

Roles and Functions Matrix – October 2020

Core Values

- The learner is at the heart of all we do;
- A belief in the ability of all pupils and a relentless focus on high expectations, achievement and excellent academic progress for all;
- The value of creativity in the curriculum that allows the development of broader skills and attributes including those less easy to measure;
- Support for all who work in our schools, linked to professional development opportunities, promoting success for learners in the trust;
- A commitment to partnership with families and the wider community;
- The promotion of community cohesion, citizenship and mutual respect;
- An emphasis on the importance of transitions between education settings and the creation of a seamless learning journey;
- The trust will follow a moral approach, based on inclusive educational values.

Mission

To foster a spirit of optimism, aspiration and achievement within children and young people by setting and delivering on high expectations.

Focus on enabling stakeholders and professionals in trust schools that serve the different religious, ethnic and cultural communities making up Bradford to share experience and skills and offer children a broad community perspective at the heart of their education. This will develop pupils who are well-rounded, socially aware, skilled citizens, proud to build a magnificent future for their area.

To use the real and deep expertise in the primary phase to make a significant contribution towards improving schools in the trust and locality by building a collaborative community of practitioners with outstanding expertise across all areas.

Vision

Effectively led schools working together, sharing resources, experience and skills at many levels that continually develops potential for all children as learners and citizens. We secure this whilst retaining the particular identities and strengths of individual schools; we do not take a standardising or an 'identikit' approach.

Our Charter

We are committed to building success for all our learners, promoting a sense of pride in their identity as citizens of their locality, city and the U.K.

All our young people will become:

- Successful life-long learners who enjoy learning, make progress and achieve
- Confident individuals who are able to live safe, healthy and fulfilling lives
- Responsible citizens who make a positive contribution to society

Our learning community will:

- Value, respect and support the individual and collective needs of all learners.
- Provide an education of excellence to enable all learners to make the very best use of their individual talents and abilities.
- Maintain a broad, balanced, creative and appropriately challenging curriculum catering for the needs of all students.
- Encourage learners to take pride in their membership of the school community and to contribute to the running of the school.
- Provide and maintain a safe, caring and stimulating physical, social and learning environment.
- Engage with parents, the community and partner schools to improve educational outcomes for all, valuing equally the contribution of all stakeholders to our success.
- Respect, value and celebrate the diversity of local, national and global communities.
- Employ all staff according to national and local authority terms and conditions as a minimum, engaging with relevant professional associations.
- Promote job satisfaction and security and a commitment to ongoing professional development for all staff.
- Share a whole-hearted commitment to well-being for all.

Roles and Functions Matrix

Governance				
Strategic Accountability		Operational Responsibility		
Members	Trustees	Executive Team	LGB Governors	Headteachers
Gill Holland Adeeba Malik OBE Dame Naila Zafar (Chair)	Gareth Davies Rob Freeth Diane Hadwin Louis Harvey (Chair) Tim Richards Pamela Smith Jeremy Townend Mohammed Yaseen Wahid Zaman (CEO)	Wahid Zaman (CEO) Ailsa Hoyland (CFO)	Imran Manzoor - Byron Catherine Cole – Denholme Gareth Logan - Fearnville Rizwan Rehman - Lapage Shabnam Ahsan – Parkwood Barbara Potter - Victoria	Richard O’ Sullivan - Byron Malcolm Campbell - Denholme Andrea Gray - Fearnville Richard Ballantine – Lapage and Parkwood Jane Dark - Victoria

