



# Scheme Of Delegation

1 September 2016

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# Scheme of Delegation for White Woods Primary Academy Trust

## Introduction

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As an Exempt Charity limited by guarantee, White Woods Primary Academy Trust (“the Trust”) is governed by a Board of Directors (“the Board”) who are responsible for and oversee, the management and administration of the Trust and the academies run by the Trust. This Scheme of Delegation will apply to all Academies for which the Trust is responsible (“the Academies”). Any reference to “the Academies” in the Scheme of Delegation refers to all Academies within the Trust.

The Directors are accountable to external government agencies including the Charity Commission, Education Funding Agency and the Department for Education for the quality of education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.



In order to discharge these responsibilities, the Directors delegate powers to more locally based committees (“the Local Governing Bodies” or “LGBs”) which are established to ensure good governance of the individual Academies.

The Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Academies, the respective roles and responsibilities of Directors and members of the Local Governing Bodies and the commitment to each other to ensure the success of each Academy.

## Members

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The Trust will have:

-  2 External Members (ie, not Directors)
-  1 Internal Member (ie a Director, in most cases the Chair)

The Members are the guardians of the Trust constitution, determining the governance structure of the Trust and providing oversight and challenge of the Directors to ensure the charitable object of the Trust is being fulfilled.

The Members may agree to appoint/remove additional Members. The Members must appoint a Chair and have a term of office of two years.

Members can appoint Directors and remove any Director subject to the provisions outlined below. Members will be able to sign off the Annual Report and Accounts; however this may be delegated to the chair of the Board of Directors.

Notwithstanding any provision of the Articles, the Members hereby delegate to the Board of Directors a power and responsibility to appoint and remove Directors. Appointments will be ratified by the Members at the Annual General Meeting of the Trust. Any removal by the Board of Directors appointed by the Members shall only be undertaken with the consent of all the Members.








## Board of Directors

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The Board of Directors is able to exercise all of the powers of White Woods Primary Academy Trust.

The Board of Directors will offer support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed, but will also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best outcome for the Trust.

As Directors of an Exempt Charity (The Trust), the Directors have a fiduciary duty to act in good faith in the best interests of the Trust. This duty includes the following:

-  To ensure compliance with any legal obligations
-  To report on the Trusts activities (preparing Annual Accounts and any reporting requirements of the Education Funding Agency (EFA))
-  To fulfil the charitable objective of the Trust as set out in its constitution (ie Articles of Association) and to act in a way which is compliant with the rules of the Trust contained in the Articles
-  To act with integrity and to avoid any personal conflicts of interest and not to misuse any charity funds or assets
-  To act prudently in the financial management of the Trust avoiding putting any assets, funds or reputation of the Trust at undue risk
-  To exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient; and
-  To act responsible, getting advice from others, including professional advisors, where appropriate

Subject to any change where circumstances merit a different approach, the Trust Board will be constituted as follows:

-  5 Non-Executive Directors

A Director will attend at least one LGB meeting from their 'allocated' schools.

Directors will review annually the Trusts Core Offer and will hold the Chief Executive Officer (CEO) to account for the delivery of these services (Appendix 3).

Directors will, in consultation with LGBs, be responsible for the appointment of the Headteacher in each of the Academies that are part of White Woods Primary Academy Trust.

Performance Management of Academy Headteachers/Executive Headteachers will be undertaken by the CEO, the Chair of the LGB and the allocated Director for the Academy.

The Job Description and Person Specification incorporating a Code of Conduct and Role Responsibilities for the Directors are set out in Appendix 1.

# Local Governing Bodies – General Principles

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It is the Trusts intention and preference that:

- The Board of Directors and Local Governing Bodies will work collaboratively and in partnership at all times
- The Board of Directors will make decisions on matters which affect all Academies and set the strategic direction of the Trust: Local Governing Bodies will make decisions on matters which affect individual Academies
- Local Governing Bodies and Headteachers of Academies in the Trust should be as autonomous as possible
- Local Governing Bodies and Headteachers will have maximum delegation of responsibility and decision-making for the strategic direction and day-to-day operation of their Academies unless there is cause for concern (see Trust Intervention – Removal of Delegated Powers - Appendix 2)
- The Board of Directors will put in place effective arrangements for monitoring and evaluating the performance of Local Governing Bodies and Academies
- The governance arrangements of Good and Outstanding Academies joining the Trust will remain in the main unchanged except where changes are required in order to comply with legal or statutory requirements or to ensure operational effectiveness.
  - Academies with a judgement of Requires Improvement will be supported in the development of an Action Plan and timeline agreed with the CEO, Board, LGB Core Team and other Working Partners.
  - It will be the responsibility of the Academy LGB to manage, update and drive the actions within the criteria of the Action Plan and timeline
- Schools that join the Trust with an Inadequate rating will be expected to implement the Action Plan developed by the CEO and Board of Directors
- The Board of Directors will fully consult Local Governing bodies before putting in place any arrangements which directly affect Local Governing Bodies and individual Academies
- The LGB will report regularly and frequently to the Board of Directors and will make available all relevant data and information on performance
- From time to time, a member of the Board may attend Local Governing Body meetings
- The Board of Directors will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and Local Governing Bodies should the individual group, or Local Governing Body, fail to carry out their duties and responsibilities effectively. Such circumstances would include:
  - Where there are concerns about financial matters
  - There is insufficient progress being made against educational targets (including where intervention by the Secretary of State is being considered or carried out)
  - There has been a breakdown in the way the Academy is managed or governed; or
  - The safety of pupils or staff is threatened, including a breakdown in discipline (see Appendix 2)

