SCHEME OF DELEGATION

The Three Saints Academy Trust

EFFECTIVE DATE: September 2025

Vision and Mission Statement

In line with its Christian values, the Three Saints Academy Trust creates belief in all by:

- Creating nurturing relationships built on trust, care and respect
- Instilling a love of learning, through fun and memorable experiences
- Having high expectations in all we do
- Providing an environment of opportunity where all can grow and succeed

THIS SCHEME OF DELEGATION (which in this document is referred to as the "**Scheme**") is made on January 2019 between:

(1) The Three Saints Academy Trust, a company limited by guarantee and registered in England and Wales under company number 962002 (the "Company"); and

(2) The schools of The Trust

ANNUAL REVIEW

The Directors will have absolute discretion to review this Scheme on an annual basis and to alter any provisions of it.

The Three Saints Academy Trust Levels of Delegation

Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, school committee or HT

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
Governance framework: people	1	Members: appoint/remove					✓
	2	Directors: appoint/remove					✓
	3	Parent school committee (SC) members: appoint when elected	C	✓			
	4	Board committee chairs: appoint and remove	✓				
	5	Named safeguarding Director: appoint and remove	✓				
	6	School committee (SC) chairs: appoint and remove	✓				
	7	School committee (SC) members: appoint and remove	**C**	✓			
	8	Clerk to board: appoint and remove	✓				
	9	Clerk to School committees (SCs): appoint and remove	✓	C			
	10	To determine the development needs of governors and put in place an appropriate program	✓	C	C	C	
Governance framework: systems and structures	11	Scheme of delegation: review and agree	✓				
	12	Governance structure for the trust: establish and review annually	✓				
	13	Committee terms of reference and scheme of delegation: agree annually	✓				
	14	Annual schedule of governance business: agree	✓				
	15	Self-review of trust board and committees: complete annually	✓				
	16	Self-review of School committees (SCs): complete annually		✓			
	17	Chair's performance: carry out 360° review periodically	✓	✓			

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
	18	Trustee/School committee (SC) member contribution: review annually	✓	✓			
Governance framework: reporting	19	Publish governance arrangements on trust and schools' websites: ensure meet statutory requirement. To set up a Register of members' Business Interests			✓		
	20	To review and ensure publication of the statutory information on the Trust website	C		✓		
	21	To review and ensure publication of the statutory information on the school's website		C	C	✓	
	22	Annual report on the performance of the trust: submit to members and publish	✓				
	23	Annual self-review/triannual external review of board effectiveness: submit to members	✓				
	24	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House	✓				
	25	ESFA required reports and returns submit	✓		C		
	26	Annual Impact report of school committee (SC): submit to trust and publish		✓	C	C	
	27	Annual Impact report of Directors and publish	✓				
	28	Determine trust wide policies which reflect the trust's ethos and values: approve, ensuring meet statutory requirements	✓		C	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
Being strategic	29	Determine school level policies: approve		✓	C	C	
	30	Management of risk: establish register, review and monitor	✓				
	31	Engagement with stakeholders: ensure strategy for engagement			C	✓	
	32	Determine trust's vision, strategy and key priorities: approve	✓		C		
	33	Determine schools' vision, strategy and key priorities: approve		✓	C	C	
	34	Chief executive officer: appoint, suspend, end suspension and dismiss	✓				
	35	Accounting officer: appoint, suspend, end suspension and dismiss	✓		C		
	36	HTs & Deputies: appoint, suspend, end suspension and dismiss	C		✓		
	37	School staff: appoint, suspend, end suspension and dismiss		C	C	✓	
	38	Budget plan to support delivery of trust key priorities: agree	✓		C		
	39	Budget plan to support delivery of schools' key priorities: agree	✓		C	C	
	40	Trust's staffing structure: agree	✓		C		
	41	Schools' staffing structure: agree	✓		C	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
	42	Determining dismissal payments/early retirement- Trust Central staff & Headteachers	✓	C	C		
	43	Determining dismissal payments/early retirement – school staff	✓	C	C	C	
	44	To establish, adopt, evaluate and annually review the Trust's Equality Scheme and associated policies to ensure compliance with the Equality Act 2010	✓		c		
	45	To establish, adopt, evaluate and annually review the school's Equality action plan and targets to ensure compliance with the Equality Act 2010		✓	c	c	
	46	Responsible, named body for 0-3 nursery provision Ofsted registration		✓	c	c	
Holding to account	47	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements	✓	c	c	c	
	48	Monitoring progress on key priorities: agree reporting arrangements	c	c	✓		
	49	Performance management of the chief executive: undertake	✓				
	50	Performance management of central team: undertake			✓		
	51	Performance management of HTs: undertake		C	✓		
	52	External auditors: appoint	✓				
	53	Chief financial officer: appoint	✓				

