



# **DAYSPRING TRUST**

## **SCHEME OF DELEGATION**

**Version 16**

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The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

#### **At Ian Ramsey CE Academy:**

"Together to learn, to grow, to serve."

This is embodied in scripture:

*'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.'* 1. Peter 4.10

#### **At Venerable Bede CE Academy:**

"Soar to the heights together"

This is embodied in scripture:

*'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

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## 2 INTRODUCTION

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Dayspring Trust is a company limited by guarantee and registered in England and Wales under company number 08310825. The Company is governed by a Board of Members and Directors who are responsible for, and oversee, the management and administration of the Company and the Academies.

The Directors are accountable to external government agencies including the Charity Commission and the Department for Education for the quality of the education provided by the Company in addition to having financial accountability. The Directors are required to have systems in place through which they can assure themselves of quality, safety and good practice. The Members and Directors are also accountable to Durham Diocesan Board of Education, and to the Trustees, to ensure that the Academies and its business are conducted in accordance with the values and ethos of the Church of England and the Anglican faith.

The Academy Council has been established by the Board of Directors to assist with the good governance of the Academies. The Directors will appoint people with appropriate skills and knowledge to serve on each Academy Council.

The Scheme explains the way in which the Directors fulfill their responsibilities for the leadership and management of the Academies;

- a. The respective roles and responsibilities of the Directors and the Academy Council and committees of the Board.

and

- b. the commitment and relationship between the different governance strands to ensure the success of the Academies.

The scheme has been put into place by the Directors from the effective date in accordance with the provisions of the Articles of Association and it will be read in conjunction with those Articles of Association as well as with:

- a. the Directors' strategic plans and policies for the Academies;
- b. any budget set for the Academies;

and

- c. any directions given or rules and regulations set by the Directors.

## 3 DIRECTORS' POWERS AND RESPONSIBILITIES

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The Directors have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishment and running of the Academies. This is achieved through strategic and business planning, setting of policy, monitoring of budgets, performance management, the setting of standards and targets and the implementation of quality management processes. The Directors have the power to direct change where required.

The Directors have a duty:

- a. to comply with any lawful issues directed by the Company
- b. to act in the fulfillment of the Company's objectives;

and

- c. to have regard to the advice of the Durham Diocesan Board of Education.

The Directors will have regard to the interests of the Academies for which the Trust is responsible in deciding and implementing any policy or exercising any authority in respect of the Academies.

### 3.1 DELEGATION - GENERAL

Under the Articles of Association of Dayspring Trust, the directors may delegate to the Chair of the Board, any member of the academy councils, committees, the Executive Headteacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the directors may impose and may be revoked or altered.

Where any power or function of the **MAT Board** has been exercised by any committee, that person or committee will 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 **MAT Board** immediately following the taking of the action or the making of the decision.

The directors may establish any committee to exercise powers and functions of the **MAT Board**. The constitution, membership and proceedings of any committee of the directors will be determined by the **MAT Board**. The establishment, terms of reference, constitution and membership of any committee of the directors will 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 will be directors. The directors may determine that some or all of the members of a committee who are not directors will be entitled to vote in any proceedings of the committee. No vote on any matter will be taken at a meeting of a committee of the directors unless the majority of members of the committee present are directors.

The **MAT Board** is responsible for ensuring that high standards of corporate governance are maintained. It will exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of each academy, addressing such matters as:

- to review and amend the aims and ethos of the Trust;
- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of each academy, and ensuring that senior management are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- strategic oversight of each academy's financial resources, human resources and other resources

- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- to ratify/uphold the Executive Headteacher's decision to permanently exclude a pupil;
- helping each academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting each academy's standards of conduct and values in accordance with the Christian foundation of the Trust;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

## 4 SCHEME OF DELEGATION

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The **MAT Board** will agree a formal schedule of matters reserved for their decision, i.e. those which will not be delegated within the academy. These are listed below. Beyond this, the directors will consider establishing separate committees to deal with specific areas of academy business, and will determine the delegated responsibilities to be assigned to those committees to ensure that matters can be dealt with in appropriate detail and with sufficient frequency.

