

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

MISSION STATEMENT

Our Schools rejoice in their foundation as Church of England schools. The Christian ethos is both implicit and explicit in our practice, policies and procedures. Our Christian distinctiveness is evident everywhere; from the entrance, and the Bible verses displayed throughout the school, to the children's exemplary behaviour. Our values are based on the teachings of Jesus Christ and are theological and inclusive. They permeate the children's whole experience and are at the heart of our curriculum and school life in order for them to thrive in the wider world.

SCHEME OF DELEGATION

FOR

ALL SCHOOLS UNDER THE DIRECTION OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

SCHEME OF DELEGATION

The Chester Diocesan Board of Education (DBE) has approved the establishment of a Multi-Academy Trust (MAT) to be called The Rural Church Schools Academy Trust (RCSAT) to serve the needs of church schools in Cheshire as determined by need. The DBE and the RCSAT are committed to the provision of high-quality Christian education. The RCSAT will be able also to consider non-church schools to join the RCSAT, as long as their ethos matches the standards of the RCSAT.

The RCSAT is run by a Board of Directors, which is accountable to the Department for Education (the DfE).

Each Academy school in the RCSAT has a number of governors, who serve between them on the Local Committees established across the Academy Trust. They include both staff and parent representatives. The governors attached to each school may also meet as a Local Advisory Board to advise the committees of local issues.

The established Local Committees are:

- Achievements
- Pastoral
- Finance and Staffing
- Estates

In addition, Ad Hoc committees may be established when required by the Board of Directors:

- Salaries and Remunerations
- Dismissals and Appeals
- Admission Appeals

The RCSAT serves the academy schools within the Church family and non-church schools that may have been either Voluntary-Aided or Voluntary –Controlled.

The Board of Directors has overall legal responsibility for the operation of the RCSAT and the Academy Schools within it and intends to work in partnership with its family of schools.

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The Scheme of Delegation provides for certain functions to be carried out by one or more of the following:

- The Members
- The Board of Directors
- The Chair of the Board
- The Executive Headteacher or Headteacher of the academy school
- The Local Committees
- The Local Advisory Board (where established)

The Members

The members are appointed by the Chester Diocesan Board of Education (CDBE), whose prime responsibility is to appoint the Directors and to ensure the legal and strategic direction of the RCSAT. The members will normally meet once per year.

The Board of Directors

The Board of Directors are appointed by the Members and are the legally responsible officers of the RCSAT. The Board may decide to form Committees to carry out certain of its functions and may delegate responsibilities for those functions to those committees. The chair of each committee shall be a Director to enable rapid and efficient communication between the Board and the Committees and vice versa. The Board of Directors shall meet at least once per term and may hold meetings with all the school governors in attendance.

The Chair of the Board (CoB)

Appointed by CDBE, the Chair of the Board shall also be a Member to enable rapid and efficient communication between the Members and the Board. The Chair has a significant number of responsibilities under the Scheme of Delegation, some of which may be delegated to the RCSAT Business Manager and other centrally-employed staff. The Chair of the Board may also delegate responsibility to a Deputy.

Chief Financial Officer(CFO)

Appointed by the Board of Directors from among their employees, the CFO shall be responsible for ensuring that balanced Budget Forecasts are established annually for each Academy School and for the RCSAT and that those budgets are managed correctly.

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The Executive Headteacher or Headteacher

Initially, the RCSAT is established with an Executive Headteacher responsible for two schools and a Headteacher responsible for the third. Their responsibilities are defined in the Scheme of Delegation and both report to the Chair of the Board. The Executive Headteacher and Headteacher will normally be in weekly communication with the Chair of the Board or Deputy.

The Local Committees

Local committees are established across all schools, initially with equal governor representation from each school, to focus on best practice across the RCSAT for the benefit of all children within the schools. The Board of Directors may delegate responsibilities to these committees to provide efficient focus on all aspects of each school's operation and safeguarding of children and staff.

