



Scheme of Delegation

Under the Articles of Association of Barnes Academy Trust, the board may delegate powers or functions as they consider desirable to be exercised by appropriate persons and/or committees. Any such delegation may be made subject to any conditions the board may impose and may be revoked or altered.

The board may establish any committee to exercise powers and functions of the board. The constitution, membership and proceedings of any committee of the board shall be determined by the board. The establishment, terms of reference, and membership of any committee of the board shall be reviewed annually, along with the scheme of delegation.

Activity	Members	Trust Board	Resources, Audit and Risk Committee	Standards and Performance Committee	Local Governing Body	Headteacher / CEO	Business Manager	Other staff
Board Business								
Appoint/remove members	✓							
Appoint/remove trustees	✓							
Elect chair of trustees		✓						
Establish and review trust governance structure		✓						
Appoint trust governance professional		✓						
Articles of association: review		✓						
Articles of association: ratify	✓							
Agree committee terms of reference		✓						
Complete annual review of scheme of delegation		✓						
Complete annual trust board self-review		✓						
Complete review of local governance					✓			
Publish governance arrangements on trust and schools' websites		✓				✓	✓	
Ensure website is compliant and effective		✓				✓	✓	
Commission external review of board effectiveness every three years		✓						
Vision and Strategy								
Determine trust's vision, strategy and key priorities		✓				✓		
Determine trust-wide policies which reflect the trust's ethos and values		✓				✓		
Determine school level policies					✓	✓		
Establish risk register and conduct regular review			✓			✓	✓	

Activity	Members	Trust Board	Resources, Audit and Risk Committee	Standards and Performance Committee	Local Governing Body	Headteacher / CEO	Business Manager	Other staff
Budget Management								
Prepare and present for approval the annual budget							✓	
Approve final budget plan		✓	✓					
Review financial management arrangements and delegation of powers at least annually			✓					
Report on budget position to Trustees (on a termly basis)							✓	
Prepare monthly management accounts in accordance with existing accounting standards as specified in the Academies Financial Handbook							✓	
Monitor monthly/YTD income and expenditure, providing explanation for any variances and undertake regular reconciliations as agreed in the Academy Finance Policy and Procedures						✓	✓	
Monitor and ensure compliance with EFA/DFE/Academy finance requirements			✓			✓	✓	
Establish and maintain sound systems, practices and procedures to provide effective internal control						✓	✓	
Review the existence and effective operation of internal controls			✓			✓	✓	
Carry out benchmarking and value for money evaluation							✓	
Investments								
Prepare and present investment proposals for Trust Board							✓	
Consider and approve investments			✓					
Taxation								
Monitor and ensure compliance with VAT regulations		✓	✓			✓	✓	
Prepare and submit VAT claims							✓	
Fixed Asset Management								
Maintain fixed asset register for items over the capitalisation limit (>£1000)							✓	
Authorise the disposal of unusable or obsolete equipment (dependant upon value)			✓			✓		
Process depreciation charges on fixed assets							✓	
Purchasing of goods or services								
Authorise orders up to a limit of £10,000						✓		
Authorise orders up to a limit of £20,000			✓					
Authorise orders exceeding £20,000		✓						
Generate authorised orders						✓	✓	✓
Obtain quotations for expenditure						✓	✓	✓
Arrange and open tenders						✓	✓	
Take delivery of goods						✓	✓	✓
Process invoices for payment						✓	✓	✓
Make decisions in respect of service level agreements			✓			✓		
Agree operating leases			✓			✓		
Ensure principles of best value are applied	✓	✓	✓	✓	✓	✓	✓	✓
Income								
Receipting and banking of income							✓	✓ Office
Verification of banking						✓	✓	

