| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes | | |
|---|---|---|---|---|---|---|---|---|---|
| **People Strategy & Policy** | | | | | | | | **Accountable** | Power of approval or delegated authority |
| Approve Trust People strategy | **Accountable** | | | **Responsible** | | | Annually | Responsible | Responsible for delivering |
| Approve annual pay award for all staff | **Accountable** | | | **Responsible** | | **Consulted**** | Annually | Consulted | Must be consulted |
| **Changes to Staffing Structures** | | | | | | | | | |
| Approve staffing structure for Central Team | | **Responsible** | **Consulted** | **Accountable** | | | | | |
| Approve staffing structure for individual schools | | | **Consulted** | **Accountable** | | **Responsible** | | | |
| **Appointment of…** | | | | | | | | | |
| CEO | **Accountable** | | | | | | | | |
| Bridge Executive Board members | **Accountable** | **Responsible** | | | | | At least 1 Trustee to be part of the appointment panel | | |
| Headteachers | **Accountable** | **Responsible** | | **Consulted** | | | At least 1 other BEB Member to be part of the appointment panel | | |
| Central Team School Improvement staff (teacher contracts) | | **Accountable** | | **Consulted** | | | | | |
| Central Team support staff | | | **Accountable** | **Consulted** | | | | | |
| Individual schools DHT posts | | | | **Consulted** | **Consulted** | **Accountable** | At least 1 other BEB Member to be part of the appointment panel | | |
| Individual schools teaching and support staff | | | | | | **Accountable ***** | | | |
| **Performance Management/Professional Review of** | | | | | | | | | |
| CEO | **Accountable** | | | | | | | | |
| Bridge Executive Board members | | **Accountable** | | | | | | | |
| Headteachers | | | | **Accountable** | | | | | |
| Central Team School Improvement staff (teacher contracts) | | **Accountable** | | | | | | | |

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| Central Team support staff | | | Accountable | | | | |
| Individual schools Senior Leadership Team | | | | | | Accountable | |
| Individual schools teaching and support staff | | | | | | Accountable | |
| **Pay Approval** | | | | | | | |
| CEO | Accountable | | | | | | Annually - Autumn term |
| CFOO | Accountable | Consulted | | | | | Annually - Autumn term |
| Bridge Executive Board members | Consulted | Accountable | | | | | Annually |
| Headteachers | | Accountable | | Responsible | | | Annually |
| Central Team School Improvement staff (teacher contracts) | | Accountable | | Responsible | | | Annually |
| Central Team support staff | | | Accountable | Responsible | | | Annually |
| Individual schools Senior Leadership Team | | | | Accountable | | Responsible | Annually |
| Individual schools teaching and support staff | | | | | | Accountable | Annually - QA responsibilities to be undertaken by Directors of Education |
| **Settlement Agreements** | | | | | | | |
| Chief Executives compensation and severance payments under £50,000 | Accountable | | | | | | |
| All staff compensation and severance payments under £50,000 | | Consulted | Accountable | | | | Excluding Chief Officer roles |
| **Disciplinary and authority to suspend** | | | | | | | **People Dir or CFOO consulted on all suspensions** |
| CEO | Accountable | | Consulted | | | | |
| Bridge Executive Board members | | Accountable | Consulted | | | | |
| Headteachers | | Accountable | Consulted | | | | |

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes | | |
|---|---|---|---|---|---|---|---|---|---|
| Central Team teaching staff | | Accountable | Consulted | | | | | | |
| Central Team support staff | | | Accountable | | | | | | |
| Individual schools Senior Leadership Team | | Consulted | Consulted | | | Accountable | | | |
| Individual schools teaching and support staff | | | Consulted | | | Accountable | | | |
| **Formal Hearings for HR policies** | | | | | | | | | |
| CEO | Accountable | | | | | | | | |
| Bridge Executive Board members | | Accountable | | | | | | | |
| Headteachers | | Accountable | | | | | | | |
| All other staff | Please refer to Grievance Policy | | | | | | | | |

