

The Family of Learning
MULTI-ACADEMY TRUST
BEECH HILL SCHOOL
Scheme of Delegation (Appendix 3)



FINANCE

RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	Full MAT Board
<ul style="list-style-type: none"> Budget Forecast 	<p>The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the LGB and with the support of the MAT Finance Director as necessary during July in accordance with a pre-arranged timetable.</p>	<p>The Headteacher will refer the Draft Budget to the LGB prior to the submission</p>	<p>The full MAT Board will approve the consolidated Budget Forecast for the MAT including the individual academy budget prior to submission to the EFA by 31 July, initially by mid –</p>
<ul style="list-style-type: none"> Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects 	<p>The Headteacher will submit the draft budget to the Trust Board.</p>		<p>The initial Budget Forecast for a newly converting academy will be based on the Pre-Academy Report and must be approved by the full MAT Board before the school converts to academy status and joins the MAT - December on conversion.</p>
<ul style="list-style-type: none"> Revisions to budget during the year as appropriate 	<p>The Headteacher may draft revisions to the budget during the year as appropriate with involvement from members of the LGB keeping the MAT Finance Director informed who has to agree any revision and inform the Trustees of recommendations</p>	<p>Recommendations for approval for revision to the budget must be made by the LGB.</p>	
<ul style="list-style-type: none"> Purchase Order/Invoice Approval 	<p>Where the budget has been approved up to £10,000 in value</p>	<p>£25,000 -£49,999</p>	<p>Over £50,000</p>
<ul style="list-style-type: none"> Approval to accept a quotation from a minimum of 3 / formal tendering process 	<p>Where the budget has been approved up to a value of £10,000</p>	<p>Over £10,000 and upto £49,999</p>	<p>Over £50,000</p>

FINANCE

<ul style="list-style-type: none"> Authority to accept a quote/tender other than the lowest 	Where the budget has been approved up to a value of £9,999	£10,000 to £24,999	£25,000 and over
<ul style="list-style-type: none"> Authority to write off bad debts 	Where the budget has been approved up to a value of £249.99	£250 -£999 With approval of FD	£1000 to £45,000(above this requires the Secretary of States approval)
<ul style="list-style-type: none"> Approval for Capital Expenditure not included in the original budget 	The Headteacher with the consultation of the LGB and FD, has the authority to incur additional capital expenditure up to £10,000 in a financial year	The LGB with approval of the Finance director is able to approve additional capital expenditure of upto £50,000	Capital expenditure for projects exceeding £50,000 requires written consent of the MAT Board.
<ul style="list-style-type: none"> Approval for Virements between nominal codes and budget heads 	<p>To approve academy virements and budget adjustments under £5,000.</p> <p>The MAT Finance Director must be kept informed and agree the reasons for these virements</p>	The LGB will monitor the on-going expenditure against budget heads. To approve academy virements and budget adjustments from £5,001 to £25,000	
<ul style="list-style-type: none"> Reporting and Internal Audit Requirements 	The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the MAT Board may from time to time require. This will include reporting formally to the Finance Committee at regular intervals as specified	The Local Governing Body will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation. It will provide a finance report to the MAT Board in such form and at such intervals as the MAT Board may from time to time require.	The MAT Board will review the academy performance against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year. The MAT Board may appoint a Responsible Officer to conduct reviews of processes and procedures to provide assurance that these are efficient and effective.
<ul style="list-style-type: none"> Statutory Audit Procedures 	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require.		The statutory accounts are signed off by the members at the AGM

HUMAN RESOURCES

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Headteacher Recruitment 		<p>The Local Governing Body will constitute an Appointment Panel as a task group which will be chaired by the chair of trustees. It will provide such support and assistance to the MAT Board with the appointment process as may be required</p>	<p>The CEO will sit on the appointment panel. The MAT Board will make the final decision concerning the appointment of the Headteacher.</p>
<ul style="list-style-type: none"> Senior Leadership Team Recruitment 	<p>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team. The Headteacher will lead the recruitment and appointment process jointly with the HR Director.</p>	<p>The LGB will be represented on the appointment panel with the CEO.</p>	
<ul style="list-style-type: none"> Teacher Recruitment 	<p>The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team, a representative of the Local Governing Body in following the MAT procedures.</p>	<p>The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the teacher appointment process.</p>	
<ul style="list-style-type: none"> Support Staff Recruitment 	<p>The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of a Local Governing Body (if appropriate) following the MAT approved procedures.</p>	<p>The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.</p>	