The **MAT Board** may decide to delegate certain matters for consideration by committees and the MAT Board will make the decision as to the membership of that committee. All members of the committee, including those who are not directors, are entitled to vote at committee meetings. The **MAT Board** will ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the **MAT Board** of its overall responsibility to manage the finances of the academy.

Any delegated powers within this scheme of delegation is subject to the provisions of:

The Companies Act 2006

The Articles of Association

The strategic plan and policies of the Directors of the Company

Any budget set by the Directors of Company

Any directions given and rules and regulations set by the Directors of the Company

### **Executive Headteacher/Headteacher/Head Of School**

The directors will appoint the Executive Headteacher, Headteacher and Heads of School as appropriate. (See appendix 2.) By signing this document, the directors delegate such powers and functions as they consider are required by the Executive Headteacher and Headteachers/Heads of School for the internal organisation, management and control of each Academy (including the implementation of all policies approved of by the directors) and for the direction of the teaching and curriculum at each Academy.

## 5 BOARD OF DIRECTORS' MEETINGS

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It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Directors must appoint a clerk to the Board of Directors, who must be someone other than a director or the Executive Headteacher/Headteacher/Head of School of the academy.

Each meeting of the **MAT Board** will consider:

- Financial reports provided in advance of the meeting of the financial position of the academy, including its income and expenditure and financial commitments. MAT Board will be informed of specific information by exception from a representative of the Finance & General Purposes Committee;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education, including safeguarding and equality matters;
- details of any significant matters affecting the academy's assets e.g. computers, whiteboards etc;

Matters that will be considered by Board of Directors at least once a year are:

- the academy's goals and how they are being met (via EHT report, SEF, SDP);
- review of the management structure to ensure it is operating effectively (via EHT report, F&GP reports);
- review of the performance of external providers e.g. bankers, services provided under SLAs (periodic reports from EBM and F&GP reports);
- review and approval of the academy's annual accounts and report of the trustees (year-end accounts and AGM) ;
- review and approval of the financial budget for the following year (recommendation by F&GP committee/ratified by MAT Board – recorded in minutes);
- review and approval of the levels of insurance cover for the academy's assets (annual budget setting process and review);
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions will be taken arising from their recommendations (reports from auditor internal assurance reports);
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks (annual review of risk register);

The board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual

members or committees of the board under delegated powers will be recorded in written minutes available to the board as a whole.

## 6 ACADEMY COUNCIL

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The Board of Directors have overall responsibility and ultimate decision making authority for all work of the Trust, including the running of the academies operated by the Trust.

In order to assist with the discharge of their responsibilities, the Board of Directors have established a Local Academy Council for each of its academies.

The Board of Directors may review these terms of reference if at any time there is reason for concern relating to the wellbeing of pupils. Concerns may for example include a significant decline in pupil progress or outcomes, financial irregularities or safeguarding issues. This list is not exhaustive but indicates the nature of concerns, which would merit a review of the terms of reference.

The Local Academy Council is accountable to the Trust Board and its role is to help the Directors, Executive Headteacher, Headteachers and senior leadership to set high standards by planning for each academy's future and by contributing to the setting of performance targets for each academy.

As a committee of the Board, delegation can be removed at any time.

Members of each ACADEMY COUNCILS are appointed by the Directors and reference is made to the Governor Selection Policy to ensure fair selection and appointment.

Each Academy Council will have up to 9 members total comprising the following:

- a. Up to 5 members appointed by the Board of Directors
- b. 1 elected/appointed staff member of the respective Academy
- c. 2 elected/appointed parents/guardians of registered pupils in the academy
- d. Headteacher or Head of School

The term of office for any person serving on the Academy Council will be 4 years.

