Resilience Multi Academy Trust (“RMAT”) Scheme of Delegation

About this Scheme of Delegation

A Scheme of Delegation is a vital document that acts as a bedrock of good governance for multi academy trusts.

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within RMAT – the Trust Board, Executive Team, Academy Principals and Local Review Boards (LRBs). This Summary is written according to the Responsible Accountable Consulted Informed (“RACI”) framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within RMAT, defined as follows:

- **Responsible –** these are the “doers” of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task. For example, while one person may be responsible for delivering an objective, others may be responsible for monitoring or scrutinising that delivery or preparing information and reports on delivery.

- **Accountable –**this person or body is the “owner” of the task. They must sign off or approve when the task, objective or decision is complete. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person or body accountable.

- **Consulted –** the individuals or bodies who are active participants who will be consulted as part of the process of completing a task. Their input is required before the task can be completed and signed off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered. Consulted however does not mean that they are decision makers for the task.

- **Informed –** the individuals or bodies who need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

This Summary is designed for use by governance stakeholders within RMAT and external regulators, including Ofsted and the Department for Education (DfE)). In line with the requirement outlined in the Academy Trust Handbook (also known as the Academies Financial Handbook), it is also made available on RMATs website and can be viewed by parents, community members and the wider public. It should be read alongside RMAT Committees Terms of Reference and RMATs Financial Regulations.

RMAT is a charitable educational trust and company limited by guarantee. Company number 07990619. Details of RMAT Members, Trustees and LRB members, including business interests and attendance at meetings, can be found on RMATs website.

Summary of Governance Structure

Within RMAT, the overarching approach to delegations for each governance tier is as follows:

- **Members –** Members have responsibility for ensuring the purpose of RMAT is met as set out in its Articles of Association. Members need to assure themselves that governance of RMAT is effective and that RMAT's Trustees are acting in accordance with RMAT's charitable objectives. This document sets out areas where the RMAT Board delegates functions and as such does not include the roles or responsibilities of the Members.

- **RMAT Board –** The RMAT Board holds ultimate legal **accountabilities** for all aspects of operational delivery, as well as being **responsible** for RMAT policy and decision-making. Trustees oversee the management and administration of RMAT, and the academies run by RMAT and delegate authority and responsibility to others, including the Executive team and Academy leadership teams who undertake the day-to-day management of the academies. Key matters reserved to the Board include strategic leadership, accountability and assurance and engagement with stakeholders. The Board must apply the highest standards of conduct to ensure robust governance, as these are critical for effective management of the Trust.

- **RMAT Chair of Trustees –** The Chair of Trustees is elected annually by the Board of Trustees. The Chair must not be an employee of RMAT.

- **RMAT Board Committees –** the RMAT Board is supported by four Committees that deliver detailed scrutiny and make delegated decisions on behalf of or make recommendations to the Board. These are the Standards Committee, Finance and Resources Committee, Audit and Risk Committee and People Committee. The RMAT Board from time to time also establishes other committees to manage issues such as Standards in a particular RMAT setting.

- **Executive Team –** this is the central team of RMAT consisting of the senior leaders **responsible** for the operational running of the organisation, supporting individual academies with operational matters to meet the both the core object of RMAT to advance education for public benefit, and to achieve strategic targets as set by the RMAT Board. The membership of the Executive Team includes the Chief Executive /Accounting Officer, Executive Director of School Improvement, Chief Financial Officer, and Chief Operating Officer. The Accounting Officer may identify and recommend the addition of further members of the Executive Team.

- **Chief Executive –** The Chief Executive is **responsible** for the delivery of the vision and strategy of the Trust. The board of Trustees will hold the Chief Executive to account for the performance of the Trust including the performance of academies within RMAT. The Chief Executive is accountable to the Board of Trustees for the performance of the Executive Team and Academy Principals. As Accounting Officer, the Chief Executive has overall responsibility for RMAT's finances ensuring that the organisation is run financially effectively, with financial stability, avoiding waste and securing value for money.

- **Academy Principals –** the Academy Principals within RMAT are **responsible** for all aspects of the day to day running of their setting and operational delivery of Academy improvement plans.