The regular committees established are:

- Achievements – to monitor the delivery of the curriculum, the progress and achievement of all children and the quality of teaching and learning
- Pastoral – to monitor the safeguarding, childrens' and staff welfare, Christian ethos and parental involvement engagement
- Finance and Staffing – to monitor and control the finances at each school and of the Trust and to manage staffing levels and issues
- Estates – To manage each school's premises and grounds, develop costed maintenance plans for submission to the finance committee and to plan capital expenditure, as required at each school, identifying sources of grants to enable projects to be funded.

These committees shall meet at least once per term and shall, through the chair of each committee, report their findings and actions to the Board of Directors.

The Local Advisory Boards

Local Advisory Boards, made up of the governors appointed at each school may meet, if desired, to discuss and advise the Local Committees on particular local matters that may impact on the operation of a school within the local community. These Local Advisory Boards will help to maintain the contact between the school and the local community, ensuring that important issues in the community that may affect the operation of the school are passed to the appropriate Local Committee for discussion and action.

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SCHOOLS JOINING THE TRUST

When a school converts and joins the RCSAT, The Board of Directors may decide to carry out a Due Diligence Assessment to define the appropriate category based upon:

- Its latest Ofsted Inspection Report,
- The CDBE's own assessment of its historical performance and future prospects,
- RCSAT's assessment of Standards, Teaching and Learning, Financial status and school ethos, condition of the school estate, etc.

The Board of Directors may ask members of the RCSAT Board to carry out the Due Diligence Assessment of any school wishing to join RCSAT.

The category allocation is very important because it dictates:

1. The 'make-up' of the Governors,
2. The extent to which responsibilities are delegated to the academy school, and
3. The funding arrangements.

The 'make-up' of the Governors follows the category allocated to the academy school:

- Sponsored – the RCSAT Board appoints all the Governors, other than parent and staff representatives,
- Supported – the RCSAT Board appoints the majority of the Governors,
- Supporting – the Governors are appointed on an "as is" basis to reflect the arrangements in place immediately prior to joining RCSAT

Reviewing the Allocation:

The category allocation will be linked to the performance of the academy school in relation to:

- The quality of teaching and learning,
- Standards,
- Governance,
- Finance, and
- Buildings.

The allocation will be reviewed at the first meeting in the academic year of the Board of Directors and the Board reserves the right to change the category at any time if it believes it to be appropriate in the interests of the academy school and the RCSAT family.

If an academy school improves and is moved to a higher category, then it has more say in the 'make-up' of the Governors. Conversely, if an academy school's performance deteriorates, it may be moved to a lower category with a consequent adjustment to its Governors.

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The RCSAT has a direct responsibility to the DfE and is expected to exercise a tight rein over Sponsored academy schools in order to secure the required school improvement. More responsibility is passed to Supported academy schools to reflect their higher performance and a light touch approach is applied to Supporting academy schools.

Funding

The Board of Directors may decide to levy a recharge on each of the academy schools in the RCSAT to cover the cost of centrally provided services. These services may include a coherent package for school improvement, tailored to the needs of each individual academy school. I established, supporting academy schools will be given the opportunity to bid for school improvement projects to help academy schools in the other two categories. They will be paid for this from the centrally provided services fund.

Working together as a Family

All schools with the RCSAT family will be expected to contribute to one or more of the following:

- Development and maintenance of RCSAT policies and procedures,
- Sharing of best practice,
- Provision of emergency cover,
- Mentoring and coaching of staff, and
- Recruitment, training and appraisal of Governors.

Further Information

For further information about this Scheme of Delegation, please contact the Business Manager:

