GRAVENEY TRUST – DELEGATION ARRANGEMENTS AND COMMITTEE STRUCTURE 2026/27

Approved by the Trustees on: 7 October 2026

Signed by the Chair of the Board: Ian Parkes

TABLE OF CONTENTS:

Functions of the Board of Directors

Delegation of functions by the Board of Directors to Committees of the Board
- Audit and Risk Committee
- Performance Review and Pay Committee
- Complaints and Appeals Committee
- Finance Committee
- Safeguarding and Wellbeing Committee
- Graveney Governing Body
- Tooting Primary Governing Body
- Franciscan Primary Governing Body

Delegations to the CEO's Office – please seen Appendix 1

Delegation to the CEO/Accounting Officer – please see Appendix 1 together with the Finance Policy

Delegation to the Chief Financial Officer/Finance Manager – please see Appendix 1 together with the Finance Policy

1. **CONSTITUTION OF THE BOARD OF DIRECTORS**

The constitution of the Board of Directors, which is regulated by the Trust's Articles of Association is as follows:

4 Members (1 x Vacant)
4 Foundation Directors
2 Parent Directors
5 Directors (2 x Vacant)
1 Ex Officio Director

2. **FUNCTIONS OF THE BOARD OF DIRECTORS**

The Trust Board is the legal entity operating the three institutions currently falling under its remit, and as such is the employer of staff, the owner of buildings and the body which will enter into contracts. It has determined to discharge its functions so as to enable the greatest level of delegation to institutions that is compatible with the legal responsibilities and liabilities it has as employer, landowner and signatory of the Funding Agreement with the Secretary of State.

To ensure the effective discharge of its responsibilities the Board will therefore retain overall responsibility for the following functions:

Governance

a) Agreement of the constitutional framework for institutional governing bodies including arrangements for the selection and appointment of governors
b) Approval of the appointment of any Chair of Governors elected by institutional governing bodies
c) Appointment of the first Chair of Governors of any new institution
d) Agreement of institutional admissions arrangements

Finance

e) Agreement of the financial structures for the Trust and its institutions including arrangements for and management of any shared services
f) Allocation of funds to institutions and approval of institutional budgets
g) Agreement of financial controls, procedures and reporting arrangements to be implemented in institutions including spending thresholds, approval levels etc.
h) Arranging for and receiving audit reports
i) Arranging for and approving the annual Company Accounts
j) Holding institutional reserves and considering bids from institutions against these

k) Authorizing virements between budget headings at Trust level and at institutional level via periodic reviews/reports from institutional governing bodies
l) Maintaining a register of business interests for all Trustees, governors and others with a role in shortlisting or awarding contracts. The register must include all Directors, governors, senior staff and other staff with a responsibility for budget management.

Site and Buildings

m) Identifying capital priorities and bidding to the various funding agencies for capital funds where appropriate
n) Overseeing arrangements for the day to day repair and upkeep of institutional sites and buildings and monitoring the implementation of these to ensure health safety and welfare of site occupants as well as preservation of assets.

Contracts

o) Authorising all contracts for goods and services where formal tendering procedures are required in accordance with the Finance Policy.

Personnel

p) Providing the policy framework within which institutional governing bodies will operate and monitoring their implementation including discipline, grievance, terms and conditions, pay, performance management
q) Setting the overall complement of staffing and the responsibility structure (Leadership and TLRs) at each institution
r) Responsibility for the performance management of Principals and Headteachers to be exercised through a committee of the Board
Review and ratification of performance management targets and objectives for staff in institutions paid on the Leadership Spine. Receiving an annual report from institutional governing bodies summarizing the implementation of the performance review process to include summary data on targets and progression for teachers and support staff
s) Responsibility for the recruitment of senior staff in institutions including Principals, Headteachers and lead administrative officers
t) Hearing and determining appeals against decisions taken at institutional level

Curriculum

u) Strategic oversight of institutional curricula including ratification of any proposed changes in provision
v) Review of School Improvement Plans through regular reporting from Headteachers/Principals through governing bodies to the Board.

