



**Scheme of Delegated Authority**  
**September 2018-August 2019**

## 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

Trust Board: the Board of Trustees

Ed&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

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	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										*	
Appoint Trustees											*
Receive Annual Review of Governance											*
Approve Trust governance and leadership meetings cycle										*	
Report to the Board/Members: the effectiveness of the LGB structure					*						

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
<b>Governance: Committees</b>												
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		*										
Approve process for the appointment of LGB members								* Chair		*		
Review annually, through each Committee, the terms of reference of that committee and recommend changes to Board		*										
Review and appoint annually the membership of committees		*										
Review annually the constitution of committees		*										
Report committee business and delegated decisions to the Trust			*	*	*	*	*	*				

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
<b>Staff: Structures</b>											
Approve Trust staffing structure							*				
Approve Academy staffing structure							*				
<b>Staff: Appointment/Dismissal/Suspension</b>											
Appoint, suspend, discipline or dismiss CEO										*	
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			*								
PM Academy SLT		*									
PM Academy teachers		*									

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
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									*			
Approve PP Academy SLT										*		
Approve PP Academy teachers										*		
Approve PP Academy support staff										*		
Approve the Pay Policy and annually review the CEO's salary.			*	*								
Report to Board Cost of Living rise for teaching staff					*							
Report to Board Cost of Living rise for support staff					*							
<b>Staff: Contracts</b>												
Approve compromise/termination agreements up to £50,000 and report to PPHR & Finance									*			
Approve compromise/termination agreements over £50,000 (ESFA approval required if it is a non-contractual settlement)		*										
Manage contact with legal services (including Help Desk)												HR Director
Change contracts of employment (Academy staff)										*		
Change contracts of employment (Federation staff)									*			

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
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									*			
<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										*		
Decide on requests for admission to a year group other than that linked to a pupil's chronological age								*				
<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



Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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		*									
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 and report on effectiveness of teaching over time										*	

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
Monitor and report on effectiveness of the Teacher Profile										*	
Manage and report on Trust-level CPD										*	
Review the effectiveness of Teaching and CPD and commission intervention									*		
<b>Education: General</b>											
Set the times of academy sessions									*		
Set the dates of academy terms and holidays									*		
Adopt the Trust's Home-Academy agreement											*
Arrange collective worship											*
Decide the curriculum for each year group											*
Ensure the curriculum is varied to match the needs of specific groups of pupils, including those with SEND											*
Decide on variations to the curriculum that involve a pupil moving to a year group other than that linked to their chronological age (or back to this year group).				*							
Ensure all aspects of the curriculum (including RE, PSHMRE, etc) comply with national requirements and those in the academy's funding agreement									*		
<b>Operational: Complaints/Grievance</b>											
Complaints relating to the Headteacher											*
Stage One (non-Headteacher related)											*
Stage Two				*							

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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			*								
Review and report on the effectiveness of H&S management and compliance					*						
<b>Operational: Site and Buildings</b>											
Provide appropriate Insurance			*								
Establish and Review the effectiveness of Procurement/Capital development plans						*					
Arrange for the security of buildings, furniture, equipment, stock, stores and cash.			*								
Maintain an inventory of all moveable items of equipment and security mark these items.			*								

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
Check the inventory annually to verify the location and condition of each item of equipment.			*								
Maintain a record of all property borrowed by staff.			*								
Review insurance cover in the light of risk assessment.			*								
Ensure adequate Business Continuity Plan is operated			*								
Review Critical Incident and Business Continuity Plan (CIBCP)						*					
<b>Operational: IT Infrastructure</b>											
Review the IT development plan							*				
Produce and manage the ICT development plan and disaster recovery plans			*								
Control systems, security and privacy of data.			*								
Register and ensure compliance under Data Protection legislation (2018 law onwards)			*								
Review disaster recovery plan (stand-alone and CIBCP annex)						*					
<b>Finance</b>											
Adhere to all financial legal requirements including: the Companies Act 2009, appropriate SORPS, HMRC rules, ESFA Financial Handbook, ESFA 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											*

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
Approve the first formal budget plan each financial year, including proposed capital projects		*										Capital projects still subject to tender approval process.
Notify the approved budget to the DfE/ESFA using the agreed timescale											*	
Review the Trust's actual financial performance throughout the year including the latest forecast position					*							
Review the financial position at the end of the financial year					*							
Approve overall Trust budget variance up to 0.5% of Trust GAG					*							Forecast vs budget
Approve overall Trust budget variance above 0.5% of Trust GAG		*										Forecast vs budget
Approve an individual academy's budget variance over 0.5% GAG									*		*	Forecast vs budget
Approve an individual academy's budget variance over 5% GAG					*							Forecast vs budget
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											*	
Certify pay documents and other time records											*	

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
<b>Finance: Assets</b>												
Acquire assets (Freehold or Leasehold, Land and Buildings) giving 30 prior notice to the ESFA		*										
Dispose of assets (Freehold or Leasehold, Land and Buildings) giving 30 prior notice to the ESFA		*										
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 ESFA's prior approval</b>												
Enter into Finance Lease agreements within financial limits					*							
Grant and report on leasehold agreements on land or property					*							
Take up a leasehold on land or property for 3 years or more; or rent to time limits		*										
<b>Finance: Borrowing with ESFA's prior approval</b>												
Enter into and report to Board 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 Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
Responsible for all borrowing (including overdraft) limits					*							
<b>Finance: Write-off</b>												
Write off debts above £250,000												ESFA/DfE
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 and finance limit for Trust					*							
Authorise purchases below £10,000											*	
Authorise purchases from £10,000 and below £20,000										*	*	
Authorise purchases of £20,000 and above (CFO approves in system on behalf of Finance Committee)					*							

