

Warrington Primary Academy Trust

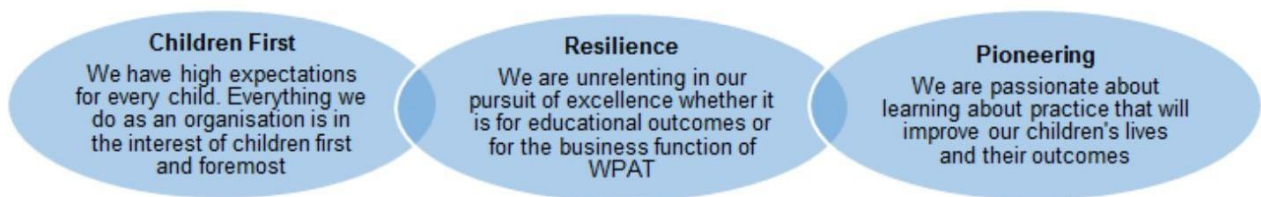
Scheme of Delegation

This scheme of delegation is established in the context of the guiding 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 September 2023, 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.

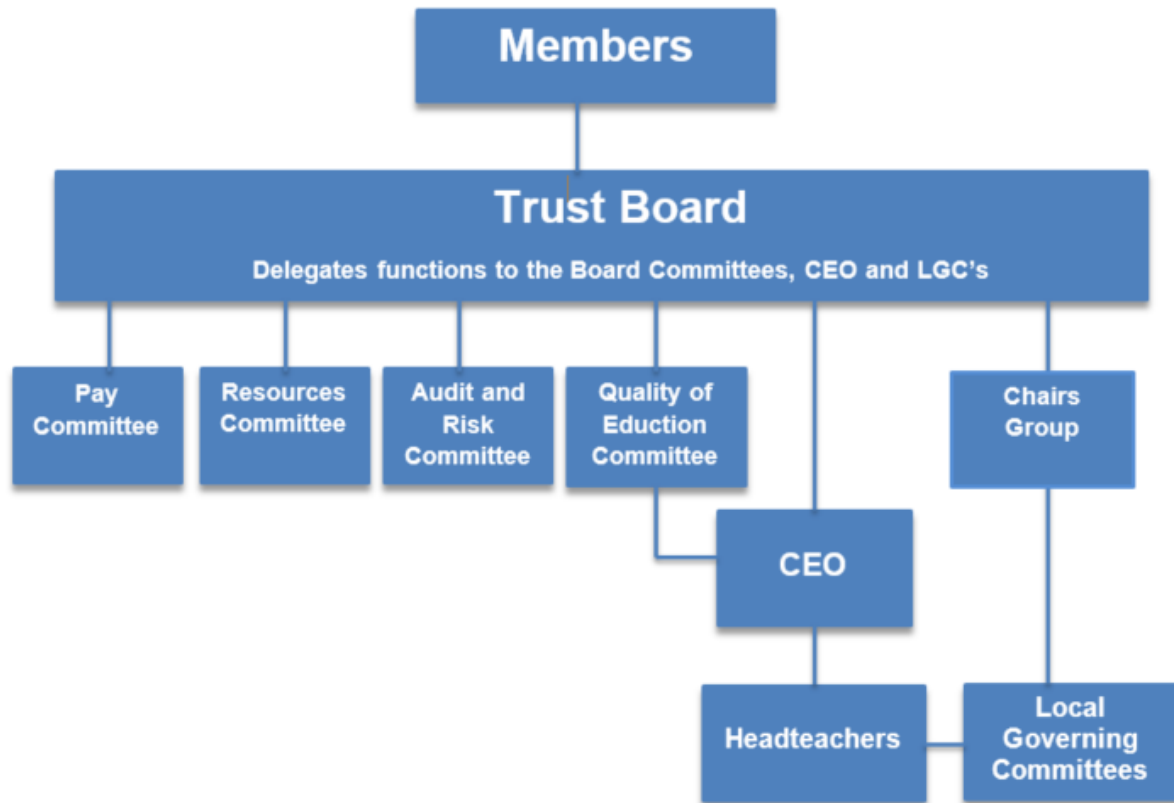
Effective governance in WPAT is supported by the following:

- Trust Members
- Trust Board – the Trustees
- Trust Committees
- Chairs Group
- LGCs of each school
- The executive team - the Chief Executive Officer, Chief Financial Officer, Executive Heads, Headteachers and Heads of School at each school

LGCs within MATs form the essential bridge between the Trust Board and the trusts schools, feeding into Trust Boards oversight. 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.

Warrington Primary Academy Trust Scheme of Delegation

WPAT Governance Structure



Key to the following pages

A - Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There is only one group/person accountable for each task/decision.
R - Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C - Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*	Statutory requirement

