

## **Hall Orchard Barrow CE Primary School (Academy)**

### **SCHEME OF DELEGATION**

The Scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the Academy in respect of key aspects of the management of the School and to ensure compliance with legal requirements, the Academy's Articles of Association, Funding Agreement and the Academies Trust Handbook .

No individual governor or member of staff is entitled to act unilaterally without the delegated authority of the governing body.

#### **Responsibilities of Governing Body and Headteacher**

The governing body is responsible for determining the aims and overall conduct of the school. This includes deciding, with the headteacher, how the school should develop in order to maintain and improve standards of education; and approving the broad policies, plans and procedures which will support that development.

In discussion with the governing body, the headteacher is responsible for formulating policies and procedures, for implementing these policies, reporting back to the governing body regularly on their implementation and outcomes, managing and administering the school, and organising and operating the school's curriculum, acting within the framework set by the governing body. The governing body is responsible for the eventual approval of policies and procedures and for monitoring their implementation and outcomes.

The headteacher and governing body should support each other, recognising each other's respective responsibilities so as to form a good working partnership. The headteacher should provide the governing body with the information, advice and recommendations it needs to carry out its functions effectively and to understand how the school is performing. The governing body should treat this information and advice with respect, and use it with discretion.

The headteacher is the Accounting Officer and is personally responsible to the governing body for:

- Ensuring regularity and propriety
- Ensuring prudent and economical administration
- Avoidance of waste and extravagance
- Efficient and effective use of available resources
- The day to day organisation, staffing, and management of the academy in order to deliver the best possible education to the pupils.

The delegations set out in this scheme are delegated to specific committees of the governing body, specific governors and specific post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body.

In the absence or incapacity of the headteacher, the delegations stand delegated to the deputy headteacher or designated assistant headteacher unless otherwise directed or agreed by the governing body. In the absence or incapacity of a post holder other than the headteacher, the delegation stands delegated to the headteacher unless otherwise directed or agreed by the governing body.

Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or governing body.

The scheme will be reviewed on a regular basis and is made without prejudice to the powers and duties of the governing body and its committees. The governing body remains accountable for all actions taken in its name.

The Scheme of Delegation should be operated in conjunction with the Academy's Funding Agreement, The Academies Trust Handbook and relevant terms of reference of the Academy's committees, and the policies approved by the governing body:

- Committee Terms of Reference
- Schools Financial Policy
- Schools Day to Day Procedures
- School Personnel/staff procedures and policies
- Other School Policies

### Level at which Decisions can be taken

The table below indicates at what level (full governing body, specific committee, headteacher or individual member of staff or individual governor) the Governing body has determined decisions can be taken:

### Key

Level 0: Members

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher or other member of staff

FC = Finance committee

CC = Curriculum Committee

HASS = Health and Safety and Safeguarding appointed governor

P = Panel of governors

COG = Chair of Governors

G = Governor

HT = Headteacher

B= Bursar

**X** Hall Orchard Actual

\*This function cannot be delegated

Area	Function	Level					GB has delegated this responsibility to:
		0	1	2	3	4	
	Receive annual accounts and report	X					
	Annually confirm whether trustees have acted effectively during the previous year and take actions if necessary	X					
	Appointment of External Auditors	X					
	Approve changes to articles and other key documents/agreements	X					
<b>Risk Assessment</b>	To review the risk register at each FGB meeting		X				<b>FGB</b>

<b>Budgets</b>	To approve the first formal budget plan each financial year *		X				FGB	
	To monitor monthly expenditure.			X		X	FC,HT,B	
	To establish a charging and remissions policy			X			FC	
	To enter into contracts ( <b>FGB</b> should agree financial limits/financial policies)			X		X	FC, HT, B	
<b>Staffing</b>	Appoint selection panel for headteacher		X				FGB	
	Appoint selection panel for deputy head		X				FGB	
	Appoint members of the senior leadership team			X		X	COG, G,HT	
	Appoint other teachers					X	HT, with COG/G	
	Appoint non teaching staff					X	HT	
	To put in place a pay policy			X			FC	
	To decide upon pay discretions in line with the pay policy and legal requirements.			X			FC	
	Dismissal of headteacher			X			P	
	Initial dismissal of other staff					X	HT	
	Suspending head				X		COG	
	Suspending staff (except head)					X	HT	
	Ending suspension (head)				X		COG	
	Ending suspension (except head)					X	HT	
	Setting the overall staffing structure			X			FC	
	In Church schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights*		X					FGB
	Determining dismissal payments/early retirement			X				FC
	To produce and maintain a central record of recruitment and vetting checks					X		HT
	Establish and review procedures for addressing staff discipline, conduct and grievance.			X				FC