A person serving on the Academy Council will cease to hold office if s/he is removed by the Directors.

If a Staff Governor leaves the Academy Council where s/he is serving s/he will be deemed to have retired and therefore cease to be a member of that Academy Council.

A Staff Governor who becomes subject to the capability process can no longer serve as a member of the Local Academy Council.

The Chairperson of the Academy Council will be appointed by the Directors and the Vice-chairperson by the Academy Council.

The chairperson of the Academy Council must inform the Directors of all appointments and resignations relating to the membership of the Academy Council.

Resignation, disqualification and removal of members of the Academy Council is dealt with



within article 80 of the articles of association of the Trust.

Directors of the Trust have the right to attend Academy Council meetings at any time.

## 6.1 PURPOSE

The Local Academy Council's role is to challenge and support the Academy leadership on behalf of the MAT Board in the running of an individual academy and to provide information to the trust on the operation and performance of the academy, exercising its responsibilities in partnership with the Executive Headteacher/Headteacher/ Head of School, staff and Directors.

The Academy Council is accountable to the MAT Board, who reserve the right to amend local governance when and where appropriate, in relation to an academy's performance.

## 6.2 TERMS OF REFERENCE

The specific duties of members of The Academy Council will be:

## 6.3 PUPIL OUTCOMES

To monitor educational standards and outcomes including the quality of education, overview of the IDSR and the delivery of SEN throughout the academy;

To contribute towards the review, revision and monitoring of the Academy Development Plan;

To monitor and challenge the value for money of pupil premium in terms of educational outcomes and narrowing the achievement gap;

To monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions and to review the behaviour and anti-bullying policy;

To implement and determine attendance and punctuality protocols and procedures and to receive and review data on attendance and punctuality;

To establish and maintain an attendance and discipline working group to monitor attendance against targets, including persistent absentees and to determine necessary action;

To monitor data on attendance, behaviour and exclusions and to review associated policies;

To ensure appropriate levels of support, challenge and intervention to support delivery of educational outcomes;

To monitor and challenge pupils' attainment, progress and quality of learning;

To ensure the curriculum offer is relevant and appropriate for pupils;

To ensure that a broad and balanced curriculum is in place that helps protect pupils against extremism, promotes community cohesion and helps keep themselves safe online;

To advise the **MAT Board** on curriculum statutory obligations;

To review the effectiveness of the provision of collective worship and religious education and make recommendations to the **MAT Board**;

## 6.4 FINANCE

To monitor the finances of each academy;

To make representation to the Finance & General Purposes Committee if deemed necessary and in line with the trust's arrangements in respect of the impact of the agreed budget on the academy;

To review the pupil premium strategy/catch up funding intent and to monitor associated spend;

To review spend on Looked After Children;

## 6.5 SAFEGUARDING AND EQUALITY

Safeguarding:

- To ensure appropriate policies and procedures are in place as outlined by the most recent edition of KCSIE
- To attend relevant safeguarding training on a regular basis
- To ensure appropriate member of staff is appointed to the role of Designated safeguarding Lead
- To ensure that the academy contributes to multi-agency working in line with statutory guidance "Working Together to Safeguard Children" including understanding the local criteria for action and assessment.

(This list is not exhaustive and should be read in conjunction with KCSIE and other statutory guidance.)

Equality:

- Ensure the school takes all reasonable steps to ensure that its employees do not carry out unlawful discriminatory actions or behaviour.
- Support and guide the school to have "due regard" for equality in all its functions.
- Ensure the school complies with the Equality Duty and meets the two "specific duties" for schools.

## 6.6 PREMISES

To ensure the trust's health and safety policy is fully implemented and health and safety issues are appropriately prioritised for action and staff are suitably trained. Monitor the academy's compliance and report to the Finance and General Purposes Committee;

To review the policy for Health & Safety and make recommendations to the Finance and General Purposes Committee;

To recommend a programme of maintenance and building improvement within budget constraints to the Finance and General Purposes Committee and once approved, implement a programme of building and site maintenance and improvement;

To submit a termly premises report to the Finance and General Purposes Committee.

