



Scheme of Delegation – November 2019

Extract from the Governance Charter, November 2019

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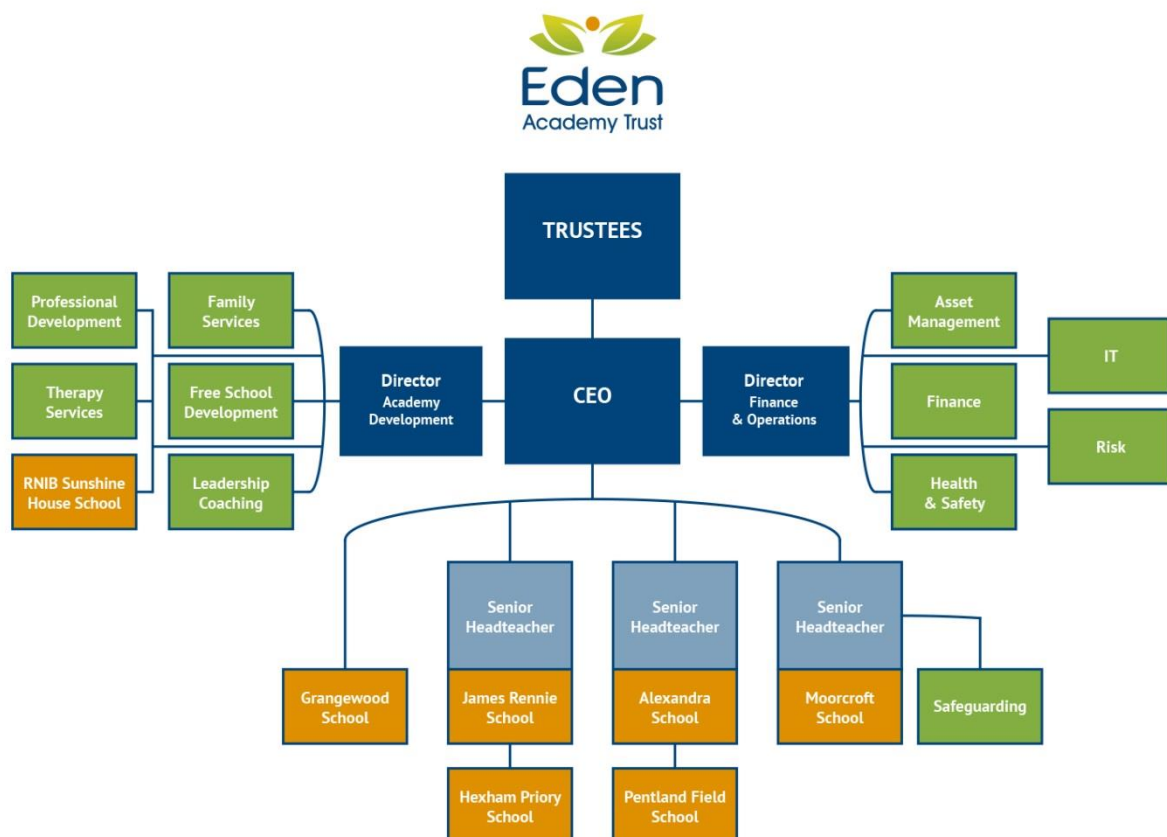
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1. Decision Matrix Key

Role holder/group		Delegation	
M	Members	A	Accountable
BOT	Board of Trustees	R	Responsible
LAB	Local Advisory Board	C	Consulted
FC	Finance Committee	I	Informed
Audit	Audit Committee		
CEO	Chief Executive Officer		
SHT	Senior Headteacher		
DAD	Director for Academy Development		
HT	Headteacher		
HoS	Head of School		
DFO	Director for Finance and Operations		

2. Structure

The Board of Trustees delegates responsibility to the Chief Executive Officer and through the CEO to Directors and staff of the Trust as per the diagram below.