Governance

Members	Trustees	Executive Team	LGB Governors	Headteacher
<p>To review and amend the Articles of Association</p> <p>To hold the Trust to the core values</p> <p>To appoint and remove Members and Trustees</p> <p>To change the name of the Trust</p> <p>To receive an annual report from the Trustees and the CEO on the Trust's performance</p>	<p>To review and amend:</p> <ul style="list-style-type: none"> the Governance Charter the Constitution and Terms of Reference of the Trust Board and sub-committees the Constitution and Terms of Reference of the Local Governing Bodies (including those relating to Transition and Intervention Boards where appropriate) the Terms of Reference for delegation to the Executive Team this Roles and Functions Matrix <p>To determine the Board's Reserved Matters</p> <p>To determine the educational character, mission, vision and ethos of the Trust</p> <p>To develop, review and deliver a 3-year business plan</p> <p>To appoint a Clerk to the Trust</p> <p>To review and approve the policies of the Trust</p> <p>To provide overview, scrutiny and challenge of academy education and financial performance</p>	<p>To attend meetings of the Trustees and to provide reports on the performance of the Trust's academies</p> <p>To support the appointment process for the Clerk to the Trust</p> <p>To secure professional development opportunities and advice on behalf of the Trustees in support of their roles</p> <p>To support the Trustees and the schools in developing and articulating the Trust's vision, and the preparation and delivery of Trust-wide and school specific development plans and policy requirements</p> <p>To drive improvements in the Trust's schools through focused support and challenge of the leadership teams</p> <p>To establish forums for</p> <ul style="list-style-type: none"> Headteachers (Strategic Partnership Group) School Business Managers 	<p>To champion the vision and values in the school and to ensure the spiritual wellbeing of pupils</p> <p>To determine the educational and spiritual character, mission or ethos of a particular school (to the extent that it is not inconsistent with that of the Trust) in collaboration with the Headteacher</p> <p>To ensure that the school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving this vision</p> <p>To nominate for appointment from its number: Chair, Vice-Chair and Local Governors with specific responsibilities for special educational needs, child protection, pupil premium and financial matters</p> <p>To review and amend the policies of the school (in line with any Trust prescribed policy)</p> <p>To implement a means whereby the school can receive and react to pupil, parent and staff feedback</p> <p>To establish and maintain a relationship with members of the local community</p>	<p>To create and implement development plans for the educational character, mission or ethos of a particular school (to the extent that it is not inconsistent with that of the Trust) as determined by the Local Governing Body</p> <p>To attend meetings of the LGB and to provide a Headteacher's report</p> <p>To tailor Trust-wide policies to the school as recommended by the Executive Team</p>

	<p>To establish a forum for Chairs of Local Governing Bodies</p> <p>To ensure there is effective communication between the Trustees and the Local Governing Bodies</p> <p>To ratify the appointment of Chairs to Local Governing Bodies</p> <p>To support the Chairs of Local Governing Bodies on the leadership of their respective Local Governing Bodies</p> <p>To consult with the Local Governing Bodies on any proposals they might have to establish any sub-committees other than temporary, ad hoc sub-committees required to deal with specific issues</p>			
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Curriculum and Standards

Members	Trustees	Executive Team	LGB Governors	Headteacher
<p>To receive an annual report from the Trustees and the CEO on standards</p>	<p>To appoint an education standards committee (Outcome and Accountability)</p> <p>To approve a Trust- wide Curriculum Policy (via the Strategic Partnership Group) ensuring provision of a balanced and broadly based, holistic curriculum entitlement that includes the statutory elements:</p> <ul style="list-style-type: none"> • a prohibition on political indoctrination and a balanced treatment of political issues; and • a written policy on sex and relationship education <p>To approve policies on religious education and collective acts of worship across the Trust</p> <p>To receive a termly report from the CEO regarding standards</p> <p>To review and approve effectiveness of a Trust-wide Strategic Plan.</p>	<p>To develop and oversee the implementation of a Trust- wide strategic plan identifying any areas of concern for referral to the Trustees.</p> <p>To provide oversight of the implementation of the Trust-wide Curriculum Policy</p> <p>To provide a termly report to the Trustees regarding standards</p> <p>To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets</p> <p>To monitor the KPI figures reported from the Headteacher relating to standards</p>	<p>To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy)</p> <p>To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the appropriateness and effectiveness of the curriculum and the sharing of good practice across the school in order to assure genuine inclusion and equal opportunities for all.</p> <p>To develop and approve the School Development Plan, arising out of school and Trust self-evaluation, and monitor the KPI figures reported from the Headteacher relating to standards</p>	<p>To ensure the curriculum is delivered at the school including compliance with any funding agreement requirements</p> <p>To have effective processes for monitoring the quality of teaching and learning, the appropriateness and effectiveness of the curriculum and the sharing of good practice across the school in order to assure genuine inclusion and equal opportunities for all.</p> <p>To make provision for a daily collective act of worship</p> <p>To prepare a draft school Development Plan for approval by the LGB</p> <p>To propose targets and milestones for pupil achievement and progress and monitor against targets</p> <p>To report termly KPI figures to the Executive Team and the LGB relating to standards</p>

