

Function	No	Tasks	Decision Level				Notes
			MAT Board	CEO/Directors Nominee	AC	HT	
Admissions	79.	Setting/amending an admissions policy	1 2		Recommend		MAT board approve but recommended by AC in consultation with HT provided that it does not conflict with MAT mission statement Consultation with DDBE
	80.	Admissions: application decisions	2		1		HT responsible for co-ordinating and managing process. Must be in accordance with published admissions arrangements. Whole AC must make decision as to who will be offered places.
	81.	If appropriate to appeal against LA directions to admit pupil(s)			1 2		AC in dialogue with the Headteacher
	82	Arrangement of independent appeal panels	1 2				Must be an independent appeal panel established in accordance with the admissions code. Support from CEO/HT and clerk.
Premises & Insurance	83.	Buildings insurance and public liability	1 2				Central finance to support/liase with insurers. Must include insurance to comply with church supplemental agreement. CEO to ensure details of insurance policy appropriately disseminated.
	84.	Developing Academy buildings and facilities estate long term strategy or master plan	1 2				Support and advice from central finance support.
	85.	Maintaining buildings, including developing properly funded maintenance plan	2		1		HT responsible for implementation/maintenance in condition required by church supplemental agreement overseen by AC.

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	86.	To institute a health and safety policy/arrangements	1 (Trust wide policies) 2	1 (CEO Trust wide))	1 (school arrangements and policies)	CEO responsible for ensuring appropriate health and safety policy and arrangements are in place in line with approved policy and operating effectively. HT to implement policy at academy level and oversee operation of procedures and advise CEO of significant issues. Policy to include appropriate reporting mechanisms at Member, Director and AC level. CEO to present draft policy for consideration.
	87.	To ensure that health and safety regulations are followed	1 2		1 2		HT in school with oversight of AC and support of Health and Safety Adviser (who will liaise with central team to ensure MAT board updated as required).
	88	Maintain academy premises, security and management documents (e.g. fire safety, statutory testing, asbestos)		2	1		HT responsible to implement and to ensure appropriate documents in place (overseen by CEO) CEO to report any material concerns to MAT board and AC and oversee overarching arrangements across trust.
	89	Bid for capital funding and approve capital projects and building works	1 2				Support from central finance support and implemented in consultation with AC/HT. Necessary consents should be obtained from site trustees and check LA lease. All necessary DfE approvals obtained.
	90	Managing Academy capital building projects/building works/maintenance		1 2		1 2	HT responsible up to limits in Trust Finance policies with AC oversight, CEO over HT limits in Finance policies with MAT board oversight. All necessary DfE consents to be obtained and processes followed with support from central finance support.

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	91	Acquiring and disposing of land (including leases, licences and easements) in accordance with limits set by ESFA	1 2				AC can recommend and HT/CEO advise, in consultation with central finance support and all necessary DfE approvals should be obtained.
	92	Determining permissible external and community use policy (licencing, letting/shared use arrangements)	1 2				Reflect requirements to obtain any necessary DfE, Trustee consents. Use not at odds with ethos of CE school. Policy to reflect what happens to any revenue generated from such use.
	93	Managing external and community use			1 2	Implement	Must be in accordance with agreed policy
	94.	To set the times of school sessions and the dates of school terms and holidays	2		1		
	95.	To ensure that the school meets the statutory requirement for [380] sessions in a school year	2		1		
Academy Council structure	96.	To appoint the chair of the AC	1 2		1		AC decision in consultation with MAT (election)
	97.	To remove the chair of the AC	1 2		1		AC decision in consultation with MAT; AC to accept MAT's decision where there is a safeguarding or other legal reason.
	98.	To appoint the vice-chair of the AC	2		1		AC decision in consultation with MAT (election)
	99.	To dismiss the vice-chair of the AC	2		1		AC decision in consultation with MAT; AC to accept MAT's decision where there is a safeguarding or other legal reason.

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	100.	To appoint Academy Councillors	1 2	1 2 (by way of Chair's Action-see note)			In line with composition schedule, appoint those who are elected/nominated, can be done by Chair's action and ratified at main board as part of membership review (half termly standing item)
	101.	To remove Academy Councillors	1 2		1 2 (if co-opted)		Depending on category, MAT board can remove on request of nominee, or in the case of elected parents and staff in line with the Articles. For Co-opted councillors AC can remove
	102.	To determine the development needs of academy councillors and put in place an appropriate programme		2	1		AC in consultation and with support of MAT clerk
	103.	To facilitate communication between AC and Trust board		1 2			Through Chairs forum attended by clerk, chair of Trust, CEO and AC Chairs
Information Management	104.	Maintain accurate and effective and secure pupil records.			1 2		In accordance with MAT policy.
	105.	Maintain accurate and effective and secure employee records.			1 2		In accordance with MAT policy.
	106.	Comply with all Data Protection legislation and good practice.	1 2		12		
	107.	To determine, on an annual basis, those policies which will be developed by MAT and mandatory for all MAT Academies	1 2				Through review of policy review schedule
	108.	To review policies annually and ensure they meet statutory requirements for the Academy	1 2	1 2			

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	109.	Complaints Procedure	1 2		1 2		Third stage complaint usually delegated to Appeal group of academy councillors (not previously directly involved) together with independent person as specified in complaints policy, HT to implement and CEO to implement any trust wide complaints and report any material concerns on policy.
Accessibility	110	Equality Information and objectives statement and equality objectives	1		1		Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting aims of public sector equality duty once reach relevant number of employees (CEO with support from HR). Schools to publish/renew school level objectives and information annually with support of HR.
			2		2		
	111	Accessibility plan			1 2		Recommended and implemented by HT, plan for increasing accessibility to disabled pupils.
	112	Determine SEND and inclusion policies	2		1		Advice from SENCO, recommended by AC To include social disadvantage, equality, disability, discrimination, looked after children, pupil premium. Member of AC with specific oversight for SEN and disability arrangements. HT to implement at academy level, CEO to report any material concerns to MAT board.
	113	Review and challenge effectiveness of SEND and inclusion policies and decisions	1 2		1 2		Consultation between AC and Trust Board via CEO/Chairs forum

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	114	SEN information report	Annual input to ensure published (March meeting)		1 2	1 Advise 2	SEN report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible Contains details about the implementation of the SEN policy Templates for co-ordinated reporting from Trust? School Bus forms.
Communications	115	School prospectus		1 2	1 2		As required, HT implement, oversight from AC and CEO to ensure in line with Trust requirement
	116	Academy website		1 2		1 2	HT to ensure legally compliant, overseen by AC CEO to ensure dovetails appropriately with Trust website.
	117	Press statements	1 2	1 2		Recommend where academy matters	All press statements to be approved by CEO and if controversial by MAT board