



The Park Academies Trust

Local Advisory Board

Scheme of Delegation

Governance				
Members	Trustees	LAB	CEO	School Principals
<p>To review and amend the Articles of Association.</p> <p>To determine the name of TPAT.</p> <p>To receive the Annual Report from Trustees and CEO.</p> <p>To be notified of any changes in legislation.</p> <p>To appoint Trustees proposed in accordance with the Articles</p>	<p>To set the long term Strategy for the Trust and determine Mission, and Vision statements.</p> <p>To review, amend and determine governance across the Trust.</p> <p>To establish committees including Local Advisory Boards, Finance & Audit and Education Standards Committees and to review and amend their Terms of Reference.</p> <p>To determine the educational character, mission and ethos of the Trust.</p> <p>To approve and monitor all business plans for the Trust.</p> <p>To appoint a Chair and 2 Vice Chair's for the Trust</p> <p>To appoint a Company Secretary and Clerk to the Trustees.</p> <p>To appoint and remove Chairs and Vice Chairs of LAB's</p>	<p>To monitor and determine the educational character, Mission and Vision in line with the Trust's Strategy at School /Academy level</p> <p>To recruit new governors.</p> <p>To nominate and remove the Chair and Vice Chair of the LAB subject to Trustee Approval.</p> <p>LAB Chair and Clerk to the Trustees to appoint a Clerk to the LAB.</p> <p>To update, review, and monitor all Policies relevant to the School /Academy following Trust standards.</p> <p>Ensure Trust Policies are adopted and followed.</p>	<p>To support and implement the Trust Strategy, Mission and vision.</p> <p>To create an annual business / development plan for the Trust based on its long term strategy.</p> <p>To support the Trustees and each School /Academy in the preparation of Trust-wide Policies and specific School /Academy policy requirements.</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To attend meetings and provide reports as required / requested.</p> <p>To support the appointment of a Company Secretary and Clerk to the Trustees.</p>	<p>To implement the Trusts Mission, Values and Ethos, reflecting each individual School /Academy educational characteristics.</p> <p>To attend LAB meetings and provide reports as required and requested by the LAB.</p> <p>To adopt and implement Trust-wide Policies to the School /Academy as recommended by the CEO.</p>

Governance				
Members	Trustees	LAB	Executive Principal	Operational Principals
	<p>To co-opt additional Trustees under the provision of the articles</p> <p>To approve the nominated Chairs and Vice Chairs of LAB's.</p> <p>To create, review and amend Trust policies and monitor all School /Academy policies.</p> <p>To be advised about and review any legal claim or activities made against any School /Academy or LAB within the Trust.</p>			

Finance CONTRACTS ELEMENT UNDER THIS HEADING				
Members	Trustees	LAB	CEO	School Principals
<p>To appoint external auditors</p> <p>To receive the audited financial statement once available.</p> <p>To maintain a register of business interests of the Members.</p> <p>Work within the agreed terms and allocated responsibilities as stated in the Trust Finance Policy</p> <p>To approve any service or support contract for Trustees.</p>	<p>To approve all compulsory and internal Finance Policies.</p> <p>Approve the annual Trust budget.</p> <p>To sign off the audited financial statements annually.</p> <p>To approve and amend the financial Scheme of Delegation within the Finance Policies.</p> <p>Agree any changes to the approved budget.</p> <p>Propose to Members the appointment of External Auditors.</p> <p>Agree Executive Pay.</p> <p>To monitor income and expenditure, cash flow and balance sheet of the Trust.</p>	<p>To monitor the School /Academy budget to ensure it will be maintained within agreed spending limits.</p> <p>Ensure local financial controls are in place, in line with the Trust Finance Policy's Scheme of Delegation, and are being followed.</p> <p>To maintain a register of business interests of all members of the LAB.</p> <p>To review the proper use and allocation of all additional 'ring fenced funding' (disadvantaged and SEND.) in addition to GAG funding.</p>	<p>To act as the Accounting Officer for the Trust in accordance with DfE regulatory and statutory requirements.</p> <p>Ensure the Director of Finance and Operations (DFO) is all compliant with all Financial Policies and Funding Agreement.</p> <p>To make and authorise payments within agreed financial limits.</p> <p>To oversee and be responsible for the DFO in all financial matters for the Trust with specific emphasis on the DFO to manage:</p> <ul style="list-style-type: none"> • Preparation of the annual Trust budget. • Preparation of the financial statements as required. • Monitor income and expenditure, cash flow and balance sheet of the Trust. • To prepare and present financial monitoring reports for the Trustees. • To ensure proper financial controls are in place. 	<p>Prepare the annual budget working with the Trust finance lead and LAB.</p> <p>Ensure local financial controls are in place, in line with the Trust Finance Policy's Scheme of Delegation.</p> <p>To monitor the School /Academy budget to ensure it will be maintained within agreed spending limits.</p> <p>The school Principals delivers the proper use and allocation of Pupil Premium and its effectiveness across all disadvantaged pupils together with SEND and other SRP and free school meal grants received by the School /Academy</p> <p>Implement the Trust Letting Policy where applicable to each School /Academy.</p>