Pupils

w) Agreement of institutional admissions arrangements and monitoring the implementation of these

x) Agreement of arrangements for pupil exclusion from school and monitoring the implementation of these

3. **DELEGATION OF FUNCTIONS BY THE BOARD OF DIRECTORS**

(1) The Board of Directors may delegate to any of its members or to any committee established by it (which may include persons who are not members of the Board) any of the functions allocated to it under the Articles of Association. Where any such function has been so delegated to a member or to a committee of the Board, that member or committee shall report any action or decision taken in relation to that function to the next meeting of the Board.

(2) Save in so far as the terms on which any particular function is delegated to a Committee of the Board otherwise provide, paragraphs 109 to 126 of the Articles of Association will apply to that Committee.

Standing Committees:

(3) The following standing committees exist to discharge a range of functions within the strategic framework described above:

(4) **Audit and Risk Committee**

The Audit and Risk Committee is an advisory body, with no executive powers. Its functions are to:

(i) Promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of those funds including preparation of a code of practice for governors/directors and a code of conduct for staff for recommendation to the Board

(ii) Improve the quality of financial reporting by reviewing internal and external financial statements on behalf of the Board and

(iii) Reviewing arrangements for procuring and delivery of audit services and making recommendations for improvement where appropriate and advising the Board on longer term audit priorities

(iv) Promoting a climate of financial discipline and control which will help to reduce the opportunity for financial mismanagement through review of reports prepared by the internal auditors and making recommendations for development where appropriate

(v) Promoting the development of internal controls systems which will help satisfy the Board that institutions can achieve their objectives and targets and are operating in accordance with statutory requirements and in a

manner which will make most economic and effective use of the resources available

(vi) Reporting to the Board at least twice a year

The Audit and Risk Committee will consist of a minimum of 3 Directors of the Trust, at least one of whom does not also sit on the Finance Committee, the CEO, Deputy CEO and Chief Financial Officer and will meet termly.

(5) **Performance Review and Pay Committee**

The Performance Review and Pay Committee is an executive committee with responsibility for undertaking annual reviews for Headteachers and Principals

This Committee will consist of at least one Member of the Trust, the Chairman of the Board and the Chief Executive, except where the matter under consideration relates to performance and pay review For the CEO whose review will be completed by at one two Member of the Trust with the Chairman of the Board. This Committee will meet once each year in November/December, immediately following the completion of the institutional and Trust level performance review processes.

(6) **Finance Committee**

(i) Assessing the implications of indicative funding allocations and agreeing a budget for each institution and the central Trust operation, taking account of school improvement plans and any proposals put forward by institutional governing bodies

(ii) Receiving regular reports on the Trust's financial health and spending plans

(iii) Considering and agreeing all capital matters including funding bids, tendering processes, authorization of tenders and capital project monitoring reports for institutions

(iv) Maintaining oversight of the fabric and condition of school grounds and buildings and agreeing improvement programmes

(v) Maintaining oversight of Health and Safety in institutions and receiving reports on incidents, issues and other procedural and policy matters as and when required

(v) Ensuring that the principles of best value are applied and that all procurement is managed in accordance with the Board's Finance Policy at Trust and institutional level.

(vi) Receiving audit reports and feedback from the Audit and Risk Committee and acting on any recommendations arising

(vii) Reviewing the Trust's Financial Procedures and Controls annually, ensuring that school financial policies are kept up to date and that they

comply with any requirements stated by the Board including Charging and Governors Expenses

(viii) Preparing overarching Trust level policies to provide a framework for schools to develop their own policies including the Charging Policy, Lettings Policy, Health and Safety Policy, Governors Expenses etc.

This Committee will consist of at least three Directors of the Trust, the Chief Executive, the Deputy Chief Executive and the Chief Financial Officer.

