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Financial Responsibilities Continued	CEO/EHT	Chief Financial & Operations Officer (CFOO)	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DfE
Bank Account												
Sign Cheques (Trust)												
Sign Cheques (Academy)												
Retain cheque book safely												
Reconcile funds												
Income												
Collection of Income												
Banking of Monies												
Verification of Banking												
Premises Responsibilities	CEO/EHT	Chief Financial Officer (CFOO)	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DfE
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												
Termly report to Head of School, Governors and trustees on site												
Safeguarding/ Risk Management Responsibilities	CEO/EHT	CFOO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DfE
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 (Twice year)				Safeguarding Trustee								

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Personnel	CEO/EHT	CFOO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DfE
Appointment of Executive Headteacher, Director of Education, Head of School and Deputy												
Appointment of EHT (CEO)			Agree to Recruit and Ratify Appointment	Part of selection Panel								
Appointment of Director of Education / Head of School	Selection Panel		Agree to Recruit and Ratify Appointment	Selection Panel						2+		
Appointment of Trust Executive Leaders (VELT) e.g. CFO & HRD	Selection Panel		Agree to Recruit and Ratify Appointment	Selection Panel								
Appointment of SLT: Deputy Headteacher / Assistant	Agree to Recruit and Ratify Appointment			May be part of selection Panel			Selection panel (either CEO or DoE)			2+		
Accept Resignation of EHT			Chair									
Accept resignation of Head of School							In absence of CEO					
Accept resignation of Deputy / Assistant Headteacher										2+		
Set CEO Salary			Ratify									
Set DoE, Head, Deputy, Assistant Salary			Ratify									
Determine job description/person spec for the post of EHT, DoE, Head, Deputy and Assistant			For EHT									
Select trustees to the panel to shortlist, interview and appoint												
Appointment of staff												
Accept resignations for teaching and non-teaching staff												
Determine all matters relating to appointment of staff												
Compliance with safer recruitment policies and procedures												
Select the panel to shortlist, interview and appoint	Leadership posts						Leadership posts		School specific staff			

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Personnel - continued	CEO/EHT	CFOO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DFE
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.							In absence of CEO					
Adopt Pay & Reward Policy			Ratify									
Make recommendations in relation to pay from Performance Appraisal of the CEO to the Personnel Appraisal Committee			Ratify	Chair of Trust								
Consideration recommendations in relation to pay from Performance Appraisal for EHT			Ratify	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, VELT)				Ratify CEO decision								
Make recommendations in relation to pay from Performance Appraisal for Heads of School	With PA com			with CEO			In absence of CEO			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		Central Team					In absence of HoS	Central Team	school staff	2+		
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			In absence of CEO/ HoS			2+		
Consideration of Honoraria payments to teaching and non-teaching staff							In absence of CEO/ HoS			2+		
Consider applications for Honoraria regrading from any employee				3 Non-staff trustees Only			In absence of CEO/ HoS		From school staff	2+		
Consider appeals against the initial committee's decision					3 members non-staff and other than those first hearing case							
Redundancy Issues												
Adopt Redundancy Procedure												
Determine the number and category of staff to be reduced												
Determine the criteria in making the selection												
Initial consultation with Trade Unions												
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 hearing case							
General Issues												
Agree policy for Flexible working across the Trust								create policy				
Consider applications for Flexible working from employees				Appeal			In absence of CEO					
Review delegation of powers annually												
Approve appointments in writing												
Strategic	CEO/EHT	CFOO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)	Director of Education (DoE)	Trust Business Manager (TBM)	Head of School (HoS)	Local Advisory Body (LAB)	Estates Manager	DFE
To formulate, agree and review Policies and Procedures							In absence of CEO					
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