



**The Park
Academies
Trust**

Scheme of Delegation 2023 – 24

1. Introduction

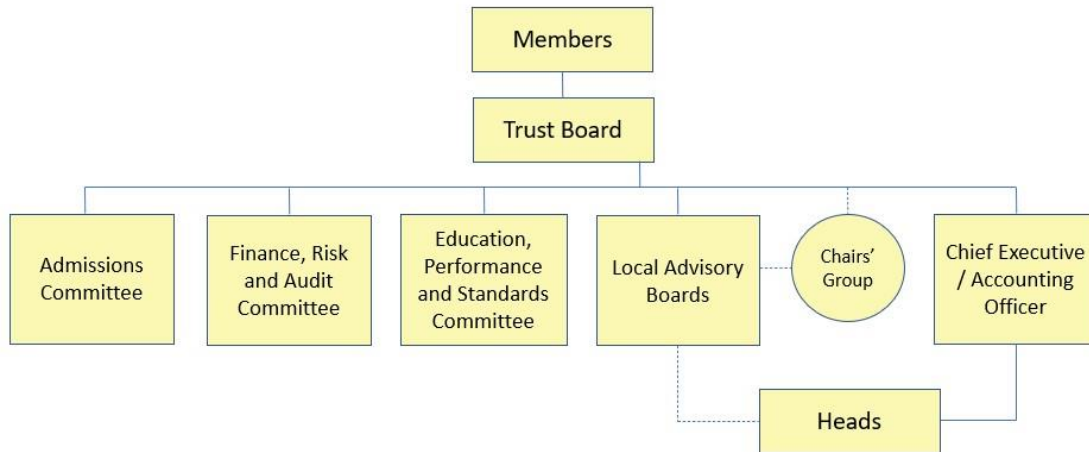
The Scheme of Delegation:

- 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 the Articles of Association of certain powers and / or functions as detailed below;
- confirms which powers and functions are reserved to the Trust Board;
- should be read in conjunction with the terms of reference for Board committees, including the Local Advisory Board (LAB) terms of reference;
- may only be altered or revoked by the Trust Board.

The Trust’s written scheme of financial delegation, which the Trust is required to have under the Academy Trust Handbook, is set out in the Finance Procedures Manual and supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

2. Model of Delegation

The Scheme of Delegation adopts a standard model of delegation.



There are three clear layers of governance:

Members	a limited yet distinct and important role
Trustees	responsible for core governance functions
Committees and individuals	the Chief Executive Officer has a delegated authority for the conduct and performance of the Trust

3. Roles and Responsibilities

3.1 Chairs

Members	the chair is elected at each meeting
Trust Board	Matt Dixon
Admissions Committee	Kathryn Sanders
Finance, Risk and Audit Committee	Antony Purser
Education, Performance and Standards Committee	Catherine Dampney
Abbey Park School Local Advisory Board	to be elected
Bridlewood Primary School Local Advisory Board	Emma Kilby
Highworth Warneford School Local Advisory Board	to be elected
Lydiard Park Academy Local Advisory Board	Kathryn Sanders
Orchid Vale Primary School Local Advisory Board	Kathryn Sanders
Red Oaks Primary School Local Advisory Board	Caroline Henham
Chairs' Group	Matt Dixon

3.2 Members

The Members are the guardians of the governance of the Trust. The Members agree the Trust's Articles of Association, appoint Trustees, and appoint the Trust's external auditors. They receive information about the Trust's business, and receive the annual report and accounts. There is a clear separation between the layers of governance, as no Members are Trustees.

3.3 Trustees

The Trust is the legal entity, with the Trustees having collective accountability and responsibility for the Trust, and assuring themselves that there is compliance with regulatory, contractual, and statutory requirements.

The Academy Trust Handbook 2023 defines the Trust Board purpose as providing:

'Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier.

Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained.

Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement'.

