



Delegation Planner

The delegation planner details the legal responsibilities that the Lighthouse Federation Governing Board and subsequent committees have, as well as wider responsibilities that are fundamental to ensure we have effective governance across the federation.

This planner is to support all Lighthouse Federation Governors, Head Teachers and Associate's about how tasks are delegated to ensure the governing body fulfils its duties.

Date Approved	16th September 2024	
Chair of Lighthouse Federation	Adam Hicken	<i>Adam Hicken</i>
Chief Operating Officer	Paul Drew	<i>Paul Drew</i>

Key:

A: Action

C: Consultation (in some cases this results in a recommendation)

D: Decision Required

R: Responsible for: to be noted for information or scrutiny

Vision & Values



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
To determine and champion the vision, mission, values, ethos and educational character for the whole Federation ensuring a focus on school improvement and the social, emotional and physical wellbeing of all pupils, staff and the wider school community [D, C]							
Implement character, ethos & vision in line with Federation priorities at school level [A]							
Provide support and continuous professional development to embed the vision values and ethos into the day-to-day operation of the setting. [A]							
Draft, present and review the Federation vision to ensure it meets the changing circumstances for the Federation and individual schools [A, C]							
Determine own LLSC vision in line with the Federation vision and retain effective oversight and challenge [C, R]							

Strategic plans, development and improvement priorities and evaluations




	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Responsible for responding to all educational performance and inspection activities= (incl. Ofsted inspections, audit reports etc.) in line with requirements & good practice [A, D]							
Approve Federation objectives, KPIs, evaluation & development plans [C, D]							
Receive & consider school SIP reports & KPIs in line with Federation priorities [R]							
Receive & consider School Development Plans in line with school current priorities.							
Review and recommend school evaluation & development plans in line with Federation priorities for approval [R]							
Receive & consider school SIP reports & KPIs in line with Federation priorities [R]							
Lead the development of school specific action plans arising from a school based inspection report and recommendations (e.g. Ofsted) [A]							
Draft and present Federation objectives, KPIs, evaluation and development plans with key priorities [A]							

Strategic plans, development and improvement priorities and evaluations (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Provide leadership in strategic and financial planning, advising on most effective use of resources [R]							
Draft school specific action plans arising from a school based inspection report and recommendations (e.g. Ofsted) [A]							
Present accurate data & priorities to inform SEF, objectives and KPIs [A]							
Prepare school priorities in line with Federation to inform SEF, objectives, KPIs [A]							
Lead the local preparation for Ofsted or other inspections.							

Risks 	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ownership and oversight of the Federations risk register [D]	■						
Approve school's insurance arrangements [D, A]					■		
Ensure drafting and review of appropriate risk assessments within agreed timescales [A]					■		
Review risk reports and maintain oversight of the school's risk assessment [A]					■		
Monitor accident book, risk assessment [A]							■
Produce Federation risk report [R]				■			
Ensure adequate insurance cover across Federation [A]	■				■		
Produce & ensure appropriate risk reports are available for LFGB [R]							■
Respond to risk recommendations and ensure compliance [A]							■

Structure delegations & appointments



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Approve governance Scheme of Delegation, & Terms of Reference, reviewing at appropriate intervals [D]							
Approve Financial Scheme of Delegation [D]							
Approve and ensure publication of annual governance statement [D]							
Oversee annual governance self-evaluation including <ul style="list-style-type: none"> • Undertaking LFGB 360 • Setting the criteria for LLSC 360s, priorities, work plan, set meeting dates [D] 							
Commission governance roles at LFB level including creation of working groups, committees etc. [D]							
Review Financial Scheme of Delegation and report amendments to LFGB for approval [A]							
Plan & review governor skills, training/ development needs informed by LFGB direction and governance evaluation [C, A]							
Oversee effective systems for governor induction & training [D, A]							

Structure delegations & appointments (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Undertake due diligence of schools wishing to join the Federation [A, R]							
Receive regular updates on governance and ensure all LLSC members attend appropriate training [R]							
Manage effective functioning and reporting to all governance tiers [A]							
Work as a team to facilitate effective running of LLSCs and contribute to Governance link roles, Committees and the LFGB as required [R]							
Develop governor training and development opportunities on an annual basis [A]							
Participate in 360 LLSC evaluation [R]							