## 6.7 HUMAN RESOURCES

To ensure the trust's human resources related policies are implemented;

To ensure that the trust's guidelines and best practice are followed in all recruitment procedures;

To be involved in appointments and fulfil other personnel functions (up to Senior Leadership level) as requested by the Finance and General Purposes Committee.

## 6.8 GENERAL

To review policies at the discretion of the Directors and make recommendations to the **MAT Board**;

To assist with the building of strong community links;

To collaborate with relevant parties and contribute to regular reports on the development and impact of the Christian ethos of the Academy and contribute to the SIAMS toolkit;

To promote community cohesion within the Academy and wider;

To monitor the diversity of activities and equity of access to the curriculum and enrichment opportunities through Pupil Voice and surveys;

To monitor the quality of teaching, learning and assessment;

To consider any other matters where requested to do so by the **MAT Board**; and

To report at least once a year to the **MAT Board** on the discharge of the above duties.

## 7 FINANCE AND GENERAL PURPOSES COMMITTEE

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The **MAT Board** hereby resolves to establish a committee of the governing body to be known as the Finance and General Purposes Committee and will cover Finance, Personnel and Premises.

The chair, members and secretary of the Finance and General Purposes Committee will be non-executive members and will be appointed by the **MAT Board**. The chair will be a non-executive member of the **MAT Board** other than its chair.

The Finance and General Purposes Committee will consist of 5 members: three Directors alongside 2 representatives from Academy Council who would be appointed by the Board based on their skill set. The quorum will be three; directors must always be in the majority at any meeting. Directors, who are not members of the Finance and General Purposes Committee, will have the right of attendance, but no voting rights. The clerk to the Board secretary will circulate minutes of meetings of the Finance and General Purposes Committee to all members of the **MAT Board**.

The Executive Headteacher, in her role as Accounting Officer, and the Executive Operations Manager, as the strategic lead for finance and resources, will normally attend meetings of the Committee but will have no voting rights.

The **MAT Board** will determine how often the Committee will meet. The external auditor may request a meeting if he or she considers one necessary.

For the purposes of recruitment and/or other HR matters, i.e. flexible working, redundancy, disciplinary, capability, appeals etc., a panel will be drawn up consisting of Directors, F&GP members, Academy Council members (up to a maximum of 3) and members of SLT. Wherever possible, the Chair of the panel will be a Director.

The appointment panel for senior leadership roles and teaching roles with a TLR will wherever possible comprise of **3 people**, two of which should be either a Director or Executive

Headteacher or Headteacher. The appointment panel for teaching staff must include the Headteacher. The appointment panel for senior support staff will consist of 3 people, two of which should be the Headteacher and Executive Operations Manager. The appointment panel for support staff should include the Executive Operations Manager, wherever possible.

Other HR matters, such as flexible working, flexible retirement, redundancy, disciplinary, capability, appeals etc., will be considered by a panel of at least 2 Directors and may be assisted by 1 panel member (who may not be a staff member of the academy council. An HR consultant may be present at such meetings to give appropriate advice and the meetings will be clerked.

## 7.1 AUTHORITY

The Finance and General Purposes Committee is a committee of the MAT Board with delegated powers, as set out below. The Finance and General Purposes Committee is authorised to obtain independent professional advice if it considers this necessary.

## 7.2 DUTIES

To make appropriate comments and recommendations on such matters to the Trust Board on a regular basis on four key areas

- Finance: To ensure sound financial management of the Trust's finances and resources, including proper planning, monitoring and probity in line with the EFA guidelines and the Funding Agreement.
- Staffing: To review, plan and manage staffing with due regard to financial aspects and in line with the Pay Policy.
- Premises: To ensure sound management of the Trust's premises including maintenance, development and health and safety.
- Pay: To determine all matters/take all decisions relating to pay and related performance of staff to establish and approve a Trust Pay Policy and to monitor the Policy as necessary.