Safeguarding				
Members	Trustees	Executive Team	LGB Governors	Headteacher
<p>To receive an annual report on the trust's effectiveness on safeguarding children</p>	<p>To review and approve Trust-wide policies on:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection • Staff Code of Conduct; • Whistleblowing <p>To review and approve a Trust-wide policy regarding school trips</p> <p>Ensure mechanisms are in place to identify and respond to concerns through a review of KPIs across the Trust</p>	<p>To ensure that each school has appointed a designated teacher to support looked after children</p> <p>To make arrangements for safeguarding audits to be conducted by independent personnel</p> <p>To report to the Trustees on the procedures in place for safeguarding and on matters and areas for concern as they arise</p>	<p>To appoint a Local Governor responsible for safeguarding</p> <p>To review and maintain policies on:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection • Staff Code of Conduct; • Whistleblowing <p>(consistent with the Trust-wide policies)</p> <p>To ensure the single central record is maintained and up-to-date</p> <p>To approve off-site visits for pupils of more than 24 hours</p>	<p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance</p> <p>To implement policies on:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection • Staff Code of Conduct; • Whistleblowing <p>(consistent with the Trust-wide policies)</p> <p>To ensure the single central record is maintained and up-to-date</p>
Behaviour				
	<p>To review and approve Trust-wide best practice and principles for Behaviour Policies</p> <p>To review the use of exclusions across the Trust</p> <p>To convene a committee to review any appeals for exclusion of a pupil within a Trust school</p> <p>To ensure mechanisms are in place to identify and respond to concerns through a review of KPIs across the Trust</p>	<p>To prepare Trust-wide Behaviour principles and best practice for review and approval by the Trustees</p> <p>To review the overall pattern of exclusions and to report to the Trustees</p> <p>To identify any areas of concern for referral to the Trustees</p>	<p>To review and approve, and ensure the implementation of a Behaviour Policy for the school that is compliant with Trust principles</p> <p>To convene a committee to review any exclusion of a pupil</p>	<p>To prepare a Behaviour Policy for the School for review and approval by the LGB that is compliant with Trust principles</p> <p>To exclude a pupil for a fixed term or permanently</p>

Special Educational Needs (SEN)

Members	Trustees	Executive Team	LGB Governors	Headteacher
	<p>To approve a Trust-wide SEN and Disability Discrimination Act Policy</p> <p>To ensure mechanisms are in place to identify and respond to concerns through a review of KPIs across the Trust</p>	<p>To provide oversight of the implementation of the Trust-wide SEN Policy</p> <p>To ensure compliance with the Disability Discrimination Act requirements within the Trust schools, identifying any areas of concern for referral to the Trustees</p>	<p>To appoint a Local Governor responsible for SEN and inclusion</p> <p>To review and maintain the school's SEN Policy that is compliant with the Trust- wide SEN policy.</p> <p>To provide oversight of the implementation of the policy within the school and compliance with the Disability Discrimination Act requirements</p>	<p>To designate a teacher to be responsible for coordinating SEN provision</p> <p>To liaise with the local authority in respect of students who have (or might have) SEN</p> <p>To make provision for SEN pupils with or without a statement or Education, Health and Care plan</p> <p>To ensure compliance with the Disability Discrimination Act requirements within the school</p>

Admissions (to be managed through a SLA with the LA)

