WADE DEACON TRUST

A COMMITMENT TO EXCELLENCE

SCHEME OF DELEGATION

TERMS OF REFERENCE 2026-2027

Version Number: 01
Ratified by Trustees: 30th September 2026
Next Review Date: 30th September 2027
Link: Mr I Kirkham

A GREAT PLACE **TO BE A PART OF**

1 VISION

1.1 Wade Deacon Multi Academy Trust is committed to providing the highest standards within its schools. It has clear aims, clarity of purpose and a vision that is shared with all stakeholders.

2 INTRODUCTION

2.1 The Board of Trustees has established a governance structure for the Trust, which is:

2.1.1 compliant with DfE/ESFA requirements, company and charity law;

2.1.2 scalable and adaptable to growth or change within the Trust;

2.1.3 reviewed annually by the Trustees, or as required in response to significant change.

2.2 The governance structure complies with the Academies' Financial Handbook and the Articles of Association. All members, trustees and local governors must adhere to the 'Nolan Principles' of public life which are:

2.2.1 ***Selflessness***
Holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends.

2.2.2 ***Integrity***
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

2.2.3 ***Objectivity***
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

2.2.4 ***Accountability***
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

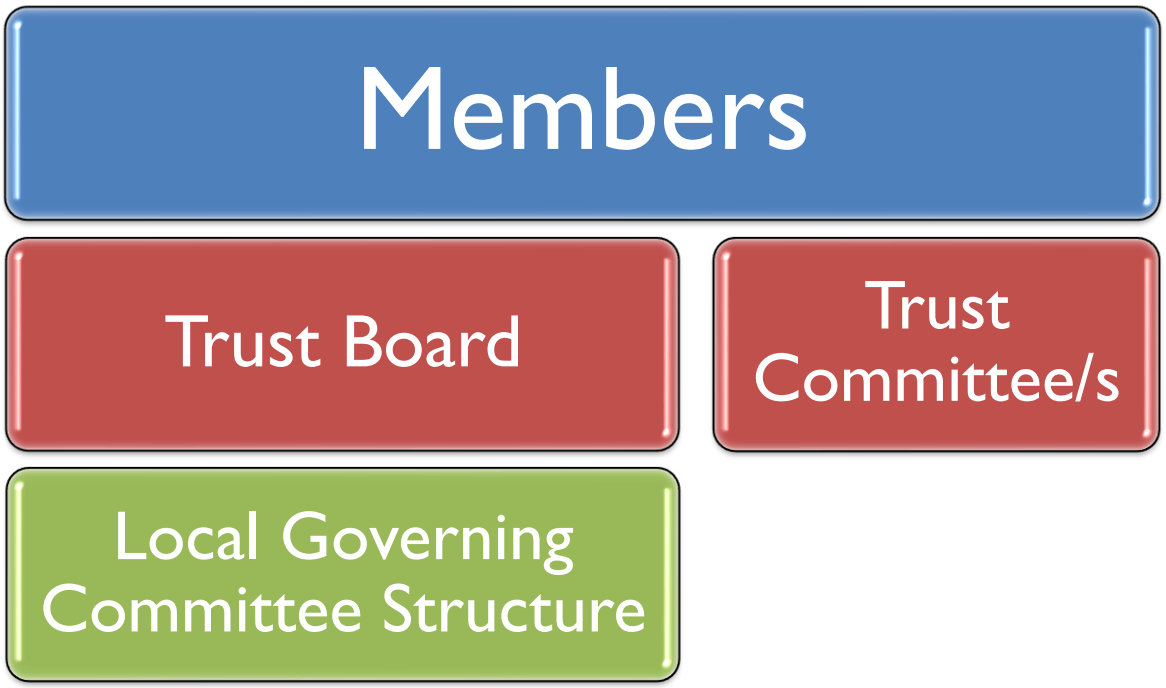
2.2.5 ***Openness***
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

2.2.6 ***Honesty***
Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arsing in a way that protects the public interest.

2.2.7 ***Leadership***
Holders of public office should promote and support these principles by leadership and example.

2.3 All members, trustees and local governors are encouraged to attend training regularly and review training needs annually. The Trust will support in arranging this training.

TRUST GOVERNANCE STRUCTURE



3 DEFINITIONS

3.1 Within this Scheme of Delegation, the term 'Principal' refers to the following posts: Executive Principal, Lead Principal and Principal.

A COMMITMENT TO EXCELLENCE

4 MEMBERS

4.1 The Trust is governed by Non-executive Directors (Members) constituted under a Memorandum of Association and Articles of Association.

4.2 The Members are responsible for:

4.2.1 Approving the Articles of Association

4.2.2 Recruitment and Appointment of Members

4.2.3 Appointment and removal of Trustees

4.2.4 Securing the highest standards of accountability from Trustees for the provision of all pupils in the Multi Academy Trust (MAT)

4.2.5 Holding the Board of Trustees to account for performance and standards within academies.

4.3 The Trust currently has five Members. A Member counts towards the quorum by being present in person, by video or conference call or by proxy. Three persons entitled to vote upon the business to be transacted, each being a member or a proxy of a member, shall constitute a quorum.

4.4 The current list of Members is published on the Trust website and the UK Government's 'Get Information about Schools' (GIAS) website.

4.4.1 Trust website: https://www.wadedeacontrust.com/governance/members

4.4.2 GIAS website: https://www.get-information-schools.service.gov.uk/

4.5 Members are required to undertake relevant Disclosure and Barring Service checks and maintain an update record of pecuniary/business interests.

5 TRUSTEES

5.1 Trustees are responsible for:

5.1.1 Delivering the charitable objectives of the Trust.

5.1.2 Strategically controlling the organisation and managing the charitable assets.

5.1.3 Ensuring compliance with the Trust's duties under company law and charity law and agreements made with the DfE & ESFA including the funding agreement and continued charitable status of the Trust.

5.1.4 The determination, educational character and mission of the Trust.

5.1.5 Ensuring the solvency of the Trust company and charity, safeguarding its assets and delivering its charitable outcomes.