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
Financial oversight	54	Trust's scheme of financial delegation: establish, monitor and review	✓				
	55	External auditors' report: receive, respond, implement recommendations	✓				
	56	CEO pay award: agree	✓				
	57	Headteachers' pay award: agree	✓	C	C		
	58	Staff appraisal procedure and pay progression: review and agree	✓	C	C	C	
	59	Benchmarking and trust wide value for money: ensure robustness & implement	✓		C		
	60	Monitoring budget: agree reporting	✓	C	C	C	
	61	To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓		C		
	62	To develop and propose the individual school budgets taking into account the Trust Business plan and School Improvement plan priorities and establish and maintain a 3 year rolling indicative oversight of the school budgets	✓		C	C	
	63	To approve the first formal budget plan each financial year	✓				
	64	To receive and approve the Trust Annual Accounts					✓

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
	65	To approve any virements between budget headings and/or likely budget overspends	✓		C		
	66	To monitor Trust income and expenditure of all funds and report the financial situation to the Board of Directors termly having due regard for the Academies Financial Handbook and the Academy funding agreements	✓		C		
	67	Approve miscellaneous financial expenditure outside of the agreed budget (in line with the limits set within the Finance Policies and Procedures Manuals	✓		C		
	68	To enter into contracts (in line with the limits set within the Finance Policies and Procedures Manual)	✓		C		
	69	To ensure that budget planning supports identified priorities in the Trust Business Plan	✓		C	C	
	70	To maintain an oversight of the adequacy and effectiveness of the Academy Trust's governance, risk management, internal control and value for money framework and report findings annually to the Board of Directors as a critical element of the Academy Trust's annual reporting requirements	✓		C		
	71	To maintain an oversight of the adequacy and effectiveness of the Board of Directors and ensure adequate skills set across the board	✓				C
	72	Review the external auditor's annual planning document and approve the planned audit	✓		C		