The Trust Board approves the written scheme of financial delegation. Trustees delegate some governance functions to Trust Board committees, one of which includes audit and risk, which advises on the adequacy of the Trust's controls and risk management. The Trust Board committees have at least three Trustees in their membership, and the Trustees are in the majority for voting purposes.

The Trust Board approves the appointment of LAB members. The Articles do not require Trustee membership of the LABs, and, by the separation in the governance tiers, the Trust demonstrates transparent decision making and prevents bias and conflicts emerging, thus strengthening the governance checks and balances within the Trust.

3.4 Chief Executive Officer

Trustees delegate the day to day management of the Trust to, and line manage, the Chief Executive Officer.

The Chief Executive Officer is the Accounting Officer, and has a personal responsibility to Parliament for regularity, propriety and value for money, and for assuring the Trust Board on compliance with the funding agreement and the Academy Trust Handbook.

The Chief Executive Officer is responsible for the leadership and management of the central executive team and the academy Heads, and reports to the Trust Board and its committees. The day to day management of the Trust's academies is delegated to the Heads, and they are line managed according to the Trust's performance management policy.

3.5 Committees

The Admissions Committee comprises the Chief Executive Officer / designate and a LAB member from each academy, and a LAB member is Chair.

The Trust Board delegates financial scrutiny and oversight to the Finance, Risk and Audit Committee, which supports the Trust Board in maintaining the Trust as a going concern. The committee provides advice to the Trust Board on the risk register, oversees and approves the Trust's programme of internal scrutiny, and oversees external audit.

The Education, Performance and Standards Committee reports to the Trust Board at a strategic level on education, performance and standards.

The Trust Board constitutes LABs to provide links to parents and carers and the community, as well as for providing additional scrutiny of how the Trust is managing its academies.

The LABs constitute formal complaints panels, review pupil exclusions and deal with disciplinary matters.

The LABs are:

- A valued point of consultation and representation in the development of Trust policies.
- The recipients of detailed information about how their academies are being managed.
- Tasked with scrutinising management information thus providing assurance to the Trust Board that the school is:
 - operating within the ethos and values of the Trust and creating a positive climate for all stakeholders;
 - working within agreed policies;
 - meeting the agreed targets;
 - engaging with stakeholders;
 - acting as an ambassador for the Trust.

The Chair's Group is an informal forum which ensures the Trust Board receives feedback directly from the academies rather than relying on the executive reports, and this triangulation of feedback provides cross verification and increases understanding.

4. Definitions

Accountable	This is 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 Chief Executive Officer this will be at Trust level. In the case of the Head this will be at academy level.
Consulted	The individual / group that should be consulted for their views as part of the process of completing a particular task, before the decision is made. These are important stakeholders / have relevant specialist knowledge.
Support	The individual / group that offers input or challenge to a process, procedure or provision.
Informed	The individual / group that needs to be informed.

5. Clarifications

- References to the CEO mean the Chief Executive Officer and the Executive Board unless specified as CEO only.
- CEO only responsibilities are usually those of the Accounting Officer, on which the Chief Executive Officer may seek support from colleagues.
- References to Head include Principal.
- For the primary schools, the Head includes the Director of Primary, who may delegate to the Head.
- Heads may delegate to their SLT members.
- References to academy include school.

THE PARK ACADEMIES TRUST SCHEME OF DELEGATION 2023 – 24



	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
VISION, ETHOS, GOVERNANCE AND STRATEGY					
Setting the Trust vision		Accountable	Responsible	Informed Support	Responsible at academy level
Setting the Trust strategy		Accountable	Responsible	Informed Support	Consulted
Setting the Trust culture and values		Accountable	Responsible	Support	Responsible at academy level
Delivery of strategic objectives of the Trust and academies		Accountable	Responsible	Informed Support	Responsible at academy level
Setting the KPIs of the Trust and academies		Accountable	Responsible	Informed Support at academy level	Responsible at academy level
Scrutiny of performance and values		Accountable	Responsible	Support	Responsible at academy level