HUMAN RESOURCES

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Appointment of External Consultants 	<p>The Headteacher is to notify the CEO of any decision to appoint an external consultant. Any such appointment will be in the name of the MAT.</p>	<p>Any decision concerning the appointment of an external consultant needs to be agreed by the LGB.</p>	
<ul style="list-style-type: none"> Headteacher Performance Appraisal and Salary Review 		<p>The CEO will carry out the Performance Appraisal and a representative from LGB will be asked to participate in the process and make recommendations to the Trust board.</p>	<p>The MAT Board will approve the decision</p>
<ul style="list-style-type: none"> Teacher Appraisal and Salary Review 	<p>The Headteacher is to ensure the budget includes any proposed salary reviews in consultation with the MAT Finance Director.</p>	<p>The LGBs will be responsible for approving the Headteacher's recommendations with support from the Finance Director.</p>	<p>The MAT Board will approve salary reviews.</p>
<ul style="list-style-type: none"> Terms of Employment 	<p>The Headteacher may make proposals with regards to the terms of employment for an individual member of staff e.g. flexible working request.</p>		<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the MAT Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the MAT Board.</p>
<ul style="list-style-type: none"> Reductions in Staffing and Revisions to Staffing Structures 	<p>The Headteacher will consult with the MAT board as soon they are aware that reductions in staffing may be necessary. The Headteacher will be responsible for proposing a revised staffing structure for the academy, with the support of the Finance Director for consulting the LGB. The Headteacher will be responsible for leading and managing the redundancy process with support of the HR Director.</p>	<p>The LGB will be consulted regarding any proposals for reducing staffing or revising</p>	<p>The CEO and Finance director will support the Headteacher throughout the process.</p> <p>Decisions concerning the redundancies will lie with the MAT Board.</p>

HUMAN RESOURCES

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Allegations of Gross Misconduct 	<p>The Headteacher will notify the MAT Board as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct. The Headteacher/HR Director will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction members of the Local Governing Body may be asked to sit on the panels for the Disciplinary or Appeal hearings which will be conducted in accordance with the Disciplinary Procedure should this be considered to be appropriate.</p> <p>If an allegation of gross misconduct has been made against the Headteacher then the Local Governing Body will be responsible for informing the MAT Board.</p>	<p>The CEO/HR Director will be responsible for arranging the panels consisting of members of the LGB and MAT Board.</p> <p>Decisions concerning the dismissal of any employees lie with the MAT Board.</p> <p>Directors will be asked to sit on panels for Disciplinary and Appeal Hearings</p>
<ul style="list-style-type: none"> Disciplinary Allegations that fall short of Gross Misconduct 	<p>The Headteacher is to notify the MAT Board as soon as possible after becoming aware of an allegation. The Headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p>	<p>Members of the Local Governing Body will form panels for Disciplinary and Appeal Hearings as may be required and will have the authority to impose sanctions up to, but not including, dismissal. Where an allegation of a less serious nature has been made against the Headteacher then the Local Governing Body will be responsible for informing the MAT Board.</p>	<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Headteacher will lie with the MAT Board. Directors will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers.</p>

HUMAN RESOURCES

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> • Capability Proceedings 	<p>Where a capability issue is identified the Headteacher is responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The Headteacher is responsible for keeping the MAT Board and Local Governing Body informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to a panel of the MAT Board</p>	<p>The LGB will be kept informed by the Headteacher.</p> <p>Where the Headteacher is subject to a capability procedure the CEO and Local Governing Body together are responsible for leading and managing the process set out in the relevant policies.</p>	<p>The CEO is responsible for keeping the MAT Board informed.</p> <p>Decisions concerning the dismissal of any employees lie with the MAT Board.</p> <p>Directors will be asked to sit on panels for final stage Capability and Appeal Hearings</p>
<ul style="list-style-type: none"> • Probationary Period Procedure 	<p>The Headteacher is responsible for following the probationary period procedure with every member of staff and confirming them in post.</p> <p>If an employee does not satisfactorily complete their probationary period, the Headteacher will be responsible for informing the HR Director.</p>	<p>The Headteacher will keep the Chair of the Local Governing Body informed regarding members of staff that are unlikely to satisfactorily complete their probationary period.</p>	<p>Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Headteacher.</p> <p>Appeals against termination will be heard by a panel of the MAT Board.</p> <p>Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of MAT Directors</p>

ORGANISATION

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Academy Improvement Plan (including curriculum and standards) 	<p>The Headteacher is to draw up a draft Academy Improvement Plan in conjunction with the MAT School Improvement Advisor and LGB prior to submitting it to the MAT Board.</p> <p>The draft Academy Improvement Plan should be costed with the support of the MAT Finance Director and the expenditure built into the Budget Forecast.</p> <p>The Headteacher is to co-operate with the MAT in the ongoing monitoring of the Academy Improvement Plan.</p>	<p>The LGB will approve the School Improvement Plan subject to any modifications it wishes to make.</p>	<p>The CEO will suggest amendments (if required)</p>
<ul style="list-style-type: none"> Term Times 	<p>The Headteacher will propose the changes</p>	<p>The LGB will make recommendations</p>	<p>The MAT Board is responsible for approving the term times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies</p>