Policies



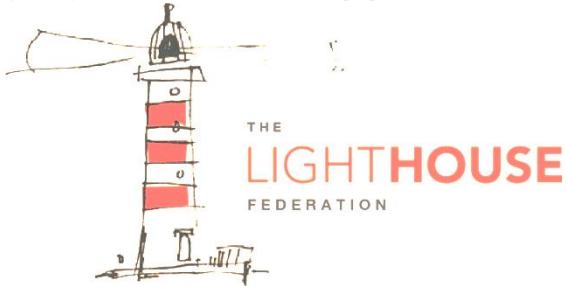
	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ensure compliance with all statutory policy requirements [D]							
Review & amend policies in line with Committee Terms of Reference [R]							
Support LFGB & schools in relation to Federation-wide and school-specific policy requirements including drafting and revising policies [A]							
Monitor implementation of policy framework to ensure compliance [A]							
Tailor Federation policies to school and secure approvals in line with delegations[A]							
Ensure all policies are implemented and audit trails maintained [A]							
Monitor school specific policy requirements [A]							
Ensure implementation of Federation policies at school level [A]							
Monitor the implementation of Federation policies at school level [A]							

Admissions and complaints



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Keep under review school PAN's and admissions criteria [D]]		
Determine Federation approach to complaints, including guidance on complaints management best practice [D]							
Hold complaints and admission appeal panels for the school [R]							
Respond to complaints (unless it's against Headteacher) and admissions including mid-year admissions [A]							
Support process for complaints and admissions [A]							

Ensure compliance with all requirements including contracts & procurement, Disability Discrimination Act (DDA) & Free School Meals [A]



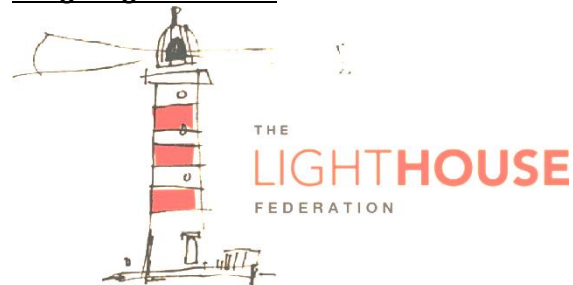
	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ensure school compliance with statutory requirements [R]							
Receive report on school arrangements for INSET days [C]							
Oversee & report to LFGB on Federation statutory compliance [A]							
Ensure & report to LLB on compliance with statutory requirements [A]							
Plan for the allocation of INSET days and report to LLGB [R]							
Review key risks and highlight to LFB [R]							
Ensure adequate systems and policies to provide sustained service quality and development [R]							

Equalities



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ensure all requirements with Public Sector Equality Duty are met across the Federation [A]							
Approve Equality Policy and Objectives [A]							
Set and monitor school Equality Objectives in line with Equality Act [R]							
Monitor Equality Policy at school level and school equality objectives [R]							
Set Equality Objectives at school level and implement equality duties at school level [R]							

Budgeting and Grants



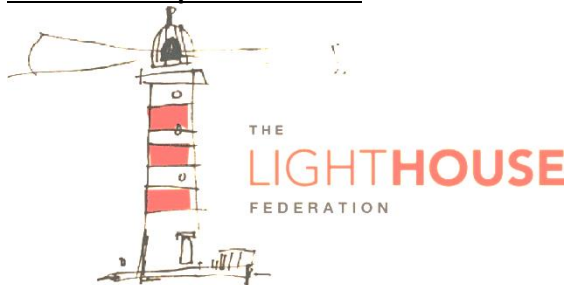
	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Establish and review the financial controls through which all schools within the Federation will operate in line within Walsall Children’s Services Scheme for Financing Schools [D]							
Receive reports of LLSC& LFC to monitor budget and any variances regarding income, expenditure, cash flow [R]							
Approve Federation Recharge Policy [D]							
Retain oversight of Federation & school budgets, income, expenditure, cash- flow variances, report to LFGB and LLGBs [R]							
Gain assurances that the medium term budgets for each school in the Federation is sustainable and provides value for money [R]							
Approve the first budget of the year in line with Federation guidance and Walsall Children’s Services Scheme for Financing Schools [R]							
Review use of, impact & value for money of grants incl. Pupil and Sports Premium, SEND funding [R]							
Monitor school income, expenditure, cash flow, balances, year-end & report to LFB and LFC [C]							

