WICKERSLEY PARTNERSHIP TRUST.

SCHEME OF DELEGATION
2023/24

WICKERSLEY PARTNERSHIP TRUST.

The Trust Scheme of Delegation has been produced in consultation with senior representatives of individual school Local Governing Bodies and the Directors of the Trust Board. It carefully considers the structure of Trust Governance and defines clear lines of accountability for people within the Trust, who operate at a range of different levels within the organisation.

The Scheme of Delegation is divided into ten different areas of responsibility including: Vision and Values, Strategic Governance, Strategy, Policies, Finance, HR, Compliance, Reporting, Education and Active Part of the Community.

Six 'elements' are provided for all concerned to help clearly define their roles, duties and responsibilities:

1.   **RECOMMEND**

Put forward a set of criteria suitable to the area

2.   **APPROVE / RATIFY**

Give formal consent to the recommendation

3.   **ADOPT**

Take on board and follow the recommendations

4.   **IMPLEMENT**

Responsibility for the day-to-day delivery of what has been planned

5.   **MONITOR**

Keep a continuous overview of the impact of decision making; what is working well and what requires further improvement

6.   **REVIEW**

Through a formal assessment process consider an evaluative judgement on progress, taking decisions to make amendments as appropriate

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Vision and Ethos	1.1	Agree strategic priorities and Key Performance Indicators (Trust Improvement Plan)	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors
Vision and Ethos	1.2	Approve school or Trust joining / leaving WPT	Chief Executive Officer	Board of Members	Board of Directors	Central Team	Board of Directors	Board of Members
Vision and Ethos	1.3	Significant changes in operation of Trust or individual schools	Chief Executive Officer	Board of Members	Board of Directors	Central Team	Board of Directors	Board of Members
Vision and Ethos	1.4	Trust branding and marketing	Senior Marketing and Communications Manager	Chief Executive Officer	-	Media Team / Headteacher	Senior Marketing and Communications Manager	Chief Executive Officer
Vision and Ethos	1.5	Trust name change	Chief Executive Officer / Board of Directors	Board of Members	Local Governing Body	Chief Executive Officer	Board of Directors	Board of Members

AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Strategic Governance	2.1	Members: appoint/remove, call a general meeting and set the agenda	Board of Members	Board of Members	-	Company Secretary	Board of Members	Board of Members
Strategic Governance	2.2	Directors: appoint/remove (no maximum number of Directors) and call a general meeting para 50 and 45, 46	Chief Executive Officer / Board of Directors	Board of Members / Board of Directors	-	Company Secretary	Board of Directors	Board of Members
Strategic Governance	2.3	Chair & Vice Chair of Directors: appoint/remove	Board of Directors	Board of Members	-	Company Secretary	Board of Members	Board of Members
Strategic Governance	2.4	Trust Committees: appoint/remove and agree Terms of Reference	Chief Executive Officer / Board of Directors	Board of Directors	-	Company Secretary	Board of Directors / Chief Executive Officer	Board of Directors
Strategic Governance	2.5	Full Local Governing Body: appoint/remove	Chief Executive Officer / Board of Directors	Board of Directors	-	Chief Executive Officer / Company Secretary	Chief Executive Officer / Board of Directors	Board of Directors
Strategic Governance	2.6	Appoint an Interim Advisory Board and disband an ineffective Local Governing Body	Chief Executive Officer / Board of Directors	Board of Directors	-	Chief Executive Officer / Company Secretary	Chief Executive Officer / Board of Directors	Board of Directors
Strategic Governance	2.7	Chair of Local Governing Body: appoint/remove	Chief Executive Officer	Board of Directors	-	Company Secretary	Chief Executive Officer	Board of Directors
Strategic Governance	2.8	Review Chair of Governor performance	Chief Executive Officer	Board of Directors	-	Chief Executive Officer	Board of Directors	Board of Directors
Strategic Governance	2.9	Local Governing Body members: appoint/remove	Headteacher / Company Secretary	Local Governing Body	-	Governance Advisor	Local Governing Body	Chief Executive Officer
Strategic Governance	2.10	Terms of Reference for Directors, specific roles, Committee members	Chief Executive Officer	Board of Directors	-	Board of Directors	Board of Directors	Board of Members
Strategic Governance	2.11	Role and responsibility descriptors for Local Governing Bodies: Student Outcomes, Safeguarding, SEND, Quality of Education, Behaviour and Attendance etc.	Chief Executive Officer	Board of Directors	Local Governing Body	Local Governing Body	Local Governing Body	Board of Directors
Strategic Governance	2.12	Determine the number of Board of Director meetings, agree the Annual Workstream and set the agendas	Chief Executive Officer	Board of Directors	Board of Directors	Company Secretary	Chief Executive Officer	Board of Directors
Strategic Governance	2.13	Determine the number of Local Governing Body meetings, agree the Annual Workstream and set the agendas	Chief Executive Officer	Board of Directors	Local Governing Body	Local Governing Body	Chief Executive Officer	Board of Directors
Strategic Governance	2.14	Management of risk at Trust level: establish register, review and monitor	Chief Executive Officer	Audit and Risk Committee	Audit and Risk Committee	Central Team Personnel	Audit and Risk Committee	Board of Directors

