

	Operational Task	Members	Diocesan Education Service	Board of Directors (inc sub-committees)	CEO (Delivered through Exec and central teams)	Local Governing Bodies	Executive Principals / Principals	Annexe Note	Review cycle eg annually, termly etc	Bishop's Directives Reference	Trust Descriptors Reference
	Section A: Vision, ethos, compliance and strategy										
A1	Set MAC vision, values and strategy		Informed	Accountable	Responsible	Informed	Informed			1	Governance & Leadership
A2	Set individual school vision, values and strategy in line with the overall MAC vision			Accountable	Provide Assurance	Responsible	Responsible			1	Governance & Leadership
A3	Set individual school improvement plan in line with MAC priorities			Accountable	Provide Assurance	Responsible	Responsible				School Improvement
A4	Ensure compliance with equalities legislation			Accountable	Responsible	Responsible	Responsible				Governance & Leadership
A5	Establish and appoint board committees as required by the Academy Trust Handbook			Accountable							Governance & Leadership
A6	Appoint Lead Directors for Catholic Life, Safeguarding, Health and Safety and SEND			Accountable							Governance & Leadership
A7	Identify the skills and experience the Board needs to effectively discharge its responsibilities		Informed	Accountable							Governance & Leadership
A8	Establish structure of local governance layer		Consulted	Accountable				A8 Note		17 & 32	Governance & Leadership
A9	Appoint and remove foundation Directors		Responsible	Consulted				A9 Note			Governance & Leadership
A10	Appoint and remove foundation Governors		Responsible					A10 Note			Governance & Leadership
A11a	Appoint co-opted Directors		Consulted	Accountable				A11 Note			Governance & Leadership
A11b	Remove co-opted Directors	Responsible	Consulted	Accountable				A11 Note			
A12	Appoint and remove co-opted Governors		Consulted	Consulted	Consulted	Accountable		A12 Note			Governance & Leadership
A13	Remove staff or parent Governors		Consulted	Accountable		Consulted		A13 Note			Governance & Leadership
A14	Business Continuity Plan (MAC level)			Accountable	Responsible						Finance & Operations
A15	Business Continuity Plan (Individual school level)			Accountable	Provide Assurance						Finance & Operations
A16	MAC wide policies (statutory and non-statutory)			Accountable	Responsible			A16 Note			Governance & Leadership
A17	Individual school level policies (statutory and non-statutory)			Accountable	Responsible	Responsible	Responsible	A17 Note			Governance & Leadership
A18	MAC safeguarding practices, with regard to statutory guidance			Accountable	Responsible	Responsible	Responsible	A18 Note			Governance & Leadership
A19	Compliance with regulatory requirements for looked after children			Accountable	Responsible	Responsible	Responsible	A19 Note			Governance & Leadership
A20	SCR compliance			Accountable	Responsible	Responsible	Responsible	A20 Note			Governance & Leadership
A21	Determine admissions policies		Consulted	Accountable	Responsible	Responsible	Responsible	A21 Note		6, 7, 8, 9 & 10	Governance & Leadership
A22	Attend inspections (Ofsted, CSI)		Informed	Accountable	Responsible	Responsible	Responsible				Governance & Leadership
A23	Ensure land and buildings are maintained and fit for purpose.		Consulted	Accountable				A23 Note		22 & 29	Finance & Operations

