

The Priestley Academy Trust



Scheme of Delegation

Introduction

The Board of Trustees (BoT) of The Priestley Academy Trust is responsible under the Trust's Articles of Association for controlling its management and administration. It has responsibility for directing its affairs, and for ensuring that it is solvent, well-run and delivering the Trust's charitable objects for the benefit of the public.

Many of the Board of Trustee's responsibilities can be delegated to governing bodies, committees or individuals and this document details the delegations that have been approved.

The levels of delegation are as follows:

- Board of Trustees (BoT) – including any sub committees
- Local Governing Boards (LGB)
- Chief Executive (CEO)
- Director of Learning and Achievement (DoLA)
- Headteacher (HT)

Where responsibility is delegated to the Headteacher it is expected that he/she will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the Headteacher.

There are also some specific delegations for the Chief Executive.

The majority of delegations in the document are in relation to the financial affairs of the Trust and this document should be used in conjunction with the Financial Regulations of the Trust, Financial Procedures of the individual academies and the Academies Financial Handbook.

Other delegations include:

- HR
- Education
- Asset Management
- Estates

Area of responsibility		Board of Trustees (BoT inc committees)	Local Governing Board (LGB)	Headteacher (HT)	DoLA	CEO (Accounting Officer)	Notes
1.0	Education						
1.1	Ensure the Trust's schools achieve at least good outcomes and progress for all children and young people	✓	✓	✓	✓	✓	BoT has overall responsibility
1.2	Ensure the Trust and schools have all relevant statutory education policies in place	✓					
1.3	Ensure the schools have an appropriate and effective curriculum	✓			✓	✓	BoT has overall responsibility
1.4	Ensure the schools have good or better teaching	✓	✓	✓	✓	✓	BoT has overall responsibility
1.5	Ensure the schools have appropriate and effective staffing	✓	✓	✓	✓	✓	BoT has overall responsibility
1.6	Make sure all children and young people are safeguarded across the PAT and schools	✓	✓	✓	✓	✓	BoT has overall responsibility
1.7	Provide, as required, accurate reports on performance and progress across the PAT			✓	✓	✓	CEO has overall responsibility
1.8	Provide, as required, accurate reports on individual school performance and progress			✓	✓		DoLA has overall responsibility
1.9	Provide an appropriate and effective self-evaluation of the school to the LGB and CEO			✓	✓		DoLA has overall responsibility
1.10	Approval of the individual school's improvement plan	Report to	✓		Report to		
1.11	Provide an appropriate and effective self-evaluation of the PAT to the BoT				✓	✓	HT to provide for individual school and CEO and DoLA to collate to produce PAT wide. CEO has overall responsibility.
1.12	Provide an appropriate and effective development/school improvement plan for the PAT to the BoT	✓		✓	✓	✓	CEO and DoLA to draft School Improvement Plan in consultation with HT. To be shared with LGB and agreed by BoT as it has overall responsibility.

Area of responsibility		Board of Trustees (BoT inc committees)	Local Governing Board (LGB)	Headteacher (HT)	DoLA	CEO (Accounting Officer)	Notes
1.13	Approve the PAT development and improvement plan annually	✓					
1.14	Effectively manage resources and capacity from across the PAT to bring about sustained improvement in the schools	✓	✓	✓	✓	✓	Value for money BoT has overall responsibility
1.15	Ensure all Trustees and Governors are appropriately trained in education and school improvement matters	✓	✓	✓	✓	✓	CEO to perform annual Training Needs Analysis for LGB and BoT BoT has overall responsibility
1.16	Ensure each school is appropriately prepared for an Ofsted inspection	✓	✓				BoT has overall responsibility
1.17	Pupil Premium, Sports Premium and catch up premium – review and challenge the value for money/return on investment of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Report to	✓				DoLA and HT to jointly agree spending plan. Approval by LGB and report to BoT.
1.18	Admission discussions and recommendations for change to policy	Report to	✓	✓		✓	BoT has overall responsibility
1.19	Set and agree an admissions policy	✓					
1.20	Pupil issues (including attendance, exclusions, punctuality and disciplinary matters) for each school		✓	✓	✓		LGB has overall responsibility
1.21	Setting the opening and closing times for the schools, length of school day and term dates	✓					In consultation with CEO
1.22	Approving the length of the school day, term dates, training days	✓					In consultation with CEO
1.23	Ensure school lunches are of appropriate nutritional standards	✓					
1.24	Ensure free school meals to those meeting the criteria	✓					
1.25	Approve emergency closures	✓					In consultation with CEO and HTs