5.1.6 Oversee key strategic objectives and targets and reviewing performance against these.

5.1.7 Determining the Trust development plan and reviewing all Academy development plans.

5.1.8 Approving statutory policies that are common to all Academies within the Trust.

5.1.9 Ensuring that the year-end accounts are submitted to Members for approval.

5.1.10 Entering all contracts on behalf of the Trust (unless delegated)

5.1.11 Approving annual estimates of income and expenditure for the Trust at the beginning of the academic year.

5.1.12 Authorising income and expenditure in line with the Scheme of Delegation.

5.1.13 Appointing or dismissing the CEO, COO and Principals

5.1.14 Intervening as appropriate in any Academy at risk of underperformance.

5.1.15 Undertaking determination of the establishment, constitution, membership, proceedings and delegated powers and functions of the Local Governing Committee and sub-committees along with their annual review and revision.

5.2 The Trust has not established a maximum number of Trustees but seeks to appoint those with a range of skills and experience. The quorum for meetings of the Board of Trustees will be three Trustees voting in person, by video or tele-conference. The term of office for all Trustees will be four years, save that this time limit shall not apply to any post, which is held ex-officio. Other senior staff may be invited to meetings as and when required.

5.3 Where an issue is being discussed that directly affects a Trustee or the CEO an interest must be declared and the individual must withdraw from the meeting. Any Trustee may attend any of the Trust and Local Governing Committee meetings.

5.4 The Company Secretary will undertake the clerking of the meetings of Members and Trustees and its committees and ensure that the minutes are included as an agenda item for consideration and approval at the next appropriate meeting. All decisions made by committees with delegated powers must be reported to the next Local meeting of the Trust Board.

5.5 The Chair of the Board of Trustees will be elected at the first meeting of the academic year. Chairs of each sub-committee will be elected at the first meeting of the academic year.

5.6 The current list of Trustees is published on the Trust website and the UK Government's 'Get Information about Schools' (GIAS) website.

5.6.1 Trust website: https://www.wadedeacontrust.com/governance/trustees

5.6.2 GIAS website: https://www.get-information-schools.service.gov.uk/

5.7 Trustees are required to undertake relevant Disclosure and Barring Service checks and maintain an update record of pecuniary/business interests.

6 INDIVIDUAL ROLES AND RESPONSIBILITIES

6.1 The Role of the Chair of the Board of Trustees

6.1.1 To ensure the strategic direction of Wade Deacon Multi Academy Trust whilst offering effective support and challenge at all levels of the organisation

6.1.2 To ensure the business of the Board is conducted properly, in accordance with legal requirements

6.1.3 To ensure any decisions taken are done so in accordance with the scheme of delegation

6.1.4 To ensure meetings are run effectively, focusing on priorities and making the best use of time available

6.1.5 To ensure that all attendees have an equal opportunity to participate in discussion and decision making

6.1.6 To establish and foster an effective relationship with the Chief Executive Officer, Chief Operations Officer and Principals/Heads of Schools within the Multi Academy Trust based on trust and mutual respect for each other's roles

6.1.7 To undertake the important role of ensuring that the Trustees provide strategic direction

6.1.8 To exercise emergency powers as and when required

6.2 The Role of the Chief Executive Officer

The Chief Executive Officer will:

6.2.1 Setting key strategic objectives and targets and reviewing performance against these.

6.2.2 Offer effective support and challenge to executive staff and school leaders

6.2.3 Establish and foster an effective relationship with the Chair of the Board, Chair of the Local Governing Committees and trust/school leaders based on trust and mutual respect for each other's roles.

6.2.4 Effectively deploy the staff and resources of the Trust as required

6.2.5 Provide a report on areas of responsibility to the Trust Board on at least a termly basis

6.3 The Role of the Company Secretary (Chief Operations Officer)

The Chief Operations Officer will ensure that all the Academy Trust's property and assets are under the control of the Trustees and measures are in place to prevent losses or misuse and give assurances of high standards and probity in the management of public funds. The Chief Operations Officer will:

6.3.1 Offer effective support, advice and guidance to the Chief Executive, Board and Local Governing Committees and trust/school leaders.

6.3.2 Establish and foster an effective relationship with the Members, Trustees, Chair of the Board, Chief Executive and trust/school leaders based on trust and mutual respect for each other's roles.

6.3.3 Ensure that sound and appropriate financial, governance and risk management arrangements are in place

6.3.4 Ensure the business of the Board is conducted properly, in accordance with legal requirements

6.3.5 Ensure any decisions taken are done so in accordance with the scheme of delegation

6.3.6 Advise the Trustees on constitutional and procedural matters, duties and powers

6.3.7 Convene meetings of the Board and its committees

6.3.8 Attend meetings of the Trustees and ensure minutes are taken

6.3.9 Maintain a register of Members of the Board and report vacancies to the Trustees

6.3.10 Give and receive notices in accordance with relevant regulations

6.3.11 Perform such other functions as may be determined by the Trustees from time to time

6.4 The Role of the Chief Financial Officer, HR Director & ICT/Operations Director

6.4.1 The Chief Financial Officer will manage the Academy budgets, ensuring sound and effective financial management, preparing and monitoring of budgets and ensuring the delivery of annual accounts.

6.4.2 The HR Director will maintain and enhance the organisation's human resources by planning, implementing, and evaluating employee relations and human resources policies and practices.