3. Financial and Operational Management

Financial and Operational Management	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
Approving financial procedures in accordance with legal and DfE requirements and best practice		A		R						
Ensuring that the financial procedures are implemented effectively		A (delegated to FC)		A	Provides assurance to the FC via internal & external audit	R (delegated to DFO)				R
Maintaining accurate, reconciled and up to date records to provide financial and statistical information		A (delegated to the FC)		A						R
Establishing and maintaining asset registers in accordance with financial procedures		A								R
Ensuring that any disposal of assets complies with the financial procedures		A (delegated to the FC)		A						R
Maintaining a register of pecuniary and business interests of Trustees, Local Advisory Board members and staff (<i>the matrix demonstrates responsibility for collating registers, the clerk, CEO and FOM will maintain an overview of all interests</i>)		A&R: Clerk (Trustees)	A&R: Clerk (LAB)							A&R (Staff)
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements	A (delegated to audit committee)				A					R

Financial and Operational Management	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
Receiving reports from audit inspections and the resulting Action Plan	A (delegated to audit committee)				A					R
Ensuring appropriate insurance arrangements in accordance with the financial procedures	A									R
To approve the first formal budget plan each financial year in accordance with DfE timeframes		A	I	R (to the Board)		C	C		C	
To set individual balanced school budgets to feed into the overall budget plan, within a financial limit of individual Academy GAG minus agreed top-slice			I	A		C	C		C	R
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at year end				A		C	C		C	R
Ensuring that all transfers between budget headings (virements) comply with the financial procedures				A						R
Establishing and implementing procedures for staff and Trustees to claim expenses				A						R
Approving a lettings policy and fees			C						C	A&R
Ensuring that any writing off of debts complies with the financial procedures				A						R
Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures				A						R

Financial and Operational Management	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
Authorising payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard										A&R
Retaining the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements										A&R
Approving applications for Business / Credit Cards						A				R
Complying with VAT and CIT regulations				A						R
To investigate financial irregularities (not involving the accounting officer)				A		R (dependent on case)				R (dependent on case)
To investigate financial irregularities (involving the accounting officer)		A&R								
To establish and implement a Buildings Maintenance strategy		A	I						C	R
To ensure compliance with Health and Safety legislation		A	C						C	R
To set the Academy day and year							C ¹	C	A	

¹ Senior Headteacher for Co-ordination and Safeguarding for schools in the south, HTs for schools in the north to align with local arrangements

4. Governance

Governance	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
To appoint Vice-Chair of Trustees		A&R								
To appoint and dismiss the clerk to the Board of Trustees and local advisory boards		A&R (BOT)	A&R (LAB)							
To appoint and dismiss the clerk to a Committee		A&R (BOT)	A&R (LAB)							
To appoint the Chair of a Committee		A&R (BOT)	A&R (LAB)							
To appoint and remove co-opted Trustees	A									
To establish, approve Terms of Reference for and membership of, and monitor a committee of Trustees		A&R								
To establish, approve Terms of Reference for and membership of, and monitor a committee of the LAB			A&R							
To review at least annually the committee structures and any delegated powers of Trustees		A&R								
Review and approve the overarching policies for the Academy, including but not limited to: <ul style="list-style-type: none"> Financial procedures Safeguarding Staffing (including Terms and Conditions) <ul style="list-style-type: none"> Health and Safety Student performance and behaviour Curriculum² 		As recorded on the separate Policy Tracker maintained by the Governance & Policy Officer								
To approve and circulate the Annual Audit Report	A									R

² It is noted that some policies related to both student performance and behaviour and to curriculum may be school specific. In these cases, the HOS/HT then becomes responsible.

5. HR and Staffing

HR & Staffing	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
To approve the overall staffing establishment for the Academy (School Staff)		A	I	I			R (delegated to HOS/HT)	R (delegated to HOS/HT)	R	C
To approve the overall staffing establishment for the Academy (Central Staff)		A		C		R	C	R	C	C
Establish and ensure accurate payroll management										A&R
Appoint the CEO, DAD, DS, DFO		A&R								
Appoint the HOS/HT		C	C ³			A (delegated to DS or DAD if appropriate)	A	A		
Appoint the DFO				C		A	C			
Performance management of the CEO (including salary)		A&R (delegated to perf man and remuneration committees)								
Performance management of HOS/HT							A&R	A&R		
Performance management of DAD, DS and FO		A				R				
Appoint staff who work across the Academy							A			
Appoint other teaching staff			C				R (delegated to the HOS)	R (delegated to the HOS)	C	

³ Consult in all cases of appointment means that a LAB member may be invited to sit on an interview panel