Area of responsibility							Notes
		Board of Trustees (BoT inc committees)	Local Governing Board (LGB)	Headteacher (HT)	DoLA	CEO (Accounting Officer)	
1.26	Dealing with emergency situations when a delay may be seriously detrimental to the interest of: <ul style="list-style-type: none"> (a) The school (b) A pupil, or parent (c) A staff member 	✓					The Chair of Trustees may exercise this function under Chair's Actions if delaying the decision to call a meeting of the BoT would have a seriously detrimental impact. This action is limited to the Chair of Trustees.
2.0	Strategy and Leadership						
2.1	Set strategic objectives of the PAT and schools	✓	✓	✓	✓	✓	Set in collaboration with the HT, CEO and the BoT for adoption by the LGB BoT has overall responsibility
2.2	Deliver the strategic objectives of the PAT and schools		✓	✓	✓	✓	
2.3	Scrutiny – review and challenge progress of the PAT against its strategic objectives and KPIs	✓					
2.4	Compliance – Funding Agreement – comply with all obligations including the Academies Financial Handbook	✓					
2.5	Compliance – Regulatory – with all regulations affecting the PAT (including all charity law, education law, company law, employment law and health and safety)	✓					
2.6	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	✓					
2.7	A. Appointment of Trustees B. Appointment of Co-opted/Community Governors	Founder Members ✓					Founder Members responsible for recruitment/appointment of Trustees. Chair of Trustees to approve new governors.

Area of responsibility		Board of Trustees (BoT inc committees)	Local Governing Board (LGB)	Headteacher (HT)	DoLA	CEO (Accounting Officer)	Notes
	Ensuring processes are in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the PAT and the schools)						
2.8	Appointment of the auditors and Audit Committee	Founder Members					
2.9	Agree Terms of Reference for LGBs and Committees	✓	✓				To be produced by HT and CEO BoT has overall responsibility
2.10	Training programme for Trustees and Governors			✓	✓	✓	CEO has overall responsibility
3.0	Financial Management/Reporting Requirements						
3.1	Ensure the PAT's continuing compliance with all EFA/DfE financial management requirements	✓					Working with CFO
3.2	Approval of the PAT's Financial Regulations and all financial policies	✓					To be produced in conjunction with CFO and CEO
3.3	To consider all relevant financial updates issued from the DfE/EFA and advise the BoT of any issues affecting the PAT financial administration. Ensure all of this relevant information is brought to the attention of necessary staff					✓	Working with CFO
3.4	Approve the Financial Management System and ensure it is suitable for the needs of the PAT	✓				✓	In conjunction with CFO BoT has overall responsibility
3.5	Review the Financial Management software for suitability as the PAT changes over time and ensure it remains suitable. Make recommendations to BoT if considered no longer fit for purpose					✓	In conjunction with CFO

