

Warrington Primary Academy Trust

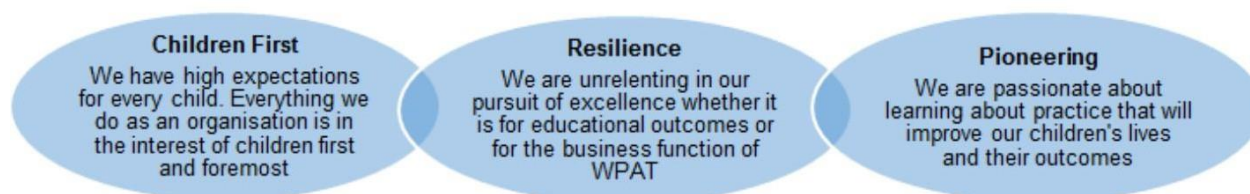
Scheme of Delegation

This scheme of delegation is established in the context of the founding principle of the trust that "Together we Forge our Tomorrows". Our local governing committees (LGC's) are a key part of our governance team, which strives for excellence across our academies.

Guiding Principle

To deliver a first class education through partnership, innovation, school improvement and accountability.

Core Values



This scheme of delegation has been derived from the National Governance

Association's model, and applies to good and outstanding schools in the trust where governance is performing well. Where a school joins the trust with an Ofsted

judgement of requires improvement or inadequate, or an existing school's judgement declines either due to Ofsted or its own validated self-evaluation, or other concerns regarding governance are identified, the scheme of delegation will be reviewed on an individual basis. This scheme is kept under continuous review and will be shared with all LGCs on an annual basis.

Effective governance in WPAT is supported by the following:

- Trust members
- Trust board – the Directors / Trustees
- Trust committees: we currently have three committees of the trust board: standards, resources and audit
- LGCs of each academy
- The executive team - the Chief Executive Officer, Chief Financial Officer, Executive Heads, Headteachers and Heads of school at each academy

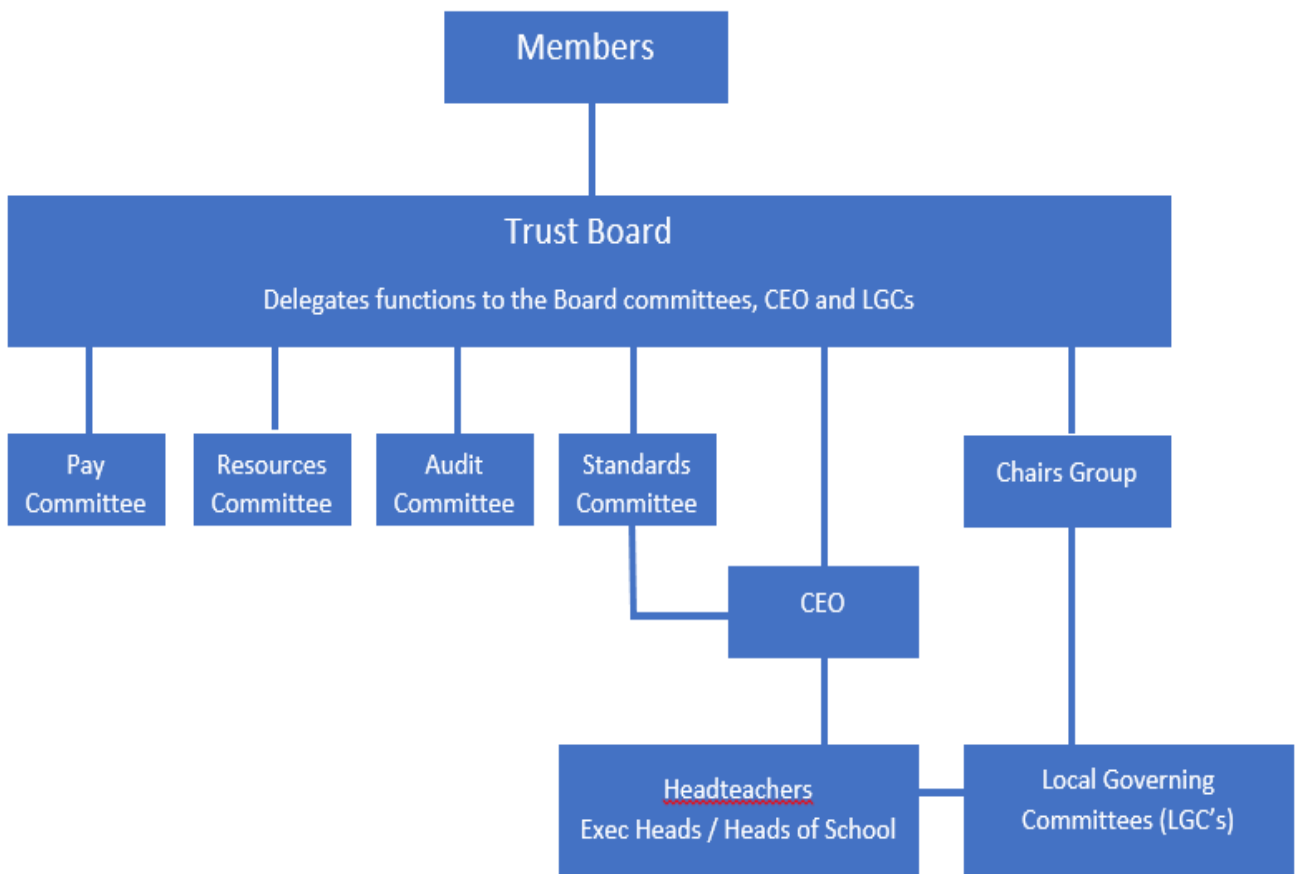
On very rare occasions the Trust does reserve the right to review all decisions taken at any level if it jeopardises the performance or financial stability of the Trust.

