



Scheme of Delegated Authority  
September 2023-August 2024

## Trust Vision

1. To develop successful Trust hubs in the wider Lincoln and Grantham areas that offer high quality:
  - Special, Primary and Secondary education
  - Post-16 programmes and apprenticeships
  - Initial Teacher Training and Teaching School provision.
2. To use the Maximising Performance programme to focus the Trust's strategies on improving the quality of education.
3. To have a clear and transparent governance structure that supports the objects of the Trust.
4. To use the Maximising Effectiveness programme to provide high quality career-stage professional development for all staff.
5. To provide expert central services offering appropriate and professional support through effective and sustainable relationships.
6. To use the Maximising Learning programme to monitor and improve teaching, learning, assessment and the curriculum.
7. To deliver a Priory Values programme of cultural, community, health, sporting and leadership events across the Trust.
8. To develop a Priory Baccalaureate award that:
  - Rewards pupils who embody the values of the Trust
  - Recognises all that is good about a pupil
  - Provides access to well-considered and highly regarded accreditation at each phase.
9. To ensure that all pupils, including the most vulnerable:
  - Achieve in line with or above expectations

- Attend in line with or above national levels
- Progress successfully on to the next stage of their lives.

10. To be a first-choice destination for families, pupils and staff.

### **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

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	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										

	Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
<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	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	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)								*			

Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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 quality assure the use of exclusions							*			
Suspend a student on a fixed term basis										*
Exclude a student permanently										*
Review the Headteacher's exclusion decision				*						
Reinstate a pupil following a suspension or permanent exclusion				*						
Commission an Alternative Provision placement										*



	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	LGB	CEO	Headteacher	CFO	Notes
Direct a pupil's education off-site									*		
Review a pupil's placement at Alternative Provision or an alternative educational establishment									*		
Review and Approve safeguarding performance indicators			*								
Manage safeguarding policies and procedures									*		
Follow safeguarding policies and procedures	*	*	*	*	*	*	*	*	*	*	All
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							*				

	Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
<b>Education: Teaching</b>											
Setting of expectations for the quality of teaching									*		
Monitor and report on effectiveness of teaching over time										*	
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									*		

Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
<b>Operational: Complaints/Grievance</b>										
Complaints relating to the CEO								*		
Complaints relating to Central Services Staff			*							
Complaints relating to the Headteacher			*							
Stage One (non-Headteacher related)		*								
Stage Two				*						
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			*							

Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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.			*							
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>										

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	LGB	CEO	Headteacher	CFO	Notes
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										*	
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										*	

Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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	*									
<b>Finance: Assets</b>										
Acquire assets (Freehold or Leasehold, Land and Buildings) subject to all necessary ESFA approvals								*		
Dispose of assets (Freehold or Leasehold, Land and Buildings) subject to all necessary ESFA approvals								*		
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								*		

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	LGB	CEO	Headteacher	CFO	Notes
<b>Finance: Borrowing</b> with ESFA's prior approval											
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					*						
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										*	

	Members	Trust Board	Ed&Standards	PP and HR	Finance	Audit	LGB	CEO	Headteacher	CFO	Notes
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)					*						
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					*						



Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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	*									
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			*							

Notes	CFO	Headteacher	CEO	LGB	Audit	Finance	PP and HR	Ed&Standards	Trust Board	Members
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								*		
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>			
	16-19 Bursary Fund Policy	Finance	One year
	Anti-Fraud, Corruption and Bribery	Finance	Three years
	Business Travel and Expenses	Finance	Two years
	Discretionary Policy	Finance	Three years
	Gifts and Hospitality	Finance	Two years
	Trust Reserves	Finance	Two years
<b>HEALTH &amp; SAFETY</b>			
	Critical Incident and Business Continuity Plan	Audit	One year
	Health & Safety	Pay, Performance & HR	One year
	Home Visits	Pay, Performance & HR	Three years
	Lone Working	Pay, Performance & HR	Three years
	Medical Treatment	Pay, Performance & HR	Two years
	No Smoking	Pay, Performance & HR	Three years
	Transport and Vehicles	Pay, Performance & 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
	Appraisal Policy for Teaching Staff, CEO and Trust Executive Management Staff	Pay, Performance & HR	One year
	Capability Policy for Teaching Staff, CEO and Trust Executive Management Staff	Pay, Performance & HR	One year