# Draft Terms of Reference for Local Governing Body

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These Terms of Reference are based on the principles of maximum delegation of responsibilities and full operational autonomy to the Local Governing Body and the Headteacher for the strategic direction and day-to-day operation of the Academy – with the Board making decisions on matters which affect all Academies in the Trust.

Local Governing bodies are free to determine their own local governance arrangements, as long as these do not conflict with the Trust’s legal and statutory requirements.

Composition (Membership of the LGB) – Academies may keep their current composition and membership of the LGB.

LGB and Sub-Committee Structure – LGBs may organise their standing Sub-Committee structure as they see fit.

All Governors should adhere to the Code of Conduct set out in Appendix 4 (Job Description and Person Specification including Code of Conduct and Role and Responsibilities for Governors).

## Purpose of the Local Governing Body









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The LGB’s role is to exercise leadership on behalf of the Trust in the running of an individual Academy and to provide information to the Trust on the operation and performance of the Academy and to exercise its responsibilities and powers in partnership with the Headteacher, staff and the Trust’s Directors.

The LGB and the Headteacher have full delegated responsibility for the strategic direction and day-to-day leadership and management of the Academy.

Each LGB has a key role to play in the overall development and success of the Trust and in contributing to joint working and sharing best practice between Academies in the Trust.

In line with the overall vision, strategy, ethos and broad policy framework of the Trust, the LGB will:

-  Help the Academy to set high standards by planning for the Academy’s future, set the direction for each Academy and agree targets for improvement, monitor and evaluate its performance
-  Be a critical friend to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils/students
-  Set the Academy’s standards of conduct and values
-  Ensure sound management and administration of the Academy and ensure all staff have the appropriate qualifications, skills, experience and training to carry out their duties
-  Ensure compliance with all financial, statutory and regulatory requirements
-  Help the Academy respond to, and meet, the needs of parents and the wider local community
-  Ensure all Governors are skill in understanding, interpreting and comparing Academy performance, attendance, admissions and exclusions data and are kept fully apprised of the performance of the Academy at all times
-  Ensure all Governors have the skills, knowledge and information to assess the Academy’s financial performance

## Governance

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- ✿ Determine and approve the Academy's mission, vision, strategy and long-term development plan – in line with the Trust's overall mission and vision
- ✿ Ensure that the Academy contributes significantly to the overall development and success of the Trust
- ✿ In consultation with the Board of Directors determine key performance indicators and targets for the Academy
- ✿ Approve the Academy's development/improvement plan. Monitor overall performance and the achievement of objectives, targets and key performance indicators, and ensure that plans for improvement are acted upon – report progress to the Board and provide all required data
- ✿ Following consultation, adopt and ensure the implementation of Trust-wide policies and procedures
- ✿ Determine and approve framework and Academy-specific policies and procedures, monitor their implementation, and evaluate their impact
- ✿ Determine any other constitutional matter in which the LGB has discretion.
- ✿ In line with the Trust's governance arrangements, policies and procedures, and Scheme of Delegation for the Academy:
  - ✿ Recommend a Governor for appointment by the Board as the Chair of the LGB, annually
  - ✿ Hold at least three LGB meetings and at least three meetings of each Sub-Committee a year
  - ✿ Appoint a Vice-Chair of the LGB annually
  - ✿ Make arrangements for the election/appointment of parent and staff Governors: appoint these Governors in line with the Trust's arrangements and procedures
  - ✿ Make arrangements for recruiting and appointing "Associate Governors" if required
  - ✿ Appoint a Clerk and implement Clerking arrangements in line with the Trust's requirements
  - ✿ Maintain and publish, through the Clerk, a Register of Governors' and Senior Members of Staff Business Interest and adhere to procedures for registering and managing conflict of interest
  - ✿ Establish standing and ad-hoc Sub-Committees, groups and individuals
- ✿ Carry out and report on all duties and responsibilities delegated to the LGB by the Board
- ✿ Ensure the Academy complies with legal and statutory requirements
- ✿ Receive reports and recommendations from any Sub-Committee, group or individual to whom an action or decision has been delegated to agree the recommendation, ratify the decision, or consider whether any further action by the LGB is necessary
- ✿ Review and report to the Board on the effectiveness of delegation arrangements annually
- ✿ Appoint Governors with specific responsibilities for example, for Special Educational Needs and Disability (SEND) and in line with any statutory requirement
- ✿ Publish papers, minutes of meetings of the LGB and its Sub-Committees in line with the Trusts' arrangements
- ✿ Advise the Trust Board of Directors of any concerns about the running of the Academy that cannot be resolved by the LGB and of any suspicions of fraud and irregularity.

