

Scheme of Delegation

Status: Statutory

Committee: Board of Directors (Trustees)

Review Frequency: Annual

Reviewed: September 2021

Next Review: October 2022

Introduction and statement of intent

1. This document outlines:

- The requirements of the Articles of Association regarding delegation
- The principles of decision making within the Academy Trust
- The scheme of delegation within the Academy Trust
- The respective roles of the Directors, the Accounting Officer and other Headteacher/s and other members of staff including the Senior Leadership Team

2. The Academy Trust believes that:

- Strategic / policy decisions regarding the whole school should be taken by Directors
- Operational and managerial decisions should be delegated to the Headteachers
- The Headteachers work collaboratively in the best interests of the Trust
- The Headteachers should delegate operational decisions with a view to keeping decision making as close to the operational impacts as possible and to ensure staff feel empowered to lead their areas of responsibility

Scope and applicability

3. This policy outlines the framework for decision making within the Academy Trust. It applies to all directors and staff. It is designed to guide Members, Directors and Staff in the exercise of their duties.

The Articles of Association

4. The following are the relevant clauses from the Articles of Association which outline what can, and cannot, be delegated:

• Clause 94: Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Academy Trust shall be managed by the Directors who may exercise all the powers of the Academy Trust.

• Clause 101: Subject to these Articles, the Directors may establish any committee. Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Directors. The establishment, terms of reference, constitution and membership of any committee of the Directors shall be reviewed at least once in every twelve months. The membership of any committee of the Directors may include persons who are not Directors, provided that a majority of members of any such committee shall be Directors. The Directors may determine that some or all of the members of a committee who

are not Directors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.

- Clause 102: The Directors may delegate to any Director, committee, Executive Headteacher or any other holder of an executive office, such of their powers or functions as they consider being desirable to be exercised by them.
- Clause 103: Where any power or function of the Directors is exercised by any committee, any Director, Executive Headteacher or any other holder of an executive office, that person or committee shall report to the Directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Directors immediately following the taking of the action or the making of the decision.
- Clause 104: The Directors shall appoint the Executive Headteacher. The Directors may delegate such powers and functions as they consider are required by the Executive Headteacher for the internal organisation, management and control of the Academy trust (including the implementation of all policies approved by the Directors and for the direction of the teaching and curriculum at the Academy).

5. The Board of Directors cannot delegate any functions relating to:

- the constitution of the Trust (unless otherwise provided by the Constitution Regulations);
- the appointment or removal of the chair and vice-chair;
- the appointment of the clerk;
- the suspension of Directors;
- the delegation of functions;
- the establishment of committees.

6. Functions that can be delegated to a committee but cannot be delegated to an individual include those that relate to:

- the approval of the first formal budget plan of the financial year;
- academy discipline policies;
- the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions);
- approving the list of applicants to be offered Year 7 as part of the co-ordinated admissions scheme

Responsibilities under the policy

Full Board of Directors

7. The Board of Directors is able to exercise all of the powers of the Academy Trust. It is responsible for the performance of the Trust. Accordingly, it will approve the policies for the Trust.

8. The Board of Directors will offer support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed, but may also challenge, ask

questions, seek information, improve proposals and so seek to arrive at the best solution for the Trust.

Committees of the Board of Directors

9. The Board of Directors may establish a structure of Committees as appropriate. These Committees will act in an advisory capacity to the Board of Directors except where powers have been specifically delegated to them by the Board of Directors.

10. The Board of Directors shall appoint the following committees:

- a. Safeguarding and Inclusion
- b. Resources
- c. Standards and Curriculum

11. The terms of reference for each committee is outlined in Appendix 2.

12. Committees are expected to meet at least three times a year, with additional meetings if required. The functions and proceedings of the committees are subject to regulations made by the Directors from time to time pursuant to the powers contained in the Articles of Association.

13. Each committee will elect a Chair from amongst its number. The Chair of the committee must be a Director. Each committee will establish its clerking arrangements with assistance from the Company Secretary.

14. The committee may co-opt additional committee members who are not Directors, but Directors must constitute a majority of the committee. The committee will decide whether non-Director members are able to vote, but Directors must be a majority of those individuals voting on any particular issue.

