



The  
**Pope Francis Catholic**  
Multi Academy Company

## Scheme of Delegation 2023 - 2024

### Background and Approach

This document outlines delegated responsibilities for the key governance tiers of The Pope Francis Catholic Multi Academy Company (PFMAC). It sits alongside but does not seek to replicate information contained in other key documents such as the Articles of Association, scheme of delegation of financial authority, policy schedules and the PFMAC Governance Handbook. Under the Articles of Association the Directors are responsible for producing this Scheme of Delegation and ensuring it is adhered to within the organisation.

The purpose of the Scheme of Delegation is to provide clarity on the role and responsibilities of those who contribute to the governance and oversight of the PFMAC and its Schools. All those with governance and management responsibilities must be familiar with it so appropriate steps can be taken to ensure sufficient and proper challenge of those with leadership responsibilities, regarding performance of the schools and financial stability within the MAC.

### Vision and Values

The Pope Francis Catholic Multi Academy Company is the family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in everyone by being a beacon for Catholic education in Oxfordshire.

Our key principles are 'solidarity' (we are all responsible for each other) and 'subsidiarity' (allowing people to be able to contribute to decision-making at all levels).

This is reflected in the following expectations:

- The MAC Directors and all staff and Governors at all schools within the MAC take collective responsibility for all our children.
- Schools and the MAC Directors will work in partnership with families and parishes to promote strong, positive links within the wider community.
- All MACs in the Archdiocese of Birmingham will work together with the Diocesan Education Service (DES) to ensure that best practice is available to all and where support is needed it is readily available, creating an environment where schools work together for mutual support and the benefit of all our children.
- No individual school will be left in a vulnerable position.
- Unity will be maintained across the Archdiocese of Birmingham under the authority and direction of the Archbishop and those acting on his behalf, and all schools will strive to provide the best possible Catholic education for all children.

## Governance Model

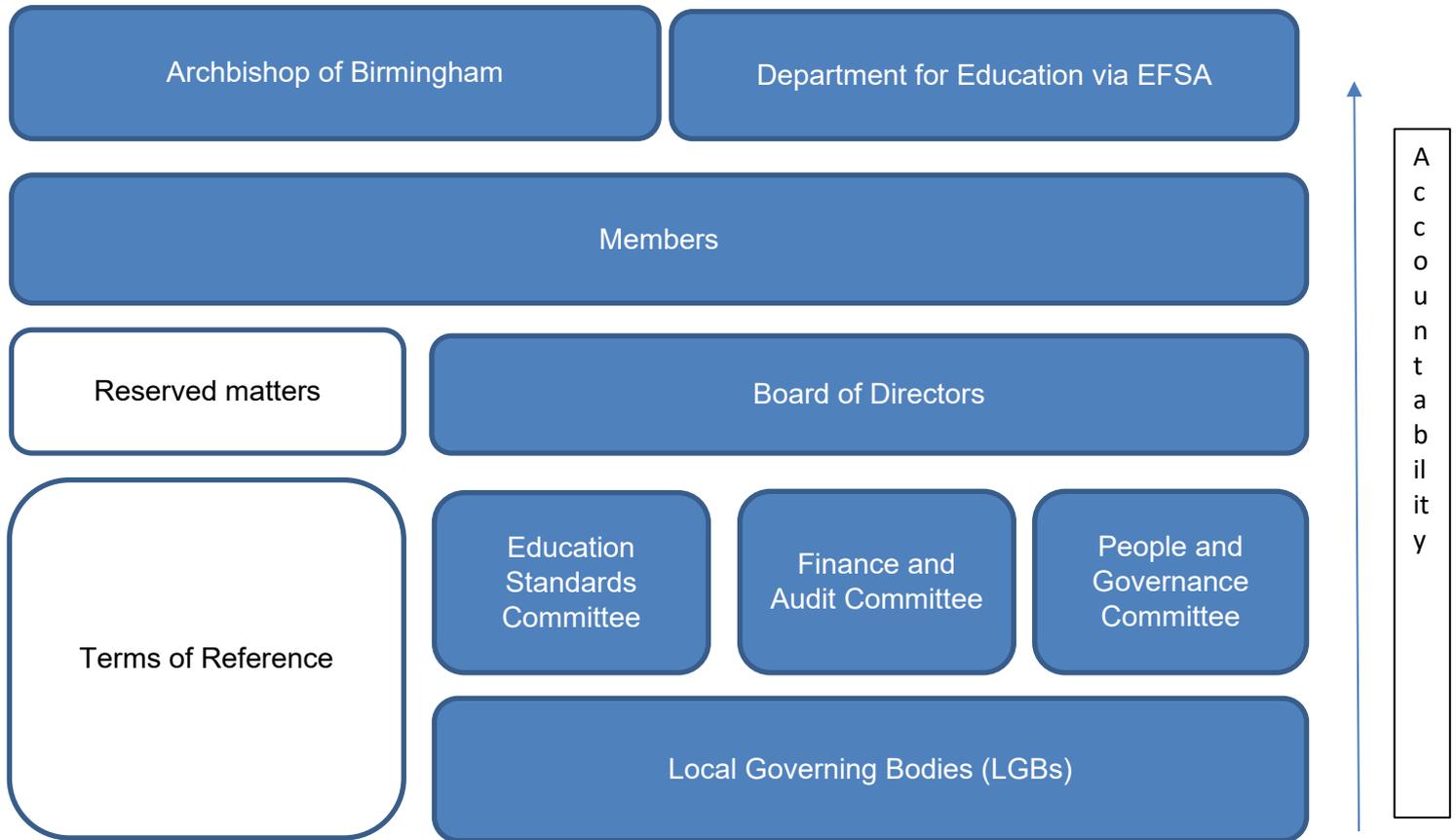
The Pope Francis Catholic Multi Academy Company (PFMAC) is a multi-academy Trust and company limited by guarantee. Details of Members, Directors and senior staff, including business interests and attendance at meetings, can be found on the PFMAC website.

