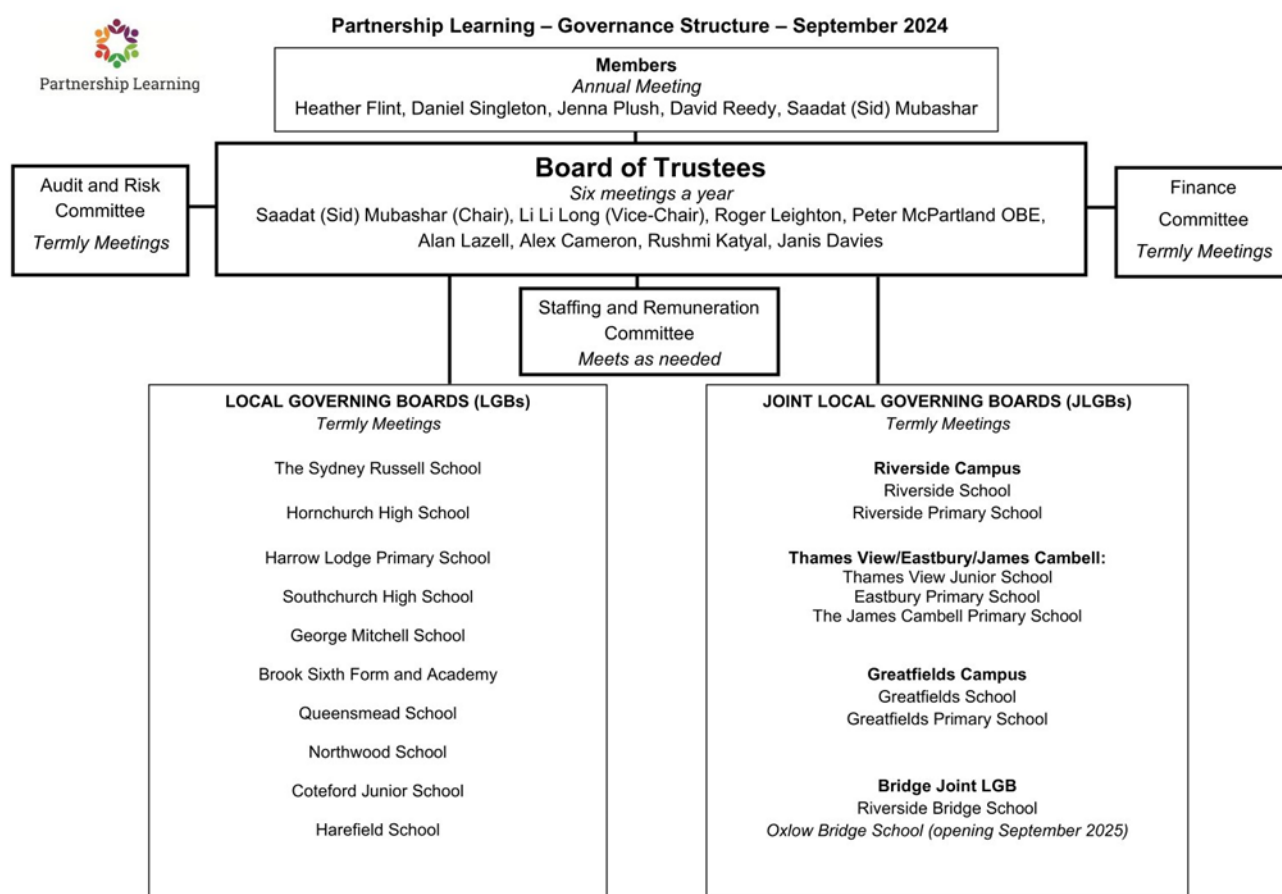


Park Primary Academy Governance Plan

1.0 Partnership Learning Governance Structure

Partnership Learning has in place a robust multi-academy trust governance structure based on an over-arching Board of Trustees and Local Governing Boards, with powers set out in a scheme of delegation (see Appendix 2) responsible for one or more schools, which has worked well as the Trust has expanded:



2.0 Park Primary Academy Local Governance Structure - Havering Primary Joint Local Governing Board

In the case of Park Primary Academy, we will mirror the model which has worked successfully elsewhere in the Trust, with a single Joint Local Governing Board overseeing more than one school.

