

The Park Academies Trust Scheme of Delegation - 2021

This Scheme of Delegation:

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Terms of Reference for Trustee Committees (including Board Committees and Local Advisory Boards);
- may only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Financial Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into four sections as follows: Strategy & Leadership; Education & Curriculum; Financial; HR & Operations. To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation of their meaning are:

- **Accountable:** the individual/group that has primary responsibility for ensuring the particular task is completed/signed off and determining how the Trust and/or Academies (as appropriate) should undertake the task including defining appropriate milestones and targets to be reported against. The individual/group can be expected to justify their actions or decisions taken.
- **Responsible:** the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Principal this will be at Academy level.
- **Consult:** the individual/group that should be consulted for their views as part of the process of completing a particular task
- **Support:** the individual/group that offers input or challenge to a process, procedure or provision.
- **Inform:** the individual/group that needs to be informed.

Reference to the CEO in this document means 'the CEO and executive board' unless specified as 'CEO only'. 'CEO only' responsibilities are usually those of the Accounting Officer, on which the CEO may seek support from colleagues. Reference to the Principal in this document also refers to the Executive Principal.

STRATEGY AND LEADERSHIP

	Trustees	CEO	LAB	Principal
Set strategic objectives of the Trust & Academies	Accountable	Responsible	Informed (via Trustees and CEO) Support (at Academy level)	Consult
Develop the character, mission & values of Trust & Academies	Accountable	Responsible	Support	Responsible -for the Academy
Deliver strategic objectives of the Trust & Academies	Accountable	Responsible	Support	Responsible - for the Academy
Scrutiny: Performance - review & challenge progress of the Trust against its strategic objectives and KPIs	Accountable	Responsible	Support	Responsible - for the Academy
Scrutiny: Values - operation of the Trust & Academies against the agreed character, mission & values	Accountable	Responsible	Support	Responsible - for the Academy
Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook	Accountable	Responsible (CEO only)	Support	Responsible - for the Academy
Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety, GDPR and other relevant legislation relating to the business of the Trust	Accountable	Responsible (CEO only)	Support	Responsible - for the Academy
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Accountable	Responsible (CEO only)	Support	Responsible - for the Academy
Compliance -put in place a procedure to deal with any conflicts of interest and connected party transactions	Accountable	Responsible (CEO only)	Support	Informed

STRATEGY AND LEADERSHIP

	Trustees	CEO	LAB	Principal
Trust Risk Register	Accountable	Responsible		
Appointments of Trustees and Committee members - ensuring processes in place for appointment of Trustees (including ensuring that the Trustees and Committee Members have the skills to run the Trust and the Academies)	<p>Members: Accountable and Responsible (for Member-appointed Trustees)</p> <p>Trustees: Responsible (for co-opted Trustees) Support - Review own performance</p> <p>Review - annually the size, structure and composition, performance and skill of LABs</p> <p>Recommend - appropriate changes to the size and composition of the LABs</p>	Inform	<p>Responsible - Appointment of LAB members, annual skills audit and review of performance.</p> <p>Inform:</p> <p>Produce report - for the Board on own performance of the LABs</p>	
Register of Interests (held in governance folder and website)	Accountable Clerk to the Trustees maintains.	Responsible (senior employees) Clerk to the Trustees maintains	Responsible - at Academy level	
Appointment of Clerk - Board and LABs	Responsible - appoint the clerk to the Board	Support	Responsible (alongside Clerk to the Board) - appoint the clerk to the LAB	Support

STRATEGY AND LEADERSHIP				
	Trustees	CEO	LAB	Principal
Policies - review and adoption of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Accountable	Responsible	Support - Trust policies are adopted and their implementation monitored Consult - on any changes to the admissions policy	Responsible - implementing all policies Consult - on any changes to the admissions policy
Changes to Articles of Association	Members: Accountable Trustees- Responsible	Support	Inform	Inform
Prepare Trust Scheme of Delegation, and terms of reference for LABs and Committees	Accountable	Responsible		
Training programme for Trustees and Committee Members		Responsible	Support	
EDUCATION AND CURRICULUM				
	Trustees	CEO	LAB	Principal
Trust Development Plan	Accountable	Responsible	Inform & Support	Inform & Support
Academy Development Plan - for each Academy in line with strategic aims of the Trust	Accountable	Responsible	Support	Responsible - for the Academy

Key Performance Indicators - setting and reviewing performance of the Trust & the Academies	Accountable	Responsible	Support	Responsible - for the Academy
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Accountable	Responsible	Support	Responsible - for the Academy
Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Accountable	Responsible	Inform	Responsible - for the Academy
SEND - ensuring that the legal requirements for children with special educational needs are met and that they are given support for learning.	Accountable	Responsible	Support - how SEN needs are met at the Academy	Responsible - for the Academy
Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Accountable	Responsible	Support - how Pupil Premium is spent at the Academy	Responsible - for the Academy
Set admissions policy and make admission decisions	Accountable	Responsible	Consult - on any changes to the policy	Responsible - for the Academy
<p>Review - considering and evaluating performance of the Academies by:</p> <ul style="list-style-type: none"> ▪ reviewing progress against agreed KPIs ▪ holding each academy's leadership to account for academic performance, quality of care and quality of provision ▪ monitoring the overall effectiveness and efficiency of leadership and management at the Academies ▪ receiving reports on the quality of teaching and learning and making recommendations to the Board. 	Accountable	Responsible	Support	Report to CEO and LAB

