

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

Financial Responsibilities		Chief Financial	Board of	Personnel and	Appeals	Finance, Audit	Head of	Local Advisory	y Premises CLO	ESFA
		Officer (CFO)	Trustees (T)	Appraisal (T)	Committee (T)	and Risk	School (HoS)	Body		
						Committee		(LAB)		
						(T)				
Budget Management										
Draft all initial budgets										
Approve first budget plan						Ratify				
Monitoring the budget										
						Chair				
Report on budgets to FAR (termly) with monthly monitoring for Chair of Board										
Authorise virements and journal entries within each Academy up to $\pounds 8,000$										
Authorise virements and journal entries within each Academy between £8,000 and										
£10,000										
Authorise virements and journal entries between £10,000 and £50,000 within each Academy										
Authorise transactions within each Academy up to $\pounds 8,000$										
Authorise journals between academies for reimbursement for shared costs										
Review financial management arrangements annually										
Exercise the powers of the Head where the Head is absent							deputy			
Provide updates to relevant Committee in relation to external grant funding										
Responsibility for the Budget Setting & Monitoring software: HCSS/Access										
Authorise BACS payment to payroll provider on behalf of the Board for payroll run			Chair in the							
			absence of the							
			FHT							
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									
then HOS/EHT	Hos									
Authorise orders between £8,000 and										
f.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+		L
Arrange tenders										I
Open tenders							ļ			L
Take delivery of goods										
Process invoices for payment										

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

Administration Responsibilities	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	HR Director	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
Record Keeping		1									
Ensure accurate management of pupil/children's records		1									
Provision of up to date training and software											
Maintain inventory of assets		1									
Maintain inventory of capital assets over £1k		1									
Oversee correct disposal of assets											
Discuss and agree on depreciation and disposal of assets over £5k											
Maintain up to date Data Protection Notice											
Maintain and ensure renewal of all Licenses									2+		
(including software licences)											
Ensure compliance with Freedom of									2+		
Information Act											
Ensure compliance with Equal Opportunities									2+		
Act											
Ensure compliance with DDA Act											
Creation and review of register of pecuniary interests											
Maintain register of Pecuniary Interests											
Ensure a register of pecuniary interests is maintained and updated by each academy											
Notify Personnel of starters/ leavers/											
employment changes											
Report on staff changes to Board on a termly basis											
Personnel	CEO/EHT	CFO / COO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	HR Director	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
Appointment of Executive Headteacher, Head of School and Deputy						. ,					
Appointment of EHT		-	Agree to	Part of							
· FF - · · · · · · · · · · · · · · · · ·											
			Recruit and	selection							
			Recruit and Ratify	selection Panel							
			Recruit and Ratify Appointment	selection Panel							
Appointment of Head of School	Selection Pane								2+		
Appointment of Head of School	Selection Pane	1	Ratify Appointment	Panel					2+		
Appointment of Head of School	Selection Pane		Ratify Appointment Agree to	Panel Selection					2+		
			Ratify Appointment Agree to Recruit and Ratify Appointment	Panel Selection Panel							
Appointment of Head of School Appointment of Trust Central Staff e.g. Finance, HR	Selection Pane Selection Pane		Ratify Appointment Agree to Recruit and Ratify Appointment Agree to	Panel Selection Panel Selection					2+		
			Ratify Agree to Recruit and Ratify Agree to Recruit and	Panel Selection Panel							
			Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify	Panel Selection Panel Selection							
Appointment of Trust Central Staff e.g. Finance, HR	Selection Pane	1	Ratify Appointment Agree to Recruit and Ratify Appointment Agree to Recruit and Retify Appointment	Panel Selection Panel Selection Panel					1+		
		1	Ratify Agree to Recruit and Ratify Agree to Recruit and Recruit and Retrify Appee to Ratify	Panel Selection Panel Selection Panel Selection							
Appointment of Trust Central Staff e.g. Finance, HR	Selection Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Ratify Agree to Recruit and	Panel Selection Panel Selection Panel					1+		
Appointment of Trust Central Staff e.g. Finance, HR	Selection Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Recruit and Ratify Agree to Recruit and Ratify	Panel Selection Panel Selection Panel Selection					1+		
Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher	Selection Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Ratify Agree to Recruit and	Panel Selection Panel Selection Panel Selection					1+		
Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT	Selection Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Recruit and Ratify Agree to Recruit and Ratify	Panel Selection Panel Selection Panel Selection					1+		
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 Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Recruit and Ratify Agree to Recruit and Ratify	Panel Selection Panel Selection Panel Selection					1+ 2+		
Appointment of Trust Central Staff e.g. Finance, HR Appointment of SLT: Deputy / Assistant Headteacher Accept Resignation of EHT	Selection Pane	1	Ratify Agree to Recruit and Ratify Agree to Recruit and Ratify Annointment Agree to Recruit and Ratify Agree to Recruit and Ratify	Panel Selection Panel Selection Panel Selection					1+		