The PFMAC has set up a governance model that ensures clear and non-duplicative roles and responsibilities within the overall governance structure. There is clear separation between Members and Directors, and Executive and Non-Executive.

The PFMAC's governance structure is as follows:

- **Archbishop of Birmingham:** is responsible in Canon Law for the provision of Catholic education within his Diocese. He appoints the Members and Directors of the MAC.
- **Members:** the guardians of the constitution (Articles of Association) who ensure the charitable objects are fulfilled. As outlined in the Department for Education's Governance Handbook, members have a strategic 'eyes on, hands off' role. The Members of the Pope Francis Catholic Multi Academy Company are Trustees of the Archdiocese of Birmingham who created the MAC and defined its role to further the Catholic Education mission of the Diocese as objects in the Memorandum and Articles of Association document. Given Members' roles, they are not included in the breakdown of delegations as set out below.
- **Board of Directors** (also known as Trustees under charity law): accountable to the Diocesan Bishop, Members, Secretary of State for Education and the wider community for the quality of the education provided to students and for the appropriate expenditure of public money. The Board holds ultimate legal accountability for all aspects of operational delivery and is required to have systems to assure themselves of the quality, safety and good practice of the affairs of the PFMAC. The Board delegates some responsibility to the Executive Team including for the day to day management of the MAC.
- **Local Governing Bodies (LGB):** accountable to the PFMAC Board, provide a crucial challenge and support role and have some delegated responsibilities particularly for their own school.
- **Senior Catholic Executive Leader (CSEL) with the Chief Financial Officer (CFO):** have delegated responsibilities for operational running at PFMAC level and supporting Schools and governance. The CSEL is the equivalent of the Chief Executive Officer (CEO) and is the Accounting Officer.
- **Support Team:** led by the Executive Team, the Support Team provide advice, guidance, and support to school colleagues across the following areas: educational improvement, operations, finance, HR, and governance.
- **Headteachers:** responsible for the performance and defined operational delivery areas within their own school including oversight of their senior leadership team. Some headteachers may have a wider MAC focused role in addition to their school responsibilities.

## Diagram of Governance Framework



### Structure

The document is divided into three key areas of responsibility and activity. The following levels of delegated power are used throughout:

- **Develop:** have responsibility for developing and supporting proposals, for discussion and approval by the appropriate decision-making individual/ group.
- **Recommend:** will recommend how a particular task should be completed.
- **Consult:** will be consulted as part of the process of completing a particular task
- **Approve:** has primary responsibility for approval, making relevant appointments, determining how the task should be undertaken, setting appropriate milestones or targets and ensuring the task is completed.
- **Deliver:** has responsibility for undertaking particular tasks and reporting on delivery at suitable intervals or to follow agreed policies and procedures.
- **Report:** has responsibility for reporting on the delivery of tasks.
- **Review:** has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately.
- **Informed:** will be informed on progress against agreed decisions or activity.
- **Appoint/Elect:** has responsibility for making a role appointment or electing an individual to a role.
- **Participate:** has responsibility for taking part in specific work activity.