Budgeting and Grants (cont....)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Gain assurances that individual school budgets have been prepared in line with Federation guidance and Walsall Children’s Services Scheme for Financing Schools prior to being presented to LLGB’s.							
<p>Manage school income, expenditure, cash flow, balances, year-end & report to LFGB [A]</p> <ul style="list-style-type: none"> • Expenditure limits for the Head Teacher £5,000 (or such figure as the governors determine) • Virement limits for the head teacher of: <ul style="list-style-type: none"> ○ £5,000 on any individual item (or such figure as the governors determine) • Virement between budget heads of up to £5,000 (or such figure as the governors determine). 							
<p>Leases other than those arranged with the LA up to an annual figure of £1,000 (or such other figure as governors determine).</p> <p>NB Governors are strongly recommended to take appropriate advice before entering into lease agreements</p>							

Financial Compliance & audit



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Take decisions as required regarding reports on school voluntary funds, audit reports, information from LFC & LLSCs [R]							
Ensure financial controls are in place [D]							
Annual review of Federation Register of Business Interests [A]							
Approve LFB expenses in line with Expenses Policy [D]							
Receive reports on school voluntary funds, audit reports & information from LLSCs [R]							
Monitor completion of Federation ROBI and identify any issues [R]							
Approve Conflicts of Interest and Expenses Policies [D]							
Review financial controls and systems, financial procedures and Scheme of Delegation to recommend to LFGB [C]							

Financial Compliance & audit (cont..)




	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Oversee SFVS action plans to share learning across Federation [C]							
Approve Federation policies in relation to financial procedures [D]							
Monitor school voluntary funds, audit reports and report to LFGB and LFC as part of financial controls [R]							
Submit a formal budget plan, approved by the governing body or by a committee of the governing body no later than 1st June.							
Submit a 3-year budget forecast each year to the local authority by 1st June.							
Recommend the write off of debts up to a maximum limit of £2,500. A formal list for write off will then be prepared and actioned. Debts of over £2,500 proposed for write off will be the subject of a report to the Council's Head of Finance.							
Consider school census data [R]							

Financial Compliance & audit (cont..)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
SFVS: confirm review; LLGB member conduct review; consider progress against plans [R, A]							
Receive assurance that all necessarily financial controls are in place [R]							
Ensure compliance of school business management, delivery & contract management [A]							
Maintain school ROBI and raise any conflicts with Chair of LFGB [A]							
Monitor school audit reports [A]							
Commission completion of SFVS and other statutory returns [A]							
Abide by the Council's requirements on financial controls and monitoring and ensure financial controls are in place incl. staff expenses [A]							
In addition to the governors Formal Budget Plan- <ul style="list-style-type: none"> Submit two further returns to the authority which must detail anticipated and actual expenditure and income as at the end of August and December. 							
Implement financial controls and systems agreed by the Walsall Children's Services[R]							

<u>Contracts</u>							
Authorise contracts and payments within agreed limits and budget [D]							
<u>Curriculum Policy</u>							
	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Determine Federation-wide principles in regard to curriculum delivery [D]							
Approve curriculum proposed by each HT (consistent with Federation principles) [D]							
Approve policies relating to relationships and sex education [D]							
Oversee implementation of Federation-wide policies or good practice [A]							
Develop and agree Federation wide principles in regard to curriculum delivery and good practice [A, R]							
Approve school's curriculum policy [D]							

Curriculum Policy (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Review data and reports on progress and KPIs [R]							
Determine SEND & DDA Policies [A]							
Review SEND data [C]							
Ensure curriculum is delivered in line with statutory requirements and agreed policy including daily act of collective worship [A]							
Oversee target-setting process with HT and monitor progress [A]							
Review data and reports on progress and KPIs [R]							
Ensure implementation of SEND & DDA Policies [A]							

Behavior and Exclusions



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Receive anonymised reports on pupil exclusions across Lighthouse Federation settings, reviewing trends and intervention strategies [R]							
Hold Pupil Exclusion Panels as required in accordance with the school's behaviour policy							
Approve the Lighthouse Federation-wide principles for behavior expectations [D]							
Review and suggest amendments for policies relating to pupil behaviour [R]							
Monitor exclusions and attendance [A]							
Prepare policies & statements relating to pupil behaviour for approval [A]							
Prepare school policies (in line with Federation policies) [A]							
Manage decisions on pupil exclusions (fixed term or permanent) [A]							