Notes with the description for some one of the most of FUT the different south and the sister of	14/1	r	For EHT			1	1		1	1
Determine job description/person spec for the post of EHT, Head, Deputy and Asssistant	Where Appropriate		For EHI							
Select trustees to the panel to shortlist, interview and appoint										
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						1		2+		
Select the panel to shortlist, interview and appoint						1		2+		
Disciplinary/Dismissal/								E.		
Grievance/Capability										
Adopt Employment procedures for the Trust as a whole										
Issue Verbal warning to EHT			Chair							
Issue verbal warning to Executive Staff			onan							
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 -				2+		
······································				non-staff						
Consider cases of discipline or capability against the Head of School within each Academy				3 members -				2+		
				non-staff						
Consider grievances against the EHT				3 members -				2+		
				non-staff						
Consider grievances against the Head of School				3 members -				2+		
				non-staff			_			
Consider grievances against staff initially investigated by the EHT / Head of School				3 members -				2+		
Constitute and the second Demonstrate and statistics				non-staff	3 members					
Consider appeals against Personnel Committee decisions					- other than					
					those first					
Agree terminations of contract of employees on the grounds of medical capability				3 members -	nearing case			2+		1
				non-staff						1
Settlement agreements up to and including £30000 (not involving the Trust Leadership Team)								2+		
Settlement agreements up to and including £30000 (involving a member of Trust Lead. Team bu	it i							2+		
not CEO)										
Settlement agreements up to and including £30000 (involving CEO)										
Settlement agreements in excess of £30000 (not involving the Trust Leadership Team)										
Notification to ESFA if over £50000										

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											
ESOUDU Personnel - continued	CEO/EHT	CFO	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)	Premises CLO	ESFA
Salary Issues Within Trust											
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken											
from one bank account. Requires dual authorisation.											
Adopt Pay & Reward Policy			Ratify								
Make recommendations in relation to pay from Performance Appraisal of the EHT to the				Chair of Trust							
Personnel 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				ratify EHT							
Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				decision							
Make recommendations in relation to pay from Performance Appraisal for Heads of School	With PA com			with EHT					Chair		
Consideration of recommendations in relation to pay from Performance Appraisal for Heads of				3 Non-staff							
School				trustees							
				Only							
Make recommendations in relation to pay from Performance Appraisal for Staff									2+		
Consideration of recommendations in relation to pay from Performance Appraisal for Staff				3 Non-staff					2+		
				trustees							
				Only							
Consideration of Honoraria payments to Senior Leaders				3 Non-staff					2+		
				trustees							
Constitute of the second s				Only					2+		
Consideration of Honoraria payments to teaching and non-teaching staff				2.51					2+		
Consider applications for Honoraria regrading from any employee				3 Non-staff					2+		
				trustees							
Consider appeals against the initial committee's decision				Only	3 members						
consider appeals against the minul committees decision					non-staff and						
					other than						
					those first						
Redundancy Issues											
Adopt Redundancy Procedure											
Determine the number and category of staff to be reduced						Provide financia	al and staffing				
						information	-				
						ing or marion					
Determine the criteria in making the selection											
Initial consultation with Trade Unions											
			I			I				ļ	·

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							4
Consider appeals against the initial committees decision					3 members						
					non-staff and						
					other than						
					those first						
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											
Strategic	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Committee (T)	Finance, Audit and Risk Committee (T)	HR Director	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	
To formulate, agree and review Policies and Procedures											T
To formulate, agree and review all Premises Development Plans on an annual basis											

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