



SCHEME OF DELEGATION – EPPLETON ACADEMY PRIMARY

Financial Responsibilities chart -

Task	Full Governing Board	Audit & Finance & Premises Committee	Headteacher Accounting Officer	SBM Chief Finance Officer
<u>Budget management</u>				
Draft initial budget		✓	✓	✓
Approve first budget plan	✓			
Monitor staffing budget		✓	✓	✓
Monitor other budgets		✓	✓	✓
Report on budget to governors (on a termly basis)		✓	✓	✓
Report on deficit balance to EFA via licensed deficit application		✓	✓	✓
Report on surplus balances to the EFA above the threshold, via a licensed surplus application		✓	✓	✓
Authorise virements and spends up to a limit of £1,000				✓
Authorise virements and spends up to a limit of £5,000			✓	
Authorise virements and spends up to a limit of £5,000-£10,000		✓		
Authorise virements and spends in excess of £10,000	✓			
Review financial management arrangements and delegation of powers at least annually	✓			
Exercise powers of the Headteacher where the Headteacher is absent				Assistant HT
Provide update to Audit & Finance & Premises Committee on income from external funding stream			✓	✓
Responsibility for the Finance Management standards		✓	✓	✓

<u>Internal Scrutiny / Risk Management</u>				
Direct the trust's programme of internal scrutiny and report to the board on the adequacy of the trusts financial and other controls and management of risk		✓		
Formally review risks on a regular basis	✓			
Prepare risk management action plan			✓	✓
Consider risk management plans from time to time	✓		✓	✓
Provide update to governors on progress of risk management			✓	✓
Review Risk Register annually to inform the programme of work, ensure checks are modified as appropriate and agree who will perform the work		✓		
Consider Reports at each meeting from those carrying out the programme of work		✓		
Consider progress in addressing recommendations		✓		
Provide Update to governors on progress of risk management			✓	✓
Monitor progress of actions in risk management action plan	✓		✓	✓
<u>Purchasing goods or services</u>				
Determine the internal distribution of capitation between Departments within school			✓	
Generate orders				✓
<u>The Headteacher</u> - Authorising the purchase of goods and services of value up to £5,000, with the exception of the Salary and Catering purchase orders, a known and regular monthly cost of over £5,000. <u>Audit, Finance & Premises Committee</u> - All purchasing decisions over £5,000 with the exception of the Salary and Catering Purchase orders, a known and regular monthly cost; <u>Full governing Board</u> - in conjunction with the Finance Committee, anything over £10,000 would be taken to the full Governing Board. <u>The School Business Manager</u> - Authorising the purchase orders of the Salary and Catering, a known and regular monthly cost of over £5,000				
<u>Routine Purchasing</u>				
Budget Holders (except for the Head teacher and SBM) have authority to place orders for budgeted items up to a value of £20.00, and Deputy Headteacher £100.00.				
Obtain quotations for expenditure			✓	✓
Arrange Tenders			✓	✓

Open Tenders		✓	✓	✓
Take delivery of goods				✓ + Admin Staff
Process invoices for payment				✓
<u>Income</u>				
Collection of income				✓ + Admin Staff
Banking of income				✓ + Admin Staff
Verification of bankings			✓	✓
<u>Payroll & Personnel</u>				
Approve appointments (in writing)			✓	
Verification of availability of finance for supply cover		✓	✓	✓
Approve supply cover (in writing)			✓	✓
Notify Education Personnel of starters, leavers, changes			✓	✓
<u>Bank Account</u>				
Sign cheques			✓	✓ + Assistant HT
Retain cheque book safely				✓
Reconcile funds and submit regular reimbursement claims				✓
Arrange annual audit			✓	✓
Report audit findings to governors			✓	✓
Actively engage with internal/external auditors – review and action audit plan. Review the expertise and effectiveness of the auditors		✓		
Agree an annual programme of works to deliver internal scrutiny that provides coverage across the year		✓		
Consider output from other assurance activities by third parties such as ESFA Financial Management & Governance Reviews, funding audits & investigations		✓		
Sign cheques			✓	✓ + DHT
<u>Security of Assets</u>				
Maintain inventory			✓	✓ + Admin Staff
Carry out checks against inventory at least annually			✓	✓ + Admin Staff

Miscellaneous				
Maintain up to date data protection notification			✓	✓ + Admin Staff
Maintain software inventory showing licence details			✓	✓
Ensure that all governors complete Pecuniary Interest Forms on an annual basis				✓ + Admin Staff
Termly Meeting – 4 th April 2019 Mrs Bushby identified an issue raised in the Finance audit regarding receipt of gifts by staff. There was a discrepancy between the Staff Behaviour and Conduct policy which allows gifts up to a maximum of £30, and the Gift and Hospitality Policy, which allows gifts up to a maximum of £25. Mrs Bushby asked Governors to agree a standard amount. After a discussion, Governors agreed this should be £30 for both policies.				

EPPLETON ACADEMY PRIMARY SCHOOL

TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 - Summary

The Whole Governing Board: -

Should consider, and agree, a staffing structure (both teaching and non-teaching staff) put together by the Headteacher and Senior Leadership Team.

The full Governing Board will take policy decisions relating to

- staffing structure
- strategy to be followed in respect of a whole school pay policy
- the redundancy, grievance, disciplinary, absence and capability procedures to be followed

The full Governing Board will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.

The full Governing Board must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the full Governing Board.

The full Governing Board will perform duties as set out in part 2.