3.6	Maintenance of a Register of Business Interests for all Trustees and Governors and all staff involved in decision making of the awarding of contracts etc. Put in place a procedure to deal with any conflicts of interest	✓	✓	✓	✓	Clerk to maintain records BoT has overall responsibility
3.7	Delegate authority for the CEO to make decisions for the PAT and to sign off on payments up to £25k in line with procurement policy	✓				
4.0	Month End Accounts					
4.1	Receive and review PAT consolidated quarterly management accounts compiling of Income and Expenditure account, Balance Sheet, Cash Flow and Variance Analysis	✓			✓	BoT has overall responsibility
4.2	Establish satisfactory reason for variances		✓	✓	✓	LGB have overall responsibility
4.3	Preparation of month end management accounts and review of individual academy figures			✓	✓	HT prepares month end figures with CFO. CEO reviews PAT figures. This should be within variants of small limits.
5.0	Year End Accounts					
5.1	Approval of year-end consolidated statutory accounts	✓				
5.2	Review of year-end figures of individual schools for inclusion in year-end consolidated year end accounts	✓	✓			In conjunction with CFO BoT has overall responsibility
5.3	Prepare the school's annual report including commentary and ensure its adherence to the EFA Academies Accounts Direction			✓	✓	In conjunction with CFO
5.4	Preparation of the school's year-end statutory accounts			✓	✓	HT with CFO
6.0	Audit Process					
6.1	Prepare for school's annual audit and pension audit and ensure all working papers and supporting documentation is readily available (with PAT CFO)			✓	✓	

6.2	Receive External Audit Management Letter and findings report	✓ Founder Members					To be shared with LGB
6.3	Recommend the appointment of External and Internal Auditors	Founder Members					CFO to prepare tender
6.4	Appoint External and Internal Auditors	Founder Members					
6.5	Receive internal audit reports and report action points and school response to CEO/BoT	✓					
6.6	Ensure all points raised from Annual Audit Management Report are actioned	✓					
7.0	Financial Planning						
7.1	Preparation and review of the individual school's annual budget and subsequent/periodically updated budgets, for submission to and approval by BoT, taking into consideration School Improvement and curriculum development (budgets must be prepared so as to maintain school level reserves in accordance with the minimum levels stated in the Trust Reserve Policy)		✓	✓	✓	✓	Curriculum led financial planning LGB has overall responsibility
7.2	Prepare and review the PAT Consolidated annual budget					✓	In conjunction with CFO
7.3	Approve the PAT consolidated annual budget	✓					
7.4	Propose what is included in central funding from the individual schools to the PAT (top slicing)					✓	
7.5	Approve the central funding costs from the individual schools to the PAT	✓					
7.6	Monitor and control expenditure against budget during the financial year for the schools		✓	✓			LGB has overall responsibility
7.7	Monitor and control expenditure against budget during the financial year for the PAT	✓				✓	BoT has overall responsibility
7.8	Review budget monitoring reports and projected out turn position from each school		✓	✓		✓	LGB/HT for their own school LGB has overall responsibility

7.9	Control and monitoring of delegated budgets of individual school		✓	✓		✓	In relation to delegated budgets for projects on behalf of the PAT LGB has overall responsibility
7.10	Preparation of proposals relating to the draw down/use of the school reserves for submission to the BoT for consideration	✓					
7.11	Approval of the first annual and all future in-year subsequent/periodically updated budgets	✓					
7.12	Approval of use/draw down of school reserves	✓					
8.0	Approval of Orders and Expenditure						
8.1	Limits of approval	<£25,001k	£10k-£25k	Up to £10k		>£25k	See 3.7
8.2	Authorisation for advertising of tender above the OJEU limit and awarding of such tenders	✓					
9.0	Provision of Goods and Services						
9.1	Approve the procurement policy	✓					To be prepared by HT and CEO in conjunction with CFO
9.2	Monitor purchasing regulations to ensure compliance by schools	✓	✓	✓		✓	BoT has overall responsibility
9.3	Review contracts on an ongoing basis (and as part of ensuring the PAT/schools continue to achieve "best value")	✓		✓		✓	HTs can enter into contracts under £10k and the CEO can enter into contracts under £25k. Both need to be in consultation with the CFO.
9.4	Ensure that a minimum of three written quotes are obtained for all purchases and contracts valued between £5k and £25k	✓					
9.5	Ensure all Trust contracts and SLAs are reviewed at least annually and recommendations for Best Value with each contract are made to the BoT over £25k					✓	In conjunction with CFO
10.0	Receipts and Gifts of Hospitality						
10.1	Approval of Gifts and Hospitality Policy for the PAT	✓					To be prepared by HT and CEO in conjunction with CFO

