

**The Priory Learning Trust
Scheme of Delegation
2020-21**

ONE TEAM - ONE TRUST

The Priory Learning Trust

Scheme of Delegation for Governance Functions

This Scheme of Delegation for Governance Functions describes The Priory Learning Trust's governance structure and remit of the Members, Board of Trustees, its committees and local governing bodies (called Academy Councils).

The Priory Learning Trust is a company limited by guarantee and an exempt charity; the formal governance arrangements for the Trust are set out in its Articles of Association.

The Members of the Trust are the subscribers to the Memorandum of Association – the people who established the Trust – and any other individuals appointed by the Members.

Members

The Members have an overview of the governance arrangements of the Trust and may amend the Trust's Articles of Association.

The Members of the Trust retain responsibility for

- Approving amendments to the Trust's Articles of Association and winding up the company.
- Appointing Trustees in accordance with the Articles of Association and removing Trustees.
- Appointing the Trust's external auditors.
- The Members also receive the Trust's audited Annual Accounts.

TRUSTEES

The Members have delegated all their powers and duties, apart from those specified above, to the Board of Trustees.

The Board of Trustees consists of up to ten Trustees appointed by the Members including the CEO, as long as s/he is in office; the Trustees may in addition appoint co-opted Trustees.

The Board of Trustees retains responsibility for:

- i. Formal accountability for the statutory functions of the Trust and for the operation and performance of all academies in the Trust.
- ii. Ensuring clarity of vision, ethos and strategic direction of the Trust as a whole.
- iii. Approving the Trust Budget and the Annual Report & Financial Statements of the Trust and the annual budget of each academy.
- iv. Oversight of the financial and educational performance of the academies in the Trust.
- v. Agreeing the strategy and budget for, and monitoring and reviewing the delivery and performance of, the Trust's central services.
- vi. Holding the CEO and other executive leaders (Central Team) to account for the financial and educational performance of the Trust as a whole.
- vii. Agreeing Trust policies and procedures and ratifying school policies and procedures as required to ensure that the Trust fulfils its statutory responsibilities and the oversight, monitoring and review of the implementation of those policies.

SCHEME OF DELEGATION

The Board of Trustees may delegate any of its powers and functions to a committee, including a local governing body (LGB), or to an individual Trustee or executive office holder, but retains legal accountability for any decisions taken. These delegations are set out in the SoD.

The Board of Trustees will not get involved in the day-to-day running of the Trust or its schools.

Trust Committees

- a. The Board of Trustees has established a number of Board Committees, to which it has given delegated responsibility for specific powers and functions in relation to its retained responsibilities, and a local governing body (an Academy Council), which is a sub-committee of the Board of Trustees, for each Academy in the Trust, to which it has given delegated powers and responsibilities with respect to the governance of the Academy.
- b. Committees
 - Provisions and Outcomes Committee
 - Resources Committee
 - Pay Committee

All Trust Committees including Academy Councils are responsible to, and **must report to the next meeting of, the Board of Trustees.**

We completed a review of our Governance structures at all levels during 2018-19 and are seeking to bring clarity and effective communication between Members, Trustees, Central Team, Academy Councils and Principals.

The Scheme of Delegation is a key document and it is intended to set out clearly the very distinct roles of Members, Trustees, Central Team, Academy Councils and Principals. Trustees will be working closely with Academy Councils over the coming year to implement the new Scheme of Delegation fully.

This document is a key function matrix, ratified by Trustees, reviewed annually with only the Clerk to the Trustees permitted to alter this document.

Within The Priory Learning Trust, different responsibilities will require different elements to act in different ways regarding individual tasks or functions. The Key Matrix clarifies who holds the accountability function, be it, Members, Trustees, Central Team, Academy Councils and Principals. Accountability is indicated by a tick.

The tick (√) indicates responsibility not only for undertaking the task/function but also for progressing the element indicated and for reporting on the outcomes/effectiveness of the task/function and developing amendments, improvements or changes. The accountable body will make decisions, within any limits to delegation, and be responsible for managing what is expected of other stakeholders. It is possible for the accountable body to delegate actions or activities.

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For some actions there are ticks in two columns; this indicates that the accountability is at two levels, usually for Academy Councils and Principals or between the Trust Board and Academy Councils or the CT.