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	CC	LGB	CEO	Headteacher	CFO	Notes
Authorise all purchases for in-budget "recurring operating expenditure" (e.g. utilities, waste disposal)											*	Signing/renewing contracts are subject to purchase approval limits
Authorise all tender recommendations above £20,000 (still subject to project being in budget or with appropriate authorisation if not in budget)					*							
Authorise any real or expected overspends on a capital project					*							
Authorise any non-budgeted capital project above £20,000 from academy reserves					*							Still subject to further tender approval
Authorise any non-budgeted academy capital project above £50,000 from academy reserves		*										Still subject to further tender approval
Authorise any non-budgeted capital project not funded fully by academy reserves (any value)		*										Still subject to further tender approval
Make all payments using the Trust's bank accounts (2 formal signatories required, one being CFO where possible, other from authorised list held by bank)											*	
Approve applications for Business/Credit cards					*							
Spend up to £300 per Credit card transaction										*		
Spend over £300 per Credit card transaction										*	*	
Set up and use new suppliers with an annual spend of up to and including £6,000											*	
Set up and use new suppliers with an annual spend of over £6,000											*	
Responsible for related party transactions with an annual spend of up to £100											*	



Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
Responsible for reporting related party transactions with an annual spend of up to £2,500	*		*								
Responsible for related party transactions, in conjunction with the ESFA, having an annual spend of over £2,500 at cost only							*				
<b>Finance: Compliance</b>											
Notify the Trustees of any significant changes affecting the Trust's financial outlook such as Pay & Pension effects and Government funding levels	*										
Ensure compliance with the Trust's Expenses policy, Gifts and Hospitality policy and Finance Manual	*										
Authorise overtime claims			*								
<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									*		

Notes	CFO	Headteacher	CEO	LGB	CC	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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 ESFA, Board and Audit Committee 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	Audit	Three years
	Business Travel and Expenses	Finance	Two years
	Discretionary Policy	Finance	Three years
	Gifts and Hospitality	Finance	Two years
	Reserves	Finance	Two years
<b>HEALTH &amp; SAFETY</b>			
	Critical Incident and Business Continuity Plan	Audit	Two years
	Health & Safety	PP&HR	Three years
	Home Visits	PP&HR	Three years
	Lone Working	PP&HR	Three years
	Medical Treatment	PP&HR	Two years
	No Smoking	PP&HR	Three years
	Transport and Vehicles	PP&HR	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
	Capability for Teachers	Pay, Performance & HR	One year
	Clear Desk	Pay, Performance & HR	Three years
	Complaints	Pay, Performance & HR	Three years
	Data Breach	Pay, Performance & HR	One year
	DBS and Safeguarding	Pay, Performance & HR	One year

	Emotional Health, Wellbeing and Welfare (Staff)	Pay, Performance & HR	Three years
	Equal Opportunities and Diversity (staff)	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
	Maximising Performance (Appraisal) for Teachers	Pay, Performance & HR	One year
	Parental Leave	Pay, Performance & HR	Three years
	Paternity Leave	Pay, Performance & HR	Three years
	Positive Handling	Pay, Performance & HR	Two years
	Records Management	Pay, Performance & HR	Three years
	Recruitment and Selection	Pay, Performance & HR	Three years
	Redundancy	Pay, Performance & HR	Three years
	Reference	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	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	Audit	One year
	Zero Tolerance	Pay, Performance & HR	Three 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 (Staff)	Education & Standards	One year
	E-Safety (Students)	Education & Standards	One year
<b>STUDENT WELFARE</b>			
	Anti-Bullying	Education & Standards	Two years
	Attendance	Education & Standards	Two years
	Charging and Remissions	Education & Standards	Three years
	Educational Visits	Education & Standards	Three years
	Equal Opportunities & Diversity (students)	Education & Standards	Three years
	Freedom of Speech & Expression	Education & Standards	Three years
	Intimate Care	Education & Standards	Two years
	Misuse of Drugs	Education & Standards	Two years
	Parental Communications and Complaints	Education & Standards	Three years
	Safeguarding and Child Protection (Promoting Pupils' Welfare)	Education & Standards	One year
	Sex and Relationship Education	Education & Standards	Two years
	Student Behaviour and Discipline	Education & Standards	Two years
	Third Parties Staying with Boarding House Staff	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
	CPD for Teachers	Education & Standards	Three years
	Conduct and Administration of Exams	Education & Standards	Three years

	Homework	Education & Standards	Three years
	Reading, Writing, Communications and Mathematics	Education & Standards	Three years
	SEND	Education & Standards	One year
	Teaching and Learning	Education & Standards	Three years
	Word Processor	Education & Standards	One year
<b>VOCATIONAL</b>			
	Apprentice and Employer Complaints Policy	Education & Standards	Three years
	Apprenticeship Assessment and Review	Education & Standards	Three years
	Apprenticeship Initial Assessment	Education & Standards	Three years
	Apprenticeship Recruitment	Education & Standards	Three years
	BTEC Procedures	Education & Standards	Three years
	Equal Opportunities and Diversity (Students)	Education & Standards	Three years
	Learner Appeals Procedure (Vocational)	Education & Standards	Three years
	Learner Malpractice Policy (Vocational)	Education & Standards	Three years
	Priory Training Conflict of Interest	Education & Standards	Three years
	Provider Access Statement	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