



Scheme of Delegation

Adopted by Board: 25 Jun 2019
Review Period: 1yr
Review Date: June 2020
Person responsible for policy: Chief Executive

Background

BePART Educational Trust has been established by Birkenhead Sixth Form College to raise aspirations, widen horizons and assist in transforming lives of young people across the region. The aim is to improve academic standards across a range of institutions by providing high quality learning platforms in institutions that will have a significant impact on young people and enable them to have ambition and attain goals that they had not necessarily thought possible.

BePART Educational Trust

BePART Educational Trust is a company, limited by guarantee, and an exempt charity. Its main activities will be to develop a family of institutions, thus creating a network of high performing educational establishments that can thrive and grow through interaction, each sharing best practice and learning from each other, providing professional challenge for each other and enabling standards to be driven upwards. It is evident that where institutions buy into such a philosophy, push the boundaries of learning and encourage staff and students to strive for excellence this can provide better educational and social outcomes for our members. All institutions within the BePART Educational Trust will be expected to adhere to this philosophy and develop a strong ethos.

Mission Statement for BePART Educational Trust

'Raising aspirations and transforming lives'

Overall Aims

- To enable students to experience an ambitious and creative learning environment and provide opportunities for every individual to reach their academic potential
- To offer a broad, balanced and rich curriculum that enables core skills to be attained and provides the opportunity for students to take advantage of a range of opportunities and pathways
- To support, challenge and nurture a lasting passion and curiosity for learning in each student.
- To be able to be an innovative educational organisation which seeks to use the best established practice to attain high standards of teaching and learning
- To provide a secure and caring environment that will foster the development of socially responsible young people
- To prepare students to proactively participate and compete at local, national and international levels
- To encourage engagement with families and the local community to enhance opportunities and learning outcomes for students
- To provide leadership and foster continuous improvement in all the work of the BePART Educational Trust and the individual member organisations.

Key Objectives for BePART Educational Trust

- To ensure that all our members are high performing within a set timescale
- To engage with learners to enable them to develop, progress to appropriate pathways and achieve their ambitions
- To offer a dynamic and shared curriculum across the institutions within the Trust that will meet the needs of the learners

- To provide standards for excellent pastoral provision, advice and guidance to support the learners in their academic studies in each institution
- To develop excellent quality systems that will facilitate continuous improvement in all aspects of the work of the individual institutions.
- To disseminate good practice, encourage professional development and provide career opportunities for all staff working within the Trust.
- To provide a range of central services to the organisations within the family to enable value for money to be attained and thus allowing money within the institutions to be channelled to improving teaching and learning.
- To develop the capacity of the Trust to ensure financial viability and sustainability

The key objectives will be reviewed annually by the Board of Directors of the Trust.

BePART Educational Trust

BePART Educational Trust has 4 Members and 7 Directors.

The Members of the Trust are:

John Syvret CBE
 Nicholas Roe-Ely
 David Hazell
 Catherine Jones

BePART Educational Trust is governed by a Board of Directors who are accountable to the DfE and have overall responsibility and ultimate decision making authority for all the work of the Trust, including and establishing academies or free schools operated by the Trust.

The Directors of the Trust are:

Phil Adams
 John Cook
 Lyn Eaton
 Mike Kilbride
 Rebecca Lawton
 Chris Cull
 Lyn Lunt

An additional 2 Directors may be co-opted on to the Board. The Chief Financial Officer will attend Board meetings as required along with the Headteacher/Principal of each member institution. A Clerk will provide support, advice and guidance to the Board.

The Trust Board will meet a minimum of 4 times per year.

The following organisations sit within the Trust:

- **Birkenhead Sixth Form College**
- **The Birkenhead Park School**

Each member organisation will have a Local Governing Board who will be responsible for ensuring that all activities are conducted in accordance with the ethos of the Trust.

