

	Trust	Community Governors reporting to Trust	Head	SLT	Teachers	Admin	Families
People	Designated lead Safeguarding lead Bursar Trustees	Elected Chair Curriculum lead Fabric and maintenance lead Teacher representative Parent representative Trustee	Head Deputy head	Safeguarding lead Exams officer and communication Data Manager Head of Infants	EYFS KS2 KS3 and KS4 Subject teachers	Front Officer and playground supervisor Administrator Book Keeper	
Responsibilities and Accountability	Uphold Christian Ethos and Values, British Values, Safeguarding of Children, Health and Safety and pray regularly for the school.						
	Direction of school	Contribute to evaluation of Head	Uphold Staff code of conduct				Participate in meetings and envisioning events
	Ratify policies	Contribute to evaluation of implementation of policies and procedures	Drafting of policies and agreeing procedures		Implementing Teaching Standards	confidentiality and efficiency	Maintain communication with the school and participate through elections, viewing policies, responding to consultations and act as a critical friend
	Manage legal framework with respect to Company House, the Charity Commission, HSE, Ofsted and the DfE		Manage and implement policies and procedures	Implement policies and procedures			
	Annual Audit of policies and procedures			Monitor and report on policies and procedures			
	Review Staff Appraisals		Appraisal of teaching staff and decide and plan training needs		Peer mentoring		
	Set wage levels, review pay policy and correspond with staff. Appoint Community Governors members.	Contribute to the evaluation of the educational effectiveness of school Evaluate curriculum	Evaluate pupil progress Develop school curriculum			Represent school to parents and visitors	
			Manage pupil behaviour and welfare		Implement National Curriculum		
			Interpret and share DfE and Ofsted Policy				Report pupil progress to Head and SLT
	Evaluate safeguarding effectiveness		Report on progress, welfare and pupil behaviour to Trustees		Report on Safeguarding to trustees	Carry out Health and Safety Checks	
Report on Safeguarding to trustees			Termly pupil welfare questionnaire				
Appoint staff	Interview candidates	Selection of staff and manage staff induction		Promote the school through open days	Implement staffing and admission processes	Ensure full and correct records are provided to the school of all health, behavioural and educational problems	

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	Set fees and decide bursaries and correspond with parents	Pupil admissions and leavers				Banking and Petty cash	Pay fees and invoices in good time and maintain correct standing orders
	Secure funding and set budget	Evaluate spending	Manage budget				
	Maintain and develop the fabric of the building, seek permissions, risk assess and delegate and monitor completion	Represent stakeholder voices to trustees	Parent Voice Questionnaire	Pupil voice subject questionnaires	Manage resources	Manage suppliers and reporting on deliveries	Participate in cleaning and maintenance days and work safely.
	Arbitrate Complaints		Initiate Complaints procedure	Maintain professional relations with stakeholders. Keep records of incidents and concerns expressed. Not engage with social media in a way that discredits the school.			To maintain discretion and not misrepresent the school especially on social media.