



**Maritime  
Academy  
Trust**

**Scheme of Delegation Appendix 5 - RASCI for Governance and accountability**

**Effective Date: 09 September 2025**

**Next Review Date: 09 September 2026**

**RASCI is:**

**Responsible; Accountable; Supportive; Consulted; Informed.**

**NB: Responsible = does the task; Accountable = person/ body who is formally held to account.**

Naturally the Trust Board is ultimately accountable for all that happens in the Trust. The analysis below shows day to day accountability.

### RASCI Analysis - Strategy

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Develop an annual SDP which supports the strategy/ plan for the Trust	I	I	S	A	R
Set strategic objectives of the Trust	I	R	R	I	I
Set strategic objectives of the Schools	I	I	S	S	R

RASCI Analysis – Governance					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Self-review and skills audit	I	I	I	A = Chair R = Council	S
Dealing with complaints	I	A	S	R = Chair	R = HT
Dealing with complaints against HT	I	A	S	R = Chair and LAC	S

RASCI Analysis – Other					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Governor training	I	I	A = CEO R = COO	R	S

### RASCI Analysis - Policies

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Compliance with Trust policies	I	A	R	I	R
Compliance with School policies	I	I	C	A	R

### RASCI Analysis - Finance

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Annual budget plan with support from CEO	I	A	R	I	R
Monitoring of actuals versus budget	I	A	R		R
Contract monitoring	I	A	R		R
Compliance with schemes of delegation	I	A	R	I	R
Detailed monitoring of expenditure, virements, income and cash flow	I	A	R		R
Preparation of reports for the Trust Board (common format)	I	A	R		S

### RASCI Analysis - Audit

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor auditing by responsible officer, third party or auditor of financial management	A	I	R		S

### RASCI Analysis – Human Resources

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Ensure PM of staff is conducted in accordance with policy and regulations	I	A	S	I	R
Monitoring compliance with HR policies	I	A	R		S
Recommending pay awards (for UPR) and correlation with PMR	I	I	A = CEO & EPL		R
Monitoring staffing within agreed structures	I	I	R	I	A
HT appointment	I	R A	S	S	-
Participation in PM for headteacher – gathering evidence and setting new targets	I	A	R	S	S

RASCI Analysis – Well-being					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor local well-being and stress issues (H&S stress audit and PM) and recommend actions to Trust Board	I	A	R	S	R

RASCI Analysis – Peer Reviews					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Support external peer review (e.g. by another Trust)	I	I	R = CEO	S	S (then A for driving response to findings)

RASCI Analysis – Curriculum					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Contribute to MAT curriculum	I	I	A = CEO R = EPL	I	R
Monitoring of local impact of curriculum plans/schemes including intervention strategies	I	C	A = CEO R = EPL	C	R

RASCI Analysis – Safeguarding					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor local compliance with legislation	I	A	R = EPL	S	R
Monitor implementation of policy in school	I	A	R = EPL	S	R
Checking the Single Central Record	I	A	R = HR R = EPL	I	S

RASCI Analysis – Ofsted					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Support Ofsted review	I	Chair = attends	CEO = attends	Chair = attends	Head = attends

RASCI Analysis – School Improvement					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor school performance and improvement using KPIs and SDP targets and dashboard	I	A	R	S	R
Monitor progress towards pupil level/cohort targets and report to board	I	A	R	S	R
Monitor quality of teaching and learning locally and suggest remedial actions if required	I	I	A = CEO R = Education Partnership Lead	I	R
Pupil/Sport Premium – reviewing and challenging the value for money/use of the Pupil/Sports Premium in terms of pupil outcomes and narrowing the achievement gap	I	A	I	S	R

RASCI Analysis – Admissions					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitoring admission numbers and compliance with policy	I	A	R	S	R

RASCI Analysis – Exclusions Panel					
Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitoring fixed term and permanent exclusion	I	A	S	R - Three councillors required (could be from another school(s))	S

### RASCI Analysis – Premises and Resources

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Support the creation of the school site development plan	I	C	A = CEO R = Estates Manager	I	R
Monitor the development of an asset register	I	I	A = CEO R = CFO		R
Monitor ongoing site maintenance	I	I	A = CEO R = Estates M	I	R
Inventory check and reporting	I	I	A = Estates M R = CFO		R

### RASCI Analysis – Health & Safety

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Routine regular H&S inspections	I	A	R = Estates Manager	I	R
Local reporting of compliance concerns and incidents	I	I	A = CEO R = Estates M	I	R
Contribute to MAT policies and action plans	I	I	A = CEO R = Estates M		R
Monitor local compliance with policies and plans	I	I	A = CEO R = Estates M		R

### RASCI Analysis – Operations

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Implementation and monitoring of Data Protection	I	A	R	I	R = HT
Monitoring of cyber security within the Trust	I	A	R	I	A = HT
Preparation and monitoring of Risk Register	I	A	R	S	A = HT

### RASCI Analysis – Marketing and Communications

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor implementation and impact of strategies locally	I	S	R = COO	S	A = HT R = school staff
Detailed monitoring of complaints and monitoring of Trust action plans to mitigate in future.	I	A	R = CEO for Trust level check	R	R = HT

RASCI Analysis – Community/Membership

Detailed area	Members	Trust Board	CEO (and executive team)	LAC	HT (and school staff)
Monitor local engagement of stakeholders – report up to board	I	I	S	A = Chair R = Council	S