Finance – cont'd				
Members	Trustees	LAB	CEO	School Principals
	<p>To establish a Charging and Remissions policy and keep under review.</p> <p>Ensure compliance with the Financial Handbook, Charity Law and Funding Agreement plus all statutory reporting.</p> <p>Ensure the Company Secretary maintains a register of business interests of the Trustees and a business register of the Executive and SLT teams across the Trust.</p> <p>To appoint a Risk and Audit Committee (currently subsumed within Finance and Audit Committee).</p> <p>To review risk management and maintain a Risk Register.</p> <p>Adopt a Trust-wide Lettings Policy</p>	<p>Appoint a Governor with a specific focus on Finance.</p>	<ul style="list-style-type: none"> • Maintain bank accounts in accordance with DfE requirements. • Set up and approve staff expenses. 	

Curriculum & Standards				
Members	Trustees	LAB	CEO	School Principals
<p>To receive a report from the Trustees and the CEO on the progress of the Trust and Governance.</p>	<p>To ensure provision of a balanced and structured curriculum that meets the need of pupils across all phases of the Trust.</p> <p>Appoint an Education Standards Committee to monitor the provision of a balanced and structured curriculum across the Trust. To ensure all LAB's are supporting and raising standards within their School /Academy and all the Trust's ethos, values, diversity and equality are being implemented.</p> <p>To receive reports 3 times a year from the Executive Principal on progress, attainment and standards for all phases.</p> <p>Monitor and review all external reports and ensure appropriate and necessary actions are put in place and completed.</p> <p>Monitor training across all LAB's within the Trust.</p>	<p>Approve the School / Academy Development Plan as proposed by the School Principals.</p> <p>Review and monitor all aspects of the agreed annual curriculum ensuring progress and standards are meeting expectations of targets and KPI's within the School / Academy Development Plan.</p> <p>LAB Chair to ensure all Governors have a clear understanding of governance, data and standards required to monitor the curriculum and the School Principals reports through training and presentations.</p> <p>Support each School /Academy to ensure that the Trust ethos of continuously raising standards is achieved.</p>	<p>Implement an annual Curriculum Policy across the Trust in line with the Trust's strategy to be delivered by the CEO</p> <p>Provide oversight of the target setting for pupil achievement and progress by the School / Academy Principals and monitor against KPI's and other targets of attainment.</p> <p>Provide as requested or required reports to ESC and Trust Board concerning the full curriculum agenda progress and standards.</p> <p>To monitor all Schools / Academies in the implementation of Prevent Duty and promotion of the fundamental British values of democracy, the rule of law, individual liberty, diversity, equality and mutual tolerance of those with difference faiths and beliefs in line with the Trust's 'balanced and structured curriculum' strategy.</p>	<p>Responsible for delivery of the curriculum including compliance with all agreements and policies and agreed Trust-wide curricular approaches. To include the implementation of Prevent Duty and promotion of the fundamental British values of democracy, the rule of law, individual liberty, diversity, equality and mutual tolerance of those with difference faiths and beliefs in line with the Trusts 'balanced and structured curriculum' strategy.</p> <p>Prepare a School / Academy Development Plan.</p> <p>To set, agree and monitor with the Executive Principle, for each phase, clear and accurate targets for pupil progress and attainment and report on development 3 times a year to the LAB with relating standards of teaching.</p>