15. A committee may choose to establish its own committees; any such committee will act in an advisory capacity to the committee of the Board of Directors. The functions and proceedings of the committees are subject to regulations made by the Directors from time to time pursuant to the powers contained in the Articles of Association.

All committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full Board of Directors.
- To consider recommendations from relevant external reviews, for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Board of Directors.
- To take appropriate action on any other relevant matter referred to it by the Board of Directors.

Accounting Officer

16. The Accounting Officer role includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the trust's financial resources. The Accounting Officer must adhere to the 7 principles of public life and must have oversight of the Trust's financial transactions
17. The Accounting Officer must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money and must complete and sign a statement on regularity, propriety and compliance each year and must also demonstrate how the trust has secured value for money.
18. The Accounting Officer must take personal responsibility for assuring the Board that there is compliance with the funding agreement and handbook and must notify ESFA's accounting officer of any proposed breaches.

Headteachers and staff

16. The Headteachers ~~is~~ are responsible for the internal organisation, management and control of the academy, for advising on and implementing the Trust's strategic framework, for the implementation of all policies approved by the Directors and for the direction of the teaching and the curriculum at the Academy Trust. For these purposes the Directors shall delegate those powers and functions required by the Headteachers.
17. The Headteachers will formulate aims and objectives and policies and targets for the Board of Directors to consider, and ~~to~~ report to the Board of Directors on progress at each meeting in accordance with a schedule drawn up annually with the Chair of the Board of Directors. The Headteachers will work closely with the senior management team to this end.
18. The Headteachers and staff are accountable to the Board of Directors for the academy Trust's performance. The Board of Directors will be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils and parents as well as the local authority or the Secretary of State.
19. The Headteachers will comply with any reasonable direction by the Board of Directors when acting on the Trust's behalf including working together in the best interests of the Trust as a whole.
20. The Headteachers will agree and monitor appropriate delegations of authority with other staff.

Appendices

Appendix 1: Decision matrix

Appendix 2: Committee Terms of Reference

2.1 Resources Committee

2.2 Safeguarding and Inclusion Committee

2.3 Standards and Curriculum Committee

Appendix 3: Scheme of Financial Delegation

Appendix 4: List of statutory policies

Appendix 1: Decision Matrix

The following table sets out all the main academy functions. For each function it suggests a decision level. The decision levels are:

- **GB** - Board of Directors
- **Comm** - Board of Directors Committee which has delegated powers
- **HTs** - Headteacher(s) – each Headteacher will make decisions for their own school. Together the Headteachers will make decisions for the Trust.
- **HoF**- Head of Finance, (Chief Financial Officer) via the Headteachers.
- **HoO** – Head of Operations, via the Headteachers
- **HoHR** - Head of HR, via the Headteachers
- **Staff** - Decisions delegated to other members of staff

Note: Actions taken by a properly constituted committee, or delegated to an individual Director or to the Headteachers, are taken on behalf of the Board of Directors. The Board of Directors will remain accountable

- Tick: ✓ Recommended level(s) of delegation or where law assigns specific responsibility
- Star: * Decisions are made without advice from the Headteachers.

		GB	Comm	AO, HTs	HoF, HoO, HoHR	STAFF	Which STAFF?
Finance and operational Management	Setting the vision and School Improvement Plan for each school			HTs			
	Setting the vision and Improvement Plan for the trust			AO/HTs			
	Approving financial procedures in accordance with legal and DfE requirements and best practice including Financial Scheme of Delegation		✓				
	Ensuring that the financial procedures are implemented effectively		✓				

Maintaining accurate, reconciled and up to date records to provide financial and statistical information				HoF		
Establishing and maintaining asset registers in accordance with financial procedures				HoF		
Ensuring that any disposal of assets complies with financial procedures		✓				
Maintaining a register or pecuniary and business interests of directors and staff				HoF		
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements				HoF		
Receiving reports from audit inspections and the resulting Action Plan		✓				
Ensuring appropriate insurance arrangements in accordance with financial procedures				HoF		
To prepare budget plans including the first formal budget plan each financial year for Board approval in accordance with DfE timeframes				HoF		
To approve the first formal budget plan each financial year in accordance with DfE timeframes	✓					
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at year end		✓				
Ensuring that all transfers between budget headings (virements) comply with the financial procedures		✓				

