

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

Financial Responsibilities	CEO/EHT	Chief Financial Officer (CFO)	Board of Trustees (T)	Personnel and Appraisal (T)	Committe	Finance, Audit and Risk Committee	HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	ESFA
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 £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 £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								
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 then HOS/EHT	In absence										
Authorise orders between £8,000 and £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		
Authorise orders over £50,000 & request competitive tenders from minimum of 4 companies									LAB Chair		
Arrange tenders											
Open tenders											
Take delivery of goods											
Process invoices for payment											

Financial Responsibilities	CEO/EHT	Chief	Board of	Personnel	Appeals	Finance	HR Director	Head of	Local	Premises	ESFA
Continued	OLO/EN1	Financial Officer (CFO)	Trustees (T)	and Appraisal (T)	Committe	Audit and Risk Committee	/ Trust Safeguarding Lead	School	Advisory Body (LAB)	HSE	LOFA
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 (CFO)	Board of Trustees (T)	Personnel and Appraisal (T)	Committe		HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	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											
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	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Committe		HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	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											i
Plan/Policies					-						
France III akakakan iran akima akima akima mkan iliku a		•		1	1	I	1				1
Ensure all statutory inspections of equipment completed				+					2		
Ensure all statutory inspections of equipment completed Annual Review of Safeguarding Procedure Monitor uptake of Safeguarding Update/ Training									2+		

Approval of Single Central Register		Safeguar			
(Monthly)		dina Gov			

Administration Responsibilities	CEO/EHT	CFO		Personnel and Appraisal (T)	Committe	Finance, Audit and Risk Committee	HR Director / Trust Safeguarding Lead	Head of School (HoS)	Local Advisory Body (LAB)	Premises HSE	ESFA	CAM/IT	Clerk/Gf
Record Keeping				(1)			Leuu		(LAD)				
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												CAM	
Maintain and ensure renewal of all Licenses									2+				
(including software licences)												IT	
Ensure compliance with Freedom of									2+				
Information Act												CAM	
Ensure compliance with Equal Opportunities									2+				
Act													
Ensure compliance with DDA Act		ļ											
Creation and review of register of pecuniary interests		<u> </u>											
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		Personnel and Appraisal	Committe	Finance, Audit and Risk Committee	/ Trust Safeguarding	Head of School (HoS)	Local Advisory Body	Premises HSE	ESFA		
				(T)		committee	Lead		(LAB)			4	
Appointment of Executive Headteacher, Head of School and Deputy		ļ										_	
Appointment of EHT			_	Part of									
			Recruit	selection									
			and Ratify	Panel									
Appointment of Head of School	C-1+:		Annointm	Selection					2+			-	
Appointment of Head of School	Selection		Agree to						2+				
	Panel		Recruit	Panel									
			and Ratify										
Appointment of Trust Central Staff e.g. Finance, HR	Selection		Agree to	Selection					1+			1	
Appointment of Trust central Start e.g. Finance, Fix	Panel		Recruit	Panel									
	runei												
			and Ratify										
Appointment of SLT: Deputy / Assistant Headteacher	Selection		Annointm Agree to	Selection					2+			1	
Appointment of Oct. Deputy / Assistant Headreacher	Panel		Recruit	Panel									
	runei		and Ratify	unei									
			Appointm										
Accept Resignation of EHT													
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Accept resignation of Head of School							
Accept resignation of Deputy / Assistant Headteacher						2+	
Set EHT Salary		Ratify					
Set Head, Deputy, Assistant Salary		Ratify					
Determine job description/person spec for the post of EHT, Head, Deputy and Asssistant	Where	For EHT					
Determine you description, person spec for the post of CHT, riedd, beputy and Assistant		I OF CHI					
Select trustees to the panel to shortlist, interview and appoint	Appropriat						
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/						۷+	-
Grievance/Capability Adopt Employment procedures for the Trust as a whole							
		Ch -i					
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							
Academv Issue written warning to the EHT		Chair					
Issue written warning to the Executive Staff		Crian					
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		Chair					
Suspend Head of School within each Academy		Clasia af					-
,		Chair of					-
Suspend Deputy / Assistant Headteacher within each academy			2				
Consider cases of Staff discipline referred by the Head within each Academy			members			2+	
Consider cases of discipline or capability against the Head of School within each Academy			3 members			2+	
Consider grievances against the EHT			3			2+	
Consider grievances against the Head of School			members			2+	
Consider grievances against the Head of School			members			2+	
Consider grievances against staff initially investigated by the EHT / Head of School			3 members			2+	
Consider appeals against Personnel Committee decisions				3			
				members			
				- other			
				+10.00	ĺ		

Agree terminations of contract of employees on the grounds of medical capability				3 members					2+		
Settlement agreements up to and including £30000 (not involving the Trust Leadership Team)				members					2+		ĺ
Settlement agreements up to and including £30000 (involving a member of Trust Lead. Team but									2+		1
not CEO)											1
Settlement agreements up to and including £30000 (involving CEO)											
Settlement agreements in excess of £30000 (not involving the Trust Leadership Team)										1	
, , ,											
Notification to ESFA if over £50000 Settlement agreements in excess of £30000 (involving a member of the Trust Lead. Team but not										1	
CEO) Notification to ESFA if over £50000 Settlement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £50000											
Settlement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £30000											
Personnel - continued	CEO/EHT	CFO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committe e (T)		HR Director / Trust Safeguarding Lead	School	Local Advisory Body (LAB)	Premises HSE	ESFA
Salary Issues Within Trust						(mm)					
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken from											
one bank account. Requires dual authorisation.											1
Adopt Pay & Reward Policy			Ratify								1
Make recommendations in relation to pay from Performance Appraisal of the EHT to the Personnel				Chair of							
Appraisal Committee				Trust							1
Consideration recommendations in relation to pay from Performance Appraisal for EHT				3 Non-							
				staff							
Make recommendations in relation to pay from Performance Appraisal of the Trust Leadership				trustees							
Team (TLT) to the Personnel & Appraisal Committee											1
Consideration of recommendations in relation to pay from Performance Appraisal for Trust				ratify							
Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				EHT							1
Make recommendations in relation to pay from Performance Appraisal for Heads of School	With PA			with EHT					Chair		
Consideration of recommendations in relation to pay from Performance Appraisal for Heads of				3 Non-					Origin .		
School				staff							1
35(100)				trustees							ł
Make recommendations in relation to pay from Performance Appraisal for Staff				trustees					2+		1
Consideration of recommendations in relation to pay from Performance Appraisal for Staff				3 Non-					2+		
portion of recommendations in rotation to pay from the rotation of any				staff							1
											1
Consideration of Honoraria payments to Senior Leaders				3 Non-					2+		
The second secon				staff							i '
				trustees							1
Consideration of Honoraria payments to teaching and non-teaching staff				1111111111111					2+		<u> </u>
Consider applications for Honoraria regrading from any employee				3 Non-					2+		_
				staff							
				trustees							
Consider appeals against the initial committee's decision					3						l
					members						i
					non-staff						l
					and						i '
			I				İ		1		1

Redundancy Issues											
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											
Consider applications for and agree criteria for voluntary redundancy				3 Non- staff							ı
Consider representations from staff selected for redundancy				3 Non- staff							
Consider appeals against the initial committees decision					3 members non-staff and						
General Issues											
Agree policy for Flexible working across the Trust											
Consider applications for Flexible working from employees				3 Non- staff							
Review delegation of powers annually				111131223							
Approve appointments in writing											
Strategic	CEO/EHT	CFO	Board of Trustees (T)		Committe			School	Local Advisory Body (LAB)	Premises HSE	
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