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
		approach					
	73	Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained	✓		C		
	74	To oversee the day-to-day operation of the Trust finances and ensure payments are made within agreed financial limits and appropriate income is received			✓	C	
Central Services	75	To determine the scope of mandatory core services to be delivered by the Company on behalf of its schools	✓		C	C	
	76	To identify those additional services to be procured on behalf of individual academies	✓		C	C	
	77	To ensure centrally procured services provide value for money	✓		C		
	78	To develop and approve the Trust's curriculum policy	**C**		✓	C	
	79	To implement curriculum policy			✓	C	
	80	Responsible for standards of teaching			C	✓	
	81	Accountability for standards of teaching	✓		C		
	82	Establish annual key school priorities		C	✓	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
School Improvement & Curriculum	83	To monitor the establishment and implementation of the Trust's procedures which promote pupil wellbeing	✓	C	C	C	
	84	To ensure the school complies with its obligations in respect of Community engagement by monitoring the impact of all relevant policies		✓	C	C	
	85	To establish and keep up to date a written policy for SRE	✓	C	C	C	
	86	To establish, adopt and review the school's policies and provision for Collective Worship and Religious Education		✓	C	C	
	87	To establish, monitor and review the Trust's policy and procedures for the conduct of school journeys, visits and residential activities. Approve residential visits	✓		C	C	
	88	To agree & implement targets for pupil achievement & agree	**C**	C	✓	C	
	89	To receive regular reports on progress	✓	C	C	C	
	90	Responsibility for pupil outcomes		C	C	✓	
	91	Accountability for pupil outcomes	✓		C		
	92	To agree and implement school improvement priorities and strategy	**C**	C	✓	✓	
	93	To monitor pupil attendance and agree pupil attendance targets	✓		C	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
Attendance & suspension	94	To review the use of suspension and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either suspended for more than 15 days in total in a term or would lose the opportunity to sit a public examination.	Suspension committee ✓		C	C	
	95	To direct reinstatement of suspended pupils	Suspension committee ✓		C	C	
	96	To make any changes to the admission criteria & policy for the Trust	**C**	✓	C	C	
	97	Admissions: criteria application decisions	✓		C	C	
	98	To appeal against LA directions to admit pupil(s)	✓		C	C	
	99	To agree arrangements for appeals			C	✓	
	100	To set the times of school sessions	✓		C	C	
	101	To set the dates of school terms and holidays	C	C	C	✓	
	102	To ensure that the school meets for 380 sessions in a school year			✓	C	
	103	To close the school due to bad weather or another health & safety reason			C	✓	
	104	To consider the effectiveness of the curriculum in RE, especially the teaching of Christianity, also the effectiveness of leadership and management		✓	C	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
Religious Education **(CE SCHOOLS ONLY)**	105	To consider the Christian Character of the school and support and monitor links between the schools and their Parish		✓	C	C	
	106	To consider how well the Christian Character contributes to academic achievement and personal development of all learners		✓	C	C	
	107	Implementation of the Trust vision and ethos	✓		C		
	108	To receive regular reports on RE and Collective Worship		✓		C	
Collective Worship **(CE SCHOOLS ONLY)**	109	To ensure that all pupils take part in a daily act of collective worship		✓		C	
	110	To consider how well Collective Worship sets the distinctive values of the Academy as a Christian community		✓		C	
Miscellaneous	111	Buildings insurance and personal liability	✓		C		
	112	Developing school buildings strategy & master plan and overseeing the preparation and implementation of building development contracts	✓		C	C	
	113	Procuring, repairing and maintaining buildings, including developing properly funded maintenance plan and ensuring value for money in the use of the DFC and CIF funding	✓		C	C	
	114	To publish proposals to change category of school	✓		C	C	

Governance function			Decision Level				
			1 Trust Board/Board Committees	3 School committee	4 CEO/ Accounting Officer	5 HT	6 Members
	115	To recommend adoption and review of home-school agreements		✓	C	C	
	116	To consider requests from other schools to join the Company	✓		C		

APPENDIX 1: CONSTITUTION OF THE SCHOOL COMMITTEE & APPOINTMENTS

Introduction

As a charity and company limited by guarantee, the Company is governed by a board of Directors who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company.

The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Company and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. As the Academy is a Church of England academy, designated as such, the Directors are also accountable to the DBE under the provisions of the Diocesan Boards of Education Measure 1991, and to the Trustees to ensure that the Academy is conducted as a Church of England school.

1.1 **Members of the School Committees**

1.1.1 The number of people who shall sit on the School Committee shall be not less than three but, unless otherwise determined by the Directors, shall not be subject to any maximum.

1.1.2 The School Committee shall have the following members:

1.1.2.1 Up to 1 member, appointed by Directors

1.1.2.2 5 foundation members appointed by Directors, one of whom shall be the Incumbent. Non-CE schools 5 Community members appointed by Directors

1.1.2.3 1 staff member

1.1.2.4 1 parent member elected or appointed as a parent of a registered pupils at the Academy; and

1.1.2.5 the Headteacher.

1.1.2.6 Not used.

1.1.3 The School Committee may also have co-opted members appointed. A person who shall be “co-opted” to the School Committee means a person who is to serve on the School Committee without having been otherwise appointed or elected to serve on the School Committee. The Directors may not co-opt a person who is employed at the Academy if thereby the number of persons employed at the Academy serving on the School Committee would exceed one third of the total number of persons serving on the School Committee (including the Headteacher).

1.1.4 The Directors (all or any of them) shall also be entitled to serve on the School Committee and attend any meetings of the School Committee. Any Director attending a meeting of the School Committee shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the School Committee.

1.1.5 All persons appointed or elected to the School Committee shall give a written undertaking to the [Foundation][1] Directors to uphold the object of the Company.

1.2 **Appointment of members of the School Committee**

General members

1.2.1 The Directors may appoint up to 1 person to serve on the School Committee. The application process will be followed

Foundation members

1.2.2 The Foundation Directors may appoint up to 5 persons to serve on the School Committee, one of whom shall be the Incumbent. The application process will be followed.