## Membership

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The list of current governors should be displayed on the school website. New/replacement Governors will be appointed/elected in line with the Trust's policy and procedures. The LGB may recruit and appoint, as it sees fit, "Associate Governors" to provide specialist advice to the LGB and/or a Sub-Committee if required: "Associate Governors" may NOT vote.

## Term of Office

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The term of office is four years. The Headteacher holds office ex-officio as long as he/she is in post. Governors can be re-elected or re-appointed. Every member of the LGB should adhere to the Code of Conduct found in Appendix 5.

The Headteacher and CEO (in an ex-officio capacity), or their Deputies, have the right to attend all meetings of a Local Governing Body and its Sub-Committees.

## Organisation

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Terms of Reference, Constitution and membership are to be reviewed annually. Quorum: more than 50% of Governors eligible to vote. There is one vote per governor and the Chair has a casting vote.

## Resignation and Removal

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A person serving on the LGB shall cease to hold office if he/she resigns his/her office by notice to the LGB (but only if at least three persons will remain in office when the notice of resignation is to take effect).

A person serving on the LGB shall cease to hold office if he/she is removed by the person or persons who appointed him/her. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the LGB by a person or persons who appointed him/her, any failure to uphold the values of the Trust and/or the Academies or to act in a way which is inappropriate in light of this Scheme of Delegation or to comply with the role responsibilities set out in the Job Description and Person Specification (Appendix 5) will be taken into account. A person may also be removed by the Directors but only after the Directors have given due regard to any representations by the LGB. The removal of a Parent Governor will be undertaken only in exceptional circumstances.

If any person who serves on the LGB in his/her capacity as an employee at any of the Academies within the Trust ceases to work at the Academy then he/she shall be deemed to have resigned and shall cease to serve on the LGB automatically on termination of his/her work at the Academy.

Where a person who serves on the LGB resigns his/her office or is removed from office, that person or, where he/she is removed from office, those removing him/her, shall give written notice thereof to the Clerk to the LGB who shall inform both the Chair of the LGB and the Chair of the Directors.



# Disqualification of Members of the Local Governing Body



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No person shall be qualified to serve on the LGB unless he/she is aged 18 or over at the date of his/her election or appointment. No current pupil of the Academy shall be entitled to serve on the LGB.

A person serving on the LGB shall cease to hold office if he/she becomes incapable by reasons of mental disorder, illness or injury of managing or administering his/her own affairs.

A person serving on the LGB shall cease to hold office if he/she is absent without the permission of the Chair of the LGB from all the meetings of the LGB held within six months and the LGB resolves that his/her office be vacated.

A person shall be disqualified from serving on the LGB if:




-  His/Her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
-  He/She is the subject of a bankruptcy restrictions order or an interim order

A person shall be disqualified from serving on the LGB at any time when he/she is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court Administration Order).

A person serving on the LGB shall cease to hold office if he/she would cease to be a Director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a Director by virtue of Section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person shall be disqualified from serving on the LGB if he/she has been removed from the office of Charity Director or Director for a Charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the Charity for which he/she was responsible or to which he/she was privy, or which he/she by his/her conduct contributed to or facilitated.

A person shall be disqualified from serving on the LGB at any time when he/she is:

-  Included in the list kept by the Secretary of State under Section 1 of the Protection of Children Act 1999; or
-  Disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
-  Barred from regulated activity relating to children (within the meaning of Section 3(2) of the Safeguarding Vulnerable Groups Act 2006)

A person shall be disqualified from serving on the LGB if he/she is a person in respect of whom a direction has been made under Section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

A person shall be disqualified from serving on the LGB where he/she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under Section 178 of the Charities Act 2011.

After the Academy has opened, a person shall be disqualified from serving on the LGB if he/she has not provided to the Chair of the LGB a Criminal Records Certificate (DBS) at an enhanced disclosure level under Section 133B of the Police Act 1997. In the event that the Certificate discloses any information which would in the opinion of either the Chair of the LGB or the

Headteacher confirm their unsuitability to work with children, that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the chair of the Directors to determine the matter. The determination of the chair of the Directors shall be final.

Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the LGB; and he/she was, or was proposed, to so serve, he/she shall upon becoming so disqualified give written notice of that fact to the LGB.

This clause shall also apply to any member of any Committee of the LGB who is not a member of the LGB.

## Finance

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Each LGB will agree a financial plan and present it to Directors in advance of each school year.

The Accounts of the Academy shall be the responsibility of Directors but the LGB shall provide such information (including Monthly Management Accounts) about the finances of the Academy in such format that the Directors shall require.

The LGB shall ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the company's Financial Protocol are observed at all times as well as any requirement and recommendations of the Directors and Secretary of State.

The LGB shall, in conjunction with the Directors, develop a Five Year Estate Management Strategy that will identify the suitability of buildings and facilities in light of long-term curriculum needs and the need for and availability of, capital investment to meet the LGB's responsibility to ensure the buildings and facilities are maintained to a good standard.

The Local Governing Body shall inform Directors of any need for significant unplanned expenditure and will adhere to the Scheme of Financial Authorities (Appendix 4).

## Annual Review

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This Scheme of Delegation shall operate from the Effective Date. The Directors will have the absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it.

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Directors will have regard to and give due consideration of any views of the Local Governing Body.

## Job Description and Person Specification Incorporating a Code of Conduct and Role Responsibilities for Directors

<b>Job Title:</b>	Director
<b>Location:</b>	Board of Directors meetings to be held at The Pod @ Canklow Site visits to local Academies as necessary Site visit to White Woods Primary Academy Trust registered office as necessary
<b>Hours:</b>	Up to six Board of Directors meetings a year Remote involvement via email/telephone Regular review of reports and documentation
<b>Salary Range:</b>	Voluntary
<b>Term of Office:</b>	Four years
<b>Job Purpose:</b>	<b>The Directors oversee the management and administration of the Trust and the Academies run by the Trust</b>

### Job Description








#### Governance

The corporate management and Director responsibility for the Trust is vested in the Directors, who will also be the Company Directors registered with Companies House. The Directors are personally responsible for the actions of the Trust and the Academies and are accountable to the Members of the Trust, the Secretary of State for Education and the wider community for the quality of the education received by all pupils of the Academies and the expenditure of public money.

The Directors are required as Directors and pursuant to the Funding Agreements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust.

#### Specific Responsibilities of the Trust Board and the Directors

The role of the Trust Board and the Directors collectively is to:

-  Determine the strategic vision and overarching strategic plan of the Trust
-  Provide strategic leadership and governance
-  To develop effective links within the Academy's community, communicating openly and frequently as appropriate and ensuring that the Academies meet their responsibilities to the community and serve the community's needs in relation to the safeguarding and education of its pupils
-  Provide challenge and support to Senior Leaders including the CEO
-  Develop and decide strategic and operational policies
-  Facilitate collaboration between the Academies to actively seek opportunities for the Academies to work together either with the aim of improving economic efficiencies within the Trust or identifying and implementing best practice across all Academies
-  Co-ordinate and oversee shared services and resources

- 🌟 Develop and oversee the implementation of Academy Action Plans focusing on Academy improvement
- 🌟 Set and monitor performance benchmarks
- 🌟 Determine curriculum priorities
- 🌟 Set the overall Trust budget and approval of Academy budgets
- 🌟 Monitor expenditure in accordance with appropriate authorisations
- 🌟 Develop and implement a Risk Management Strategy
- 🌟 Ensure the Trust and the Academies comply with their legal obligations
- 🌟 Determine the Trust's reserves/contingency policy
- 🌟 Ensure appropriate insurance or risk cover is put in place
- 🌟 Undertake recruitment and performance management of CEO and other Senior Leaders
- 🌟 Develop staff training programmes and opportunities for professional development
- 🌟 Support the development and building of leadership and governance capacity at Academy level
- 🌟 Approve of site and asset management strategies
- 🌟 Oversee any significant capital expenditure and building projects
- 🌟 Approval of all funding applications
- 🌟 Act as Decision-Maker for all appeals

## Core Competencies

The following core competencies and skills expected of the Directors are that they will:

- 🌟 Work as a team
- 🌟 Attend meetings and be prepared to contribute to discussions and commit to agreed actions
- 🌟 Be respectful of the views of others and to be open to new ideas and thoughts
- 🌟 Treat all confidential information confidentially
- 🌟 Act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest Policy
- 🌟 Develop a deep understanding of the vision and ethos of the Trust and its Academies and the roles played by all individuals in fulfilment of the Trust's mission
- 🌟 Understand the policies and procedures of the Trust and how these flow down to the Academies
- 🌟 Support the Trust in public and act as an Ambassador of the Trust and the Academies
- 🌟 Commit to training and skills development
- 🌟 Be ready to ask questions
- 🌟 Be focused on problem-solving and be ready to learn from past experiences
- 🌟 Adhere to the Nolan Principles in their conduct

