An Daras Multi Academy Trust

ADMAT Governance Division of Responsibilities

**PERSONNEL**
- Performance Management (Cycle/SLT/ Central Staff)
- Recruitment and appointments
- Staffing levels
- Staff non-negotiables
- Salary progression and pay policy
- Job descriptions

**PLANNING (FINANCIAL)**
- Budgets 3 year
- In year budget monitoring & management (all schools and central)
- Funding agreements
- Internal and External audit
- Compliance
- Payroll Expenditure

**PLANNING (STRATEGIC)**
- MAT Risk Register
- MAT Improvement Plan
- MAT Vision and Ethos
- MAT Growth
- SIAMS/Christian Character
- MAT data – allocation of resources & improvement officers

**PROPERTY**
- Estate and premises management/maintenance
- Capital projects
- Contracts/Insurances
- Asset management
- Meals/nutrition
- Educational services

**STANDARDS**
- School level risks
- Improvement Plan
- Progress & Attainment
- OFSTED compliance
- Curriculum
- PPG Provision & Impact
- PE Impact
- SEND
- School website compliance
- Policy Implementation
- Data protection

**STAKEHOLDERS**
- Performance Management
- Recruitment
- Engagement with parents
- Admissions
- SEND local offer

**SAFEGUARDING**
- Child protection
- SCR
- KCSiE
- H&S (only where it affects safeguarding)
- Discipline and behaviour
- Exclusion

**PROTECTION**
- Safeguarding policy and oversight
- Health and Safety
- Fire and Asbestos
- Business Continuity

**SINGULARITY***
- Vision and Ethos
- Church ethos
- SIAMS
- Collective worship

*Synonymous with uniqueness, individuality and distinctiveness

**STAKEHOLDERS**
- Performance Management
- Recruitment
- Engagement with parents
- Admissions
- SEND local offer

**LGAB**
- Performance Management
- Recruitment
- Engagement with parents
- Admissions
- SEND local offer

**Red – regularly**
**Blue – annually**
**Green – as and when**