Members	Trustees	Executive Team	LGB Governors	Headteacher
	<p>To review and approve a Trust-wide Admissions Policy</p> <p>To ensure that the impact of any proposed changes to a Trust school's admission arrangements are considered in light of the other schools in the Trust</p>	<p>To propose a Trust-wide Admissions Policy for review and approval by the Trustees</p> <p>To provide oversight of and support of the implementation of the admissions arrangements across the Trust</p>	<p>To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes</p> <p>To ensure effective arrangements are in place for pupil recruitment</p> <p>To contribute to the development of the School Prospectus which reflects membership of the Trust</p>	<p>To have effective arrangements in place to maximize pupil recruitment in line with the pupil admission number</p> <p>To provide direction to the Local Governing Body as to requirements under the School Admissions and Appeals Codes</p> <p>To ensure compliance with the Trust-wide Admissions Policy</p> <p>To make arrangements for responding to admissions and admission appeals.</p> <p>To participate in local admissions forum</p> <p>To ensure participation in the fair access protocol</p>

Attendance and Welfare

Members	Trustees	Executive Team	LGB Governors	Headteacher
	<p>To receive a termly report from the Executive Team regarding attendance and pupil welfare</p> <p>To review and approve a Trust-wide Complaints Policy and receive reports from the Executive Team regarding the level of complaints across the Trust</p> <p>To evaluate the impact of the Pupil Premium across the Trust and its schools</p> <p>To ensure mechanisms are in place to identify and respond to concerns through a review of KPIs across the Trust</p>	<p>To monitor the levels of attendance in the Trust schools and report termly to the Trustees</p> <p>To monitor the impact of the Pupil Premium across the Trust and its schools</p> <p>To review the level of complaints across the Trust</p>	<p>To review attendance and pupil absences for all groups (as part of the KPIs) identifying any trends and reporting to Trustees through the CEO</p> <p>To appoint a Local Governor responsible for statutory grants including the Pupil Premium</p> <p>To monitor the impact of the Pupil Premium in the school</p> <p>To review and approve a School Complaints Policy (consistent with the Trust-wide policy)</p> <p>To hear complaints at the relevant stage</p> <p>To ensure effective arrangements are in place for pupil & parental support and engagement and representation at the school</p> <p>To support the Trust and the Headteacher in the extended school provision in the school</p>	<p>To maintain a register of pupil attendance</p> <p>To report on attendance and pupil absences (as part of the KPIs)</p> <p>To review and maintain Home- School agreements</p> <p>To set the times of school sessions and the dates of school terms and holidays being mindful of Trust priorities</p> <p>To ensure effective deployment of the Pupil Premium and to monitor its impact</p> <p>To provide a School Complaint Policy consistent with the Trust- wide policy for review and approval by the LGB and to hear complaints at the relevant stage</p> <p>To ensure that the school meets for 380 sessions in a School year</p>

Finance

Members	Trustees	Executive Team	LGB Governors	Headteacher
To appoint external auditors to undertake a formal review of the Trust annual accounts, and provide a report on the financial probity of Trust.	To appoint an Accounting Officer	(CEO) To act as the Accounting Officer	To appoint a Local Governor responsible for finance	To ensure the preparation of the annual budget and 3-year forecast for the school with the assistance of relevant central and local staff
	To appoint internal auditors	To prepare the annual budget for the Trust	To approve the annual budget and 3-year forecast for the school	To monitor the income and expenditure of the school
	To sign off the annual accounts	To monitor the income, expenditure, cash flow and balance sheet of the Trust	To monitor the income and expenditure of the school and seek explanation for any variance to budget	To share budget and performance monitoring reports with the Local Governing body, including explanation for any variance
	To scrutinize and approve the annual budget and 3-year forecast for the Trust and its schools	To prepare monthly Management Accounts, including budget and performance monitoring reports for the Trustees, Local Governing Bodies and Headteachers	To approve any significant changes to the annual approved budget for the school on a quarterly basis	To ensure proper financial controls are in place at the school in line with the Trust Financial Procedures
	To approve the Trust Financial Procedures, including the Financial Scheme of Delegation	To ensure proper financial controls are in place and adhered to, through establishing and maintaining the Trust Financial Procedures	To ensure proper financial controls are in place at the school in line with the Trust Financial Procedures	To ensure provision of free school meals to those pupils meeting the criteria through identification of eligible families and supporting the application process
	To appoint a Finance Committee and agree its terms of reference and delegated responsibility	To maintain a Register of Business Interests (of the Executive Team)	To maintain a Register of Business Interests	To authorise and approve staff expenses at the school, in line with Trust policy.
	To monitor the income, expenditure, cash flow and balance sheet of the Trust	To set up and approve staff expenses for other members of the Executive Team	To ensure provision of free school meals to those pupils meeting the criteria	
	To approve any significant changes to the annual approved budget for the Trust and its schools on a quarterly basis	To open bank accounts	To provide statutory information regarding the amount of income, and expenditure of pupil premium funding (including early years pupil premium)	
	To ensure proper financial controls are in place in line with the Trust Financial Procedures			
	To maintain a Register of Business Interests			
To ensure adequate risk, financial and asset management systems are in place across the Trust				