## Person Specification

### Personal Qualities and Values:

- 🌟 A desire to create positive change for young people
- 🌟 A commitment to the Aims and Objectives of White Woods Primary Academy Trust
- 🌟 A willingness to devote time and effort
- 🌟 An ability to work effectively as a team while contributing an independent perspective
- 🌟 An ability to build productive and supportive professional relationships
- 🌟 A commitment to the Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- 🌟 A commitment to equal opportunities and anti-discriminatory practice
- 🌟 A commitment to safeguarding young people
- 🌟 Reliability and integrity

### Education and Training

- 🌟 A record of continuous professional development

- 🌟 Educated to higher level in professional area of expertise

## Experience

- 🌟 Experience of driving positive change
- 🌟 Experience in leadership and management
- 🌟 Professional experience in education/accountancy/finance/business/HR/marketing/law

## Knowledge

- 🌟 An understanding and acceptance of legal duties, responsibilities and liabilities of Directorship
- 🌟 An understanding of the use of attainment and other data to assess the progress, strengths and weaknesses of an educational environment
- 🌟 An understanding of financial and workforce data

## Skills

- 🌟 Strategic vision
- 🌟 An ability to think creatively
- 🌟 Good, independent judgement
- 🌟 An ability to use financial and workforce data to inform decision-making







## Legal Requirements

Individuals who are not able to make the following declarations may not serve as a Director:

- 🌟 I am not disqualified from acting as a Charity Director
- 🌟 I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as “spent”)
- 🌟 I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- 🌟 I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- 🌟 I am not an undischarged bankrupt
- 🌟 I have not made compositions or arrangements with my creditors from which I have not been discharged
- 🌟 I have not been removed from serving as a Charity Director, or been stopped from acting in a management position within a Charity
- 🌟 I have not been disqualified from serving as a Company Director
- 🌟 I am not included in the list kept by the Secretary of State for Education under Section 1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a Governing Body of a school
- 🌟 I am able to provide a valid Disclosure and Barring Service Certificate (DBS) at Enhanced Level under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children



# Removal of Delegated Powers from A Local Governing Body

-  The decision to remove Delegated Powers from an Academy Local Governing Body is taken by the Board of Directors.
-  Removal of Delegated Powers Notification issued to a current Academy Local Governing Members will be within one working day.
-  The Headteacher of the Academy will be notified in writing of the decision of the Board of Directors and informed of the appointment of a Chair of the Interim Executive Committee (IEC) within one working day of the decision.
-  There will be no right to challenge the decision of the Board of Directors as this is final.
-  The decision of the Board of Directors will be implemented with immediate effect and all scheduled meetings of the existing Academy Local Governing Body and its Committees will be cancelled.
-  Upon removal of Delegated Powers from an Academy Local Governing Body, the Board of Directors will establish, in place of the Local Governing Body, an Interim Local Governing Body, known as an Interim Executive Committee (IEC). The former Academy Local Governing body shall cease to have any authority to act on behalf of the Academy.










## CORE OFFER







### Academisation

The Trust will:

-  Offer support and advice for the Headteacher and Governors throughout the academisation process
-  Offer support through the consultation process, both formal and informal:
  -  Co-ordinate the legal transitional process
  -  Co-ordination of financial requirements
  -  Support and advice on valuation and insurance options






### School Improvement

The Trust will:

-  Support all schools to be “good” or “better”
-  Facilitate Headteacher meetings
-  Provide support through Ofsted Inspections
-  Provide access to monthly meetings with NLE
-  Co-ordinate the placement of NLE/LLE/SLE support
-  Provide Headteacher Performance Management

### Human Resources









The Trust, through a third party, will:

-  Advise schools on relevant employment issues
-  Advise on good practice relating to personnel issues
-  Advise on child protection issues
-  Advise on grievance and disciplinary issues
-  Advise on disability discrimination and sexual discrimination issues

Please read Schools First Terms and Conditions of Service

## Payroll






The Trust, through a third party will:

-  Make payments of salary/pay to the employees of the Trust by credit transfer to the account of the employee of each pay day
-  Make arrangements for payment to the Inland Revenue in respect of Income Tax and National Insurance contributions for each employee of the Trust
-  Make arrangements for payments to any pension provider in respect of each employee of the Trust
-  Keep all appropriate records of every employee of the Trust on a cumulative basis of all gross and net salary Income Tax, National Insurance, Pension and other deductions made from salary paid on each pay day
-  Provide appropriate P45 Certificates and P60 Certificates for each employee when required
-  Maintain for 24 hours on each working day a telephone helpline to assist the employees of the Trust in dealing with any queries
-  Prepare the schedule and provide the client with the Schedule at least seven working days prior to each pay day
-  Provide all appropriate information to HMRC, the Benefits Agency and any other Statutory Authority which requires information to be supplied concerning any employee of the Trust during the term

