



The Thrive Partnership  
Academy Trust

Trust Board  
Trust Board in consultation with LGC, where appropriate  
Chief Executive Officer  
Local Governing Committee  
Local Governing Committee Chair, in consultation with CEO  
Executive Principal, in consultation with CEO  
Headteacher/Principal  
Head of School

Key function	Tasks	1	2	3	4	5	6	7	8
Budget	To approve the first formal budget plan in each financial year		X						
	To monitor monthly expenditure						x	X	
	To establish a charging and remissions policy		X						
	To enter into contracts			X			x		
	To approve expenditure			X			x		
	Miscellaneous financial decisions			X			x		
Staffing	Head of School appointments (selection panel)	X							
	Lead on all aspects of staff professional learning and development						X		
	Vice Principal appointments (selection panel)		x						
	Appointment of school based teaching and all support staff							X	x
	Appointment of central Trust staff (shared services)			X					
	Agree a pay policy	X							
	Monitor Implementation of pay policy				X				
	Receive annual recommendations on salary from CEO (Central Staff)	x							
	Receive annual recommendations on salary (School Staff) Principal/Headteacher/Head of School					x			x



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Appeals arising out of pay and performance management policies (School Staff)	x							
Undertake Head of School performance review	x			x		x		
Undertake Headteacher/Principal performance review	x			x		x		
Undertake EP performance review	x		x					
Undertake CEO performance review	x							
Establish staff disciplinary and capability procedure	X							
Disciplinary Panel Hearing							x	x
Dismissal of Head of School	X			x				
Dismissal of Principal/Headteacher	x			x				
Dismissal of Executive Principal	x							
Suspension of Head of School			X					
Suspension of Principal/Headteacher			x					
Suspension of Executive Principal	x							
Suspension of school based staff					x			
Suspension of central Trust staff			X					
Determining staff complement in each school					X			
Determining staff complement - central Trust services						x		
Determining dismissal payments/early retirement (school based staff)						x		
Determining dismissal payments/early retirement (Trust central staff)			x					

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	Lead Academy case where Head of school / Headteacher/Principal has a grievance	x								Trust board will nominate most appropriate person depending on case
	Lead Academy case where Executive Principal has a grievance	x								Trust board will nominate most appropriate person depending on case
	Formal meetings for school based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment							x	x	
	Formal meetings for central shared service staff re discipline, sickness absence, capability, grievance adjustment			X						
	Formal warnings and dismissal decisions							X	x	
	Determine pay police for unqualified teachers and support staff	x								
	Staffing structure changes - school staff				X					
	Staffing structure changes - central staff	X								
Curriculum	Ensuring national curriculum taught to all students and to consider any disapplication.		x							
	Establish curriculum policy	x								
	Implement curriculum policy							X	x	
	Monitor implementation of curriculum policy				X		x			
	Implement action to maintain teaching standards							X	x	
	Monitor action to maintain teaching standards				X		x			
	Determination of which subject options are to be taught, given the available resources						x			



	<b>Responsibility for each child's education</b>								X	x
	<b>Determine sex education policy for each school</b>				X					

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**Monitor implementation of sex education policy**

	<b>To monitor for any political indoctrination</b>			x						
<b>Performance Management</b>	<b>Determine a performance management policy</b>	X								
	<b>Implement performance management policy</b>							X	x	
	<b>Annual review of performance management policy</b>	x								
<b>Target setting</b>	<b>To approve and publish targets</b>		x					x	X	x
	<b>To review the level of exclusions in each school</b>				X					
	<b>To review any permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination</b>				X					
	<b>To direct reinstatement of excluded students</b>				X					
<b>Admissions</b>	<b>To consult annually before setting an admissions policy</b>		x							
	<b>To establish an admissions policy</b>		X		x					

x

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	Admissions: appeals (mid year 7-11)				X			x	x
	Admissions: application decisions (mid year 7-11)							x	x
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum				x				
Collective Worship	Arrangements for collective worship (schools without religious character)				X				
Premises and insurance	Buildings insurance and personal liability	X							
	Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements	X							
	Procuring and maintaining buildings including developing a properly funded maintenance plan	X							
	Determine health and safety policy		x						
	Monitor implementation of H & S policy				X				
	Ensure H & S regulations are followed				X			X	x
School organisation	Setting times of school sessions, term dates and holidays		X						
	To ensure school meets for 380 sessions in the school year						x	X	x



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Information for parents	Prepare and publish the school profile							X	x
	prepare and publish the school prospectus							x	x
	To ensure the school meals where provided are nutritious and value for money						x	x	x
	To ensure the provision of FSM to qualifying students							X	x

	<b>Adopt home-school agreements</b>								X	x
<b>Gov Body Procedures</b>	<b>Determine terms of reference and any amendments</b>	x								
	<b>Appoint/remove local Gov Body Chair and Vice Chair</b>	X								
	<b>Appoint local governors</b>	X								
	<b>Appoint/dismiss local clerk to Governors</b>								X	x
	<b>Convene at least three Trust Board meetings in any year</b>	X								
	<b>Establish and maintain Trust register of business interests</b>	X								
	<b>To approve and set up a Governors Expenses Policy</b>	X								
	<b>To monitor SEN provision</b>					X				
	<b>To consider whether or not to exercise delegation of functions to individuals or committees</b>						X			
	<b>To regulate the LGC procedures (where not set out in law)</b>	X								



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	<b>Ensure each school has an effective Complaints Policy</b>	X								
	<b>Establish LGC Code of Conduct</b>	x								
	<b>Monitor implementation of complaints policy</b>		X	x						
	<b>Establish FOI request policy</b>	X								
	<b>Monitor implementation of FOI request policy</b>	X								
<b>Equalities Act</b>	<b>Establish single Equality Act policy</b>	X								

	Implement single Equality Act policy (and objectives) at Trust level via equality action plan			X					
	Implement single Equality Act policy at school level via academy Equality Action Plan				x				
	Monitor implementation equality act policy at Trust and local level			X		X			
<b>Data Protection</b>	Establish data protection policy	X							
	Implement data protection policy in each school	x						X	x
	Monitor implementation of data protection policy in each school	X							
<b>Safeguarding</b>	Establish a safeguarding policy				X				
	Implement safeguarding policy and procedures							X	x



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	Refer allegations of abuse against staff to LADO						x	X	x
	Monitor implementatino of safeguarding policy				x				
<b>IT</b>	Establish acceptable use policy	X							
	Implement acceptable use policy				X				
	Monitor implementation of acceptable use policy	X							
<b>Social media usage</b>	Establish social media policy	X							
	Implement social media policy				x				
	Monitor implementation of social media policy	X							

