

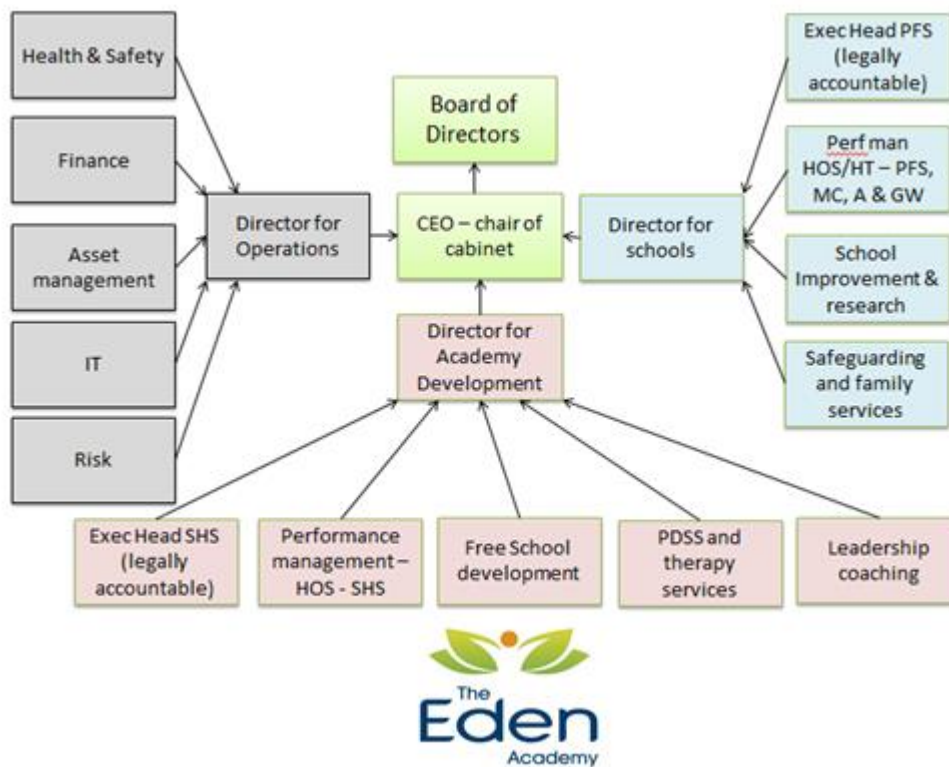
# Scheme of Delegation



## Decision Matrix

- **BOT** Board of Trustees
- **LAB** Local Advisory Board
- **FC** Finance committee
- **AMC** Asset management committee
- **CEO** Chief Executive Officer
- **DS** Director for Schools
- **DAD** Director for Academy Development
- **HoS** Head of School
- **HT** Headteacher
- **DFO** Director for finance and operations

The Board of Trustees delegates responsibility to the Chief Executive Officer and through her to the Directors and staff of the Academy.



Symbol	
A	Accountable
R	Responsible
C	Consulted
I	Informed

Financial and Operational Management	M	BOT	LAB	FC	AMC	CEO	DS	DAD	HoS/HT	DFO
Approving financial procedures in accordance with legal and DfE requirements and best practice		A&R								
Ensuring that the financial procedures are implemented effectively				R		A				R
Maintaining accurate, reconciled and up to date records to provide financial and statistical information		A		R						R
Establishing and maintaining asset registers in accordance with financial procedures		A			R					R
Ensuring that any disposal of assets complies with the financial procedures		A		R						R
Maintaining a register of pecuniary and business interests of Trustees, Local Advisory Board members and staff ( <i>the matrix demonstrates responsibility for collating registers, the clerk, CEO and FOM will maintain an overview of all interests</i> )		A&R: Clerk (Trustees)	A&R: Clerk (LAB)							A&R (Staff)
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements	A (delegated to audit committee)									R
Receiving reports from audit inspections and the resulting Action Plan	A (delegated to audit committee)									R
Ensuring appropriate insurance arrangements in accordance with the financial procedures	A									
To approve the first formal budget plan each financial year in accordance with DfE timeframes		A	I		R (make recommendation to Board)					

To set individual balanced school budgets to feed into the overall budget plan, within a financial limit of individual academy GAG minus agreed top-slice			I	A		C	C	C	C	R
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at year end				A	C	C	C	C	C	R
Ensuring that all transfers between budget headings (virements) comply with the financial procedures				A						R
Establishing and implementing procedures for staff and Trustees to claim expenses				A						R
Approving a lettings policy and fees									C	A&R
Ensuring that any writing off of debts complies with the financial procedures				A						R
Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures				A						R
Authorising payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard										A&R
Retaining the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements										A&R
Approving applications for Business / Credit Cards				A&R						
Complying with VAT and CIT regulations				A						R
To investigate financial irregularities (not involving the accounting officer)				A		R				
To investigate financial irregularities (involving the accounting officer)		A&R								
To establish and implement a Buildings Maintenance strategy			I		A				C	R
To ensure compliance with Health and Safety legislation			C		A				C	R