Please see Schools First Terms and Conditions



## School Business Manager Support

The Trust will:

-  Offer support, training and advice to School Business Managers both prior to and following academisation
-  Co-ordinate SLAs to assure Best Value for the schools and the Trust
-  Liaise with the EfA on behalf of all schools in the Trust
-  Co-ordination of and application on behalf of schools for extra streams of funding
-  Provide and update schools with an improved IT system which will enable schools to share pupil/financial data

## Finance Support

The Trust will:

-  Oversee the development and maintenance of financial systems and procedures including appropriate ICT Systems
-  Provide the support in producing annual budgets, periodic forecasts and medium to long term planning



Provide information to enable effective budgetary control, decision making and sound strategic planning



Provide support to SBMs and Finance Staff across the Academy



Provide financial training for Governing Bodies



Support schools in preparing end of year accounts



Consolidate end of year accounts and liaise with EfA and external accountants



Fund the annual costs of producing End of Year Financial Accounts and the initial March return



Purchase HCSS Budgeting on behalf of Academies for accurate financial budgeting and forecasting



Purchase FMS MultiView on behalf of Academies for the accurate and timely consolidation of the Academy Trust's annual accounts

## EfA Condition Improvement Grants

The Trust will:




Offer advice and support to schools to enable schools to prioritise bids for Condition Improvement Grants




Prepare and submit two bids for each school annually



Manage, on behalf of each school, all successful projects. This will include:

 Project management from conception to completion

 Health and Safety requirements

 Ensure compliance with CDM Regulations 2015

## The Pod @ Canklow

The Trust will:



There will be no charge of the hire of The Pod @ Canklow Training Centre for member schools



## SCHEME OF FINANCIAL AUTHORITIES

White Woods Primary Academy Trust is an Exempt Charitable Trust regulated by the Department for Education (DfE). All Trust members, Directors and Governors have a duty to safeguard the Trust's assets and financial resources whilst ensuring value for money and the highest level of probity.

The Chief Executive Officer (CEO) of the Trust is also the Accounting Officer and, as such, is personally responsible to Parliament for ensuring regularity, propriety and value for money in the use of the Trust's funds. The CEO is supported in this by the Chief Financial Officer (CFO).

**The Trust's Board of Directors is ultimately responsible for ensuring the proper use of funds. The Board is also responsible for ensuring all schools within the Trust retain as much autonomy and freedom as possible, and have the maximum delegation of responsibility and decision making in the use of their budget.**

The Trust must operate in line with their Articles of Association and Funding Agreement. Financial procedures must be compliant with the Academies Financial Handbook and the Trust must seek approval from the Education Funding Agency (EFA) for certain transactions.

This Scheme of Financial Authorities applies to all schools within the Trust and forms part of the Trust's Scheme of Delegation of Financial Powers.

Additional information regarding the Trust's financial management arrangements can be found in the Trust's Financial Regulations and Appendices.

The Chief Executive Officer/Chief Financial Officer must give approval for the opening/closing of all bank accounts. All delegated authority limits are, in addition to the values below, limited to the value of the approved budget for each Academy. All non-pay expenditure and the ordering of goods and services must be actioned in accordance with the Trust's Financial Regulations and Code of Tendering Practice.

The monetary limits will be reviewed annually. Each Academy may set its own monetary value limits – but they must not exceed the limits detailed in this Scheme.

The following table summarises the delegated financial authorities for each function.

Key Function	Trust Board of Directors	Chief Executive Officer	Chief Financial Officer	Headteacher/Executive Headteacher	Local Governing Body	Finance Committee
Budget Virements	Delegated to the Academy	Over £25,000 seek Board approval	Monitoring role – over £25,000 report to the CEO/Board	Up to £5,000	Over £5,000 and up to £20,000	Over £5,000 and up to £20,000
Ordering goods and services	Approval of procurement policy Overview of compliance Ordering delegated to the Academy	Approval of procurement up to £25,000	Monitor procurement processes and ensure compliance with Financial Regulations and Procurement Policy	Up to £5,000 or 10% of non-pay expenditure (whichever is the lowest) per item or related group of items	Over £5,000 and up to £20,000	Over £5,000 and up to £20,000
Authority to accept other than lowest quotation/tender	Board approval required for quotations/tenders over £25,000			Approval for quotes/tenders up to £5,000	Approval for quotations/tenders over £5,000 and up to £20,000	
Signatories for cheques/BACS payment authorisation and other bank transfers				Two signatories required, one of which must be the Headteacher or the Chief Financial Officer		
Signatories for EfA Grant Claims>Returns		Signatory for all EfA grant claims and returns				
Acquisition, disposal and write-off of assets (other than land and buildings)	Delegated to the Academy Board approval over £5,000	Monitoring role	Schedule of all disposals over £5,000 reported annually to LGB and Board	Items with a written down value of up to £500	Notified annually with approval form the CFO over £1,000 up to £5,000	Items with a written down value over £500 and up to £1,000

