



The Park
Academies
Trust

Scheme of Delegation 2024 – 25

Approved on 16 September 2024
Reviewed annually by the Trust Board

Contents

1. Introduction

2. Our Purpose, Vision and Mission

3. Governance Structure

4. Roles and Responsibilities

4.1 Members

4.2 Trust Board

4.3 Committees and individuals

4.3.1 Admissions Committee

4.3.2 Finance, Risk and Audit Committee (FRAC)

4.3.3 Education Performance and Standards Committee (EPSC)

4.3.4 Local Advisory Board (LAB)

4.3.5 Trust Interim Board (TIB)

4.3.6 Chief Executive Officer (CEO)

4.3.7 Heads

4.3.8 Chairs' Group

4.4 Chairs

5. Scheme of Delegation

5.1 Structure

5.2 Terms

5.3 Notes

5.4 Scheme of Delegation





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 the committees, including the Local Advisory Board (LAB) and the Trust Interim Board (TIB) terms of reference;
- may only be altered or revoked by the Trust Board.

The Trust's written scheme of financial delegation 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. Our Purpose, Vision and Mission

The Trust is dedicated to advance education to the public benefit in the communities we serve, we hold trust on behalf of all the pupils in our educational care.

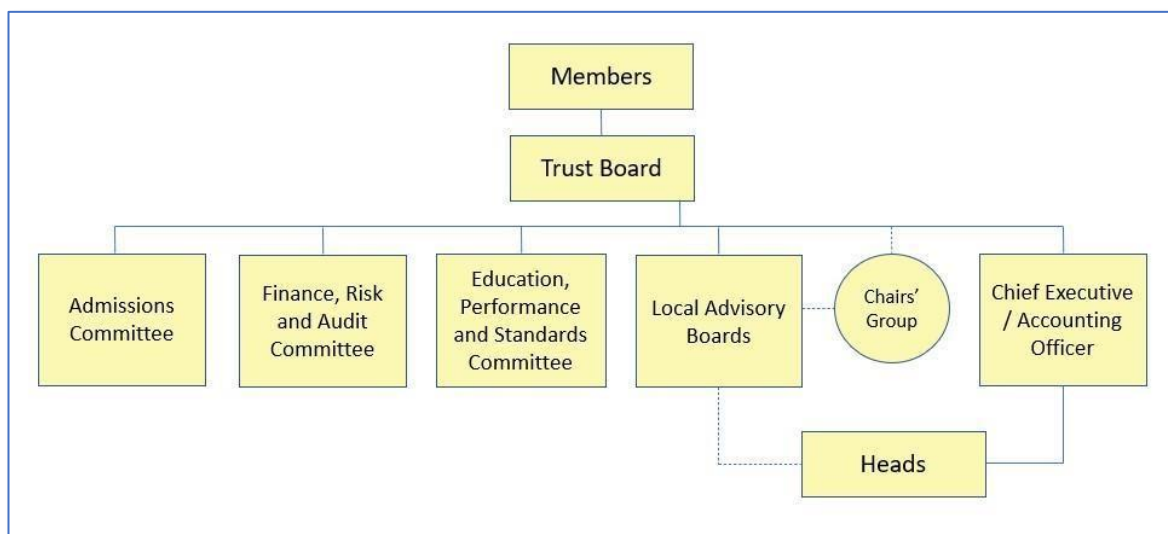
We are a family of schools built on the values we aspire to:

Ambition	this is the way we flourish
Courage	this is the way we lead
Respect	this is how we care
Integrity	this is the way we behave

Our vision is to be a leading multi-academy trust for all-through education in the South West.

The Park Academies Trust is a family of schools working together within the communities they serve, delivering inspirational education through professional staff who turn our pupils' potential into performance.

3. Governance Structure



4. Roles and Responsibilities

4.1 Members

The Members are the guardians of the Trust. They ensure the Trust meets its charitable objective, agree the Articles of Association, appoint Trustees, appoint the external auditors, and receive the annual report and accounts. There is a clear separation between the layers of governance, as no Members are Trustees.