ORGANISATION

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> • Policies requiring consistency across the MAT, e.g. Safeguarding, HR 	<p>The Headteacher will be responsible for ensuring that MAT policies and procedures are applied across the academy</p>	<p>The Local Governing Body will note the policies requiring consistency across all the academies as approved by the MAT Board and monitor their implementation.</p>	<p>Policies requiring consistency across the Trust will be drafted by the CEO or relevant MAT Officer</p> <p>The MAT Board will approve all such policies and any amendments to them.</p>
<ul style="list-style-type: none"> • Other Academy Policies 	<p>The Headteacher will have responsibility in consultation with the LGB for developing Academy specific policies and as statutorily required.</p>	<p>The Local Governing Body will approve Academy specific policies and monitor their implementation.</p>	

ASSET MANAGEMENT

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements, in accordance with the Financial Regulations Manual 	<p>The Headteacher will consult with the MAT Finance Director of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements.</p>	<p>The LGB will be kept informed.</p>	<p>The Trust Board will authorise and approve all contracts.</p>
<ul style="list-style-type: none"> Disposal of Assets Processes and procedures must be in accordance with the Financial Regulations Manual 	<p>The Headteacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the MAT Finance Director for advice. Disposal records must be kept.</p>	<p>The LGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.</p>	<p>The MAT Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</p>
<ul style="list-style-type: none"> Premises Maintenance Programme (Annual) 	<p>A Premises Maintenance Programme must be drawn up, taking into consideration the most recent Condition Survey. This will be added to the AIP (Academy Improvement Plan). The MAT Facilities Manager will work with the Finance Director on this. The Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>The Local Governing Body is responsible for monitoring the implementation of the Premises Maintenance Programme.</p>	<p>The MAT Board is required to approve the Premises Maintenance Programme making any amendments it sees fit.</p>

ASSET MANAGEMENT

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Health and Safety 	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> developing a health and safety culture throughout the academy ensuring that staff are aware of their responsibilities drawing up site specific health and safety procedures ensuring staff are aware of their responsibilities updating the LGB 	<p>The LGB shares the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> Appointing a Governor with responsibility for Health and Safety monitoring and reviewing the effectiveness of health and safety procedures Providing training opportunities. Report to the MAT board on Health and Safety risks or issues that arise 	<p>Provide strategic direction in the importance of Health and Safety</p> <p>CEO will appoint independent auditors to provide monitoring, annual checking, advice and report on compliance with the Health and Safety policy and any relevant legislation.</p>
<ul style="list-style-type: none"> Legal Claims <p>A legal quick line is available for advice as part of the central services arranged through the MAT</p>	<p>The Headteacher is to notify the Chair of Governors/CEO of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the CEO/MAT Board.</p>	<p>The Local Governing Body will act on any instructions received from the CEO/ MAT Board.</p>	<p>The MAT Board may instruct the Headteacher/CEO and/or the Local Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>

STRATEGY

RESPONSIBILITY	Headteacher	Local Governing Body	MAT Board
<ul style="list-style-type: none"> Partnering Arrangements (e.g. membership of TSAs) 	<p>The Headteacher is to notify the Chair of the Trust of any proposals to enter into, renew, amend or terminate any partnering arrangement. The Headteacher will provide further information as the MAT Board may need in order to make a decision concerning the arrangement.</p>	<p>The LGB will be kept informed.</p>	<p>The CEO is required to approve any proposals for partnering arrangements</p>
<ul style="list-style-type: none"> Expansion of existing facilities/taking on new premises. Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements 	<p>The Headteacher is to notify the CEO / MAT Board of any proposal to expand any existing facilities at the Academy. The Headteacher is responsible for drawing up a Finance case for the expansion proposal in consultation with the LGB and MAT Finance Director prior to submission to the MAT Finance Committee/MAT Board</p>	<p>The LGB will be kept informed.</p>	<p>The Finance Director/CEO will produce a report with recommendations to the MAT Board.</p> <p>The MAT Board will review any Finance Case and decide whether to approve it or not.</p>
<ul style="list-style-type: none"> Other major strategic decisions 	<p>The Headteacher is to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal</p>	<p>The LGB will take the lead generally in developing the Academy's strategy so it becomes and remains a sustainable, vibrant and high-quality provider plays an effective part in the wider MAT family and contributes to the renewal and sustainability of the community it serves.</p>	<p>The CEO/Finance Director will assess the viability of any proposal put forward by the Headteacher.</p> <p>The MAT Board will be responsible for approving any major strategic proposal.</p>