St. Oswald's Worleston CE School

Church Road

Worleston

Nantwich

Cheshire

Tel: 01270 623 826

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

SUPPORTING Academy Schools

Item	RESPONSIBILITY	Headteacher	Finance Committee	Full RCSAT Board	Board of Directors
Section A: FINANCE					
1.	<p><u>Budget Forecast</u> Submission of a consolidated Budget Forecast by 31 July for the following year, including capital projects</p> <p>Revision to the Budget during the year as appropriate.</p>	<p>Headteacher has primary responsibility for preparing the draft Budget in consultation with Finance committee and CFO, as necessary, during May, in accordance with pre-arranged timetable.</p> <p>Headteacher may make revisions to the budget during the year, as appropriate, with the Finance committee members and CFO.</p>	<p>The committee will review the draft Budget Forecast and make a recommendation for approval to the full RCSAT Board.</p> <p>The committee will approve any budget revisions during the year.</p>	<p>The RCSAT Board will approve the consolidated Budget Forecast for the Trust as well as the individual school budgets prior to submission by 31 July.</p>	<p>The CFO, acting for the Board of Directors, shall ensure that all budgets are prepared, approved and submitted on time each year.</p>
2.	<p><u>Schools joining RCSAT</u></p>			<p>The RCSAT Board will approve the initial Budget Forecast, based on the Pre-academy Report. A Due Diligence may be ordered by the Board of Directors</p>	<p>Negotiations with schools wishing to join RCSAT shall include the Pre-academy Report and an initial Budget Forecast before the school converts to academy status and joins RCSAT.</p>

Item	RESPONSIBILITY	Headteacher	Finance Committee	Full RCSAT Board	Board of Directors
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RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Section A: FINANCE					
3.	Purchase Order and Invoice Approval	Up to £ 4,999 in value if in the budget forecast and validated by CFO. If challenged by CFO, referred to the Chair Of Finance	£5,000 up to £9,999 in value if in budget forecast.	All values not in budget and £10,000 or more in value	
4.	Approval to accept one quotation from min. 3 or formal tendering process	Up to £ 4,999 in value if in the budget forecast and validated by CFO. If challenged by CFO, referred to the Chair Of Finance	£5,000 up to £9,999 in value if in budget forecast	All values not in budget and £10,000 up to OJEU (PPN) limit	All values over OJEU (PPN) limit
5.	Authority to accept a quote/tender other than the lowest	Up to £ 4,999 in value if in budget forecast and validated by CFO. If challenged by CFO, referred to the Chair Of Finance	£5,000 up to £9,999 in value if in budget forecast	All values not in budget and £10,000 up to OJEU (PPN) limit	All values over OJEU (PPN) limit
6	Authority to write off bad debts	Up to £24.99 in value	£25.00 up to £99.99 in value	£100.00 up to £44,999 in value	CFO must seek Secretary of State approval for £45,000 and above
7.	Approval for Capital Expenditure not included in original budget	Headteacher and CFO shall prepare any proposals for expenditure, defining savings forecast, for submission to the Finance committee.	Approval for additional capital expenditure up to £10,000 in a financial year (either one item or in aggregate). This is subject to any restrictions imposed by the committee.	Capital expenditure up to £50,000 in a financial year for any one project or school	Capital expenditure for projects exceeding £50,000 require express written consent of the Board of Directors
8.	Approval for Virements between nominal codes and budget heads		Committee will monitor on-going expenditure against budget heads and may approve virements. CFO shall be kept informed.		