6.4.3 The ICT/Operations Director will provide strategic direction and challenge to schools overseeing the following areas ensuring schools are compliant enabling the Trust to meet its statutory obligations:

6.4.3.1 Data Protection

6.4.3.2 Governance

6.4.3.3 ICT including Cyber-security

6.4.3.4 Premises including Health & Safety

6.4.3.5 Marketing

They will:

6.4.4 Ensure business transactions of the Board are conducted properly, in accordance with legal and delegation requirements

6.4.5 Establish and foster an effective relationship with Local Governing Committee Chairs, trust/school leaders based on trust and mutual respect for each other's roles

6.4.6 Provide a report on areas of responsibility to the Trust Board on at least a termly basis

6.4.7 Ensure any decisions taken are done so in accordance with the scheme of delegation and in accordance with value for money principles

6.4.8 Offer effective support and training to the relevant school teams.

6.5 The Role of the Director of Primary or Secondary Education

6.5.1 In collaboration with the CEO, set key strategic objectives and targets and reviewing performance against these.

6.5.2 Offer effective support and challenge to school leaders

6.5.3 Be deployed in agreement with CEO/Trust Board to mentor and support Principals, Heads of Schools and Senior Leaders in academies

6.5.4 Raise the standards of attainment and progress across the allocated area, particularly where deployed in to schools causing concern

6.5.5 Establish and foster an effective relationship with the Chair of the Local Governing Committees in the allocated school and Principals/Heads of Schools within each academy on trust and have mutual respect for each other's roles

6.5.6 Monitor progress and attainment of disadvantaged pupils across the Trust and report findings to Trustees termly

6.5.7 Provide a report to the Trust Board on at least a termly basis

6.5.8 Provide a report on areas of responsibility to the CEO on at least a termly basis

6.5.9 Ensure any decisions taken are done so in accordance with the scheme of delegation

6.6 The Role of the Executive Principal

6.6.1 Support the strategic direction of the Multi-Academy Trust

6.6.2 Offer effective support and challenge to school leaders

6.6.3 Be deployed in agreement with CEO/Director of Primary or Secondary Education to mentor and support Principals and Heads of Schools

6.6.4 Raise the standards of attainment and progress across the allocated area, particularly where deployed in to schools causing concern

6.6.5 Establish and foster an effective relationship with the Chair of the Local Governing Committees in the allocated school and Principals/Heads of Schools within each academy on trust and have mutual respect for each other's roles

6.6.6 Ensure any decisions taken are done so in accordance with the scheme of delegation

6.7 The Role of the Principal and Head of School

6.7.1 To offer effective support and challenge to school leaders

6.7.2 To raise the standards of attainment and progress within the academy

6.7.3 To implement the agreed curriculum in line with trust curriculum policies

6.7.4 To implement the agreed trust assessment cycle in line with assessment policies

6.7.5 To establish and foster an effective relationship with trust leaders and Chair of the Local Governing Committee based on trust and mutual respect for each other's roles

6.7.6 To provide a report on areas of responsibility to the Executive Principal or CEO on at least a termly basis

6.7.7 To ensure any decisions taken are done so in accordance with the scheme of delegation

6.8 The Role of the Chair of a Trust Sub-Group (Committee)

6.8.1 Ensure the business of the Group is conducted properly, in accordance with legal requirements

6.8.2 Ensure meetings are run effectively, focusing on priorities and making the best use of time available.

6.8.3 Ensure that all members have an equal opportunity to participate in discussion and decision-making

6.8.4 Ensure any decisions taken are done so in accordance with the scheme of delegation

7 SUB GROUP (COMMITTEES)

7.1 The Trust Board in order to meet its requirements may opt to have sub-committees and the membership will be reviewed and agreed by the Board of Trustees annually. The quorum for each of the committees is two.

7.2 The Chair of each committee will have a casting vote in the event of a tie. The committees will meet as often as is necessary to fulfil their responsibilities. The Accounting Officer and other relevant senior staff should routinely attend subcommittee meetings as appropriate to provide information and participate in discussions. The committees may invite attendance at meetings from persons who are not members of the committee such as trust/school leaders, professional advisors and auditors to assist or advise when and where appropriate.

7.3 Currently there are five Committees:

7.3.1 Audit & Risk Committee

The Audit & Risk Committee plays a vital role in ensuring strong governance, financial integrity, and effective risk management. It's key responsibilities include:

- Internal Scrutiny and Audit
- Risk Management
- Financial Oversight

- Governance and Compliance
- External Audit

7.3.2 Finance & Resources Committee

The Finance & Resources Committee is responsible for ensuring the effective use and oversight of the Trust's financial and physical resources. It's key responsibilities include:

- Financial Management
- Resource Management
- HR and Staffing
- ICT and Cybersecurity
- Health & Safety
- Strategic Planning

7.3.3 Standards Committee

The Standards Committee is primarily responsible for overseeing the quality of education and pupil outcomes across the Trust. It's key responsibilities include:

- Educational Performance
- Curriculum Oversight
- School Improvement
- Safeguarding and Pupil Wellbeing
- Quality Assurance

7.3.4 Appraisal Committee

The Appraisal Committee exercises the delegated authority of the Board to appraise the CEO.

7.3.5 Staff and Appeals Committee

The Staff and Appeals Committee make any decisions under the Trust's personnel procedures and offers a channel of appeal for employees and other stakeholders whose case has been considered through the Trust's procedures and where the employee or stakeholder has exercised a right of appeal to the Trust.

Functions:

7.3.5.1 To make any determination to dismiss any member of staff (unless delegated to the CEO, Director of Primary or Secondary Education, Executive Principal or Principal)

7.3.5.2 To make any decisions under the Trust's personnel procedures e.g. disciplinary, grievance, capability where the CEO, Central Team, Director of Primary or Secondary Education, Executive Principal or Principal is the subject of the action

7.3.5.3 To make any decisions relating to any member of staff other than the Principal, under the Trust's personnel procedures (unless delegated to the Principal)

7.3.5.4 To make any determination or decision under the Trust's General Complaints Procedure for Parents and others when the Local Governing Committee cannot reach agreement or through the formal complaints process.

7.3.5.5 To consider any appeal against selection for redundancy

7.3.5.6 To consider any appeal against a decision on pay grading or pay awards

7.4 The agenda for Committee meetings shall be determined by the Chair of the Committee in consultation with other members of the Committee as appropriate and shall, wherever possible, be circulated in advance to persons attending the meeting and copied to the Chair of the Trust.

8 LOCAL GOVERNANCE

8.1 Wade Deacon Trust has established and is committed to Local Governing Committees with delegated powers agreed within the Scheme of Delegation. All decisions made, therefore, must be in line with the agreed Scheme of Delegation.

8.2 Where a school/Academy joins the MAT with significant concerns including OFSTED gradings, the existing Governing Body may be replaced or supported through a Standards Monitoring Board (SMB) if appropriate. The Board of Trustees will be responsible for determining the members of the SMB and in some instances, where their skills will add to capacity may include some members of an existing Governing Body.

