



**Scheme of Delegated Authority**  
**September 2017-August 2018**

## Statement of Intent

The overarching aim of the Trust is:

1. To deliver successful Trust hubs in Lincoln and Grantham offering high quality
  - Primary and secondary education;
  - Post-16 programmes;
  - ITT, Teaching School, CPD and apprenticeships.
2. To incorporate a Maximising Performance framework that ensures Performance Management impacts positively on the quality of teaching.
3. To provide expert central services offering appropriate and professional support through effective and sustainable agreements.
4. To have a clear and transparent governance structure that achieves the objects of the Trust.
5. To be the first-choice destination for prospective pupils and staff.
6. To use a Maximising Learning framework that monitors and improves teaching, learning, assessment and curriculum using a clear set of Trust principles.
7. To incorporate a Maximising Effectiveness framework that provides high quality and impacting career stage CPD for staff.
8. To offer a Priory Bacculaureate that:
  - Rewards pupils who embody the values of the Trust;
  - Makes the Trust's curriculum and assessment provision coherent, relevant, broad and balanced;
  - Provides access to well considered and highly regarded accreditation at each key stage.
9. To deliver a Priory Values programme of cultural, community, health, sporting and leadership events across the Trust that includes all academies and celebrates our values.
10. To ensure all pupils, including the most vulnerable:
  - Achieve in line with or above national rates of progress;

- Have attendance rates in line with or above national levels;
- Enjoy exciting opportunities at each transition stage from Reception to Year 13.

### **Trust Board Delegation to the Executive Team**

The Trust's Board and its committees seek to ensure that the strategic direction of the Trust is appropriate and that the Trust is well managed. Trustees recognise that the Executive Team must have the flexibility to respond quickly to ensure that the best educational provision is delivered at all times. Decisions regarding appointing staff within Academy budgets and deploying central resources are the responsibility of the Executive and Headteacher teams. The Chief Executive has regular meetings with the Chair. Other Trustees who chair committees have regular meetings with the appropriate senior staff. The Scheme of Delegated Authority (SoDA) is reviewed annually.

Key for table below

Note: Throughout the document, where reference is made to an academy, this should be taken as referring to all of the academies within this Trust at that time.

Member: the members of the Priory Federation of Academies Trust

Trust: the Priory Federation of Academies Trust

Standards: The Education and Standards Committee. A committee of the Trust

PP and HR: The Pay, Performance and Human Resources Committee. A committee of the Trust

Finance: The Finance Committee. A committee of the Trust

Audit: The Audit Committee. A committee of the Trust

CC: The Chairs' Committee. A committee chaired by the CEO.

LGB: Local Governing Body of the Academy.

CEO: Chief Executive Officer of the Trust

Headteacher: Headteacher of the Academy

CFO: Chief Financial Officer of the Trust

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
<b>Governance: Policies</b>												
Agree the delegation of policy production and sign off											*	
Review and approve Trust policies in accordance with the delegation of policies as listed at the end of this SoDA							*	*	*	*	*	
Manage the ongoing policy review process												
Review effectiveness of policy implementation						*					*	
<b>Governance: Strategy</b>												
Review and Approve Statement of Intent											*	
Review and Approve Values statement											*	
Review and Approve Trust SEF											*	
Review and Approve Trust Development Plan											*	
Review and Approve SoDA											*	
Review and Approve Academy SEF										*		
Review and Approve Academy Development Plan										*		
Review and Approve Trust Educational Targets										*		
Review and Approve Statutory Annual Accounts											*	
Review and Approve Annual Trust Report											*	
Receive Annual Review of Governance												*
Approve Trust governance and leadership meetings cycle											*	
Report to the Trust: the effectiveness of the LGB structure						*						
<b>Governance: Committees</b>												