Procurement and Contracts

Members	Trustees	Executive Team	LGB Governors	Headteacher
To approve any service contracts for Trustees	<p>To review and approve a Trust-wide Procurement Policy</p> <p>To set the delegated levels of authority for authorization of contracts, detailed within the Trust Financial Procedures</p> <p>To approve high value contracts in line with the Trust Financial Procedures</p> <p>To scrutinize contracts which constitute related party transaction prior to approval, liaising with the ESFA as appropriate</p> <p>To set up and approve Trustee expenses in line with the Trust Financial Procedures</p> <p>To review opportunities for collaborative procurement across the Trust</p>	<p>To implement the Trust wide Procurement Policy</p> <p>To enter into contracts up to the limits of delegation detailed within the Trust Financial Procedures, and within an agreed budget</p> <p>To make payments to suppliers in line with the Trust Financial Procedures</p> <p>To advise on opportunities for collaborative procurement across the Trust</p> <p>To manage Trust-wide contracts at an Executive level</p>	<p>To enter into contracts up to the limits of delegation detailed within the Trust Financial Procedures, and within an agreed budget</p> <p>To seek authorisation for expenditure above delegated limits from the Executive Team</p> <p>To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Trust for the school</p>	<p>To authorise payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To have processes in place to manage the implementation of Trust-wide contracts at a local level, and escalate serious concerns to the Executive Team as appropriate.</p>

HR and Personnel

Members	Trustees	Executive Team	LGB Governors	Headteachers
	<p>To ensure all HR processes comply with statute and Trust values</p> <p>To define any overarching management structures across the Trust</p> <p>To approve Trust-wide HR policies and procedures for implementation at a local school level.</p> <p>(Chair) To appoint, suspend and dismiss the CEO, in consultation with the Members</p> <p>To appoint, suspend and dismiss the Executive Leaders (CFO, Headteachers), acting through a committee and in consultation with the CEO</p> <p>To provide input as requested by the Executive Team on the recruitment of Headteachers</p> <p>To conduct the performance management review of the CEO (acting through the remuneration committee)</p> <p>To approve Leadership Pay Structures and reviews with consideration to National Conditions of Service Documents and as recommended by the Trust Executive.</p> <p>To act as Panel Members on HR Appeals and Hearings where necessary.</p> <p>To appoint, suspend and dismiss the Company Secretary and Clerk</p>	<p>To review and approve the senior leadership, teaching, and non-teaching structures for each school</p> <p>To monitor, review and approve staffing changes outside of the agreed structure across the Trust and its schools</p> <p>To advise the Trustees on suitable Trust-wide HR policies and procedures and to ensure their effective implementation</p> <p>(CEO) To appoint, suspend and dismiss the Executive Leaders in consultation with the Trust Board</p> <p>(CEO) To suspend Executive Leaders without reference to the Trust Board where necessary</p> <p>(CEO) To conduct the performance management of the Executive Team (excluding the CEO), with support from the remuneration committee</p> <p>To conduct the performance management of Headteachers with support from LGBs and make recommendations to the Trust Board regarding School Leadership pay structures and reviews.</p> <p>To conduct the performance management review of the company Secretary and Clerk</p>	<p>To participate in the process to appoint the Headteacher as requested by the Executive Team (acting with the delegated authority of the Trust Board) and to take part in the performance management of the Headteacher</p> <p>To actively review the staffing structure proposed by the Headteacher annually to ensure that it will meet the needs of the school population.</p> <p>To support the Headteacher in the appointment of school staff, to ensure that the school is fully staffed in accordance with the agreed structure</p> <p>To ensure that there is effective communication between the Headteacher and the Executive Team</p> <p>To monitor and scrutinise the implementation of the Trust-wide HR policies and procedures at the school for HR matters including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal.</p> <p>To support the Executive Team in conducting the performance management and pay review of school leadership.</p>	<p>To determine the needs of the pupils within the school, and plan the staffing requirements, structure and budget accordingly to ensure academic success for all.</p> <p>To implement the Trust-wide HR policies and procedures at the school</p> <p>To appoint teaching and non-teaching staff in line with the agreed staffing structure for the school</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Executive Team</p> <p>To conduct the performance management of staff in the school</p> <p>To approve applications for early retirement, secondment and leave of absence</p> <p>To make proposals to the Executive Team on staff pay structures and pay reviews with consideration to National Conditions of Service Documents.</p>