HR & Staffing	M	BOT	LAB	FC	Audit	CEO	SHT	DAD	HoS/HT	DFO
							where appropriate)	where appropriate)		
Appoint other support staff			C				R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)	R	
Approve Terms and Conditions policy		A&R								
Approve disciplinary / capability / grievance / performance management policies		A&R								
Implement and monitor the HR policies			C ⁴			R	R	R	C	
Suspend or dismiss the CEO		A&R								
Suspend or dismiss the DAD, DS or DFO		A&R				C				
Suspend or dismiss the HOS/HT		A	C			C	R	R		
Suspend staff (besides the above)			C			C	R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)	C	
Dismiss staff (besides the above)			C			C	R (delegated to the HOS where appropriate)	R (delegated to the HOS where appropriate)		
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with Academy policy		A	C	R						

⁴ Consult here and in relation to dismissals or suspensions means that LAB members may sit on panels such as contract reviews, disciplinarys. Training will be offered to LAB members (and Trustees and senior staff members) who undertake this role.

6. Student Development

Student Development	M	BOT	LAB	FC	Audit	CEO	DAD	SHT	HoS	DFO
To exclude a pupil (fixed term)			I				R (delegated to HT where appropriate)	R (delegated to HT where appropriate)	C	
To exclude a pupil (permanently)			I				R (delegated to HT where appropriate)	R (delegated to HT where appropriate)	C	
To consult on and determine an admissions policy		A	C				R	R		
To determine who will be offered a place in accordance with the admissions policy		A	C				C	C	R	
To ensure that there is a daily act of collective worship		A					C	C	R	
To ensure that the curriculum complies with the legal and Funding Agreement requirements		A					R (delegated to HT where appropriate)	R (delegated to HT where appropriate)		
To ensure the provision of free school meals to eligible pupils							R	R	R	
To approve the curriculum			I				A (delegated to HT where appropriate)	A (delegated to HT where appropriate)		

7. Members

Member	Additional roles
Hardip Begol	Chair of the Members
Barry Nolan	Chair of the Board of Trustees Trustee portfolio: CEO Local Advisory Board liaison Member of the Alexandra School LAB
Mark Lemon	
Judith Hemery	Member of the Grangewood School LAB
Pamela Stentiford	

8. Board of Trustees

Trustee Name	Responsibility	Cabinet link
Barry Nolan	Chair Portfolio: CEO Senior staff pay review Local Advisory Board liaison Member of the Alexandra School LAB	Susan Douglas
Susan Douglas	Local Advisory Board Liaison	
Jamie Clarke	Chair of the Finance Committee Portfolio: Finance	Sudhi Pathak
Victoria Collis	Portfolio: Schools and performance (south)	Andrew Sanders
Karen Deacon	Safeguarding	Andrew Sanders
Brian Eaton	Chair of the Audit Committee Member of the James Rennie School LAB	Sudhi Pathak
Helen Milner	Portfolio: Schools and performance (north) Chair of the Hexham Priory School LAB	Kris Williams
Angela St. John	Portfolio: Asset management incl. ICT Member of the Pentland Field School LAB	Sudhi Pathak
Collette Stone	Chair of the Remunerations Committee	Susan Douglas

9. Committees

Finance Committee	
Jamie Clarke (Ch)	Barry Nolan
Susan Douglas	Victoria Collis
Rashmi Patel (<i>Pentland Field LAB</i>)	Rebecca Murphy (<i>Grangewood LAB</i>)

Finance Committee	
Rod Jones (Hexham Priory LAB)	
<i>Also attending</i>	Sudhi Pathak (DFO)

Audit Committee	
Brian Eaton (Ch)	Martin Hand (independent member)
Gill Kennedy (James Rennie LAB)	
<i>Also attending</i>	Sudhi Pathak (DFO)

Remunerations Committee	
Collette Stone (Ch)	Brian Eaton
Victoria Collis	Susan Douglas⁵

10. Cabinet

Trustee Name	Responsibility
Susan Douglas	Chief Executive Office and Trustee
Sudhi Pathak	Director for Finance and Operations
John Ayres OBE	Director for Academy Development
Andrew Sanders	Senior Headteacher
Kris Williams	Senior Headteacher
Perdy Buchanan-Barrow	Senior Headteacher

11. LAB Chairs

School	Chair
Alexandra	Susan Stalley
Grangewood	Claire Stibbon
Hexham Priory	Helen Milner
James Rennie	Michael Manley
Moorcroft	Margaret Mulholland
Pentland Field	Christian Rule

⁵ For items not related to the CEO's performance and/or remuneration
Eden Academy Trust Scheme of Delegation - November 2019