The accountable body is expected to consult with any appropriate stakeholders and consider any recommendations made as an expression of the Board's commitment to openness and collaboration.

Issues relating to Church schools are asterisked [*] under Task/Function. The Diocese of Bath and Wells had the right to approve the first Scheme of Delegation; any subsequent changes will also be referred to the Diocese for approval. [A Memorandum of Understanding between the Diocese and the Trust sets in more detail out how the parties should behave in fulfilling their duties to each other.]

The Trustees reserve the right and authority to suspend or withdraw delegation for specific tasks/functions or for the all tasks/functions set out in this Scheme for a given period or until they reverse their decision. Although this would be a final step after requests or demands for action on behalf of the stakeholder and after due warning, the circumstances of suspension or withdrawal are set out in within the Key Matrix.

SCHEME OF DELEGATION

Governance

Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Review and amend the Trust's [*] Articles of Association	✓				
2 Change the name of the Trust [*]	✓				
3 Wind up the Trust [*]	✓				
4 Appoint and remove Trustees [*]	✓				
5 Determine the educational character, mission and ethos of the Trust [*]		✓			
6 Make changes to the Scheme of Governance, Scheme of Delegation, Scheme of Financial Delegation and policies of the Trust		✓			
7 Appoint the Company Secretary and Clerk to the Trustees		✓			
8 Determine the division of executive responsibilities between the Trustees, Chief Executive Officer (CEO) and Chief Operation Officer (COO)		✓			
9. Appoint the Chair and Vice Chair of any subcommittee of the Board of Trustees		✓			
10 Appoint and remove Academy Governors		✓			
11 Elect and have confirmed by the Trustees, the appointment a Chair and Vice Chair of the Academy Council			✓		
12 Obtain legal / professional / advice on behalf of the Trust and schools [*]				✓	
13 Obtain investment advice on behalf of the Trust and schools				✓	
14 Monitor and respond to risk in accordance with Charities Statement of Recommended Practice FRS102		✓			
15 Approve Trust Policies		✓			
16 Implement Trust Policies				✓	✓
17 Monitor the implementation of Trust Policies		✓	✓		
18 Approve school policies			✓		
19 Implement school policies					✓
20 Monitor the implementation of school policies			✓		

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Educational Performance & Curriculum

Educational Performance & Curriculum

Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Approve Trust Curriculum Statement of Intent		✓			
2 Approve and monitor Trust Strategic Plan		✓			
3 Approve and monitor the School Improvement Plan (ISP)			✓		
4 Make provision for daily collective worship [*]					✓
5. Monitor the provision for daily collective worship [* VA]			✓		
5 Approve times of the school day and dates of school terms and holidays		✓			

Finance

Finance

Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Sell, purchase, mortgage or charge any land in which the Trust has an interest [*]		✓			
2 Open and manage a Central Team bank account for the Trust.				✓	
3 To act as signatories for the Trust bank account				✓	
4 Propose Central budget for the financial year				✓	
5 Approve Central budget for the financial year		✓			
6 Propose revisions to Central budget for the financial year				✓	
7 Receive monthly budget monitoring review summary for all schools		✓			
8 Propose the school budget for the financial year					✓
9 Submit to the Trustees the school budget for the three academic years for approval			✓		
10 Propose revisions to the school budget for the academic year for approval by Trustees					✓
11 To deploy effectively Pupil Premium at their school and publish the Pupil Premium Plan for the year on the academy website					✓

SCHEME OF DELEGATION

Finance

Finance

Task/Function	Members	Trustees	A/Cs	CEO	Principals
12 To monitor effective deployment of Pupil Premium across the Trust and report finding to the Board			✓	✓	
13 To receive, approve and publish Pupil Premium data for the Trust		✓			
14 To enter into contracts within the terms of the Financial Scheme of Delegation		✓	✓		
15 Make payments within the terms of the Financial Scheme of Delegation				✓	
16 Propose, and where approved, implement financial and procurement policies for the Trust				✓	
17 Approve and monitor financial and procurement policies for the Trust		✓			
18 Propose, and where approved, implement financial and procurement policies for their school which are consistent with those of the Trust					✓
19 Approve and monitor financial and procurement policies for their school which are consistent with those of the Trust			✓		
20 Appoint external auditors for the Trust	✓				
21 Appoint internal auditors for the Trust		✓			