Establishing and implementing procedures for staff and directors to claim expenses		✓				
Approving a lettings policy and fees		✓				
Ensuring that any writing off of debts complies with financial procedures		✓				
Ensuring that all procurement processes and resulting contracts and agreements conform with financial procedures		✓				
Authorising payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard					✓	Deputy and/or Assistant Head
Retaining the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements				HoF		
Approving BACs authorisers / cheque signatories in line with Financial Delegations			HTs			
Approving applications for Business / Credit Cards			AO			
Complying with VAT and tax regulations				HoF		
To investigate financial irregularities (not involving the Executive Headteacher)			AO			
To investigate financial irregularities (involving the Executive Headteacher)	✓					
To establish an estate strategy and asset management plan (AMP)	✓					
To implement the estate strategy and AMP including strategy for site maintenance				HoO		
To ensure the Health and Safety of staff and pupils	✓					

	To ensure day to day compliance with Health and Safety legislation				HoO		
	To set the academy day and year	✓					
Governance	To appoint (and remove) directors	Members					
	To appoint (and remove) the Chair and Vice-Chair of the Board	✓					
	To appoint and dismiss the clerk to the Governing Body/Board	✓					
	To appoint and dismiss the clerk to a Committee	✓					
	To appoint the Chair of a Committee		✓				
	To appoint and remove co-opted Governors	✓					
	To establish, approve Terms of Reference for and membership of, and monitor a committee	✓					
	To review at least annually the committee structures and any delegated powers	✓					
	To review and approve the policies for the Academy, including but not limited to: Financial procedures Staffing (including Terms and Conditions) Health and Safety Student performance and behaviour			✓			
	HR / Staffing	Establish and ensure accurate payroll management				HoF/HoHR	
Appoint the Headteachers		✓					
Performance management of the Headteachers (including salary)				✓			
Appoint staff who directly report to the Headteachers		✓					
Determine leadership pay		✓					

	Appoint other teaching staff			HTs		✓	Deputy Headteacher
	Appoint other support staff			HTs	All	✓	Deputy Headteacher
	Approve policies relating to staff Terms and Conditions		✓				
	Approve disciplinary / capability / grievance / performance management policies		✓	HTs			
	Implement, monitor, review and propose amendments to the HR policies		✓				
	Suspend or dismiss the Headteachers	✓					
	Suspend staff (besides the Headteachers)			HTs			
	Dismiss staff (besides the Headteachers)			HTs			
	Approve pay awards for staff	✓					
	Approve increments for staff which are performance related i.e. not automatic, other than for the Headteachers			HTs			
	Approve any leaving payments (redundancy, dismissal, early retirement)			HTs			
	Authorise engagement of agency staff			HTs	HoF	✓	Deputy Heads as authorised by the HT
Student Development	To exclude a pupil (fixed term)			HTs			
	To exclude a pupil (permanently)	✓					
	To consult on and determine an admissions policy	✓					
	To determine who will be offered a place in accordance with the admissions policy		✓				

To ensure that the curriculum complies with the legal and Funding Agreement requirements			HTs			
To receive any external assessments of academy performance and any associated Action Plan	✓					
To ensure the provision of free school meals to eligible pupils			HTs			
To adopt, implement and review any home – school agreements			HTs			
To approve the curriculum		✓				

**TERMS OF REFERENCE
RESOURCES COMMITTEE**

1. Membership and Chairing

The Resources Committee shall consist of a maximum of 7 members and shall include a minimum of 4 Directors. The Accounting Officer, other Headteacher/s and the Chair of the Resources Committee shall be permanent members of this Committee.

The Chair of the Committee is appointed by the Board of Directors. Appointments of both Chair and members to the Resources Committee shall be for a period of up to two years, which may be extended for further periods of two years.

