



<b>Financial Responsibilities Continued</b>	<b>CEO/EHT</b>	<b>CFO / COO</b>		<b>Personnel and Appraisal (T)</b>	<b>Appeals Committee (T)</b>	<b>Finance, Audit and Risk Committee (T)</b>	<b>Head of School (HoS)</b>	<b>Local Advisory Body (LAB)</b>	<b>Academy Admin</b>	<b>Site Manager / Caretaker</b>	<b>ESFA</b>
<b>Bank Account</b>											
Sign Cheques (Trust)											
Sign Cheques (Academy)							HT and DHT		If signatory		
Retain cheque book safely											
Reconcile funds									CFO/FO		
<b>Income</b>											
Collection of Income											
Banking of Monies											
Verification of Banking									CFO Only		
<b>Premises Responsibilities</b>	<b>CEO/EHT</b>	<b>CFO / COO</b>	<b>Board of Trustees (T)</b>	<b>Personnel and Appraisal (T)</b>	<b>Appeals Committee (T)</b>	<b>Finance, Audit and Risk Committee (T)</b>	<b>Head of School (HoS)</b>	<b>Local Advisory Body (LAB)</b>	<b>Academy Admin</b>	<b>Site Manager / Caretaker</b>	<b>ESFA</b>
<b>Lettings</b>											
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											
<b>Building Issues</b>											
Daily room/site checks											
Monthly/Termly Site reviews								2+	CFO Only		
Termly report to Head of School, Governors and trustees on site									CFO Only		
<b>Safeguarding/ Risk Management Responsibilities</b>	<b>CEO/EHT</b>	<b>CFO / COO</b>	<b>Board of Trustees (T)</b>	<b>Personnel and Appraisal (T)</b>	<b>Appeals Committee (T)</b>	<b>Finance, Audit and Risk Committee (T)</b>	<b>Head of School (HoS)</b>	<b>Local Advisory Body (LAB)</b>	<b>Academy Admin</b>	<b>Site Manager / Caretaker</b>	<b>ESFA</b>
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											
Approval of Single Central Register (Monthly)									COO		





Personnel - continued	CEO/EHT	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	Site Manager / Caretaker	ESFA
<b>Salary Issues Within Trust</b>											
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken from one bank account. Requires dual authorisation.									CFO/FO		
Adopt Pay Policy											
Make recommendations in relation to pay from Performance Appraisal of the EHT to the Personnel Appraisal Committee				Chair							
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 Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				3 Non-staff 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								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						
<b>Redundancy Issues</b>											
Adopt Redundancy Procedure											
Determine the number and category of staff to be reduced						Provide financial and staffing information to Trustees					
Determine the criteria in making the selection											
Initial consultation with Trade Unions			Chair								
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							
<b>General Issues</b>												
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		
<b>Strategic</b>	CEO/EHT	Trust Business Manager	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	Site Manager / Caretaker		
To formulate, agree and review Policies and Procedures												
To formulate, agree and review all Site 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