

Decision Making Matrix

Changes History

Version	Date	Amended by	Recipients	Purpose
1	4 December 2017	CST Trustees	Members of CST, every Trustee, each Local Governor, the Executive Principal, the Headteachers of the Academies operated by CST (the Heads), the Finance Director, the Clerks and the Company Secretary (if appointed) and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Updated Admissions
2	19 September 2018	CST Trustees		No changes
3	12 December 2019	CST Trustees		Updated in line with changes in legislation and to give more clarity
4	10 December 2020	CST Trustees		Annual Review - no changes whilst CST carry out a whole Trust Vision, Value and Strategic Review
5	09 December 2021	CST Trustees		Annual Review - alongside Financial Regulations Policy. Updated in line with changes in legislation and to give more clarity
6	08 December 2022	CST Trustees		Annual Review - alongside Financial Regulations Policy.

Approvals (Annual/as Required)

Version	Date	Approved by
1	20 June 2016	CST Trustees

2	4 December 2017	CST Trustees
3	19 September 2018	CST Trustees
4	12 December 2019	CST Trustees
5	10 December 2020	CST Trustees
6	09 December 2021	CST Trustees
7	08 December 2022	CST Trustees

Governance				
Members	Trustees	LGB members	Executive	Headteacher
<p>To review and amend the Articles of Association</p> <p>To change the name of CST</p> <p>To receive an annual report from the Trustees and the CEO on CST's performance</p> <p>To be notified of any changes in legislation</p> <p>To appoint a minimum of 3 Trustees</p> <p>To remove Trustees in accordance with the Articles</p>	<p>To approve any significant change to the educational character, mission or ethos of a particular Academy .</p> <p>To review and amend the Scheme of Governance and this Decision Making Matrix</p> <p>To establish the committees including the Local Governing Bodies (LGBs) and to review and amend their Constitution and Terms of Delegation</p> <p>To determine the Board's Reserved Matters</p>	<p>To determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of CST). Where the change is significant to propose changes to Trustees through the Lead Trustee</p> <p>To nominate Governors of the Local Governing Body.</p> <p>To nominate (and remove) the Chairs and Vice-Chairs of the Local Governing Bodies subject to Trustee approval</p>	<p>To attend meetings of the Trustees and to provide a CEO's report.</p> <p>To support the appointment process for the Company Secretary and the Governance Professional.</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To support the Trustees and the Academies in the preparation of CST-wide and</p>	<p>Alongside the Local Governing Body, to determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of CST).</p> <p>To attend meetings of the LGB and to provide a Headteacher's report.</p> <p>To support the appointment process for the Clerk to the LGBs.</p> <p>To tailor Academy level policies for the Academy as</p>