(7) **Complaints and Appeals Committee**

(i) Making arrangements for hearing pay appeals for staff where the initial decision was taken by institutional leaders.

(ii) Managing Stage 4 reviews of the Trust Complaints Procedure including providing two panel members and identifying a third independent member

(iii) Reviewing individual pupil disciplinary cases and hearing initial appeals against disciplinary decisions taken by the Principal/Headteacher

This Committee will be convened on an ad hoc basis as necessary. Committee members will be drawn from the Board of Directors and will have no prior connection with the complaint or appeal to be heard.

(8) **Safeguarding and Wellbeing Committee**

(i) Reviewing the institutional policies, procedures and provision that contribute to student wellbeing including Safeguarding, SEND, Bullying, arrangements for supporting Looked After Learners and Pupil Premium students, Health and Safety etc.

(ii) Reviewing the institutional policies, procedures and provision that contribute to staff well being including Procedures for dealing with Allegations against Staff, arrangements for managing low level concerns, Staff Protection Policies, Performance Management policies etc.

(iii) Monitoring the implementation of these policies and the associated provision by receiving reports, data and case studies from the Trust's cross-school SEN and CP forums, from Headteachers and through school visits

(iv) Supporting the sharing of good practice across the Trust's schools

(v) Providing a forum to ensure that new developments in safeguarding and child protection are fully understood by Board members so that their responsibilities can be appropriately discharged

This Committee will be comprised of the appropriate link governor from each institution, the Headteachers and/or Designated Safeguarding Leads and/or

SENCO of each institution, the CEO and a minimum of one other Director. The Committee will meet at least once each school year and will be chaired by the Chair of the Trust or in his/her absence, the Vice Chair.

(9) **School Governing Bodies**

School Governing Bodies are all technically committees of the Trust Board, and their powers are delegated to them from the Board. Functions thus delegated are described in paragraph 13. Governing Bodies may delegate their functions to sub-committees as they see fit and, if they choose to do so, will agree Standing Orders and Terms of Reference to regulate how delegated functions will be discharged.

Governors are appointed to school governing bodies by the Trust Board, using the regular review of this document as the process by which governors are appointed or removed or new governorships agreed. Governing Bodies may recommend new governor appointments to the Board at any time.

Governing Bodies must arrange for elections to be held for positions of staff and parent governor and the results of these elections will be reported to the Trust as part of the ratification of those appointments.

All governor appointments will be for a period of 4 years. There is no limit on the number of terms of office that an appointed governor can serve, although due consideration will be given to the contributions made by each governor and the overall balance of the governing body and its continued relevance to each school's circumstances.

Senior school staff will attend meetings of governing bodies and their committees at the request/discretion of the Principal/Headteacher/Chair of Governors. Staff attending in this capacity will attend as advisers and will have no voting rights.

(10) **Graveney Governing Body**

(i) Graveney Governing Body currently comprises:

2 Foundation Governors
9 Community Governors
2 Parent Governors
2 Staff Governors
1 Alumni Governor (1x Vacant)
1 Governor with specific educational expertise
2 Ex Officio governors

(11) **Tooting Governing Body**

(i) Tooting Governing Body currently comprises:

5 Community Governors (2 x Vacant)
2 Parent Governors (1 x Vacant)
1 Base Parent Governor (1 x Vacant)
1 Staff Governor
2 Ex Officio governors

(12) **Franciscan Governing Body**

(i) Franciscan Governing Body currently comprises:

2 Foundation Governors
2 Parent Governors (2 x Vacant)
2 Staff Governor
4 Community Governor
2 Ex Officio Governors

(13) The constitution and membership of the governing bodies will be kept under review by the Trust in the context of ongoing reviews of effective governance. Where a vacancy arises on an institutional governing body and the number of governors in that category remains above the minima provided for in the Trust Articles of Association, no new appointment will be made until the matter has been considered by both the Trust Board and the relevant governing body.

