

Viking Academy Trust Scheme of Delegation: Terms of Reference Part 2

Financial Responsibilities	CEO/EHT		Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisor	ry Academy	Premises	ESFA
		Officer (CFO) / Chief Operations Officer (COO)	Trustees (T)		Committee (T)		School (HoS)	Body (LAB)	Admin	Manager / Caretaker	
Budget Management											
Draft all initial budgets						1		2+*	CFO Only		
Approve first budget plan						Ratify		2+* Approve			
								draft &			
								recommend to			
								FAR to ratify			
Monitoring the budget								2+	CFO Only		
						Chair					
Report on budgets to Local Advisory Body (LAB) -termly									CFO Only		
Authorise virements and journal entries within each Academy up to \pounds 8,000									CFO Only		
Authorise virements and journal entries within each Academy between £8,000 and											
£10,000											
Authorise virements and journal entries between $\pm10,000$ and $\pm50,000$ within each Academy											
Authorise transactions within each Academy up to £8,000											
Authorise journals between academies for reimbursement for shared costs											
Review financial management arrangements annually									CFO Only		
Exercise the powers of the Head teacher where the Head is absent							Acting Head				
Provide updates to relevant Committee in relation to external grant funding									CFO Only		
Responsibility for the FMGS								2+	CFO Only		
Authorise BACS payment to payroll provider on behalf of the Board for payroll run			Chair in the absence of the EHT								
Purchasing											
Determine the internal distribution of budget between departments											
Generate Orders											
Authorise Orders up to £8,000 all order forms are signed by CFO/CEO (to check budget) and	In absence of								CFO Only		
then HOS/EHT	HoS										
Authorise orders between £8,000 and											
\pm 10,000 order forms are signed by CFO (to check budget) and then EHT											
Authorise orders between £10,000 and £50,000 after receiving 3 written quotes								LAB Chair 2+			_
Authorise orders over £50,000 & request competitive tenders from minimum of 4 companies								LAB Chair 2+			
Arrange tenders									CFO		
Open tenders											
Take delivery of goods	_										
Process invoices for payment											

Financial Responsibilities	CEO/EHT	CFO / COO		Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	Academy	Premises	ESFA
Continued				Appraisal (T)	Committee (T)		School (HoS)	Body	Admin	Manager / Caretaker	
						Committee		(LAB)			
						(T)					
Bank Account											┥───┘
Sign Cheques (Trust)											+
Sign Cheques (Academy)							HT and DHT		If signatory		+
Retain cheque book safely									21 oignaror 7		+ +
Reconcile funds									CFO/FO		++
Income											
											++
Collection of Income											1
Banking of Monies											1
Verification of Banking									CFO Only		
Premises Responsibilities	CEO/EHT	CFO / COO	Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	Academy	Premises	ESFA
			Trustees (T)	Appraisal (T)	Committee (T)	and Risk	School (HoS)	Body	Admin	Manager /	
						Committee		(LAB)		Caretaker	
						(T)					
Lettings											
Annual review of Lettings Policy								2+			
Review fees and charges when necessary								2+			
Ensure compliance with statutory regulations											
Ensure all users have DBS/Risk											
Assessments and other checks as required											
Review contracts on an annual basis or as required		-						-			
Building Issues		-						-			
Daily room/site checks		-									
Monthly/Termly Site reviews								2+	CFO Only		
Termly report to Head of School, Governors and trustees on site		m a (1 55							CFO Only		545.4
Safeguarding/ Risk Management	CEO/EHT	CFO / COO	Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	Academy	Premises	ESFA
Responsibilities			Trustees (T)	Appraisal (T)	Committee (T)		School (HoS)	Body	Admin	Manager /	
						Committee (T)		(LAB)		Caretaker	
Investigate any financial irregularities											-
Day to day security of the building									CFO Only		
Ensure compliance with CCTV regulations											
Annual review of Risk Assessments									CFO Only		
Preparation and update of day to day risk assessments									CFO Only		
Annual review of Risk/Crisis Management											
Plan/Policies											
Ensure all statutory inspections of equipment completed									CFO Only		
Annual Review of Safeguarding Procedure								2+			
Monitor uptake of Safeguarding Update/ Training											
									COO		
Approval of Single Central Register						I T					
(Monthly)											