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<p>of Association and the Companies Act 2006</p>	<p>To determine the committee structure for Trustee functions</p> <p>To determine the educational character, mission or ethos of CST</p> <p>To approve and monitor a business plan for CST</p> <p>To appoint a Chair and Vice-Chair</p> <p>To allocate a Link Trustee for each CST Academy</p> <p>To appoint a Governance Professional with the right knowledge, skills and behaviours in accordance with the DfE's Clerking competency framework</p> <p>To co opt additional Trustees under provision of the Articles</p> <p>To approve the nominated Chairs and Vice-Chairs of the Local Governing Bodies</p>	<p>To appoint a Clerk to the Local Governing Body</p> <p>To appoint committees to support the LGB function, as are necessary and desirable</p> <p>To review and amend the Academy level policies (in line with any CST prescribed Academy level policies)</p> <p>To notify the ESFA (via GIAS) of changes to:</p> <ul style="list-style-type: none"> ● Head ● chairs of local governing bodies ● local governors 	<p>Academy specific policy requirements.</p> <p>To evolve and implement a business plan for CST</p> <p>To ensure that CST meets its publishing requirements under the funding agreement (including those in the Academy Trust Handbook)</p>	<p>recommended by the Executive / in consultation with the Local Governing Body</p>
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	<p>To review and amend CST level policies</p> <p>To review and amend CST prescribed Academy level policies</p> <p>To notify the ESFA (via GIAS) of changes to:</p> <ul style="list-style-type: none"> ● Members ● chair of Trustees ● all other Trustees ● Accounting Officer (SEL) ● CFO (Finance Director) <p>To be advised about and review any legal claims made against LGB schools within CST.</p>			
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Finance				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To sign off the audited financial statements annually</p> <p>To approve (and amend) the financial scheme of delegation</p> <p>To appoint the finance and operations committee</p> <p>To approve the annual budget for CST including the annual staffing pay scales and Executive Pay</p> <p>To approve any significant changes to the approved budget as stated in the CST Financial Regulations Policy</p> <p>To oversee income, expenditure, cash flow and balance sheet of CST and to direct and monitor necessary action through CST</p>	<p>To <u>review</u> the annual budget forecast for the Academy for recommendation to the Trustees.</p> <p>To oversee income, expenditure and cash flow of an Academy</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To ensure provision of free school meals to those pupils meeting the criteria</p> <p>To review the proper application of the pupil premium and its effectiveness together with any other specific grant received in respect of the Academy.</p>	<p>To prepare the annual budget for CST</p> <p>To ensure the preparation of the financial statements</p> <p>To monitor income, expenditure, cash flow and balance sheet of CST</p> <p>To prepare monitoring reports for the Trustees</p> <p>To act as the Accounting Officer</p> <p>To manage and ensure proper financial controls are in place across CST</p> <p>To set up and approve staff expenses for the Executive</p> <p>To open bank accounts</p>	<p>To prepare the annual budget for each Academy</p> <p>To monitor income, expenditure and cash flow of an Academy</p> <p>To prepare monitoring reports for the LGBs</p> <p>To manage and ensure proper financial controls are in place at the Academy</p> <p>To ensure provision of free school meals to those pupils meeting the criteria</p> <p>To set up and approve staff expenses at the Academy</p> <p>To ensure the effective application of the pupil premium and any other</p>

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	<p>To establish a charging and remissions policy and to keep this under review</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interests (of the Trustees)</p> <p>To receive and review Management Accounts six times per year as prepared by the Finance Director (Chair to review such accounts monthly)</p> <p>To determine a CST level reserves policy</p>	<p>To appoint a local Governor with a specific focus on finance.</p>		<p>specific grants received in respect of the Academy</p>
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Audit and Risk				
Members	Trustees	LGB members	Executive	Headteacher
<p>To appoint external auditors</p> <p>To receive the audited financial statement once available and a report from the Audit and Risk Committee as regards the effectiveness and resources of the external auditor</p> <p>To maintain a register of business interest (of the Members)</p>	<p>To appoint an Audit and Risk Committee (or another committee with an audit and risk function)</p> <p>To recommend external auditors to Members</p> <p>To appoint internal auditors</p> <p>To submit an annual summary report to the ESFA which must be prepared as part of CST's annual programme of internal scrutiny, reporting on the adequacy of CST's financial and other controls and management of risks</p> <p>Acting through the Audit and Risk Committee, to oversee the programme of internal scrutiny</p>	<p>To maintain a register of business interests (of the Local Governors)</p> <p>To review the risk register of the Academy</p>	<p>To maintain a register of business interests (of the Executive)</p> <p>To procure insurance and make proposals to the Trustees</p> <p>To ensure that appropriate reporting mechanisms are in place</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p>	<p>To maintain a register of business interests (of the senior leadership team)</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To prepare and maintain an Academy level risk register</p>

	<p>To review risk management and maintain a CST-level risk register</p> <p>To approve insurance arrangements</p>			
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Contracts				
Members	Trustees	LGB members	Executive	Headteacher
Where appropriate, to approve transactions involving Trustees which are reserved to the Members under the Companies Act 2006, (e.g. a <i>"substantial property transaction"</i> being one involving a related party).	<p>To adopt a CST-wide procurement policy as stated in the CST Financial Regulations Policy</p> <p>To set the delegated levels of authority for contracts as stated in the CST Financial Regulations Policy</p> <p>To approve contracts in line with the limits of designated as stated in the CST Financial Regulations Policy</p> <p>To approve contracts which constitute related party transactions and to notify these to the ESFA as stated in the CST Financial Regulations Policy</p> <p>To obtain approval (where necessary) from the ESFA for certain transactions, contracts</p>	To enter into contracts up to the limits of delegation and within an agreed budget as stated in the CST Financial Regulations Policy	<p>To enter into contracts up to the limits of delegation and within an agreed budget as stated in the CST Financial Regulations Policy</p> <p>To make payments within agreed financial limits as stated in the CCST Financial Regulations Policy</p>	<p>To make payments within agreed financial limits as stated in the CST Financial Regulations Policy</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget (D) as stated in the CST Financial Regulations Policy</p> <p>To act as a signatory of an Academy specific bank account</p>