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Strategic Governance	2.15	Management of risk at school level: interpret and apply to school context, then monitor and review	Headteacher	Chief Executive Officer	Local Governing Body	Local Governing Body / Headteacher	Audit and Risk Committee	Board of Directors
Strategic Governance	2.16	Production and upkeep of the Articles of Association	Chief Executive Officer / Board of Directors	Board of Members	Board of Directors	Company Secretary	Chief Executive Officer / Board of Directors	Board of Members
Strategic Governance	2.17	Production and upkeep of the Scheme of Delegation	Chief Executive Officer / Company Secretary	Board of Directors	Board of Directors / Local Governing Body	Local Governing Body / Headteacher / Central Team	Chief Executive Officer / Company Secretary	Board of Directors
Strategic Governance	2.18	Development and maintenance of Trust risk register	Chief Executive Officer	Audit and Risk Committee	Audit and Risk Committee	Central Team	Audit and Risk Committee	Board of Directors
Strategic Governance	2.19	Trust Governance structure	Chief Executive Officer	Board of Directors	Local Governing Body / Board of Directors	Local Governing Body	Chief Executive Officer	Board of Directors
Strategic Governance	2.20	Skills audit for Trust level	Chief Executive Officer	Board of Directors	Board of Directors	Company Secretary	Board of Directors	Board of Members
Strategic Governance	2.21	Skills audit for Local Governing Body level	Company Secretary	Chief Executive Officer	Local Governing Body	Governance Advisor	Chief Executive Officer	Board of Directors
Strategic Governance	2.22	Annual external review and internal self-review of Board of Directors and Sub-Committees	Board of Directors	Board of Members	Board of Directors	Company Secretary	Board of Directors	Board of Members
Strategic Governance	2.23	Annual external review and internal self-review of Local Governing Bodies	Chief Executive Officer	Board of Directors	Local Governing Body	Governance Advisor	Chief Executive Officer	Board of Directors
Strategic Governance	2.24	Agree pay policy for WPT employees	Chief Executive Officer	Board of Directors	Local Governing Body	Chief Finance Officer	Chief Executive Officer	Board of Directors
Strategic Governance	2.25	Appoint and dismiss Headteachers	Chief Executive Officer	Board of Directors	Local Governing Body	Chief Executive Officer	Local Governing Body / Chief Executive Officer	Board of Directors
Strategic Governance	2.26	Set Terms and Conditions of Employment and Code of Conduct	Chief Executive Officer	Board of Directors	Local Governing Body	Senior HR Manager	Chief Executive Officer	Board of Directors