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Item	RESPONSIBILITY	Headteacher	Finance Committee	Full RCSAT Board	Board of Directors
Section A: FINANCE					
9.	Credit Card (Max limit £10,000)	2 x Card Holders (Finance Office) and will allow each Headteacher £500 per school per month – subject to Max Limit.	Monitor expenditure	Monitor Expenditure	
10.	Reporting and Internal Audit Requirements	Headteacher is responsible for providing such information and assistance in relation to reporting and internal audit as RCSAT Board may require. Headteacher is responsible for reporting formally to the Finance committee as required, either in person or by the CFO	Finance committee will scrutinise and monitor capital and revenue expenditure to ensure that it remains within the limits permitted by the Scheme of Delegation. Committee will ensure ongoing compliance with internal audit requirements and report any concerns to RCSAT Board.	The RCSAT Board may appoint a Responsible Officer to review processes and procedures to provide assurance that these are efficient and effective – reviews termly. The Board will review the performance of each school against its Budget.	The CFO shall consider each school's performance against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year and recommend to the Board of Directors.
11.	Statutory Audit Procedures	Headteacher is responsible for providing such information and assistance in relation to reporting and statutory audit procedures as RCSAT Board requires.	Finance committee will provide such information and assistance in relation to reporting and statutory audit procedures as RCSAT Board requires. Committee is responsible for recommending the statutory accounts to RCSAT Board.	The RCSAT Board will agree and approve the statutory accounts.	The Board of Directors will approve the statutory accounts and pass them to the Members for signing off at the AGM.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
1.	Headteacher Recruitment		The Staffing committee will meet with the Chair of Board (CoB) to discuss the recruitment process.	The Board will constitute an Appointment Panel which may include governors not on the Staffing committee. The CoB shall sit on the Panel. Unless the Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation by the Appointment Panel.	The Chair may appoint a consultant to support the Appointment Panel with the recruitment process, following the meeting with the Staffing committee. The CoB shall sit on the Appointment Panel.
2.	Senior Leadership Team Recruitment	Headteacher will notify CoB as soon as aware of a potential vacancy in the Senior Leadership Team. Headteacher will lead the recruitment and appointment process following RCSAT approved procedures. Once a decision is made, a recommendation will be made to RCSAT Board for ratification.	The staffing committee will nominate a governor from the committee to participate in the recruitment process.	The RCSAT Board will define the recruitment and appointment process. Unless the Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation by the Appointment Panel.	The CoB or Deputy will advise the Headteacher throughout the process.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
3.	Teacher Recruitment	Headteacher will lead recruitment process in conjunction with Head of School and other staff, with a member of RCSAT Board, following RCSAT approved procedures.	Chair will nominate a member of the committee to participate in teacher recruitment process		
4.	Support Staff Recruitment	Headteacher will lead recruitment process in conjunction with Head of School and other staff, with a member of RCSAT Board, following RCSAT approved procedures.	Chair will nominate a member of the committee to participate in teacher recruitment process		
5.	Appointment of external Consultants	Headteacher will notify CoB of any need to appoint an external consultant		Any decision to appoint an external consultant will be taken jointly by Headteacher and RCSAT.	CoB will decide whether such decision can be made by email and ratified at next RCSAT.
6.	Headteacher Performance Appraisal and Salary Review		Appraisal and salary review will be carried out by governors, including appointment of external adviser in consultation with SIPP. Report on the review & updates on implementation shall be made to RCSAT.	RCSAT board shall receive the report and updates on implementation	CoB and Board of Directors will appoint governors to carry out Appraisal. CoB shall be on appraisal panel.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
7.	Teacher Appraisal and Review	Headteacher is responsible for leading appraisal and review process for teaching staff. Headteacher will consult with Business Manager on salary review and ensure that the outcomes are reflected in the Budget Forecast. Headteacher will recommend salary reviews to the Staffing Committee.	Committee will approve Headteacher's recommendations on salary reviews and report results to RCSAT	RCSAT shall receive the report form the Staffing Committee.	
8.	Terms of Employment	Headteacher will make recommendations to CoB with regard to terms of employment for an individual member of staff, e.g. flexible working		RCSAT Board is responsible for contractual terms and conditions for all RCSAT employees and shall approve any change to the terms of employment. RCSAT Board shall consider any representations by CoB and Headteacher	CoB shall review and comment to RCSAT Board on any proposals that may involve a change to terms of employment.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
9.	Reductions to Staff levels and Revision to Staffing structures	<p>Headteacher shall notify CoB asap once aware that staffing reductions may be necessary.</p> <p>Headteacher shall propose any revised staff structure, with the support of the Business Manager, to the Staffing Committee.</p> <p>Headteacher is responsible for managing redundancy process with the support of CoB and Business Manager.</p>	<p>Committee shall recommend the revised staffing structure to RCSAT Board for approval and recommend approval for any proposed reduction to staff levels.</p>	<p>Decisions concerning redundancies shall be made by RCSAT Board.</p> <p>Board shall consider any representations made by CoB, Headteacher and Business Manager</p>	<p>CoB will support Headteacher through restructuring process, attending meetings as necessary.</p> <p>CoB shall refer recommendations for revised staff structures and possible redundancies to RCSAT.</p>
10.	Allegations of Gross Misconduct	<p>Headteacher shall notify CoB if aware of any circumstances that may need to be dealt with under the Disciplinary Procedure as Gross Misconduct.</p> <p>If the issue may involve CoB, Headteacher shall notify the Deputy.</p> <p>Headteacher shall ensure that an investigation is conducted correctly and passed to CoB if justified for further action.</p>	<p>In cases of gross misconduct where dismissal may be a sanction, committee members may be asked to sit on Disciplinary or Appeal panels, which shall be conducted under the Disciplinary Procedure.</p> <p>If an allegation of gross misconduct has been made against Headteacher, the committee Chair shall notify CoB.</p>	<p>RCSAT Board members shall agree to stand on Disciplinary or Appeal Panels if requested to do so.</p>	<p>CoB shall arrange the constitution of the Disciplinary and Appeal panels from the RCSAT Board and Directors, if required.</p> <p>If CoB may be involved in the allegation, the Deputy shall make the arrangements.</p>