Administration Responsibilities	CEO/EHT	<i>C</i> FO / <i>C</i> OO	Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	Academy	Premises	ESFA
			Trustees (T)	Appraisal (T)	Committee (T)	and Risk	School (HoS)	Body	Admin	Manager /	
						Committee		(LAB)		Caretaker	
						സ					
Record Keeping											
Ensure accurate management of pupil/children's records											
Provision of up to date training and software									HoC&A		
Maintain inventory of assets											
Maintain inventory of capital assets over £1k											
Oversee correct disposal of assets									CFO Only		
Discuss and agree on depreciation and disposal of assets over ${\pm}5k$											
Maintain up to date Data Protection Notice											
Maintain and ensure renewal of all Licenses								2+	HoC&A		
(including software licences)											
Ensure compliance with Freedom of								2+	CFO		
Information Act											
Ensure compliance with Equal Opportunities								2+	CFO		
Act											
Ensure compliance with DDA Act									CFO		
Creation and review of register of pecuniary interests									Clerk		
Maintain register of Pecuniary Interests									Clerk		
Ensure a register of pecuniary interests is maintained and updated by each academy											
Notify Personnel of starters/ leavers/									CFO Only		
employment changes											
Report on staff changes to Board on a termly basis									CFO Only		
Personnel	CEO/EHT	CFO / COO	Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	Academy	Premises	ESFA
Personnel	CEO/EHT	<i>C</i> FO / COO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	-	Head of School (HoS)	Local Advisory Body	Academy Admin	Premises Manager /	ESFA
Personnel	CEO/EHT	CFO / COO			••	-					ESFA
Personnel	CEO/EHT	CFO / COO			••	and Risk		Body		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy	CEO/EHT	CFO / COO			••	and Risk Committee		Body		Manager /	ESFA
		CFO / COO			••	and Risk Committee		Body		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy		CFO / COO	Trustees (T)	Appraisal (T)	••	and Risk Committee		Body		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy	CEO/EHT	CFO / COO	Trustees (T) Agree to	Appraisal (T) Selection	••	and Risk Committee		Body		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT		CFO / COO	Trustees (T) Agree to Recruit and	Appraisal (T) Selection Panel	••	and Risk Committee		Body (LAB)		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy	CEO/EHT Selection Panel	CFO / COO	Trustees (T) Agree to Recruit and Ratify	Appraisal (T) Selection	••	and Risk Committee		Body		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment	Appraisal (T) Selection Panel	••	and Risk Committee		Body (LAB)		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment Agree to	Appraisal (T) Selection Panel Selection	••	and Risk Committee		Body (LAB)		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and	Appraisal (T) Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection	••	and Risk Committee		Body (LAB)		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School		CFO / COO	Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR	Selection Panel		Agree to Recruit and Ratify <u>Appointment</u> Agree to Recruit and Ratify <u>Appointment</u>	Appraisal (T) Selection Panel Selection Panel	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School			Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and	Appraisal (T) Selection Panel Selection Panel	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT Accept resignation of Head of School	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+ 2+		Manager /	ESFA
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT Accept resignation of Head of School Accept resignation of Deputy / Assistant Headteacher	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+		Manager /	
Appointment of Executive Headteacher, Head of School and Deputy Appointment of EHT Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT Accept resignation of Head of School	Selection Panel		Trustees (T) Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Appraisal (T) Selection Panel Selection Panel Selection Panel Selection	••	and Risk Committee		Body (LAB) 2+ 1+ 2+		Manager /	ESFA

