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Approval of Single Central Register (Monthly)				Safeguar dina Gov							
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Accept resignation of Head of School											
Accept resignation of Deputy / Assistant Headteacher									2+		
Set EHT Salary			Ratify								
Set Head, Deputy, Assistant Salary			Ratify								
Determine job description/person spec for the post of EHT, Head, Deputy and Asssistant	Where Appropriat		For EHT								
Select trustees to the panel to shortlist, interview and appoint											
Appointment of staff											
Accept resignations for teaching and non- teaching staff									2+		
Determine all matters relating to appointment of staff									2+		
Compliance with safer recruitment policies and procedures									2+		
Select the panel to shortlist, interview and appoint									2+		
Disciplinary/Dismissal/ Grievance/Capability											
Adopt Employment procedures for the Trust as a whole											
Issue Verbal warning to EHT			Chair								
Issue verbal warning to Executive Staff											
Issue verbal warning to Head of School											
Issue verbal warning to the Deputy / Assistant Headteacher											
Issue verbal warning to staff within each Academy											
Issue written warning to the EHT			Chair								
Issue written warning to the Executive Staff											
Issue written warning to the Head of School											
Issue written warning to the Deputy / Assistant Headteacher within an Academy											
Issue written warnings to staff within each Academy											
Suspend any teaching/non teaching staff within each Academy											
Suspend EHT			Chair								
Suspend Executive Staff											
Suspend Head of School within each Academy			Chair of								
Suspend Deputy / Assistant Headteacher within each academy											
Consider cases of Staff discipline referred by the Head within each Academy				3 members					2+		
Consider cases of discipline or capability against the Head of School within each Academy				3 members					2+		
Consider grievances against the EHT				3 members					2+		
Consider grievances against the Head of School				3 members					2+		
Consider grievances against staff initially investigated by the EHT / Head of School				3 members					2+		
Consider appeals against Personnel Committee decisions					3 members - other than						

Agree terminations of contract of employees on the grounds of medical capability				3 members					2+		
Settlement agreements up to and including £30000 (not involving the Trust Leadership Team)									2+		
Settlement agreements up to and including £30000 (involving a member of Trust Lead Team but not CEO)									2+		
Settlement agreements up to and including £30000 (involving CEO)											
Settlement agreements in excess of £30000 (not involving the Trust Leadership Team)											
Notification to ESFA if over £50000											
Settlement agreements in excess of £30000 (involving a member of the Trust Lead Team but not CEO) Notification to ESFA if over £50000											
Settlement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £50000											
Personnel - continued	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee	HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	ESFA
Salary Issues Within Trust											
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken from one bank account. Requires dual authorisation											
Adopt Pay & Reward Policy			Ratify								
Make recommendations in relation to pay from Performance Appraisal of the EHT to the Personnel Appraisal Committee				Chair of Trust							
Consideration recommendations in relation to pay from Performance Appraisal for EHT				3 Non-staff trustees							
Make recommendations in relation to pay from Performance Appraisal of the Trust Leadership Team (TLT) to the Personnel & Appraisal Committee											
Consideration of recommendations in relation to pay from Performance Appraisal for Trust Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				ratify EHT							
Make recommendations in relation to pay from Performance Appraisal for Heads of School	With PA			with EHT					Chair		
Consideration of recommendations in relation to pay from Performance Appraisal for Heads of School				3 Non-staff trustees							
Make recommendations in relation to pay from Performance Appraisal for Staff									2+		
Consideration of recommendations in relation to pay from Performance Appraisal for Staff				3 Non-staff trustees					2+		
Consideration of Honoraria payments to Senior Leaders				3 Non-staff trustees					2+		
Consideration of Honoraria payments to teaching and non-teaching staff									2+		
Consider applications for Honoraria regrading from any employee				3 Non-staff trustees					2+		
Consider appeals against the initial committee's decision					3 members non-staff and						

Redundancy Issues											
Adopt Redundancy Procedure											
Determine the number and category of staff to be reduced						Provide financial and staffing information to Trustees					
Determine the criteria in making the selection											
Initial consultation with Trade Unions											
Consider applications for and agree criteria for voluntary redundancy				3 Non-staff trustees							
Consider representations from staff selected for redundancy				3 Non-staff trustees							
Consider appeals against the initial committees decision					3 members non-staff and trustees						
General Issues											
Agree policy for Flexible working across the Trust											
Consider applications for Flexible working from employees				3 Non-staff trustees							
Review delegation of powers annually											
Approve appointments in writing											
Strategic	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee	HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	
To formulate, agree and review Policies and Procedures											
To formulate, agree and review all Premises Development Plans on an annual basis											

* = LAB 2+ = Viking schools that are Ofsted rated 'Good' or better, recognised with outstanding Leadership & Management & capacity for improvement