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
11.	Disciplinary Allegations that fall short of Gross Misconduct	Headteacher shall notify CoB and Chair of Staffing Committee as soon as aware of an allegation. Headteacher shall ensure that an investigation is conducted under the Disciplinary Procedure and passed to Chair of Staffing Committee if justified for further action. Headteacher shall keep CoB advised throughout the procedure.	Committee members shall form a Disciplinary Panel and shall have the authority to impose sanctions up to, but not including, dismissal. Committee may ask other governors to form an Appeal panel, if necessary. If an allegation of a less serious nature has been made against Headteacher, the committee Chair shall notify CoB and shall conduct the investigation into the allegation under the Disciplinary Procedure.	Decisions concerning the imposition of a disciplinary sanction on Headteacher are made by RCSAT Board	CoB shall be kept informed of all disciplinary investigations and actions, but shall not necessarily be involved in the process.
12.	Capability Proceedings	Where a capability issue is identified, Headteacher shall manage the process under the Capability Procedure. Headteacher shall keep CoB and Staffing committee advised throughout the process of any member of teaching or support staff.	Where Headteacher is subject of a Capability procedure, CoB and Staffing Committee shall lead and manage the process and shall make recommendations to RCSAT Board.	Decisions concerning the dismissal of any staff under capability lie with RCSAT Board. Governors and Directors will sit on panels for the final stage of Capability and Appeal hearings.	CoB shall keep RCSAT Board advised on all capability proceedings.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Staffing Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
12.	Capability Proceedings (continued)	If there has been insufficient improvement in performance following capability procedures, the final hearing will be referred to a panel.			
13.	Probationary Period Procedures (PPP)	Headteacher is responsible for following PPP with all new staff and confirming them in post. If an employee does not complete their probationary period satisfactorily, Headteacher shall inform the Business Manager and Chair of Staffing Committee.	Headteacher shall advise Chair of Staffing Committee of staff unlikely to complete their probationary period satisfactorily. Chair will designate governors to form an Appeal Panel against termination of employment, if needed. The Business Manager shall write to the employee on behalf of RCSAT, terminating their employment.	Unless RCSAT Boards, acting in good faith, has any reason to do otherwise, it will delegate responsibility for the termination of employment under PPP to Headteacher.	CoB is responsible for following PPP for new Headteachers. Where Headteacher fails PPP, an Appeal against termination will be held by the Board of Directors