Key Function	Trust Board of Directors	Chief Executive Officer	Chief Financial Officer	Headteacher/Executive Headteacher	Local Governing Body	Finance Committee
Write-off of bad debts less than 1% of total income or £45,000 (whichever is smaller)	Board approves over £5,000  Receives annual report	Monitoring role	Annual report to LGB and Board with approval of CEO/Board over £5,000	Debts with a value of up to £250	Notified annually with approval from the CFO over £1,000 up to £5,000	Notified annually with approval from the CFO over £250 up to £1,000
Special payments (severance, ex-gratia & compensation payments)	Board approves policy  Board approves payments over £5,000 up to £50,000  EfA approval required over £50,000	Proposal to the Board	Proposal to CEO/Board		Approval up to £5,000	
Operating leases (excluding land and buildings)	Board approval	Proposal to Board	Proposal to CEO/Board		Proposal to CFO/CEO	
Purchase/sale of freehold land/property	Board & EfA approval required	Proposal to Board	Prepare Proposal		Work with CFO/CEO to prepare Proposal for Board approval	
Granting or taking up of any leasehold or tenancy agreements or finance leases	Board & EfA approval required	Present Proposal to Board	Prepare Proposal		Work with CFO/CEO to prepare Proposal for Board approval	
Financial Statement approval	Board approval		Preparation of the Trust's Financial Statements for auditing and consideration by the CEO		Review of Financial Statements with a recommendation that they should be accepted by the Board	Review of Financial Statements with recommendations to the LGB

## Job Description and Person Specification Incorporating a Code of Conduct and Role Responsibilities for Governors

<b>Job Title:</b>	White Woods Primary Academy Trust Governor serving on a Local Governing Body
<b>Location:</b>	Local Governing Body meetings to be held at the relevant Academies
<b>Hours:</b>	Up to three Local Governing Body meetings a year Remote involvement via email/telephone Regular review of reports and documentation
<b>Salary Range:</b>	Voluntary
<b>Term of Office:</b>	Four years

**Job Purpose:** The Local governing body for an Academy or Academies plays in active part in supporting the Headteacher of the Academy, liaising as appropriate with the Trust's CEO and the Trust Board more generally in relation to the oversight of the Academies and the Academies' Senior Leadership Teams

Appointments to the Local Governing Body will be made by the Local Governing Body itself, subject to any ratification by the Directors of White Woods Primary Academy Trust. Recommendations to appoint may be put forward by either the Headteachers or by the Directors.




### Job Description

#### Governance Support and Local Accountability

The role of those serving on a Local Governing Body is an important one, ensuring that there is local accountability for the performance of the Trust and the Academies and that the Academies serve their communities. Those serving on a Local Governing Body are accountable to the Trust Board and must ensure that at all times they act in good faith and in the best interests of the Academies and the Trust, exercising reasonable care and skill having particular regard to personal knowledge and experience.

#### Specific Responsibilities of White Woods Primary Academy Governors

The specific tasks and responsibilities of White Woods Primary Academy Governors are as follows, to:

-  Ensure implementation of the strategic vision of the Trust and the Academies in particular
-  Support the Trust Board in developing and maintaining effective links within the Academies' communities, communicating openly and frequently as appropriate and ensuring that the Academies meet their responsibilities to the community and serves the community's needs in relation to the safeguarding and education of its pupils
-  Oversee and support the Academy's Senior Leadership Team

- 🌟 Ensure the Academy works within its budget and implements the Trust's Risk and Financial Management Policies
- 🌟 Support the Academy's Senior Leadership Team in the development and review of an appropriate staffing structure
- 🌟 Where appropriate, support the Headteachers in the recruitment and performance management of strategic personnel
- 🌟 Promote collaboration with the other White Woods Primary Academies, actively seeking opportunities for the Academies to work together either with the aim of improving economic efficiencies within the Trust or identifying and implementing best practice across all Academies
- 🌟 Review delegated local Academy Policies (e.g. Admissions, Pupil Behaviour, Safeguarding)
- 🌟 Provide advice and feedback to the Directors and reporting on all matters, responsibility for which has been passed to the Local Governing Body
- 🌟 Support the Academy's Senior Leadership Team in monitoring pupil progress and analysing performance data, having regard to the performance benchmarks determined by the Trust across all Academies
- 🌟 Ensure the implementation of any Academy plan, focusing particularly on Academy performance targets
- 🌟 Undertake all and any appropriate community consultation
- 🌟 Provide a point of contact for parents, carers and other members of the local community
- 🌟 Maintain effective links with the local community