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Appoint/Dismiss Clerk to the Trust											*	
Appoint/Dismiss Clerk to the Trust's committees											*	
Appoint/Dismiss Clerk to the CC											*	
Appoint/Dismiss Clerk to the LGB											*	
Appoint Chair of the Trust											*	
Appoint Vice Chair of the Trust											*	
Appoint Chair of Trust committee											*	
Appoint Vice Chair of Trust Committee											*	
Appoint Chair of CC											*	
Appoint Vice Chair of CC											*	
Appoint Chair of LGB											*	
Appoint Vice Chair of LGB											*	
Review annually the terms of reference of committees											*	
Review annually the membership of committees											*	
Review annually the constitution of committees											*	
Report committee business to the Trust						*	*	*	*	*		
<b>Staff: Structures</b>												
Approve Trust staffing structure									*			
Approve Academy staffing structure									*			
<b>Staff: Appointment/Dismissal/Suspension</b>												
Appoint, suspend, discipline or dismiss CEO											*	

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Appoint, suspend, discipline or dismiss Headteachers									*			
Appoint, suspend, discipline or dismiss Federation SLT				*								
Appoint, suspend, discipline or dismiss other Federation staff				*								
Appoint, suspend, discipline or dismiss Academy SLT			*									
Appoint, suspend, discipline or dismiss Academy teaching staff			*									
Appoint, suspend, discipline or dismiss Academy support staff			*									
<b>Staff: Performance Management</b>												
PM CEO									*			
PM Headteachers				*								
PM Federation SLT				*								
PM other Federation staff												Fed SLT
PM Academy SLT			*									
PM Academy teachers			*									
PM Academy support staff			*									
<b>Staff: Pay and Pay Progression</b>												
Approve PP CEO									*			
Approve PP Headteachers									*			
Approve PP Federation SLT									*			
Approve PP other Federation staff				*								

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Approve PP Academy SLT			*									
Approve PP Academy teachers			*									
Approve PP Academy support staff			*									
Approve the Pay Policy and annually review the CEO's salary.									*			
Approve Cost of Living rise for teaching staff								*				
Approve Cost of Living rise for support staff								*				
<b>Staff: Contracts</b>												
Approve compromise/termination agreements up to £50,000				*								
Approve compromise/termination agreements over £50,000 (EFA approval required if it is a non-contractual settlement)									*			
Manage contact with legal services (including Help Desk)												Head of HR
Change contracts of employment (Academy staff)			*									
Change contracts of employment (Federation staff)				*								
Change contracts of employment for senior staff				*								
Change contract of employment for CEO										*		
Offer employment outside of approved forecast				*								
Offer of employment if differs from advertised post				*								

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
<b>Education: Curriculum</b>												
Review and Approve the curriculum offer										*		
Manage the curriculum offer (within statutory guidelines)			*									
<b>Education: Admissions</b>												
Review and Approve Admissions arrangements										*		
Manage Admissions arrangements and appeals			*									
<b>Education: Student Behaviour and Wellbeing</b>												
Review and Approve the use of exclusion										*		
Exclude a student on a fixed term basis			*									
Exclude a student permanently			*									
Review appeals against exclusion					*							
Review and Approve safeguarding performance indicators										*		
Manage safeguarding policies and procedures			*									
Follow safeguarding policies and procedures	*	*	*	*	*	*	*	*	*	*	*	All
Appoint safeguarding link governor					*							
<b>Education: Target Setting</b>												
Review and Approve Educational targets										*		
Monitor student progress			*									
Report student progress to the Trust Standards Committee			*									



	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Review student progress: commission intervention										*		
<b>Education: Disadvantaged Students</b>												
Write the Disadvantaged report			*									
Review and Approve the Disadvantaged report										*		
Manage the Disadvantaged funding			*									
Provide free school meals for students meeting the criteria			*									
<b>Education: DSEN</b>												
Review and approve all DSEN arrangements/policy										*		
Manage DSEN arrangements			*									
Appoint DSEN link governor					*							
<b>Education: Teaching</b>												
Setting of expectations for the quality of teaching										*		
Monitor the effectiveness of teaching over time												STIG
Monitor the effectiveness of the Teacher Profile												STIG
Manage Trust level CPD												STIG
Review the effectiveness of Teaching and CPD and commission intervention										*		
<b>Education: General</b>												
Set the times of academy sessions										*		