SEND				
Members	Trustees	LAB	CEO	School Principals
	<p>Approve Trust-wide SEND and Equality Policies reviewed annually.</p> <p>Review the annual SEND statements for each LAB</p>	<p>Review monitor and maintain the School /Academy SEND and Equality Policies consistent with the Trust-wide policies.</p> <p>Provide oversight of the implementation and compliance of the Trust-wide policies.</p> <p>Appoint a Governor with specific focus on SEND to liaise with the SENDCo.</p> <p>Produce an annual SEND report with the SENDCo for the Trustees</p>	<p>Provide oversight of the implementation of the Trust-wide SEND Policy. (CEO to direct Trust SENDCo to draft) **</p> <p>Ensure compliance with the current Equality Act within all School /Academies.</p>	<p>Ensure compliance with the Trust-wide SEND policy and the current Equality Act.</p> <p>Ensure the School /Academy has a suitable qualified SENDCo.</p> <p>Maintain regular liaison with the LA in respect of pupil / students who have or may need SEND support.</p> <p>Make provision for those with additional needs with or without a EHCP</p> <p>Prepare an annual SEND statement with the LAB for the Trustees.</p> <p>Liaise with the CEO in relations to the accessibility plan.</p>

SAFEGUARDING				
Members	Trustees	LAB	CEO	School Principals
	<p>Ensure Trust-wide Safeguarding and Child Protection (SaCP) Policies are in place that cover both Primary and Secondary phases of the Trust.</p> <p>Monitor the implementation of the Prevent Duty and the promotion of British Values across all schools / academies.</p> <p>Receive termly reports from all LABs / DSL on all aspects of Safeguarding matters via the Education Standards Committee</p>	<p>Appoint a Governor with a focus on Safeguarding and Child Protection.</p> <p>Monitor and review the implementation of the SaCP Policy across the School /Academy.</p> <p>Review and maintain a “School Trip” policy and Risk Register.</p> <p>Ensure, on a termly basis, that the Single Central Record is compliant and up to date</p> <p>Review and monitor the implementation of the Prevent Duty and promotion of all aspects of British Values.</p>	<p>Ensure that each School /Academy has appointed a DSL and Deputy SL for Looked After Children.</p> <p>Support School /Academies in their implementation of the Prevent Duty and promotion of the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>Ensure Child Protection and Safeguarding is monitored across the Trust per School /Academy and regular reports are present to Trustees.</p> <p>Inform Chair of Trustees of any LADO incidents involving staff.</p>	<p>To appoint a DSL and Deputy SL to support Looked After Children and ensure the role is compliant with all statutory guidance.</p> <p>Maintain an up to date and compliant Single Central Record.</p> <p>Implement and maintain a ‘Schools Trip Policy’ and ‘Risk Register’ to cover any type of off-site trip or visit for pupils and staff.</p> <p>Implementation of the Prevent Duty and promotion of the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p> <p>To advise CEO of all LADO referrals.</p>

Behaviour				
Members	Trustees	LAB	CEO	School Principals
	<p>To monitor behaviour patterns across the schools / academies.</p> <p>To review the use of exclusions across the Trust.</p> <p>To support the CEO and School Principals in any behaviour initiatives that they initiate to bring behaviour up to the highest standards.</p> <p>To review and maintain an Exclusion Policy and Trust guidelines for Governors sitting on Disciplinary Committees.</p>	<p>To review and maintain a Behaviour Policy for the School /Academy.</p> <p>To convene a Governors Disciplinary Committee to review the Permanent Exclusion of a pupil by the School Principal.</p> <p>Monitor and receive a report on all behaviour issues at each LAB meeting.</p>	<p>Prepare a report for the Education Standards Committee on all behaviour issues and incidents across the Trust 'bi- termly' (2, 4 & 6).</p> <p>Prepare a report for the Education Standards Committee on all exclusions both FTE and PEx across the Trust 'bi- termly' (2, 4 & 6), showing comparators with other comparable School /Academies and Trusts.</p> <p>To make appropriate arrangements for the establishment of Independent Review Panels ensuring that all proper training and criteria has been provided and met.</p> <p>Ratify all Permanent Exclusions with respective Operational Principals.</p>	<p>Prepare a Behaviour Policy to follow Trust agreed Policy for each phase for review by the LAB.</p> <p>Prepare an Exclusion Policy to follow Trust agreed policy for each phase for review by the LAB and in line with the current DfE guidelines.</p> <p>Report all behaviour issues to the LAB</p>