Safeguarding



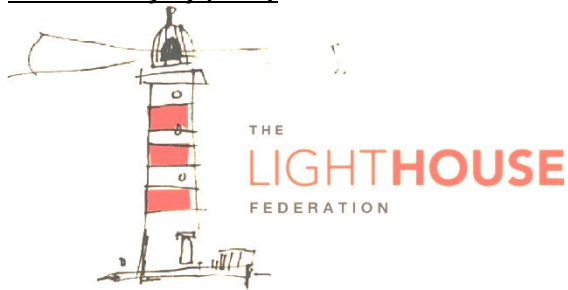
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Responsible for safeguarding in Federation and schools [R]							
To receive Federation Safeguarding Policy							
To ensure all governors are compliant with Safeguarding arrangements							
Determine Federation Safeguarding Policy [A]							
To ensure LLSC are compliant with KCSIE and Prevent Duty							
Ensure implementation of Safeguarding Policy [A]							
Report to LFB on safeguarding matters & procedures [A]							
To implement adequate safeguarding provisions in line with requirements [R]							

Safeguarding (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Report safeguarding matters & procedures as required [A]							
Nominate a designated Member who act as link person for safeguarding [A]							
Undertake SCR audits & review processes and procedures [A]							
Maintain SCR & ensure compliant [A]							
Implement SG, child protection & school trips policies [Aa]							
Maintain lead responsibility for maintaining Single Central Record and safeguarding practice within school [A]							
To ensure adequate safeguarding provisions in line with requirements							

Health & Safety (H&S)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Retain oversight of all health and safety recommendations ensuring compliance [A]							
Agree school Health & Safety policies [D];							
Monitor implementation incl. for premises work, site inspections & implementation of H&S Policy, receive reports e.g. on fire risk assessments [A]							
Prepare school- specific H&S Policy (in line with Federation expectations) [A]							
Monitor implementation of H&S Policy [A]							

Estates



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Approve Federation Lettings Policy and Federation Asset Disposal Policy [D]							
Ensure all schools have a current and compliant accessibility policy							
Review and maintain buildings strategy and asset management plan [R]							
Agree and monitor school accessibility plan [A]							
Prepare school Accessibility Plan [A]							
Monitor & ensure premises & equipment security [A]							
Implement Lettings Policy & approve school lettings according to Policy [A]							

Staff structure, Recruitment, and Appointments and Progress (cont...)



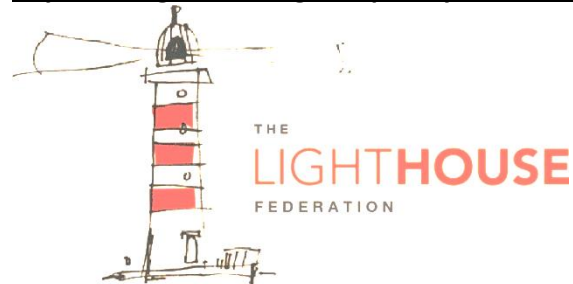
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Determine the processes for appointing, suspending, dismissing Executive Head, HTs Heads of School and DHTs [D]							
Approve Federation staffing policies unless delegated to the LLSC [D]							
Receive reports on perf. management of the Chief Operating Officer & make decisions/ receive reports on other staffing issues in line with policies & delegations [D]							
Approve policies relating to recruitment [D]							
Direct the process by which <ul style="list-style-type: none"> • Head teachers, • Heads of School • Deputy Heads are appointed, suspended or dismissed. (HT appointments to include COO, 1 member of the LFGB, the Chair of the LLSC, the Head if DH appointment, and at least 1 other LFGB governor)							
Approve leadership & management structure or restructure [C];							
Manage recruitment across Federation, ensure compliance incl. safer recruitment [A]							

Staff structure, Recruitment, and Appointments (cont...)



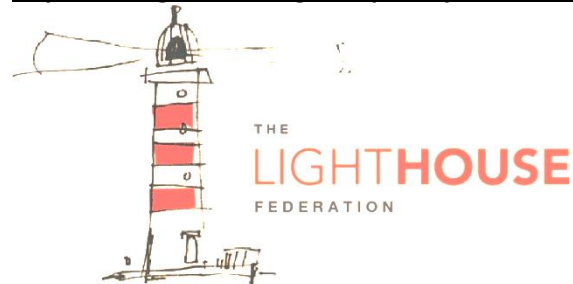
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Participate in Executive Head, HT & DHT appointment [A]							
Liaise with HR services to provide support [S]							
Propose school staffing requirements in line with financial envelope [R]							
Appoint teaching & non-teaching staff to agreed seniority [A]							
Approve <ul style="list-style-type: none"> • Early retirement • Secondment • Leave of absence requests to agreed seniority [A] 							