	<p>and / or other agreements including those with related parties in line with the Academy Trust Handbook</p> <p>To set up and approve Trustee expenses as stated in the CST Financial Regulations Policy</p>			
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Curriculum and standards				
Members	Trustees	LGB members	Executive	Headteacher
<p>To receive an annual report from the Trustees and the CEO on standards</p>	<p>To ensure the provision of a balanced and broadly based curriculum to include:</p> <ul style="list-style-type: none"> • a prohibition on political indoctrination and a balanced treatment of political issues; • provides for the teaching of religious education and a daily act of collective worship at the Academy; and • ensures that safeguarding and well-being are embedded in the curriculum. 	<p>To approve the Academy curriculum policy proposed by the Headteacher ensuring it complies with CST requirements</p> <p>Monitors the KPI figures reported from the Headteacher relating to standards</p> <p>To review the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To appoint a local Governor with a specific focus on Curriculum and standards.</p>	<p>To provide oversight of the implementation of curriculum policies and teaching and learning across CST.</p> <p>Provides a termly report to the Trustees regarding standards.</p> <p>Provides oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets</p> <p>Monitors the KPI figures reported from the Headteacher relating to standards</p> <p>To support the Academies in the implementation of the Prevent Duty in the Academies and the promotion of the fundamental British</p>	<p>Is responsible for the curriculum set and delivered at the Academy including teaching and learning and compliance with any funding agreement requirements.</p> <p>To prepare a curriculum policy for the Academy for review by the LGB.</p> <p>To ensure the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To prepare a policy on religious education and</p>

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	<p>To approve a written policy on relationships education (primary) and / or relationships and sex education (secondary)</p> <p>To appoint an Education and Standards committee which includes monitoring the provision of a balanced and broadly based curriculum and monitoring the implementation of the Prevent Duty and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To monitor religious education and collective acts of worship across CST.</p> <p>To monitor and review all external educational standards reports.</p>	<p>To approve a policy on religious education and collective acts of worship proposed by the Headteacher</p>	<p>values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To prepare an annual report to Trustees on religious education and collective acts of worship</p>	<p>collective acts of worship for review by the LGB</p> <p>To make provision for a daily collective act of worship</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>Reports bi-termly KPI figures for the Executive and the LGB relating to standards</p>
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	Receives a termly report from the Executive regarding standards.			
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SEND				
Members	Trustees	LGB members	Executive	Headteacher
-	<p>To determine a CST-wide Special Educational Needs and Disability (SEND) policy, reflecting CST's duties under the SEND Code of Practice and the Equality Act 2010</p> <p>To ensure that each Academy has prepared and published a SEN information report in accordance with the Special Educational Needs and Disability Regulations 2014 (SEND Regulations)</p>	<p>To review, monitor and approve the Academy's SEND policy (consistent with the CST-wide SEND policy) and SEN information report</p> <p>To provide oversight of the implementation of the SEND policy within the Academy and compliance with the SEND Regulations, SEND Code of Practice and Equality Act 2010 requirements.</p> <p>To appoint a Local Governor with a specific focus on SEND.</p> <p>To provide an Annual SEND report for Trustees, with the</p>	<p>To provide oversight of the implementation of the CST-wide SEND policy</p> <p>Ensures compliance with the Equality Act 2010 requirements within the Academies.</p>	<p>To designate a teacher to be responsible for co-ordinating SEND provision (SENCo)</p> <p>To prepare a SEND policy for the Academy for review by the LGB</p> <p>To liaise with the SENCo and local authority in respect of students who have (or might have) SEND</p> <p>To make provision SEND pupils with or without an Education, Health and Care Plan (EHCP)</p> <p>To ensure compliance with the SEND Regulations, SEND Code</p>