The specific duties of the Finance and General Purposes Committee will be to:

## 7.3 FINANCE

- review the Annual Budget in detail and to make recommendations to the Board on the budgetary needs of each academy;
- review each Academy's internal and external financial statements and reports to ensure that they reflect best practice, including compliance with the DfE Academies Financial Handbook and the Charity Commissions Guidance to charities and Charity trustees;
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Trust Board;
- consider all relevant reports by the Executive Operations Manager or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters;

- contribute to the formulation of the Trust's improvement plans, through the consideration of financial priorities and proposals, in consultation with the Executive Headteacher, and within the stated and agreed aims and objectives of the Trust;
- monitor future pupil rolls, provision requirements and income levels;
- review the policy on charging for curriculum activities and make recommendations to the MAT Board
- review the Trust Financial Handbook and make recommendations to the MAT Board;
- appoint bankers and approve banking arrangements including authorised signatories;
- to manage tendering processes and the awarding of contracts in accordance with the Finance Policy.

#### 7.4 STAFFING

- review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the MAT Board;
- determine the staffing complement for the Trust in line with the Trust Improvement Plans and oversee any staffing reduction or appointment procedures as necessary including consultation with teacher associations and trade unions as appropriate;
- conduct agreed arrangements for recruitment and selection of all Trust staff except where delegated to the Executive Headteacher or Headteachers
- set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred;
- consider secondment and early/flexible retirement requests (with the exception of the Executive Headteacher or Headteachers/Heads of School);
- approve leave of absence (where not delegated to the Executive Headteacher or Headteachers/Heads of School);
- consider work/life balance, working conditions and well-being, including the monitoring of absence levels;
- agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues, drawing on the membership of the Board and the Academy Council;
- investigate irregularities (other than where the Executive Headteacher is suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures (except where delegated to the Executive Headteacher or Headteacher/Heads of School, or if the dismissal relates to the Executive Headteacher or

Headteacher/Heads of School), drawing on the membership of the Board and the Academy Council.

## 7.5 PREMISES

- ensure all premises are fit for purpose and that premises and grounds are maintained to a high standard;
- to review the building maintenance plan in order to prepare a list of priorities for maintenance and development and ensure that adequate resources are available;
- consider the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation;
- recommend to the Trust a plan for capital expenditure and to implement the plan after approval by the Trust and to monitor expenditure against the plan;
- consider any recommendations for disposal of Trust property and make recommendations to the Board and establishing whether the approval of the Secretary of State is required, in line with Academies Financial Handbook requirements;
- agree any capital bids for work that is outside the Trust's annual revenue budget;
- recommend a health and safety policy to the MAT Board including the regular review thereof;
- ensure all premises are safe, comply with health & safety regulations and advise the MAT Board on strategic health & safety issues;
- ensure that health & safety, building inspections and risk assessments are carried out in the prescribed manner and timing and that the risk register is maintained.

## 7.6 PAY

- ensure that the whole school Pay Policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- in accordance with the Pay Policy, determine appropriate pay ranges for all staff employed within the Trust, including allowances and temporary recruitment and retention payments where appropriate.;

## 7.7 GENERAL

The F & GP will also:

- Review/Ratify/Recommend to the MAT Board all finance related policies
- Review/Ratify/Recommend to the MAT Board all HR related policies
- Review/Ratify/Recommend to the MAT Board all premises related policies
- Review the operation of the Trust's code of practice for Governor members and code of conduct for staff;

The **F&GP** will also ensure that procedures are in place to ensure that employees of the academy are paid for work done in accordance with their contracts of employment with the academy.