**Audience**

This document is designed for use by key governance stakeholders within the PFMAC as well as externally. It will be made available on the PFMAC website.

**Approval and Renewal**

The Scheme of Delegation will be reviewed annually and approved by the PFMAC Board, so that the roles and responsibilities can be updated to reflect organisational priorities, good practice and updates to requirements or legislation

| Operational area   | Board of Directors   | Board Committees   | Local Governing Bodies  | Catholic Senior Executive Leader (delivered through Executive and Support Teams) | Headteachers  |
|--|--|--|---|--|---|
| <b>VISION, ETHOS AND STRATEGY (including COMPLIANCE)</b> |  |  |   |  |   |
| <b>PFMAC Strategic Framework</b>                         | Develop, approve and review PFMAC Strategic Framework                                |  |   | Develop, deliver and report on PFMAC Strategic Framework                         |   |
| <b>PFMAC Strategic objectives</b>                        | Develop, approve and review strategic objectives                                     | Be informed about PFMAC strategic objectives with regard to financial priorities | Be informed about PFMAC strategic objectives  | Develop and deliver PFMAC strategic objectives and report to Board               | Deliver consistent implementation of PFMAC strategic objectives in own school   |
| <b>Setting PFMAC Culture and Values</b>                  | Develop, approve and review PFMAC culture and values                                 |  | Review school culture, values and ethos to ensure these are in line with the PFMAC vision and Strategic Framework | Develop and deliver PFMAC culture and values                                     | Deliver and report on school culture, values and ethos ensuring these are in line with PFMAC vision and strategic framework |
| <b>School improvement Plans</b>                          | Be informed about individual school improvement plan priorities                      |  | Be informed about and review school improvement plan  | Develop and deliver PFMAC template for school improvement plans                  | Develop, deliver and report on school specific improvement plans  |
| <b>Scheme of Delegation</b>                              | Approve Scheme of Delegation annually  |  | Confirm alignment to PFMAC scheme of delegation annually  | Review and deliver scheme of delegation  | Confirm alignment to PFMAC scheme of delegation annually  |
| <b>Terms of reference (TOR) for Committees and LGBs</b>  | Approve terms of reference for Committees and LGBs, ensure Board operates within TOR | Ensure Committee operates within TOR. Recommend any changes to Board.            | Be informed of LGB terms of reference, ensure LGB operates within TOR   | Review and deliver terms of reference for Board Committees and LGBs              | Be informed of LGB terms of reference   |

| Operational area  | Board of Directors   | Board Committee                            | Local Governing Bodies  | Catholic Senior Executive Leader (delivered through Executive and Support Teams)     | Headteachers  |
|---|--|--|---|--|---|
| <b>Appointment of Directors:</b> <i>Archbishop formally appoints and removes Foundation Directors</i>       |  |  |   | Deliver through support for process and decisions                                    |   |
| <b>Appointment of Chair and Vice-Chair of Directors</b>   | Appoint Chair and Vice-Chair on an annual basis                                      |  |   |  |   |
| <b>Appointment of Chairs of Committees</b>  |  | Elect Chair on an annual basis             |   |  |   |
| <b>Appointment of Local Governors:</b> <i>Archbishop formally appoints and removes Foundation Governors</i> |  |  | Deliver recruitment of Foundation Governors<br>Support the process e.g. through skills audits, induction, buddy support |  | Deliver the appointment process for staff and parent governors, be informed on appointment of all other local governors |
| <b>Appointment of LGB Chair and Vice Chair</b>  | Appoint Chair if LGB is unable to do so.   |  | Elect Chair and Vice-Chair annually.  | Informed about election of Chair.  | Informed about elections of LGB Chairs and Vice-Chairs for their own school   |
| <b>Carrying out disclosure and barring service (DBS) and section 128 checks</b>                             | Participate in DBS and section 128 checks. Be informed about compliance across PFMAC | Participate in DBS and section 128 checks. | Participate in DBS and section 128 checks.  | Deliver DBS and section 128 checks (where relevant) for all MAC staff, and Directors | Deliver DBS and section 128 checks (where relevant) for all school staff, governors and volunteers                      |
| <b>Board of Directors committees or working groups</b>  | Approve any Board committees or working groups                                       |  |   | Deliver through support for the process and decisions                                |   |