- **Local Review Boards ("LRB's") –** LRB's are the name given in RMAT for its Local Governing Bodies mentioned in the Articles of Association. At Academy level LRB's will monitor academy performance and provide assurance to the Trust Board. They do not set strategy at a Trust level or policy. Their role is to scrutinise performance against strategic plan priorities, provide termly structured assurance reports, escalate concerns where performance falls below thresholds and provide insight into the local context and community. They will have a direct link to the RMAT Board should concerns need to be raised.

- **Chair of LRB –** Chairs are appointed annually by the Board of Trustees. LRB's may also elect a vice-chair from among their members.

- **Chief Executive Officer of Baker Dearing** – The Chief Executive of Baker Dearing will be consulted on some matters relating to the UTC Leeds as required by the UTC Charter.

In addition to the delegations set out in this document, some functions may be further delegated, for example by the Chief Executive to members of the Executive Team or from one of the Academy Principals to senior Academy colleagues. In line with RMATs Articles of Association, where any function or power that has been delegated is further delegated, the Board must be informed as soon as is reasonably practicable. The Articles contain further detail on the requirements under the section on Delegation (Article 105 onwards). The RMAT Board retains overarching responsibility for all decisions made. The Chair (or the Vice Chair in the absence of the Chair has the power to carry out functions of the RMAT Board through Chair's action **only** in exceptional circumstances where a delay in doing so would be seriously detrimental to the interests of RMAT or/and its Academies and it would not be possible to postpone a decision until a meeting of the RMAT Board. The use of Chair's action must be compliant with RMATs financial regulations.

Approval and Renewal

RMAT's Scheme of Delegation will be renewed at least **annually** or so that the roles and responsibilities outlined continually reflect the realities of RMATs Organisation or when another school joins RMAT.

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trustees	ARC	FRC	PC	Standards	LRB	Chief Executive	Chief Financial Officer	Academy Principal	Chief Operating Officer	Baker Dearing
Governance												
Establishing a high-performance governance structure including appointing board committees and LRB's		A						R			R	
Appointment and Removal of Members	A/R	C						I			C	
Appointment and Removal of Trustees	A	R					I	I			C	
Appointment and Removal of the Chair of the RMAT Board	I	A/R					I	C			C	
Appointment and Removal of RMAT Committee Chairs		A/R						I			C	
Appointment of Safeguarding Trustee		A/R					I	I		I	C	
Appointment of Special Educational Needs Trustee		A/R					I	I		I	C	
Appointment of Careers Education Trustee		A/R					I	I		I	C	
Appointment of Estates Management Trustee		A/R					I	I		I	C	
Appointment of Digital Trustee		A/R						I		I	C	
Ensuring finance skill set on the Board	A	R						C			C	
Appointment and removal of members of an LRB		A					I	I		C	R	
Approval of Parent and Staff members of an LRB		A					I			C	R	
Appointment and removal of LRB Chairs		A/R					C	C		C	C	
Appointment of Governance Professional	I	A					I	C	C	I	R	
Ensure appointment checks, induction and training		A						C			R	
Appointment of LRB Member Link Roles		I					R	I		C	C	
Committee decision reporting		A	R	R	R	R	I	C	C	I	R	
Escalation of matters beyond delegation		A	R	R	R	R	R	C	I	I	C	

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Governance Function	Members	Trustees	ARC	FRC	PC	Standards	LRB	Chief Executive	Chief Financial Officer	Academy Principal	Chief Operating Officer	Baker Dearing
Systems & Structures												
Review and Agree Articles of Association	A	R						C			C	
Review and Agree Scheme of Delegation		A						C		I	R	C
Review and Agree Terms of Reference of the RMAT Board and its committees other than LRB's		A						C		I	R	
Review and Agree Terms of Reference of LRB's		A					I	C			R	
Agree schedule of Governance business		A					I	C	I	I	R	
Evaluating governance regularly		A					I	I	I	I	R	
Annual Review and skills audit of RMAT Board including financial skill set		A						I			R	
Annual Review and skills audit of LRB's		A					C	I		I	R	
360-degree review of RMATs Chair's performance		A									R	
Review of LRB's performance		A					C	I		I	R	
Attend RMAT Inspections		A				I	R	R		R	I	
Triennial external governance review		A						C			R	
Culture and Engagement												
Setting the Trust Vision, culture and values		A					C	R		I	C	
Setting expectations for Trustee and LRB Member conduct	A	R					I	C			C	
Fostering equality, diversity and inclusion including building a diverse Board		A					C	R		C	R	
Ensuring transparency of information		A					I	R	R	R	R	
Adhering to the articles of association	A	R					I	R	R	R	R	
Ensuring strategic oversight and accountability		A						R			R	