(14) The functions delegated to governing bodies by the Board include the following:

Governance

(i) Making appropriate arrangements for the effective management of governing body affairs within the framework provided by the Board
(ii) Implementing selection procedures for governors and referring proposed appointments to the Board for approval
(iii) Appointing designated governors as required, e.g. SEN, Health and Safety etc.
(iv) Making decisions on admissions in accordance with agreed admissions criteria
(v) Ongoing review the effectiveness of institutional governance

School Improvement:

(i) Agreeing the school improvement plan and monitoring its implementation and impact
(ii) Evaluating the effectiveness of school policies, processes and procedures
(iii) Reviewing arrangements for consulting and communicating with stakeholders including printed and electronic publicity materials, use of

social media, surveys and other forms of communication and updating/improving these as necessary

Finance

(ii) Reviewing indicative funding allocations and draft budgets, taking account of the school improvement plan and making representations to the Board of Directors if necessary

(ii) Receiving reports on the school's financial situation including benchmarking data

(iii) Submitting proposals to the Board for capital and other funding

(v) Receiving reports on audit findings commissioned by the Board and acting on any recommendations

(ix) Ensuring that school financial policies are kept up to date and comply with any requirements stated by the Board including Charging and Governors Expenses

Site and Buildings

(x) Receiving regular reports from the Principal/Headteacher on the condition of the site and buildings and formulating proposals for capital works for consideration by the Board

(xi) Ensuring that the Boards obligations with regard to health, safety and security are effectively discharged at institutional level

(xii) Ensuring that school premises and related policies are kept up to date and comply with any requirements stated by the Board including on Lettings and Health and Safety

Personnel

(i) Receiving reports from schools on their implementation of the Boards personnel policy framework

(ii) Receiving reports from schools on the implementation and impact of their consultation arrangements

(iii) Receiving reports on the recruitment and selection of staff and contributing to appointment processes where appropriate

(iv) Oversight of the arrangements for In-Service training for teachers and support staff and for the induction of new staff

(v) Receiving reports on matters relating to pupil achievement, welfare and behavior and contributing to the development of school policy and practice in these areas

(vi) Representing the school at exclusion hearings

(vii) Reviewing the schools reports on the operation and impact of the annual performance management/appraisal policy

(xiii) Reviewing and agreeing other school policies, in the context of any advice provided by the Board, including on Child Protection, SEN, LAL, Equality, Safeguarding, Pupil Discipline and Behaviour, School Uniform and Attendance

Curriculum

(i) Agreeing curriculum policies and the curriculum offer within the strategic framework agreed by the Board

(ii) making arrangements for the hearing of any curriculum complaints

(iii) proposing school holiday dates and arrangements for the timing of the school day for agreement by the Board

(iv) overseeing arrangements for examinations and assessment including receiving reports/analyses of relevant data

(v) reporting to the Board on performance against targets

(vi) proposing whole school performance targets for agreement by the Board

(vii) overseeing arrangements for work experience, industrial links, careers

(viii) overseeing arrangements and provision for pupils with special educational needs and looked after learners

(ix) Reviewing and agreeing other school policies, in the context of any advice provided by the Board, including on Self Evaluation and Improvement, Teaching and Learning, Assessment and Tracking and work related learning and School Journeys

(15) Institutional governing bodies may develop their own committee structures to ensure the effective implementation of these delegated responsibilities and if they chose to do so the remit of those committees must be reviewed on an annual basis by the governing body concerned.