Determine job description/person spec for the post of EHT, Head, Deputy and Asssistant	Where Appropriate		For EHT								
Select trustees to the panel to shortlist, interview and appoint	Appropriate										
Appointment of staff		-									
Accept resignations for teaching and non-teaching staff								2+			
Determine all matters relating to appointment of staff								2+			
Compliance with safer recruitment policies and procedures								2+			
Select the panel to shortlist, interview and appoint								2+			
Disciplinary/Dismissal/											
Grievance/Capability											
Adopt Employment procedures for the Trust as a whole											
Issue Verbal warning to EHT			Chair								
Issue verbal warning to Executive Staff											
Issue verbal warning to Head of School											
Issue verbal warning to the Deputy / Assistant											
Headteacher											
Issue verbal warning to staff within each											
Academy											
Issue written warning to the EHT			Chair								
Issue written warning to the Executive Staff											
Issue written warning to the Head of School											
Issue written warning to the Deputy / Assistant Headteacher within an Academy											
Issue written warnings to staff within each											
Academy											
Suspend any teaching/non teaching staff within each Academy											
Suspend EHT			Chair								
Suspend Executive Staff											
Suspend Head of School within each Academy			Chair of LAB								
Suspend Deputy / Assistant Headteacher within each academy											
Consider cases of Staff discipline referred by the Head within each Academy				3 members - non-staff				2+			
Consider cases of discipline or capability against the Head of School within each Academy				3 members - non-staff				2+			
Consider grievances against the EHT				3 members - non-staff				2+			
Consider grievances against the Head of School		+		3 members -			 	2+			
sonsider grievances against the field of School				non-staff				2.			
Consider grievances against staff initially investigated by the EHT / Head of School		+		3 members -				2+			
				non-staff				-			
Consider appeals against Personnel Committee decisions				non order	3 members						
					- other than						
					those first						
					hearing case						
Agree terminations of contract of employees on the grounds of medical capability				3 members - non-staff				2+			
Settlement agreements up to and including £30000 (not involving the Trust Leadership Team)								2+			1
Settlement agreements up to and including £30000 (involving a member of Trust Lead. Team but not CEO)								2+			
NOT CEO) Settlement agreements up to and including £30000 (involving CEO)		1				ł	ł		1	ł	1
	-								1	1	
Settlement agreements in excess of £30000 (not involving the Trust Leadership Team)											

Cattlement are successed of C20000 (involving a membra of the Trust Lord Term but not				T						r		
Settlement agreements in excess of £30000 (involving a member of the Trust Lead. Team but not												
CEO) Notification to ESFA if over £50000 Settlement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £50000												
Set thement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £30000	,											
Personnel - continued	СЕО/ЕНТ	CFO / COO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)		Head of School (HoS)	Local Advisory Body (LAB)	Academy Admin	Premises Manager / Caretaker	ESFA
Salary Issues Within Trust												
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken										CFO/FO		
from one bank account. Requires dual authorisation.												
Adopt Pay Policy												
Make recommendations in relation to pay from Performance Appraisal of the EHT to the Personne				Chair								
Appraisal Committee												
Consideration recommendations in relation to pay from Performance Appraisal for EHT				3 Non-staff trustees Only								
Make recommendations in relation to pay from Performance Appraisal of the Trust Leadership												
Team (TLT) to the Personnel & Appraisal Committee												
Consideration of recommendations in relation to pay from Performance Appraisal for Trust				3 Non-staff								
Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				trustees Only								
Make recommendations in relation to pay from Performance Appraisal for Heads of School									Chair			
Consideration of recommendations in relation to pay from Performance Appraisal for Heads of School				3 Non-staff trustees Only								
Make recommendations in relation to pay from Performance Appraisal for Staff				Only					2+	CFO		
Consideration of recommendations in relation to pay from Performance Appraisal for Staff				3 Non-staff trustees Only					2+			
Consideration of Honoraria payments to Senior Leaders				3 Non-staff trustees Only					2+			
Consideration of Honoraria payments to teaching and non-teaching staff									2+			
Consider applications for Honoraria regrading from any employee				3 Non-staff trustees Only					2+			
Consider appeals against the initial committee's decision					3 members non-staff and other than those first hearing case							
Redundancy Issues	1	1	1	1					1			1
Adopt Redundancy Procedure	1								1	Ì		1
Determine the number and category of staff to be reduced							ial and staffing to Trustees					
Determine the criteria in making the selection												
Initial consultation with Trade Unions			Chair							İ		1

Consider applications for and agree criteria for voluntary redundancy				3 Non-staff								
				trustees								
				Only								
Consider representations from staff selected for redundancy				3 Non-staff								
				trustees								
				Only								
Consider appeals against the initial committees decision					3 members							
					non-staff and							
					other than							
					those first							
					hearina case							
General Issues												
Agree policy for Flexible working across the Trust												
Consider applications for Flexible working from employees				3 Non-staff								
				trustees								
				Only								
Review delegation of powers annually												
Approve appointments in writing										CFO		
Strategic	CEO/EHT	Trust	Board of	Personnel and	Appeals	Finance, Au	ıdit and Risk	Head of	Local Advisory	Academy	Premises	
		Business	Trustees (T)	Appraisal (T)	Committee (T)	Committ	ree (T)	School (HoS)	Body	Admin	Manager /	
		Manager							(LAB)		Caretaker	
To formulate, agree and review Policies and Procedures												
To formulate, agree and review all Premises Development Plans on an annual basis										CFO		

* = LAB 2+ = Viking schools that are Ofsted rated 'Good' or better, recognised with outstanding Leadership & Management & capacity for improvement