4.2 Trust Board

The Trustees are legally accountable for all statutory functions and the performance of all the academies in the Trust, and appoint the CEO.

The Academy Trust Handbook 2024 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 Handbook states that 'The trustees must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. Trusts should consider the features of high quality governance as described in the trust quality descriptions'.

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 Local Advisory Board (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.

4.3 Committees and individuals

4.3.1 Admissions Committee

The Admissions Committee comprises the CEO / designate and a LAB member from each academy. A LAB member is Chair.

4.3.2 Finance, Risk and Audit Committee (FRAC)

The Trust Board delegates financial scrutiny and oversight to FRAC, 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.

4.3.3 Education Performance and Standards Committee (EPSC)

EPSC reports to the Trust Board at a strategic level on education, performance and standards.

4.3.4 Local Advisory Board (LAB)

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 academy 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.

4.3.5 Trust Interim Board (TIB)

The Trust Board may stand down a LAB and appoint a TIB in one or more of the following circumstances:

- In response to the outcome of an annual review of governance.
- In response to the outcome of an Ofsted inspection where there is a rating decline or an academy moves into a category of serious weakness or requiring improvement.
- In response to a serious weakness or decline in governance identified by the Trust Board.
- A sudden or unexpected dip in the academy's mid-term performance.
- Any identified safeguarding concern within the academy.

The main function of the TIB will be to act as an interim advisory board to ensure rapid and sustained school improvement in the short term. Following this, the TIB will migrate to a LAB when the school has been identified by the Trust Board to be in a position of stabilise or repair.

4.3.6 Chief Executive Officer (CEO)

The CEO 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 appraisal policy.

The CEO 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.

4.3.7 Heads

The Heads manage the academies day to day. They share information with the LABs and TIBs about how the academies operate to enable monitoring and scrutiny of key policies and improvement plans.

4.3.8 Chairs' Group

The Chairs' Group is an informal forum which ensures the Trust Board receives feedback directly from the academies.

The terms of reference for the committees supplement the Scheme of Delegation.

4.4 Chairs

Members	elected at each meeting
Trust Board	Catherine Dampney
Admissions Committee	Kathryn Sanders
Finance, Risk and Audit Committee	Mike Taylor
Education, Performance and Standards Committee	Nick Capstick
Local Advisory Boards	
Bridlewood Primary School	Martin Hardy
Orchid Vale Primary School	Kathryn Sanders
Red Oaks Primary School	Caroline Henham
Abbey Park School	Stu O'Brien

Highworth Warneford School	Rebecca Fish
Lydiard Park Academy	Kathryn Sanders
Trust Interim Boards	
Kingfisher CE Academy	Rachel Surch
The Deanery CE Academy	David Williams
Chairs' Group, informal	Trust Board Chair

5. Scheme of Delegation

5.1 Structure

The Scheme of Delegation is structured according to the five pillars of the [DfE Trust Quality Descriptions](#):

1. High-Quality and Inclusive Education
2. School Improvement
3. Workforce
4. Finance and Operations
5. Governance and Leadership

5.2 Terms

A Accountable (and approver)	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.
R 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 Head this will be at academy level. The task can be

	shared between groups / individuals.
C 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.
Consult / seek consent from Diocese	The Trust has church Articles and consults / seeks consent from the Diocesan Corporate Member on delegated matters pertaining to church academies.

5.3 Notes

- References to the CEO mean the CEO and the 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.
- References to Head include Principal and Executive Principal.
- For the primary schools, the Head includes the Director of Primary, who may delegate to the Head.
- References to academy include school.