To set the academy day and year							C	C	A	
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<b>Governance</b>	<b>M</b>	<b>BOT</b>	<b>LAB</b>	<b>FC</b>	<b>AMC</b>	<b>CEO</b>	<b>DS</b>	<b>DAD</b>	<b>HoS/HT</b>	<b>DFO</b>
To appoint Vice-Chair of Trustees		A&R								
To appoint and dismiss the clerk to the Board of Trustees and local advisory boards		A&R (BOT)	A&R (LAB)							
To appoint and dismiss the clerk to a Committee		A&R (BOT)	A&R (LAB)							
To appoint the Chair of a Committee		A&R (BOT)	A&R (LAB)							
To appoint and remove co-opted Trustees	A									
To establish, approve Terms of Reference for and membership of, and monitor a committee of Trustees		A&R								
To establish, approve Terms of Reference for and membership of, and monitor a committee of the LAB			A&R							
To review at least annually the committee structures and any delegated powers of Trustees		A&R								
Review and approve the overarching policies for the Academy, including but not limited to: <ul style="list-style-type: none"> <li>Financial procedures</li> <li>Safeguarding</li> <li>Staffing (including Terms and Conditions)</li> <li>Health and Safety</li> <li>Student performance and behaviour</li> <li>Curriculum<sup>1</sup></li> </ul>		See separate document								
To approve and circulate the Annual Audit Report	A									R

<sup>1</sup> It is noted that some policies related to both student performance and behaviour and to curriculum may be school specific. In these cases the HOS/HT then becomes responsible.

HR & Staffing	BOT	LAB	FC	AMC	CEO	DS	DAD	HoS/HT	DFO
To approve the overall staffing establishment for the academy (School Staff)	A	I	I			R (delegated to HOS/HT)	R (delegated to HOS/HT)	R	C
To approve the overall staffing establishment for the academy (Central Staff)	A		C		R	C		C	C
Establish and ensure accurate payroll management									A&R
Appoint the CEO, DAD, DS, DFO	A&R								
Appoint the HOS/HT	C	C			A (delegated to DS or DAD)	A	A		
Appoint the DFO			C		A	C			
Performance management of the CEO (including salary)	A&R (delegated to performance and remuneration committees)								
Performance management of HOS/HT						A&R	A&R		
Performance management of DAD, DS and FO	A				R				
Appoint staff who work across the Academy						A			
Appoint other teaching staff		C				R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)	C	
Appoint other support staff		C				R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)	C	
Approve Terms and Conditions policy	A&R								*
Approve disciplinary / capability / grievance /	A&R								

performance management policies									
Implement and monitor to the HR policies		C			C	R	R	C	
Suspend or dismiss the CEO	A&R								
Suspend or dismiss the DAD, DS or DFO	A&R				C				
Suspend or dismiss the HOS/HT	A	C			C	R	R		
Suspend staff (besides the above)		C			C	R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)	C	
Dismiss staff (besides the above)		C			C	R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)		
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with academy policy	A	C	R						

Student Development	BOT	LAB	FC	ASM	CEO	DAD	DS	HoS	DFO
To exclude a pupil (fixed term)		I				R (delegated to HT where appropriate)	R (delegated to HT where appropriate)	C	
To exclude a pupil (permanently)		I				R (delegated to HT where appropriate)	R (delegated to HT where appropriate)	C	
To consult on and determine an admissions policy	A	C				R	R		
To determine who will be offered a place in accordance with the admissions policy	A	C				C	C	R	
To ensure that there is a daily act of collective worship	A					C	C	R	
To ensure that the curriculum complies with the legal and Funding Agreement requirements	A					R (delegated to HT where appropriate)	R (delegated to HT where appropriate)		
To ensure the provision of free school meals to eligible pupils						R	R	R	
To approve the curriculum		I				A (delegated to HT where appropriate)	A (delegated to HT where appropriate)		

<b>Name</b>	<b>Responsibility</b>	<b>Link cabinet director</b>
Barry Nolan	Chair  Portfolio: CEO  Liaison with LSA representatives	Susan Douglas
Karen Deacon	Vice Chair  Safeguarding  Liaison with parents	
Victoria Collis	Portfolio: Academy Development	John Ayres
Jamie Clark	Chair of finance  Portfolio: Finance and operations	Sudhi Pathak
New Trustee	Portfolio: Schools and performance	Jarlath O'Brien
Angela St John	Chair of asset management group  Member of IT group	
Collette Stone	Liaison with teacher representatives  Remuneration	
Ian Jentle	RNIB liaison  Local Advisory Board liaison	
Hardip Begol	Chair of members board  Liaison with members	