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Strategy and Trust wide policy												
Setting the Trust Strategy and trust wide policy		A					I	R	C	I	R	
Delivery of Strategic Plan outcomes		A					I	R	R		R	
Delivery of Strategic Plan outcomes for Standards including Progress, Attendance, Behaviour and SEND		A				R	I	R	R	R	R	
Delivery of Strategic Plan outcomes for People including retention, workload and development		A			R		I	R	R	R	R	
Delivery of Strategic Plan outcomes for Finance including reserves, efficiency and forecasting		A		R			I	R	R	I	I	
Board assurance mapped to strategic plan		A	I	I	I	I		R			R	
Attendance strategy and performance		A				R	I	R		R		
Championing the Trust Strategy	I	A					I	R	R	R	R	
Reviewing progress against strategy	I	A					I	R	R	R		
Setting and implementing Academy Improvement Plan in line with Trust priorities		A				C	C	R		R		
Direction of operational improvement actions		I				C		A	R	R	R	
Approval of RMAT Policies		A	R	R	R	R	I	R		I	R	
RMAT Management of Board Assurance Framework and Risk Management		A	R					R	C	C	R	
Academy Management of Risk including Academy Risk Register		A					C	R		R	R	
Engagement with Stakeholders		A				I	R	C		R	C	

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Growth Strategy												
Set vision and Targets for RMAT Growth	I	A					I	R	I	I	R	
Capacity assessment before growth approval		A						R	R	R		
Undertake due diligence review process on potential schools joining the Trust		A						R	R		R	
Approve new schools joining RMAT	I	A					I	R	C	I	C	
Post transfer performance tracking for new schools		A		R	R	R	R	R	R	R	R	
Governance Reporting												
RMAT Website – Content and Compliance		A						R			R	
Academy Websites – Content and Compliance		A					I	R		R	R	
Delivering Annual Report and accounts with regard to accounts consolidation exercises required by DfE.	I	A	R	R				R	R		C	
RMAT Board Annual Stakeholder Report	I	A				I	I	R		I	C	
DfE required reports and returns		A						R	R		R	
Academy Performance Reports		A					C	R		R	C	
Production, analysis, and reporting of Trust wide performance dashboard. [1]		A						R	R	R	R	
Definition and maintenance of Trust wide performance dashboard. [2]		A		C	C	C		R	C		R	

[1] Includes a Trust wide performance dashboard aligned to Strategic Plan KPIs, covering progress, attainment, attendance, behaviour, SEND, workforce, finance, and sustainability measures

[2] Dashboard content must align directly to Strategic Plan success measures and be updated in line with reporting cycles.

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LRB termly assurance reporting including student progress and attainment, attendance against Trust targets, behaviour and exclusions, safeguarding culture and concerns, SEND and inclusion and key risks and actions		A				R	R	C		C	C	
Escalation of performance and safeguarding concerns by LRBs[3]		A				C	R	R		R		
Monitoring academy performance against Strategic Plan KPIs and stakeholder voice including LRB termly assurance reporting and escalation where thresholds are breached.		A				I	R	R		R		
Performance												
Ensuring Compliance		A	R				C	R	R	R	R	
Ensuring Audit and Reporting arrangements across RMAT		A	R					R	R		R	
Performance reporting cycle and escalation[4]		A	R	R	R	R	I	R	R	I	R	
Monitoring progress on Strategic Plan KPIs and thresholds		A	R	R	R	R	I	R	R	R	R	
Financial Accountability												
Appointment of External Auditors	A	R	R					C	C		C	
Appointment of Internal Auditors	I	A	C					R	C		C	
Agree Financial Scheme of Delegation		A	R	C			I	C	C	I	C	
Receive and respond to External Audit	I	A	R	C				R	R		R	

[3] LRBs must escalate immediately where attendance falls below trust target, safeguarding concerns or patterns emerge or there is a decline in student outcomes or quality of education. Thresholds for attendance, progress, and other KPIs are set by the Trust Board and reviewed annually.

[4] Half termly: Dashboard reviewed by Executive Team with actions set. Termly: Consolidated report to Trust Board via committees. Immediate escalation where performance falls below agreed thresholds.

