

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

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Financial Responsibilities Continued	CEO/EHT	Chief Financial Officer (CFO)		Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
Bank Account										
Sign Cheques (Trust)										
Sign Cheques (Academy)							HT and DHT			
Retain cheque book safely										
Reconcile funds										
Income										
Collection of Income										
Banking of Monies										
Verification of Banking										
Premises Responsibilities	CEO/EHT	Chief Financial Officer (CFO)	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit HR Director and Risk Committee (T)	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
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										
<u>Assessments and other checks as required</u>										
Review contracts on an annual basis or as required										
Building Issues										
Daily room/site checks										
Monthly/Termly Site reviews										
Termly report to Head of School, Governors and trustees on site										
Safeguarding/ Risk Management Responsibilities	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit HR Director and Risk Committee (T)	Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
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										
Annual Review of Safeguarding Procedure								2+		
Monitor uptake of Safeguarding Update/ Training										
Approval of Single Central Register (Monthly)				Safeguarding Gov						

Administration Responsibilities	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit HR Director and Risk Committee (T)		Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	ESFA
Record Keeping											
Ensure accurate management of pupil/children's records											
Provision of up to date training and software											
Maintain inventory of assets											
Maintain inventory of capital assets over £1k											
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 (including software licences)									2+		
Ensure compliance with Freedom of Information Act									2+		
Ensure compliance with Equal Opportunities Act									2+		
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 HR Director and Risk Committee (T)		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 Recruit and Ratify Appointment	Part of selection Panel							
Appointment of Head of School	Selection Panel		Agree to Recruit and Ratify Appointment	Selection Panel					2+		
Appointment of Trust Central Staff e.g. Finance, HR	Selection Panel		Agree to Recruit and Ratify Appointment	Selection Panel					1+		
Appointment of SLT: Deputy / Assistant Headteacher	Selection Panel		Agree to Recruit and Ratify Appointment	Selection Panel					2+		
Accept Resignation of EHT											
Accept resignation of Head of School											
Accept resignation of Deputy / Assistant Headteacher									2+		
Set EHT Salary			Ratify								
Set Head, Deputy, Assistant Salary			Ratify								

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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						
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)	Appeals Committee (T)	Finance, Audit HR Director and Risk Committee (T)		Head of School (HoS)	Local Advisory Body (LAB)	Premises CLO	
To formulate, agree and review Policies and Procedures											
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