All information discussed at meetings will be confidential, accepting that all information may be shared, where appropriate, at full Board meetings. Where discussions relate to confidential matters concerning members of staff, these will take place without members of staff present and will be recorded separately in confidential (Part II) minutes given a restricted circulation

2. Voting and Quorum

A quorum will comprise three members, of whom 2 must be Directors.

3. Meetings, Minutes and Terms of Reference

Minutes of the meetings will record those present, apologies and whether those have been accepted. Within 48 hours of each meeting, members of the Committee must confirm their attendance or give apologies for absence to the Company Secretary, who acts as Clerk to the Committee.

Minutes will also record decisions taken and actions required.

Minutes will be circulated to all members of the Committee as soon as possible after the meeting and at the latest within 14 working days. They will be circulated to all Directors with the agenda for the subsequent Board meeting.

The Committee will meet a minimum of once per term with additional meetings diarised as required. Terms of Reference will be reviewed annually at the first meeting of the school year.

4. Responsibilities

The main responsibilities of this Committee are to oversee matters of finance, premises and staffing. They include, but are not limited to:

Finance: -

- 1 To provide guidance and assistance to the Accounting Officer, other Headteacher/s, Head of Finance and Board of Directors on all financial matters.

2 Finance Policies

- Take external professional advice as appropriate, review the Federation's accounting policies annually and recommend them to the Board of Directors for approval.
- To review and recommend for approval by the Board of Directors the Federation's other policies, where appropriate.
- To agree and approve the levels of charge to be made for lettings and payments due.

3 Audit & Controls

- At least annually, to review the Trust's systems of internal financial control and report on them to the Board of Directors. In this connection, to receive, review and circulate as appropriate all internal and external audit reports and to undertake the functions of an Audit Committee.
- Agree the programme of checks to be performed by the appointed Internal Auditor (IA) and receive written reports from the Internal and external auditors, reporting the findings to the Board of Directors.
- Annually, to recommend to members re-appointment of the external auditors and, at regular intervals – at least every 5 years, to put this role out to tender.
- To ensure that the school operates within the Financial Regulations of the ESFA and that all necessary financial reporting is completed in accordance with the appropriate timetable. The Chair of the Resources Committee should receive copies of all returns to the ESFA.

4 Financial Monitoring

- Receive Budgets from the Headteachers and review the Federation's annual budgets and longer-term financial plans and recommend them to the Board of Directors for approval.
- To carry out regular monitoring during the year - review the Federation's periodic financial accounts, cash flows and variances against budget and to report on them to the Board of Directors.
- This will include monitoring income & expenditure against budget of all funds held by the Federation and the review of virement decisions in compliance with the Scheme of Delegation budget virement limits
- Controlling and tracking financial exposure.
- Reviewing the trust's investments.
- Reporting to directors on investments.
- Annually, review and agree the limits for petty cash expenditure and level of cash holding.
- To monitor the level of outstanding debt and the collection of bad debts. Consider and approve all requests for the write-off of debts in line with the Scheme of Delegation
- Consider the exact apportionment of funds under the GAG Pooling Policy.
- Consider any other matters relevant to the financial duties of the Federation ensuring the Board has adequate information to enable it to discharge its financial responsibilities.

5 Purchasing of goods and services

- To monitor the purchasing of goods and services in the context of Best Value requirements.
- To authorise the use of Debit & Purchasing Cards and to approve clear written control systems for their use.
- Consider requests for purchases exceeding £50k authorising the specification for such purchases and, if so decided, recommend ratification by the Board of Directors (provided the expenditure has been budgeted for).

6 Payroll

Annually, via the Scheme of Delegation, to approve the roles & responsibilities of those personnel involved in the authorisation of the payroll.

7 Assets

- Receive reports of any significant discrepancies in the Federation's inventories.
- Consider requests for approval of the disposal of land and buildings. (Obtaining consents from the ESFA if required)

8 Insurance

Annually, to consider the Federation's portfolio of insurance cover.

Premises: -

- To provide guidance and assistance to the Headteachers, Head of Operations and Board of Directors on all premises related matters.
- To advise the Board of Directors on priorities, including Health and safety and safeguarding, for the maintenance and development of the Federation's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Board of Directors on premises-related expenditure.
- In consultation with the Headteachers, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Board of Directors' policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan.