Key Responsibilities of Members, as required:

- Appointment of members
- Amendments to Articles of Association
- Change of name of the Trust
- Appointment and removal of one or more Directors
- Approve the appointment of CEO as a Director
- Approve the appointment of external auditors
- Receive annual accounts and annual report from the Board
- Approve any service contracts with Directors in accordance with the Articles
- Give directions by special resolution to the Board
- Wind up the Trust

Key Responsibilities of BePART Educational Trust Directors

- To establish and review the vision and direction of BePART Educational Trust.
- To have overall responsibility for formulating policy and taking decisions in relation to the establishment of the Trust and the future work of the Trust.
- To have overall responsibility for ensuring high quality provision within the Trust's academies.
- To approve improvement plans and targets for each institution.
- To have overall responsibility for the Trust's budget and financial accounting.
- To give final approval of member organisation budgets.
- To give final approval for all capital projects to be undertaken within academies.
- To appoint and remove members of Local Governing Bodies.
- To approve and review all Trust umbrella policies and procedures required by law.
- To fulfil the requirements of external agencies e.g. DfE/ESFA.
- To approve the appointment of the Headteachers/Principals and Deputy Headteachers/Deputy Principals for member institutions
- To oversee the HR strategy and policy.
- To review the Scheme of Delegation on an annual basis and to make appropriate changes as required.
- To monitor the role of the Chief Executive.
- To approve the remuneration of the Chief Executive
- To give final approval for the remuneration of the Headteachers/Principals

Key Responsibilities of Chief Executive

- To act as the Accounting Officer and have appropriate oversight of the Trust's financial affairs.
- To be accountable to the Board of Directors for the work of the Trust.
- To work with the Board of Directors to ensure that the vision and key objectives are fulfilled.
- To implement and monitor policies and procedures required by the Board.
- To implement and monitor reporting procedures on each sponsored institution and any other issues that are pertinent to the Board.
- To appoint the Headteachers/Principals and Deputy Headteachers/Deputy Principals for sponsored academies in conjunction with the Trust Board.
- To agree in conjunction with the Headteacher/Principal strategic and improvement plans for the institution for presentation to the Board of Directors.
- To work with the Headteacher/Principal in each organisation within the Trust to ensure high standards of performance are attained.

- To manage the performance of the Headteachers/Principals of the member institutions.
- To have oversight of the quality improvement and financial monitoring processes.
- To represent the Trust with outside bodies.
- To approve staffing structures within the institutions and any variations that may be required in year.
- To approve appointments of senior staff in the member institutions.
- To approve the remuneration of senior staff in the member institutions, excluding Headteachers/Principals
- To recommend the approval of Headteachers/Principals remuneration to the Board.
- To identify, propose and present potential development strategies for BePART Educational Trust to the Board of Directors.
- To monitor the quality of provision at the institution along with any central educational initiatives led by BePART Educational Trust.
- To have responsibility for developing and monitoring all central services provided by BePART Educational Trust.

Key Responsibilities of Chief Financial Officer

- To act as the Trust's Accountant.
- To keep full and accurate accounting records.
- To ensure that the Trust has robust financial governance arrangements and complies with all funding agreements.
- To ensure that risk management procedures are implemented.
- To prepare and monitor budgets and ensure that annual accounts are presented and all financial returns made in a timely manner.
- To ensure that the Board is fully apprised of all financial arrangements and has accurate information on the financial position of the Trust at all times.
- To produce accurate and timely reports to the Board.
- To monitor the financial progress of the member institutions against their approved budget strategy.

Key Responsibilities of Headteacher/Principal for each Member Organisation

- To implement the vision and policies of BePART Educational Trust effectively.
- To share the vision of the Trust and to implement strategies to ensure that the vision is fulfilled.
- To develop a Strategic Plan/Improvement Plan to ensure that strategic objectives are met.
- To work with staff in the institution to develop a culture of challenge, high expectations and standards.
- To implement a dynamic and flexible curriculum that meets the needs of the learners.
- To review, evaluate and monitor teaching learning and assessment and to ensure that improvement strategies are implemented, as required.
- To implement strategies that secures high attendance, excellent punctuality and high standards of behaviour at all times.
- To develop an excellent learning environment and promote the use of technology to support learning.
- To implement robust quality procedures.
- To plan the allocation of all financial and human resources to ensure value for money and to maximise the use of resources to support teaching and learning.
- To manage the institution efficiently and effectively.

- To oversee the admissions of students, maintain discipline, maintain high levels of attendance, oversee suspension and exclusions in line with policy.
- To analyse data/information relating to the progress of the institution and to provide detailed and accurate reports, as required.
- To work with the BePART Educational Trust to identify levels of support and potential for joint services.
- To develop an annual budget in conjunction with the Chief Financial Officer and to operate within the agreed budget.
- To comply with all policies and legal requirements related to safeguarding and health and safety.
- To have overall responsibility for the day to day management of the organisation.
- To provide BePART Educational Trust Board with regular reports.

