

Scheme of Delegation 2017/18

**St Matthias' Church of England Primary Academy**

1. This Scheme has been developed to clarify the roles and interactions, responsibilities and authorities of **Governors and members of staff** employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements. The delegations set out in this Scheme to the specified committees of the **Governing Body** and postholders employed at the School.
2. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the **Governing Body**. The Head Teacher may sub-delegate to members of staff, without reference to the **Governing Body**, all or part of specific activities provided that such activities lie entirely within the scope of those delegated to the Head Teacher. The extent of the sub-delegated authority and of the reporting requirements associated with it must have been clearly defined by the Head Teacher and understood and accepted by the recipient. In the absence or incapacity of the Head Teacher, the delegations stand delegated to the Deputy Head Teacher unless otherwise directed or agreed by the **Governing Body**. In the absence or incapacity of a postholder other than the Head Teacher, the delegations stand delegated to the Head Teacher unless otherwise directed or agreed by the **Governing Body**.
3. Instead of exercising her/his delegated authority a postholder or committee may refer the matter to the appropriate committee or to the **Governing Body**. The scheme will be reviewed at the first meeting in each academic year by the **Governing Body** and is made without prejudice to the powers and duties of the **Governing Body** and its committees.
4. Policies for undertaking the various delegated activities are those listed in the school Policies and Documents Register the current version of which is held by the Head Teacher.

Authorised by the Governing Body

.....(Chair) on .....(date)

	HT	FGB	R&A	Other
<b>School Development Plan (SDP)</b>				
Preparation	Prepare and maintain a detailed 3 year forward plan and 5-year strategic view	Consider and approve annually	Oversee consistency of SDP with budget, staffing and resource plans	
Implementation	Deploy resources within approved plan to achieve agreed outcomes.		As above	
In-year Review	Report termly to FGB.	Review and assist in resolving anomalies	As above	
<b>Finance</b>				
Finance Regulation Manual	Prepare and maintain a finance manual embodying the requirements of the academies finance handbook		Support HT. Scrutinise manual and present for GB approval	
Annual Balanced Budget Plan	Prepare and, after approval, lodge with accountants	Approve	Scrutinise, amend as needed. Agree when satisfied	
In year budget plan revision	Propose	Accept if satisfied	Authorise, Report significant change to FGB	
I & E Reports	Prepare for each meeting	Accept if satisfied	Scrutinise. Oversee in year expenditure within DfE specifications	
Investments	Prepare in the instance of projected surplus funds options for investment in line with Treasury Management Policy.	Delegated authority to R&A and Headteacher. To be informed for information any investments approved by R&A.	Authorise and report to FGB	
Annual Report	Prepare Statement of Financial Accounts and Notes in	Ratify Governors' Report in accordance with current EFA	Presented to R&A by auditor. Committee	Clerk supports governance detail.

	accordance with current EFA direction in a timely manner Final accounts uploaded to website	direction Convene AGM and present annual report to Members for acceptance	scrutinises accounts and notes for completeness and accuracy before presentation to FGB	
<b>Staffing</b>				
Staff numbers	Plan staffing numbers and deployment as part of budget plan.	Accept and authorise	Scrutinise and recommend for acceptance	
Human Resource Management	Obtain HR advice support in all HR, grievance, competence and disciplinary issues. Implement policies in relation to all staff other than HT and SMT	Accept and authorise policies. Establish panels to deal with HR, grievance, competence and disciplinary issues for all staff.		
Recruitment	Advertise for, interview in line with recruitment policies and appoint teaching and non-teaching staff except HT and SMT	Accept and authorise policies. Establish panels for recruitment of HT and Senior Management Team (SMT)		Individual governors to undertake interview and safe recruitment training to participate in interview panels as required.
Salary Scales	In consultation with HR advisers, recommend pay scales for teaching and non-teaching staff in line with established local and national guidelines	Authorise pay-scales for teaching and non-teaching staff	Scrutinise recommendations and advise GB on acceptability	