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Strategy	3.1	Whole Trust strategy	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors
Strategy	3.2	Education strategy	Executive Leaders	Chief Executive Officer	Local Governing Body	Headteacher / Senior Leadership Team / Directors of Education	Chief Executive Officer	Board of Directors
Strategy	3.3	Estates and Premises / health and safety strategy	Chief Executive Officer / Senior Premises Manager	Estates & Compliance Sub-committee	Local Governing Body	Premises Team	Senior Premises Manager	Board of Directors
Strategy	3.4	IT Strategy	Chief Executive Officer / Senior IT Manager	Audit & Risk Sub-committee	Local Governing Body	IT Team	Senior IT Manager	Board of Directors
Strategy	3.5	HR Strategy	Chief Executive Officer / Senior HR Manager	Staffing and HR Sub-committee	Local Governing Body	HR Team	Senior HR Manager	Board of Directors
Strategy	3.6	Governance Strategy	Board of Directors	Board of Directors	Local Governing Body	Local Governing Body	Board of Directors	Board of Directors
Strategy	3.7	Lettings Strategy	Chief Finance Officer	Estates & Compliance Sub-committee	Local Governing Body	Lettings Team	Chief Finance Officer	Board of Directors
Strategy	3.8	GDPR Strategy	Chief Executive Officer / Senior Operations Manager	Audit & Risk Sub-committee	Local Governing Body	Headteacher	Senior Operations Manager/ Chief Executive Officer	Board of Directors

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Policies	4.1	**Finance policies** including Reserves Policy and Financial Handbook Charges and Remissions, Conflict of Interests, Gifts and Hospitality, Lettings, Procurement, Staff Expenses, Investment etc.	Chief Finance Officer	Finance Sub-committee	Local Governing Body	Headteacher / Finance Team	Chief Finance Officer	Finance Committee
Policies	4.2	**HR/Staffing policies** including Capability, Grievance, Management of Attendance, Code of Conduct, Appraisal, Disciplinary, Bullying/Harassment, Flexible working, Induction, etc.	Senior HR Manager	Staffing & HR Sub-committee	Local Governing Body	Headteacher / HR Team	Senior HR Manager	Staffing Committee
Policies	4.3	**Health and Safety** / Premises Management, Accessibility	Senior Premises Manager	Estates & Compliance Sub-committee	Local Governing Body	Headteacher / Premises Team	Senior Premises Manager	Estates & Compliance Sub-committee
Policies	4.4	**Operations policies:** Data Protection including GDPR, FOI, AUP, Social Media, Whistleblowing	Chief Finance Officer / Senior Operations Manager	Audit & Risk Sub-committee	Local Governing Body	Headteacher / All Staff	Senior Operations Manager	Audit and Risk Committee
Policies	4.5	Trust-wide Complaints	Senior Operations Manager	Audit & Risk Sub-committee	Local Governing Body	Local Governing Body	Senior Operations Manager	Audit and Risk Committee
Policies	4.6	Trust-wide Admissions	Chief Executive Officer	Education Sub-committee	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors
Policies	4.7	**Safeguarding policies** including Child Protection and e-Safety	Director of Safeguarding	Education Sub-committee	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer
Policies	4.8	**Health related policies** including Medicines and Intimate Care	Senior Operations Manager	Estates & Compliance Sub-committee	Local Governing Body	Headteacher / All Staff	Senior Operations Manager	Estates & Compliance Sub-committee
Policies	4.9	Determine school level policies that reflect the Trusts values and ethos	Headteacher	Local Governing Body / Chief Executive Officer	Local Governing Body	Senior Leadership Team	Local Governing Body	Chief Executive Officer
Policies	4.10	**Quality of Education** including Teaching and Learning, Curriculum policies, Marking and Feedback etc.	Directors of Education	Headteacher / Chief Executive Officer	Local Governing Body	Senior Leadership Team / Directors of Education	Local Governing Body	Chief Executive Officer

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Policies	4.11	**SEND policy** and SEND school / LAC offer	Headteacher / Director of SEND	Local Governing Body / Education Sub-committee	Local Governing Body	Senior Leadership Team	Local Governing Body	Chief Executive Officer
Policies	4.12	**Behaviour policies**: procedure and implementation	Executive Leaders	Chief Executive Officer	Local Governing Body	Headteacher / Senior Leadership Team / Directors of Education	Executive Leaders / Local Governing Body	Chief Executive Officer
Policies	4.13	**Attendance policies**: procedure and implementation	Executive Leaders	Chief Executive Officer	Local Governing Body	Headteacher / Senior Leadership Team / Directors of Education	Executive Leaders / Local Governing Body	Chief Executive Officer

