Scheme of Delegation October 2021

MATRIX	Barr Beacon School	Dame Elizabeth Cadbury School	Etone College	Bloxwich Primary	Bloxwich Secondary	Turves Green Boys' School	Barr Beacon SCITT
Members; Board of Trustees; Pay Committee; Audit & Risk Committee; Chief Executive Officer (CEO); Chef Finance Officer (CFO); Estates and Facilities; Clerk; IT Manager	Parent Advisory Forum; Head Teacher; Finance/Personnel; Estates; IT; Clerk	Parent Advisory Forum; Head Teacher; Finance/Personnel; Estates; IT; Clerk	Parent Advisory Forum; Head Teacher; Finance/Personnel; Estates; IT; Clerk	Parent Advisory Forum; Associate Head; Finance/Personnel; Estates; IT; Clerk	Parent Advisory Forum; Head Teacher; Finance/Personnel; Estates; IT; Clerk	Interim Academy Board; Head Teacher; Finance/Personnel; Estates; IT; Clerk	Director of Teaching; Finance/Personnel; Estates; IT; Clerk

Delegation of Responsibility

Section	No.	Delegation of Responsibility	
Quality Assurance	1	Appoint Members	
	2	Appoint Board of Directors/Trustees	
	3	Appoint CEO	
	4	Appoint Parent Advisory Forum members	
	5	Appoint Clerk	
	6	Appoint Chief Finance Officer	
	7	Nominate Lead Trustee for Safeguarding	
	8	Appoint Audit & Risk Committee	
	9	Staff Appointments	Head Teacher
	10		Deputy Head
	11		Assistant Head/Course Manager
	12		TLRs
	13		Lead Practitioner
	15		Teacher
	16		Support Staff
	17	Approve appropriate staffing levels in advance of appointment	
	18	CEO's review & Pay Recommendation	
	19	Headteacher's Performance Management & Pay Recommendations	
	20	Staff Performance Management & Pay Recommendations	
	21	Approve Annual Salary Reviews	
	22	Quality of Teaching	
	23	Pupil Outcomes	
	24	Pupil Attendance	
	25	Pupil Disciplinary	
	26	Parental Engagement	
	27	Monitoring SCITT outcomes	
	28	Pupil Admissions	
	29	Organisation of Appeals	
	30	Complaints Level 1	
	31	Complaints Level 2	
	32	Complaints Level 3	
	33	Health & Safety Compliance	
	34	Appointment of Data Protection Officer	
	35	Data Controller - FOI / GDPR	
	36	External Reviews / Annual reviews of Governance	
	37	Monitor Risk Register	
	38	Make Recommendations to Board on Risks	
	39	Risk Management	
Finance/Personnel	40	Agree central support services	
	41	Prepare Budget	
	42	Agree Budget	
	43	Sign off Budget	
	44	Administer Budget	
	45	Appoint auditors	
	46	Receive audited accounts	
	47	Sign and agree audited accounts to ESFA	
	48	Appoint internal auditors	
	49	Submit monthly finance report to Board of Trustees	
	50	Review Trust's Financial Handbook to Ensure Compliance	
	51	Review Internal Audit Reports	
	52	Ensure Compliance with Financial Procudures	
	53	Maximum authorised financial	Unlimited
	54		100,000
	55		£20,000
	56	Ensure adequate insurance cover	
	57	Check monthly salaries	
	58	Approve payment of salaries	
	59	Approval for contracts/SLAs for less than 3 years	
	60	Approval for contracts of more than 3 years	
	61	Salary reviews	CEO
	62		Head Teacher
	63		Deputy Head
	64		Remaining Staff
Documentation	65	Prepare Policies	
	66	Approve Policies	
	67	Monior, review and consult on Policies where legally required	
	68	Maintain a contracts register	
	69	Maintain a business interest register	
	70	Prepare Trust Strategic Plan	
	71	Approve Trust Strategic Plan	
	72	Prepare School Development Plan	
	73	Approve School Development Plan	
	74	Approve School Curriculum Plan	
	75	Development of Asset Management Plan	
	76	Approve Asset Management Plan	
Estates	77	Estates Overview	
	78	Catering Overview	
	79	Premises Hire	
	80	IT Overview	