Health & Safety

- Assist the Headteachers in the implementation, monitoring and development of the safety policy within the schools
- Co-ordinate arrangements for the design and implementation of safe working practices within the schools
- Ensure that staff with control of resources (both financial and other) give due regard to safety

- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained

Staffing: -

- To provide guidance and assistance to the Headteachers, Heads of Finance and HR and Board of Directors on all staffing related matters.
- To keep under review the implementation of the staffing structure in consultation with the Headteachers and recommend any necessary changes to the Board of Directors
- To establish the Pay Policy for all categories of staff and to be responsible for its administration and review, including delegation to the Pay Committee of the relevant duties.
- To oversee the appointment procedure for all staff
- To establish and review an Appraisal policy for all staff
- To oversee processes leading to any staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Monitor PPA time for all teachers
- To decide upon on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To maintain strict confidentiality
- To take professional advice where necessary

Together with any additional items which the Board of Directors may wish to add

Appendix 2.2

SAFEGUARDING AND INCLUSION COMMITTEE

TERMS OF REFERENCE

1. Membership and Chairing

The Safeguarding and Inclusion Committee shall consist of a maximum of 7 members and shall include a minimum of 2 Directors and the SENCO. The SENCO, Inclusion co-ordinator, Safeguarding Co-ordinator, the Chair of the Safeguarding Committee and a member of the SLT shall be permanent members of this Committee. A majority of members of the committee shall be Directors.

Other members of staff may attend the meetings in an advisory capacity as appropriate to the agenda.

The Chair of the Committee is appointed by the Board of Directors. Appointments of both Chair and members to the Safeguarding Committee shall be for a period of up to two years, which may be extended for further periods of two years.

All information discussed at meetings will be confidential, accepting that all information may be shared, where appropriate, at full Board meetings.

2. Voting and Quorum

A quorum will comprise three members, of whom 1 must be a Director, the Headteacher and the Inclusion Co-ordinator or Safeguarding Co-ordinator. No vote on any matter shall be taken at a meeting of the committee unless the majority of members of the committee present are Directors

3. Meetings, Minutes and Terms of Reference

Minutes of the meetings will record those present, apologies and whether those have been accepted. Within 48 hours of each meeting, members of the Committee must confirm their attendance or give apologies for absence to the Company Secretary, who acts as Clerk to the Committee.

Minutes will also record decisions taken and actions required.

Minutes will be circulated to all members of the Committee as soon as possible after the meeting and at the latest within 14 working days.

The Committee will meet a minimum of once per term. Terms of Reference will be reviewed annually at the first meeting of the academic year.

4. Responsibilities

The main responsibilities of this Committee are to oversee matters of Safeguarding to include the Breakfast Club and the 3 O'clock Club. They include, but are not limited to:

Safeguarding to: -

- 1 Ensure that safeguarding and promoting the welfare of the child is embedded into all areas of the Trusts curriculum, non-curriculum and extracurricular activities
- 2 Review and approve the Trust's Safeguarding policies annually and advise the Board of Directors.
- 3 Monitor and evaluate the effectiveness of all policies relating to safeguarding and ensure all policies are in line with the current version of the DfE Statutory guidance Keeping Children Safe in Education which is followed by the federation.
- 4 Monitor and evaluate the effectiveness of policies relating to Safeguarding/Child Protection and ICT. To ensure all staff volunteers, and Trust Directors and Stakeholders read, sign and adhere to the Acceptable Usage Policy.
- 5 Ensure an appropriate response to policy, practice guidance and procedures as determined by the three local safeguarding partners (the local authority, the Clinical Commissioning Group (CCG) and the chief local officer of Police).
- 6 Evaluate performance indicators for Safeguarding children.
- 7 Ensure Child Protection is integrated with induction procedures for all new members of staff and volunteers
- 8 Review CPD training to ensure whole school approach to Safeguarding children is current.
- 9 Advise the Board of Directors on priorities for Safeguarding issues.
- 10 Monitor behaviour and incident report book, including fixed and permanent exclusions, racist and homophobic incidents, faith and non-faith and sexual orientation prejudices and any qualifying complaints.
- 11 Ensure the voice of parents/carers in matters concerning their child's safety, health and well-being are acknowledged.