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Trust Development Plan		Accountable	Responsible	Informed Support	Informed Support
Academy Development Plans in line with Trust priorities		Accountable	Responsible	Support	Responsible at academy level
Setting and reviewing Trust policies including HR, health and safety, governance		Accountable	Responsible	Consulted Support implementation	Responsible for implementation at academy level
Compliance with equalities legislation		Accountable	Responsible	Support	Responsible at academy level
Appointment of Trustees	Accountable Responsible for Member-appointed Trustees	Responsible for co-opted Trustees	Support	Informed	Informed
Appointment of Local Advisory Board members		Accountable	Support	Responsible	Support
Appointment of the Finance, Risk and Audit Committee		Accountable Responsible	Support		

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Ensuring a finance skillset on the Trust Board		Accountable Responsible	Support		
Safeguarding Ensuring a Designated Safeguarding Lead at each academy, compliance, single central record, and setting the policy framework		Accountable	Responsible	Support Consulted on policies	Responsible at academy level
Nominating a Safeguarding lead Trustee and a SEND lead Trustee		Accountable Responsible	Informed	Informed	Informed
Delivering support for looked after children		Accountable	Responsible	Informed	Responsible at academy level
Disclosure and Barring Service (DBS) checks		Accountable	Responsible	Informed	Responsible at academy level
Setting admissions policies and making admissions decisions		Accountable	Responsible	Consulted	Consulted Responsible at academy level
Appointment of the Chief Executive Officer		Accountable Responsible		Informed	Informed
Appointment of Trust central staff in line with recruitment policy		Accountable	Responsible	Informed	Informed

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Appointment of the Heads		Accountable	Responsible	Support Consulted	
Appointment of academy staff			Accountable	Support	Responsible
Setting approach to staff appointment and dismissal with regard to statutory requirements		Accountable	Responsible	Support	Responsible for implementing at Academy level
Setting the terms and conditions of employment and staff handbook		Accountable	Responsible	Support	Responsible for implementing at Academy level
Dismissing staff in accordance with Trust disciplinary and capability policies		Accountable	Responsible	Informed as relevant	Responsible at academy level
Appointment of Clerk / Governance Professional to the Trust Board		Accountable	Responsible	Informed	Informed
Appointment of Clerk / Governance Professional to the LAB		Accountable	Responsible	Responsible at academy level	Support
Revisions to the Articles of Association	Accountable	Responsible	Support	Informed	Informed

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Preparation of the Trust Scheme of Delegation, and terms of reference for committees including LABs		Accountable	Responsible	Consulted	Consulted
Training programme for Trustees and committee members		Accountable	Responsible		
EDUCATIONAL PERFORMANCE AND STAFF PERFORMANCE MANAGEMENT					
Setting approach to appraisal and performance management together with pay reviews, in line with policy and statutory regulations		Accountable	Responsible	Support	Responsible for implementing at academy level
Setting and delivering the Trust approach to curriculum and assessment with regard to statutory requirements		Accountable	Responsible	Support	Consulted Responsible at academy level
Quality of teaching ensuring appropriate levels of support, challenge and intervention for delivery of educational outcomes		Accountable	Responsible	Support	Responsible at academy level

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Delivering Early Years Foundation Stage in line with statutory requirements		Accountable	Responsible	Support	Consulted
Developing curriculum policies as required including religious education, relationships, sex and health education		Accountable	Responsible	Consulted Approve as detailed in the policy framework	Responsible for implementing at academy level
Production and analysis of educational data		Accountable	Responsible	Support	Responsible at academy level
Setting behaviour and welfare policies in line with the policy framework		Accountable	Responsible	Consulted Approve as detailed in the policy framework	Responsible for implementing at academy level
Delivering careers guidance with regards to statutory requirements		Accountable	Responsible	Support Consulted	Responsible at academy level
Ensuring compliance with SEND Code of Practice		Accountable	Responsible	Support	Responsible at academy level
Setting approach to directing pupils off site, exclusions		Accountable	Responsible Informed of review outcomes	Support including review panels	Responsible for decision to exclude