5.4 Scheme of Delegation

The Park Academies Trust Scheme of Delegation 2024 – 25

	Members	Trust Board	CEO and Executive Board	Local Advisory Board	Heads	Consult / seek consent from Diocese
1. High-Quality and Inclusive Education						
1.1 Agree the admissions policy		A	R ¹	C	C	Yes for church academies
1.2 Implement the admissions appeal process		A	R	C	C	
1.3 Keep admission and attendance registers in accordance with regulations		A R	R		R	
1.4 Set the dates of academy terms and holidays		A	R	C	C	
1.5 Set the times of academy sessions		A	C	C	R	
1.6 Approve the Trust wide curriculum, with regard to statutory requirements		A	R	C	C	
1.7 Set and deliver the academy curriculum and assessment in line with the Trust approach		A	R	R	R	
1.8 Deliver Early Years Foundation Stage (EYFS) in line with statutory requirements		A	R			
1.9 Ensure provision of religious education		A	R	C	C	Yes for church academies
1.10 Ensure delivery of collective worship		A	R	C	C	Yes for church academies
1.11 Agree relationships education (primary) and relationships and sex education (secondary) policy		A	R	C	C	
1.12 Agree careers provider access policy statement		A	R	C	C	
1.13 Deliver careers guidance, with regards to statutory requirements		A			R	
1.14 Deliver support for looked after children		A	R		R	
1.15 Determine and monitor use of pupil premium spend including year 7 literacy and numeracy catch-up and PE and sports premium		A	R	C	C	

¹ Trust Board has delegated to Admissions Committee

1.16 Agree Trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding leads (DSL)		A	R			
1.17 Agree safeguarding and child protection policy		A	R	R	R	
1.18 Agree attendance policy		A	R	R	R	
1.19 Agree behaviour and welfare policies (behaviour, exclusions)		A	R	R	R	
1.20 Agree policy for pupils with SEND		A	R	R	R	
1.21 Ensure compliance with SEND Code of Practice		A R	R		R	
1.22 Agree policy for supporting pupils with medical conditions		A	R	C	C	
1.23 Set approach to directing pupils offsite, exclusions		A R	R	R	R	
1.24 Review Head decision to suspend / exclude pupils		A R		R		
1.25 Agree academy uniform policy		A	R	C	C	
2. School Improvement						
2.1 Ensure high standards of teaching and learning		A	R	C	R	
2.2 Production and analysis of data		A	R			
2.3 Monitor rates of suspension and exclusion across the Trust		A R	R	C	C	
2.4 Attend Trust inspections		A	R			
3. Workforce						
3.1 Determine academy staff structure			A	C	R	
3.2 Set the approach to staff appointment and dismissal, with regard to statutory requirements		A	R		R	
3.3 Review and agree academy staff appraisal procedure and pay progression		A	R		C	
3.4 Set Trust wide pay policy, terms and conditions of employment, and HR policies (appraisal, disciplinary, grievance, capability, safer recruitment) and oversee staff wellbeing, workload and working conditions		A	R			

3.5 Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		A R				
3.6 Undertake panel hearings for disciplinary, grievance and capability matters relating to academy staff		A	C	R	C	
3.7 Approval of exit payments / early retirement / pension discretion (above a certain threshold)		A R	C			
3.8 Carry out disclosure and barring service (DBS) checks		A	R		R	
4. Finance and Operations						
4.1 Appoint and performance manage the CFO		A	R			
4.2 Produce the Trust's Scheme of Financial Delegation		A	R			
4.3 Agree a budget plan to support delivery of Trust strategic priorities		A	R			
4.4 Agree a budget plan to support delivery of academy strategic priorities		A	A	C	R	
4.5 Agree reporting and monitoring arrangements for Trust and academy budgets		A R	R	C	C	
4.6 Carry out benchmarking and Trust wide value for money evaluation		C	A R	C	C	
4.7 Manage the cash position		A R	R			
4.8 Deliver monthly management accounts and forecasts		A	R			
4.9 Monitor academy estates to ensure safe and well maintained		A		R	R	
4.10 Determine a programme of internal audit in line with the risk register and monitor its delivery		A	R			
4.11 Appoint / remove external auditors	A R	C				
4.12 Receive external auditor's report	A R					
4.13 Action recommendations made arising from audits		A	R		R	
4.14 Submit annual report on the performance of the Trust to Members and publish		A	R			
4.15 Agree the charging and remissions policy		A	R	C	C	