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Finance	5.1	Budget plan to support the delivery of Trust priorities	Chief Finance Officer	Board of Directors	Local Governing Body	Headteacher	Finance Committee	Board of Directors
Finance	5.2	Budget plan to support the delivery of school level priorities and operational level decision making	Headteacher	Chief Executive Officer / Chief Finance Officer	Local Governing Body	Headteacher / Senior Leadership Team	Chief Finance Officer	Chief Executive Officer
Finance	5.3	Agree significant change to budget - Trust	Chief Executive Officer	Board of Directors	-	Chief Finance Officer	Finance Committee	Board of Directors
Finance	5.4	Agree significant change to budget -school	Chief Executive Officer	Finance Sub-committee	Local Governing Body	Budget Holders / Finance Team	Chief Finance Officer	Chief Executive Officer
Finance	5.5	Overall Trust funding model	Chief Finance Officer / Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Finance Committee	Board of Directors
Finance	5.6	Determine and allocate Central Services Level agreements provided to the schools by the Trust	Chief Finance Officer / Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher / Central Team	Finance Committee	Board of Directors
Finance	5.7	Trust Scheme of Financial Delegation: establish and review financial policies and procedures	Chief Finance Officer / Chief Executive Officer	Finance Sub-committee	Local Governing Body	Headteachers / Budget Holders / Finance Team	Finance Sub-committee / Audit and Risk Committee	Board of Directors
Finance	5.8	Appoint auditors, receive and respond	Chief Finance Officer / Chief Executive Officer	Board of Members	Board of Members	Chief Finance Officer	Finance Committee	Board of Members
Finance	5.9	Approve internal audit schedule of activity	Chief Finance Officer / Chief Executive Officer	Audit and Risk Committee	Board of Directors	Chief Finance Officer	Chief Executive Officer	Audit and Risk Committee
Finance	5.10	Trust level – Benchmarking: ensuring value for money; ICFP to plan and deliver an effective, broad and balanced curriculum within funding constraints	Chief Finance Officer / Chief Executive Officer	Finance Committee	Board of Directors	Chief Finance Officer	Finance Committee	Board of Directors
Finance	5.11	School level – Benchmarking: ensuring value for money	Chief Finance Officer / Chief Executive Officer	Finance Committee	Board of Directors	Headteacher	Chief Finance Officer	Chief Executive Officer / Staffing Committee & Finance Committee
Finance	5.12	Develop and review Trust-wide procurement strategies and efficiencies	Chief Finance Officer / Chief Executive Officer	Finance Committee	Board of Directors	Headteacher	Chief Finance Officer	Chief Executive Officer /

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								Staffing Committee & Finance Committee
Finance	5.13	Approval of annual accounts	Finance Sub-committee / Audit & Risk Sub-committee	Board of Directors	Board of Members	Chief Finance Officer	Finance Committee / Audit & Risk Sub-committee	Chief Finance Officer / all Sub-committees
Finance	5.13.1	Board of Directors Report	Finance Sub-committee / Audit & Risk Sub-committee	Board of Directors	Board of Members	Chief Finance Officer	Finance Committee / Audit & Risk Sub-committee	Chief Finance Officer / all Sub-committees
Finance	5.13.2	Preparation of annual accounts	Finance Sub-committee	Board of Directors	Board of Members	Chief Finance Officer	Finance Committee / Audit & Risk Sub-committee	Chief Finance Officer / all Sub-committees
Finance	5.14	Agree the investment policy line with the Academy Trust Handbook	Chief Finance Officer / Chief Executive Officer	Finance Committee	Board of Directors	Chief Finance Officer	Finance Committee	Board of Directors
Finance	5.15	Pupil Premium, Sports Premium and Y7 Catch-up Premium – reviewing and challenging the value for money and impact on outcomes	Headteacher	Chief Executive Officer	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer
Finance	5.16	Approval of additional major works out of line with buildings contingency plan	Senior Premises Manager / Chief Executive Officer	Finance Committee		Premises Team	Finance Committee	Board of Directors

AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
HR	6.1	Trust level: staffing structure	Chief Executive Officer	Staffing & HR Sub-committee	Local Governing Body	Executive Leaders / Central Team Managers	Staffing Committee	Board of Directors
HR	6.2	School level: staffing structure	Headteacher	Chief Executive Officer	Local Governing Body	Headteacher / Senior Leadership Team	Chief Executive Officer	Staffing Committee
HR	6.3	Appoint / remove Chief Finance Officer, Chief Compliance Officer, Chief Operations Officer and Executive Leaders	Chief Executive Officer	Board of Directors	-	Chief Executive Officer	Staffing Committee / Finance Committee	Board of Directors
HR	6.4	Chief Executive Officer pay award	Board of Directors	Board of Members	-	Staffing Committee / Finance Committee	Board of Directors	Board of Members
HR	6.5	Headteacher pay award	Chief Executive Officer	Staffing Committee / Finance Committee	Local Governing Body	Chief Executive Officer	Staffing Committee / Finance Committee	Board of Directors
HR	6.6	Approve appointments outside salary structure	Chief Executive Officer	Staffing Committee / Finance Committee	-	HR Team	Staffing Committee / Finance Committee	Board of Directors
HR	6.7	Trust level: workforce development, annual review and pay progression including support staff	Chief Executive Officer	Staffing & HR Sub-Committee	-	HR Team	Staffing Committee	Board of Directors
HR	6.8	School level: workforce development, annual review and pay progression including support staff	Headteacher	Chief Executive Officer	-	HR Team	Staffing Committee / Finance Committee	Board of Directors
HR	6.9	Appoint a Deputy Headteacher (through a selection panel)	Headteacher	Chief Executive Officer	-	Headteacher / HR Team	Local Governing Body	Chief Executive Officer
HR	6.10	Appoint and dismiss all other staff	Headteacher	Chief Executive Officer	-	Headteacher / Senior Leadership Team	Chief Executive Officer	Staffing Committee
HR	6.11	Appoint and dismiss all other staff (Central Team and Alternative Provision)	Central Team Managers	Chief Executive Officer	-	Central Team Managers	Chief Executive Officer	Staffing Committee
HR	6.12	Agree early retirement, secondment and sabbaticals	Headteacher / Executive Leaders	Chief Executive Officer	-	Headteacher / HR Team	Local Governing Body	Chief Executive Officer

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HR	6.13	Ensure that an approved Workforce Development Policy is in place and reviewed annually	Chief Executive Officer / Senior HR Manager	Staffing & HR Sub-committee	-	Headteacher / Workforce Development Leader	Staffing Committee	Staffing & HR Sub-committee
HR	6.14	SCR - a record of the pre-employment checks undertaken	-	-	-	HR Team	Headteacher / Local Governing Body	Senior Operations Manager / Staffing Committee
HR	6.15	Maintain accurate, effective and secure employee records across the Trust	Senior HR Manager	Chief Executive Officer	-	HR Team	Headteacher	Staffing Committee
HR	6.16	An inclusive and diverse approach to recruitment, retention and development	Chief Executive Officer	Board of Directors	Local Governing Body	Executive Leaders / Central Team Managers	Staffing Committee	Board of Directors
HR	6.17	Provide high quality professional development opportunities to all employees	Subject Directors / Workforce Development Lead	Chief Executive Officer	Local Governing Body	Subject Directors / Workforce Development Lead	Headteacher	Chief Executive Officer / Staffing Committee
HR	6.18	Maintain strong culture of evidence-based enquiry and practice	Subject Directors / Workforce Development Lead	Chief Executive Officer	Local Governing Body	Subject Directors / Workforce Development Lead	Headteacher	Chief Executive Officer / Staffing Committee
HR	6.19	Whole-Trust approach to mental health and wellbeing where employees can thrive. Leaders manage their teams, being mindful of individuals' work-life balance	Chief Executive Officer	Board of Directors	Local Governing Body	Executive Leaders / Central Team Managers	Staffing Committee	Board of Directors
HR	6.20	Staff voice: employees feel that their contributions are recognised, valued and are listened to	Headteacher / Executive Leaders	Chief Executive Officer	Local Governing Body	Headteacher / HR Team	Local Governing Body	Chief Executive Officer
HR	6.21	Trust Leaders protect their staff from bullying and harassment	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher / Central Team Managers	Chief Executive Officer	Board of Directors
HR	6.22	Redundancy (affecting 20 or more employees)	Chief Executive Officer / Headteacher	Board of Directors	Local Governing Body	Local Governing Body	Staffing Committee	Board of Directors
HR	6.23	Disciplinary Hearings	Executive Leaders / Headteacher	Chief Executive Officer	-	Local Governing Body / HR Manager /	Staffing Committee	Staffing & HR Sub-committee

AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
						Staffing Committee		
HR	6.24	Appeals Hearing	Senior HR Manager	-	-	Chair of the Disciplinary Hearing (Local Governing Body) / Senior HR Manager	Staffing Committee	Board of Directors

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Compliance	7.1	Trust level: register of business interests; completing the register of business interests	Chief Executive Officer	Audit & Risk Sub-committee	-	Company Secretary	Chief Finance Officer / Chief Executive Officer	Board of Directors
Compliance	7.2	School level: register of business interests; completing the register of business interests	Company Secretary	Headteacher	-	Company Secretary	Chief Executive Office / Chief Finance Officer	Board of Directors
Compliance	7.3	Asset and Premises Maintenance Compliance Strategy - determining use of Trust's premises and ensuring premises are adequately maintained and are compliant with statutory legislation and guidance	Senior Premises Manager	Chief Executive Officer	Local Governing Body	Senior Premises Manager / Site Teams	Chief Executive Officer	Finance Committee
Compliance	7.4	Arranging insurance for the Trust	Chief Finance Officer	Audit and Risk Committee	Local Governing Body	Chief Finance Officer	Chief Executive Officer	Audit and Risk Committee
Compliance	7.5	Acquiring and disposing of Trust land	Chief Executive Officer / Chief Finance Officer	Board of Directors	-	Chief Finance Officer	Finance Committee	Chief Executive Officer
Compliance	7.6	Regulatory compliance including charity law, company law, employment law, health & safety and safeguarding	Chief Executive Officer	Audit & Risk Sub-committee	Local Governing Body	Chief Executive Officer	Audit and Risk Committee	Chief Executive Officer
Compliance	7.7	Trust and Local Governing Body: due regard for the implementation of the Equality Act	Senior HR Manager / Chief Executive Officer	Board of Directors	Local Governing Body	Senior HR Manager	Staffing Committee	Chief Executive Officer
Compliance	7.8	Trust level - auditing and reporting arrangements of compliance including health and safety	Central Team Managers	Estates & Compliance Sub-committee	-	Central Team / Headteacher	Chief Executive Officer	Chief Executive Officer
Compliance	7.9	Trust level - auditing and reporting arrangements of compliance including GDPR, website, cyber security, risk assessment / management and governance	Central Team Managers	Audit and Risk Committee	-	Central Team / Headteacher	Chief Executive Officer	Chief Executive Officer
Compliance	7.10	Trust level – auditing and reporting safeguarding compliance arrangements	Central Team Managers	Education Committee	-	Central Team / Headteacher	Chief Executive Officer	Chief Executive Officer
Compliance	7.11	Trust level - auditing and reporting arrangements of compliance including HR/staffing	Central Team Managers	Staffing and HR Sub-committee	-	Central Team / Headteacher	Chief Executive Officer	Chief Executive Officer
Compliance	7.12	School level - auditing and reporting arrangements of compliance including Quality of Education, Behaviour and Attitudes, Personal Development and Leadership & Management (Ofsted)	Chief Executive Officer	Education & Standards Committee	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer

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Compliance	7.13	Trust level - maintain an accurate oversight of safeguarding measures that ensures effective compliance across the Trust	Chief Executive Officer / Safeguarding Director	Education & Standards Committee	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer
Compliance	7.14	Trust level - maintain an accurate overview of SEND and LAC provision across the Trust	Chief Executive Officer / SEND Director	Education & Standards Committee	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer
Compliance	7.15	Trust level - maintain an accurate oversight of behaviour (exclusions) and attendance across the Trust	Chief Executive Officer / Attendance and Behaviour Leads	Education & Standards Committee	Local Governing Body	Headteacher	Local Governing Body	Chief Executive Officer
Compliance	7.16	Incident reporting, recording policy and procedures **(Health and Safety Policy/Handbook)**	Senior Premises Manager/ Senior Operations Manager	Estates & Compliance Sub-committee	Local Governing Body	Headteacher / Senior Leadership Team	Local Governing Body	Chief Executive Officer
Compliance	7.17	Changes to Trust's operating systems, MIS, Finance, HR, Operations, Premises	Central Team Managers	Chief Executive Officer	Local Governing Body	Central Team Managers	Chief Executive Officer	Chief Executive Officer
Compliance	7.18	Ensuring effective data control measures	Senior IT Manager / Data Managers / Data Protection Officer	Audit & Risk Sub-committee	Local Governing Body	Central Team / Headteacher	Senior IT Manager / Data Managers / Data Protection Officer	Chief Executive Officer