<b>Curriculum</b>	To establish a curriculum policy			X			CC
	To implement the agreed curriculum policy					X	HT

	To decide what subject areas and what teaching and learning strategies should be used having regard to resources, and to implement provision for flexibility in the curriculum (including activities outside school day)					X	HT
	Decide if the school will adopt a sex education policy and agree, and review the policy and ensure that parents are informed of their right to withdraw their children.			X			CC
<b>Extended schools</b>	To decide whether to offer additional activities and what form these should take		X				FGB
	To put into place the additional services provided					X	HT
	To decide whether to stop providing additional activities.		X				FGB
<b>Performance management</b>	To formulate and review teacher appraisal policy			X			FC
	To appoint the panel to carry out the appraisal of the head teacher.		X				FGB
	To carry out appraisal of other teachers.					X	HT
<b>Discipline/ exclusions</b>	To agree the principles of school behaviour policy and present these to the, staff, parents and students for consultation.			X			CC
	To approve the content of the school behaviour policy and publicise it to staff, students and parents.			X			CC
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)			X			P
<b>Admissions</b>	To consult annually before setting an admissions policy		X				FGB
	Admissions: application decisions or decide to contract to LA		X				FGB

	To appeal against LA directions to admit pupil(s)		X				FGB
<b>Premises &amp; insurance</b>	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.			X			FC
<b>Health &amp; safety</b>	To ensure a health and safety policy and procedures are in place.			X			HASS
	To ensure that health and safety regulations are followed			X			HASS
	To set the times of school sessions and the dates of school terms and holidays		X				FGB
	To ensure that school lunch nutritional standards are met					X	HT
	To ensure provision of free meals to those pupils meeting the criteria					X	HT
	To establish a data protection policy and review it at least every two years.			X			HASS
	Maintain a register of pupil attendance					X	HT
<b>Information for parents</b>	Adopt and review the home-school agreement			X			CC
	Establish, publish and review a complaints procedure.		X				FGB
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.		X				FGB
<b>GB procedures</b>	To propose any alterations to the Articles of Association		X				FGB
	To appoint (and remove) the chair and vice-chair		X				FGB
	To appoint and dismiss the clerk		X				FGB
	To appoint and remove co-opted governors		X				FGB
	To set up a register of governors' business interests				X		Clerk
	To approve and set up a governors expenses scheme			X			FC
	To consider whether or not to exercise delegation of functions to individuals or committees.*		X				FGB

	To regulate the GB procedures (where not set out in the Articles)		X				FGB
<b>Structure</b>	To decide whether to change governance status*		X				FGB
<b>Inclusion and equality</b>	To establish and review a special educational needs (SEN) policy.			X			CC
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.			X			HASS
	To designate a "responsible person" for children with SEN		X				FGB
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools		X				FGB
	To establish an accessibility plan and review it every three years.			X			HASS
	To establish and review annually a child protection policy and relevant procedures.			X			HASS

## Financial Scheme of Delegation

The Governing Body has agreed this Financial Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for the full Governing Body's approval or decision, and matters delegated to committees and individuals. The Scheme includes the financial limits and signatories applicable to such matters as placing orders and contracts, and issuing cheques.

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### 0 Powers and Duties Reserved for Members

Members are responsible for:

- Receiving annual accounts and report
- Annually confirm whether trustees have acted effectively during the previous year and take actions if necessary
- Appointment of External Auditors
- Approval changes to articles and other key documents/agreements

## **1 Powers and Duties Reserved for the Governing Body**

The Governing Body shall be responsible for:

### **General**

- Approval of a written scheme of delegation of its financial powers and duties to its Finance Committee, the Headteacher and other staff.
- It is the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the School.
- The Scheme of Financial Delegation should be operated in conjunction with the Academies Trust Handbook , Financial Policy of the School, the agreed Day to Day Procedures and the Finance Committee's Terms of Reference.

### **Budgets/Budgetary Control**

- Formally approving the annual school budget prior to the start of each financial year.
- Considering budgetary control reports from the Finance Committee at every meeting, with relevant explanations, reports and documentation where required.

### **Purchasing**

- Maintenance of a Register of Business Interests and Connected Parties Relationships for all Governors and those school staff with financial responsibilities.

### **Accounts and Audit**

- Appointment of external auditors and Responsible Officer.
- Approval of the audited financial statements prior to submission to the Secretary of State by 31 December.
- Receiving the reports of the external auditor.
- Informing the DFE if it suspects any financial irregularity.

## **2 Powers and Duties Delegated to the Finance Committee**

The Finance Committee shall be responsible for:

### **General**

- Exercising the powers and duties of the Governing Body in respect of the financial administration of the School, as delegated by the Terms of Reference, except for those items specifically reserved for the Governing Body and those delegated to the Headteacher and other staff.
- Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.