The Selection Panel -to be agreed as and when required

After the full Governing Board have considered the appointment of a Headteacher and/or Deputy Headteacher the Selection Panel will shortlist and interview for posts of Headteacher and/or Deputy Headteacher. Where determined by the full Governing Board the Selection Panel will consider advertisement, job description, person specification and timetable for such appointments. The Selection Panel will recommend a candidate for appointment to the full Governing Board.

The Personnel Committee

The Personnel committee shall be responsible for considering cases of staff discipline, dismissal, absence, capability and grievance as set out in part 2.

The Personnel Committee will consider salary issues (including regrading) as set out in part 2.

Where determined by the full Governing Board the Personnel Committee will be responsible for the appointment of staff (see part 2)

Performance Management

There will be two or three appointed governors who are responsible for setting and reviewing performance management objectives for the Headteacher. These governors will then make a recommendation to the Personnel Committee regarding the annual pay award. The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Personnel Committee regarding salary progression.

The Governing Board will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the Chair of Governors unless the Chair has been involved in the Headteacher's performance management review at an earlier stage. In these cases, the Governing Board shall appoint one or more Review Officers.

Appeals Committee

The appeals committee will consider appeals against the decision of the initial personnel committee as set out in part 2

It is important to note that members of this committee must not have had any involvement in any matter connected to the original case e.g. at personnel committee level.

The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

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Headteacher

The Headteacher shall perform duties as set out in part 2 where delegated to do by the full Governing Board.

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.

Part 2 – Personnel Responsibilities chart

Task	Full Governing Board	Personnel Committee	Personnel Appeals Committee	Head Teacher
Accept the resignation of Headteacher/Deputy Headteacher/SBM	✓			
Set Headteacher/Deputy Headteacher/SBM salary		✓		
Determine advertisement/job spec./person spec./timetable for interview				
Select governors to serve on Selection Panel	✓			
Shortlist and interview for Headteacher and Deputy Headteacher				
Ratify Appointments of Headteacher and Deputy Headteacher	✓			
<u>Appointment of Teaching and Non-Teaching Staff</u>				
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher and SBM)				✓
Determine all matters relating to the appointment of teaching staff				✓
Determine all matters relating to the appointment of non-teaching staff				✓
Point 502 relates Financial Handbook: - The GB will have approved a staffing structure for the Academy. Additions can only be made to this structure with the express approval in the first instance of the Finance Committee, who must ensure that adequate budgetary provision exists for the increase. Changes to the structure which do not increase the overall budget can be approved by the Headteacher				
Point 503 relates Financial Handbook: -				
Adopt Discipline, Grievance, Absence and Capability procedures	✓			
Issue verbal warnings to staff				✓
Issue first written warnings to staff				✓
Issue final written warnings to staff				✓
Suspend teaching and non-teaching staff				✓ + Chair

Suspend the Headteacher	Chair			
Consider cases of staff discipline/capability referred by the Headteacher		✓		
Consider cases of discipline or capability against the Headteacher		✓		
Consider grievance against staff initially investigated by the Headteacher		✓		
Consider appeals against the initial committee's decision			✓	
Consider grievance against staff initially investigated by the Headteacher		✓	✓	
Adopt pay policy	✓			
Hear recommendation from performance management governors re. salary of Headteacher	✓			
Make recommendations to the Personnel committee re. Deputy Headteacher and other teaching staff				✓
Take decisions on teaching staff salaries each autumn term		✓		
Consider applications for non-teaching staff regrading		✓		
Consider appeals against the initial committee's decision			✓	
Consider honoraria payments		✓ where appro.		✓
Adopt redundancy policy/procedure	✓			
Determine the number and category of staff to be reduced		✓		
Determine the criteria to be used in making a selection		✓		
Initial consultation with trade unions		✓+ HT		
Consider applications for voluntary redundancy		✓		
Select staff for redundancy according to agreed criteria		✓		
Consider representations from staff selected for redundancy		✓		
Hear appeals from staff affected by decision to reduce staff			✓	
Consideration of Staffing Structure	✓			
Consider requests for Flexible Working		✓		
Consider requests for Career Break		✓		
Review delegation of powers at least annually	✓			

TERMS OF REFERENCE – PREMISES COMMITTEE

For this model to operate successfully it is necessary for the Governing Board to have been involved in the preparation of the school development plan where short, medium- and long-term plans should be identified.

Inspection of Premises

The Premises Committee will make regular inspections (at least annually) of school premises and report back to the full Governing Board. The areas to be considered would be:

- risk assessment
- health and safety
- need for internal and external improvements and repair

NOTE - As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes of the findings at these inspections must be considered by the full Governing Board at a subsequent meeting.

Lettings Policy/Community Education Policy

The setting of policies is the responsibility of the full Governing Board. However, this could be upon the recommendation of a committee (e.g. the premises committee). The Headteacher would be responsible for the day-to-day management of such a policy.

Allocation of budget share for premises-related expenditure

The Governing Board would make the final decision but the committee could make recommendations in the light of their regular building inspection.

Inventories

The school will have an inventory of all equipment, furniture, plant, vehicles etc. and it is the responsibility of governors to ensure that this is carried out annually. This has been delegated to the Headteacher/Senior Leadership Team of the school.

Contracting work to be carried out

Decisions relating to contracting work are covered in the Financial Management terms of reference and the Academies Financial Handbook. However, input from the Finance and Premises Committee may be considered useful where the contract is building related.