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Reporting	8.1	Annual school development / improvement plans	Chief Executive Officer / Executive Leaders	Education & Standards Committee	Local Governing Body	Headteacher	Local Governing Body	Education & Standards Committee
Reporting	8.2	Annual report on the performance of the Trust	Chief Executive Officer / Executive Leaders	Board of Members	-	-	Board of Directors	Board of Members
Reporting	8.3	Annual report: accounts submit and publish	Chief Executive Officer / Chief Finance Officer	Board of Members	-	-	Board of Directors	Board of Members
Reporting	8.4	Annual report from Trust Committees: submit and publish	Sub-Committee	Board of Members	-	-	Board of Directors	Board of Members
Reporting	8.5	Annual report from LGB/Headteacher: submit and publish (Roundtable) - AGM	Headteacher / Local Governing Body	Chief Executive Officer / Education & Standards Committee	-	-	Education & Standards Committee	Board of Directors
Reporting	8.6	Half termly Headteacher report to governors	Headteacher	Local Governing Body	Local Governing Body	Headteacher / Senior Leadership Team	Chief Executive Officer	Education & Standards Committee

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Education	9.1	Trust improvement targets	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors
Education	9.2	School improvement targets	Executive Leads / Headteacher	Chief Executive Officer	Local Governing Body	Headteacher	Local Governing Body / Chief Executive Officer	Chief Executive Officer
Education	9.3	WPT aspire to ensure all students leave able and qualified to play their full part in an ever-changing world	Chief Executive Officer / Executive Leaders	Education & Standards Committee	Local Governing Body	Headteacher	Chief Executive Officer	Education & Standards Committee
Education	9.4	Trust curriculum and curriculum model: curriculum intent, implementation strategy	Chief Executive Officer / Executive Leaders	Education & Standards Committee	Local Governing Body	Headteacher	Chief Executive Officer	Education & Standards Committee
Education	9.5	Secondary curriculum: curriculum intent, implementation strategy	Subject Directors	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.6	Primary curriculum: curriculum intent, implementation strategy	Executive Leaders / Headteacher	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.7	Ensure WPT's curriculum develops students by providing rich opportunities for learning both within and outside the classroom	Headteacher	Chief Executive Officer	Local Governing Body	Headteacher	Chief Executive Officer	Education Sub-committee
Education	9.8	People Development: build and enhance expertise, secure continuous growth and improvement, enable reflection on strengths and successes, areas for further growth	Headteacher / Senior Leadership Team	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.9	Reading Strategy and Literacy: a rigorous approach to the teaching of reading develops learners' confidence and enjoyment in reading	Trust Reading Lead / Director for English / Headteacher	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.10	SEND strategy: intent, implementation and impact **(SEND handbook)**	Chief Executive Officer / Executive Leaders	Education & Standards Committee	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors / Education & Standards Committee
Education	9.11	Trust personal development: broadening horizons and enrichment strategy	Subject Directors / Executive Leaders	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Education	9.12	The curriculum prepares learners for life in modern Britain by: equipping them to be responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental British values; developing their understanding and appreciation of diversity; celebrating what we have in common and promoting respect for the different protected characteristics as defined in law	Personal Development Leaders	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.13	Trust approach to the delivery of Careers Education Information Advice and Guidance (CEIAG) in line with statutory guidance: learners are ready for the next stage of education, employment or training (Careers Handbook)	Subject Directors / Executive Leaders	Chief Executive Officer	Local Governing Body	Subject Teams	Chief Executive Officer	Education Sub-committee
Education	9.14	Behaviour Management: high expectations for learners' behaviour and conduct and applies these expectations consistently and fairly. This is reflected in learners' behaviour and conduct (Behaviour Handbook)	Trust Behaviour Lead	Chief Executive Officer	Local Governing Body	Pastoral Team	Chief Executive Officer	Education Sub-committee
Education	9.15	Anti-Bullying Strategy: leaders, teachers and learners create an environment where bullying, peer-on-peer abuse or discrimination are not tolerated. If they do occur, staff deal with issues quickly and effectively, and do not allow them to spread (Anti-Bullying Handbook)	Trust Behaviour Lead	Chief Executive Officer	Local Governing Body	Pastoral Team	Chief Executive Officer	Education Sub-committee
Education	9.16	Decision to exclude a student, implementation of the policy including formation of a Governor panel (Behaviour Handbook)	Headteacher	Chief Executive Officer	Local Governing Body	Local Governing Body	Chief Executive Officer	Education Sub-committee
Education	9.17	Rewards and Awards: the success of all students is celebrated regardless of their individual starting points (Rewards Handbook)	Headteacher	Chief Executive Officer	Local Governing Body	Personal Development Leads	Chief Executive Officer	Education Sub-committee
Education	9.18	Attendance: learners have high attendance and are punctual (Attendance Handbook)	Trust Attendance Leads	Chief Executive Officer	Local Governing Body	Attendance Team / Pastoral Team	Chief Executive Officer	Education Sub-committee
Education	9.19	Alternative Provision – SEMH: Primary and Curriculum Intent, Implementation and Impact	SEMH Leads	Chief Executive Officer	Local Governing Body	SEMH Leads / SEMH Team	Chief Executive Officer	Education Sub-committee
Education	9.20	Safeguarding: ensure WPT has a culture of safeguarding that supports effective arrangements to: identify learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help learners reduce their risk of	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors