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Scheme of Delegation

Key
Column 1: Members
Column 2: WPAT board of Trustees
Column 3: Board committee
Column 4: Chief executive officer
Column 5: Local Governing Committee
Column 6: Academy Headteacher (Executive Head or Head of School)
✓ Action to be undertaken at this level

WPAT Governance Structure



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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
People	Members: Appoint (up to 5 Trustees)/ Remove	✓					
	Trustees: Co-Opt additional Trustees		✓				
	Role descriptions for members	✓					
	Role descriptions for trustees/ chair/ specific roles		✓				
	Election of parent governors					✓	
	Appointment of local governors					✓	
	Trust committee (incl LGC) chairs: appoint and remove		✓				
	Clerk to Trust committees: appoint and remove		✓				
	Trustee support and CPD programme for Trustees and Governors: Agree and implement		✓				
	Local governor support and CPD programme: agree and implement						✓
Systems and structures	Articles of association: review and agree	✓					
	Governance structure (committees) for the Trust: establish and review annually		✓				
	Terms of reference for Trust committees: agreed annually		✓				
	Scheme of delegation for Trust: annually agreed		✓				
	Trust skills audit: complete and recruit to fill gaps		✓				

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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
	LGC Chairs skills audit: complete and recruit (MAT wide) with other LGC Chair's (with support of Governance Officer) to fill gaps					✓	
	Annual self-review of Trust; completed annually		✓				
	Annual self-review of LGC's: completed annually					✓	
	Trust Chair's performance: carry out 360 review annually		✓				
	LGC Chair's performance carry out 360 review annually					✓	
	Trustee contribution: review annually		✓				
	Local governor contribution: review annually					✓	
	Succession plan for trust board		✓				
	Succession plan for LGC					✓	
	Annual schedule of business for trust board: agree		✓				
	Annual schedule of business for LGC					✓	
Reporting	Publication on Trust websites of all required details on governance arrangements.		✓				
	Publication on schools website of all required details of Governance arrangements.					✓	
	Annual report on performance of the trust: submit to members and publish		✓				
	Annual report and accounts including accounting policies, signed statement on		✓				

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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
	regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit						
	Annual report on work of LGC; submit to Trust and publish					✓	
Being strategic	Schools wishing to join the Trust: approve	✓					
	Determine trust wide policies: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies: approve			✓			
	Determine school level policies including: SEND; safeguarding and child protection; curriculum; behaviour					✓	
	Central spend / top slice: agree		✓				
	Management of risk Trust : establish register, review and monitor		✓				
	Management of Risk school level; establish register, review and monitor					✓	
	Trust's guiding principles and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the guiding principle can be measured: determine			✓			