8.3 In those schools identified as having areas of significant weakness, the LGC will have some delegated responsibilities along with a clear remit to provide support to the Principal or Head of School. Those schools already with, or demonstrating, the capacity to improve will have additional delegated responsibilities.

8.4 The level of delegation will be assessed on a school by school basis. Where an existing Academy is deemed to be at risk of failing its pupils, the Trust will exercise the right to reconstitute the LGC and appoint the majority of its Members to ensure that the identified weaknesses can be effectively addressed. This may include the implementation of an SMB.

8.5 All Local Governors will normally serve a 4-year term of office. The Local Governing Committee is constituted in accordance with the requirements set out by the Trust which shall where possible include:

Primary Schools	Minimum	Maximum
Principal or Executive Principal/Head of School	1	2
Staff Governor	1	2
Parent Governor	2	2
Community or Co-Opted Governor	2	7

Secondary Schools	Minimum	Maximum
Principal or Executive Principal/Head of School	1	2
Staff Governor	1	2
Parent Governor	2	3
Community or Co-Opted Governor	2	7

8.6 A senior leader from another school within the Trust may be appointed to act as an Associate Governor. This would be a development and supporting role for the Principal and Local Governing Committee. Associate Governors cannot vote at full governing body meetings but can vote on committees if governors have given them the power to do so.

8.7 Parent Governors and Staff Governors will be sought through the process of nomination and election procedures.

8.8 The Local Governing Committee can operate sub-committees to effectively deal with the business of the school, the membership of which will be made up of members of the Local Governing Committee.

8.9 The LGC will play a crucial role in driving forward attainment and progress in the school and offer appropriate challenge to the Principal/Head of School. They will:

8.9.1 **Monitor the performance of academies:**

8.9.1.1 Monitor assessment targets and data in line with Local and National standards, for each relevant Academy Key Stage for their school (EYFS, KS1, 2, 3, 4 & 5).

8.9.1.2 Monitor progress made in their individual school ensuring they are in line with Local and National standards as well as monitoring identified groups e.g. Gender, FSM, SEND etc.

8.9.1.3 Ensure that all pupils' SEND requirements are being met.

8.9.1.4 Monitor and review the information about school performance and reporting to parents according to statutory requirements.

8.9.1.5 Through the role of Link Governor, monitor the implementation of the curriculum within their school.

8.9.1.6 Monitor the pastoral care of all pupils in line with policies related to pastoral care.

8.9.1.7 Provide effective support and challenge to school leaders.

8.9.2 **Consider and Address Complaints:**

8.9.2.1 Consider and handle complaints in line with the Complaints Policy

8.9.3 **Consider and Address Cases of Pupil Discipline:**

8.9.3.1 Consider cases referred by the Principal

8.9.3.2 Consider any permanent exclusions made by the Executive Principal or Principal.

8.10 TERMS OF REFERENCE LOCAL LEVEL

8.10.1 SUMMARY ACCOUNTABILITY LEVELS

Wade Deacon Multi-Academy Trust (The Trust) has established a Trust Board, Committees, and a Local Governing Committee (LGC) for each of the academies (The Academy) for which it is responsible. The Trust Board appoints the Governors and decides what powers to delegate to them. The LGC has the authority to delegate their functions to committees, an individual Governor or Principal. In addition where the Trust Board has decided that a significant level of support is required in improving outcomes a Standards Monitoring Board may be established in individual academies to address this criterion.

8.11 The Finance & Resources Committee, through the Trust Central team, will retain responsibility for:

8.11.1 Budget setting for all Academies within the Trust at cost centre level (this will be undertaken in consultation with the Executive Principal, Principal/Head of School and individual Academy Finance lead).

8.11.2 Planning the Capital Expenditure programme

8.11.3 Setting the staffing structure and establishment (this will be undertaken in consultation with the Executive Principal/Principal/Head of School)

8.11.4 Implementing the Trust level curriculum model

8.11.5 Setting whole academy targets in line with Trust priorities

8.11.6 Establishing Trust wide policies applicable to each Academy

8.11.7 Setting Attainment targets for each Academy in line with the Trust's adopted model.

8.12 Working on behalf of the Board of Trustees, it is the responsibility of the LGC to:

8.12.1 Ensure high outcomes for young people.

8.12.2 Identify and deal with areas of underperformance, including the Implementation of a Strategic Academy Improvement Plan.

8.12.3 Use the resources available to the Academy to raise standards and provide evidence of the success of the strategies adopted.

8.12.4 Raise staff performance through proper appraisal and recruitment.

8.12.5 Implement the curriculum policy in line with the nature of each Academy and the strategic aims and values of the Trust.

8.12.6 Liaise with and receive reports from its committees, as appropriate, and to make recommendations about matters being considered by them.

8.12.7 To review and monitor the school website for compliance

8.13 In order to decide how resources will be deployed to achieve this, the LGC shall:

8.13.1 Receive the set budget from the Board of Trustees at the start of each Academy Financial Year and distribute funding to approved ledger codes.

8.13.2 Consider the Academy's budget, and assess its implications in consultation with the Executive Principal/Principal/Head of School, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the Board of Trustees through the Central Operations Team.

8.13.3 Contribute to the formulation of the Academy's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Executive Principal/Principal/Head of School, following the stated and agreed aims and objectives of the Academy.

8.13.4 Receive and agree the use of any allocated fund balances, ensuring the compatibility of all such proposals with the improvement priorities set out in the improvement plan.

8.13.5 Monitor and review expenditure and compliance within the overall financial plan for the Academy.

8.13.6 Agree an annual plan for the expenditure of Pupil Premium funding and monitor both actual spending and impact on student progress.

8.13.7 Receive and approve all tenders and quotes in line with scheme of delegation.

8.13.8 Implement the Trust approved staffing structure and establishment.

8.13.9 Appoint all staff except the Executive Principal/Principal/Head of School and Trust staff, in line with the Trust staffing model and Trust Safer Recruitment Policy.

8.13.10 Ensure the Academy has in place an appraisal process for all staff in line with the Trust policy and monitor the effectiveness of appraisal.

