

Directors and Representatives Responsibilities – Summary

Directors	Representatives
Mission	
Overall responsibility	Delegated authority and responsibility
Set aims & objectives	Catholic Life
Set Policy	Day to day running Inc. H&S, curriculum plans and T&L
Set priorities for improvement	Engagement with Parish Priest in relation to formation
Set targets	Communication and relationship building with schools parents
Set and review Strategic Improvement Plan	Community relations
To direct change	Provide evidence, data and feedback to Directors
Establish Local Governing Bodies	Financial management within Academies Financial handbook
Establish MAT-wide committees to ensure a shared vision	Ensure monthly Management Accounts go to Directors
Develop a competitive, collaborative culture to raise standards	Upkeep of school premises/buildings, development and implementation of 5 Year Estates Management Plan
Ensure risk is managed and appropriate insurance is in place	Ensure compliance with insurance policies
Appointment of HT, DH and Head of RE and Chaplain (secondary only)	Appointment and management of other staff in line with procedure
Approval of extended schools/lettings	Assess viability of extended schools/lettings taking into account taxation threshold for earned income