EDUCATION AND CURRICULUM

	Trustees	CEO	LABS	Principal
Self-evaluation Form (SEF) - carrying out the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.	Accountable	Consult	Support	Responsible
Review priorities - considering the aims and priorities for raising standards of achievement in each of the Academies' strategic plans.	Accountable	Responsible	Support	Consult
Report - termly to Board or relevant committee on performance	Accountable	Responsible		
Student issues (including attendance, punctuality and non-exclusion disciplinary matters for each Academy)	Inform	Accountable	Support	Responsible - for the Academy
Exclusions	Accountable	Support - inclusion Inform - of review outcome	Support - join review panels, if asked	Responsible - for decision to exclude
Academy Hours, term dates and length of school day - setting the opening and closing times for the Academies	Accountable	Responsible	Inform	Inform
School lunch - ensure provided to appropriate nutritional standards and statutory requirements.	Accountable	Responsible	Support	Responsible - for the Academy
Provision of free school meals to those meeting criteria	Accountable	Responsible	Support	Responsible - for the Academy
Safeguarding - including ensuring each Academy has appointed a Designated Safeguarding Lead, ensuring compliance with statutory guidance and maintenance of single central record.	Accountable	Responsible	Support	Responsible - for the Academy

Stakeholder Engagement -	Accountable	Responsible	Support	Responsible - for the Academy
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EDUCATION AND CURRICULUM				
	Trustees	CEO	LABS	Principal
<ul style="list-style-type: none"> ▪ Promoting partnership working between parents/carers and the Academies to promote high standards of attendance, behaviour and learning by students. ▪ Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Academies to assess its performance against its stated aims and objectives. ▪ Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. 				
Ofsted Inspections Trust Support - <ul style="list-style-type: none"> ▪ Board will liaise with Ofsted where MAT is inspected or it will assist with an Academy inspection. ▪ CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review 	Responsible	Responsible	Support	Support
Ofsted Inspections: Academies <ul style="list-style-type: none"> • CEO will support LABs and Principals for individual Academy inspections 	Accountable	Support	Support	Responsible

FINANCIAL				
	Trustees	CEO	LABS	Principal
Appointment of the Finance, Risk and Audit Committee	Responsible and Accountable			
Appointment of the Accounting Officer	Responsible and Accountable			
Appointment of External Auditors	Members: Responsible and Accountable			
Appointment of the Internal Auditors	Responsible and Accountable			
Approve Annual Accounts	Accountable Members: Receive accounts	Responsible		
Scheme of Financial Delegation & Financial Policies - establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Accountable	Responsible		
Bank Accounts - authorising the establishment of bank accounts and approve bank mandates in the name of the Trust	Accountable	Responsible		
Funding Model - agreeing a funding model across the Trust and Responsible an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term	Accountable	Responsible		
Trust Annual Budget - formulating and setting for the Trust	Accountable	Responsible		
Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Accountable	Responsible	Support - monitoring performance against budget	Consult

Expenditure and ensuring delivery of Annual Budgets	Accountable	Responsible	Support	Responsible - for the Academy
Reporting: financial reporting and KPIs	Accountable	Responsible	Support	Responsible - for the Academy
Investments - agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation	Accountable	Responsible		
HR AND OPERATIONS				
	Trustees	CEO	LABS	Principal
Appointing and Dismissing the CEO	Responsible and Accountable		Inform	
Appointing the Principals at each Academy	Inform and Support: representative to sit on the appointment panel,	Accountable	Inform and Support: representative to sit on the appointment panel,	
Appointing of Cross-Trust Staff (in line with recruitment policy)	Inform	Responsible	Inform	
Appointing Academy SLT (excluding Principal/Head)		Consult	Inform and Support- representative to sit on the appointment panel, if asked	Responsible
Appointing Academy Staff (excluding SLT & Principal/Head)		Inform and Support: representative to sit on the appointment panel, if asked	Inform and Support- representative to sit on the appointment panel, if asked	Responsible

Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Accountable	Responsible - for establishing	Support	Responsible - for implementing
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	Accountable	Responsible	Support	Responsible - for implementing
Setting Terms and Conditions of Employment and Staff Handbook	Accountable	Responsible	Support	Responsible - for implementing
Dismissing Principals, Cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Inform & Support	Accountable	Inform and Support - if requested	
Dismissing all other academy staff (in accordance with the Trust disciplinary and capability policies)		Inform	Support - if requested	Responsible
Reviewing discipline and grievance policy	Accountable	Responsible		Inform - any changes
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Accountable	Responsible	Inform	Inform
Enter into contracts - up to limit of delegation set out in Scheme of Financial Delegation		Accountable Accounting Officer: Accountable	Inform	Responsible - for the Academy
Determining and allocating central services provided to the Academies by the Trust		Responsible		Consult
Overseeing the effectiveness of services provided centrally by the Trust	Accountable	Responsible	Consult	Consult
Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained	Accountable	Responsible	Inform	Responsible - in accordance with Trust policy
Acquiring and disposing of Trust land	Accountable	Responsible		

Changing use of Assets	Accountable	Responsible		
Arranging insurance for the Trust	Accountable	Responsible		
Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Accountable	Responsible	Support	Consult/support
Information management Regulatory Compliance in relation to Record Keeping, Cyber Security, FOI, GDPR and other relevant legislation and obligations under common law.	Accountable	Responsible	Inform	Inform/Support
Academy Prospectus and website		Accountable	Support	Responsible - for the Academy
Trust Prospectus and website		Accountable & Responsible	Inform	