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Set the dates of academy terms and holidays										*		
Adopt the Trust's Home-Academy agreement			*									
Arrange collective worship			*									
Ensure compliance of all aspects of the curriculum (including RE, PSHMRE, etc)			*									
<b>Operational: Complaints/Grievance</b>												
Complaints relating to the Headteacher				*								
Stage One (non-Headteacher related)			*									
Stage Two					*							
Stage Three										*		
<b>Operational: Risk Register</b>												
Review Trust level risk register							*					
Review Academy level risk register							*					
Operational responsibility for Trust Risk Registers												*
Operational responsibility for Academy Risk Registers			*									
<b>Operational: Health and Safety</b>												
Operational responsibility for H&S												H&S Manager
Review the effectiveness of H&S management and compliance												H&S Committee

	Members	Trust	Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Staff
<b>Operational: Site and Buildings</b>												
Provide appropriate Insurance												Head of Services
Establish and Review the effectiveness of Procurement/Capital development plans					*							
Arrange for the security of buildings, furniture, equipment, stock, stores and cash.												Services Manager
Maintain an inventory of all moveable items of equipment and security mark these items.												Services Manager
Check the inventory annually to verify the location and condition of each item of equipment.												Services Manager
Maintain a record of all property borrowed by staff.												Services Manager
Review insurance cover in the light of risk assessment.												Services Manager
Ensure adequate Business Continuity Plan is operated												Operations Director
Review Business Continuity Management Plan						*						
<b>Operational: IT Infrastructure</b>												
Review the IT development plan					*							
Produce and manage the ICT development plan and disaster recovery plans												Strategic ICT coordinator
Control systems, security and privacy of data.												Strategic ICT Coordinator
Register under Data Protection legislation.												Strategic ICT Coordinator
Review disaster recovery plan						*						

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
<b>Finance</b>												
Adhere to all financial legal requirements including: the Companies Act 2009, appropriate SORPS, HMRC rules, EFA Financial Handbook, EFA Accounts Directive, and the Academies Funding Agreement.		*										
Oversee the preparation of the annual budget plan and ensure that it links to the priorities established in the development plans.		*										
Approve the first formal budget plan each financial year.											*	
Notify the approved budget to the DfE/EFA using the agreed timescale.		*										
Review the Trust's actual financial performance throughout the year including approving the mid-year Income and Expenditure Budget review.								*				
Review the financial position at the end of the financial year.								*				
Approve any change to forecast.								*				
Approve the movement of reserves to capital spend.								*				
Set aside funds in short-term or long-term investments in line with Trust policy.								*				
Provide reconciled bank statements for inspection by the auditor.		*										
Maintain a record of all cash holdings in the academy.		*										
Render accounts promptly. Receipt and bank promptly all incomes intact. Refuse to cash personal cheques. Record cash passed from one person to another.		*										
Administer voluntary funds		*										

	Members	Trust	Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Staff
Certify pay documents and other time records.											*	
<b>Finance: Assets</b>												
Acquire assets (Freehold or Leasehold, Land and Buildings) giving 30 prior notice to the EFA.		*										
Dispose of assets (Freehold or Leasehold, Land and Buildings) giving 30 prior notice to the EFA.		*										
Dispose of assets/inventory (not land or buildings) NBV up to £1,000 value.												Budget holder and Finance team member
Authorise the disposal of unusable or obsolete equipment or assets with NBV above £1,000					*							
<b>Finance: Lease with EFA's prior approval</b>												
Enter into Finance Lease agreements.					*							
Grant Leasehold agreements on land or property.					*							
Take up a leasehold on land or property for 3 years or more.					*							
<b>Finance: Borrowing with EFA's prior approval</b>												
Enter into guarantees, letters of credit or Indemnities above £45k per transaction or £250k per annum					*							
Enter into guarantees, letters of credit or Indemnities up to £45k per transaction or £250k per annum.					*							

