

## Cavendish Learning Trust Scheme of Delegation Matrix

<b>Accountable (A)</b>
The Trust recognises that it is ultimately legally responsible and accountable for these areas
<b>Determine (D)</b>
The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.
<b>Responsible and Implement (R &amp; I)</b>
The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals.
<b>Monitor &amp; Review (M&amp;R)</b>
The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task and if appropriate provide support during the implementation of the task.

CEO – Chief Executive Officer HT - Headteacher AIB – Academy Improvement Board	Trust & CEO	HT	AIB
<b>Education &amp; Curriculum</b>			
1. School Improvement Plan - School improvement plan in line with the strategic priorities of the Trust and the improvement priorities for each school - Relationships with parents and the community	*A	R&I	D M&R
2. Key Performance Indicators - Setting and reviewing school performance: - Set strategic objectives of the schools - Attainment and progress of pupils Inc. SEND, pupil premium, G&T, etc	*A	R&I	D M&R
3. Curriculum - Setting the curriculum for schools and reviewing: - Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcome - Curriculum including English and mathematics, and the wider curriculum	*A	R&I	D M&R
4. Student Issues - Attendance and Punctuality Matters - Exclusion and disciplinary	*A	R&I	D M&R
5. Policies	*A	R&I	D

- Review and approval of school-level policies; implementation of policies - Set Admissions Policy, decisions and appeals			M&R
6. External Reviews of School - Ofsted / Quality Assurance	*A	R&I	D M&R
<b>Safeguarding &amp; Inclusion</b>			
7. Safeguarding Policies - Review, approval and implementation of Safeguarding policies for the school	*A	R&I	D M&R
8. Key Leads for each school and compliance in line with statutory guidance at staff and AIB level. - Designated Senior Leads/Deputy DSL's - Designated Teacher for CiC - Safeguarding Lead at AIB level	*A	R&I	D M&R
9. Safeguarding Training - Each school and compliance in line with statutory guidance at staff and AIB level	*A	R&I	D M&R
10. Safeguarding Audits - Annual completion of the Section 175 Audit and action plan	*A	R&I	D M&R
<b>Finance</b>			
1. Ensuring the effective delivery of annual budgets in line with Trust Policies and procedures for - Pupil premium - Sports premium - SEND	*A	R&I	D M&R
2. Complete the register of business interests for the school and AIB and put in place a procedure to deal with any conflicts of interest and connected party transactions in the schools	*A	R&I	D M&R
3. Determining the leadership structure, recruitment and appointment of headteachers, deputy headteachers, senior leadership posts and school business managers	*A		
4. Determining the wider staffing structure for each school, recruitment and appointment of Teaching Staff and Non-Teaching Staff	*A	R&I	D M&R