Admissions				
Members	Trustees	LAB	CEO	School Principals
	<p>To approve Admissions Policies for individual Schools / Academies.</p> <p>Monitor admissions arrangements across the Trust.</p> <p>Review the outcomes of any consultations.</p> <p>Take the lead on any legal challenges on admissions with the Office of the Schools Administrator.</p>	<p>To monitor the Admissions for the School /Academy.</p> <p>To make arrangements for determining admission hearings and appeals.</p>	<p>To implement Admissions Policies for individual Schools / Academies that reflect our Primary related entry into Trust secondary Schools / Academies. **</p> <p>Ensure an approved Admissions Policy is in place for each School / Academy.</p> <p>Provide oversight of and support of implementation of admissions arrangements across the Trust</p>	<p>Work within the agreed Trust Admission Policy.</p> <p>Prepare an Admissions Policy for the School /Academy for LAB review.</p> <p>Provide direction to the LAB as to requirements under the School Admissions and Appeals Codes.</p> <p>Ensure compliance with policies concerning admissions.</p> <p>Make arrangements for determining admissions and hearing admission appeals.</p> <p>Participate in local admissions forums and in the fair access protocol.</p>

Pupil related matters				
Members	Trustees	LAB	CEO	School Principals
	<p>To adopt a Trust-wide Complaints Policy.</p> <p>Receive bi-termly (2, 4 & 6) reports from the CEO regarding standards from all Schools /Academies which include attendance and Pupil Premium data and receive reports regarding levels of complaints across the Trust.</p> <p>To hear complaints at the relevant stage.</p> <p>To receive from each LAB an annual report on Stakeholder satisfaction surveys.</p> <p>To receive from each School /Academy an annual report on Staff satisfaction surveys</p> <p>To agree School /Academy term and holiday dates.</p>	<p>Appoint a Governor with a focus on Pupil Premium.</p> <p>Monitor and receive reports on the impact and progress of Pupil Premium reviewing spend and progress / attainment.</p> <p>To review all pupil attendance including Pupil Premium each term.</p> <p>To hear complaints at the appropriate stage.</p> <p>Carry out Pupil satisfaction surveys and share reports with the ESC.</p>	<p>Monitor the levels of attendance and standards across the Trust and report bi-termly (2, 4 & 6) to Trustees. To include comparators with other Trusts of similar size and structure</p> <p>Monitor and report to Trustees the impact of Pupil Premium across the Trust.</p> <p>To hear complaints at the relevant stage.</p> <p>To review the level of complaints across the Trust</p> <p>Set and monitor across the Trust session times and dates, term times and holiday dates.</p>	<p>Maintain a register of all pupil attendance.</p> <p>Report on attendance and pupil absence to the LAB each term to include comparators for the LAB to consider trends and standards.</p> <p>Ensure effective deployment of the Pupil Premium funding and monitor its impact on performance and progress with regular reports to LAB.</p> <p>To manage complaints at the appropriate stage.</p> <p>Carry out Staff satisfaction surveys and share reports with the ESC.</p>

Information Management				
Members	Trustees	LAB	CEO	School Principals
	<p>To adopt a Trust-wide Data Protection Policy in line with GDPR statutory guidelines.</p> <p>Appoint a DP Officer for the Trust.</p> <p>To ensure the Company Secretary is compliant with all statutory data and information regulations with Companies House.</p>	<p>Ensure the effective implementation of the Data Protection Policy and check all procedures are being adhered to.</p>	<p>Ensure compliance with all data protection legislation and good practices are imbedded across the Trust.</p> <p>Support each School /Academy on the effective and safe storage of all sensitive information.</p> <p>Ensure accurate and secure staff records are maintained for all School /Academies.</p> <p>Ensure registration with the Information Commissioner's Office is complete and up to date.</p> <p>Ensure the requirements of the Funding Agreement in terms of publication are met.</p>	<p>Work within and be compliant with the Data Protection Policy and GDPR guidelines ensure best practice is utilised.</p> <p>Appoint a Data Controller.</p> <p>Ensure publication of School /Academy information, ensuring that all electronic communications including web pages are up to date.</p> <p>Maintain accurate and secure pupil records.</p>

Trust Definition:

POLICY: A document that states what needs to be achieved.