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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
	School's contextualised guiding principle and strategy, agreeing key priorities and key performance indicators (KPIs): determine					✓	
	Chief executive officer: appoint and dismiss		✓				
	Academy Headteacher, Deputy Headteacher, Executive Headteacher and Head of School: appoint and dismiss				✓		
	Budget plan to support delivery of trust key priorities: agree		✓				
	Budget plan to support delivery of school key priorities: agree		✓				
	Trust's strategic staff structure: agree		✓				
	Lead and manage MAT Staff: agree				✓		
	School staffing structure (reflecting financial footprint): agree					✓	
	Academy Improvement Plans; Good + Outstanding Schools					✓	
	Academy improvement plans ; RI and Category schools				✓		
	Responsibility for Trust Quality of Education				✓		
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree			✓			
	Reporting arrangements for progress on key trust priorities: agree		✓				

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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
	Reporting arrangements for progress on key school priorities: agree					✓	
	Performance management of the Chief Executive Officer: undertake		✓				
	Performance management of academy Headteacher: undertake				✓		
	Responsible for pupil outcomes				✓		
	Responsible for quality of education				✓		
	Trustee monitoring: agree arrangements		✓				
	Local governor monitoring: agree arrangements for standards of teaching					✓	
	Strategic direction of the teaching hub and behaviour hub				✓		
	Responsible for school based additional needs provision e.g. Resource Base or Designated Provision.					✓	
Ensure financial probity	Appoint chief financial officer for delivery of trust's detailed accounting processes		✓				
	Trust's scheme of financial delegation: establish and review (see appendix 1)		✓				
	External auditors' report: receive and respond		✓				
	CEO pay award: agree		✓				
	Academy Head Teacher pay award: agree			✓			

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Area	Decision	Members	Trust Board	Board committee	CEO	LGC	Academy Headteacher
	Academy staff appraisal application and pay progression is delegated to LGC for good and outstanding schools					✓	
	Academy staff appraisal application and pay progression is delegated to CEO for inadequate and special measures schools				✓		
	Benchmarking trust wide value for money against DfE service https://schools-financial-benchmarking.service.gov.uk/			✓			
	Benchmarking academy value for money against DfE service https://schools-financial-benchmarking.service.gov.uk/					✓	
	Develop trust wide procurement strategies and efficiency savings programme				✓		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓			

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Scheme of Delegation

Appendix 1: Scheme of Financial Delegation

	Description	Delegation									
		Members	Trust	Resource	Standards	Audit	CEO	LGC	Head	Deputy	BM
Ordering	Best value principles for orders to £999.99										✓
	Evidence of searches £1,000 to £4,999.99									✓	Or ✓
	Retain three quotes £5,000 to £24,999.99								✓		
	If lowest quote above £5,000 is not accepted this must be reported with explanation to Resources Committee			✓							
	Sealed bids process £25,000 to £49,999.99								✓		
	Full tender process +£50,000			✓							
	Orders and invoice processing ensuring segregation of duties		✓				✓	£50000	£15000	£5000	£1000 or £5000
Debt	Bad debt write off – Trust must notify ESFA prior to writing off 1% of income or £45,000 whichever is lower		✓					£5000	£500		
	Severance payments up to								✓		

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	Description	Delegation									
		Members	Trust	Resource	Standards	Audit	CEO	LGC	Head	Deputy	BM
	£5,000 if process with HR followed.										
	Severance payments over £5,000			✓							
	Severance payments of over £30,000 statutory plus £50,000 non statutory prior approval required from ESFA and HM Treasury.		✓								
	Maintaining the asset register to monitor movement of assets										✓
	Asset write off		✓					£5000	£500		
	Fraud of £5,000+ must be notified to ESFA immediately		✓								
Budgeting	Set a credit budget			✓				✓			
	Mid-year budget amendments - appoint staff within agreed staffing profile								✓		
	Mid-year virements between budgets up to £9,999.99								✓		
	Mid-year virements between budgets over £10,000.00			✓							
	Set a deficit budget – Trust must notify ESFA within 14 days of formally proposing.		✓								

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	Description	Delegation									
		Members	Trust	Resource	Standards	Audit	CEO	LGC	Head	Deputy	BM
Borrowing	Finance leases and overdrafts can only be arranged with ESFAs prior approval		✓								
	Salix loan on capital projects			✓							
	Credit cards £2,500 transactional and £10,000 monthly limit							✓			
	Credit cards £1,000 transactional and £5,000 monthly limit										✓
	Credit card approval in advance for any specific officers other than Headteachers or Business Managers			✓							
Audit	Appoint internal auditors					✓					
	Appoint external auditors	✓									

To be read in conjunction with ESFA Academy Trust Handbook and WPAT Financial Regulations.