Appendix 1

FUNCTION	**AREA**	**SCHOOL RESPONSIBILITY** (Graveney, Tooting Primary and Franciscan, unless specifically noted otherwise)	**TRUST RESPONSIBILITY**	**STATUS OF TRUST SERVICES (CORE/ADDITIONAL)**
VISION AND BUSINESS PLANNING	Vision and business plans	● School Improvement Planning, reflecting aims and vision of Trust as necessary ● School business planning	● Articulating aims and vision for the Trust in liaison with Trust schools ● Endorsement of institutional SIPS ● Agreement of school business (financial) plans (see finance section below).	Core
GOVERNANCE		● Organisation of governor induction, governor visits and school based governor training ● Facilitating external training for governors ● Liaising with Trust staff on agenda preparation ● Provision of all documents for governing body meetings ● Attendance at governing body meetings ● Responding promptly to actions arising from meetings ● Dealing with complaints up to Stage 1. ● Performing regular SCR checks and notifying the Trust of any issues/queries	● Maintaining register of business interests ● Appointing and removing governors ● Provision of clerking services including timely preparation and distribution of minutes and papers and advising on governance matters unless specific alternative arrangements are preferred by Trust schools ● Maintaining the SCR for all Trust Employees, providing register to schools termly for checking, responding to issues/queries raised and notifying schools of updates following termly checks	Core
EDUCATIONAL STRATEGY	Teaching and Learning	● school level action planning ● teaching and learning systems schemes and processes ● arrangements for monitoring and review, ● implementation of Trust assessment systems ● reporting to parents ● classroom practices, ● extra curricular offer ● diagnostics and intervention	In liaison with schools, determining assessment and tracking systems to ensure consistency of data across Trust schools	Core

	Performance and Outcomes	● Recommending annual institutional performance targets to governors/Directors ● Providing tracking data and supporting narrative to governing bodies/directors termly ● Identifying corrective actions/interventions where necessary ● Reporting on end of year outcomes with full gaps analysis (both between various cohorts and targets v predicted v actual)	Agreeing institutional performance targets Reviewing institutional tracking data termly Receiving an annual report from heads of institutions on end of year outcomes Arranging for reviews, inspections and audits on an ad hoc basis when required	Core
	Support for Teaching and Learning		Institutional reviews to identify gaps/weaknesses Provision of support to develop outstanding practices	Additional
HUMAN RESOURCES	Staff Recruitment	Participating in staff recruitment interviews and managing school based tasks/exercises/observations Making recruitment decisions as part of a panel that will include Trust representation for some types of posts Obtaining agency staff to cover absences where necessary and within budget as well as staff for Day 6 provision Consulting with the CEO on arrangements for bringing in agency staff to cover staff sickness absence and maintaining a log to include date/number or days/who the cover is for Requesting approval for the use of consultants (individuals providing services on invoice) from the CEO	All administrative and professional matters associated with the staff recruitment process from advertisement to appointment and contract including adverts, JDs, application packs, liaising with school re: shortlist, setting up interviews, providing feedback to candidates, taking up references, DBS, Medical checks, contract preparation, instructions to pay roll etc. Set out arrangements with Principals/Headteachers regarding use of agency staff to cover short/medium/long term staff absence Approving the use of consultants (individuals providing services on invoice) and preparing all associated paperwork to comply with relevant legislation	Core

	Staff Deployment	Staff deployment including ● Preparing a staffing structure for the school on an annual basis for approval by the Trust and keeping it under review throughout the year Allocating work to teachers and support staff ● Ensuring records of staff hours and working patterns are accurate and up to date and keeping the Trust informed of changes as soon as these have been agreed with the staff member concerned ● Requesting changes to staff contracts using Trust pro-forma	Staff deployment including ● Reviewing and agreeing school staffing structures and responding to requests for changes as necessary ● maintaining accurate records of staff hours/working patterns and contract details	Core
	Staff Absence	● maintaining staff attendance/absence/late records (paper/SIMS) ● Passing all authorized absence approvals to the Trust for payment decisions ● Providing accurate and timely information on staff absences to the Trust ● conducting return to work interviews ● conducting informal and first stage formal sickness reviews	● decisions on whether absences are paid/unpaid including setting the parameters for the application of the special leave policy to promote consistency and support staff welfare ● overseeing the application of the Code of Practice on Staff Sickness and providing paperwork to schools for informal and first stage reviews ● conducting second and subsequent stage formal sickness reviews with schools ● processing occupational health referrals	Core
	Staff Performance	● undertaking performance reviews for all staff ● seeking input/feedback from the Trust where staff have significant dealings with or responsibility for Trust procedures (office manager/site manager) ● Reporting to the Trust on the outcomes of performance review processes ● Making recommendations on progression	● Agreeing Performance Management Policies ● Reviewing reports annually from schools on the outcomes of their performance management processes ● Reviewing and agreeing recommendations for progression ● Dealing with Significant Deficiencies cases during probation	Core