	Members	Trust	Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Staff
Responsible for all borrowing (including overdraft).					*							
<b>Finance: Write-off</b>												
Write off all debts above £1,000 up to £45,000 or £250,000 cumulative value-					*							
Write off debts below £1,000-											*	
<b>Finance: Procurement</b>												
Ensure all payments adhere to contractual commitments, verify the accuracy of invoice and payment details and ensure a secure audit trail and storage of documents in line with HMRC guidelines.											*	
Change in supplier contractual terms with remuneration, payment terms, indemnity, liability, warranty or force major impacts.											*	
Long term contract commitment up to 3 years											*	
Long term contract commitment over 3 years					*							
Authorise purchases up to £10,000 (2 approvals required).												Budget holder and Finance team member
Approve purchases between £10,000 and £20,000 for an academy (2 approvals required).										*	*	
Approve purchases between £10,000 and £20,000 for the Trust (2 approvals required).								*			*	
Authorise all procurement above £20,000					*							
Make all payments using the Trust's bank accounts											*	Two bank signatories

	Members	Trust	Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Staff
Approve applications for Business/Credit cards.					*							
Spend up to £300 per Credit card transaction (2 approvals required).												Budget holder and Finance team member
Spend over £300 per Credit card transaction (2 approvals required)..										*	*	
Set up and use new suppliers with an annual spend of up to £5,000												Finance Manager
Set up and use new suppliers with an annual spend of over £5,000											*	
Responsible for related party transactions with an annual spend of up to £100.												Budget holder and Finance team member
Responsible for related party transactions with an annual spend of up to £2,500.										*		
Responsible for related party transactions, in conjunction with the EFA, having an annual spend of over £2,500 at cost only.					*							
<b>Finance: Compliance</b>												
Notify the Trustees of any significant change affecting payments to employees such as National Insurance rates, Pension effects, SEN or pupil premium funding levels.											*	
Establish procedures for staff to claim expenses and overtime.											*	
Ensure compliance with the Trust's Expenses policy, Gifts and Hospitality policy and Finance Manual.											*	

	Staff	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Standards	Trust	Members
Authorise overtime claims.	Budget holder and Finance team member											
<b>Finance: Audit</b>												
Ensure records and documents are made available as appropriate for inspection by the auditor.		*										
Implement recommendations arising from an inspection audit.				*								
Review Internal and External Audit reports and any associated management letters and management responses, both committees required.							*	*				
Report to the Trust with audit recommendations and management response.							*					
Adopt and promote a Whistleblowing policy.											*	
Maintain a register of pecuniary and business interests for Staff and Trustees via the Clerk to the Trust.											*	
Recommend to the Trust the appointment of an independent External and/or Internal Auditor.							*					
Approve audited annual accounts after review by the Finance and Audit committees in line with their terms of reference.											*	
Consider impact and implications of all financial irregularities.							*					
Review and adopt the Risk Register following its annual update.							*					
Notify EFA of theft, fraud or irregularity over £5,000												*



