

Appendix 3b

High Level responsibilities and authority levels

Body	Remit and responsibilities	Comment
PLT Multi-Academy Trust	Article 101-106 of the Articles of Association sets out the general powers of Directors. Note that PLT has chosen to exercise its power to delegate functions as set out in paragraphs 105 – 106 to the bodies listed in this table	All Committees will undertake self-review at the end of each academic year to assess whether priorities have been achieved, making recommendations to PLT on Committee membership, terms of reference, delegated powers and priorities for the coming year.
PLT Finance, Resources & Premises Joint Committee (Delegated powers provided by the PLT)	Scheme of Delegation	The Committee will take decisions concerning matters within its delegated responsibilities and will make recommendations to PLT on other matters within its remit.
	Parallel Learning Trust Finance Manual and EFA Academy Financial Handbook requirements	
	Contracts, specifications, tendering processes	
	External and internal financial controls and procedures	
	Strategic Finance (including Financial Scheme of Delegation) including	
	○ Draft PLT Budgets	
	○ Receive and audit financial information from the LGBs	
	○ PLT expenditure monitoring	
	○ Service level agreements	
	○ Value for Money Statement	
	○ Pupil number projections	
	○ Health & Safety	
	○ Risk Register	

	Accessibility Plan and Disability Equality Scheme Appeals- Admissions and Exclusions Asset Management Audit*,(subject to Audit committee reviews) Resources, Premises, including Asset Plan and capital bids Disposals Charges & lettings, Voluntary funds and donations Staff Discipline	
PLT Appeals Sub-Committee	Staff Grievance Capability & Competence, Redundancy Appeals Pay Appeals Staffing ratios and expenditure and the staff complement for the Academies and, as appropriate, their duties, grading and remuneration	Considers appeals referred by PLT. No member of the Staffing and Performance Management Committee is eligible to serve on the Appeals Sub-Committee. PLT may co-opt such suitable and appropriately qualified individuals as necessary.
PLT Staffing & Performance Management Joint Committee (Delegated powers provided by the PLT)	HR, including consultation bodies, HR policies, secondments, early retirements and leaves of absence (outside the relevant Headteacher's delegated responsibilities) and national consultations relating to staffing matters Equity and equalities Performance Management, Remuneration (Pay), Staffing appointment procedures Staff Discipline, Conduct and Grievance procedures Safer recruitment and safeguarding procedures, Academy Pay Policy	Any proposals requiring increased expenditure in excess of the original budget delegated to the committee requires the agreement of the Finance, Resources and Premises Joint Committee. Considers progress on personnel-related aspects of the PLT Improvement Plan and post Ofsted action plans where appropriate.

	Remuneration and salaries policies	
	PLT Performance Management Policy	
	Monitor and evaluate Academy staff in the Academies appraisals	
	PLT's Staff Discipline, Conduct and Grievance procedures	
	Staff salary review; Recommend pay awards including Executive Principal and senior leadership teams	
PLT Pay Sub-Committee (sub-committee of the PLT Staffing & Performance Management Joint Committee)	Deal with referred matters from Academy Councils	Considers remuneration and pay awards, and assessment appeals
	Pay assessment appeals	

Body	Remit and responsibilities	Comment
PLT Audit Sub-Committee –if required. ¹(sub-committee of the PLT Staffing & Performance Management Joint Committee)	Review and challenge	
	Financial reporting	
	Internal control and risk management	
	Internal Audit where required	
	Oversight of external audits	

Body	Remit and responsibilities	Comment
Academy Council	Standards (including KPIs)	
	Local budgets	
	Local financial management	
	Health and safety and welfare of staff and students	
	Curriculum, including extended curriculum	

¹ The EFA Financial Handbook currently requires a separate Audit Committee for trusts with an annual income in excess of £50m

	Academy Raising Achievement plans and development planning	
	Local Fund Raising	
	Day to day management	
	Student Welfare, safeguarding, SEN, Healthy Schools	
	Behaviour	
	Academy policies	
	Visits	

Body	Remit and responsibilities
Local Resources (sub-committee of Academy Council)	Local Finance (including setting and recommending an annual Academy budget)
	Staffing
	Resource planning
	Academy security
	Risk and emergency planning
	Premises, and major expenditure planning
	Health & Safety, and emergency works up to a value of £5,000
	Planning (pupil numbers)
	Accessibility Plan and Disability Equality Scheme
Admissions and Student Welfare Committee (sub-committee of Academy Council)	Admissions arrangements,
	Behaviour and discipline
	Safeguarding, and welfare
	Child protection
	Liaison with outside agencies
	Re-integration
	Parent partnership arrangements