PROCEDURE: Operational instructions to achieve the policy requirements.

Note: Work is being undertaken to identify 'Trust policies' from 'local School / Academy policies' in order to identify where responsibilities lay with the update and maintenance of each identified policy.

Staffing				
Members	Trustees	LAB	CEO	School Principals
	<p>To be advised of Trust Central structures and other material changes</p> <p>To adopt Trust-wide Staff Policies and procedures.</p> <p>To appoint and dismiss the CEO, DFO, Company Secretary (CS) and Clerk to Trustees.</p> <p>To approve contracts for CEO DFO, CS & Clerk.</p> <p>To conduct the performance review of the CEO, DFO and Clerk.</p> <p>Agree Trust appointments.</p> <p>Assist the CEO in the performance review of the DFO and any other senior executive as appropriate.</p>	<p>In consultation with the CEO and Operation Principal approve the teaching staff structure.</p> <p>To hear appeals in line with the Trust-wide Appeals Policy.</p> <p>To provide input and assist the CEO on the recruitment and performance management of the Principal.</p> <p>Review suspensions as required following CEO investigation and undertake further action as necessary.</p>	<p>To determine the senior leadership, the teaching and non-teaching staff structures for each School /Academy.</p> <p>Advise the Trustees on all 'Trust-wide' Policies and procedures and ensure their effective implementation.</p> <p>Monitor, review and report to Trustees on staffing changes across the Trust.</p> <p>To appoint, suspend and dismiss members of the executive leadership team – other than those reserved to the Trustees.</p> <p>To appoint and dismiss School Principals in accordance with the Trust Staff Policy</p> <p>To conduct the performance management of Primary Phase Executive Principal and School /Academy Principals assisted by the Chair of each School /Academy LAB.</p>	<p>To determine teaching staff requirements within existing approved budget allocations.</p> <p>Implement all Trust-wide policies and procedures.</p> <p>To appoint, suspend and dismiss teaching and non-teaching staff in consultation with the CEO and the Staff Policy.</p> <p>To conduct performance management reviews for all staff.</p> <p>To approve retirement, secondments and leave of absence.</p>

Health Safety & Risk				
Members	Trustees	LAB	CEO	School Principals
	<p>Adopt a Trust-wide Health & Safety Policy.</p> <p>To approve insurance arrangements.</p> <p>Review and maintain a building and asset management planning strategy document for future development of the Trust.</p>	<p>Comply with the Trust-wide H&S Policy</p> <p>Review the implementation of the H&S Policy and ensure the appropriate risk assessments are being carried out at School /Academy level.</p> <p>Create a culture for H&S where all members of the LAB understand their personal duties and welfare of others.</p> <p>To review the Risk Register on a bi-termly (2, 4 & 6) basis to ensure compliance and accurate.</p> <p>Where appropriate carry out site inspections to review H&S issues and security of the premises.</p> <p>Receive a report from the School Principle and Operations Manager on budget implications concerning H&S issues.</p>	<p>Propose a Trust-wide H&S Policy for Trustee approval.</p> <p>Ensure arrangements are in place and monitoring of the following:</p> <ul style="list-style-type: none"> • Risk Register for the Trust. • Adequate building and other related insurances are sourced and proposed to the Trustees for approval. • A building strategy and asset management planning arrangements. • The implementation of the H&S Policy across the Trust • An accessibility plan in consultation with each Operation Principal. 	<p>Preparation of the Risk Register for the LAB.</p> <p>Adopt and implement the Trust-wide H&S Policy ensuring local H&S arrangements are in place.</p> <p>Create a culture for H&S where all staff understand their personal duties and welfare of others.</p> <p>Monitor the accident book and take appropriate actions in a timely manner.</p> <p>Ensure suitable risk assessments are prepared and appropriate actions taken.</p> <p>Review the security of the premises and all assets.</p>

Change history

Version	Date	Amended by	Recipients	Purpose
7	03/09/2019	Working Group	Members, Trustees, LAB's, Executive Principle, Operational Principals, and Director of Finance & Operations, Company Secretary and Clerks, others as directed by the Chair of TPAT, school / academy web sites.	DRAFT

Approvals history

Version	Date	Approved by
7	090919	Trust Board