| Operational area   | Board of Directors  | Board Committees  | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)  | Headteachers  |
|--|---|---|--|---|---|
| <b>Finance skillset on Board of Directors</b>                                  | Ensure Board has <b>at least</b> one individual with specific relevant skills and experience of financial matters                           | Ensure Finance and Audit Committee has <b>at least</b> one individual with specific relevant skills and experience of financial matters |  | Deliver through support for recruitment and appointment of Directors  |   |
| <b>Setting PFMAC safeguarding practices, with regard to statutory guidance</b> | Be <b>informed</b> about safeguarding compliance across PFMAC and schools, undertake safeguarding training annually including reading KCSIE |   | <b>Approve</b> School Safeguarding Policy. <b>Review</b> safeguarding compliance, undertake safeguarding training annually including reading KCSIE | <b>Develop and deliver</b> PFMAC's safeguarding arrangements, including the 'Prevent' duty. Ensure all safeguarding policies are compliant. | <b>Develop and deliver</b> safeguarding arrangements for own school, including the 'Prevent' duty. Ensure all school level safeguarding policies are compliant. |
| <b>Safeguarding Link</b>   | <b>Appoint</b> Safeguarding Link Director, <b>review</b> PFMAC's safeguarding arrangements, including the 'Prevent' duty                    |   | <b>Appoint</b> Safeguarding Link Governor, <b>review</b> own school's safeguarding arrangements  | <b>Develop and deliver</b> PFMAC's safeguarding arrangements, including the 'Prevent' duty  | <b>Deliver</b> safeguarding arrangements for own school, report to Executive Team and LGB   |
| <b>SEND Link</b>   | <b>Appoint</b> SEND Link Director   | <b>Review</b> PFMAC's arrangements for SEND provision ensuring compliance with SEND Code of Practice                                    | <b>Appoint</b> SEND Link Governor, <b>review</b> school's arrangements for SEND provision ensuring compliance with SEND Code of Practice           | <b>Develop and deliver</b> PFMAC's SEND provision ensuring compliance with SEND Code of Practice  | <b>Deliver</b> SEND provision for own school ensuring compliance with SEND Code of Practice, <b>report</b> to Executive Team and LGB                            |
| <b>Ensuring compliance with equalities legislation</b>                         | Be <b>informed</b> on compliance  |   | <b>Review</b> equalities statement and objectives for own school annually  | <b>Develop and deliver</b> equalities compliance across PFMAC   | <b>Develop and deliver</b> equalities statement and objectives for own school   |

| Operational area          | Board of Directors   | Board Committees  | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)   | Headteachers   |
|---------------------------|--|---|--|--|--|
| <b>Ofsted inspections</b> | Representative from Board of Directors to participate in inspections |   | LGB Chair (or other representative from LGB) to participate in inspection at their own school  | Deliver preparatory training on inspections, and support LGB Chairs and Directors through process of inspection when school is inspected | Lead Ofsted inspection within the school. Ensure relevant stakeholders are informed of the inspection. |
| <b>Admissions</b>         |  |   | Approve admissions policies for their school. Approve ranking of admissions applications and requests for deferred admission. Participate in in-year admissions appeals panels where necessary | Support delivery of admissions policies for each school in line with DfE Admissions Code   | Deliver draft admissions policy and admissions process.  |
| <b>Exclusions</b>         | Participate in PFMAC wide exclusion review panels where necessary    | Be informed about compliance with statutory requirements relating to exclusions | Review exclusion statistics for own school. Participate in PFMAC wide exclusion review panels where necessary  | Develop and deliver compliance with statutory requirements relating to exclusions  | Deliver compliance with statutory requirements relating to exclusions                                  |

