

Ascend Learning Trust (ALT) – May 2022 for 2022/23

The **Ascend Learning Trust (ALT)** as a multi academy trust, it is the statutory body for all the Academies within the **Ascend Learning Trust**. The Secretary of State for Education entered into an agreement with ALT in May 2017 for ALT to take responsibility for the standards and operations of all Academies in the Trust. RWBA was originally incorporated as a stand-alone-academy (SAT) in 2011.

Standard Operating Documents

Document	Description
<ul style="list-style-type: none"> Articles of Association of the ALT 	Defines the Objects of ALT complying with Company Law and Charity Law.
<ul style="list-style-type: none"> ALT Structures – tiers, sub committees and academies 	As defined in the Articles of Association of the ALT , ALT consists of three tiers of governance: ALT Members, ALT Trustees and sub committees including the Local Governing Bodies of each Academy. These three levels of Governance fulfil the statutory requirements of ALT.
<ul style="list-style-type: none"> ALT Scheme of Governance 	The duties and responsibilities of the Ascend Learning Trust are as defined here.
<ul style="list-style-type: none"> ALT Scheme of Delegation (decision making matrix) 	This document provides the decision making matrix across the tiers within ALT. The matrix provides operating guidelines on roles and responsibilities.
<ul style="list-style-type: none"> ALT Financial Scheme of Delegated Authorities (FinSODA) 	The Financial Scheme of Delegated Authorities (Fin SODA) is used by all Academies in the ALT. It identifies the financial limits of authority and responsibility in each Academy.
<ul style="list-style-type: none"> Master Funding Agreement 	An agreement between the Secretary of State for Education and ALT which sets out the statutory conditions and requirements which allow the ALT to be funded as an Academy Trust in delivering education.
<ul style="list-style-type: none"> Supplemental Funding Agreement 	An agreement between the Secretary of State for Education and ALT linked to the Master Funding Agreement which sets out the statutory conditions and requirements which allow the ALT to be funded for each Academy in the Trust in delivering education.
<ul style="list-style-type: none"> Deed of Variation of Funding Agreement 	Contains the details of the variation to the funding agreements for academies in ALT. Each academy may require a separate DoV dependent on type of academy and activities.
<ul style="list-style-type: none"> Deed of Novation and Variation of the Funding Agreement 	Contains details of the transfer of contracts and liabilities and variation of Funding Agreement for each Academy entering into the MAT

ALT Scheme of Delegation (Decision Making Matrix)

ALT Scheme of Delegation approved 4th May 2022

Governance				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> To review and amend the Articles of Association To change the name of the Academy Trust Receives an annual report from the Trustees and the CEO on the Academy Trust's performance 	<ul style="list-style-type: none"> To review and amend the Scheme of Governance To review and amend the Constitution and Terms of Reference of Local Governing Bodies To determine the Board's Reserved Matters To determine the educational character, mission or ethos of the Trust To appoint a Company Secretary To appoint a Clerk to the Trustees To review and amend the policies of the Academy Trust 	<ul style="list-style-type: none"> To tailor the educational character, mission or ethos of a particular Academy (to ensure it is consistent with that of the Trust) To appoint (and remove) the Chairs of the Local Governing Bodies If the LGB has a Vice Chair: To appoint (and remove) the Vice Chairs of the Local Governing Bodies To appoint a Clerk to the Local Governing Bodies To review and amend the policies of the Academies (in line with any Trust prescribed policy) 	<ul style="list-style-type: none"> To attend meetings of the Trustees and to provide a CEO's report. To support the appointment process for the Company Secretary and the Clerk. To secure professional advice on behalf of the Trustees as may be requested. To support the Trustees and the Academies in the preparation of Trust-wide and Academy specific policy requirements. 	<ul style="list-style-type: none"> To tailor/input to the educational character, mission or ethos of a particular Academy (to ensure that it is consistent with that of the Trust). To attend meetings of the LGB and to provide a Head Teacher's report. To support the appointment process for the Clerk. To tailor Trust-wide policies to Academies as recommended by the Chief Executive Officer
Finance				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> To appoint external auditors 	<ul style="list-style-type: none"> To appoint internal auditors To sign off annual accounts and report To approve the financial scheme of delegation To appoint a finance committee To approve the annual budget for the Academy Trust 	<ul style="list-style-type: none"> To receive an overview of the annual academy budget To receive a regular report on income, expenditure and cash flow of the Academy To maintain a register of business interests (of LGB members) 	<ul style="list-style-type: none"> To prepare the annual budget for the Academy Trust To monitor income, expenditure, cash flow and balance sheet of the Academy Trust To prepare monitoring reports for the Trustees To act as the Accounting Officer 	<ul style="list-style-type: none"> To propose an annual academy budget To monitor income, expenditure and cash flow of the Academy To prepare monitoring reports for the LGB on the above To ensure proper financial controls are in place at the Academy