10.2	Maintain a Register of gifts and hospitality received by members of the school and report to the LGB any concerns			✓		✓	In line with policy
11.0	VAT						
11.1	To monitor the regulations on VAT ensuring compliance by the PAT					✓	In conjunction with CFO
11.2	To complete and submit the reimbursement claim for VAT on a monthly basis			✓			In conjunction with CFO
11.3	To collate and submit to the PAT CEO the completed returns for the school			✓			CEO to review and action appropriately
12.0	Insurance						
12.1	Ensure the arrangements for insurance cover are adequate for individual schools			✓		✓	
12.2	Comply with the risk assessment requirements of the academies RPA insurance arrangement	✓		✓		✓	BoT has overall responsibility
13.0	Income						
13.1	Approve central charge for the academic year for central services	✓					To be prepared by the HT and CEO in conjunction with CFO. Report to LGB
13.2	Review and approve a Charging and Remissions Policy for the PAT	✓					To be prepared by the HT and CEO in conjunction with the CFO
13.3	Schools to comply with the Trust banking procedures	✓		✓		✓	BoT has overall responsibility in partnership with CFO
13.4	Write off bad debts in line with the regulations set by the Academies Financial Handbook	✓					
13.5	Ensuring all grants due to the school are collected promptly			✓		✓	
13.6	Be the signatory to all grant claims			✓	✓	✓	
13.7	Ensuring all money due to the PAT centre is collected promptly			✓		✓	
14.0	Bank Accounts						
14.1	Opening of bank accounts for all parts of the PAT with at least two signatories for all accounts (subject to bank recommendations)	✓				✓	Recommendation to BoT

14.2	Authorised to be a bank signatory on the accounts			✓ (named HT)		✓	
14.3	Approve bank reconciliations on a monthly basis for Trust					✓	CFO
14.4	Approve BACS payments and other bank transfers					✓	COO and CFO and/or assigned HT in absence of COO or CFO
15.0	Petty Cash						
15.1	Agree amount of Petty Cash to be held at each site	✓				✓	Recommendation to BoT
15.2	Maintenance of accounting records, security and regular reconciliation of Petty Cash			✓		✓	
16.0	Assets						
16.1	Approval of capitalisation limits and depreciation policy for the PAT	✓					To be produced by HT and CEO in conjunction with CFO
16.2	Ensure all assets purchased are recorded on a Fixed Asset Register, marked as PAT property and existence confirmed on an annual basis			✓		✓	COO
16.3	Ensure all instances of loss/theft are notified to the CEO to ensure compliance with the Academies Financial Handbook reporting requirements	✓		✓		✓	Once informed CEO to report to BoT who has overall responsibility
16.4	Ensure disposals of assets are in line with the Fixed Asset Management Policy	✓		✓		✓	BoT has overall responsibility
16.5	Disposal of land and buildings	Founder Members					Only with ESFA approval
16.6	Maintain a Corporate Risk Register, reporting all high risks regularly to the BoT and action taken			✓		✓	
16.7	Produce and maintain individual school risk registers and report to LGB twice a year	✓					The CEO will report to the Trust
17.0	Estates						
17.1	Responsible for the maintenance and upkeep of the school properties			✓		✓	Project lead for all works to be Estates Officer via COO
17.2	Ensure building and grounds remain Health & Safety compliant, reporting any issues to the CEO		✓	✓		✓	HT/LGB to report any breach to CEO CEO has overall responsibility