		<p>Lead Trustee to provide regular updates to Trustees as and when appropriate.</p> <p>To ensure that each Academy has a qualified teacher designated as a Special Educational Needs Coordinator (SENCo) for each Academy.</p>		<p>of Practice and the Equality Act 2010</p>
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Safeguarding				
Members	Trustees	LGB members	Executive	Headteacher
-	<p>To appoint a designated Trustee to take leadership responsibility for safeguarding arrangements ('the Designated Trustee')</p> <p>To determine a CST-wide safeguarding and Child Protection policy.</p> <p>To ensure that arrangements are in place to safeguard and promote the welfare of children in accordance with KCSIE and Working Together to Safeguard Children 2018</p> <p>To ensure the completion of the single central record</p>	<p>To appoint a designated local governor for safeguarding to include child protection and looked after children and previously looked after children</p> <p>To review and maintain a safeguarding and child protection policy for the Academy (consistent with the CST-wide policy)</p> <p>To review and maintain the Academy's School Trip policy</p> <p>To ensure the completion of the single central record.</p> <p>To review the implementation of the Prevent Duty in the Academy and the promotion</p>	<p>To ensure that each Academy has appointed a designated safeguarding lead and a designated teacher to support looked after children and previously looked after children.</p> <p>To support the Academies in the implementation of the Prevent Duty in the Academies and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To monitor Child protection and safeguarding across each</p>	<p>To appoint a designated safeguarding lead and a teacher to support looked after children and previously looked after children and to ensure the role is compliant with statutory guidance.</p> <p>To maintain the single central record</p> <p>To prepare a School Trip policy for the Academy for review by the LGB. To approve off-site visits for pupils of more than 24 hours</p> <p>To ensure the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British</p>

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	<p>To receive the annual Safeguarding and Child Protection Review from each Academy</p> <p>To ensure all Trustees, Members and LGB governors have an enhanced Disclosure and Barring Service check and a section 128 check</p> <p>To ensure that appropriate arrangements are in place to review the effectiveness of CST's safeguarding procedures (including self audits across the board and the LGBs) and ensure that appropriate consideration is given to such matters at board meetings annual reviews</p> <p>To ensure that each Academy has a designated safeguarding lead (DSL)</p>	<p>of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p>	<p>Academy and report to Trustees</p>	<p>values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p>
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Behaviour				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To monitor behaviour across CST</p> <p>To review the use of exclusions across CST.</p>	<p>To determine and maintain a behaviour policy for the Academy</p> <p>To determine and maintain an exclusion policy for the Academy</p> <p>To convene a Governors; Discipline Committee (as required) with at least three LGB members to carry out statutory reviews of decisions made by the Headteacher to exclude pupils from school for a fixed term or permanently.</p>	<p>To prepare a report for Trustees on behaviour across CST.</p> <p>To review the overall pattern of exclusions and behavioural issues and to report on the same to the Trustees</p> <p>To make arrangements for the establishment of Independent Review Panels ensuring that proper training has been provided.</p>	<p>To prepare a behaviour policy for the Academy for review by the LGB.</p> <p>To prepare an exclusion policy for the Academy for review by</p> <p>To exclude pupils for a fixed term or permanently in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and the DfE's statutory guidance on exclusions</p> <p>To ensure that trends or patterns in behavioural issues are appropriately addressed through policies</p>

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Admissions				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To ensure that every year each Academy determines a set of admission arrangements for that Academy that are compliant with the School Admissions Code 2021 (Admissions Code) and the Equality Act 2010</p> <p>To ensure that CST and each Academy complies with the Admissions Code and School Admission Appeals Code 2012 (Appeals Code)</p> <p>To monitor admissions arrangements across CST.</p> <p>To agree with the LGB in advance the consultation including Chorister admissions, publish admissions and determine arrangements as required in accordance with the</p>	<p>To undertake consultation, with the prior approval of the Trustees including Chorister admissions, publish admissions and determine arrangements as required in accordance with the Admissions Code and subject to the Academy admission policy.</p> <p>To notify the local authority each year whether the Academy will participate in its coordinated scheme for in-year admissions in accordance with the Admissions Code</p> <p>To make arrangements for determining admissions and hearing admission appeals in accordance with the Admissions Code.</p>	<p>To provide oversight of and support of the implementation of the admissions arrangements across CST.</p>	<p>To implement the Academy's admission arrangements for the relevant intake To provide direction to the LGB as to requirements under the Admissions Code and Appeals Code.</p> <p>To provide recommendations to the LGB on suitable/appropriate admission criteria for the Academy</p> <p>To make arrangements for determining admissions and hearing admission appeals.</p> <p>To participate in the local admissions forum and in the fair access protocol</p>