8.13.11 Review pay of all staff in line with the Trust policy (excluding the Executive Principal/Principal/Head of School).

8.13.12 Monitor and implement all Trust policies including disciplinary and grievance hearings and appeals.

8.13.13 Arrange for the preparation of termly reports, in line with approved templates, for presentation to the Trust.

8.14 LOCAL GOVERNING COMMITTEE - COMMITTEE PROTOCOLS

8.14.1 It is recommended that those LGCs who can demonstrate appropriate levels of control will have in place a Committee Structure. The terms of reference of each LGC committee must be approved by the Trust and reviewed by the LGC each year. The membership of each Committee will be agreed on an annual basis at the first meeting of the Local Governing Committee in the autumn term.

8.14.2 Structure and Administration:

8.14.2.1 Chair, Vice Chair and Chair of Committees will be elected on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.

8.14.2.2 A minimum of 50% of Governors will be in attendance either present or via conference/skype call for the meeting to be deemed quorate.

8.14.2.3 The Trust will appoint (and fund) a clerk to support the Local Governing Committee and up to two core sub-committees.

8.14.2.4 The LGC and its committees will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each panel shall meet as often as necessary to fulfil its responsibilities (The Pay Review panel will meet at least once in each Academic Year).

8.14.2.5 The clerk to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.

8.14.2.6 Attendance at each meeting, issues discussed and recommendations for decisions will be recorded.

8.14.2.7 The minutes of Committee and Panel meetings will be forwarded by the clerk of the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the Local Governing Committee in order to ratify decisions and recommendations.

8.14.2.8 The chair of the Committee or Panel will be responsible for giving an oral summary of the Committee's/Panel's deliberations if necessary at meetings of the Local Governing Committee.

8.14.2.9 Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.

8.14.2.10 A Governor should be invited to attend all core Committees.

8.14.2.11 Governors who are members of Committees/Panels may vote at Committee meetings. Where necessary, the elected chairman of the Committee/Panel may have a second or casting vote.

8.14.2.12 Declarations of direct or indirect interest in specific agenda items must be made. Guidance will be given on when withdrawal from the meeting and non-participation in discussion will be required.

8.14.2.13 In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of a Committee, the Chair of Governors, in consultation with the Company Secretary, Executive Principal/Principal/Head of School and Chair of Committee, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be explained Locally at the next meeting of the Local Governing Committee.

8.14.3 Panel membership will be established annually as per the requirement of the LGC.

8.15 A suggested Committee structure is available upon request from the Trust but it is acknowledged that each Local Governing Committee may wish to adapt the format annually to accommodate the requirements of the individual Academy.

8.16 In addition each Academy will have Panels to review student, staffing and pay matters, membership of which may be supported through the Trust Local Governing Committee Collaboration agreement.

8.17 The Collaboration Committee of Wade Deacon Trust in relation to Panel hearings

8.17.1 Rationale;

The Collaboration Committee is an opportunity for the Trust's Academies to work more closely together on any issue and yet retain autonomy in relation to panel hearings and appeals. This would include, but is not limited to, exclusion hearings, staff grievances, staff discipline and complaints hearings. The Committee provides for the sharing of governors in the event that a panel hearing in one of the Academies could not go ahead without the support of governors external to itself. It is not expected to meet as a whole committee per se, but to facilitate the sharing of any governor from the Trust's Academies who could step in to support another LGC in the event of a panel hearing.

WADE DEACON TRUST

DELEGATED AUTHORITY FRAMEWORK

2026-2027

Version Number: 01
Ratified by Trustees: 30th September 2026
Next Review Date: 30th September 2027
Link: Mr I Kirkham

A COMMITMENT TO EXCELLENCE

Strategy & Leadership - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Overall Trust strategy		A						I, R	I							
Admission of academies to MAT		A			M			I, R	I							
Admission or creation of Free Schools to MAT		A			M			I, R	I							
Entering into DfE funding agreements		A			M			I	I, R							
Entering into leases or other legal agreements (*Limits apply)		A			M			A*, I	A*, I, R	A*, I, R	A*, I	A*, I				
Approval of academy development and improvement plans							A, R	M	M				R	M	R	I
Risk management systems			A					M	M, R							

A COMMITMENT TO EXCELLENCE

Governance - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Appointment of Trustees and removal of Trustees	A	M						R	I							
Terms of References for Sub-committees and LGCs		A							R							
Organisation Scheme of Delegation, approval/annual review		A			M				R							
Appointment and removal of Clerk to the Board of Trustees		A							R							
Recruitment procedures for Academy LGCs		A							R							
Appointment and removal of Academy LGCs		A							R				R		R	
Appointment and removal of Chair to Academy LGCs		A							R				R		R	
Appointment and removal of Clerk to Academy LGCs					A				I, R							

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A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT/OPS Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Training for Trustees and LGCs					A				R							
Take out Director Indemnity Insurance cover					A				A	R I						
Maintenance of register of interests and DBS checks					A				I			I				
Entering into or withdrawing from a local partnership		A						I	I, R	I, R						

A COMMITMENT TO EXCELLENCE

Curriculum & Education - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Academy targets for student achievement and attendance							A	R					R			
Academy targets for quality of teaching and learning							A	R					R			
Academy targets for quality of student welfare							A	R					R			
Educational model and policy							A	R					R			
Academy admissions policy		A						R	I				R			
MAT post Ofsted action plan		A					R	R								
Academy post Ofsted action plan		A					R, M						R	M		
Curriculum planning							A						R		R	I
MAT educational Policies							A	R								
Academy educational Policies							A						R		R	I
Academy term dates								A					R		R	R

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Academy school day								A					R		R	R
Academy fixed term exclusions													A		A	R
Academy permanent exclusions													R	A	R	R
Academy fixed term exclusion appeals (Exclusions 5-15 days)														A		

A COMMITMENT TO EXCELLENCE

Finance - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Statutory annual accounts/reports to funding and regulatory bodies		A	M, R						R	R						
Completion/submission of other accounting returns		A	M, R						R	R						
Annual reports to Trust Board			A						R	R						
Authorise PAYE returns									A	A, R						
Authorise VAT returns									A	A, R						
Systems of Financial Control																
Assurance/adequacy of internal financial control			A						R	R						
Appointment of external Auditors			A						R	R						
Approval of financial regulations			A						R	R						
Review of internal audit schedule and reports from internal audit			A						R	R						
Appointment of internal auditors			A						R	R						

