

## **1. Rationale**

### 1.1 The underpinning principles of this Scheme of Delegation are:

That all academies are in a partnership of equals irrespective of their length of membership

- Stamford Park Trust is a registered charity and it will remain true to its aims and objectives.
- The function of Stamford Park Trust is to ensure that all statutory obligations are met.
- Stamford Park Trust believes that governors on each Local Governing Body, where in existence, are best served to meet the needs of the academies within their local communities. Local Governing Bodies will be introduced when the Trust has grown sufficiently in size.
- Stamford Park Trust board's intention is to be as light-touch as possible within the Scheme of Delegation in order for Local Governing Bodies and Governors to take decisions at a local level to fully meet the needs of the students and the local community.

1.2 This Scheme of Delegation recognises that Stamford Park Trust is adopting a growth model. The Board of Trustees will review and amend this Scheme of Delegation as appropriate as the Trust grows and develops.

## **2. The Growth Model for the Trust**

2.1 Stamford Park Trust recognises that its structure will need to evolve as the Trust grows. These phases reflect the Trust's initial ideas about the structure of the Trust over time and the Board of Trustees will review and amend the structure in line with the size, performance and needs of the organisation.

## **3. Stamford Park Trust: Vision and Purpose**

3.1 The Trust will raise standards across our grouping of academies. We will promote a culture of aspiration, excellence and enjoyment. Through our collective strengths and expertise, we will benefit our students.

### 3.1 To achieve this, we will:

- Recruit and retain ambitious, dedicated and well-qualified staff and develop them through outstanding CPD
- Design and implement a flexible and inspiring teaching and learning model
- Implement systems of accountability and transparency at all levels to ensure a consistent focus on purpose and outcomes
- Foster and sustain a culture of professional honesty, integrity and trust
- Use collaborative opportunities to drive value for money across the Trust
- Develop and implement policies, systems and processes to reflect and support the unique context and position of each member academy
- Develop and implement a planned and sustainable growth plan

## **4. Trust Structure**

### 4.1 Ashton Sixth Form College

Ashton Sixth Form College is the founder of Stamford Park Trust and will join the Trust as an equal member on conversion to academy status. In the first stages of the development of the Trust, many of the systems, practices policies and values will be built upon those already in place at Ashton Sixth Form College.

#### 4.2 Stamford Park Trust

Each academy will, ultimately, be governed by Stamford Park Trust. Stamford Park Trust shall have regard to (but shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish. All powers of Stamford Park Trust are vested in the members and trustees. The members and trustees will exercise their powers in accordance with the Articles of Association; in turn, the Board of Trustees will determine the powers which may be delegated to the Local Governing Bodies (LGB) and any other committee constituted.

#### 4.3 Local Governing Bodies

Each academy will, in time, be served by its own Local Governing Body. The membership of the Local Governing Body and delegated authority shall be for Stamford Park Trust to decide. However, when additional academies join the Trust, Stamford Park Trust will consult with the Chair of the predecessor governing body about membership of the newly formed Local Governing Body. Stamford Park Trust will also take the performance of each of the academies into account.

### **5. Committee Structure**

#### 5.1 Committee of Local Governing Body Chairs (subcommittee of the Board of Trustees)

Since not all chairs of the Local Governing Bodies will sit on the Board of Trustees, this committee of the Chairs of the Local Governing Bodies serves as an opportunity for chairs to come together to discuss issues of shared interest and to support collective dialogue with the Board of Trustees. The committee will consist of:

- The Chair and/or Vice Chair of each Local Governing Body
- The Chair and/or Vice Chair of the Board of Trustees
- The CEO

Meetings will be called as and when required by the Chair of the Board of Trustees

#### 5.2 Committee of Principals and Headteachers

As Principals and Headteachers will not sit on the Board of Trustees, this committee of Principals and Headteachers serves to allow effective leadership by the CEO and enables Principals and Headteachers to come together to discuss issues of shared interest and to support collective dialogue with the CEO.

Meetings will be called as and when required by the CEO

### **6. Communication between the Board of Trustees and the Local Governing Bodies**

6.1 The members of the Board of Trustees will meet regularly and as often as required. The Chair of Stamford Park Trust Board of Trustees and the CEO will schedule meetings with the Principals, Headteachers and Chairs of the Local Governing Bodies as and when required. This provides further opportunity for information sharing between the Stamford Park Trust and the Local Governing Bodies, and enables issues to be raised which may have influence across the wider organisation. Feedback from the Trust will be a standing item on all Local Governing Body agendas.

## **7. Central Functions**

7.1 As a grouping of academies we aim to have the greatest impact by pooling and sharing resources. The success or failure of the Trust as a whole is inextricably linked to the success or failure of any one academy. For this reason, central functions and budget levies are intended to support the Trust as a whole, rather than a simple purchase of services by individual academies from a central budget. Budget levies are to support the Trust's common aims as well as to provide core services and functions to individual academies.

7.2 Stamford Park Trust recognises that some academies may need additional support from the Trust, depending on their needs and circumstances. As such, the core resource fee will be determined in reference to the areas identified in section 8.