	<p>Admissions Code and subject to the Academy admission policy.</p> <p>To review the outcome of any consultations.</p> <p>To take the lead on any legal challenges on Admissions with the Office of the Schools Administrator</p>			
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Pupil related matters				
Members	Trustees	LGB members	Executive	Headteacher
-	<p>To receive a termly report from the Executive regarding standards (to include attendance and pupil premium).</p> <p>To adopt CST-wide Complaints policy and receive reports from the Executive regarding the nature and level of complaints across CST.</p> <p>To hear complaints at the relevant stage.</p> <p>To adopt a CST-wide Attendance policy</p> <p>To oversee the impact of the pupil premium across CST</p> <p>To approve the times of Academy sessions and the dates of Academy terms and holidays</p>	<p>To appoint a Local Governor with a specific focus on pupil premium.</p> <p>To review attendance and pupil absences (as part of the KPI report).</p> <p>To monitor the impact of the pupil premium in the Academy.</p> <p>To appoint an independent Complaint Panel consisting of at least three members, at least one of which must be independent of the running and management of the Academy, to hear complaints at the relevant stage</p>	<p>To monitor the levels of attendance in the Academies and the use of home-Academy agreements and report termly to the Trustees.</p> <p>To review the level of complaints across CST in order to identify trends/ patterns and make recommendations</p> <p>To hear complaints at the relevant stage, where appropriate/required</p> <p>To monitor the impact of the pupil premium across CST.</p> <p>To review the nature and level of complaints across CST.</p>	<p>To maintain a register of pupil attendance and follow local procedures in respect of non-attendance.</p> <p>To report on attendance and pupil absences (as part of the KPI report)</p> <p>To review and maintain home-Academy agreements</p> <p>To ensure effective deployment of the Pupil Premium and to monitor its impact.</p> <p>To implement the Academy's complaints policy</p> <p>To investigate formal complaints at the relevant stage</p> <p>To propose the times of Academy sessions and the</p>

				<p>dates of Academy terms and holidays</p> <p>To ensure that the Academy meets for 380 sessions in an Academy year unless otherwise agreed by the Trustees</p>
Information management				
Members	Trustees	LGB members	Executive	Headteacher
-	<p>To adopt CST-wide and Academy level data protection policies and procedures to cover all aspects of compliance including:</p> <ul style="list-style-type: none"> ● cyber security and other types of information security risk; ● the requirement to notify individuals as to how information is to be used; and 	<p>To ensure the effective implementation of the data protection policies and procedures of CST and Academy.</p>	<p>To ensure the publication of CST information, including electronic communication, including web pages, are up to date (including in line with the requirements of the Academy Trust Handbook)</p> <p>To ensure compliance with all data protection legislation and good practice across the Academies.</p> <p>To support the individual academies compliance and</p>	<p>To ensure the publication of Academy information, ensuring that all electronic communications, including web pages, are up to date (including in line with the requirements of the Academy Trust Handbook)</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p>