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Budget and Management Reporting																
Approval of annual budget		A							R	R						
Receipt and review of management accounts					A				R	R						
Approval of WDT MAT budget and academy contributions					A				R	R						
Review of other significant reports which impact on the financial risk of the Trust					A				R	R						
Authority to make budget virements					A				R	R						
Purchasing and Procurement																
Placing orders for goods and services, entering into contracts									A	A			R		R	R
Waiver of WDT MAT financial regulations in respect of purchasing									A				R		R	R
Ensuring compliance with tendering processes									A	A			R		R	R

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Banking Authority and Cash Management																
Approval to borrow money		A							R	R						
Cash flow Management, Treasury & Investment									A	A, R						
Open a bank account and approve signatories								A	A	A, R						
Transaction Processing																
Payroll - Starters, leavers and amendments								A	A			A, R	A		A	A
Payroll - Administration									A			A, R	A		A	A
Purchasing - Authorised to create vendors on accounting system									A	A, R			A*		A*	A*
Authorisation of expense claims (cannot authorise one's own expenses)								A	A	A		A	A		A	A
Control account reconciliation									A	A, R						
Write-off bad debts *Limits apply									A*, R	A*, R			R		R	R

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Fixed Assets																
Management of capital projects									A, R	A						
Asset Register									A, R	A, I						
Security of Assets									A, R	A, I						
Disposal of Assets									A, R	A, I						
Loan of Assets									A, R	A, I						
Insurances																
Annual Risk Review & Premium Renewal			A						R	I						

A COMMITMENT TO EXCELLENCE

HR - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Staff Structure																
Authorised to Increase Academy/Organisational Headcount (Establishment) within existing budget.								A	A	R		R	R		R	R
Job Description sign off Grade of posts (teaching & support staff)								A	A			R				
Evaluation policy & procedures					A							R				
Authorised to evaluate jobs and grades												A, R				
Authorised to agree/vary basic employment Terms & Conditions		A										R				
Recruitment																
Recruitment and appointment of CEO		A, R														
Recruitment and appointment of COO		A			A, R											

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Recruitment and appointment of Executive Team Members and Principals		A			A			A, R								
Recruitment and appointment of other Senior Leaders								A, R					I		I	
Recruitment and appointment of other staff								A, R	A, R				I		I	I
Recruitment processes												A, R	I		I	I
Signing of employment contracts								A	A			A				
Pay Policy																
Annual approval of pay policy, including pay awards, pay point values, etc.					A							R				
Determination of pay ranges					A			A				R				
Appointment outside range in salary structure		A*						A, R								
Allocation of TLR / SEN values								A				A, R				

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Value of other discretionary allowances								A				A, R				
Annual Pay Progression						A*		R*					R	A	R	R
Pension Policy & Discretions Handling of all pension matters (teachers and support staff)					M							A, R				
Approval of use of discretions		A			A			R	R			R				
Operation of policies																
Approval of MAT employment policies					A							R				

*In relation to all Principals and senior members of the central team

A COMMITMENT TO EXCELLENCE

Operations - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Data Protection																
Data Protection Policies					A						I, R					
Ensuring the adequacy of data protection practice throughout MAT					M						I					
Data Protection reporting					M						I					
Health & Safety																
Health and Safety Policy					A				I		R					
Ensuring the adequacy of health and safety practice throughout MAT					A				M, I		M, I					
Critical incident planning					A				M, I		M, I					
Health and Safety RIDDOR reporting					M				R				I		I	I
Health and Safety Accident reporting					M				R				I		I	I

A COMMITMENT TO EXCELLENCE

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&R Committee	Appeals Committee	F&R Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
		MAT												ACADEMY		
Statutory training					M				R				I		I	I
Statutory compliance testing					M				R				I		I	I
Academy health and safety arrangements including use of risk assessments					M				R		I		I		I	I
Fire risk assessment					M				R				I		I	I
Asbestos risk assessment					M				R				I		I	I

A COMMITMENT TO EXCELLENCE

WADE DEACON TRUST

APPENDIX 1
LGC EXAMPLES OF TERMS OF REFERENCE

1 LOCAL GOVERNANCE

1.1 Wade Deacon Trust has established Local Governing Committee with delegated powers agreed within the Scheme of Delegation. All decisions made, therefore, must be in line with the agreed Scheme of Delegation.

1.2 Where a school/Academy joins the MAT with significant concerns including OFSTED gradings, the existing Governing Body may be replaced or supported through a Standards Monitoring Board (SMB) if appropriate. The Board of Trustees will be responsible for determining the members of the SMB and in some instances, where their skills will add to capacity may include some members of an existing Governing Body.

1.3 In those schools identified as having areas of significant weakness, the LGC will have some delegated responsibilities along with a clear remit to provide support to the Principal. Those schools already with, or demonstrating, the capacity to improve will have additional delegated responsibilities.

1.4 The level of delegation will be assessed on a school by school basis. Where an existing Academy is deemed to be at risk of failing its pupils, the Trust will exercise the right to reconstitute the LGC and appoint the majority of its Members to ensure that the identified weaknesses can be effectively addressed. This may include the implementation of an SMB.

1.5 All Local Governors will normally serve a 4-year term of office. The Local Governing Committee is constituted in accordance with the requirements set out by the Trust which shall include:

Primary Schools	Minimum	Maximum
Principal or Executive Principal/Head of School	1	2
Staff Governor	1	2
Parent Governor	2	2
Community or Co-Opted Governor	2	7

Secondary Schools	Minimum	Maximum
Principal or Executive Principal/Head of School	1	2
Staff Governor	1	2
Parent Governor	2	3
Community or Co-Opted Governor	2	7

I.6 Parent Governors and Staff Governors will be sought through the process of nomination and election procedures.

I.7 The Trustees reserve the right to appoint such persons to the LGC as they shall determine from time to time

I.8 The procedure for the appointment and the removal of governors shall be as set out in Annex 1.