Warrington Primary Academy Trust Scheme of Delegation

		Members	Trust board	Trust Committees	CEO	LGCs	Headteachers
1. Board business							
1.1	Appoint/remove members	*A/R					
1.2	Appoint/remove trustees	*A/R	*A/R				
1.3	Elect chair of trustees		*A/R				
1.4	Appoint and remove board committee chairs		*A/R				
1.5	Establish and review trust governance structure		*A/R		C		
1.6	Agree named safeguarding trustee		*A/R				
1.7	Agree named SEND trustee lead		*A/R				
1.8	Appoint/remove LGC chairs		*A		R	C	
1.9	Appoint/remove LGC members		*A		R	C	
1.10	Appoint trust governance professional		*A		R		
1.11	Agree LGC clerking arrangements		*A		R	C	C
1.12	Articles of association: review		*A/R				
1.13	Articles of association: ratify	*A/R					
1.14	Agree committee terms of reference		*A	R	C	C	C
1.15	Complete annual review of scheme of delegation		*A		R		
1.16	Complete annual trust board self-review		A/R				
1.17	Complete annual LGC self-review		A		C	R	C
1.18	Complete review of local governance	C	A		R	C	C
1.19	Publish governance arrangements on trust and schools' websites		*A		R		
1.20	Ensure trust website is compliant and effective		*A		R		

Warrington Primary Academy Trust Scheme of Delegation

		Members	Trust board	Trust Committees	CEO	LGCs	Headteachers
1.21	Ensure school websites are compliant and effective			*A		R	R
1.22	Submit annual report on the performance of the trust to members and publish		A		R		
1.23	Commission external review of board effectiveness every three years	C	A/R		C		
1.24	Annually report work of LGC: submit to trust and publish				C	A/R	C
1.25	Schools wishing to join the Trust	A	R		R		
2. Vision and strategy							
2.1	Determine trust's vision, strategy and key priorities		A/R		R	C	C
2.2	Apply trust vision and strategy to individual schools		A		R	C	R
2.3	Determine trust-wide policies which reflect the trust's ethos and values			*A	R		
2.4	Determine school level policies as on the Policy Review Schedule				R	*A	R
2.5	Establish Trust risk register and conduct regular review		*A	R	R		
2.6	Establish schools risk registers and conduct regular reviews			C	A	C	R
2.7	Ensure engagement with stakeholders		A		R	R	R

Warrington Primary Academy Trust Scheme of Delegation

		Members	Trust board	Trust Committees	CEO	LGCs	Headteachers
3. Finance and estates							
3.1	Appoint and remove external auditors	*A/R	C	R			
3.2	Appoint and performance manage chief financial officer		*A		R		
3.3	Produce trust's scheme of financial delegation		*A	R	R		
3.4	Receive external auditors report	*A/R	R	R			
3.5	Action recommendations made by external auditors		*A	R	R		R
3.6	Action recommendations made by internal auditors			R	R	C	A
3.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R	R		
3.8	Submit ESFA required reports and returns		*A	R	R		
3.9	Agree budget plan to support delivery of trust strategic priorities		A	R	R		
3.10	Agree budget plan to support delivery of school strategic priorities		*A	R	A	R	R
3.11	Monitor trust budget		*A	R	R		
3.12	Carry out benchmarking and trust-wide value for money evaluation		C	R	A/R		
3.13	Agree reporting and monitoring arrangements for trust and school budgets		*A	R	R	C	C

Warrington Primary Academy Trust Scheme of Delegation

		Members	Trust board	Trust Committees	CEO	LGCs	Headteachers
3.14	Approve trust-wide estate vision, strategy and asset management plan		*A	R	R	C	C
3.15	Monitor school estate to ensure it is safe and well maintained		*A	R	A	R	R

4. Human resources

4.1	Appoint and dismiss CEO/accounting Officer		*A/R		C		
4.2	Performance manage CEO		*A/R				
4.3	Agree CEO pay and reward		*A	/R			
4.4	Conduct executive team performance management		C		A/R		
4.5	Conduct headteacher performance management				A/R	R	
4.6	Agree headteacher pay and reward			A/	R	C	
4.7	Review and agree staff appraisal procedure and pay progression			A	R	C	C
4.8	Determine Trust executive team staffing structure		*A		R		
4.9	Determine school staffing structure				A	C	R
4.10	Headteacher appointments and dismissal		A	C	R	C	
4.11	Trust wide pay policy, terms and conditions of employment			*A	R		C
4.12	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A		R		

Warrington Primary Academy Trust Scheme of Delegation

		Members	Trust board	Trust Committees	CEO	LGCs	Headteachers
5. Education							
5.1	Approve trust curriculum/school curriculum and curriculum policy			A	R	C	C
5.2	Agree the monitoring arrangements for standards of teaching at each school					A	R
5.3	Ensure high standards of teaching and learning across the Trust		A	R	R		
5.4	Ensure high standards of teaching and learning at individual schools			C	R	A	R
5.5	Responsible for the quality delivery of curriculum				R	A	R
5.6	Responsible for pupil targets and outcomes			C	R	A	R
5.7	Plan and deliver individual school improvement interventions and strategies			C	A	C	R
5.8	Review permanent and fixed term exclusions				C	*A	R
5.9	Agree admissions policy		*A		R	C	C
5.10	Admissions appeal process		*A		R	C	C
6. Community							
6.1	Developing stakeholder partnerships across the trust		A		R	C	C
6.2	Developing stakeholder partnerships at school level				C	A	R

Warrington Primary Academy Trust Scheme of Delegation

Appendix 1: Scheme of Financial Delegation

	Description	Delegation									
		Members	Trust	Resource	Qual/Ed	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 £5,000 if process with HR followed.								✓		

Warrington Primary Academy Trust Scheme of Delegation

	Description	Delegation									
		Members	Trust	Resource	Qual/Ed	Audit	CEO	LGC	Head	Deputy	BM
	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	Qual/Ed	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.