

RASCI Key:- Responsible - Those responsible for the task, who ensures that it is done Accountable - Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible Support - Resources allocated to responsible. Unlike consulted, who may provide input to the task, support help complete the task Consulted - Those whose options are sought, and with whom there is two-way communication Informed - those who are kept up-to-date on progress	Delegation						
	Members	Trustees	Finance & Audit Ctte (FAC)	CEO	CFO	SIB	Head (Heads of School refer to SLA)

Non-Executive (Governance)								
1	Members appointment and removal	A	R	I	I	I	I	I
2	Trustees appointment and removal	I	A	I	I	I	I	I
3	Trustees committee - appointment and removal of chair	I	A	I	I	I	I	I
4	Approval of terms of reference for trustees' committees and for SIBs		A		R	C	I	I
5	SIB and subcommittee chairs : appoint and removal		A	C	R	C	C	C
6	Revision and agreement of Articles of Association	A	R	C	C	C	I	I
7	Clerk to Trust Board : appoint and removal	I	A	I	R	I	I	I
8	Clerk to SIBs : appoint and removal		A		R		C	C
9	Skills audit including succession planning		A	C	R	C	C	C
10	Trustees and SI Board Member training plan		A	C	R	C	C	C
11	Maintenance of register of interests		A	S	R	S	S	S
Strategic								
12	Trust Vision and core values		A	I	R	I	I	I
13	School ethos (including Christian Distinctiveness in our church schools)		A		C	I	R	R
14	Overall strategy of The Rivers C of E Academy Trust including approval of development plan		A	S	R	S	I	S
15	Admission of new academies to The Rivers C of E Academy Trust		A	C	R	S	I	S
16	Admission of new sponsors to The Rivers C of E Academy Trust		A	C	R	S	I	S
17	Entering into Funding Agreements, property leases or other legal arrangements for admission of academies		A	C	C	R	I	I
18	Determine the level of delegation (authorised to approve/amend organisational scheme of delegation)		A	R	I	C	I	I
19	Determine trust wide policies and approve		A	C	R	R	I	I
20	Determine risk management processes		A	R	R	R	I	S
21	Determine school policies and approve		A		I	I	C	R

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22	Approval of school development and improvement plans			I	I	A	I	C	R
23	Determine trust policy for estates management and priorities for investment			A	R	R	R	I	C
24	Determine trust wide systems and structures including IT network management			A	C	R	R	I	C
Education/ Curriculum									
25	Approval and monitoring of school targets for pupil attainment, progress, attendance and punctuality			A		A		C	R
C	Approval and monitoring of school targets for teaching and learning			A		S		S	R
27	Approval and monitoring of school targets around pupil wellbeing (behaviour and safety including safeguarding)			A		R		S	R
28	Curriculum provision: planning, implementation and review			A		R		C	R
29	Special educational needs provision			A		R		C	R
30	Provision of enrichment activities (clubs, visits, extra-curricular activities)			A		C		C	R
31	Term dates			A		R		C	C
32	Length/organisation of school day and wrap around care			A		R		C	R
33	Complaints <i>(subject to type of complaint as set out in complaints policy)</i>			A		A		C	R
34	Fixed term and permanent exclusions			A		A		S	R
35	Exclusion appeals			A		R		I	S
36	School admission policies and criteria			A		C		C	R
37	School admission appeals			A		C		C	R
Finance									
38	Statutory reporting	Completion and approval of annual accounts		A	S	S	R	I	I
39		Completion and submission of other accounting returns including PAYE, VAT, grant and project returns		A	C	S	R	I	S
40	Internal control	Approval of financial regulations, external auditors		A	C	C	R	I	I
41		Assurance over adequacy of systems of internal financial control		A	R	S	S	I	I