Staff members

1.2.3 The Directors may appoint up to 2 persons who are employed at the Academy to serve on the SCHOOL COMMITTEE through such process as they may determine, provided that the total number of such persons (including the Head teacher)

does not exceed one third of the total number of persons on the SCHOOL COMMITTEE. The positions held by those employed at the Academy (e.g. teaching and non-teaching) may be taken into account when considering appointments.

1.2.4 In appointing persons to serve on the SCHOOL COMMITTEE who are employed at the Academy the Directors may 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 (excluding the Head teacher) and, where there are any contested posts, shall hold an election by a secret ballot. 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 Directors.

Ex officio members

1.2.5 The Head teacher shall be treated for all purposes as being an ex officio member of the SCHOOL COMMITTEE.

Parent members

1.2.6 Subject to clause 4.2.10, the parent members of the SCHOOL COMMITTEE shall be elected by parents of registered pupils at the Academy and he or she must be a parent of a pupil at the Academy at the time when he or she is elected.

1.2.7 The Directors shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the SCHOOL COMMITTEE, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the SCHOOL COMMITTEE which is contested shall be held by secret ballot.

1.2.8 The arrangements made for the election of the parent members of the SCHOOL COMMITTEE 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 prefers, by having his ballot paper returned to the Academy by a registered pupil at the Academy.

1.2.9 Where a vacancy for a parent member of the SCHOOL COMMITTEE is required to be filled by election, the SCHOOL COMMITTEE 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 is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

1.2.10 The number of parent members of the SCHOOL COMMITTEE required shall be made up by persons appointed by the Directors if the number of parents standing for election is less than the number of vacancies.

1.2.11 In appointing a person to be a parent member of the SCHOOL COMMITTEE pursuant to clause 4.2.10, the Directors shall 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 child of compulsory school age.

1.3 **Co-opted members of the School Committee & Committees**

1.3.1 The Directors may co-opt no persons to the SCHOOL COMMITTEE & Committees. A person who shall be “co-opted” to the SCHOOL COMMITTEE means a person who is to serve on the SCHOOL COMMITTEE without having been otherwise appointed or elected to serve on the SCHOOL COMMITTEE. The Directors may not co-opt a person who is employed at the school if thereby the number of persons employed at the school serving on the SCHOOL COMMITTEE would exceed one third of the total number of persons serving on the SCHOOL COMMITTEE (including the Headteacher).

1.4 **Term of office**

1.4.1 The term of office for any person serving on the SCHOOL COMMITTEE shall be 4 years, save that this time limit shall not apply to:

(i) the Head teacher who shall be treated for all purposes as being an ex officio member of the SCHOOL COMMITTEE; or

(ii) persons who are “co-opted” to the SCHOOL COMMITTEE, who shall serve for 1 year.

Subject to remaining eligible to be a particular type of member on the SCHOOL COMMITTEE, any person may be re-appointed or re-elected (including being “co-opted” again) to the SCHOOL COMMITTEE.

1.5 **Resignation and removal**

1.5.1 A person serving on the SCHOOL COMMITTEE shall cease to hold office if they resign their office by notice to the SCHOOL COMMITTEE (but only if at least three persons appointed under clause 4.2.1 will remain in office when the notice of resignation is to take effect).

1.5.2 A person serving on the SCHOOL COMMITTEE shall cease to hold office if he is removed by the person or persons who appointed him. This clause does not apply in respect of a person who is serving as a parent member on the SCHOOL COMMITTEE, who may be removed by the Directors.

1.5.3 If any person who serves on the SCHOOL COMMITTEE in their capacity as an employee at the school ceases to work at the school then he shall be deemed to have resigned and shall cease to serve on the SCHOOL COMMITTEE automatically on termination of their work at the school.

1.5.4 Where a person who serves on the SCHOOL COMMITTEE resigns their office or is removed from office, that person or, where he is removed from office, those removing him, shall give written notice thereof to the Directors.

1.6 **Disqualification of members of the SCHOOL COMMITTEE**

1.6.1 No person shall be qualified to serve on the SCHOOL COMMITTEE unless they are aged 18 or over at the date of their election or appointment. No current pupil or student of the Academy shall be entitled to serve on the SCHOOL COMMITTEE.

