

| | 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. |