		● Staff induction (with input from Trust where appropriate) ● Support staff probation, (with input from Trust where appropriate), up to Significant Deficiencies		
	Contracts and Pay	● Making pay recommendations for new and existing members of staff ● Fielding initial queries on pay matters	● Consulting annually on staffing structures and pay policies ● Implementing the support staff job evaluation policy ● Reviewing and determining all pay matters in consultation with schools ● Fielding pay queries that can't be resolved at school level ● Preparing and issuing contracts	Core
	Grievance, Discipline, Capability and Sickness procedures and related HR issues	● All day to day issues ● Grievance Stage 1 proceedings ● Grievance Stage 2 proceedings, with support from the Trust ● Disciplinary cases for 'minor' offences (as classified under the code), but with support from Trust HR ● Sickness absence reviews up to Stage 1 ● Set up and operation of school based system for managing low level concerns	● Implementation of Stage 3 Grievance proceedings, delegated by the Board of Directors to the CEO's office. ● Implementation of Disciplinary cases for 'serious' or 'major' offences (as classified under the code), delegated to the CEO's office, including exercising the Board of Directors' power to dismiss ● Implementation of Stages 2 and beyond of the Sickness Code of Practice	Core
	Records	● Maintain appropriate local files (performance management, absences etc.) such that school responsibilities can be adequately fulfilled	● Maintain SAMPeople personnel records (including absence records) as well as full paper files for all staff	Core
Where HR functions have been delegated to the CEO's office but the exercise of those functions by a member of that office (i.e. the CEO or DCEO) could be seen as representing a potential conflict of interest in a particular school, the CEO or DCEO may nominate a senior member of staff (Headteacher or Principal) from another school to exercise those functions on their behalf or may request the Chair of the Board to fulfil those functions.				
FINANCE	Budget preparation, control and monitoring	● Recommendations to Trust on initial budget proposals ● Reviewing monthly monitoring reports	● Preparation of initial budget ● Agreement of final budget ● Authorisation of spending and virements over £5k	Core

		● Authorisation of spending and virements up to £5k ● Ensuring that all budgets (including staffing) are not overspent without prior authorization from Trust	● Preparation of periodic monitoring reports to governors/directors ● Preparation of year end reviews	
	Purchasing	● Complying with all financial requirements as laid out in the Finance Policy and other associated documents ● Placing and authorizing orders by cost centre managers (two signatories incl HT) up to £4,999 ● HT responsible for personally placing orders over £5000 on the system to ensure record of HTs approval for the following two Trust level authorisers ● Processing GRNs and invoices ● Maintaining financial records ● Custody of Assets – secure inward deliveries, maintaining stock books and security marking items as necessary	● Authorising orders between £4,999 and £24,999 including recommendations to governors for purchases over £15,000 and to Directors for purchases over £24,999 ● Managing tender process for contracts or goods over £25,000 ● Signing/authorising cheques/BACs runs	Core
	Processes and returns	● Undertaking all regular financial inputting and routines (orders, invoices, GRNs etc., month end, bank recs, contributing to year end etc.)	● Managing Bankline and providing outputs for schools to enable them to complete their routines, e.g. bank recs ● Making all financial returns ● Preparing and submitting annual accounts to Directors and Companies House ● Signing/authorising cheques/BACs runs as per Finance Policy document ● Managing cash flow	Core
	Income	● Managing all income collection including via Parentpay and ensuring accurate posting ● Security of cash on-site, preparation of paperwork for banking of cash/cheques	● Advising schools as necessary	Core