17.3	Ensure any third-party usage on site has appropriate insurance and first aid cover			✓		✓	HT/LGB to report any issues to CEO
17.4	Security of school site	✓					COO report to BoT
17.5	Authorising any alterations schemes i.e. refurbishment, alteration or change of use etc			✓		✓	Prior to any capital or major works, authorisation to be obtained from CEO or Estates Officer (via COO)
17.6	All works carried out to current legislation					✓	Completed in conjunction with Estates Officer
17.7	Ensuring all contractors used are suitably qualified for the job			✓		✓	Completed in conjunction with the Estates Officer via COO
17.8	Approval of the use of materials on all building and/or maintenance works to include the supply and installation of equipment, general building fixtures and fittings			✓		✓	Completed in conjunction with the Estates Officer via COO
18.0	HR						
18.1	Develop and approve staff pay and recruitment policies across the PAT and agree terms and conditions for all staff	✓				✓	Monitored by COO in liaison with CEO BoT has overall responsibility
18.2	Setting of salary scales for all staff including overall salary scales and those linked to performance and appraisal	✓					BoT for overall salary scales
18.3	Agree changes to template contracts of employment	✓					Based on HT/CEO recommendations
18.4	Appointment of CEO	✓					
18.5	Appointment of HT or equivalent to individual schools	✓	✓		✓	✓	CEO recommendation to BoT. The panel will include a HT from another school within the Trust as well as an external advisor. Permanent appointment must go out to external advert
18.6	Appointment of staff to any position in the leadership scale	DHT	✓	✓	✓	✓	Permanent appointment must go out to external advert
18.7	Recruit and recommend appointment of PAT Central staff				✓	✓	

18.8	Approval of appointment of PAT Central staff	✓					
18.9	Approval of staffing structure for each school		✓			✓	LGB has overall responsibility in consultation with DoLA and CEO
18.10	Appointment of staff into new roles within the school (outside of agreed structure)				✓	✓	Following recommendation from Heads and checked with CFO/COO/DoLA
18.11	Appointment of staff into a vacancy of an existing post (where delegation has previously been given to the HT)			✓			
18.12	Approval of pay rises and promotions within an individual school for teaching/non-teach staff					✓	Based on HT recommendations, approved by CEO
18.13	Approval of pay progression for Headteacher		✓				
18.14	Dismissal of a member of staff – no award of severance or compromise agreement		✓	✓		✓	Report to BoT
18.15	Dismissal of a member of staff on grounds of capability		✓	✓		✓	Report to BoT
18.16	Dismissal of a member of staff – award of any severance or compromise agreement as a result of a proposed dismissal	✓					Decision made by BoT following recommendation by HT. Notify LGB. Some will require ESFA approval.
18.17	Review of PAT staffing levels/structure annually	✓				✓	
18.18	Conduct appraisals of Headteachers		✓				
18.19	Conduct appraisal of CEO	✓					
18.20	Conduct appraisal of Deputy Headteachers or equivalent			✓			
18.21	Co-ordinate appraisals of other staff			✓			
18.22	Authorisation of expenses for Headteachers or equivalent					✓	
18.23	Authorisation of expenses for CEO Authorisation of expenses for Trustees	✓ Founder members					Chair of Trustees
18.24	Consultation with Trade Unions re policy change					✓	In liaison with COO
18.25	Authorisation of expenses for all other staff than Headteachers or equivalent			✓		✓	CEO for central services staff of PAT
18.26	Appointment of payroll provider for the PAT	✓					Via recommendation from CFO

18.27	Authorisation of monthly pay schedules for individual schools			✓			In conjunction with School Business Manager/Office Manager
18.28	Authorisation of leave of absence – Headteachers					✓	BoT approve CEO absence
18.29	Authorisation of leave of absence (excluding Headteachers)			✓			
18.30	Approve changes to standing data held by the payroll provider			✓		✓	
18.31	Establish PAT wide HR policies in accordance with all appropriate regulations	✓					Prepared by HT, CEO and COO and adopted by BoT
19.0	Media, Marketing and PR						
19.1	Oversee public relations activities to project the activities of the PAT and the schools to the wider community		✓	✓		✓	In conjunction with COO
19.2	School prospectus		✓	✓		✓	In conjunction with COO
19.3	School website – ensuring it is compliant with DfE requirements			✓		✓	In conjunction with COO. To report to BoT
19.4	Establish PAT-wide policies for GDPR and Data Protection	✓					In conjunction with COO

Chair of The Priestley Academy Trust:	Ros Garside		
Adopted by The Priestley Academy Trust:	December 2016 (version 1)	Next Review Date:	September 2022