## Core Competencies

The following core competencies and skills expected of Governors are to:

- 🌟 Work as a team
- 🌟 Attend meetings and be prepared to contribute to discussions and commit to agreed actions
- 🌟 Be respectful of the views of others and to be open to new ideas and thoughts
- 🌟 Treat all confidential information confidentially
- 🌟 Act with integrity, avoiding any personal conflict of interest and complying with the Trust's Conflict of Interest Policy
- 🌟 Develop a deep understanding of the vision and ethos of the Trust and its Academies and the roles played by all individuals in fulfilment of the Trust's mission
- 🌟 Understand the policies and procedures of the Trust and how these flow down to the Academies
- 🌟 Support the Trust in public and act as an Ambassador of the Trust and the Academies
- 🌟 Commit to training and skills development
- 🌟 Be ready to provide challenge
- 🌟 Be focused on problem-solving and be ready to learn from past experiences
- 🌟 Act in accordance with any authority delegated to him/her, including complying with any regulation or requirement of those from whom delegated authority is received
- 🌟 Adhere to the Nolan Principles in their conduct

## Person Specification

### Personal Qualities and Values:

- 🌟 A desire to create positive change for young people
- 🌟 A commitment to the aims and objectives of White Woods Primary Academy Trust
- 🌟 A willingness to devote time and effort
- 🌟 An ability to work effectively as a team while contributing an independent perspective
- 🌟 An ability to build productive and supportive professional relationships
- 🌟 A commitment to the Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- 🌟 A commitment to equal opportunities and anti-discriminatory practice
- 🌟 A commitment to safeguarding young people
- 🌟 Reliability and integrity



## Education and Training

- ☀ A record of continuous professional development
- ☀ Educated to higher level in professional area of expertise

## Experience

- ☀ Experience of driving positive change
- ☀ Experience in leadership and management
- ☀ Professional experience in education/accountancy/finance/business/HR/marketing/law

## Knowledge

- ☀ An understanding and acceptance of legal duties, responsibilities and liabilities of Directorship
- ☀ An understanding of the use of attainment and other data to assess the progress, strengths and weaknesses of a school
- ☀ An understanding of financial and workforce data

## Skills

- ☀ Strategic vision
- ☀ An ability to think creatively
- ☀ Good, independent judgement
- ☀ An ability to use financial and workforce data to inform decision-making

## Legal Requirements






Individuals who are not able to make the following declarations may not serve on the Local Governing Body:

- ☀ I am not disqualified from acting as a Charity Director
- ☀ I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as “spent”)
- ☀ I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- ☀ I have not used a tax avoidance scheme featuring charitable reliefs or using a Charity to facilitate the avoidance
- ☀ I am not an undischarged bankrupt
- ☀ I have not made compositions or arrangements with my creditors from which I have not been discharged
- ☀ I have not been removed from serving as a Charity Director, or been stopped from acting in a management position within a Charity
- ☀ I have not been disqualified from serving as a Company Director
- ☀ I am not included in the list kept by the Secretary of State for Education under Section 1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a Governing Body of a school
- ☀ I am able to provide a valid Disclosure and Barring Service Certificate (DBS) at Enhanced Level under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children

## Additional Responsibilities of the Chair

The role of the Chair of the Local Governing Body is an important one, demanding yet worthwhile. The Chair is elected by the Governors annually but because of the vital link and the importance of maintaining a strong and effective relationship between the Local Governing body and the Trust Board, the appointment following election is subject to the approval of the CEO, on behalf of the Trust Board. The Chair must be approachable, readily accessible and ready to take issues and ideas raised by Governors seriously.

The Chair's specific duties are to:

-  Provide a clear lead and direction for the Governors, understanding the aims of the Academies, the roles played by all those involved and the vision of the Trust in relation to its Academies
-  Build an effective team, attracting Governors with necessary skills and experience promoting equality and diversity and ensuring priority is given to those who can make a positive contribution to driving school improvement and supporting their development to maximise the benefit of their contribution
-  Work closely with the Headteachers and the Senior Leadership Team to ensure there is proper challenge and encouragement
-  Ensure that Academy improvement is the focus of all policy and strategy for the Academies, reminding Governors of this as often as necessary
-  Hold Governors to account, ensuring the business of the Local Governing Body is conducted efficiently and effectively, chairing meetings ensuring all members have the opportunity to contribute and are listened to with clear decisions being made when necessary