		received, provision of related paperwork and cash/cheques to Trust ● Security and maintenance of a petty cash float and providing appropriate records to Trust ● Balancing school trip accounts and ensuring income matches expenditure ● Requesting invoices to be raised where necessary (e.g. lettings) ● Notifying Trust of all details re: Day 6 provision (pupil/excluding school/cost of cover/no of days) so that invoices can be raised ● Collecting School Fund income from parents via Parentpay or other means ● Operating within the requirements of the Trust's Charging Policy ● Preparing and banking income ● Raising invoices e.g. lettings, Day 6 provision etc.		
	Payroll	● Authorising and submitting overtime sheets for payment ● Making requests for changes to pay/grades etc.	● Managing all payroll functions and decisions on pay	Core
SCHOOL JOURNEYS	School Journeys, trips and other activities	● Making all arrangements for school journeys including record keeping and other processes via the Evolve system or similar ● Chair of Governors approval of all residential trips and any trip (day or residential) that includes potentially high risk activities (e.g. swimming/skiing), with approval being sought BEFORE the trip has been advertised to parents	● Providing a policy framework that schools own policies must comply with ● Signing off school journey accounts ● Providing schools with guidelines on the requirements for before and after school clubs operated by third parties	Core

		● Obtaining all necessary approvals in accordance with School Journey Policy ● Collecting cash, maintaining records and preparing final school journey accounts ● Ensure after school clubs operated by third parties comply with Trust requirements		
SITE AND BUILDINGS	Lettings	● Receiving lettings requests, checking schoolkeeper availability and passing up to Trust for approval where s/k time is available ● Managing lettings requests (approval, confirmation, terms and conditions, invoicing etc.).	● Ensuring that the Trust wide Lettings Policy is followed.	Core
	Repairs and Maintenance	● Authorising and procuring on-site repairs and maintenance, seeking advice from Trust staff where work relates to fixed plant or services or any purchase over £4,999 ● Preparing site development plans (funded from formula capital or other capital sources) for consideration by governors and Trust	● Overseeing and where necessary organising statutory annual preventative maintenance checks ● Authorising expenditure from formula capital funding ● Preparing and submitting capital bids ● Managing capital projects	Core
	Health and Safety	● Identifying potential/actual H&S hazards, dealing with these or notifying Trust if necessary ● Implementing procedures to ensure the health and safety of staff and pupils on site.	● Responding to notifications of potential/actual H&S hazards. ● Procuring all statutory health and safety checks e.g. boilers, legionnella etc. ● Undertaking H&S inspections on an ad hoc basis.	Core
	Other schoolkeeping services	● Liaise with Trust Premises Manager for advice and support	● Provision of advice and support ● Provision of cover where possible	Core Additional
PUPILS AND PUPIL RECORDS	Reception, Year 7 and Year 12 Admissions	● Run sibling checks on list of applicants ● Receive list of offers accepted from WBC and distribute welcome letters etc.	● Request Sibling checks from school ● Check LAC status of applicants ● Review Soc/Med applications and prepare Soc/Med grid for HT/Directors' panel	Core

			● Directors decisions on Soc/Med ● Ranked list to WBC ● Manage appeals processes	
	Casual Admissions	● Liaise with WBC to ensure offers are made from the waiting list as soon as vacancies arise		
	Pupil records and returns	● Ensure pupil records are up to date ● Paperwork to parents re: eligibility for FSM/PP ● Processing FSM/PP eligibility checks ● Undertake preliminary work on census returns	● Troubleshoot and check census before submission	Core
IT SUPPORT	Network and systems maintenance	Negotiable, with schools choosing whether or not to buy into Trust IT support services or purchasing directly themselves, or a mixture of both.		Additional
SEN SERVICES		Use of shared personnel to be explored, particularly regarding inter-authority recoupment for EHCPs. Other areas to explore include shared use of specialist staff (therapists, EPs etc.)		Additional