Key Responsibilities of Local Governing Bodies

The Local Governing Body will act as an advisory board to BePART Educational Trust Board. The meetings of the Local Governing Body will take place two weeks in advance of BePART Educational Trust Board meetings. The Local Governing Body will make available minutes of their meetings. Papers will be issued one week in advance of meetings.

The Board of Directors will delegate to the Local Governing Body the following responsibilities for supporting the institution and its leadership and management team in improving the:

- Achievement of pupils
- Quality of Teaching
- Behaviour and Safety of students

The Local Governing Body will specifically be expected:

- To promote and support the vision and direction of BePART Educational Trust.
- To agree the strategic objectives for the institution and its direction within the framework of the vision of BePART Educational Trust.
- To develop and monitor the Improvement Plan for the institution
- To monitor the standards and performance of the institution and all aspects of student support and welfare
- To monitor teaching, learning and assessment within the institution to ensure that timely improvements are being made.
- To ensure that an appropriate curriculum is being offered that meets local needs and fits within BePART Educational Trust guidelines.
- To ensure implementation and closely monitor safeguarding and health and safety requirements.
- To formally review the Headteacher's decision to permanently exclude any pupil
- To engage fully and openly with any inspection of the institution, supporting the Headteacher/Principal in providing the necessary background, local context and performance in line with objectives against targets
- To make arrangements for the election/appointment of parent and staff governors
- To approve and review all policies and procedures that are specific to the institution e.g. Health and Safety
- To review, monitor, provide advice and constructively challenge, as appropriate.
- To ensure that Local Governing Body arrangements are conducted effectively.
- To be responsible to the Directors of BePART Educational Trust and to comply and act within the Terms of Reference.

- To appoint a Clerk to the Local Governing Body and implement clerking arrangements.
- To maintain and publish, through the Clerk, a register of Governors' and senior members of staff business interests and adhere to procedures for registering and managing conflicts of interest.
- To advise the Trust of any concerns about the running of the institution that cannot be resolved by the Local Governing Body and of any suspicions of fraud or irregularity.

The Local Governing Body

Member	Number	Term of Office	Selected by
Chief Executive	1	Indefinite	BePART Educational Trust
Academy Headteacher/Principal Deputy Headteacher/ Deputy Principal	1	Indefinite	BePART Educational Trust
Sponsor Governor	Up to 6	4 years	BePART Educational Trust
Staff Governor	1 or 2	4 years	Staff Election
Parent Governor	2	4 years/duration of child's time in the institution	Parent Election

The Chair and Vice Chair will be appointed by BePART Educational Trust.

Central Functions

A funding agreement will be established with the ESFA. Funds for each member institution will be allocated to BePART Educational Trust and these will be delegated to each organisation. BePART Educational Trust will provide a number of central services. A charge will be made to each member for these services. This will be based on a cost recovery system and will aim to reduce the cost of services to individual institutions and will enable members to access a range of services and support which can be provided cost effectively. A service level agreement will be provided for each institution. If any additional services are required other than those specified in the service level agreement, additional charges will be made. All charges made for central services will be audited.

Finance

BePART Educational Trust Board will approve the annual budget, allocating finance to the individual member institutions, using the funding formula as a key guide. All BePART Educational Trust budgets, returns and accounts must be submitted to the Board of Directors for ratification.

All members of the Trust will be required to present an annual budget strategy to the Board of Directors for approval. This will be supported by a detailed budget which will be aligned to the approved budget strategy. Any significant deviation from the agreed budget should be reported to the Chief Executive immediately on occurrence or if anticipated. Any changes will then be discussed with the Trust Board.

Strategy Documents

All Headteachers/Principals of member institutions will submit their Strategic Plan, Self-Evaluation Form (SEF) and the institution Improvement/Development Plan at the start of each academic year for approval by BePART Educational Trust Board.

Human Resources

BePART Educational Trust Board will:

- Determine the contracts to be applied for all staff employed within the BePART Educational Trust
- Approve all human resource policies and purchase of all legal advice
- Oversee and confirm appointments of a Headteacher/Principal and senior staff in the member institutions
- Review effectiveness of the management structure within member institutions and BePART Educational Trust
- Seek and ensure efficiency and effectiveness of resources across member institutions

Scheme of Delegation

The Scheme of Delegation will be reviewed and approved annually by BePART Educational Trust Board.