In addition, the **F&GP** must ensure the academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

## 7.8 BOARD OF DIRECTORS

The **MAT Board** will ensure personnel management procedures have been identified, and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance management and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses;

### **and in relation to staff pay:**

- undertake an annual review of staff salaries and consideration of pay discretions and applications for re- grading, including the recommendations of the Executive Headteacher and Headteacher/Head of School as to salaries, particularly any discretionary awards;
- to ensure that the Policy is applied equitably and consistently for all staff;
- to ensure that pay decisions are fair and equitable, link with the appraisal procedures and take account of the recommendations of the Executive Headteacher and, where appropriate, other members of the Leadership Team;
- to approve, within the budget, pay progression;
- to ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Executive Headteacher;

## 8 DELEGATION TO OTHER COMMITTEES

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The MAT Board recognise that it may need to delegate duties to a Committee other than the Finance and General Purposes Committee, and will need to amend this document accordingly.

## 9 ROLE OF EXECUTIVE HEADTEACHER/ACCOUNTING OFFICER

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The Headteacher, following a consultation with the Executive Headteacher, has the authority to permanently exclude a pupil. The Headteacher can delegate responsibility for this if absent from school for a period of time.

The Funding Agreement requires each academy to identify the Executive Headteacher as the Accounting Officer. This post confers responsibility for financial and administrative matters.

This is a vital role, as the Accounting Officer is personally responsible to the **MAT Board** for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Head Teacher, Executive Operations Manager/Principal Finance Manager. Within the framework of the academy development plan as approved by the **MAT Board** the Executive Headteacher has overall executive responsibility for the academy's activities including financial activities and the following:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which will be approved by the **MAT Board**;
- authorising contracts between £1,000 and £35,000 in conjunction with the Executive Operations Manager; contracts between £35,001 and £50,000 will be approved by Finance & General Purposes Committee and contracts above £50,000 will be approved by the **MAT Board**.
- making payments, purchasing goods or services (in a single transaction) of between £20,001 and £35,000 in conjunction with the Executive Operations Manager or other authorised signatory. Two signatories are required on all cheques, however most payments will be made by BACS. This is with the exception of payroll invoices which will be checked and authorised by the Principal Finance Manager/Finance Manager.

## 10 ROLE OF HEADTEACHER

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The main responsibilities of the Headteacher are:

- To be responsible for teaching standards;
- To be responsible for pupil outcomes;
- To be responsible for fixed term exclusions and to inform the Executive Headteacher where consideration needs to be given to a permanent exclusion;
- To work within the delegated budget adhering to financial delegation limits;
- To regularly report to Directors on teaching standards, pupil outcomes and the delegated budget;
- Authorising orders up to £20,000;
- Authorising contracts up to £20,000;
- Signing cheques up to the value of £20,000 in conjunction with an authorised signatory.
- delegated responsibility to authorise employee payroll change forms and new starter forms in line with approved signatories provided to the Local Authority payroll department.

## 11 ROLE OF HEAD OF SCHOOL

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The main responsibilities of the Head of School will be determined by the Board of Directors as appropriate where applicable.

## 12 ROLE OF EXECUTIVE OPERATIONS MANAGER

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The main responsibilities of the Executive Operations Manager are:

- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the **MAT Board**;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- authorising orders up to £10,000 in conjunction with budget holders;
- signing cheques up to £20,000 in conjunction with the Headteacher/Head of School or other authorised signatory and
- oversight of government returns to ensure timely submission to DfE/ESFA in line with the timetable in the DfE guidance. Signing such forms as necessary.
- delegated responsibility to authorise employee payroll change forms and new starter forms in line with approved signatories provided to the Local Authority payroll department.

## 13 ROLE OF PRINCIPAL FINANCE MANAGER

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the maintenance of effective systems of internal control;
- the preparation of monthly management accounts;
- preparation and submission of forms and returns for DfE/ESFA in line with the timetable in the DfE guidance.
- authorising orders/invoices up to £7,500

## 13 ROLE OF RESPONSIBLE OFFICER

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The **MAT Board** will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the academy. To assist in this they will appoint a person who will have specific responsibility for overseeing the financial arrangements on their behalf. The appointment of this Responsible Officer (RO) must be notified to the DfE.