## Policy Schedule for The Priory Federation of Academies Trust

Policy area	Policy title	Committee responsible	Review cycle
<b>FINANCE</b>			
	Anti-Corruption and Bribery Policy	Audit	Three years
	Business Travel and Expenses	Finance	Two years
	Gifts and Hospitality	Finance	Two years
<b>HEALTH &amp; SAFETY</b>			
	Critical Incident Management (Business Continuity)	Health & Safety Strategy	Two years
	Medical Treatment	Health & Safety Strategy	Two years
	No Smoking	Health & Safety Strategy	Three years
	Transport and Vehicles	Health & Safety Strategy	Three years
<b>HUMAN RESOURCES</b>			
	Adoption Leave	Pay, Performance & HR	Three years
	Adverse Weather and Travel Disruption	Pay, Performance & HR	Three years
	Allegations of Abuse Against Staff	Pay, Performance & HR	Three years
	Annual and Special Leave and Absence Reporting	Pay, Performance & HR	Three years
	Appraisal for Teachers	Pay, Performance & HR	One year
	Capability for Teachers	Pay, Performance & HR	Three years
	Clear Desk Policy	Pay, Performance & HR	Three years
	Complaints Policy	Pay, Performance & HR	Three years
	DBS and Safeguarding	Pay, Performance & HR	One year
	Equal Opportunities and Diversity	Pay, Performance & HR	Three years
	Flexible Working	Pay, Performance & HR	Three years
	Grievance	Pay, Performance & HR	Three years
	Maternity Leave	Pay, Performance & HR	Three years
	Parental Leave	Pay, Performance & HR	Three years
	Paternity Leave	Pay, Performance & HR	Three years

	Positive Handling	Pay, Performance & HR	Two years
	Recruitment and Selection	Pay, Performance & HR	Three years
	Redundancy	Pay, Performance & HR	Three years
	Retirement	Pay, Performance & HR	Three years
	Shared Parental Leave	Pay, Performance & HR	Three years
	Social Media	Pay, Performance & HR	Three years
	Staff Disciplinary Policy	Pay, Performance & HR	Three years
	Staff Sickness and Absence	Pay, Performance & HR	Three years
	Support Staff Capability	Pay, Performance & HR	Three years
	Teachers' Pay	Pay, Performance & HR	One year
	Time Off for Dependants	Pay, Performance & HR	Three years
	Whistleblowing Policy	Audit	Two years
<b>ICT</b>			
	Acceptable Use (ICT)	Pay, Performance & HR	Three years
	CCTV	Pay, Performance & HR	Three years
	Data Protection	Pay, Performance & HR	Three years
	E-Safety	Education & Standards	Two years
<b>STUDENT WELFARE</b>			
	Anti-Bullying	Education & Standards	Three years
	Attendance	Education & Standards	Three years
	Charging and Remissions	Education & Standards	Two years
	Educational Visits	Education & Standards	Three years
	Intimate Care	Education & Standards	One year
	Misuse of Drugs	Education & Standards	Three years
	Parental Communications and Complaints	Education & Standards	Three years
	Safeguarding and Child Protection (Promoting Pupils' Welfare)	Education & Standards	One year
	SEND	Education & Standards	One year

	Sex and Relationship Education	Education & Standards	Two years
	Student Behaviour and Discipline	Education & Standards	Three years
<b>TEACHING &amp; LEARNING</b>			
	Access to Fair Assessment	Education & Standards	Three years
	Admissions	Education & Standards	One year
	Appeals (Exam and Qualification Grades)	Education & Standards	Three years
	Assessment, Recording and Reporting (ARR)	Education & Standards	Three years
	Careers Guidance	Education & Standards	Three years
	Conduct and Administration of Examinations	Education & Standards	Three years
	Homework	Education & Standards	Three years
	Teaching and Learning Policy	Education & Standards	Three years
<b>VOCATIONAL</b>			
	Apprenticeship Assessment and Appeals	Education & Standards	Three years
	Apprenticeship Initial Assessment	Education & Standards	Three years
	Apprenticeship Recruitment	Education & Standards	Three years
	BTEC Procedures Policy	Education & Standards	Three years
	Learner Appeals Procedure (Vocational)	Education & Standards	Three years
	Learner Malpractice Policy (Vocational)	Education & Standards	Three years
	Recognition of Prior Learning	Education & Standards	Three years
	Registration and Certification Policy	Education & Standards	Three years
	Special Consideration and Reasonable Adjustment	Education & Standards	Three years
	Staff Malpractice (BTEC)	Education & Standards	Three years
	Vocational Assessment and Appeals Procedures (Including Apprenticeships)	Education & Standards	Three years