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Benchmarking value for money		A		I	I			C	R	C	C	
Manage conflict of interests and related party transactions		A	R					R	R		R	
Ensure compliance with DfE financial requirements		A	R					R	R		R	
Ensure adequate insurance cover is in place		A		R				R	R	R	R	
Maintain RMATs risk register		A	R					R	C	C	R	
Maintain Academy risk register		A	R				C	R	I	R	R	
Finance and Resources												
Developing Budgets		A		R			I	R	R	R		
Deliver monthly management accounts and forecasts		A		C				C	R	I	I	
Manage cash position		A		C				R	R	I	I	
Setting delegated authority limits for financial transactions		A	R					R	R		C	
Develop Finance Policies		A		R				C	R	I	R	
Use of Academy facilities by external groups		A		I			I	C	C	R		
Standards, Curriculum and Assessment												
Set Academy daytime, terms and holidays		A					I	R		R	C	
Setting RMATs approach to Curriculum and Assessment regarding statutory requirements.		A				R	I	R		R		
Integration of digital literacy and AI into the curriculum						A	I	R		R		
Financial education across curriculum						A		R		R		
Setting and delivering curriculum and assessment in line with Trust approach		A				I	I	R		R		
Delivering Early Years Foundation Stage in line with statutory requirements		A				I		R		R		

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Governance Function	Members	Trustees	ARC	FRC	PC	Standards	LRB	Chief Executive	Chief Financial Officer	Academy Principal	Chief Operating Officer	Baker Dearing
Develop Statutory curriculum policies including RSE		A				R	C	R		C	I	
RMAT and Academy academic targets		A				R	I	R		R	I	
RMAT and Academy academic targets for specific cohorts		A				R	I	R		R	I	
Academy Self Evaluation		A				R	I	R		R	I	
Delivery of Careers guidance with regards to statutory requirements		A				R	I	R		R	I	
Quality and impact of careers programme delivery from quality and impact for students including measurable outcomes and destinations, Encounters and not in education, employment and training reported to Standards		A				I	R			C		
Quality and impact of statutory compliance regarding Gatsby benchmarks, provision of independent careers advice and guidance.		A				I	R			C		
Assurance of student destinations and progression outcomes[5]		A				R	I	R		R		
Reporting of careers provision and outcomes to Trust Board[6]		A				R	I	R		R		

[5] Includes NEET, sustained destinations, and progression to study, training or employment aligned to RMAT target of at least 98%

[6] Report to include destinations data by cohort and group, Gatsby benchmark compliance, employer encounters and experiences, NEET tracking and intervention impact.

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Work Experience policy in UTC Leeds[7]		A				R	I	R		R		
Business partner engagement strategy in UTC Leeds that supports curriculum requirements and educational outcomes for students[8]		A				I	C	R		R		
Monitor and assess quality of teaching		A				I		R		R		
Review of suspension of a student for more than 15 days or permanently		A				I	R	I		R		
Safeguarding, Inclusion and Admissions												
Operational safeguarding practice and response		A				C	I	R		R	C	
Safeguarding assurance and oversight		A				R	R	C		I	C	
Trust wide behaviour consistency includes setting, implementing, and monitoring consistent behaviour expectations across all academies including alignment of policies, practice and thresholds.		A				C	I	R		R		
Delivering support for LAC, Disadvantaged and SEN students		A				R		R		R		
Monitoring effect of additional grants		A				R		R		R	I	
Monitoring amount of additional grants		A		R				R	R	I	I	
Monitoring pupil premium including PE and sport premium		A		R		R	R	R	R	R	I	

[7] UTC Charter requirement

[8] UTC Charter requirement

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Setting and monitoring of behaviour policy and performance including measurement of impact, including exclusions, suspension, and consistency across academies. Termly reporting to Standards Committee on trends, exclusions and impact of interventions.		A				R	C[9]	R		C	R	
Setting approach to directing students offsite, exclusions		A				R	I	R		R	C	
Exclusions and suspensions reduction performance[10]		A				I	I	R		R		
Monitoring of Single Central Record		A					R	R		R	C	
Statutory Safeguarding Employment checks		A			I		I	R		R		
Setting Admissions Policies		A					I	R		R	R	
Keep Admission and Attendance Registers		A					I	C		R		
Ensuring compliance with SEND Code of Practice		A				R	R	R		R		
SEND and inclusive practice quality						A	I	R		R		
Estates and Operational Compliance												
Develop RMATs Estates strategy		A		R				R	C		R	
Environmental sustainability strategy and targets		A		R				C	C	C	R	
Energy and carbon reduction monitoring		A		R				R	R		R	
Approval of significant capital projects		A		C				R	C		C	
Set Health & Safety Policy		A		R				R		R	C	
Monitor implementation of Health & Safety Policy		A		R			I	R			C	