The RO post is intended to provide an independent oversight of the academy's financial affairs. The main duties of the RO are to provide the **MAT Board** with on-going independent assurance that:

- the financial responsibilities of the **MAT Board** are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

## Appendix 1

### The specific duties of members of The Academy Council will be:

#### PUPIL OUTCOMES

To contribute towards the review, revision and monitoring of the Academy Development Plan;

To monitor and challenge the value for money of pupil premium in terms of educational outcomes and narrowing the achievement gap;

To monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;

To determine attendance and punctuality protocols and procedures and monitor their implementation;

To establish and maintain an attendance and discipline working group to monitor attendance against targets, including persistent absentees and to determine necessary action;

To ensure appropriate levels of support, challenge and intervention to support delivery of educational outcomes;

To monitor and challenge pupils' attainment, progress and quality of learning;

To ensure the curriculum offer is relevant and appropriate for pupils;

To ensure that a broad and balanced curriculum is in place that helps protect pupils against extremism, promotes community cohesion and helps keep themselves safe online;

To advise the **MAT Board** on curriculum statutory obligations;

To review the effectiveness of the provision of collective worship and religious education and make recommendations to the **MAT Board**;

#### FINANCE

To monitor the finances of each academy;

To make representation to the Finance & General Purposes Committee if deemed necessary and in line with the trust's arrangements in respect of the impact of any pooled GAG budget on the academy;

#### SAFEGUARDING AND EQUALITY

Safeguarding:

- To ensure appropriate policies and procedures are in place as outlined by the most recent edition of KCSIE
- To attend relevant safeguarding training on a regular basis
- To ensure appropriate member of staff is appointed to the role of Designated safeguarding Lead
- To ensure that the academy contributes to multi-agency working in line with statutory guidance "Working Together to Safeguard Children" including understanding the local criteria for action and assessment.

(This list is not exhaustive and should be read in conjunction with KCSIE and other statutory guidance.)

## Equality:

- Ensure the school takes all reasonable steps to ensure that its employees do not carry out unlawful discriminatory actions or behaviour.
- Support and guide the school to have “due regard” for equality in all its functions.
- Ensure the school complies with the Equality Duty and meets the two “specific duties” for schools.

## PREMISES

To ensure the trust’s health and safety policy is fully implemented and health and safety issues are appropriately prioritised for action and staff are suitably trained. Monitor the academy’s compliance and report to the Finance and General Purposes Committee;

To review the policy for Health & Safety and make recommendations to the Finance and General Purposes Committee;

To recommend a programme of maintenance and building improvement within budget constraints to the Finance and General Purposes Committee and once approved, implement a programme of building and site maintenance and improvement;

To submit a termly premises report to the Finance and General Purposes Committee.

## HUMAN RESOURCES

To ensure the trust’s human resources related policies are implemented;

To ensure that the trust’s guidelines and best practice are followed in all recruitment procedures;

To be involved in appointments and fulfil other personnel functions (up to Senior Leadership level) as requested by the Finance and General Purposes Committee.

## GENERAL

To review policies at the discretion of the Directors and make recommendations to the **MAT Board**;

To assist with the building of strong community links;

To collaborate with relevant parties and contribute to regular reports on the development and impact of the Christian ethos of the Academy and contribute to the SIAMS toolkit;

To promote community cohesion within the Academy and wider;

To monitor the diversity of activities and equity of access to the curriculum and enrichment opportunities through Pupil Voice and surveys;

To monitor the quality of teaching, learning and assessment;

To consider any other matters where requested to do so by the **MAT Board**; and

To report at least once a year to the **MAT Board** on the discharge of the above duties.