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Keeping admission and attendance registers		Accountable	Responsible	Informed	Responsible at academy level
Academy hours, term dates and length of day		Accountable	Responsible	Consulted	Consulted
School lunch standards and statutory requirements and free school meals to those meeting the criteria		Accountable	Responsible	Support	Responsible at academy level
Setting pay levels including executive pay		Accountable Responsible for CEO pay	Responsible excluding CEO pay	Informed	Informed
Evaluating academy performance		Accountable	Responsible	Support	Responsible for report to CEO and LAB
Academy self evaluation			Accountable	Support Informed	Responsible
Student issues including attendance, punctuality and non exclusion disciplinary matters		Accountable	Responsible	Support Informed	Responsible at academy level

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Stakeholder engagement including consultation with parents and carers, to inform best practice		Accountable	Responsible	Support	Responsible at academy level
Ofsted inspections Trust support		Accountable	Responsible	Support	Responsible at academy level
FINANCIAL PERFORMANCE					
Appointing the senior executive leader as the Accounting Officer		Accountable Responsible			
Appointing the Chief Financial Officer		Accountable	Responsible	Informed	Informed
Setting delegated authority limits for financial transactions		Accountable	Responsible	Informed	Informed
Establishing a controls framework including internal audit, appointing internal auditors		Accountable Responsible	Support	Informed	Informed
Appointing the external auditor	Accountable Responsible		Support		

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Trust annual budget		Accountable	Responsible	Informed	Informed
Academy annual budgets		Accountable	Responsible	Support	Consulted
Expenditure and ensuring delivery of annual budgets		Accountable	Responsible	Support	Responsible at academy level
Agreeing the Investment Policy		Accountable Responsible	Support		
Monthly management accounts and forecasts		Accountable	Responsible	Informed	Support
Authorising bank accounts and approving bank mandates for the Trust		Accountable	Responsible		
Monitoring pupil premium spend including year 7 literacy and numeracy catch up and PE and sport premium		Accountable	Responsible	Support	Responsible at academy level
Annual Report and Financial Statements	Informed receive	Accountable	Responsible	Informed	Informed

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Scheme of Financial Delegation and finance policies		Accountable	Responsible	Informed	Responsible at academy level
Managing conflicts of interest and related party transactions		Accountable	Responsible CEO only	Support	Informed
Register of Interests		Accountable Clerk maintains	Responsible	Support	Responsible at academy level
Funding Agreement compliance		Accountable	Responsible CEO only	Support	Responsible at academy level
Funding model across the Trust and individual funding models for academies		Accountable	Responsible	Support	Informed
Compliance including with charity law, company law, employment law, health and safety, GDPR		Accountable	Responsible CEO only	Support	Responsible at academy level
Compliance of financial controls		Accountable	Responsible CEO only	Support	Responsible at academy level
Ensuring adequate insurance cover is in place		Accountable	Responsible		

	Members	Trustees	CEO and Executive Board	Local Advisory Board	Head
Entering into contracts up to a limit of delegation set out in the Scheme of Financial Delegation		Accountable	Responsible	Informed	Informed
Determining and allocating central services provided to the academies by the Trust and overseeing effectiveness		Accountable	Responsible	Consulted	Consulted
Maintaining a Trust Risk Register		Accountable	Responsible	Support	Support
Asset and premises management strategy		Accountable	Responsible	Informed Consulted	Responsible at academy level
Acquiring and disposing of Trust land		Accountable	Responsible		
Charging use of assets		Accountable	Responsible		
Information management and regulatory compliance including cyber security, freedom of information, GDPR		Accountable	Responsible	Support	Responsible at academy level
Media and PR activities to promote the Trust to the wider community		Accountable	Responsible	Support	Consulted Support

Date of last renewal 20 September 2023

Date of next renewal September 2024