	<ul style="list-style-type: none"> To approve any significant changes to the approved budget To receive monthly reports on income, expenditure, cash flow and balance sheet of the Academy Trust To establish a charging and remissions policy and to keep this under review To appoint an Accounting Officer To ensure proper financial controls are in place To maintain a register of business interests 		<ul style="list-style-type: none"> To ensure proper financial controls are in place To maintain a register of business interests (of the Executive) To set up and approve staff expenses for enior Leadership Team To open bank accounts 	<ul style="list-style-type: none"> To ensure provision of free school meals to those pupils meeting the criteria To set up and approve staff expenses at the Academy
Contracts				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> To approve any service contracts for Trustees 	<ul style="list-style-type: none"> To adopt a Trust-wide procurement policy To set the delegated levels of authority for contracts confirmed within the Fin-SODA matrix To approve contracts with a value as the Fin-SODA matrix To approve contracts which constitute related party transactions To set up and approve Trustee expenses 	<ul style="list-style-type: none"> To receive reports on contracts up to the limits of delegation and within an agreed budget as per the Fin-SODA matrix 	<ul style="list-style-type: none"> To enter into contracts up to the limits of delegation and within an agreed budget To make payments within agreed financial limits 	<ul style="list-style-type: none"> To make payments within agreed financial limits as per the Fin-SODA matrix To approve contracts with a value as per the Fin-SODA matrix To enter into contracts up to the limits of delegation and within an agreed budget as per the Fin-SODA matrix To act as a signatory of an Academy specific bank account (D)
Curriculum and standards				

Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> To receive an annual report from the Trustees and the CEO on standards 	<ul style="list-style-type: none"> Determines a Trust-wide curriculum policy to ensure provision of a balanced and broadly based curriculum and to include: <ul style="list-style-type: none"> a prohibition on political indoctrination and a balanced treatment of political issues; and a written policy on sex and relationship education a Trust-wide policy on religious education and collective acts of worship. Receives a termly report from the Chief Executive Officer regarding standards. 	<ul style="list-style-type: none"> Review the curriculum proposed by the Head Teacher (to the extent that it is consistent with the Trust-wide policy). Monitors the KPI figures reported from the Head Teacher relating to standards 	<ul style="list-style-type: none"> Provides oversight of the implementation of the Trust-wide curriculum policy. Provides a termly report to the Trustees regarding standards. Provides oversight of the target setting for pupil achievement and progress by the Head Teacher and monitor against targets Monitors the KPI figures reported from the Head Teacher relating to standards 	<ul style="list-style-type: none"> Is responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements. To make provision for a daily collective act of worship To set targets for pupil achievement and progress and monitor against targets Reports termly KPI figures for the Chief Executive Officer and the LGB relating to standards
SEN(D)				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
	<ul style="list-style-type: none"> To review the Trust-wide SEN and Disability Discrimination Act policy 	<ul style="list-style-type: none"> To review the Academy's SEN policy in line with needs of the Academy and with consistency to the Trust wide SEND policy To receive an overview of the implementation of the policy within the Academy To decide to appoint a designated LGB lead for SEND 	<ul style="list-style-type: none"> To provide oversight of the implementation of the Trust-wide SEN policy Ensures compliance with the Disability Discrimination Act requirements within the Academies. 	<ul style="list-style-type: none"> To designate a teacher to be responsible for co-ordinating SEND provision To liaise with the local authority in respect of students who have (or might have) SEND . To make provision for SEND pupils with or without a statement of EHC plan To ensures compliance with the Disability Discrimination