[9] UTC Leeds LRB will be consulted on the setting and monitoring of the behaviour policy in the Academy given the requirements of the UTC Charter

[10] Includes ownership of Trust wide KPIs for suspensions, exclusions, and behaviour incidents, with clear targets, monitoring and intervention where performance is off track. Performance is measured against strategic plan targets and reviewed termly by Standards committee

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Facilities capacity growth and improvement report		A		R			I	R	R	R	C	
Cybercrime and Ransomware management report		A	R				I	R	I	I	R	
Cyclical Maintenance report		A		R			I	R	C	R	C	
Site Compliance report		A		R			I	R	C	R	C	
Fire Risk Assessment report		A		R			I	R	I	R	I	
Asbestos Management report		A		R			I	R	C	R	I	
Water Management report		A		R			I	R	I	R	I	
Catering Compliance report		A		R			I	C	I	R	I	
Statutory Training for colleague's report		A			R		I	R		R	I	
Contractual Arrangements report		A		R				R	R		I	
People												
People strategy delivery and impact		A			R			R			R	
Workforce data reporting including wellbeing, retention workload and working conditions		A			R			R	R		R	
Set Staffing structure		A		C	R		I	R	C	R	I	
Appointment of Chief Executive	I	A			R		I		I	I	I	
Suspension and Dismissal of Chief Executive	I	A			R		I	I	I	I	I	
Appointment of Academy Principals [11]	I	A			R		C	R	I	I	I	
Appointment of Principal of UTC Leeds [12]	I	A			R		C	R	I	I	I	C
Suspension and Dismissal of Academy Principals	I	A			R		I	R	I	I	I	

[11] Does not include UTC Leeds

[12] Baker Dearing will be invited to provide a representative to sit on the Principal Appointment panel for UTC Leeds

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Appointment of Academy SLT[13]		A			C		C	R	I	R		
Suspension and Dismissal of Academy SLT		A			I		I	R	I	R		
Appointment of CFO		A			I			R		I	I	
Suspension and Dismissal of CFO	I	A			I			R	I	I	I	
Appointment of Central Services Team		A			I			R	I	I	I	
Suspension and Dismissal of Central Services Team		A			I			R	I	I	I	
Suspension and Dismissal of Governance Professional	I	A/R[14]						C	I	I	C	
Appointment of other staff (in staffing/pay structure)		A			I		I	R	C	R	I	
Appointment of other staff (not in staffing/pay structure)		A		C	C		I	R	C	R	I	
Suspension and Dismissal of other staff		A			I			R	C	R	C	
Set approach to Appraisal and Performance management		A			R			R				
Performance Management of the Chief Executive (including independent advice)		A			R			C			C	
Performance Management of Academy Principals and the Central Service Team		A			C		C	R	I		I	
Performance Management of the HG		A						C	I		R	
Approval of out of framework, high cost or precedent setting pay changes.		I			A		I	R	C	C		
Approval of routine pay and grading changes within agreed policy and budget		I			I		I	A/R	C	C		

[13] LRB members should sit on appointment panels at the request of the Chief Executive/Academy Principal. The Chief Executive/Academy Principal should discuss the same with the Chair of the LRB.

[14] It is envisaged that the Chair of the Trust Board will lead this as HG's line manager.

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Approval of Executive pay		A			R			I	I		I	
Set HR policies including whistleblowing		A			R		I	C	C		R	
Professional Development benchmarked across RMAT		A			R		I	R	C	R	I	
Monitoring of Grievances and Disciplinary matters		A			R		I	R	C	R	C	
School Effectiveness Meetings (SEM)												
SEM ownership		I				I		A	R	R	R	
Reporting outcomes of SEM		I				I		A	I	I	I	

Policy Matrix

Name	Policy/ Procedure	Status	Published on the Academy Website	Approval Requirements	Responsible for Review	Responsible for Preparation
Access Provider	Policy	Statutory	Yes	Standards Committee	EDOSI	Academy Careers Leads
Accessibility	Policy	Statutory	No	Finance & Resources	COO	Estates Director
Academy Admissions	Policy	Statutory	Yes	RMAT Board	Academy Principals	COO
Allergy Safety	Policy	Statutory	Yes	Finance & Resources	CEO	COO