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42	Budget & management reporting	Approval of trust annual budget, academy allocations and contributions		A	C	C	R	I	I
43		Preparation of detailed financial plans at school level		A	C	I	R	C	R
44		Authority to make budget virements <i>(subject to limits set out in financial regulations)</i>		A	C	C	R	I	C
45		Receipt and review of management accounts		A	C	C	R	I	S
46		Review of financial key performance indicators		A	C	C	R	S	S
47	Purchasing & procurement	Placing orders for goods and services, entering into contracts within delegated budget <i>(subject to limits set out in financial regulations)</i>		A		R	R	I	S
48		Creating vendors on finance system		A			R		S
49		Entering into new operating lease agreements		A	C	S	R	I	S
50		Renewal of annual service level agreements (central procurement however may be delegated to schools)		A	I	C	R	I	RS
51	Banking authority & cash management	Approval to borrow money		A	R	C	C		
52		Cash flow management, treasury and investment		A	C	I	R		S
53		Open a bank account		A	C	I	R		
54		Issue and withdraw credit cards including variation to credit limits <i>(subject to limits set out in financial regulations)</i>		A	C	I	R		S
55	Wages & salaries	Payroll administration – bureau (in-house or external)		A	C	I	R		S
56		Payroll – notification of starters, leavers and amendments		A	S	S	R		S
57		Payroll - monthly approval		A	C	S	R		S
58		Authorisation of expense claims		A	S	S	R		S
59	Income	Raising sales invoices and debt collection <i>(Bad debt write off subject to limits set out in financial regulations)</i>		A	S	S	R	I	S
60	Fixed assets	Management of capital projects		A	S	R	C	C	S

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61		Asset register		A	S	S	R		S
62		Security of assets including loan of assets		A	S	S	R	I	R
63		Disposal of assets <i>(subject to limits set out in financial regulations)</i>		A	C	R	R	I	C
64	Insurances	Annual Risk Review & Premium Renewal		A	C	S	R	I	S
Human Resource									
65	Staff structure	Approval of annual staffing budgets		A	C	S	R	I	R
66		Authorised to increase school/central services headcount within existing staffing budget (replacement only)		A	I	R	S	I	R
67		Approval of formal restructure plans and changes to staff structure		A	C	R	C	S	C
68		Grading of new posts, job evaluation and job description sign off		A	C	R	C	S	C
69	Succession planning	CEO		A	C	S	C	C	C
70		Executive Team members and Heads		A	C	R	C	S	C
71		Other senior leaders and other staff (own team)		A	C	R	C	I	C
72	Recruitment	Recruitment and appointment of CEO		AR	C	S	C	C	C
73		Recruitment and appointment of Business & Finance Director		A	A	R	S	I	I
74		Recruitment and appointment of Executive Team members and Heads		A	S	R	S	C	S
75		Recruitment and appointment of other senior leaders (own team)		A	S	R	R	S	R
76		Recruitment and appointment of other staff (own team)		A	S	R	R	S	R
77		Issue employment contracts, compliance with Safer Recruitment practices, right to work and disclosure & barring checks (own team)		A	I	R	R	I	S
78	Pay	Determination of trust pay ranges and pay awards		A	C	C	R	I	C
79		Appointments outside range in salary structure		A	C	R	C	I	S
80		Annual pay progression for Executive Team members and Heads		A	C	R	C	I	S

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81		Annual pay progression for other staff within salary structure and staff budget		A	C	I	I	I	R
82	Operation of Policies	Objective setting and performance appraisal for CEO		A		S			
83		Objective setting and performance appraisal for Executive Team members and Heads		A	S	R	S	S	S
84		Objective setting and performance appraisal for other staff		A		R	R	I	R
85		Approval of severance or redundancy agreements		AR	C	C	C	I	C
86		Staff disciplinary issues for own team including authority to issue warnings or action other disciplinary measures except dismissal		A	S	R	R	S	R
87		Dismissal and suspension		A	S	R	R	S	S
Health & Safety									
88		Ensuring the adequacy of health and safety practice throughout the trust		A	S	R	R	S	R
89		School and places of work health and safety arrangements		A	S	R	R	S	R
90		Critical incident planning		A	S	R	R	S	R
91		RIDDOR and accident reporting		A	I	R	R	I	R
92		Statutory compliance including training and use of risk assessments		A	S	R	R	S	R
93		General monitoring, action plans in relation to safety of sites including buildings conditions		A	S	R	R	S	R
Safeguarding									
94		Ensure suitable Safeguarding Policy		A	I	R	C	S	C
95		Ensure safeguarding procedures are in place, including monitoring and keeping up to date		A	I	R	C	S	R
GDPR									
96		Ensure suitable GDPR Policy		A	I	R	R	S	R

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97		Ensure GDPR procedures are in place, including monitoring and keeping up to date		A	I	R	R	S	R
98		Appointment of a DPO Officer (Trust and at school level)		A	I	R	R	I	R
Relationships and Marketing									
99		Ensuring effective pupil recruitment		A	I	S	S	S	R
100		Marketing and public relations promotion of the Trust		A	I	R	S	S	S
101		Marketing and public relations promotion of the schools		A	I	S	S	S	R