				Act requirements within the Academy.
Safeguarding				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
	<ul style="list-style-type: none"> To adopt a Trust-wide safeguarding and Child Protection policy. To adopt a Trust-wide policy regarding school trips. To appoint a Safeguarding lead across the academy trust 	<ul style="list-style-type: none"> To decide to appoint a LGB lead for safeguarding To review and maintain the trust safeguarding and child protection policy ensuring it accommodates the needs of the Academy To ensure the completion of the single central record. 	<ul style="list-style-type: none"> To ensure that each Academy has appointed a designated teacher to support looked after children. 	<ul style="list-style-type: none"> To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance. To maintain the single central record To approve off-site visits for pupils of more than 24 hours
Behaviour				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> To adopt a Trust-wide behaviour policy To monitor the implementation and outcomes achieved through the behaviour policy To review the use of exclusions across the Trust. 	<ul style="list-style-type: none"> To review the trust wide behaviour policy and its impact on standards in the academy. To monitor the behaviour policy to ensure it accommodates the needs of the Academy To convene a committee to review the exclusion of a pupil by the Head Teacher. 	<ul style="list-style-type: none"> To prepare a Trust-wide behaviour policy for adoption by the Trustees. To review the overall pattern of exclusions and to report on the same to the Trustees 	<ul style="list-style-type: none"> To implement the trust wide behaviour policy ensuring it accommodates the needs of the Academy. To exclude a pupil for a fixed term or permanently
Admissions				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher

<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Reviews and publishes Trust wide policy on Admissions. • Adopts a Trust-wide admissions policy. • Monitors reports on arrangements for determining admissions and hearing admission appeals. 	<ul style="list-style-type: none"> • Ensure publication of Admission Policy. • To monitor the Admission policy to ensure it accommodates the needs of the Academy's catchment and community. • Monitors arrangements for determining admissions and review information on admission appeals. 	<ul style="list-style-type: none"> • Proposes a Trust-wide admissions policy for adoption by the Trustees. • Provides oversight of and support of the implementation of the admissions arrangements across the Trust. • Delegates arrangements for determining admissions and hearing admission appeals. 	<ul style="list-style-type: none"> • Ensures compliance with the Trust-wide policy on admissions. • Ensures the trust wide Admission policy accommodates the needs of the Academy's catchment and community • Provides direction to the LGB as to requirements under the School Admissions and Appeals Codes. • Makes arrangements for determining admissions and hearing admission appeals. • To participate in the local admissions forum. • Ensures participation in the fair access protocol
Pupil related matters				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Receives reports on all standards across the Trust via the Standards Committee with comment from the Chief Executive Officer • To adopt Trust-wide Complaints policy and receive reports from the Chief Executive Officer regarding the level of complaints across the Trust. 	<ul style="list-style-type: none"> • To receive reports and analysis on standards across the academy (as part of a KPI report) on attainment and achievement of all year groups including PPE outcomes. • To receive reports on all standards across the academy (as part of a KPI report) to include 	<ul style="list-style-type: none"> • Monitors the levels of attendance in the Academies and the use of home- Academy agreements and reports termly to the Trustees. • To monitor the impact of the pupil premium across the Trust. • To review the level of complaints across the Trust. 	<ul style="list-style-type: none"> • To provide reports and analysis on standards across the academy (as part of a KPI report) on attainment and achievement of all year groups including PPE outcomes. • To provide reports and analysis on all standards across the academy (as part of a KPI report) to include behaviour, attendance,

		<p>behaviour, attendance, absence, and an overview of safeguarding statistics</p> <ul style="list-style-type: none"> To receive and publish the impact of the pupil premium statistics in the Academy. To implement trust wide Complaints policy To hear parental/3rd party complaints at the relevant stage. 		<p>absence, and an overview of safeguarding statistics</p> <ul style="list-style-type: none"> To maintain a registers of pupil attendance. To review and maintain home-academy agreements To set the times of Academy sessions and the dates of Academy terms and holidays To ensure effective deployment of the Pupil Premium and to monitor its impact. To implement the trust wide complaint policy To hear complaints at the relevant stage. To ensure that the Academy meets for 380 sessions in an Academy year
Information management				
Members	Trustees	LGB members	Chief Executive Officer	Head Teacher
	<ul style="list-style-type: none"> Adopt GDPR data protection policies and procedures to cover: <ul style="list-style-type: none"> the requirement to notify individuals as to how information is to be used and on the matter of safe storage. To ensure email and all external electronic communications are 	<ul style="list-style-type: none"> Comply with the effective implementation of the GDPR data protection policies and procedures in the Academy. Ensure the academy web site is compliant with Ofsted/statutory data publication requirements 	<ul style="list-style-type: none"> To ensure compliance with GDPR data protection legislation and good practice across the Academies. To support individual academies on the effective safe storage of data GDPR compliance To maintain accurate and secure staff records compliance with GDPR 	<ul style="list-style-type: none"> To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date meeting statutory reporting requirements. To maintain accurate and secure pupil records To maintain accurate and secure staff records for the Academy