Name	Policy/ Procedure	Status	Published on the Academy Website	Approval Requirements	Responsible for Review	Responsible for Preparation
Artificial Intelligence	Policy	Non-Statutory	No	RMAT Board	IT Director	COO
Safeguarding concerns and allegations made about colleagues, supply colleagues, contractors, and volunteers	Procedure	Statutory	Yes	RMAT Board	Director of Safeguarding & SEND	COO
Anti-Fraud Bribery & Corruption	Policy	Non-Statutory	No	RMAT Board	CEO	COO
Anti-Bullying	Policy	Non-Statutory	Yes	Standards Committee	CEO	EDOSI
Anti-Harassment & Bullying Policy	Policy	No	Yes	RMAT Board	CEO	COO
Appraisal	Policy	Non-Statutory	Yes	PC	COO	HR Director
Attendance	Policy	Good Practice	Yes	Standards Committee	COO	Director of Attendance
Capability	Policy	Statutory	No	PC	COO	HR Director
Careers	Policy	Non-Statutory	Yes	Standards Committee	Academy Principal	Academy Careers Lead
CCTV	Policy	Statutory	Yes	RMAT Board	COO	Head of Governance
Charging and Remissions	Policy	Statutory	Yes	Finance & Resources	CFO	COO
Child Protection & Safeguarding	Policy	Statutory	Yes	RMAT Board	Director of Safeguarding & SEND	COO

Name	Policy/ Procedure	Status	Published on the Academy Website	Approval Requirements	Responsible for Review	Responsible for Preparation
Children Missing in Education	Policy	Good Practice	No	Standards Committee	Director of Safeguarding & SEND	COO
Conflict of Interest	Policy	Non-Statutory	Yes	RMAT Board	COO	Head of Governance
Control of Contractors	Policy	Statutory	Yes	FRC	COO	Facilities and Health & Safety Manager
Data Protection & Information Governance	Policy	Statutory	Yes	RMAT Board	COO	Head of Governance
Data Protection Privacy	Notices	Statutory	Yes	RMAT Board	COO	Head of Governance
Disciplinary	Procedure	Good Practice	No	PC	COO	HR Director
Diversity, Equity & Inclusion	Policy	Non-Statutory	Yes	PC	COO	HR Director
Early Careers Teachers	Policy	Non-Statutory	No	PC	COO	HR Director
Election of Colleague members of LRBs	Guidance	Non-Statutory	No	Trust Board	COO	Head of Governance
Election of Parent members of LRBs	Guidance	Non-Statutory	Yes	Trust Board	COO	Head of Governance
Employee Health & Wellbeing	Policy	Non-Statutory	No	PC	COO	HR Director
English as an Additional Language	Policy	Non-Statutory	Yes	Standards	COO	Head of Governance

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Equality Information & Objectives (Public Sector Equality Duty)	Policy	Statutory	Yes	RMAT Board	CEO	COO
Feedback, concerns and complaints	Procedure	Statutory	Yes	RMAT Board	COO	Head of Governance
Trust Exams Guidance for Students & Parents	Guidance	Best Practice	No	Standards	COO	COO
Exams	Policy	Best Practice	No	Standards	COO	COO
(Working) Exams	Policy	Best Practice	No	Standards	COO	COO
Exclusions	Guidance	Statutory	Yes	Standards	COO	Head of Governance
Expenses, Gifts & Hospitality	Policy	Non-Statutory	No	FRC	CFO	COO
Finance Procedures Manual	Procedures	Non-Statutory	No	FRC	COO	CFO
Finance	Regulations	Non-Statutory	No	ARC	COO	CFO
Financial Reserves & MAT wide aggregation of GAG funding	Policy	Non-Statutory	No	FRC	CFO	COO
First Aid	Policy	Statutory	Yes	FRC	COO	Estates Director
Flexible Working	Policy	Non-Statutory	No	PC	COO	HR Director
Food Safety	Policy	Non-Statutory	No	FRC	COO	Estates Director