Activity	Members	Trust Board	Resources, Audit and Risk Committee	Standards and Performance Committee	Local Governing Body	Headteacher / CEO	Business Manager	Other staff
Writing off debts			✓			✓		
Accounting System / On-line Banking System								
System control, including access, security and privacy of data						✓	✓	
Amend supplier records						✓	✓	✓ Office
Payroll								
Approve and arrange supply cover						✓	✓	✓ Office
Approve variations to salary		✓	✓			✓		
Submit documentation/notifications to action appointments and/or variations to salary						✓	✓	✓ Office
Undertake reasonableness and accuracy tests on payroll							✓	
Bank Account								
Sign cheques						✓	✓	✓
Retain cheque book safely							✓	
Reconcile funds							✓	✓ Office
Petty Cash Account								
Approve disbursements						✓	✓	✓ SLT
Reconcile funds and arrange reimbursement to agreed imprest							✓	✓ Office
Purchasing Card								
Hold card on behalf of Academy and make purchases						✓	✓	
Reconcile purchase statement and arrange prompt monthly payment							✓	✓ Office
Register of Business Interests								
Maintain register of business interests and report any declarations to Trust Board							✓	
End of Year Accounts								
Prepare records and documents to support preparation process						✓	✓	✓ Office
Approve finalised accounts	✓							
Submit Accounts Return by specified deadline						✓	✓	
Publish financial statements and value for money statements on website						✓	✓	
Audit and Assurance								
Appoint and remove appropriately qualified external auditors	✓	✓						
Prepare records and documents for inspection by external auditors						✓	✓	
Approve audit timetable and process		✓				✓	✓	
Receive external auditors report	✓	✓						
Consider and respond appropriately to recommendations made by the auditors		✓						
Appoint and performance manage Chief Financial Officer		✓				✓		
Submit ESFA required reports and returns						✓	✓	
Premises Management								
Produce trust-wide estate vision, strategy and asset management plan/reports and present to trustees/governors						✓	✓	
Approve trust-wide estate vision, strategy and asset management plan		✓						
Monitor school estate to ensure it is safe and well maintained						✓	✓	✓

Activity	Members	Trust Board	Resources, Audit and Risk Committee	Standards and Performance Committee	Local Governing Body	Headteacher / CEO	Business Manager	Other staff
								Caretaker
Determine capital investment in buildings and facilities			✓					
Disposal or acquisition of land, property or assets		✓						
Insuring the land and buildings		✓				✓	✓	
Monitor the implementation of the health and safety policy			✓					
Human Resources								
Appoint and dismiss CEO/Accounting Officer		✓						
Performance manage CEO		✓ Chair						
Agree Headteacher/CEO pay and reward			✓					
Accept resignation of Headteacher/CEO		✓						
Review and agree staff appraisal procedure and pay progression			✓					
Determine school staffing structure			✓					
Determine pay policy, terms and conditions of employment			✓					
Determine HR policies including disciplinary and capability			✓					
Approval of exit payments/early retirement/pension discretion (above a certain threshold)		✓						
Accept resignations of staff						✓		
Determine need for staff reductions and/or reorganisation		✓						
Select staff for redundancy/redeployment			✓					
Consider grievances		✓*			✓*			
Consider grievance appeals		✓*			✓*			
Consider disciplinary cases and issuing of sanctions up to and including dismissal		✓*			✓*			
Consider appeals in relation to sanctions/dismissals		✓*			✓*			
Consider cases of capability		✓*			✓*			
Authorise settlement agreements		✓						
Consider flexible working applications			✓			✓		
Consider flexible working appeals		✓*						
Education								
Approve curriculum policies				✓				
Ensure high standards of teaching and learning		✓	✓	✓	✓			
Delivery of curriculum						✓		
Set targets for outcomes						✓		
Plan and deliver individual school improvement interventions and strategies						✓		✓
Agree trust behaviour policy				✓		✓		
Implement behaviour policy						✓	✓	✓
Review permanent and fixed term exclusions		✓*			✓*	✓		
Determine complaints policy		✓						
Implement complaints procedures		✓ *						
Admissions Arrangements								
Determine the school's admissions arrangements annually, including the published		✓ ^						

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admission number (PAN) and the oversubscription criteria								
Establish an independent appeals panel when there are admissions appeals		✓ +						

Key:

* First Committee (Complaints, Exclusions, Reorganisation, Grievance, Capability, Disciplinary)

^ Admissions Committee

+ Admissions Appeals Committee