Pay, Training, Wellbeing Disciplinary & Grievance



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Lead performance management, pay decisions, training and wellbeing of the COO, Executive Heads and Head teachers. [D]							
Hold Staffing Committee meetings in regard to disciplinary and grievance matters relating to the Executive Head teachers, Head teachers and Heads of School [D]							
Approve policies relating to pay [D]							
Approve policies in respect of <ul style="list-style-type: none"> • Discipline • Capability • Staff Conduct • Grievance • Bullying & Harassment • Sickness Absence • Retirement • Maternity, Paternity & Adoption, • Organisational Change, • Stress Management [D] 							
Advise LFGB on Federation policies & procedures to ensure effective implementation [R]							

Pay, Training, Wellbeing Disciplinary & Grievance (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Review performance management, pay, training and wellbeing of all staff up to Deputy Head. [R]							
Ensure robust CPD & perf. management [D]							
Receive reports on perf. management of school staff by HT to agreed seniority and make pay recommendations as appropriate [A]							
Perf. manage staff to agreed seniority; school HTs report to [A]							
Hold Staffing Committee meetings in regard disciplinary and grievance matters relating to Deputy Heads, Assistant Heads and all other school staff. [D]							
Ensure effective oversight of performance management, pay, training and wellbeing of all staff up to Deputy Head. [R]							
Feed into the performance management and pay decisions of the Executive Head/ Head teacher [A]							
Chief Operating Officer to be engaged in perf. appraisals for HTs & Federation leadership team [A]							

Pay, Training, Wellbeing Disciplinary & Grievance (cont...)



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Advise on and monitor HR policies and processes, personnel issues, CPD [A]							
Ensure staff wellbeing [A]							
Ensure well-being of HT and senior leadership [R]							
Suspend or dismiss staff to agreed seniority in line with relevant policies [A]							
Implement Federation policies & procedures [A]							
Map & deliver school CPD opportunities [A]							

Systems and Data Protection



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LStC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ensure compliance for all records management inc. GDPR, DPA 2018, HR, pupil and safeguarding records [R]							
Approve relevant policies incl. Data Protection Policy and online safety policy [D]							
Monitor effective implementation of GDPR, DPA 2018 & Data Protection policies & procedures across Federation [A]							
Ensure effective implementation of GDPR, DPA 2018 & Data Protection Policies & procedures at school level [R]							
Write, review & monitor records management incl. GDPR, pupil, safeguarding & HR records [A]							
Ensure compliance with legislation & good practice across Federation [A]							
Maintain accurate and secure pupil and staff records [A]							
Ensure compliance with legislation & good practice in school [A]							
Respond to specific GDPR complaints [A]							

Communication



	Lighthouse Federation Governing Board (LFGB)	Lighthouse Finance/Resources Committee (LFC)	Lighthouse Standards Committee (LSTC)	Lighthouse Strategy Committee (LSC)	Lighthouse Local School Committee (LLSC)	Chief Operating Officer Executive Heads/ Head teachers	Head teachers/ Heads of School
Ensure effective 2-way communication to and from the Board [A]							
Review and approve Lighthouse Federation wide policies relating to email, websites and social media [D]							
Ensure all school websites compliant with statutory requirements [A]							
Establish & maintain community relationships & ensure channels to respond to feedback [A]							
Draft and initiate website audit to ensure compliance with statutory requirements[A]							
Ensure correct documentation is available on all web sites in relation to [A] – <ul style="list-style-type: none"> • Pupil Premium Grant information • Sport Premium Grant • Any relevant statutory required documentation. 							



Abbreviations & Acronyms

Key	
LFGB	Lighthouse Federation Governing Board
LFC	Lighthouse Finance/Resources Committee
LStC	Lighthouse Standards Committee
LSC	Lighthouse Standards Committee
LLSC	Lighthouse Local School Committee
LHB	Lighthouse Headteacher Board
DFE	Department for Education
COO	Chief Operating Officer
EHT	Executive Head Teachers
HTs	Head Teachers
DHT	Deputy Head Teachers
SDP	School Development Plan
SFVS	Schools Financial Values Standard
ROBI	Register of Business Interests
SCR	Single Central Record
SEND	Special Educational Needs & Disabilities
H&S	Health and Safety