## <u>South East Essex Academy Trust – Decision level matrix</u>

## **KEY**

Level 1: Members

Level 2a: Trust Board

Level 2b: Chair of Trust (CoT)

Level 3a: Finance and Premises Committee (F&PC) of Trust Board

Level 3b: Personnel and Pay Committee (P&PC) of Trust Board

Level 3c: Standards and Performance Committee (S&PC) of Trust Board Level 4: Trust Board, in consultation with Local Governing Body (LGB) where appropriate

Level 5: Chief Executive Officer (CEO, Executive Principal, Accounting Officer)

Level 6: Local Governing Body

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Level 7: Chair of Governors (CoG) of Local Governing Body in consultation with Trust CEO

Level 8: Headteacher/Head of School FOD: Finance and Operations Director

Although decisions may be delegated to the Local Governing Body or the Headteacher/Head of School, the Trust Board as a whole remains responsible for any decision made under delegation and may overrule the Local Governing Body/Headteacher/Head of School where appropriate

1 22 2h 32 3h 3c 4 5 6 7 9 Commont

	Amend Articles  Appoint Directors  Remove Directors  Appoint Auditors  Convene at least three Trust Board meetings in any	X X X											Will require approval of Secretary of State
	Remove Directors Appoint Auditors	Х										_	
	Appoint Auditors	<del>- ^`</del>											
		Х											
ì	Convene at least three Trust Board meetings in any												
	year		Х										Lead – CoT
,	Establish and maintain Trust register of business interests		Х										Lead – Clerk to Trust Board
			1 -	1					_		_		
Ref		1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
,	To agree the Trust Development Plan		Х										In liaison with each committee of the Board and the CEO
	To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations									Х			
)	To agree the Trust Ofsted Action Plan		Х										Only as required
0	Chair's Action			Х									
1	To agree generic targets across all academies		Х										
2	To approve accounts and annual Directors' Report				Х								To be ratified by Trust Board
0 1	ef	interests  Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  x	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action X To agree generic targets across all academies  x	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  x  In 2a 2b 3a  X	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  x  I 2a 2b 3a 3b  x	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  X  Septimized Septi	interests  If Tasks If Tasks If Tasks If To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations If To agree the Trust Ofsted Action Plan  Chair's Action If To agree generic targets across all academies  If Tasks If	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  x  I 2a 2b 3a 3b 3c 4 5   x	interests  If Tasks In agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan Chair's Action To agree generic targets across all academies  X S S S S S S S S S S S S S S S S S S	interests  If Tasks In agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations  To agree the Trust Ofsted Action Plan  Chair's Action  To agree generic targets across all academies  I 2a 2b 3a 3b 3c 4 5 6 7   X  X  X  A S S S S S S S S S S S S S S S S S S	interests  If Tasks To agree the Trust Development Plan  To act in accordance with SEEAT Financial Regulations and ensure compliance with the key systems and controls contained therein and ensure that all academies within SEEAT act in accordance with the Financial Regulations To agree the Trust Ofsted Action Plan  Chair's Action  To agree generic targets across all academies  X  I 2a 2b 3a 3b 3c 4 5 6 7 8  X  X  X  X  X  X  X  X  X  X  X  X  X

Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Strategic cont.	13	Ensure provision of Terms of Reference for Board and each committee		Х										
	14	To agree the Academy Development Plan									Х			Taking into account the Trust Development Plan
	15	To maintain an overview of South Essex Teaching School Alliance.		Х										
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Budget	16	To approve the first formal budget plan in each financial year				х			х		х			Each LGB to set local budget within parameters agreed with FOD and CEO. FPC to set central budget. Main Board to ratify schools and central budget
	17	To delegate funds to member academies				Х								In accordance with the Trust's Funding Agreement
	18	To monitor monthly expenditure				Х								In conjunction with LGB/Headteacher/Head of School
	19	To monitor staff costs				Х								Advise F&PC of any need to reduce staff
	20	To establish a charging and remissions policy									Х			LGB to liaise with FOD
	21	To enter into contracts								Х				As per Financial Regulations
	22	To make payments								Х				As per Financial Regulations
	23	Miscellaneous financial decisions								Х				As per Financial Regulations
						1								1
Key function	Ref	Tasks	1	2a	2b	3a	3b	3с	4	5	6	7	8	Comment
Audit	24	To review the effectiveness of financial and other control systems				Х								
	25	To ensure that all significant losses have been investigated and reported, as appropriate				Х								In liaison with FOD
	26	To oversee SEEAT's corporate governance arrangements including Codes of Conduct for Directors, Members and senior staff		х										
	27	To monitor the implementation of approved recommendations relating to internal and external audit				х								
	28	To monitor the effectiveness of internal and external audit services and promote coordination between the two				х								
	29	To monitor SEEAT's arrangements to secure Value for Money alongside the annual VFM statement				Х								
	30	To appoint and monitor any internal audit services, as necessary				х								

Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Audit cont.	31	To review the Management Letter produced by external auditors and ensure that SEEAT's and LGB's responses are appropriate and have been implemented				X								
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	1	5	6	7	8	Comment
Risk Management	32	To monitor the Risk Register and review annually	1	Za	20	X	30	36	4	3	0	1	0	Lead by FOD liaising with HT's
								1						
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Safeguarding	33	Central Record of Recruitment and Vetting Checks					х				Х			Board to agree procedures; LGB to implement in liaison with MAT HR
	34	Child Protection Policy		Х							Х			Implement at local level LGB responsible for ensuring staff trained
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	1	5	6	7	8	Comment
Staffing	35	Head of School appointments (selection panel)	•	Za	20	Ja	30	36	4	X	U	<i>'</i>	0	CoG to consult with CoT and CEO; CEO with
Starring		, , , , , , , , , , , , , , , , , , , ,								^				LGB to manage process.
	36	Deputy appointments (selection panel)									Х			CoG in consultation with CEO
	37	Appointment of school based teaching and all support staff											Х	
	38	Appointment of central Trust staff (shared services)								Х				CEO in liaison with Head Teachers' Steering Group for all posts with Trust Board to approve significant change.
	39	Agree a Pay Policy					Х							To recommend to Board for approval
	40	Implement Pay Policy									х			Pay policy currently provides that Headteacher/Head of School in consultation with CoG has day to day conduct of pay policy. Consultation with CEO required.
	41	Set pay scales for Heads and Deputy Heads					Х							
	42	Receive annual recommendations on salary of Headteacher/Head of School's					х							
	43	Receive annual recommendations on salary of school staff									х			On recommendation of Headteacher/Head of School
	44	Decisions/appeals arising out of pay and performance management policies									Х			Pay policy requires that Governors sit on panel
	45	Undertake Headteacher/Head of School's performance review								х	Х	х		CEO and two LGB Governors for Heads
	46	Establish staff disciplinary and capability procedure		Х										Implement by LGB
	47	Dismissal of Headteacher/Head of School		Ì						Х				Trust Board on advice of CEO.
	48	Dismissal of other school based staff											Х	Discipline policy requires CoG to be informed

Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Staffing cont.	49	Suspension of Headteacher/Head of School/executive Head of School								Х				Discipline policy requires CoG is informed.
	50	Suspension of school based staff										Х		Discipline policy says Headteacher/Head of School plus CoG; LGB to be informed
	51	Suspension of central Trust staff								х				CEO
	52	Ending suspension of Headteacher/Head of School/ executive Head of School		х										
	53	Ending suspension of school based staff (except Headteacher/Head of School)		Х										
	54	Ending suspension of central staff		Х										
	55	Determining staff complement in each school									Х			
	56	Determining staff complement – central Trust services								Х				
	57	Determining dismissal payments/ early retirement (school based staff)								х				
	58	Determining dismissal payments/early retirement (Trust central staff)								Х				
	59	Formal meetings for school based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment									х			Panel of the LGB to include Trust representative (Grievance, management of sickness absence, special leave of absence, capability, redundancy policies)
	60	Lead academy case where Headteacher/Head of School has a grievance										Х		Grievance policy requires CoG to lead academy case re Headteacher/Head of School
	61	Formal meetings for central shared service staff re discipline, sickness absence, capability, grievance adjustment								х				CEO to appoint panel.
	62	Formal warnings and dismissal decisions								х			х	Headteacher/Head of School for school staff; CEO for central staff.(Except where dismissal involves the Headteacher/Head of School in which case CoG – Disciplinary Policy)
		Receive concerns from whistle blowers at MAT level		Х										Whistle blowing policy currently provides that Trust Chair or CEO is notified as appropriate
		Determine whether a whistle blowing investigation at MAT level is appropriate		Х										As appropriate
	63	Receive concerns from whistle blowers at school level								Х		Х	х	Whistle blowing policy currently provides that CoG/Headteacher/Head of School/CEO is notified as appropriate
	64	Determine whether a whistle blowing investigation at school level is appropriate								х		Х	Х	As appropriate
	65	Determine application from employee for special									Х		Х	Either LGB/Headteacher/Head of School as

		leave for revision												appropriate. LGB to Review special leave applications from time to time.
	66	Determine pay policy for unqualified teachers and support staff		Х										
	67	Staffing adjustment decision to consult -school staff; consider response									х			
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Staffing cont.	68	Staffing adjustment decision to consult – central staff; consider response		Х										
	69	Staffing adjustment decisions following consultation – school staff											Х	Redundancy Policy allows for decisions to be delegated to Headteacher/Head of School
	70	Staffing adjustment decisions following consultation – central staff								Х				
	71	Ensure each academy has in place an anti-bullying policy.					Х							
	72	Ensure each academy has in place a leave of absence/ management of absence policy.					Х							
Key function	Ref		1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Curriculum	73	Ensuring national curriculum taught to all students and to consider any disapplication									Х			Curriculum review annually to LGB
	74	Establish a curriculum policy									Х			
	75	Implement curriculum policy											Х	
	76	Monitor implementation of curriculum policy									Х			
	77	Establish Early Years Foundation Stage Policy									Х			LGB to liaise with Board
	78	Implement action to maintain teaching standards											Х	
	78 79	Implement action to maintain teaching standards									х		Х	
	_	Implement action to maintain teaching standards  Monitor action to maintain teaching standards  Determination of which subject options are to be									х		X	Headteacher/Head of School in conjunction with CFO
	79 80	Implement action to maintain teaching standards  Monitor action to maintain teaching standards  Determination of which subject options are to be taught, given the available resources												Headteacher/Head of School in conjunction with CEO
	79 80 81	Implement action to maintain teaching standards  Monitor action to maintain teaching standards  Determination of which subject options are to be taught, given the available resources  Establish Literacy & Numeracy Policy									х			
	79 80 81 82	Implement action to maintain teaching standards  Monitor action to maintain teaching standards  Determination of which subject options are to be taught, given the available resources  Establish Literacy & Numeracy Policy  Monitor Literacy & Numeracy Policy									X X			
	79 80 81 82 83	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy									X X X			
	79 80 81 82 83 84	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy									x x x x			
	79 80 81 82 83 84 85	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy Establish a Uniform Policy									X X X		x	
	79 80 81 82 83 84 85 86	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy Establish a Uniform Policy Implement Uniform Policy									x x x x			
	79 80 81 82 83 84 85 86 87	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy Establish a Uniform Policy Implement Uniform Policy Responsibility for each child's education									X X X X		x	
	79 80 81 82 83 84 85 86 87	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy Establish a Uniform Policy Implement Uniform Policy Responsibility for each child's education Determine sex education policy for each school									x x x x x		x	
	79 80 81 82 83 84 85 86 87	Implement action to maintain teaching standards Monitor action to maintain teaching standards Determination of which subject options are to be taught, given the available resources Establish Literacy & Numeracy Policy Monitor Literacy & Numeracy Policy Establish a Special Educational Needs Policy Monitor SEN Policy Establish a Uniform Policy Implement Uniform Policy Responsibility for each child's education									X X X X		x	

Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Performance	92	Determine a performance management policy		Х										
Management														
	93	Implement performance management policy											Х	
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Performance	94	Annual review of performance management policy							Х					Appraisal policy currently requires that
Management														Headteacher/Head of School reports to Gov
cont.														Body annually on appraisal
	95	Appraisal of Headteacher/Head of School								Χ				CEO to lead (with CoG).
V f	Def	Tasks	1 A	0-	Ol-	10-	O.L.	2-	14	1 -		7		Commont
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6		8	Comment
Target setting	96	To set and publish targets for student achievement									Х			Targets set following consultation with CEO
														and within parameters set by Board (Ref 11)
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Discipline and	97	To establish a student Behaviour Management	•	Za	ZU	Ja	30	30	4	3	X		0	Comment
exclusions	31	Policy (including rewards and sanctions).									^			
CACIUSIONS	98	To review the level of exclusions in each school.							1		Х			Termly monitoring
	30	TO TOVICW the level of exclusions in each school.									^			Terriny mornioring
	99	To review any permanent exclusions and fixed term									Х			Governors' panel
		exclusions where the student is either excluded for									,			pane.
		more than 15 days in total in a term or would lose the												
		opportunity to sit a public examination												
	100	To direct reinstatement of excluded students									Х			
	•		•						•				•	
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Admissions	101	To consult annually before setting an admissions											Х	LGB to lead
		policy												
	102	To establish an admissions policy									Х			Final determination by Trust Board
	103	Admissions: application decisions											Х	Governing Body is the admissions authority,
														but delegates management to
	101				1									Headteacher/Head of School
	104	Admissions; appeals									Х		Х	Appeals to be dealt with by independent
														panel. Headteacher/Head of School to
														present academy case; CoG to be kept advised
			1		1			I	1	I				auviocu
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Attendance	105	Establish Attendance Policy			_~	Ju					Х			Report to S&P Committee
	106	To implement arrangements to monitor attendance			†			х			- `			
		and punctuality and behaviour throughout the						^`	1					
		and panotacing and poncerious unoughout the	1	1	1	1	<u> </u>		1				1	

		learning community.												
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Medical Policy	107	Establish Medical Policy						Χ						LGB to implement with local procedures
										-				
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	1	8	Comment
Religious	108	Responsibility for ensuring provision of RE in line											Х	Report annually to Local Governors
Education		with school's basic curriculum												
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Collective	109	Arrangements for collective worship (schools without		La	20	Ja	JD	00	_	3	Х		0	Comment
Worship	103	religious character)									^			
p	1	i rengioso enaración	1	1	1	1		I		1	1		1	
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Premises and insurance	110	Buildings insurance and personal liability				Х								Lead by FOD
	111	Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements				Х								Lead by FOD
	112	Procuring and maintaining buildings including developing a properly funded maintenance plan				Х								Lead by FOD
	113	Ensuring academy Asset Management Plans are reviewed annually									Х			Liaise with FOD
	114	Determine health and safety policy				Х								Lead by FOD
	115	Monitor implementation of H&S policy				Х								Lead by FOD
	116	Ensure H&S regulations are followed									Х		Х	FOD in liaison with LGB
	117	Establish a Lettings Policy									Х			LGB to liaise with FOD
	118	To monitor and evaluate the security plans for each academy				Х								In liaison with FOD
Vov function	Dof	Tasks	1	2a	26	20	3b	3c	A	F	6	7	8	Comment
Key function School	<b>Ref</b> 119	Setting times of school sessions, term dates and	1	Za	2b	3a	SD	30	4	5	6		_	In consultation with LGB
organisation		holidays											Х	III CONSUITATION WITH LGD
	120	To ensure school meets for 360 sessions in the school year											Х	
	121	To ensure the school meals where provided are nutritious and value for money											Х	
Koy function	Dof	Tasks	1	2a	2b	3a	3b	3c	A.	F	6	7	0	Commont
Key function	Ref	Tasks		Za	ZD	3a	SD	3C	4	5	0	1	8	Comment

