Scheme of Delegation February 2022

		Delegation of Responsibility		MATRIX: Members	MATRIX: Board of Trustees	MATRIX: Pay Committee	MATRIX: Audit & Risk Committee	MATRIX: Chief Executive Officer (CEO)	MATRIX: Chief Financial Operating Officer (CFOO)	MATRIX: Estates and Facilities	MATRIX: Clerk	MATRIX: IT Manager	Barr Beacon School: Parent Advisory Forum	Barr Beacon School: Head Teacher	Barr Beacon School: Finance/Personnel	Barr Beacon School: Estates	Barr Beacon School: IT	Barr Beacon School: Clerk	Dame Elizabeth Cadbury School: Parent Advisory Forum	Dame Elizabeth Cadbury School: Head Teacher	Dame Elizabeth Cadbury School: Finance/Personnel	Dame Elizabeth Cadbury School: Estates	Dame Elizabeth Cadbury School: IT	Dame Elizabeth Cadbury School: Clerk	Etone College: Parent Advisory Forum	Etone College: Head Teacher	Etone College: Finance/Personnel	Etone College: Estates	Etone College: IT	Etone College: Clerk	Bloxwich Primary: Parent Advisory Forum	Bloxwich Primary: Associate Head	Bloxwich Primary: Finance/Personnel	Bloxwich Primary: Estates	Bloxwich Primary: IT	Bloxwich Primary: Clerk	Bloxwich Secondary: Parent Advisory Forum	Bloxwich Secondary: Head Teacher	Bloxwich Secondary: Finance/Personnel	Bloxwich Secondary: Estates	Bloxwich Secondary: IT	Bloxwich Secondary: Clerk	Turves Green Boys' School: Interim Academy Board	Turves Green Boys' School: Head Teacher	Turves Green Boys' School: Finance/Personnel	Turves Green Boys' School: Estates	Turves Green Boys' School: IT	Turves Green Boys' School: Clerk	Barr Beacon SCITT: Director of Teaching	Barr Beacon SCITT: Finance/Personnel	Barr Beacon SCITT: Estates	Barr Beacon SCITT: IT	Barr Beacon SCITT: Clerk
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 Financial and Operating 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 and CFOO 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 / CFOO																																																	
	62		Head Teacher																																																	
	63		Deputy Head																																																	
	64		Remaining Staff																																																
Documentation	65	Prepare Policies																																																		
	66	Approve Policies																																																		
	67	Monitor, 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																																																		