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Freedom of Information	Policy & Publication Scheme	Statutory	Yes	RMAT Board	CEO	COO
Governance Recruitment & Induction	Policy	Non-Statutory	No	Trust Board	COO	Head of Governance
Grievance	Procedure	Statutory	No	PC	COO	HR Director
Health & Safety	Policy	Statutory	Yes	FRC	COO	Estates Director
Health & Safety Risk Assessment	Policy	Statutory	No	FRC	COO	Estates Directro
Home-Academy	Agreements	Non-Statutory	Yes	CEO	Principal	SLT
Home-Academy (Generic)	Policy	Non-Statutory	Yes	RMAT Board	CEO	COO
ICT & E-Safety	Policy	Statutory	Yes	RMAT Board	COO	Director of IT
Information Security	Policy	Non-Statutory	No	ARC	COO	Head of Governance
Investments	Policy	Non-Statutory	No	FRC	CFO	COO
Learning Outside the Classroom & Offsite Visits	Policy & Guidance	Non-Statutory	Yes	Standards	COO	Head of Governance
Leave of Absence & Annual Leave	Policy	Non-Statutory	No	PC	COO	HR Director
(Staff) Lone Working	Policy	Non-Statutory	No	PC	COO	HR Director

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Looked After Children and Previously Looked After	Policy	Non-Statutory	Yes	Standards	Director of Safeguarding and SEND	COO
Managing Medicines	Policy	Non-Statutory	Yes	RMAT Board	CEO	COO
Managing Stress and Promoting Wellbeing at work	Policy	Non-Statutory	No	PC	COO	HR Director
Managing Workforce Change & Staffing Reductions	Policy & Procedure	Non-Statutory	No	PC	COO	HR Director
Marking & Feedback	Policy	Non-Statutory	No	Standards	CEO	EDOSI
Media Management	Policy	Non-Statutory	No	RMAT Board	CEO	COO
Menopause	Policy & Guidance	Non-Statutory	No	PC	COO	HR Director
Minibus	Policy	Statutory	No	FRC	COO	Estates Director
Neonatal Care Leave and Pay	Policy	Non-Statutory	No	PC	COO	HR Director
Pay	Policy	Non-Statutory	No	PC	COO	HR Director
Personal Emergency Evacuation	Policy	Non-Statutory	No	FRC	COO	Estates Director
Personal and Professional Code of Conduct for Colleagues	Policy	Non-Statutory	No	PC	COO	HR Director

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Positive Discipline (Behaviour)	Policy	Statutory	Yes	Standards	CEO	EDOSI
Premises Management	Policy	Statutory	Yes	FRC	COO	Facilities and Health & Safety Manager
Preventing Sexual Harassment at Work	Policy	Statutory	No	PC	COO	HR Director
Professional Dress Code for Colleagues	Policy	Non-Statutory	No	PC	COO	HR Director
Records Management	Policy	Non-Statutory	Yes	RMAT Board	CEO	COO
Recruitment & Selection	Policy	Non-Statutory	Yes	PC	COO	HR Director
Recruitment of Ex-offenders	Statement	Non-Statutory	No	PC	COO	HR Director
Reference	Policy	Non-Statutory	No	PC	COO	HR Director
Relationships Education, Relationships and Sex Education and Physical Health and Mental Wellbeing	Policy	Statutory	Yes	Standards	CEO	EDOSI
Restrictive Interventions	Policy	Statutory	Yes	Standards	Director of Safeguarding & SEND	COO
Salary Sacrifice	Scheme	Non-Statutory	No	PC	CFO	COO
Search, Screening & Confiscation	Policy	Non-Statutory	No	Standards	CEO	EDOSI

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Severance, Redundancy & Special Payments	Policy	Non-Statutory	No	RMAT Board	COO	HR Director
Sickness Absence	Policy	Statutory	No	PC	COO	HR Director
Special Educational Needs & Disability	Policy	Statutory	Yes	Standards	EDOSI	Director of SEND & Safeguarding
Supporting Students with Medical Conditions	Policy	Statutory	No	RMAT Board	CEO	COO
Uniform	Policy	Statutory	Yes	Standards	CEO	Principals
Whistleblowing	Policy	Statutory	Yes	RMAT Board	CEO	COO
Work & Families	Policy	Non-Statutory	No	PC	COO	HR Director
Working Together to Safeguard Children	Guidance	Statutory	No	Trust Board	Director of SEND & Safeguarding	COO
Young Carers	Policy	Non-Statutory	Yes	Standards	EDOSI	Director of SEND & Safeguarding