The existing well-established and effective LGB of the Ofsted 'Outstanding' Harrow Lodge Primary School will take on responsibility for Park Primary Academy, and become the Havering Primary Joint Local Governing Board, with the addition of parent, staff, head and community representatives from Park Primary. The existing LGB has a strong and diverse membership with a wide range of relevant skills and experience (see Appendix 1).

The Havering Primary Joint Local Governing Board will adopt the following committee structure:

- Full Joint LGB – Strategic oversight and statutory responsibilities
- Joint Finance and Resources Committee – Finance and Resources for both secondary and primary schools
- Separate 'Performance and Standards Committees' for each school, with responsibilities including curriculum, teaching and learning, pupil outcomes

3.0 Dealing with any potential conflicts of interest or related party transactions

We do not anticipate any specific conflicts of interest. However, all Members, Directors and members of Local Governing Bodies and their Sub-Committees are required to:

- declare any interest of any kind by signing a register annually and by confirmation, to be formally minuted, at the start of every meeting.
- leave any meeting where any conflict of interest arises and not to participate in any decision-making process related to the matter
- adhere to charity law in respect of any benefits, contracts or procurement of services
- on appointment, be made aware of the requirement to adhere to best practice in probity in public office

There are no planned or expected financial transactions that are likely to take place between any member/trustee/local governor (or a connected party/business) and the Trust or any of its academies.

Appendix 1 – Membership of Havering Primary Joint Local Governing Board

Category	Name	Role	Background
Local Authority Governor	Susan Asser	Chair of Governors Curriculum Link	Chartered Secretary, former University Registrar
Headteacher Governor	Lynette Searle		Headteacher, Harrow Lodge Primary School
Trust Appointed	Lisa Shepherd	Teaching and Learning Link	Headteacher, Eastbury Primary School
Trust Appointed	Andy Nicholls	Premises, Health & Safety, Safeguarding Links	Director of Parklanes Wykeham Nursery
Parent Governor (Harrow Lodge)	Robert Griggs	Budget, Assessment Links	Director of Policy and Public Affairs at Airlines UK
Parent Governor (Harrow Lodge)	Sarah Cole	Vice Chair of Governors SEND, EYFS, Pupil Premium Links	Children with Disabilities Officer
Staff Governor (Harrow Lodge)	Nicci Bednarczuk	Teacher	Teacher, Harrow Lodge Primary
Trust Appointed	David Norris	Wellbeing	Assistant Headteacher, Hornchurch High School
<i>Head Governor (Park Primary)</i>	<i>To be appointed</i>		<i>Head of School, Park Primary Academy</i>
<i>Parent Governor (Park Primary)</i>	<i>To be appointed</i>		
<i>Staff Governor (Park Primary)</i>	<i>To be appointed</i>		
<i>Trust Appointed (Park Primary Community)</i>	<i>To be appointed</i>		

Appendix 2 – Partnership Learning Scheme of Overall Delegation

Introduction

The scheme of delegation outlined below sets out the default position for Trust schools rated Good or Outstanding by Ofsted.

If a school is rated Requires Improvement or put into Special Measures, or is rated by the Trust as being at significant risk of falling into one of these categories, the Trust reserves the right to amend the scheme as necessary, after consultation with the school's Local Governing Board, to ensure rapid improvement.

NB: In the table below the symbol 'A' is used to denote 'advised by' in the direction of the arrow/s.

Decision/Responsibility	Delegation				
	Trust: Members	Trust: Board	Trust: CEO	School: LGB	School: Headteacher
1.0 GOVERNANCE					
1.1 Trust Members: Appoint	✓				
1.2 Trust Board Trustees – Trust Member Appointed: Appoint	✓				
1.3 Trust Board Trustees - Co-opted: Appoint		✓			
1.4 Trust - Articles of Association: Agree	✓	<A	<A		
1.5 Trust Board - Governance structure (committees): Establish and review annually		✓	<A		
1.6 Trust Board Committees - terms of reference: Agree annually		✓	<A		