### **Budgets/Budgetary Control**

- Reviewing the annual School budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Body.
- Considering budgetary control reports on the School's financial position at every committee meeting; taking appropriate action to contain expenditure within the budget and report to the Governing Body.
- Authorisation of all virements in excess of **£5,000** between budget headings as approved and authorised by the Headteacher.
- Reporting to the Governing Body all significant financial matters and any actual or potential overspending.

### **Purchasing**

- Authorising the award of orders and contracts over **£10000**.
- Authorising the award of tenders and considering quotes for goods over **£10000**.
- Authorising building works expected to cost in excess of **£13,000**
- Authorising any proposal NOT to put a contract of over **£50,000** out to formal tender

- Authorising tenders other than the most financially favourable, or late tenders
- Authority to accept other than lowest quotation or tender

### **Income**

- Authorisation of the write off of debts not collectable

### **Insurances**

- Ensuring that arrangements for insurance cover are in place and adequate.

### **Security of Assets**

- Ensuring that there are annual independent checks of assets and the asset register/inventory and reporting such checks to the Governing Body.
- Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of **£1000**.

### **Personnel**

- Authorising decisions regarding the recruitment, appointment and management of staff in line with approved policies and procedures, and reviewing and agreeing the staffing structure on an annual basis.

### **Accounts and Audit**

- Receiving and reviewing the draft financial statements prior to audit and highlighting any significant issues to the Governing Body, prior to submission to the Secretary of State by 31 December.
- Receiving and reviewing the reports of the Responsible Officer on the use of resources, systems of internal financial control, effectiveness of the financial procedures and control and discharge of financial responsibilities.

### **3 Financial Powers and Duties Delegated to the Headteacher**

The Headteacher has delegated powers and functions in respect of internal organisation, management and control of the School, the implementation of all policies and procedures approved by the Governing Body and for the direction of teaching and the curriculum.

The Headteacher shall be responsible for:

#### **Budgetary control**

- Reviewing income and expenditure reports and highlighting actual or potential over spending to the Finance Committee.
- Approving virements between budget headings up to **£5000** and reporting such approval to the Finance Committee.

#### **Financial Management**

- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the school's Financial Policy and Day to Day Procedures.

#### **Purchasing**

- Authorising orders and contracts up to **£10,000** in conjunction with the School Bursar.
- Ensuring that all contracts and agreements conform to the school's Financial Policy and Day to Day Procedures.

#### **Payroll and Personnel**

- Recruiting staff and approving new staff appointments in line with the procedures in the school's Appointments policy, and involving governors as required.
- Certifying the payment of salaries each month, in conjunction with the School Bursar.

#### **Security of Assets**

- Ensuring that proper security is maintained at all times for all buildings, furniture,

equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.

### **Accounts and Audit**

- The operation of financial processes within the School, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer.

### **4a Financial Powers and Duties Delegated to the School Bursar**

The School Bursar shall be responsible for:

#### **Budgets/Budgetary Control**

- Preparing annual draft budget plans and forecasts for consideration by the Finance Committee and Governing Body before the start of the relevant financial year.
- Monthly monitoring of expenditure and income against the approved budget and submitting reports on the School's financial position to every meeting of the Finance Committee. Any actual or potential overspending shall be reported to the Finance Committee.

#### **Purchasing**

- Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- Retention of quotes obtained for goods, works and services.
- Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

#### **Payroll and Personnel**

- Notifying the payroll provider of any matters affecting payments to employees.
- Ensuring that the monthly payroll is checked, and certifying it for payment in conjunction with the headteacher.

#### **Income**

- Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

#### **Banking Arrangements**

- Maintaining proper records of account and reviewing monthly bank reconciliations.

#### **Security of Assets**

- Maintaining a permanent and continuous inventory of all items of furniture, equipment, vehicles and plant.

#### **Information and Communication Systems**

- Ensure the use of properly licenced software

### **4b Financial Powers and Duties Delegated to the School Business Manager**

The School Business Manager shall be responsible for:

#### **Insurances**

- Notifying the Finance Committee on any eventuality that could affect the School's insurance arrangements.

#### **Information and Communication Systems**

- Maintaining the standards of control for such systems in operation within the School to ensure the security and privacy of data in accordance with the Data Protection Legislation

### 5 Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with the School's Financial Policy and Day to Day Procedures.

The following responsibilities are delegated to other staff in addition to the Headteacher and School Bursar:

#### Budgets/Budgetary Control

- Staff appointed as Budget Holders are responsible for checking and certifying monthly statements of expenditure against their delegated budget and for reporting any errors or irregularities to the School Bursar. Any actual or potential overspending shall also be reported to the School Bursar.