	Operational Task	Members	Diocesan Education Service	Board of Directors (inc sub-committees)	CEO (Delivered through Exec and central teams)	Local Governing Bodies	Executive Principals / Principals	Annexe Note	Review cycle eg annually, termly etc	Bishop's Directives Reference	Trust Descriptors Reference
A24	Develop and implement a MAC wide Estates strategy		Informed	Accountable	Responsible						Finance & Operations
A25	Establish and review asset management plan			Accountable	Responsible			A25 Note			Finance & Operations
A26	Statutory compliance with regulations, guidance and policies relating to Health and Safety, premises and accommodation		Informed	Accountable	Responsible	Responsible	Responsible	A26 Note		30	Finance & Operations
A27	Statutory compliance with regulations, guidance and policies relating to the running of a Charitable Company, eg information shared with Companies House, GIAS and MAC and school website		Informed	Accountable	Responsible						
	Section B: Educational performance and staff performance management										
B1	Set MAC approach to curriculum and assessment, with regard to Religious Education, Catholic Life, Collective Worship, Relationships and Sex Education		Informed	Accountable	Responsible			B1 Note		21, 23, 24, 26, 27 & 28	High-quality and inclusive education
B2	Set MAC approach to all other areas of curriculum and assessment, with regard to statutory requirements, not mentioned above			Accountable	Responsible			B2 Note			High-quality and inclusive education
B3	Deliver Early Years Foundation Stage (EYFS), in line with statutory requirements			Accountable	Responsible	Provide Assurance	Responsible				High-quality and inclusive education
B4	Production, analysis and review of data at MAC level			Accountable	Responsible			B4 Note			School Improvement
B5	Production, analysis and review of data at individual school level			Accountable	Responsible	Provide Assurance	Responsible				School Improvement
B6	Deliver careers guidance, with regards to statutory requirements			Accountable	Provide Assurance	Provide Assurance	Responsible				High-quality and inclusive education
B7	Ensure compliance with SEND Code of Practice			Accountable	Responsible	Provide Assurance	Responsible	B7 Note			High-quality and inclusive education
B8	Suspensions and exclusions and compliance with statutory guidance			Informed	Provide Assurance	Accountable	Responsible	B8 Note			High-quality and inclusive education
B9	Appointment to reserved posts (CEO, First in charge of school, Second in charge of school, PICCLs - Person in Charge of Catholic Life, Head of RE, Lay Chaplain and any other role within the MAC that leads on the provision of Catholic Life and Mission)		Consulted	Accountable	Responsible			B9 Note		11, 12, 13, 14 & 32	Workforce
B10	Individual school staff appointment (other than for reserved posts) with regard to statutory requirements			Accountable	Consulted						Workforce
B11	Central and Exec team staff appointments with regard to statutory requirements		Consulted	Accountable	Responsible			B11 Note			Workforce
B12	Staff dismissal (for reserved posts) with regard to statutory requirements		Consulted	Accountable	Responsible	Consulted		B12 Note			Workforce

	Operational Task	Members	Diocesan Education Service	Board of Directors (inc sub-committees)	CEO (Delivered through Exec and central teams)	Local Governing Bodies	Executive Principals / Principals	Annexe Note	Review cycle eg annually, termly etc	Bishop's Directives Reference	Trust Descriptors Reference
B13	Staff dismissal (other than for reserved posts) with regard to statutory requirements			Accountable				B13 Note			Workforce
B14	Staff dismissal (central and exec team) with regard to statutory requirements		Informed	Accountable	Responsible			B14 Note			Workforce
B15	HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment, Staff CPDF, Staff Welbeing)			Accountable	Responsible	Provide Assurance	Responsible				Workforce
B16	Performance Management of the CEO			Accountable							Workforce
B17	Performance Management of the Executive Leadership Team			Accountable	Responsible						Workforce
B18	Performance Management of first in charge within a school setting			Accountable				B18 Note			Workforce
B19	Performance Management of other school staff			Accountable	Provide Assurance	Provide Assurance	Responsible				Workforce
	Section C: Financial performance										
C1	Ensure CEO is MAC accounting officer			Accountable							Governance & Leadership
C2	Set delegated authority limits for financial transactions			Accountable				C2 Note			Finance & Operations
C3	Establish controls framework including internal audit			Accountable				C3 Note			Finance & Operations
C4	Annual Budget and 3 year forecast			Accountable	Responsible			C4 Note	Annually	18, 19 & 21	Finance & Operations
C5	Monthly management accounts and forecasts			Accountable	Responsible		Responsible	C5 Note			Finance & Operations
C6	Manage cash position			Accountable	Responsible			C6 Note			Finance & Operations
C7	Monitor pupil premium spend inc. NTP and PE and sport premium			Accountable	Responsible		Responsible	C7 Note			High-quality and inclusive education
C8	Appoint external auditor	Accountable	Consulted	Responsible				C8 Note			Governance & Leadership
C9	Annual report and accounts, with regard to accounts consolidation exercises required by DfE	Informed	Informed	Accountable	Responsible			C9 Note			Finance & Operations
C10	Manage conflicts of interest and related party transactions			Accountable	Responsible	Responsible		C10 Note			Governance & Leadership
C11	Ensure compliance with ESFA requirements			Accountable	Responsible						Governance & Leadership
C12	Ensure adequate insurance cover is in place inc. relevant approvals on indemnities			Accountable	Responsible			C12 Note			Finance & Operations
C13	MAC Risk register			Accountable	Responsible			C13 Note		21	Finance & Operations
C14	Individual school risk register			Accountable	Provide Assurance	Provide Assurance	Responsible	C14 Note			Finance & Operations