Scheme of Delegation MATRIX Academy Trust September 2018

	Delegation		MATRIX									Barr Beacon School						Dame Elizabeth Cadbury School						Etone College						Bloxwich Primary						Bloxwich Secondary						Evolve						SCITT					
			Members	Board of Directors/Trustees	Pay Committee	Audit & Risk Committee	Chief Executive Officer (CEO)	Chef Finance Officer (CFO)	Estates Executive	Clerk	IT Executive	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Associate Head	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Associate Head	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Director of Teaching	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Director of Teaching	Finance/Personnel	Estates	IT	Clerk
Appointments	Appoint Members																																																			
	Appoint Board of Directors/Trustees																																																			
	Appoint CEO																																																			
	Appoint Governance Advisory Boards																																																		
	Appoint Clerk																																																		
	Appoint Chief Finance Officer																																																		
	Nominate Director Lead for Safeguarding																																																		
	Appoint Audit & Risk Committee																																																		
	Staff Appointments	Head Teacher																																																	
		Deputy Head																																																		
		Assistant Head/Course Manager																																																	
		TLR 1																																																		
		Lead Practitioner																																																	
		TLR 2																																																		
		Main scale Teacher																																																	
		Support Staff																																																		
	Agree appropriate staffing levels																																																		
	CEO's review & Pay Recommendations																																																		
	Headteacher's Performance Management & Pay Recommendation																																																	
	Staff Performance Management & Pay Recommendations																																																	
	Approve Annual Salary Reviews																																																	
Quality Assurance	Quality of Teaching																																																	
	Pupil Outcomes																																																	
	Pupil Attendance																																																	
	Pupil Disciplinary																																																	
	Parental Engagement																																																	
	Monitoring of pupil outcomes / ITT course participants																																																	
	Pupil Admissions																																																	
	Appeals																																																	
	Complaints Level 1																																																	
	Complaints Level 2																																																	
	Complaints Level 3																																																	
	Health & Safety Compliance																																																	
	Data Controller - FOI / GDPR																																																	
	External Reviews																																																	
	Monitor Risk Register																																																	
	Make Recommentdations to Board on Risks																																																	
	Risk Management																																																	
Finance/Personnel	Agree scope of core services																																																	
	Prepare MFA/SFA/Budget/Contract with NCTL																																																	
	Agree MFA/SFA/Budget																																																	
	Sign off SFA/Budget																																																	
	Administer SFA/Budget																																																	
	Appoint auditors																																																	
	Receive audited accounts																																																	
	Sign and agree audited accounts to EFSA																																																	
	Appoint internal auditors																																																	
	Prepare/submit monthly finance report to Board of Directors																																																	
	Prepare Finance Manual to Ensure Compliance																																																	
	Review Internal Audit Reports																																																	
	Ensure Compliance with Financial Procudures																																																	
	Maximum authorised financial	Unlimited																																																
		100,000																																																	
		£30,000																																																	

	Ensure adequate insurance cover is in place	
	Check & clarify monthly salaries	
	Approve payment of salaries	
	Approval for contracts for less than 3 years	
	Approval for contracts of more than 3 years	
	Salary reviews	CEO
		Head Teacher
		Deputy Head
		Remaining Staff
Documentation	Prepare Polices	
	Approve Polices	
	Ensure Implementation of Policies	
	Prepare schedule and review of policies	
	Consult prior to setting admissions policy	
	Maintain a register of formal contracts entered into	
	Maintain Register of Business Interests	
	Prepare Trust Development Plan	
	Approve Trust Development Plan	
	Prepare School Development Plan	
	Approve School Development Plan	
	Development of school building strategy (Master Plan)	
	Approve Master Plan	
Estates	Estates Overview	
	Catering Overview	
	Premises Hire	
	IT Overview	