| Operational area  | Board of Directors  | Board Committees  | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)  | Headteachers  |
|---|---|---|--|---|---|
| <b>EDUCATIONAL PERFORMANCE AND STAFF PERFORMANCE MANAGEMENT</b>             |   |   |  |   |   |
| <b>Setting and delivering school curriculum in line with PFMAC approach</b> |   |   | Approve and review school curriculum model in line with requirement to ensure 'broad and balanced curriculum' and all relevant government guidance including relationship and sex education (RSE) and collective worship | Consult, review and support Headteachers to deliver for their individual schools  | Develop and deliver for their own school in line with PFMAC wide approach supported by Executive Team |
| <b>Production and analysis of educational data</b>                          |   | Be informed about and review educational performance across PFMAC                                   | Review educational performance for their own school  | Develop, approve and deliver educational data   | Develop and deliver educational data for their own school and report to Executive Team and LGB        |
| <b>Academic results and post-16 destinations</b>                            |   | Be informed about and review at PFMAC level   | Be informed about and review for their own school  | Develop and approve expectations at a PFMAC level. Report individual schools' performance to Board  | Develop expectations and deliver for their own school in line with direction from Executive Team      |
| <b>Pupil Premium and other catch up premiums</b>                            |   | Be informed about impact of PP and other catch up premium spend on pupil performance across schools | Approve and review use and impact for their own school. Appoint Pupil Premium link governor  | Be consulted on, recommend and review across all schools. Report to Board   | Develop, deliver and report on for their own school   |
| <b>Complaints</b>   | Chair of Directors informed of complaints raised with external agencies such as Ofsted / ESFA | Be informed on complaints statistics for all school.  | Participate in complaints process as required by policy. Participate in PFMAC panels where necessary   | Develop PFMAC wide complaints policy and process which is compliant with relevant legislation. Deliver support to schools to ensure compliance with complaints policy | Deliver compliance with PFMAC complaints policy and relevant legislation                              |

| Operational area   | Board of Directors   | Board Committees   | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)                                 | Headteachers   |
|--|--|--|--|--|--|
| <b>Delivering support for looked after children</b>  |  | Be <b>informed</b> about and <b>review</b> performance of these pupils as part of educational data reporting | <b>Review</b> school's arrangements for supporting looked after and formerly looked after children | <b>Report</b> to Board   | <b>Deliver</b> through appointment of designated teacher and <b>report</b> on school's arrangements for supporting looked after and formerly looked after children |
| <b>Stakeholder engagement and voice (staff, pupils, parents, community and other stakeholders)</b> | Be <b>informed</b> on stakeholder engagement and voice                 |  | <b>Review</b> stakeholder voice and engagement for own school                                      | <b>Develop</b> and <b>deliver</b> PFMAC wide stakeholder engagement and voice, <b>report</b> to Board            | <b>Deliver</b> for own school, and <b>report</b> to Executive Team and LGB   |
| <b>Staff structure/ Restructures</b>   | Be <b>informed</b> on for all schools and <b>review</b> at PFMAC level |  | Be <b>consulted</b> on for their own school  | Be <b>consulted</b> on, <b>approve</b> , <b>deliver</b> and <b>review</b> for all schools and PFMAC Support Team | <b>Develop</b> and <b>deliver</b> for their own school in line with PFMAC wide policy supported by Executive Team  |
| <b>Staff training and professional development (CPD)</b>   |  |  | Be <b>informed</b> about, and <b>review</b> impact of, for their own school                        | <b>Approve</b> , <b>deliver</b> and <b>review</b> for all schools and PFMAC Support Team                         | <b>Develop</b> and <b>deliver</b> (supported by Executive Team) for their own school in line with PFMAC strategic framework  |
| <b>Staff appointments and dismissal, with regard to statutory requirements</b>                     | Be <b>informed</b> on approach and compliance                          |  |  | <b>Develop</b> and <b>deliver</b> process and policies for staff appointment and dismissal                       | <b>Deliver</b> through compliance with PFMAC policies  |

| Operational area  | Board of Directors   | Board Committees  | Local Governing Bodies  | Catholic Senior Executive Leader (delivered through Executive and Support Teams)  | Headteachers                                       |
|---|--|---|---|---|--|
| <b>Setting the pay framework including for Executive Team and Headteacher pay</b>             | Review and approve pay framework   |   |   | Develop, deliver and recommend pay framework  |  |
| <b>Performance management and pay of Executive Team</b>                                       | Approve performance management and pay of Executive Team following review of recommendation by People and Governance Committee. Chair of Directors delivers performance management of CSEL with external support | Review recommendations on executive team pay from CSEL      |   | Develop and Deliver through robust evidence based process in line with performance management policy. CSEL to review performance management and pay of Executive Team and make recommendations to People and Governance Committee |  |
| <b>Performance management and pay of Headteachers</b>   |  | Approve Headteacher pay in line with performance management | Recommend headteacher pay through one governor participating in HT performance management process | Develop and Deliver through robust evidence based process in line with performance management policy  | Participate in HT performance management process   |
| <b>Staff appraisal and performance management (excluding Headteachers and Executive Team)</b> | Be informed of performance management policy   |   | Approve pay progressions on advice of Headteacher.  | Develop and Deliver appraisal and performance management through robust evidence based process in line with performance management policy   | Deliver in line with performance management policy |