Inclusion to: -

- 1 Ensure that local and national statutory requirements are met
- 2 Ensure the New Code of Practice and 'Local Offer' are being implemented
- 3 Monitor the provision for pupils on the SEN, medical and Able, Gifted and Talented registers, through the mechanism of the SENCO's termly report
- 4 Monitor and evaluate staff training needs in all matters relating to Special Needs and Inclusion
- 5 Review termly information relating to the SEN register
- 6 Review termly information about the Able, Gifted and Talented children
- 7 Monitor and evaluate the SEN policy and other policies under the Inclusion remit.
- 8 Acknowledge parental views and opinions in order to provide information as appropriate
- 9 Ensure that the SENCO has adequate time and financial support to carry out their role properly

Breakfast Club and 3 O'clock Club to: -

- 1 Monitor all provisions relating to the Breakfast Club and 3 O'clock Club where applicable
- 2 Monitor attendance figures
- 3 Ensure Safeguarding policies specific to these clubs are adhered to

Plus, any additional delegations the Board of Directors may wish the committee to perform.

Appendix 2.3

STANDARDS AND CURRICULUM COMMITTEE TERMS OF REFERENCE

1. Membership, attendance and reporting

The Standards and Curriculum Committee shall consist of a maximum of 7 members and shall include a minimum of 2 Directors; a majority of members of the committee shall be Directors.

A quorum of the Committee shall comprise three members, one of whom must be a Director. No vote on any matter shall be taken at a meeting of the committee unless the majority of members of the committee present are Directors

The Committee may invite other members of staff or individuals to attend, in a non-voting capacity, as it considers appropriate.

Minutes will be taken and circulated by the Company Secretary. Draft minutes of the previous meeting will be presented at each termly meeting.

All information discussed at these meetings will be confidential, accepting that all information may be shared, where appropriate, at the Directors meeting.

2. Frequency of meetings

The Committee will meet a minimum of once per term. Terms of Reference will be reviewed annually at the first meeting of the school year.

3. Responsibilities

The main responsibilities of this Committee are to oversee the matters of standards and achievement. They include:

For standards:

- To monitor and review the achievement of all learners in Heathland and Whitefriars Schools. The Committee will monitor whole school progress as well as progress by faculty and year groups.
- To work closely with members of staff in collecting the relevant data to monitor and check progress.
- To compare National Standards with the schools or similar schools.
- To report to the Directors the progress and achievements learners have made.
- To recommend any action and its implications in any specific curriculum area as and when necessary.
- To ensure procedures are in place for monitoring and evaluation by external bodies.
- The Committee also to follow the progress of teaching staff.
- To monitor and review the achievements of all staff in Heathland and Whitefriars Schools.
- Teaching staff members on the Standards and Curriculum Committee to recognise the sensitivity of all information shared.
- The Committee will have a focus on the curriculum and complete learning walks.

4. Confidentiality and information sharing

Information discussed at the Standards and Curriculum Committee meetings will be anonymised. All members must adhere to strict guidelines on confidentiality and information sharing. Information is sometimes shared in the public interest and is bound by legislation on data protection. Any ad-hoc or co-opted members will also be required to adhere to the confidentiality agreement.

Appendix 3

Scheme of Financial Delegation

Role / Joint action	Cheque Signing (A) / BACS Approval (B)	Petty Cash	Credit / Purchasing Card	Purchasing, Procurement and Contract Processing, Virements	Purchase Order Authorisation Limits	Payroll and payment of supply staff
Board / Resource Committee / Chair of Board + Chair of Resources + Headteacher				Approve contracts, virements or waivers of finance regulations over £100k		
Chair, of Board or Resources, + Headteacher				Approve contracts, virements or waivers of finance regulations > £25k (HL) 50k (WF) - £100k		
Chair, of Board or Resources Committee		approves reimbursement of HT expenses or > £250 by cheque/BACs				
Headteacher	A, B	approves reimbursement (in cash up to £100, up to £250 by cheque/BACs)		Signs contracts on behalf of GB	All order values	Approves monthly payroll*, approves overtime, mileage claims, non-statutory deductions
				Approve contracts, virements or waivers of finance regulations up to £25k Heathland, £50k Whitefriars		
Deputy Headteacher	A, B	approves reimbursement (in cash up to £100, up to £250 by cheque/BACs)		In lieu of Headteacher as required Signs contracts on behalf of GB	In lieu of Headteacher as required	Approves monthly payroll*, approves overtime, mileage claims, non-statutory deductions
				Approves invoices for payment (where has not approved purchase order)		