Human Resources

Human Resources

Task/Function	Members	Trustees	A/Cs	CEO	Principals
SINGLE CENTRAL RECORD					
1 Maintain Single Central Record for Trust				✓	
2 Maintain Single Central Record for their school					✓
STAFFING STRUCTURES					
3 Propose changes to the Trust/Central Team staffing structure				✓	
4 Approve changes to the Trust/Central Team staffing structure		✓			
5 Propose changes to the school staffing structure					✓
6 Approve changes to the school staffing structure				✓	

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Human Resources

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
RECRUITMENT					
7 Appoint the CEO in consultation with the Diocesan Board of Education		✓			
8 Appoint senior members of the Central Team		✓			
9 Appoint all other members of the central team				✓	
10 Appoint a Principal [* re VA schools]		✓			
11 Appoint an Academy Operations Manager (AOM)				✓	
12 Appoint staff with in their school					✓
MANAGEMENT OF CEO & COO					
13 Suspend, discipline and dismiss the CEO or COO		✓			
14 Manage an appeal by the CEO or COO		✓			
ABSENCE REVIEW					
15 Manage absence at Stage 1 and 2 for Central Team, Principals and Academy Operations Manager (AOM)				✓	
16 Manage appeals following absence Stage 1 and 2 for Central Team, Principals and AOM				✓	
17 Dismiss due to absence at Stage 3 for Central Team, Principal and AOM [* re VA schools]				✓	
18 Manage appeals following dismissal for absence Stage 3 for Central Team, Principal and AOM		✓			
19 Manage absence at Stage 1 and 2 for school staff					✓
20 Manage appeals following absence warnings at Stage 1 and 2 for school staff			✓		
21 Dismiss due to absence at Stage 3 for school staff					✓
22 Manage appeals following dismissal for absence Stage 3 for school staff		✓			
DISMISSALS – OTHER					
23 Dismiss in connection with unsuitability during a probationary period, end of fixed term contract, redundancy and statutory bar or some other substantial reason for Central Team, Principals and AOM [* re VA schools]				✓	

SCHEME OF DELEGATION

Human Resources

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
DISMISSALS – OTHER					
24 Dismiss in connection with unsuitability during a probationary period, end of fixed term contract, redundancy and statutory bar or Some Other Substantial Reason for staff within their school					✓
25 Manage appeals following dismissal for end of fixed term contract, redundancy, statutory bar or Some Other Substantial Reason (SOSR) for Central Team, Principal and AOM		✓			
26 Manage appeals following dismissal for end of fixed term contract, redundancy, statutory bar or SOSR for staff within their school		✓			
DISCIPLINARY					
25 Suspend, discipline and dismiss members of the Central Team				✓	
26 Manage a dismissal appeal by Central Team		✓			
27 Discipline, suspend and dismiss of a Principal and AOM [* re VA schools]				✓	
29 Manage an dismissal appeal by a Principal and AOM[* re VA schools]		✓			
30 Discipline, suspend and dismiss staff within their school					✓
31 Manage an appeal against a warning for school staff			✓		
32 Manage an appeal against a dismissal for school staff		✓			

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Human Resources

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
LEAVE OF ABSENCE OR SECONDMENT					
32 Agree applications for secondment and leave of absence by Central Team Staff				✓	
33 Agree applications for secondment and leave of absence by their school staff					✓

Complaints & Quality Assurance

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Liaise with OFSTED in respect of the Trust				✓	
2 Liaise with OFSTED in respect of their school					✓
3 Liaise with Department of Education in respect of the Trust and its schools				✓	
4 Hear stakeholder complaints				✓	✓
5 Hear stakeholder complaint appeals		✓	✓		
6 Hear complaints against the Trustees	✓				
7 Hear complaints against Academy Councils and Governors		✓			
8 Manage appeals by a Governor in respect of a complaint		✓			