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	<ul style="list-style-type: none"> on the matter of safe storage. 		<p>cyber security risk mitigation strategies</p> <p>To maintain accurate and secure staff records for the Executive</p> <p>To ensure registration with the Information Commissioner's Office is up to date.</p> <p>To ensure Executive staff are appropriately trained and to support the implementation of staff training at Academy level</p>	<p>To ensure compliance with all data protection legislation and good practice in the Academy.</p> <p>To ensure staff are trained at an appropriate level including on cyber security</p> <p>To implement cyber security risk mitigation strategies in accordance with CST level requirements (unless approval is given for Academy specific deviations)</p>
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Staffing				
Members	Trustees	LGB members	Executive	Headteachers
-	<p>To define any overarching management structures across CST and budget</p> <p>To adopt CST- wide staff policies and procedures.</p> <p>To appoint and dismiss the EP, Finance Director, Company Secretary and Governance Professional.</p> <p>To ensure there are robust procedures in place for determining levels of executive pay</p> <p>To approve the contract of employment of the EP, Finance Director, Headteachers and the Governance Professional</p>	<p>In consultation with the Executive and the Headteacher, to approve the teaching staff structure for the Academy.</p> <p>To hear appeals in line with the CST – wide appeals policy</p> <p>To hear appeals under the disciplinary, capability and grievance procedures</p> <p>To provide input and attend performance management review and performance management target setting of the Headteachers</p> <p>To provide input on the recruitment of Headteachers</p>	<p>In consultation with the Trustees to determine and appoint the senior leadership for each Academy</p> <p>To determine the teaching and non-teaching structures for each Academy</p> <p>To advise the Trustees on suitable CST-wide policies and procedures and to ensure their effective implementation.</p> <p>To monitor and review staffing changes across CST.</p> <p>To appoint, suspend and dismiss members of the executive leadership team (save as reserved to the Trustees).</p>	<p>To determine teaching staffing requirements within each Academy and budget.</p> <p>To implement the CST-wide policies and procedures in the Academy.</p> <p>To appoint teaching staff</p> <p>To appoint non-teaching staff</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Executive.</p> <p>To conduct the performance management of staff in the Academy.</p>

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	<p>To appoint (in consultation with the Executive Principal and the LGB), suspend and dismiss the Headteachers in consultation with the CST-wide Policy</p> <p>To conduct the performance management review of the EP, and the Governance Professional.</p> <p>To support the EP in the performance management of the Finance Director [and any other senior executive posts].</p> <p>To agree a procedure for whistleblowing</p> <p>To ensure there is one Trustee and one member of staff nominated within CST as a point of contact for any whistleblowing concerns</p>	<p>To appoint a local Governor with a specific focus on staffing.</p>	<p>To appoint (in consultation with the Trustees and LGB), suspend and dismiss the Headteachers in consultation with the CST-wide Policy</p> <p>To conduct the performance management of Headteachers.</p> <p>To ensure all staff are aware of the whistleblowing procedure</p> <p>To ensure all staff are aware of the nominated whistleblowing staff member</p>	<p>To approve applications for early retirement, secondment and leave of absence.</p>
Health and safety				
Members	Trustees	LGB members	Executive	Headteachers

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	<p>To adopt a CST wide level health and safety policy</p>	<p>To appoint a Local Governor with specific focus on Health & Safety.</p> <p>To adopt a health and safety policy for the Academy (in line with the CST-wide policy).</p> <p>Review and support the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p>	<p>To propose a CST-wide health and safety policy for the Trustees' approval.</p> <p>To monitor and support the implementation of the CST-wide health and safety policy.</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Headteacher.</p>	<p>To prepare a health and safety policy for the Academy (in line with the CST-wide policy) for adoption by the LGB.</p> <p>To monitor the accident book and agree appropriate actions.</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p>
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Premises				
Members	Trustees	LGB members	Executive	Headteacher
	<p>To review and maintain a buildings strategy and asset management planning arrangements as stated in the CST Financial Regulations Policy</p> <p>To determine a CST prescribed Academy level lettings policy</p> <p>To ensure that each Academy has determined an accessibility plan in accordance with the</p>	<p>To review and comply with the Academy's buildings strategy and asset management planning arrangements</p> <p>To adopt a lettings policy for the Academy to reflect local practices and Academy specific risk factors (in line with the CST prescribed policy), and review its implementation</p> <ul style="list-style-type: none"> To adopt an accessibility plan for the Academy in 	<p>To prepare a buildings strategy and asset management planning arrangements as stated in the CST Financial Regulations Policy</p> <p>To review the Academies' buildings strategy and asset management planning arrangements</p> <p>To propose a CST prescribed Academy level lettings policy for the Trustees' approval</p>	<p>To review security of premises and equipment</p> <p>To prepare a buildings strategy and asset management planning arrangements</p> <p>To implement the lettings policy for the Academy, where applicable</p> <p>To draw up, agree with the LGB and monitor an accessibility plan for the Academy in accordance with the requirements of the</p>

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	requirements of the Equality Act 2010	accordance with the requirements of the Equality Act 2010	To support the Headteachers as required on the preparation of an accessibility plan in accordance with the requirements of the Equality Act 2010	Equality Act 2010 in discussion with the Executive
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