

Eden Academy Trust Scheme of Delegation September 2018

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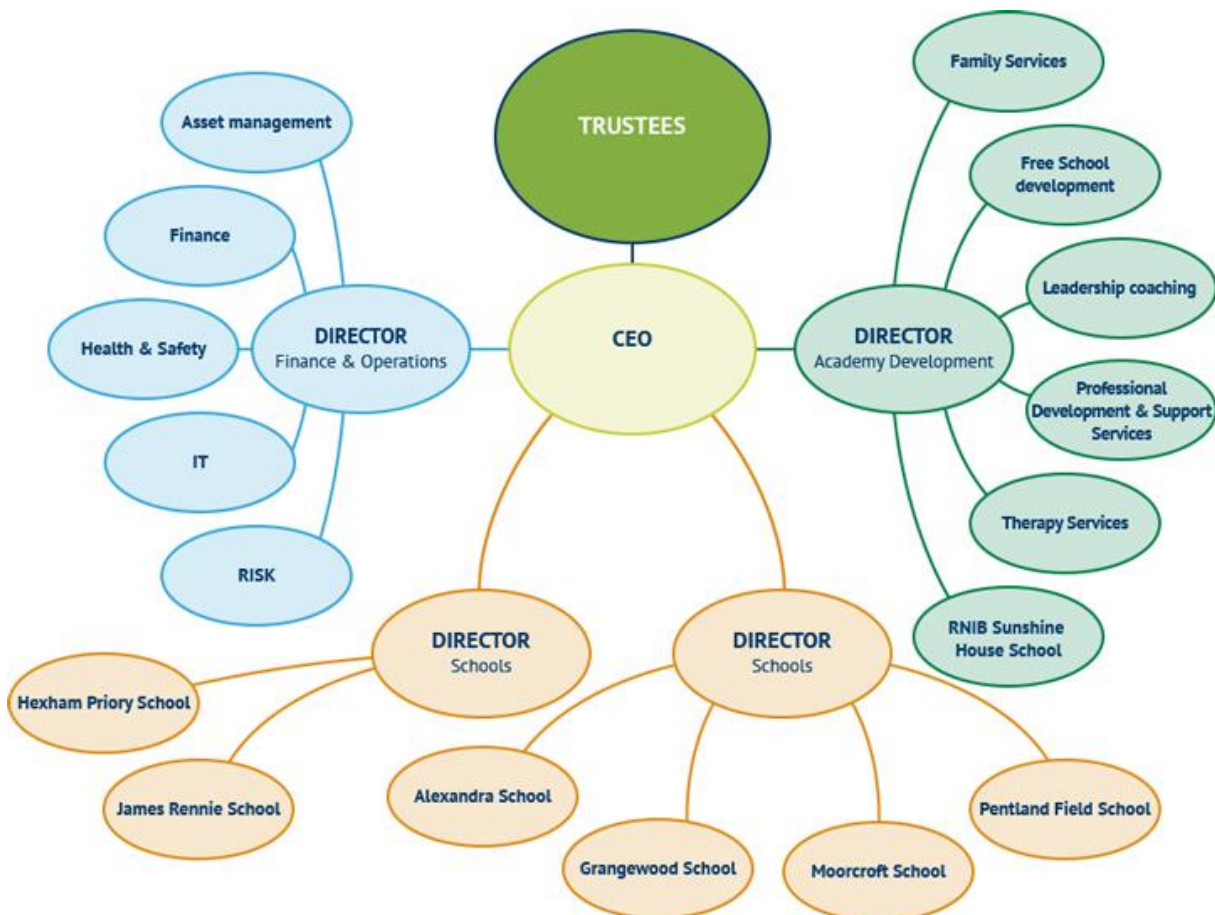
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| Decision Matrix | |
|-----------------|-------------------------------------|
| M | Members |
| BOT | Board of Trustees |
| LAB | Local Advisory Board |
| FC | Finance Committee |
| Audit | Audit Committee |
| CEO | Chief Executive Officer |
| DS | Director for Schools |
| DAD | Director for Academy Development |
| HT | Headteacher |
| HoS | Head of School |
| DFO | Director for Finance and Operations |

| Key | |
|----------|-------------|
| A | Accountable |
| R | Responsible |
| C | Consulted |
| I | Informed |

Structure

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



Financial and Operational Management

| Financial and Operational Management | M | BOT | LAB | FC | Audit | CEO | DS | 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 | DS | 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 (make recommendation to 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 | DS | 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 | C | A | |

Governance

| Governance | M | BOT | LAB | FC | Audit | CEO | DS | 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 Curriculum¹ | | See separate document | | | | | | | | |
| To approve and circulate the Annual Audit Report | A | | | | | | | | | R |

¹ 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.

HR & Staffing

| HR & Staffing | M | BOT | LAB | FC | Audit | CEO | DS | 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 | | C | C |
| Establish and ensure accurate payroll management | | | | | | | | | | A&R |
| Appoint the CEO, DAD, DS, DFO | | A&R | | | | | | | | |
| Appoint the HOS/HT | | C | C ² | | | 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 where appropriate) | R (delegated to the HOS where appropriate) | C | |

² Consult in all cases of appointment means that a LAB member may be invited to sit on an interview panel

| HR & Staffing ³ | M | BOT | LAB | FC | Audit | CEO | DS | DAD | HoS/HT | DFO |
|--|---|-----|----------------|----|-------|-----|--|--|--------|-----|
| 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 | | | | | | |

³ HR policies across the southern hub of the Eden Academy Trust are currently provided by Schools HR. These are constructed in consultation with the unions and professional bodies. In 2018-19, a review of the northern hub's HR policy will be undertaken. All decisions regarding the dismissal or suspension of staff will be taken having sought advice from Schools HR

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.

Student Development

| Student Development | M | BOT | LAB | FC | Audit | CEO | DAD | DS | 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) | | |

Board of Trustees

| Trustee Name | Responsibility | Link cabinet Director |
|------------------------|---|-----------------------|
| Barry Nolan | Chair Portfolio: CEO Liaison with LSA representatives Local Advisory Board liaison | Susan Douglas |
| Karen Deacon | Vice Chair Safeguarding Liaison with parents | |
| Hardip Begol | Chair of members board Liaison with members | |
| Susan Douglas | Local Advisory Board liaison | |
| Victoria Collis | Portfolio: Academy Development | John Ayres |
| Jamie Clark | Chair of finance Portfolio: Finance and operations | Sudhi Pathak |
| Helen Milner | Portfolio: Schools and performance in the North | Michael Thompson |
| Antony Power | Portfolio: Schools and performance in the South | Jarlath O'Brien |
| Angela St John | Chair of asset management group Member of IT group | |
| Collette Stone | Liaison with teacher representatives Remuneration | |
| Brian Eaton | | |

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Cabinet

| Director Name | Title |
|-------------------------|-------------------------------------|
| Susan Douglas | Chief Executive Officer and Trustee |
| Sudhi Pathak | Director for Finance and Operations |
| John Ayres OBE | Director for Academy Development |
| Jarlath O'Brien | Director for Schools South |
| Michael Thompson | Director for Schools North |