Health & Safety and Risk

Members	Trustees	Executive Team	LGB Governors	Headteachers
	<p>To appoint an Audit and Risk Committee and agree its terms of reference and delegated responsibility</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements</p> <p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To review and approve a Trust-wide Health and Safety policy, and monitor the implementation of the Health and Safety Policy across the schools</p> <p>To review and approve a Trust-wide Lettings policy</p> <p>To identify proforma risk matters to inform the school specific risk register</p> <p>To review the risk reports provided by the LGBs and make any recommendations to the Executive Team as appropriate</p> <p>To monitor the Trust arrangements for the effective supervision of building maintenance and minor works</p>	<p>To prepare the risk register for the Trust, including school level Risk Reports</p> <p>To procure buildings and related insurance and make proposals to the Trustees</p> <p>To prepare a buildings strategy and asset management planning arrangements</p> <p>To propose a Trust-wide Health and Safety Policy for the Trustees' approval</p> <p>To monitor and support the implementation of the Trust-wide Health and Safety Policy</p> <p>To draw up, agree and monitor an Accessibility Plan for each school in consultation with the Headteacher</p>	<p>To appoint a Local Governor responsible for health and safety</p> <p>To review the risk register for the school and prepare the Risk report for the Executive Team and Trust Board</p> <p>To review and approve a Health and Safety Policy for the school (in line with the Trust-wide policy)</p> <p>To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the school</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment</p>	<p>To prepare the risk register for the Local Governing Body, having regard to the risks identified by the Trust Board</p> <p>To prepare a Health and Safety Policy for the school (in line with the Trust-wide policy) for review and approval by the LGB</p> <p>To monitor the accident book and agree appropriate actions</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To review security of premises and equipment</p> <p>To implement the Trust-wide lettings policy</p> <p>To liaise with the Executive Team on the Accessibility Plan for the school</p>

Information Management and Communication

Members	Trustees	Executive Team	LGB Governors	Headteacher
	<p>To review and approve Data Protection Policies and Procedures in line with the General Data Protection Act, and to cover the requirement to notify individuals as to how their information is to be used and stored.</p>	<p>To ensure compliance with all data protection legislation and good practice across the Trust and its schools</p> <p>To ensure registration with the Information Commissioner's Office is up to date.</p> <p>To support the individual schools on the effective use of, and safe storage of data</p> <p>To maintain accurate and secure staff records for the Executive Team</p>	<p>To ensure the effective implementation of the Data Protection Policies and Procedures in the school</p> <p>To ensure systems are in place at the school in line with the Trust and school's strategy for effective communication with pupils, parents or carers, staff and the wider community, including the support of a local parent teacher association (if established)</p>	<p>To ensure the publication of school information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the school</p> <p>To ensure compliance with all data protection legislation and good practice in the school</p>