## **8. The Core Resource Fee (Top Slice A)**

8.1 A number of core functions will always be provided by the Trust centrally, irrespective of the individual circumstances of the academy within the Trust. It will include but not exclusively, the cost of:

- The CEO
- Chief Financial Officer
- Company Secretary
- Costs incurred by the Trust for legal, financial, audit and governance services, support and guidance
- Relevant administrative / other costs

8.2 In addition, it is expected that a number of other services and support will be provided to academies within the Trust as part of a shared services model. The Trust must ensure, in consultation with Local Governing Bodies, the Board of Trustees and Finance and Audit committees, that the Trust is the most appropriate body to provide these services to academies within the Trust; it should deliver both value for money and quality. The services and support should be provided at cost. Where applicable, tendering processes may be applied. It is possible that in some circumstances, not all of the services and support will be provided to every academy within the Trust, or that some require additional support and services. Consequently, individual arrangements may need to be drawn up for each academy.

8.3 Such support and services may include:

- Central administration support services, systems and staffing, such as MIS, finance, HR, general administration, students services and examinations.
- Estates management and Health and Safety
- Network, IT and reprographics management services and staffing
- Trust-wide posts to develop teaching, learning, assessment, quality and data management, curriculum leadership, or other aspects of leadership and management
- Additional leadership capacity or support for an individual academy

8.4 The contribution of each academy towards the total cost will be determined according to the relative size of academy budgets and will be set at 4% of the overall budget of the academy. These fees and the percentage top slice will be reviewed annually by Stamford Park Trust.

## **9. Budget Setting**

9.1 Each individual academy will submit its own budget to the Board of Trustees for ratification by the 30<sup>th</sup> June each year. Indicative budgets must be in place by the end of April each year. Budgets require authorisation by the Principal or Headteacher, the CEO and the Chief Financial Officer prior to being presented to the Board of Trustees.

**10. Quality Improvement and Self-Assessment**

10.1 All academy Principals and Headteachers, in conjunction with their Local Governing Body, must submit their validated Academy Quality Improvement Plan and summary Self-Assessment Report to the CEO by the 1<sup>st</sup> November each year.

**Powers of Delegation****Stamford Park Trust**

<b>Delegated Duty</b>	<b>Delegated Authority</b>	<b>Comments</b>
Admissions pre 16	Local Governing Body	All academies will follow the Local Authority's admission policy of 11-16 and their own at post 16 taking into account Local Authority admission policies.
Admissions post 16	Local Governing Body	In consultation with the Board of Trustees.
Capital programmes and contract variations	Board of Trustees	Proposed, costed capital programmes must be submitted by April each year with the approval of the Trustee of Finance, Principal / Headteacher, Local Governing Body and the CEO.
Health and Safety	Board of Trustees	It is the responsibility of the Stamford Park Trust to ensure that Health and Safety laws are adhered to and the appropriate Health And Safety certificates are in place. The operational compliance of this function will be delegated on a day-to-day basis to the Estates Manager and their team. Final responsibility lies with the CEO.
Income generation	Local Governing Body Board of Trustees	Any income generated belongs to each individual academy for investment for the future. Any income generated by the Trust will be for the benefit of the Trust.

Investments	Board of Trustees	Stamford Park Trust will invest any surplus monies on behalf of the academies for the benefit of the Trust with the guidance of the Trustee of Finance.
Insurance	Board of Trustees	Stamford Park Trust will use its purchasing power to ensure that all academies receive the best value for money for insurance.
Permanent exclusions pre 16	Principal / Headteacher and Local Governing Body	All academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals.
Permanent exclusions post 16	Principal / Headteacher and Local Governing Body	
Service Level Agreements	Local Governing Body CEO (delegated to Chief Financial Officer)	Depending on context, each academy may have different SLAs in place. It is the responsibility of the Local Governing Body to negotiate new SLAs, and to ensure value for money. Stamford Park Trust may procure SLAs / contracts on behalf of all academies as part of a best practice review.
Safeguarding	Board of Trustees	Stamford Park Trust will, in respect to each academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All academies will follow Stamford Park Trust's policy on safeguarding (the same staff identification scheme will operate in all academies)

Central organisational framework of the Trust, servicing and financing	Board of Trustees	The structure of the Trust, including core central services and determination of budget levies
Overall framework for pay and terms and conditions of employment, including disciplinary procedures	Board of Trustees	Any final appeal would be heard by the board of trustees in a disciplinary matter as the employer
Trust Financial management	Board of Trustees CEO (delegated to Chief Financial Officer)	Stamford Park Trust will make all high level financial decisions and allocations.
Audit	Board of Trustees	All audit processes for Stamford Park Trust
Recruitment and selection of Stamford Park Trust officers	Board of Trustees	Appointment of the CEO, CFO and other Trust wide posts
Strategic direction, strategic plan and growth plan for Stamford Park Trust	Board of Trustees CEO	The overarching strategic and growth plan for Stamford Park Trust will be developed in consultation with the board of trustees
Overall academic quality for Stamford Park Trust	Board of Trustees Local Governing Body CEO	High level achievement data will be available to trustees for all member institutions. Individual local governing bodies are also responsible for quality and academic achievement for their member institution.
Monitoring and implementation of self-assessment and quality improvement plans	Board of Trustees	Self-assessment and quality improvement plans will be written by the SLTs of member

	Local Governing Body	institutions and approved by local governing bodies prior to approval from the board of trustees. Monitoring of quality improvement plans to be carried out by the local governing board with progress updates provided termly to the board of trustees.
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