	compliant with GDPR requirements.		<ul style="list-style-type: none"> Ensure registration with the Information Commissioner's Office is up to date. 	<ul style="list-style-type: none"> To ensure compliance with GDPR data protection legislation and good practice in the Academy.
Staffing				
Members	Trustees	LGB members	Chief Executive Officer	Head Teachers
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> To define and approve any overarching management structures across ALT To approve any Trust- wide staff policies and procedures. To appoint and dismiss the CEO, CFO/Finance Director, and Clerk. To conduct the performance management review of the CEO, CFO/Finance Director and the Clerk. To support the CEO in the performance management of the CFO/Finance Director [and any other senior Chief Executive Officer posts]. Ensure that the wellbeing of all staff is considered. 	<ul style="list-style-type: none"> To receive reports on the teaching staff structure for the Academy. To hear complaints and or appeals under the disciplinary, capability and grievance procedures Ensure that the wellbeing of all staff is considered. 	<ul style="list-style-type: none"> To determine the senior leadership structures for each Academy and approve all appointments for each academy. To advise the Trustees on suitable Trust-wide policies and procedures and to ensure their effective implementation. To monitor and review staffing changes across the Trust. To appoint, suspend and dismiss members of the Executive (save as reserved to the Trustees). To appoint, suspend and dismiss the Head Teachers (in consultation with the LGB). To conduct the performance management of Head Teachers. Ensure that the wellbeing of all staff is considered. 	<ul style="list-style-type: none"> To determine and submit teaching and non-teaching staffing requirements and resources for the academy. To implement the Trust-wide staff policies and procedures in the Academy. To appoint teaching staff using the central recruitment processes of the Trust. To determine non-teaching requirements and recruit using the central recruitment processes of the Trust. To suspend or dismiss teaching and non-teaching staff in consultation with the Chief Executive Officer. To conduct the performance management of staff in the Academy. To approve applications for early retirement, secondment and leave of absence. Ensure that the wellbeing of all staff is considered.

Health, safety and risk				
Members	Trustees	LGB members	Chief Executive Officer	Head Teachers
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> To appoint a risk and audit committee s requirement (threshold £50m) To review risk management register To approve insurance arrangements. To review, and decide upon strategic development proposals from any academy. To maintain a 'Land Terrier' document detailing land and property details To review a buildings strategy and asset management plan for all academies. To adopt a Trust-wide health and safety policy. To adopt a Trust-wide lettings policy. 	<ul style="list-style-type: none"> To receive a report on the risk register of the Academy To receive a report on the a health and safety policy and ensure the policy is appropriate for the Academy Review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy. To receive reports of site inspections undertaken in line with Trust-wide H/S policy. To be appraised of any strategic development proposals for the academy submitted to the CEO and Trustees. To receive a report of an Academy 'Land Terrier' document detailing land and property details of the academy. 	<ul style="list-style-type: none"> Preparation of the risk register for the Academy Trust To procure buildings and related insurance and make proposals to the Trustees. To oversee the preparation of strategic development proposals for any academy. To oversee the preparation of a 'Land Terrier' document detailing land and property details for all academies. To prepare a buildings strategy and asset management planning arrangements. To propose a Trust-wide health and safety policy for the Trustees' approval. To monitor and support the implementation of 	<ul style="list-style-type: none"> Preparation of the risk register report for the LGB To prepare a health and safety policy report to the LGB for the Academy (in line with the Trust-wide policy) To monitor the accident book and agree appropriate actions. To ensure suitable risk assessments are prepared and appropriate actions taken To review security of premises and equipment. To implement the Trust-wide lettings policy. To liaise with the Chief Executive Officer in relation to the accessibility plan for the Academy. If required, to prepare strategic development proposals for the academy to submit to the CEO and Trustees. To prepare a 'Land Terrier' document detailing land and

			<p>the Trust-wide health and safety policy.</p> <ul style="list-style-type: none">• To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Head Teacher.	<p>property details of the academy.</p>
--	--	--	---	---