* authority may be delegated to a sub-committee e.g Audit and Risk, Policy Review Committee, LGC and clarified in the Terms of Reference
** *for individual schools only*
*** authority may be delegated further dependent on roles and grades refer to the Recruitment Policy

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| **Premises/Asset Management** | | | | | | | |
| Approve proposals for the acquisition/ disposal of land/buildings | **Accountable** | | **Responsible** | **Consulted** | | | |
| Approve disposals of surplus stock and assets over £5,000 | **Accountable** | | | | | | |
| Approve disposals of surplus stock and assets up to £5,000 | | **Consulted** | **Accountable** | | | | |
| Approve major (SCA) capital works and long-term building projects, based on condition surveys - annually | | | **Responsible** | **Accountable** | | | good practice to consult with C&E Director |
| Approve annual capital works and maintenance programme | | | **Responsible** | **Accountable** | | | good practice to consult with C&E Director |
| **Health & Safety** | | | | | | | |
| Approve Trust-wide health and safety policy | **Accountable** | | | | | | Delegated to Policy Committee |
| Approve individual schools health and safety action plan and monitoring | | | | **Accountable** | | **Responsible** | good practice to consult with C&E Director |
| **Data Protection** | | | | | | | |
| Authority to submit Freedom of Information, Data Protection and Subject Access Request responses on behalf of BAT | | | | **Accountable** | | | |
| **Communications** | | | | | | | |
| Approve other press responses for national media | | **Accountable** | | | | | |
| Approve other press responses at local media at school level | | | | | **Accountable** | **Responsible** | |
| Approve written responses to MPs, Regional Schools Commissioners, Local Authorities, Ofsted, DfE, ESFA..etc. | | | | **Accountable** | | **Responsible** | |
| Approve individual school website as being compliant with regulatory requirements | | | | **Accountable** | | **Responsible** | |
| **IT** | | | | | | | |
| Approve Trust IT strategy | | | **IT Director** | **Accountable** | | | |

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| **Accountable** | Power of approval or delegated authority |
| **Responsible** | Responsible for delivering |
| **Consulted** | Must be consulted |

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| Approve individual school IT plans | | | IT Director | | | | |
| **Operational Value for Money** | | | | | | | |
| Approve value for money in operational projects and strategies | | Accountable | Responsible | | | | Regular challenge to be evidenced at Business Leadership Team (BLT) and BEB |
| **Other** | | | | | | | |
| Approve 5 non pupil days | | | | Accountable | | Responsible | |
| Approve any additional non pupil days | Accountable | | | Consulted | | Responsible | |
| To provide panels to hear Stage 2 Complaints | Accountable | | Governance Professional | | | | Consult Complaints Policy as some exclusions apply |

* authority may be delegated to a sub-committee e.g Audit and Risk, Policy Review Committee, LGC and clarified in the Terms of Reference

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| **Budget** | | | | | | | |
| Approve annual Trust budget | Accountable | Consulted | Responsible | | | | |
| **Banking** | | | | | | | |
| Changes to banking arrangements, including opening a new bank account | Accountable | | Responsible | | | | |
| Approve fixed term investments which exceed both £500k and a 12 month period | Accountable | | Responsible | | | | |
| Approve fixed term investments upto and including the value of £500k and for no longer than a 12 month period | | | Accountable | | | | |
| **Legal** | | | | | | | |
| Enter into litigation at risk of exceeding £100k | Accountable | | | | | | |
| Authority to seek legal advice where the cost will be greater than £20,000 from BAT's procured solicitors | | Accountable | | | | | |
| Authority to seek legal advice with costs up to £20,000 from BAT's procured solicitors | | | Accountable | | | | |
| **Staffing Appointments** | | | | | | | |
| Any new roles added with annual **cost** over £100k per annum, permanent or temporary (as reportable in the annual accounts) | Consulted | Accountable | | | | | must be consulted with Chair of Trust (or VC) **before** advert |
| Any Trust staff appointments outside of agreed budget | | Accountable | | | | | |
| Any individual school staff hire outside of agreed budget | | | Accountable | | | | |
| **Staff reorganisations** | | | | | | | |
| Any re-organisation with potential redundancy/pension shortfall costs over £100k | Consulted | Accountable | Responsible | | | | must be consulted with Chair of Trust (or VC) **before** consulation of staff |
| Any other re-organisation | | | Responsible | Accountable | | | |
| **Virements** | | | | | | | |
| Restricted income received (not budgeted) will be posted to Reserves - If expenditure virement required | | | Responsible | Accountable | | | |