SCHEME OF DELEGATION

Performance Management & Appraisal

Performance Management & Appraisal

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Manage, issue warnings or dismiss due to capability to Central Team, Principal or AOM [* re VA schools]				✓	
2 Manage appeals due to capability to Central Team, Principal or AOM		✓			
3 Manage and issue warnings or dismiss due to capability to for staff in their schools					✓
4 Manage appeals due to capability for all staff within their schools			✓		
5 Manage dismissal appeals due to capability for all staff		✓			
6 Undertake performance review/appraisal of CEO		✓			
7 Undertake performance review/appraisal of Central Team Staff				✓	
8 Undertake performance review/appraisal of Principals and AOMs				✓	
9 Undertake performance review/appraisal of all school staff					✓

Pay

Pay	No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
	1 Determine the pay of the CEO		✓			
	2 Manage an appeal by the CEO in respect of pay		✓			
	3 Determine the Pay Scales for all Trust employees		✓			
	4 Approve recommendations from the Principals for pay progression all teaching and learning school staff			✓		
	5 Manage appeals against pay decisions by an Academy Council			✓		
	6 Approve the CEO's recommendations for pay progression for members of the Central Team and Principals		✓			
	7 Manage appeals against pay decisions for members of the Central Team		✓			

Premises/Insurance

Premises/Insurance	No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
	1 Propose a Risk Management Plan for the Trust				✓	
	2 Approve a Risk Management Plan for the Trust		✓			
	3 Propose a Risk Management Plan for their school					✓
	4 Approve a Risk Management Plan for their school			✓		
	5 Procure insurance premises related policies				✓	
	6 Propose and implement a premises and capital strategy for their school					✓
	7 Propose and implement a premises and capital strategy for the Trust				✓	
	8 Approve the school's premises and capital strategy		✓			
9 Approve a Trust premises and capital strategy to include the management of Schools Condition Allocation (SCA) funding		✓				

Admissions

Admissions

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Approve admissions policies [*]		✓			
2 Make first instance admissions application decisions			✓		
3 Manage admissions applications appeals				✓	

Student Discipline and Exclusions

Discipline

No. Task/Function	Members	Trustees	A/Cs	CEO	Principals
1 Establish a behaviour policy for the school					✓
2 Exclude a pupil for up to 45 days in a school year or permanently					✓
3 Inform parents of exclusion					✓
4 Informs A/C and LA if exclusion is permanent, or takes exclusion for a student over 15 days in one term or prevents them from taking a public examination/test					✓
5 Consider reinstatement and inform parents of outcome			✓		
6 Arrange suitable full-time education for fixed period exclusions of more than 5 school days			✓		
7 Consider parents' representations about an exclusion			✓		
8 Arrange an independent review panel if requested by parents		✓			
9 Reconsider an exclusion within 10 school days of receipt of notice of independent review panel decision and inform Principal, parents and LA of its reconsideration			✓		
10 Ensure that a student is removed from the school roll following permanent exclusion			✓		
11 Consider reinstatement of a pupil who has been excluded			✓		

SCHEME OF DELEGATION

Safeguarding

Safeguarding	No. Task/Function	Members	Trustees	A/Cs	CEO	Principals	
	1	Appoint a Designated Safeguarding Officer for the Trust				✓	
	2	Appoint a Lead Safeguarding Officer for the school					✓
	3	Appoint a Designated Safeguarding Governor			✓		
	4	Appoint a Designated Safeguarding Trustee		✓			
	5	Appoint a designated teacher to support "looked after children" at their school					✓
	6	Approve off site visits for students of more than 24 hours			✓		

SEND

SEND	No. Task/Function	Members	Trustees	A/Cs	CEO	Principals	
	1	Make provision for SEND students at their school which is consistent with Trust policy					✓
	2	Monitor the implication of the Trust and school policies			✓		
	3	Appoint a designated teacher to be responsible for coordinating SEND provision at their school					✓
	4	Liaise with Local Authority in respect of SEND students					✓

Looked after Children

LAC	No. Task/Function	Members	Trustees	A/Cs	CEO	Principals	
	1	Make provision for LAC students at their school which is consistent with Trust policy					✓
	2	Monitor the implication of the Trust and school policies			✓		
	2	Appoint a designated teacher to be responsible for coordinating LAC provision at their school					✓
	3	Liaise with Local Authority in respect of LAC students					✓