WICKERSLEY PARTNERSHIP TRUST

AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
		harm by securing the support they need, or referring in a timely way to those who have the expertise to help; manage safe recruitment and allegations about adults who may be a risk to learners and vulnerable adults **(Safeguarding Handbook)**						
Education	9.21	Educational Visits Coordinator: Approve off-site visits **(Educational Visits Handbook/Policy)**	Trip Leader	Educational Visits Coordinator / Headteacher / Local Authority	Local Governing Body	Trip Leader	Local Governing Body	Executive Leaders / Senior Operations Manager
Education	9.22	Delivering EYFS in line with statutory expectations	Executive Leaders	Chief Executive Officer	Local Governing Body	Headteacher	Executive Leaders / Local Governing Body	Chief Executive Officer / Education & Standards Committee
Education	9.23	Attending Ofsted inspection interviews with Governors / Directors	Chief Executive Officer	Board of Directors	-	Board of Directors	-	-
Education	9.24	School hours, length of school day and term dates, school calendar	Chief Executive Officer	Board of Directors	Local Governing Body	Headteacher	Local Governing Body	Board of Directors
Education	9.25	Changes to the Trust's uniform – school uniform, PE kit	Headteacher	Estates & Compliance Sub-committee	Local Governing Body	Headteacher	Chief Executive Officer	Education & Standards Committee

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AREA	CODE	TASK	1 RECOMMEND	2 APPROVE	3 ADOPT	3 IMPLEMENT	4 MONITOR	5 REVIEW
Active Part of the community	10.1	Media and PR: overseeing public relations activities	Senior Marketing and Communications Manager	Chief Executive Officer	Whole Trust	Media Team	Senior Marketing and Communications Manager	Chief Executive Officer
Active Part of the community	10.2	Trust leaders engage effectively with learners and others in their community, including – where relevant – parents, carers, employers and local services	Headteacher	Chief Executive Officer	Local Governing Body	Senior Leadership Team	Local Governing Body	Chief Executive Officer / Education & Standards Committee
Active Part of the community	10.3	WPT uses all forms of media to communicate our core vision and celebrate successes	All Staff	Headteacher / Executive Leaders	Local Governing Body	Media Team	Senior Marketing and Communications Manager	Chief Executive Officer
Active Part of the community	10.4	Lettings: use school facilities / resources to support the wider community	Chief Finance Officer / Lettings Manager / Senior Operations Manager	Chief Executive Officer	Local Governing Body	Lettings Team	Chief Executive Officer	Finance Committee / Audit and Risk Committee
Active Part of the community	10.5	WPT understands and actively reduce our impact on the planet	Senior Premises Manager	Estates & Compliance Committee	Local Governing Body	Headteacher	Chief Executive Officer	Board of Directors

WICKERSLEY PARTNERSHIP TRUST