

Ultimately accountable	Consulted (or may be)
Responsible for task	Informed
Both accountable and responsible	 Consulted (or may be) and informed

Governance Decision Matrix

Area	Function	Members	Trust Board	TC	CEO	DFO	EHTs	LGBs	HTs	Trust Board Governance Professional
Trust Governance	Appointment and removal of Members									
	Determine the structure of the Board of Trustees									
	Appointment and removal of Trustees									
	Agree and review Articles of Association									
	Appointment and removal of Chair/Vice-Chair of Trustees									
	Appointment and removal of Chair and members of non-LGB Trust Committees and their structure									
	Appointment and removal of Vice- Chair of non-LGB Trust Committees									
	Establish and review governance structure for the Trust including Scheme of Delegation and Governance Decision Matrix									
	Terms of reference for all Trust Committees									
	Appointment and removal of Local Governors									
	Appointment and removal of Chairs of LGBs									
	Role description for Members									
	Role description and Code of Conduct for Trustees									
	Role description for Local Governors and Code of Conduct									



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Area	Function	Members	Trust Board	тс	CEO	DFO	EHTs	LGBs	HTs	Trust Board Governance Professional
	Appointment of Governance Professionals									
	Skills audit for and evaluation of performance of Trust Board									
	Skills audit for and evaluation of performance of Local Governing Body									
	Change the name of the Trust									
	Wind up the Trust									
	Wind up individual Academy									
Statutory responsibilities	Trust governance details on website									
	School governance details on website									
	Maintain registers of interests									
	Auditing & reporting on compliance activity ¹									
	Annual Report and Accounts									
	Approve and review Trust wide statutory policies ²									
	Monitor the implementation of Trust wide statutory policies									
	Approve and review school level statutory policies									
	Monitor the implementation of school level statutory policies									
	Agree and oversee admissions policies and procedures									

¹ For data protection, Data Protection Officer should report directly to the Trust Board

² Approval level depends on individual policies – See details in Scheme of Delegation



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Area	Function	Members	Trust Board	TC	CEO	DFO	EHTs	LGBs	HTs	Trust Board Governance Professional
Strategy	Establish and review Trust vision and ethos									
	Determine and approve future partners within the Trust									
	Agree key strategic Trust priorities for the year									
	Agree key Trust school improvement priorities for the year									
	Responsibility for standards in individual schools									
	Termly monitoring of progress against key strategic Trust priorities									
	Termly monitoring of key school improvement priorities									
Individual Academies	Maintain Trust vision and ethos in individual schools									
	Engage with community stakeholders									
	Making significant changes to an individual academy									
	Determining individual school name, uniform and branding									
	Setting term dates ³ and the length and composition of the school day									
Finances	Agree and review funding strategy (e.g. top slicing, hypothecation of funds, ring fencing, investment policy, reserves etc.)									
	Financial stability across the Trust									
	Agree annual budget for the Trust and individual schools									

³ Does not include changing total amount of school days each academic year which would fall under significant change.



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Area	Function	Members	Trust Board	TC	CEO	DFO	EHTs	LGBs	HTs	Trust Board Governance Professional		
	Agree annual budget for individual academies											
	Responsibility for spend within delegated limits		Refer to Finance Manual for delegated authorisation limits by amount (spending and transfers)									
	Monitoring of individual school budgets											
	Approval of annual accounts											
	Appointment of external auditors											
	Approval of Finance Manual											
Appointments	Appointment of the CEO											
	Appointment of the DFO											
	Appointment of Executive HT											
	Appointment of HT											
	Appointment of school senior leadership											
	Appointment to other key Trust functions											
Performance	Performance management of CEO											
management	Performance management of DFO											
	Performance management of Executive HT											
	Performance management of HT											
	Performance management of other key trust functions,											
	Appointment of the adviser (to lead leaders' performance reviews)											
	Determine CEO pay range and annual award											
	Determine DFO and Executive HT pay range and annual award											



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	Determine HT pay range and annual award									
	Determine pay range and annual award of other key Trust functions									
	Determine annual uplift to teachers' pay scales									
	Determine annual uplift to support staff pay scales									
Staffing structures	Determine senior staffing structures across the Trust									
	Determine staffing structures in an individual school									

Key:

TC: Trust Committees (non-LGBs)

CEO: Chief Executive Officer (who is also the Accounting Officer)
DFO: Director of Finance and Operations (who is also the Chief Financial Officer)

EHTs: Executive Head Teachers LGBs: Local Governing Bodies

HT: Headteacher