#### Purchasing

- Budget Holders must sign order forms confirming they are within the scope and remaining balance of their budget. All orders must be authorised by the Headteacher, School Bursar or Finance Committee as appropriate.

### Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	Up to £10000 on any single items or issue within the financial year	Headteacher (so long as funds available in the budget)	As per Day to Day Procedures
	Above 6,500 (unless no other equivalent goods or services are available, or where Governors have previously committed themselves to a particular service/supplier, brand/type of goods).		Minimum of three quotes (Where ESPO is used for procurement of goods and services, it is not necessary to seek alternative tenders).
	Above £10000	Finance Committee	
	Above 10,000 (unless no other equivalent goods or services are available, or where Governors have previously committed themselves to a particular service/supplier, brand/type of goods).	Finance Committee	Minimum of three quotes (Where ESPO is used for procurement of goods and services, it is not necessary to seek alternative tenders).
	Building works expected to cost in excess of £13,000		Three tenders will normally be obtained

	Purchases estimated to exceed £50,000	Finance Committee	Formal tendering Process
	Any proposal NOT to put a contract of over £50,000 out to formal tender; Authority to accept other than lowest quotation or tender	Finance Committee	
Spending decisions by individual budget holders	Above £1 and up to allocated budget	Budget Holders	Approval In line with Day to Day Procedures
Purchase of any Freehold Property (land or buildings)	Any	DFE and Diocesan approval required	
Raising invoices to collect income	Up to £5000  Above £5000	Bursar and Headteacher  Finance committee	
Disposal of assets: Give assets bought for a proper purpose, but which are no longer needed for the conduct of its business, to a charity	up to a maximum value of £1,000 per single donation	Headteacher	
	Above £1000	Finance Committee	
Special payments (transactions outside the usual planned range) and compensation payments	Where non-statutory/non-contractual element is under £50,000.	Finance Committee	
	Non-statutory/non-contractual payment of £50,000 or more	DFE approval required	
Ex gratia transactions	Any	DFE approval required	
Sale of any freehold property (land or buildings); disposing of heritage assets beyond any limits set out in the trust's funding agreement in respect of the disposal of assets generally;	Any	DFE and Diocesan approval required	

Disposal of any other fixed asset	Up to £1000  Over £1000	Bursar or Headteacher  Finance committee	
Take up of any leasehold or tenancy agreement on land or buildings exceeding five years	Any	DFE approval required	
Property transactions which are novel and/or contentious.	Any	DFE approval required	
Granting any leasehold or tenancy agreement on land or buildings of any duration	Any	DFE approval required	
Approval for agreeing operating leases (other than land or buildings)  Approval for renewing Service level agreements	Any  Annual contracts not increasing by more than 3%  Contracts which are appointed for more than one year, or which increase by more than 3%	Finance Committee  Bursar and Headteacher  Finance Committee	
Borrowing (including finance leases and overdraft facilities)	Any	DFE and Diocesan approval required	
Writing off debts	Up to 1% of total annual income or £45,000 (whichever is smaller) per single transaction; Or cumulatively, 5% of total annual income in any one financial year per category of transaction  Beyond these limits	Finance Committee  DFE approval required	

Accepting/Declining offers of donations	Up to £5000 £5000 or more	Headteacher Chair or Governors	
Signatories for cheques	Any two signatures for under £5000. Two signatures including Chair of Governors and Chair of Finance for cheques over £5000.	Signatures from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Deputy HT</li> <li>• Bursar</li> <li>• Chair of Governors</li> <li>• Chair of Finance</li> </ul>	
Signatories for BACS payments and other bank transfers	BACS runs authorised as below, prior to single electronic authorisation by Bursar or head teacher. Any two signatures for under £5000. Two signatures including Chair of Governors and Chair of Finance for cheques over £5000.	Signatures from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Deputy HT</li> <li>• Bursar</li> <li>• Chair of Governors</li> <li>• Chair of Finance</li> </ul>	
Signatories for bank transfers between Hall Orchard bank and Deposit Accounts	Any two signatures upto FCA compensation limit, prior to online transfer by the Bursar	Signatures from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Deputy HT</li> <li>• Bursar</li> <li>• Chair of Governors</li> <li>• Chair of Finance</li> </ul>	
Signatories for Salaries Documentation		Signature from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Bursar</li> </ul>	
Signatories for orders		Signature from: <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Deputy HT</li> <li>• Designated Ass HT</li> <li>• Budget Holder</li> </ul>	
Signatories for DFE grant claims and DFE returns	Any	Two signatories (or as required by DFE) from: <ul style="list-style-type: none"> <li>- School Bursar</li> <li>- Headteacher</li> <li>- Deputy Headteacher</li> <li>- Chair of Governors</li> </ul>	
Virement of budget provision between budget heads	Up to £5000 Above £5000	Headteacher Finance committee	