School		To monitor pupil place planning and the impact this		Х										
Organisation		has on the schools												
Information for parents	122	Prepare and publish school prospectus											Х	In consultation with CEO
	123	To ensure the provision of FSM to qualifying students											Х	
	124	Establish and adopt Home School Agreement									Х			
					1			-						
Key function	Ref		1	2a	2b	3a	3b	3с	4	5	6	7	8	Comment
Local Governing Body procedures	125	Determine terms of reference and any amendments		X										Lead – Chairs Group
•	126	Appoint/remove Gov Body chair and Vice chair	Х	Х										On advice of CEO
	129			Х										On advice of CEO
	130	Appoint/dismiss local clerk to Governors								Х				On advice of CEO in liaison with CoG
	131	To monitor SEN provision									х			Annual report by Headteacher/Head of Schoo to LGB
	132	To consider whether or not to exercise delegation of functions to individuals or committees										Х		
	133	To regulate the LGB procedures (where not set out in law)		Х										Lead – Clerk to LGB
	134	Establish LGB code of conduct		Х										Lead - CoT
	135										Х			
	136	Monitor implementation of complaints policy							Х					Annual report to Trust Board
	137	Establish Freedom Of Information request policy				Х								Lead - FOD
	138									Х				In consultation with CEO
	139	Monitor implementation of FOI request policy				Х								Policy required quarterly report to Trust Board. Lead – FOD
	140	Establish Governors' Allowance Policy and monitor implementation of it				Х								Implement by LGB
Koy function	Dof	Tasks	1	2a	2b	3a	3b	3c	A	5	6	7	0	Comment
Key function Equalities Act	141	Establish single Equality Act policy	1	Za	<b>Z</b> D	Sa	้วม	SC	4	J	6 X		8	Statutory policy
Equalities Act	142	Implement single equality act policy (and objectives) at Trust level via equality action plan									X			Statutory policy
	143												Х	
	144	Monitor implementation of equality act policy at Trust and local level								х		Х		Annual report to Trust Board (in consultation with Headteachers/Head of Schools); LGB to monitor locally.

	145	Establish an Accessibility Plan									Х			
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Data Protection	146	Establish Data Protection policy				Х								Statutory policy; two year review required Lead – FOD
	147	Implement Data Protection policy in each school											Х	Lead – FOD
	148	Monitor implementation of data protection policy in each school				Х								Annual report to Trust Board – Lead – FOD
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Safeguarding	149	Establish a safeguarding policy		Х										
	150	Implement safeguarding policy and procedures											Х	
	151	Monitor implementation of safeguarding policy									Х			Termly monitoring plus annual report to LGB annual report to Trust Board (CEO)
	152	Refer allegations of abuse against staff to LADO											х	Allegations of abuse against staff policy says CoG in consultation with Headteacher/Head of School
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
T	153	Establish acceptable use policy									Х			Lead – FOD
	154	Implement acceptable use policy											Х	Lead – IT Manager
	155	Monitor implementation of acceptable use policy		Х										Lead – FOD
Key function	Ref	Tasks	1	2a	2b	3a	3b	3c	4	5	6	7	8	Comment
Social media	156	Establish social media policy		Х							Х			
usage														
	157	Implement social media policy											Х	
	158	Monitor implementation of social media policy									Х			

Agreed at Trust Board 29<sup>th</sup> March 2018