1.6.2 A person serving on the SCHOOL COMMITTEE shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering their own affairs.

1.6.3 A person serving on the SCHOOL COMMITTEE shall cease to hold office if he is absent without the permission of the Chair of the SCHOOL COMMITTEE from all the meetings of the SCHOOL COMMITTEE held within a period of six months and the SCHOOL COMMITTEE resolves that their office be vacated.

1.6.4 A person shall be disqualified from serving on the SCHOOL COMMITTEE if:

1.6.4.1 their estate has been sequestrated and the sequestration has not been discharged, annulled, or reduced; or

1.6.4.2 he is the subject of a bankruptcy restrictions order or an interim order.

1.6.5 A person shall be disqualified from serving on the SCHOOL COMMITTEE at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

1.6.6 A person serving on the SCHOOL COMMITTEE shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

1.6.7 A person shall be disqualified from serving on the SCHOOL COMMITTEE if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by their conduct contributed to or facilitated.

1.6.8 A person shall be disqualified from serving on the SCHOOL COMMITTEE where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.

1.6.9 After the school has opened, a person shall be disqualified from serving on the SCHOOL COMMITTEE if he has not provided to the Directors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairperson or the Head teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

1.6.10 Where, by virtue of this Scheme, a person becomes disqualified from serving on the SCHOOL COMMITTEE; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Directors.

1.6.11 This clause 4.6 and paragraph 2 of Appendix One shall also apply to any member of any committee of the SCHOOL COMMITTEE who is not otherwise a member of the SCHOOL COMMITTEE

INDEMNITY

1.7 Subject to the provisions of the Companies Act 2006 every member of the SCHOOL COMMITTEE or other officer or auditor of the Company acting in relation to the Academy shall be indemnified out of the assets of the Company against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

APPENDIX 2: COMMITTEE TERMS OF REFERENCE

STANDARDS & CURRICULUM COMMITTEE

STANDARDS & CURRICULUM COMMITTEE	
Members	The Committee shall comprise of a minimum of 2 Directors and 1 Governor. Co-opted members of the committee without voting rights are; CEO, Deputy CEO, Headteachers of all schools
Quorum	The Quorum for the Committee shall be 2 Directors/ Governors
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Appointed by Board of Trustees
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Committee minutes will be received by the Board of Trustees

Administrative Responsibilities
• Ensure there are effective clerking arrangements for the Committee. • Ensure that the committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • To ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that trustees, particularly committee members, receive appropriate training.

	STANDARDS
1.	To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
2.	To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups such as children with SEND, gifted and talented children, children in receipt of Pupil Premium, children from minority ethnic groups and children looked after by the Local Authority.
3.	To consider recommendations from external assessment of the Trust (e.g. RSC, Ofsted and other external bodies.), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
4.	To ensure that the Trust Business Plan & school improvement plans address the priorities for raising standards, including appropriate targets/success criteria.
5.	To ensure that school seeks and considers feedback from all stakeholders

	CURRICULUM
5.	To consider the impact of how the curriculum is taught, evaluated and resourced.
6.	To ensure that the Trust seeks and considers feedback from all stakeholders
7.	To review and ensure publication of information on the school's websites as specified by The Education (Independent School Standards) Regulations 2014 and the academy's funding agreement with EFA.
8.	To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN Director (where appointed).

9.	To ensure that the school promotes tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and to prepare children and young people positively for life in modern Britain
10.	To consider the effectiveness of the schools as church schools; their Christian ethos, values and teaching of RE. Action feedback given in SIAMS Inspections where appropriate
11.	To approve the Trusts Curriculum Policy
12.	To approve the SRE Policy
13.	Monitor and Review the curriculum in RE

FINANCE & AUDIT COMMITTEE

FINANCE AND AUDIT COMMITTEE	
Members	The Committee shall comprise of a minimum of 3 Directors. Co-opted members of the committee without voting rights are; CEO & CFO
Quorum	The Quorum for the Committee shall be; 2 Directors
Meetings	The Committee will meet twice in the Autumn Term, once in the Spring and Summer Term and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Directors

Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Committee minutes will be received by the Board of Directors

Administrative Responsibilities
Ensure there are effective clerking arrangements for the Committee. Ensure that the committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting. Ensure decisions, including any changes are clearly minuted. To ensure that declarations of pecuniary interest are recorded at each meeting.