I.9 The Local Governing Committee can operate sub-committees to effectively deal with the business of the school, the membership of which will be made up of members of the Local Governing Committee.

I.10 The LGC will play a crucial role in driving forward attainment and progress in the school and offer appropriate challenge to the Principal. They will:

I.11 **Monitor the performance of academies:**

I.11.1 Monitor assessment targets and data in line with Local and National standards, for each relevant Academy Key Stage for their school (EYFS, KS1, 2, 3, 4 & 5).

I.11.2 Monitor progress made in their individual school ensuring they are in line with Local and National standards as well as monitoring identified groups e.g. Gender, FSM, SEND etc.

I.11.3 Ensure that all pupils' SEND requirements are being met.

I.11.4 Monitor and review the information about school performance and reporting to parents according to statutory requirements.

I.11.5 Through the role of Link Governance monitor the implementation of the curriculum within their school.

I.11.6 Monitor the pastoral care of all pupils in line with policies related to pastoral care.

I.11.7 Provide effective support and challenge to school leaders.

I.12 **Consider and Address Complaints:**

I.12.1 Consider and handle complaints in line with the Complaints Policy

I.13 **Consider and Address Cases of Pupil Discipline:**

I.13.1 Consider cases referred by the Principal

I.13.2 Consider any permanent exclusions made by the Principal

1.14 Terms of Reference Local Level

1.14.1 SUMMARY ACCOUNTABILITY LEVELS

Wade Deacon Multi-Academy Trust (The Trust) has established a Trust Board, Committees, and a Local Governing Committee (LGC) for each of the academies (The Academy) for which it is responsible. The Trust Board appoints the Governors and decides what powers to delegate to them. The LGC has the authority to delegate their functions to committees, an individual Governor or Principal. In addition, where the Board has decided that a significant level of support is required in improving outcomes a Standards Monitoring Board may be established in individual academies to address this criterion.

1.14.2 The Trust Finance & Resources Committee, through the Central team, will retain responsibility for:

1.14.2.1 Budget setting for all Academies within the Trust at cost centre level (this will be undertaken in consultation with the Principal and individual Academy Finance lead).

1.14.2.2 Planning the Capital Expenditure programme

1.14.2.3 Setting the staffing structure and establishment (this will be undertaken in consultation with the Principal)

1.14.2.4 Implementing the Trust level curriculum model

1.14.2.5 Setting whole academy targets in line with Trust priorities

1.14.2.6 Establishing Trust wide policies applicable to each Academy

1.14.2.7 Setting Attainment targets for each Academy in line with the Trust's adopted model.

1.14.3 Working on behalf of the Board of Trustees, it is the responsibility of the LGC to:

1.14.3.1 Ensure high outcomes for young people.

1.14.3.2 Identify and deal with areas of underperformance, including the Implementation of a Strategic Academy Improvement Plan.

1.14.3.3 Use the resources available to the Academy to raise standards and provide evidence of the success of the strategies adopted.

1.14.3.4 Raise staff performance through proper appraisal and recruitment.

1.14.3.5 Implement the curriculum policy in line with the nature of each Academy and the strategic aims and values of the Trust.

1.14.3.6 Liaise with and receive reports from its committees, as appropriate, and to make recommendations about matters being considered by them.

1.14.3.7 To review and monitor the school website for compliance

1.14.4 In order to decide how resources will be deployed to achieve this, the LGC shall:

1.14.4.1 Receive the set budget from the Board of Trustees at the start of each Academy Financial Year and distribute funding to approved ledger codes.

1.14.4.2 Consider the Academy's budget, and assess its implications in consultation with the Principal, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the Board of Trustees through the Central Operations Team.

1.14.4.3 Contribute to the formulation of the Academy's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Principal, following the stated and agreed aims and objectives of the Academy.

1.14.4.4 Receive and agree the use of any allocated fund balances, ensuring the compatibility of all such proposals with the improvement priorities set out in the improvement plan.

1.14.4.5 Monitor and review expenditure and compliance within the overall financial plan for the Academy.

1.14.4.6 Agree an annual plan for the expenditure of Pupil Premium funding and monitor both actual spending and impact on student progress.

1.14.4.7 Receive and approve all tenders and quotes in line with scheme of delegation.

1.14.4.8 Implement the Trust approved staffing structure and establishment.

1.14.4.9 Appoint all staff except the Principal and Trust staff, in line with the Trust staffing model and Trust Safer Recruitment Policy.

1.14.4.10 Ensure the Academy has in place an appraisal process for all staff in line with the Trust policy and monitor the effectiveness of appraisal.

1.14.4.11 Review pay of all staff in line with the Trust policy (excluding the Principal).

1.14.4.12 Monitor and implement all Trust policies including disciplinary and grievance hearings and appeals.

1.14.4.13 Arrange for the preparation of termly reports, in line with approved templates, for presentation to the Trust.

1.15 LOCAL GOVERNING COMMITTEE - COMMITTEE PROTOCOLS

1.15.1 It is recommended that those LGCs who can demonstrate appropriate levels of control will have in place a Committee Structure. The terms of reference of each LGC committee must be approved by the Trust and reviewed by the LGC each year. The membership of each Committee will be agreed on an annual basis at the first meeting of the Local Governing Committee in the autumn term.

1.16 Structure and Administration:

1.16.1 Chair, Vice Chair and Chair of Committees will be elected on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.

1.16.2 A minimum of 50% of Governors will be in attendance either present or via video conference call for the meeting to be deemed a quorate.

1.16.3 The Trust will appoint (and fund) a clerk to support the Local Governing Committee and up to two core committees if a flat Governing Body structure is not in place.

1.16.4 The LGC and its committees will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each panel shall meet as often as necessary to fulfil its responsibilities (The Pay Review panel will meet at least once in each Academic Year).

1.16.5 The clerk to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.

1.16.6 Attendance at each meeting, issues discussed and recommendations for decisions will be recorded.

1.16.7 The minutes of Committee and Panel meetings will be forwarded by the clerk of the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the Local Governing Committee in order to ratify decisions and recommendations.

