Scheme of Delegation MATRIX Academy Trust September 2020

	Delegation of Responsibility		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																																																	
	Approve appropriate staffing levels in advance of appointment																																																	
	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																																																
	Appointment of Data Protection Officer																																																
	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																																															
	Approve School Curriculum Plan																																															
	Development of school building strategy (Master Plan)																																															
	Approve Master Plan																																																
Estates	Estates Overview																																															
	Catering Overview																																															
	Premises Hire																																															
	IT Overview																																															