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| Accountable | Power of approval or delegated authority |
| Responsible | Responsible for delivering |
| Consulted | Must be consulted |
| Reported | Must be reported |

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| Unrestricted Income received in year may have a matching Expenditure budget | | | Finance Director | | | | |
| All budget virements (including reserves/staffing) | Accountable | | Responsible | | | | This will be at month 6 |
| All budget virements (excluding reserves/staffing) within agreed budgets. | | | Finance Director | | | | |
| **Decision to purchase Goods and Services excluding leases (in budget)** | | | | | | | |
| Expenditure over £100,000 (reporting to BOT) | Reported | | Responsible | | | | to be reported to Board of Trustees as part of Business Report |
| Expenditure over £50,000 | | | Accountable | | | | |
| Expenditure between £2,000 and £50,000 | | | Finance Director | | | | |
| Expenditure up to and including £2,000 | | | | | | Budget Holder | |
| **Decision to agree Contracts and Leases** | | | | | | | |
| over a 3 year period (any value) | Accountable | | Responsible | | | | |
| over 1 year with a total value of £150k plus | Accountable | | Responsible | | | | |
| over 1 year with a total value less than £150k | | | Accountable | | | | Discussed and noted at Business Leadership Team Headteacher or BLT Directors may sign the document after approval at BLT |
| Lifetime of less than 12 months in agreed budget | | | | | | Budget Holder | |
| **Decision to approve the write off of bad debts** | | | | | | | |
| The cummulative value of the debts exceed £1,000 | | | | Accountable | | | |
| The cummulative value of the debts below £1,000 | | | Finance Director | | | | |
| **Prior ESFA authorisation is always required for the following types of transactions** | | | | | | | |
| Novel, contentious and repercussive transactions | | | | | | | |
| Staff severance and compensation over £50k | | | | | | | |

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| Ex gratia payments | | | | | | | |
| Writing-off debts and losses and entering into guarantees, indemnities or letters of comfort, exceeding 1% of annual income or £45k individually; 2.5% or 5% of annual income cumulatively | | | | | | | |
| Entering into guarantees, indemnities or letters of comfort if exceeds 1% of annual income or £45,000 individually; or 2.5% or 5% of annual income cumulatively | | | | | | | |
| Acquiring or disposing of freehold on land/buildings | | | | | | | |
| Disposing of heritage assets | | | | | | | |
| Taking up a finance lease | | | | | | | |
| Taking up a leasehold on land/buildings if term is >7 years | | | | | | | |
| Granting a lease on land and buildings | | | | | | | |
| Borrowing (including finance leases and overdraft facilities) | | | | | | | |
| Supplies to the trust from related parties over £20k | | | | | | | |

* authority may be delegated to a sub-committee e.g Audit and Risk, Policy Review Committee, LGC and clarified in the Terms of Reference

| Decisions | Board of Trustees* | CEO | CFOO | BEB | LGC | Headteacher | Notes |
|---|---|---|---|---|---|---|---|
| Approve Trust Safeguarding strategy | Accountable | Responsible | | Consulted | | | Reviewed annually |
| Approve appointment of Trust wide designated safeguarding lead | | Accountable | | Responsible | | | |
| Approve appointment of individual schools safeguarding lead | | | | | | Accountable | |
| Provide termly quality assurance checks on SCR | Accountable | | | Responsible | | | Governance Team should review and report any concerns to BEB? |
| Provide annual quality assurance checks and follow up on reccommendations | Accountable | | | Responsible | | | Per school |
| Provide termly monitoring checks (LGC) | Accountable | | | | Responsible | | |

| | |
|---|---|
| Accountable | Power of approval or delegated authority |
| Responsible | Responsible for delivering |
| Consulted | Must be consulted |