| Operational area  | Board of Directors   | Board Committee | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)   | Headteachers  |
|---|--|-----------------|--|--|---|
| <b>Appointment of Headteachers</b>  | Approve appointment or dismissal of Headteachers. <i>Note: appointment panel will include at least one Director.</i>           |                 | Participate in appointment or dismissal of Headteachers. <i>Note: Appointment panel will include Chair of LGB. Other governors may be involved in other recruitment tasks/activities.</i>                            | Deliver appointment and dismissal of Headteachers. <i>Note: appointment panel will include the CSEL</i>                  |   |
| <b>Appointment of Deputy Headteachers and Assistant Headteachers (senior leadership roles)</b>  | Approve appointment or dismissal of senior leadership roles. <i>Note: appointment panel will include at least one Director</i> |                 | Participate in appointment or dismissal of senior leadership roles. <i>Note: Appointment panel will include up to two members of the LGB. Other governors may be involved in other recruitment tasks/activities.</i> | Participate in appointment or dismissal of senior leadership roles. <i>Note: appointment panel will include the CSEL</i> | Deliver appointment and dismissal of senior leadership roles. |
| <b>Appointment of all other school staff</b>  |  |                 | Participate in appointment or dismissal. <i>Note: a Foundation Governor must be invited to participate in the appointment panel. However, where no governors are available the recruitment process may continue.</i> |  | Deliver and approve appointment and dismissal of staff.       |
| <p>Note: Appointment, dismissal, performance management, disciplinary or grievance procedures for all other PFMAC and schools' staff to be undertaken in line with the levels of delegation set out in the relevant policy.</p> |  |                 |  |  |   |

| Operational area   | Board of Directors  | Board Committees   | Local Governing Bodies                                  | Catholic Senior Executive Leader (delivered through Executive and Support Teams)  | Headteachers  |
|--|---|--|---|---|---|
| <b>FINANCIAL PERFORMANCE</b>   |   |  |   |   |   |
| <b>Executive appointments - CSEL</b>                                 | Develop, recommend, approve and deliver appointment or dismissal of CSEL. |  |   |   |   |
|  | Appoint CSEL as Accounting Officer  |  |   |   |   |
| <b>Executive appointments - CFO</b>                                  | Appoint Chief Finance Officer   |  |   | Deliver process for recruiting and appointing CFO   |   |
| <b>Setting delegated authority limits for financial transactions</b> | Approve financial delegation levels for PFMAC and schools                 | Recommend and review financial delegation levels for PFMAC and schools         | Review compliance of spending limits within own school. | Develop and deliver delegations at school and PFMAC level. Ensure compliance with delegation levels                     | Deliver and ensure compliance with limits for financial transactions for own school. Report to Support Team       |
| <b>Financial Oversight and Controls</b>                              | Approve and be informed of financial oversight and controls processes     | Recommend and review financial oversight and controls                          | Review compliance of financial controls for own school. | Develop and deliver systems and processes at PFMAC level. Report to Board on financial compliance for PFMAC and schools | Deliver financial compliance in line with guidance from Executive Team and report to Executive Team on own school |
| <b>Internal Scrutiny</b>   | Be informed of internal scrutiny programme outcomes and review findings   | Approve annual programme of internal scrutiny as put forward by Executive Team |   | Develop and deliver internal scrutiny programme   |   |
| <b>PFMAC Annual Budget</b>   | Approve budget  | Be consulted on and recommend budget in line with strategic priorities         |   | Develop and deliver budget  |   |