	Clear Desk	Pay, Performance & HR	Three years
	Code of Conduct	Pay, Performance & HR	One year
	Complaints	Pay, Performance & HR	Three years
	Data Breach	Pay, Performance & HR	Three years
	Data Protection	Pay, Performance & HR	Three years
	DBS	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
	Homeworking	Pay, Performance & HR	Three years
	Low-Level Concerns	Pay, Performance & HR	Three years
	Maternity Leave	Pay, Performance & HR	One year
	Moving and Handling	Pay, Performance & HR	Three years
	Parental Leave	Pay, Performance & HR	Three years
	Paternity Leave	Pay, Performance & HR	Three years
	Positive Handling and Safe Touch	Pay, Performance & HR	Two years
	Records Management	Pay, Performance & HR	One year
	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
	Safeguarding Supervision	Education & Standards	Three years
	Shared Parental Leave	Pay, Performance & HR	Three years
	Social Media (Staff)	Pay, Performance & HR	Three years
	Staff Anti-Bullying and Harassment	Pay, Performance & HR	Three years
	Staff Communication	Pay, Performance & HR	Three years

	Staff Disciplinary	Pay, Performance & HR	Three years
	Staff Sickness Absence	Pay, Performance & HR	Three years
	Support Staff Appraisal	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	Pay, Performance & HR	Two years
<b>ICT</b>			
	Acceptable Use (ICT)	Pay, Performance & HR	Three years
	CCTV	Pay, Performance & HR	Three years
	Online Safety (Staff)	Education & Standards	One year
	Online Safety (Pupils)	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
	DofE Expedition	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
	LAC and Post-LAC	Education & Standards	One year
	Misuse of Drugs	Education & Standards	Two years
	Parental Communications and Complaints	Education & Standards	Three years
	Relationship and Sex Education	Education & Standards	Three years
	Safeguarding Adults	Education & Standards	One year
	Safeguarding and Child Protection (Promoting Pupils' Welfare)	Education & Standards	One year

	Student Behaviour and Discipline	Education & Standards	Two years
	Student Wellbeing	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
	Apprenticeship Professional Learning	Pay, Performance & HR	One year
	Careers Guidance	Education & Standards	Three years
	Conduct and Administration of Exams	Education & Standards	Three years
	Curriculum, Teaching and Assessment	Education & Standards	One year
	Early Career Teacher	Education & Standards	One year
	SEND	Education & Standards	One year
	Special Consideration and Reasonable Adjustment	Education & Standards	Three years
	Word Processor	Education & Standards	Three years
<b>TECHNICAL</b>			
	Apprentice and Employer Complaints	Education & Standards	Three years
	Apprenticeship Assessment and Review	Education & Standards	Two years
	Apprenticeship Initial Assessment	Education & Standards	Two years
	Apprenticeship Recruitment	Education & Standards	Two years
	BTEC Blended Learning	Education & Standards	One year
	BTEC Procedures	Education & Standards	Two years
	Learner Appeals Procedure (Vocational)	Education & Standards	Two years
	Learner Malpractice Policy (Vocational)	Education & Standards	Two years
	Provider Access Statement	Education & Standards	One year
	Recognition of Prior Learning	Education & Standards	Two years
	Registration and Certification Policy	Education & Standards	Three years
	Staff Malpractice (BTEC)	Education & Standards	Two years

	Vocational Assessment and Appeals Procedures (Including Apprenticeships)	Education & Standards	Two years
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