Assistant Headteacher	A, B			Approves invoices for payment		
Head of Finance	A, B			Signs contracts on behalf of GB	Up to £10k	Approves monthly payroll*, non-statutory deductions
				Approve contracts up to £10k		
				Leads procurement of contracts with a value > £50k (in association with budget holders)		
				Ensures compliance with procurement regulations		
Head of HR						Approves monthly payroll*, non-statutory deductions
Finance Manager		Max cash balance £350	Monthly payment limits up to £20,000, > £10k with written approval of HT	Approve contracts up to £1k	Up to £1k	Approves timesheets for agency supply staff (based on attendance)
				Ensure contracts are compliant with Procurement Regulations		
				Lead procurement of contracts with a value up to £50k (in association with budget holders)		
Budget Holders		Approve expenditure up to £250	Approve expenditure up to limit of remaining budget	Raises requisitions up to value of budget allocation. Ensure procurement process is appropriate for size of contract – seek advice from FM / HoF		

Credit card holders		Monthly limit up to £1,500		
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A. Cheques under £5,000 may be signed by one person. Cheques £5,000 and over must be signed by two signatories.

B. Invoices paid through BACS must be authorised by two authorised officers.

***. Any one member of SLT who doesn't have access to amend contracts/payroll or any two where one or more has this access.**

Appendix 4: List of statutory policies

POLICY/DOCUMENT	NEXT REVIEW	Approved by (SLT/Cmte/Dir /HT)	Statutory
Admissions Policy	01/03/2022	Board	Y
Complaints Procedure	01/09/2023	HT	Y*
Sex & Relationships Education Policy (PSHE)	01/02/2023	Board	Y
Data Protection	01/12/2023	Resources	Y*
Freedom of Information Publication Scheme	01/05/2020	Resources	Y*
Privacy Notices	01/01/2023	Board	Y*
Protection of children's biometric information		Board	Y
Exam Contingency Plan	01/12/2021	Board	Y*
Non-Examined Assessment Policy	01/12/2021	Board	Y*
Accounting Policy	01/07/2021	Resources	Y*
Charging & Remissions Policy	01/09/2020	Resources	Y*
Competitive Tendering		Resources	Y*
Investment Policy		Board	Y
Appraising Teacher Performance/Capability	under review	Resources	Y*
Disciplinary Policy & Rules	01/10/2023	Resources	Y*
Gifts and Hospitality	01/10/2022	Resources	Y*
Grievance Procedure	01/10/2021	Resources	Y*
NQT Induction	01/12/2023	Board	Y
Staff Code Of Conduct	01/10/2022	Resources	Y*
Statement of procedures for dealing with allegations of abuse against staff			Y*
Whistleblowing Policy	01/10/2022	Resources	Y*
Accessibility Plan	01/09/2022	Safeguarding	Y*
Behaviour Policy - Primary	01/03/2023	Safeguarding	Y*
Behaviour Policy - Secondary Section	01/07/2022	Safeguarding	Y*
Designated teacher for looked-after and previously looked-after children		Board	Y
Equality Policy / Equality Information & Objectives	01/10/2024	Board	Y*
Exclusions Policy		Board	Y*
First Aid	01/04/2022	Safeguarding	Y*
Health And Safety Policy	30/03/2022	Resources	Y
Risk Assessment			Y
Safeguarding And Child Protection Policy	01/02/2022	Board	Y
SEND Local Offer (Information Report)	01/12/2022	Safeguarding	Y
SEND Policy	01/12/2022	Safeguarding	Y
Supporting Pupils With Medical Conditions Policy	01/05/2023	Board	Y