PERMISSIBLE DELEGATED FUNCTIONS – FINANCE AND AUDIT	
1.	To ensure that the approved financial arrangements for the school are implemented.
2.	To monitor income and expenditure of all delegated funds (including money delegated for specific purposes) against agreed budget
3.	To ensure spending does not exceed the total annual budget of the school and to take appropriate remedial action if there is a possibility of an overspend and report the action taken to the Directors.

4.	To review and approve Service Level Agreements in line with the thresholds as specified in the Scheme of Delegation
5.	To receive, and where appropriate, respond to periodic audit reports of public funds.
6.	To appoint annually an auditor to undertake an audit of statutory accounts
7.	To contribute to and monitor the relevant areas of the School Development Plan by ensuring that budget planning supports identified priorities.
8.	To review financial statements to support long term planning and resourcing.
9.	To ensure that the school receives value for money by considering economy, efficiency and effectiveness of all its goods and services.
10.	To ensure there are robust arrangements in place to guard against fraud
11.	To monitor the impact of collaboration on the school budget
12.	To complete skills analysis matrix for the financial management skills needed by the Board of Directors.
13.	To review and allocate Director training as and when required
14.	To approve any virements between budget headings and/or likely budget overspends
15.	To monitor income and expenditure of all funds and report the financial situation to the Board of Directors termly having due regard for the Academies Financial Handbook and the Academy funding agreements
16.	Miscellaneous financial expenditure outside of the agreed budget (in line with the limits set within the Finance Policies and Procedures Manuals

17.	To enter into contracts (in line with the limits set within the Finance Policies and Procedures Manual)
18.	To review annually and adopt a Scheme of Financial Administration and complete and approve an annual self-assessment
19.	To annually review financial benchmarking data and apply any outcomes to the budget setting process
20.	To contribute to and monitor the relevant areas of the SIP by ensuring that budget planning supports identified priorities
21.	To receive external audit reports of public funds and consider any issues raised, the associated management response and action plans
22.	Regularly monitor outstanding audit recommendations and ensure any delays to implementation dates are reasonable
23.	Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained
24.	Ensure appropriate cooperation and coordination of the work of the external auditor
25.	Meet with the external auditor at least annually
26.	Determining Staff complement within agreed budget
27.	Determining dismissal payments/early retirement

APPENDIX 3: TRUST FINGERPRINTS

The Three Saints Academy Trust – The Five Fingerprints

The Three Saints Academy Trust comprises of individual schools each with their own ethos but sharing the same mission: 'If you can believe, all things are possible to those who believe'. To achieve our mission schools' follow a set of principles which make us unique. We call these The Five Fingerprints:

- Nurturing **Values**, creating distinctive character

  …Every child is known and valued by all adults in school. We educate everybody in our school community and place great importance on building positive relationships, promoting everyone's wellbeing and developing everyone's talents. There are opportunities for everyone to shine and excel and we stop at nothing to achieve this. We place great emphasis on the chosen values of each school creating a unique setting and community

- Aspiration leading to **Excellence**

  …We expect excellence from everyone. We believe that everyone can achieve great things, so we set exceptionally high expectations resulting in excellent standards in all aspects of school life. We equip and inspire our staff so that they can teach our children the knowledge and skills they need to be the best they can be.

- **Curriculum** innovation

  …We have developed a broad and bespoke curriculum for our children filled with unique learning opportunities which aim to engage and motivate pupils promoting a life-long love of learning. We ensure children's basic skills in English and Maths are secure, prioritising depth in children's learning, in order to build firm foundations for their future.

- **Collaborating** to improve outcomes for all

  …We believe an integral part of our success is collaboration. We work, together as a trust, to serve children, staff and the wider community to improve outcomes for all. By working with our Teaching school, all staff are supported with their training and development needs, sharing best practice so that they can deliver excellence- ensuring the best for all.

- Cultivating future **Leaders**

  ...We are committed to developing leaders in every role at every level in both children and staff. We develop independence and resilience in all by providing them with opportunities to lead and make a difference to their school.