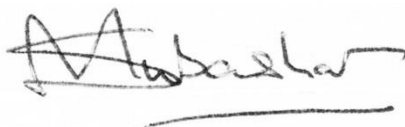
Decision/Responsibility	Delegation				
	Trust: Members	Trust: Board	Trust: CEO	School: LGB	School: Headteacher
1.7 LGBs - Scheme of Delegation/Terms of Reference/: agree and review annually		✓	<A		
1.8 LGB Governors – Trust Appointed: Appoint		✓	<A	<A	
1.9 LGB Governors – Other than Trust Appointed: Formally approve		Formally Approve	<A	<A	
1.10 LGB Chairs: Appoint		Formally Approve	<A	✓	
1.11 LGB Clerks: Appoint		✓	<A		
1.12 LGB Meeting Agendas – Overall agenda framework			✓		
1.13 LGB Meeting Agendas – Trust items: Compile			✓		
1.14 LGB Meeting Agendas – School items: Compile and prepare				✓	<A
1.15 Trust governance details on trust websites: ensure			✓		
1.16 School governance details on school websites: ensure				✓	<A
1.17 Register of pecuniary interests for Trust members/trustees/board committee members: establish and publish		✓	<A		
1.18 School Register of pecuniary interests for School LGB and LGB committee members: establish and publish				✓	<A
1.19 Trust Annual report and accounts: submit and publish		✓	<A		
2.0 POLICIES					
2.1 Determination of which policies will be set at Trust level and which at school level: determine		✓	<A		

Decision/Responsibility	Delegation				
	Trust: Members	Trust: Board	Trust: CEO	School: LGB	School: Headteacher
2.2 Trust wide policies which reflect the trust's ethos and values: determine, approve and review at agreed intervals		✓	<A		
2.3 School level policies which require Trust approval		Formally Approve	<A	✓	<A
2.3 School level policies which reflect the school's ethos and values: determine, approve and review at agreed intervals				✓	<A
3.0 STRATEGIC PLANNING					
3.1 Trust-level vision, strategic framework, and development plans: determine and monitor		✓	<A		
3.2 School level vision and development plans: determine and monitor			<A>	✓	<A
4.0 FINANCES					
4.1 Central Trust annual budget plan: Agree and monitor		✓	<A		
4.2 Central Trust three-year budget plan: Agree and monitor		✓	<A		
4.3 Determination of Trust central charges to schools: Determine and review		✓	<A		
4.4 Management of risk: Maintain Trust risk register, review and monitor		✓	<A		
4.5 Trust's scheme of financial delegation: Maintain and review		✓	<A		
4.6 School's scheme of financial delegation within Trust scheme of financial delegation: Maintain and review				✓	<A
4.7 External auditors' report: Receive and respond		✓	<A		
4.8 School three-year budget plan: Agree		Formally	<A	✓	<A

Decision/Responsibility	Delegation				
	Trust: Members	Trust: Board	Trust: CEO	School: LGB	School: Headteacher
		Approve			
4.9 School annual budget plan: Agree		Formally Approve	<A>	✓	<A>
4.10 School annual budget plan: Monitor		Formally Oversee	<A>	✓	<A>
5.0 STAFF					
5.1 Central Trust staffing structure: Agree		✓	<A>		
5.2 Trust Chief Executive Officer: Appoint, performance manage and make pay determinations for		✓			
5.3 Trust Central Senior Team: Appoint and make pay determinations for		✓	<A>		
5.4 Trust central staff other than senior team: Appoint and make pay determinations for			✓		
5.5 Trust Central Senior Team (other than CEO) and other central staff: Performance manage			✓		
5.6 School staffing structure within agreed budget plans: Agree				✓	<A>
5.7 School Headteacher: Appoint		Formally Approve	<A>	✓	
5.8 School Headteacher: Performance manage			✓	<A>	
5.9 School Headteacher: Make pay determinations for		Formally Approve	<A>	✓	

Decision/Responsibility	Delegation				
	Trust: Members	Trust: Board	Trust: CEO	School: LGB	School: Headteacher
5.10 School Deputy Headteacher and Business Leader (or equivalents): Appoint			A>	✓	<A
5.11 School Deputy Headteacher and Business Leader (or equivalents): Performance manage and make pay determinations for				✓	<A
5.12 School staff other than Headteacher, Deputy Headteacher and Business Leader (or equivalents): Appoint, performance manage and make pay determinations for				✓	<A
6.0 SAFEGUARDING					
6.1 School's safeguarding arrangements: Overseeing and ensuring the effective implementation of, ensuring compliance with legislation, statutory guidance and the Trust's Child Protection and Safeguarding Strategy and Policies.				✓	<A
6.2 School Safeguarding and Child Protection Policy: Producing a comprehensive and up to date policy which is compliant with all statutory requirements and guidance and published on school website.		Formally Approve	<A	✓	<A

Approved by the Trust Board at a meeting of the Trust Board held on 21st October 2024



Signed on behalf of the Trust Board