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Pastoral Committee	Full RCSAT Board	Chair of Board (CoB)
Section B: HUMAN RESOURCES					
14.	Safeguarding	Headteacher shall ensure: A Senior Designated Safeguarding staff member has been appointed; Sufficient resources are provided for them to complete their role;	Pastoral committee shall ensure that: A Safeguarding Governors is appointed at each school; All governors have safeguarding training; Committee takes collective responsibility for safeguarding procedures and monitoring safeguarding; Committee exercises their disciplinary functions in respect of allegations against staff or as a consequence of dealing with a complaint except where it involves Headteacher.	RCSAT Board carries overall responsibility for ensuring that safeguarding procedures are implemented and collective responsibility with Pastoral committee for ensuring that safeguarding arrangements are fully embedded within schools' ethos and day-to-day practices.	CoB shall inform RCSAT Board of any safeguarding allegation against Headteacher, Heads of School or any other key staff member. QA Director shall address any allegations made against Headteacher, in conjunction with CoB or Deputy.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Achievements Committee	Full RCSAT Board	Chair of Board (CoB)
Section C: EDUCATION					
1.	Academy School Improvement Plan (SIP), including curriculum and standards	Headteacher to develop draft SIP and share it with RCSAT School Improvement Adviser (SIA) and Achievements Committee, prior to submission to RCSAT Board. The SIP shall be costed in conjunction with the Business Manager and the costs built into the Budget Forecast.	Achievements Committee is responsible for monitoring the implementation of the SIP and shall recommend the SIP to RCSAT Board	RCSAT Board shall approve the draft SIP, subject to any modifications RCSAT wishes to implement. RCSAT delegates responsibility for monitoring the implementation of SIP to Achievements committee.	
2.	Academy School Hours			RCSAT Board is responsible for setting opening and closing times for schools, taking into account the views of Headteacher.	
3.	Term Times			RCSAT Board is responsible for setting the term times for schools, taking into account the views of Headteacher.	

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	ALL Committees	Full RCSAT Board	Chair of Board (CoB)
Section C: EDUCATION					
4.	Policies and Procedures requiring consistency across RCSAT, e.g. Safeguarding, HR and Finance	Headteacher is responsible for ensuring that all policies and procedures are applied across all schools	Committees shall allocate responsibility for drafting, monitoring and reviewing policies and procedures to individual governors and shall recommend amended documents to RCSAT Board for approval.	RCSAT Board shall approve policies and procedures recommended by committees and shall ensure that they are signed off, as appropriate,	CoB will allocate policies and procedures to committees for drafting, reviewing and monitoring.
2.	Other RCSAT Policies and Procedures	Headteacher is responsible for ensuring that all policies and procedures are applied across all schools	Committees shall allocate responsibility for drafting, monitoring and reviewing policies and procedures to individual governors and shall recommend amended documents to RCSAT Board for approval.	RCSAT Board shall approve policies and procedures recommended by committees and shall ensure that they are signed off, as appropriate,	CoB will allocate policies and procedures to committees for drafting, reviewing and monitoring.
3.	Files and Registers of Policies and Procedures	Headteacher shall ensure that copies of Policies and Procedures are filed by Administration Staff and files regularly reviewed and updated.			

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Estates Committee	Full RCSAT Board	Chair of Board (CoB)
Section D: ASSET MANAGEMENT					
1.	Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements	Headteacher and Business Manager shall advise RCSAT of any agreements that need to be negotiated or renegotiated. Processes shall be in accordance with Financial Regulations Manual.		All approvals shall be in accordance with Section A: Finance parts 3 to 7.	
2.	Disposal of Assets	Headteacher shall advise RCSAT that assets need to be disposed, having consulted with Business Manager and having ensured that other schools within RCSAT cannot use them. Processes shall be in accordance with Financial regulations Manual. Records shall be kept of all disposals.	Committee shall advise on disposal of assets and make recommendations to RCSAT Board	RCSAT Board shall approve all disposals and ensure that Business Manager has accounted for them correctly. RCSAT Board shall obtain written approval from DfE for any asset disposal for which a capital grant in excess of £20,000 was paid.	
3.	Estates Maintenance Programme (EMP)	Headteacher and Business Manager shall ensure that the EMP is costed and added to the Budget Forecast	Committee shall maintain a programme of maintenance for each school estate, with Headteacher and Business Manager, taking into account Condition Survey. This will be added to SIP.	RCSAT shall approve Budget Forecast, to permit budgeted work to be carried out. Any unbudgeted work shall be approved by Finance Committee.	Board of Directors shall be supplied with a copy of each school's SIP.