4.16 Agree the procurement policy		A	R			
4.17 Ensure adequate insurance cover is in place		A	R			
4.18 Establish a risk register and conduct regular reviews		A R	R	R	R	
4.19 Manage conflicts of interest and related party transactions		A	R			
4.20 Submit ESFA required reports and returns		A	R			
4.21 Agree the health and safety policy statement		A	R	C	C	
4.22 Agree premises management documents		A	R	C	C	Yes for church academies
5. Governance and Leadership						
5.1 Appoint / remove Members	A R					
5.2 Appoint / remove Trustees	A R	A R				
5.3 Elect Chair and Vice Chair of Trust Board		A R				
5.4 Appoint / remove Board committee chairs		A R				
5.5 Determine powers of Chair in urgent situations		A R				
5.6 Establish and review Trust governance structure		A R	C			
5.7 Determine the Trust's vision, strategy and key priorities		A R	R	C	C	Yes
5.8 Set the Trust culture and values		A R				
5.9 Set expectations for Trustee conduct		A	R			
5.10 Foster equality, diversity and inclusion including building a diverse board		A R				
5.11 Ensure transparency of information on governance structures and stakeholders		A R				
5.12 Develop stakeholder partnerships across the Trust		A	R	C	C	Yes for church stakeholders
5.13 Develop stakeholder partnerships at academy level			C	A	R	
5.14 Apply Trust vision and strategy to individual academies		A	R	C	R	
5.15 Agree Trust growth plans		A R	R			Yes
5.16 Determine Trust wide policies		A	R			
5.17 Determine academy level policies		A	R	C	R	

5.18 Articles of Association review		A R				Yes
5.19 Articles of Association, ratify changes	A R					
5.20 Adhering to the Articles of Association		A	R			
5.21 Agree committee terms of reference		A R	C	C	C	
5.22 Complete annual review of Scheme of Delegation		A	R	C	C	Yes
5.23 Commission external review of Trust Board effectiveness every three years	C	A R	C			
5.24 Complete annual Trust Board self review		A R		C		
5.25 Complete review of local governance		A R	R	C	C	
5.26 Publish governance arrangements on Trust and academy websites		A	R			
5.27 Ensure the Trust website is compliant and effective		A	R			
5.28 Ensure academy websites are compliant and effective		A	A		R	
5.29 Communicate and champion the Trust strategy and review progress against the strategy		A	R			
5.30 Plan and deliver individual academy improvement interventions and strategies			A	C	R	
5.31 Establish a high performing governance structure including appointing board committees and academy committees		A	R			
5.32 Appoint / remove LAB and TIB Chairs and members		A R		C		
5.33 Appoint LAB parent members		A	R			
5.34 Appoint a governance professional		A	R			
5.35 Agree LAB and TIB support		A R		C		
5.36 Ensure appointment checks, induction and training		A	R			
5.37 Nominate a safeguarding lead trustee		A R		R		
5.38 Nominate a SEND lead trustee		A R				
5.39 Nominate a careers lead trustee		A R				
5.40 Ensure a finance skill set on the Trust Board		A	R			
5.41 Appoint / dismiss and performance manage the CEO / Accounting Officer and agree remuneration		A R				

5.42 Conduct executive team performance management		C	A R			
5.43 Conduct Head performance management and agree pay			A R	C		
5.44 Determine executive team staffing structure		A	R	C	C	
5.45 Head appointments and dismissal		C	A R	C		Yes for church academies
5.46 Undertake panel hearings for disciplinary and capability matters relating to the CEO		A R				
5.47 Set targets for Trust outcomes		A	R			
5.48 Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A R	R	C	C	
5.49 Agree governance policies (data protection, privacy notice, information sharing, Freedom of Information, code of conduct, complaints)		A	R	C	C	
5.50 Determine the complaints procedure		A R	C	C		
5.51 Implement the complaints procedure		A	R	R	R	
5.52 Review complaints at panel stage		A R		R		
5.53 Agree the whistleblowing policy and procedures		A R				