| Operational area  | Board of Directors  | Board Committees  | Local Governing Bodies  | Catholic Senior Executive Leader (delivered through Executive and Support Teams)   | Headteachers   |
|---|---|---|---|--|--|
| School Annual Budgets   |   | Approve and review individual school budgets  | Recommend school budget to the Board of Directors. Review in respect of impact of spend on pupil outcomes | Develop, deliver and review each school budget through scrutiny process  | Develop and deliver school budget with Executive Team  |
| Management accounts and budget forecasts (including cash flow and oversight of cash management) |   | Receive management accounts on a monthly basis. Review as part of each Committee meeting.           | Receive management accounts for own school on a monthly basis. Review at each Committee Meeting.          | Deliver monthly management accounts, ensuring PFMAC cash position is managed robustly                                      |  |
| External auditors   | Be informed of appointment of external auditors by Members                                    | Review recommendation from Executive Team and recommend appointment of external auditors to Members |   | Develop external audit tender and put out for quotes. Recommend external auditors to Finance and Audit Committee           |  |
| Annual Accounts and Directors' Report   | Approve Annual Accounts and Directors' Report   | Review and recommend Annual Accounts and Directors' Report  |   | Deliver annual financial statements in line with ESFA's schools accounts direction (Annual Accounts and Directors' Report) |  |
| Managing conflicts of interest and related party transactions                                   | Participate in annual declarations of interest and related party transactions data collection | Participate in annual declarations of interest and related party transactions data collection       | Participate in annual declarations of interest and related party transactions data collection             | Deliver register of annual declarations of interest and related party transactions   | Participate in annual declarations of interest and related party transactions data collection          |
| Asset and Premises Maintenance Strategy   | Approve Asset and Premises Maintenance Strategy.  | Recommend and review Asset and Premises Maintenance Strategy  | Be informed of any asset and premises maintenance issues affecting own school                             | Develop, deliver and report on asset and premises management for all schools to Board                                      | Deliver and report to Executive Team on any asset and premises maintenance issues affecting own school |

| Operational area  | Board of Directors   | Board Committee   | Local Governing Bodies   | Catholic Senior Executive Leader (delivered through Executive and Support Teams)   | Headteachers   |
|---|--|---|--|--|--|
| <b>Ensuring compliance with health and safety legislation</b> | Be <b>informed</b> on compliance at individual school and PFMAC level.                 | <b>Review</b> health and safety compliance.   | Be <b>informed</b> of and <b>review</b> health and safety compliance at own school. <b>Appoint</b> health and safety link governor | <b>Deliver</b> compliance with statutory requirements relating to health and safety and <b>report</b> to Board                             | <b>Deliver</b> compliance with statutory requirements relating to health and safety. <b>Report</b> to Executive team and LGB |
| <b>New schools joining PFMAC</b>                              | <b>Approve</b> any additional schools and <b>review</b> progress                       | Be <b>consulted</b> on any possible additional schools from financial and educational perspective |  | <b>Develop, deliver</b> and <b>report</b> to the Board on progress for new additional schools  |  |
| <b>Insurance Cover</b>  |  | <b>Review</b> arrangements for insurance cover  |  | <b>Deliver</b> adequate insurance cover in line with legal obligations or have opted in to the schools risk protections arrangements (RPA) |  |
| <b>Risk Register</b>  | Be <b>informed</b> of strategic risks across the PFMAC. Review Risk Register annually. | <b>Review</b> strategic risks across the PFMAC  | <b>Review</b> own school risk register   | <b>Deliver</b> school and PFMAC risk registers   | <b>Develop</b> and <b>deliver</b> school risk register   |

## POLICIES

PFMACs must ensure that they hold - and publish online where required - all relevant policies in accordance with government guidance. PFMAC's Policy Schedule (separate document) sets out the policies in place at our PFMAC and the level of approval for each policy.

Statutory policies are published on our website

School specific policies are available on individual school websites

**At PFMAC, there are two levels of policy:**

1. **PFMAC Policy** - This is a policy that is approved by the Board of Directors or delegated to the Executive Team

2. **School Level Policy** - This is a policy that is set by the school in line with the vision, ethos and values of the PFMAC. Policies will vary from school to school depending on local context. These policies are approved by the LGB.

**Policy setting and approval**

Review and approve PFMAC policies as per policy schedule

Review and approve PFMAC policies as per policy schedule

Review and approve school policies as per policy schedule and LGB terms of reference. Be informed on MAC level policies

Deliver through review and monitoring of policy schedule for MAC level policies

Deliver through review and monitoring of policy schedule for school level policies