1.16.8 The chair of the Committee or Panel will be responsible for giving an oral summary of the Committee's/Panel's deliberations if necessary at meetings of the Local Governing Committee.

1.16.9 Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.

1.16.10 A Governor can be invited to attend all core Committees if they wish but a balance of workload must be considered.

1.16.11 Governors who are members of Committees/Panels may vote at Committee meetings. Where necessary, the elected chairman of the Committee/Panel may have a second or casting vote.

1.16.12 Declarations of direct or indirect interest in specific agenda items must be made. Guidance will be given on when withdrawal from the meeting and non-participation in discussion will be required.

1.16.13 In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of a Committee, the Chair of Governors, in consultation with the Company Secretary, Principal and Chair of Committee, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be explained Locally at the next meeting of the Local Governing Committee.

1.16.14 Panel membership will be established annually as per the requirement of the LGC.

1.17 A suggested Committee structure is available upon request from the Trust but it is acknowledged that each Local Governing Committee may wish to adapt the format annually to accommodate the requirements of the individual Academy.

1.18 In addition each Academy will have Panels to review student, staffing and pay matters, membership of which may be supported through the Trust local Governing Committee Collaboration agreement.

1.19 The Collaboration Committee of Wade Deacon Trust in relation to Panel hearings

1.19.1 Rationale;

The Collaboration Committee is an opportunity for the Trust's Academies to work more closely together on any issue and yet retain autonomy in relation to panel hearings and appeals. This would include, but is not limited to, exclusion hearings, staff grievances, staff discipline and complaints hearings. The Committee provides for the sharing of governors in the event that a panel hearing in one of the Academies could not go ahead without the support of governors external to itself. It is not expected to meet as a whole committee per se, but to facilitate the sharing of any governor from the Trust's Academies who could step in to support another LGC in the event of a panel hearing.

ANNEX 1 – Appointment and Removal of Governors

1 Staff governors

1.1 The Trustees shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy and, where there are any contested posts, shall hold an election by a secret ballot.

1.2 All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Trustees. The Trustees may delegate the running of the election to the LGC.

2 Parent governors

2.1 Parent governors of the LGC shall be elected by parents of registered pupils at the Academy. He or she must be a parent of, or have parental responsibility for, a pupil at the Academy at the time when he or she is elected.

2.2 The Trustees shall determine all other matters relating to, an election of the parent governors. The Trustees would normally delegate the running of the election to the LGC. Documents and procedures outlining this process can be obtained from the Trust Central Team.

2.3 Where a vacancy for a parent governor is required to be filled by election, the LGC shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

2.4 Any election of persons who are to be the parent governors which is contested shall be held by secret ballot. The arrangements made for the election of the parent governors shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he/she prefers, by having their ballot paper returned to the Academy by a registered pupil at the Academy.

2.5 Where the number of parents standing for election is less than the number of vacancies, the Trustees may appoint a person who is the parent of a registered pupil at the Academy or, where it is not reasonably practical to do so, a person who is the parent of a registered pupil of another Academy run by the Trust.

3 Co-opted governors

3.1 The LGC has delegated responsibility to propose the appointment of Co-opted Governors. He or she must be:

3.1.1 a person who lives or works in the community served by the Academy; or

3.1.2 a person who, in the opinion of the Trustees, has the necessary skills set and is committed to the government and success of the Academy.

3.2 A pro forma for completion for proposed co-opted Governors is available upon request from the Trust.

4 Term of office

4.1 The term of office for any governor shall be 4 years, save for the Principal of the Academy (as applicable) who shall remain a governor until he or she ceases to work at the Academy.

4.2 Subject to remaining eligible to be a particular type of governor, any person may be re- appointed or re-elected to the LGC.

5 Resignation and removal

5.1 A person serving on the LGC shall cease to hold office if:

5.1.1 He/she resigns their office by giving notice in writing to the clerk of the LGC;

5.1.2 the Principal or a staff governor ceases to work at the Academy;

5.1.3 the Trustees terminate the appointment of a governor whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the Academy.

5.2 For the avoidance of doubt, a parent governor shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the Academy.

6 Disqualification of governors of the LGC

6.1 A person shall be disqualified from serving on the LGC if he/she would not be able to serve as a Director in accordance with Trust Articles.

7 Appointment and removal of Chair and Vice Chair

7.1 Chair and Vice Chair of the LGC shall be elected by the LGC.

7.2 The term of office of the Chair and Vice Chair shall be 1 year. Subject to remaining eligible to be a governor, any governor may be re-appointed as Chair or Vice Chair of the LGC.

7.3 The Chair and Vice Chair may at any time resign their office by giving notice in writing to the Trustees. The Chair or Vice Chair shall cease to hold office if:

7.3.1 He/she ceases to serve on the LGC;

7.3.2 He/she is employed by the Trust whether or not at the Academy; or

7.3.3 in the case of the Vice Chair, he/she is appointed to fill a vacancy in the office of the Chair.

7.4 Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice Chair shall act as the chair for the purposes of the meeting. Where the Vice Chair is also absent from the meeting or there is at the time a vacancy in the office of Vice Chair, the governors of the LGC shall elect one of their number to act as chair for the purposes of that meeting.

8 Committees

8.1 Subject to the prior agreement of the Trustees, the LGC may establish sub committees who may include individuals who are not members of the LGC, provided that such individuals are in a minority and provide for relevant expertise to support the LGC.

8.2 The LGC may delegate to a subcommittee or any person serving on the LGC, subcommittee, the Principal or any other holder of an executive office, such of their powers or functions as they consider desirable. Any such delegation may be made subject to any conditions either the Trustees or the LGC may impose and may be revoked or altered. The person or subcommittee shall report to the LGC in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the LGC immediately following the taking of the action or the making of the decision.

8.3 Local Governing Committees can operate 2 sub-committees focusing on specific areas but have the option not to have committees and can incorporate these specific areas into their LGC meetings programme

8.3.1 Committee 1 (Finance & Resources) – resources, staffing, buildings, finance, health and safety.

8.3.2 Committee 2 (Standards) – standards, teaching/learning, curriculum, safeguarding, SEND, Pupil Premium, Disadvantaged.