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Item	RESPONSIBILITY	Headteacher	Estates Committee	Full RCSAT Board	Chair of Board (CoB)
Section D: ASSET MANAGEMENT					
4.	Health and Safety	Headteacher is responsible for: Developing a health and safety culture throughout the schools; Ensuring that staff are aware of their responsibilities; Advising Estates committee of any site-specific issues in schools for inclusion into procedures; Highlighting any particular health and safety issues to Estates committee.	Committee shall be responsible for: Appointing Governor(s) with responsibility for health safety monitoring; Developing, implementing, monitoring and reviewing of health and safety policies and procedures; Ensuring that adequate resources are available for health and safety; Providing training opportunities, as needed.	RCSAT Board carries overall responsibility for ensuring that health and safety policies and procedures are implemented and is collectively responsible with the Estates Committee for ensuring that health and safety arrangements are embedded within the school's ethos and reflected in their day-to-day practices.	CoB will allocate health and safety policies and procedures to Estates Committee.
5.	Legal Claims	Headteacher shall notify CoB and Deputy of any actual or potential claims affecting school or RCSAT. Headteacher shall act on instructions received from CoB or Deputy.	Estates committee shall act on instructions received from CoB or Deputy.	RCSAT Board may instruct CoB or Board of Directors or Headteacher to take such action, as it may reasonably require, in defence of or prosecution of any claim or proceedings.	CoB and Board of directors shall take appropriate legal advice and direct Estates Committee and/or Headteacher as needed in line with the advice, keeping RCSAT Board informed.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Appropriate Committee	Full RCSAT Board	Chair of Board (CoB)
Section E: STRATEGY					
1.	Partnering Arrangements	Headteacher shall notify CoB of any proposals to enter into, renew, amend or terminate any partnering arrangements. Headteacher shall provide any further information and assistance as CoB may need to make a decision about the arrangement.		RCSAT Board will take the lead in developing strategy on partnerships.	CoB and Board of Directors shall be responsible for approving any new partnering arrangements.
2.	Expansion of existing facilities, taking on new premises. Processes shall be in accordance with the Financial Regulations Handbook, the DfE Academies Financial Handbook and all statutory requirements.	Headteacher shall notify CoB of any proposal to expand any existing facilities at a school. Headteacher and Business Manager are responsible for developing the business case for the expansion proposal in consultation with Estates committee, prior to submission to RCSAT Board and Finance Committee.	Estates committee shall assist in developing the business case and shall assist in submission to RCSAT Board. Finance committee shall review the proposal and develop a funding plan for the expansion proposal for submission to RCSAT Board.	RCSAT Board shall consider and review any business case submitted and decide whether to approve it or not.	CoB shall assess the viability of any proposal put forward by the Headteacher prior to the development of the business case and approve the proposal or not.

RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)

Item	RESPONSIBILITY	Headteacher	Appropriate Committee	Full RCSAT Board	Chair of Board (CoB)
Section E: STRATEGY					
3.	Adding Sponsored, Supporting, Supported schools to RCSAT	Executive Headteacher shall notify CoB of any proposal to add another school to RCSAT. Headteacher shall provide any further information and assistance as CoB may need to make a decision about the proposal.	Ad Hoc committee set up by CoB shall work the proposal up and, if appropriate, bring a plan forward to RCSAT Board for approval.	RCSAT Board shall decide whether to approve the plan or not.	CoB and Board of Directors shall consider the proposal and decide whether to move forward or not. They may decide to establish a committee of governors to move the proposal forward.
4.	Other Major Strategic Decisions	Headteacher shall notify CoB of any proposal of a major strategic nature. Headteacher shall provide any further information and assistance as CoB may need to make a decision about the proposal.		RCSAT Board shall consider a proposal, ensuring that it is developing the Trust's strategy so it: Becomes and maintains a sustainable, vibrant & high-quality provider of distinctive Christian education; Plays an effective part in the wider MAT family, and; Contributes to the renewal and sustainability of the community it serves.	CoB shall assess the viability of any proposal put forward by the Headteacher and make recommendations to RCSAT Board. CoB may establish a committee of governors to develop the proposal further.