Performance Management and Salary advancement	Implement, delegating where appropriate, annual performance target setting and reviews for all teaching and non-teaching staff. Make pay and progression recommendations in accordance with the outcomes.	Establish a panel to establish and implement, with the support of an accredited external adviser, the Headteacher's annual target setting and performance process and make salary and / or other awards consistent with its outcomes		Pay Committee scrutinises, ascertains consistency with budget and authorises pay and advancement for teaching staff and non-teaching staff by exception.
<b>RE and Collective Worship</b>				
RE Curriculum	Draw up policy and develop curriculum satisfying statutory and foundation requirements and guidelines	Approve		
Collective Worship	Ensure collective worship to meet national and foundation requirements			Foundation Governors oversee collective worship provision
<b>Secular Curriculum</b>				
Curriculum content	Design, develop and deliver a broad balanced curriculum	Approve		
Targets and achievement	Establish termly and yearly attainment and improvement targets for all pupils	Receive reports and recommendations for action / approval		
<b>Safeguarding</b>				
Looked After for Children	Assign the role of Teacher with			Deputy fulfils the role

	responsibility for looked after children			
Physical and moral health and safety	Ensure adequacy and completeness of statutory and necessary safeguarding provision,			Alison Sims is Governor responsible for safeguarding support and advises staff and governors
<b>Admissions</b>				
	(i) For both normal admission and in-year applications, implement admissions policy when there is no need to determine the outcome of an application. (ii) Advise on admissions policy	(i) Act as admissions authority acting according to Funding Agreement Annex B. (ii) Monitor and maintain admissions policy		
<b>School Premises</b>				
Use of Premises	Day to day management of the use of and control of access to school premises	R&A Committee in conjunction with HT have agreed a no-lettings policy		
	Ensure that premises comply with relevant H&S regulations and meet the H&S needs of authorised users.	Ensure that premises comply with relevant H&S regulations and meet the H&S needs of authorised users.	Has oversight of premises and H&S compliance and initiates actions to deal with needs identified. Reports H&S status to GB	

## Authority To Commit / Authorise Expenditure

Authorise	Chair / Vice Chair Governors	Resource and Audit	Head Teacher	Finance Assistant
Purchase Order	>£10,000	Report over £5,000	<£10,000	No
Invoice	>£5,000	<£5000	<£2,500	No
Cheque signatory up to £5,000	Yes	No	Yes	No
2nd Cheque signatory over £5,000	Yes	No	No	No
Bacs signatory up to £100,000	Yes	No	Yes	No
Bacs signatory over £100,000	Yes	No	No	No
Petty Cash Vouchers	No	No	>£50	<£50
Travel Expenses	No	No	Yes	No
Overtime Claims	No	No	Yes	No
Write off of bad debts	No	>100	<100	No
Investments	No	Report all	>10,000	>10,000

Note: > = above

< = below

The Deputy Head will deputise in the absence of the Head Teacher and follow the Head Teacher limits

In addition, under the Financial Regulations there will be another designated member of staff that can sign cheques and bacs – this person is agreed by the

Head.

Charge Card Expenditure is restricted by limits agreed with the Bank, the card should only be used in instances where purchase ordering and invoice process does not apply e.g. internet purchases.

#### Tender / Contract Requirements

Below £1000	Head Teacher
Orders over £1,000 but less than £10,000	3 quotations obtained and evaluation presented to R & A for approval
Orders over £10,000 but less than OJEU	Formal tender process and evaluation presented to R & A with recommendations to Full Governors
Orders over OJEU	OJEU – EU procurement rules stipulate that if a tender exceeds a set value the contract needs advertising the in the Official Journal of the European Union. The process for this is set down by the EU. The current EU procurement limits excluding VAT are £139,893 for Supply and Service contracts and £3,497,313 (as at 31 January 2008 valid until 31 December 2009) for works contracts, and can be checked at the OJEU website: <a href="http://www.ojeu.eu/Thresholds.aspx">http://www.ojeu.eu/Thresholds.aspx</a> .

For full details please refer to the procurement section of the financial regulations.