academies Accounts Return to EFA | | | | A | R | | |
| 6.13 | Response to Auditor's Management Letter | | | A | R | R | | |
| 6.14 | Response to Internal audit reports | | | A | R | R | | |
| **7.** | **Financial Authorisation –** | | | | | | | |
| | ***Refer to Trust Finance Policy & Record of Financial Responsibility (RoFR)*** | | | | | | | |
| **8.** | **Academy Policies & Procedures** | | | | | | | |
| 8.1 | Academy times, terms and holidays | | | | A | | R | R |
| 8.2 | Expansion of Academy (PAN or NOR) | | | A | R | | R | R |
| 8.3 | Extension of Academy provision (Nursery) | | | A | R | | R | R |
| 8.4 | Attendance policy | Education & Standards | | A | R | | | |
| 8.5 | Trust Pupil Behaviour Framework | Education & Standards | | A | R | | | |
| 8.6 | Behaviour for learning policy | | | | | | A | R |
| 8.7 | Pupil Suspensions and Exclusions Policy | Education & Standards | | A | R | | R | R |
| 8.8 | Short-term Suspension | | | | | | | A R |
| 8.9 | Return after short-term Suspension | | | | | | | A R |
| 8.10 | Permanent Exclusions | Membership from either the Trust Board and/or LABs | | A* | | | A* | R |
| 8.11 | Appeals against Permanent Exclusion applying to the legal framework | Independent Review | | A | R | | | R |
| 8.12 | Off-Site Direction | | | | A | | | R |

| | Task<br>Key: A - Accountable<br>R - Responsible | Notes/Approving Trust Committee | Members | Trust Board | CEO | CFO | LAB | Principal |
|---|---|---|---|---|---|---|---|---|
| 8.13 | Part-time timetables (beyond one Term) | | | | A | | | R |
| 8.14 | Complaints Policy | Trust Board | | A | R | | R | |
| 8.15 | Complaints Appeals | Panel committee - Governors and Trustees | | A | R | | R | |
| 8.16 | Admissions Policy | | | A | R | | R | |
| 8.17 | Admissions Appeals | | | A | | | R | R |
| 8.18 | Admissions – In-Year and Y7 Intake | | | A | | | R | R |
| 8.19 | Academy Trust brand and branding guidelines | | | A | R | | | |
| 8.20 | Academy school prospectus | Within trust branding guidelines | | | | | | A R |
| 8.21 | Academy school website | Within trust branding guidelines | | | | | | A R |
| 8.22 | Academy school name, logo & branding | Within trust branding guidelines | | | | | A | R |
| 8.23 | Academy school uniform | Within trust branding guidelines | | | | | A | R |
| 8.24 | Academy school Educational Visits Policy | | | | | | A | R |
| 8.25 | Extended services on-site | | | A | | | R | R |
| 8.26 | Academy Trust Pupil Premium Strategy | | | A | R | | | |
| 8.27 | Academy Pupil Premium Policy and statement | Education & Standards | | A | R | | R | R |
| **9.** | **Premises & Assets –** ***Refer to Trust Finance Policy and Record of Financial Responsibility (RoFR) for commissioning of repairs or works*** | | | | | | | |
| 9.1 | Estates Management and Safety Strategy – see Business Plan | HR / H&S | | A | R | R | | |
| 9.2 | Health & Safety Policy | HR / H&S | | A | R | R | | |
| **10.** | **Media** | | | | | | | |
| 10.1 | Media and PR for Trust | | | | AR | | | |
| 10.2 | Media and PR for Academies | | | | A | | | R |

** Recommends to the CEO*

| | | | |
|---|---|---|---|
| **Date approved:** | 14 October 2026 | **Signed by Chair of Trust Board:** | |
| **Date of next review:** | Autumn 2027 (unless further changes required) | **Print name:** | Donald Jinks |

| Delegation of Statutory and other Policies and Procedures to Committees: | | | | |
|---|---|---|---|---|
| Full Board | Education and Standards | HR, Health & Safety | Finance, Audit & Risk | Local Advisory Board |
| Allergy Safety | Admissions Policy | Alcohol and Substance Misuse | Acceptable Use of ICT | Attendance Local Procedures |
| Equality Objectives - Statement | Attendance Policy | All Family Friendly Policies (x 9) | Artificial Intelligence | Behaviour for Learning and/inc. Anti-Bullying |
| Feedback, concerns and Complaints Procedure | Bereavement Policy - Statement | Bullying and Harassment Policy | Anti-Fraud Policy | |
| | Behaviour for Learning - Statement | Capability Procedure | Asset Control Accounting Policy | |
| Mobile Phones in Schools - Statement | Communication Policy | Disciplinary Procedure | Conflicts of Interest and Related Party | Careers – provider access statement |
| Modern Slavery – Statement | Curriculum and Learning - Statement | Discretionary Leave Policy (staff) | Charging and Remissions Policy | Equality Objectives |
| Online Safety - Statement | Designated Teacher for LAC Policy | Grievance Policy | Finance and Accounting Policy | EYFS |
| Parent and Visitor Code of Conduct | Exclusions Policy | Health, Safety and Welfare Policy | Data Protection Policy | Non-examinations Assessment |
| Safeguarding and Child Protection inc. Low-level concerns and Managing allegations against staff | PSHE/RSHE Policy | Job Evaluation Policy | Email Protocol | PE & Sports Premium |
| | Restrictive Interventions Policy | Menopause Policy | FOI and Publication Scheme | School Uniform |
| | | Organisational Change Policy | Investment and Reserves Policy | **Local Procedures for:** |
| Support for pupils with medical conditions | Pupil Premium Strategy Policy | Pay Policy | Record of Financial Responsibility | Safeguarding Local Procedures |
| | SEND Policy | Premises Management | Record Retention Policy and Schedule | Allergy Safety |
| Whistleblowing Policy | School Uniform - Statement | Probationary Policy | Reserves Pooling | Medical Conditions |
| | | Professional Growth and Development | Risk Management | Health and Safety |
| | | Safer Recruitment | Privacy Notices | SEND (information report and accessibility plan) |
| | | Sexual Harassment | Procurement | |
| | | Sickness Absence | Staff Expenses Policy | |
| | | | VAT Policy | |

## Addendum

*Any urgent decisions arising between the Board and Committee meetings, could be taken by the Chair. The urgent action would only be taken when it was not practicable to arrange a Board meeting on short notice in the circumstances either:*

1. *after receiving a written report from the Chief Executive Officer which clearly stated, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or*
2. *as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust, any Academy, pupil or their parent or a person who works at the Trust, then, in consultation with the CEO, they may exercise any function of the Trustees which:*
   a. *could be delegated to an individual under the Articles, the Trust's funding agreements with the Secretary of State for Education (including the relevant Academies Financial Handbook) or*
   b. *any function relating to the exclusion of pupils.*

*Trustees agreed additionally, where it appears to the Vice Chair that:*

- *the circumstances mentioned in paragraph 1 and/or 2 apply; and*
- *the Chair (whether by reason of vacancy in the office, incapacity or otherwise, including illness or holiday) would be unable to exercise the function in question before the detriment referred to in that paragraph was suffered, the reference to the Chair was to be read as if it were a reference to the Vice Chair*

*Trustees agreed that should the urgent matter need to be dealt with by a Special Board meeting in which case a meeting shall be called promptly.*

*Trustees agreed that any action under Chair's Action shall be reported in writing as soon as possible to the Trustees together with a copy of any written report from the CEO. A record of the decisions taken shall also be included with the Board's minutes*