



Venn Academy Trust

Scheme of Delegation 2016/17

| Reviewed By | Approved By | Date of Approval | Version Approved | Next Review Date |
|--------------------|--------------------|-------------------------|-------------------------|-------------------------|
| Shadow Board | Shadow Board | 20.7.15 | 1.1 | June 2016 |
| Executive HT | Board | 20.10.15 | 1.2 | September 2016 |
| SBM | Board | 04.07.2016 | 1.3 | September 2016 |
| FD | Board | October 2016 | 1.4 | September 2017 |
| FD | | | 1.5 | |

Introduction

The Board of Directors of Venn Academy Trust is responsible under the Trust's Articles of Association for controlling its management and administration. It has responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable objects for the benefit of the public.

Many of the Board of Director's responsibilities can be delegated to governing bodies, committees or individuals and this document details the delegations that have been approved.

The levels of delegation are as follows:

- Board of Director (including any sub committees)
- Local Governing Bodies
- Executive Headteacher
- Headteacher

Where responsibility is delegated to the Headteacher it is expected that he/she will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the Headteacher.

There are also some specific delegations for the Executive Headteacher.

The majority of delegations in the document are in relation to the financial affairs of the Trust and this document should be used in conjunction with the Financial Regulations of the Trust, Financial Procedures of the individual academies and the Academies Financial Handbook.

Other delegations include:

- HR
- Education
- Asset Management
- Estates

This document must be read in line with the approved signatory lists.

| Area of responsibility | Board of Trustees (inc committees) | Local Governing Body | Headteacher | Executive Headteacher (Accounting Officer) | Finance Director | Senior Business Manager |
|--|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Strategy and Leadership | | | | | | |
| Set strategic objectives of the Trust and academies | ✓ | ✓ | ✓ | ✓ | | |
| Deliver strategic objectives of the Trust and academies | ✓ | ✓ | ✓ | ✓ | | |
| Scrutiny – review and challenge progress of the Trust against its strategic objectives and KPIs | ✓ | | | | | |
| Compliance – Funding Agreement – comply with all obligations including the Academies Financial Handbook. | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Compliance – Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety). | ✓ | | | ✓ | ✓ | |
| Compliance – Financial Oversight – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds. | ✓ | ✓ | | | | |
| Appointment of Directors and Governors –ensuring processes are in place for appointment of directors (including ensuring that the Directors and Governors have the skills to run the Trust and the academies). | ✓ | | | ✓ | | |
| Appointment of the Internal Audit Service and Audit Committee | ✓ | | | ✓ | ✓ | |
| Appointment of Clerk – Board and LGBs | ✓ | | | | | |
| Prepare terms of reference for LGBs and Committees | ✓ | | ✓ | ✓ | ✓ | |

Venn Academy Trust Scheme of Delegation v1.5

Update from approved Policy 1.4

| Area of responsibility | Board of Trustees (inc committees) | Local Governing Body | Headteacher | Executive Headteacher (Accounting Officer) | Finance Director | Senior Business Manager |
|---|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Training programme for Directors and Governors | | | ✓ | ✓ | ✓ | |
| Financial Management / reporting requirements | | | | | | |
| Ensure Trust's continuing compliance with all EFA/DfE financial management requirements | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Approval of the trust's Financial Regulations and all financial policies | ✓ | | | | | |
| To consider all relevant financial updates issued from the DfE/EFA and advise the BoD of any issues affecting the Trust financial administration. Ensure all of this relevant information is brought to the attention of necessary staff. | | | ✓ | ✓ | | |
| Approve the Financial Management System and ensure it is suitable for the needs of the Trust | ✓ | | ✓ | ✓ | ✓ | |
| Review the Financial Management Software for suitability as the Trust changes over time and ensure it remains suitable. Make recommendations to BoD if considered no longer fit for purpose. | | | ✓ | ✓ | ✓ | |
| Maintenance of a Register of Business Interests for all Directors and | ✓ | ✓ | ✓ | ✓ | ✓ | |

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|---|---|---------------------------------------|---------------------------------------|---|--|--|
| Governors and senior staff involved in decision making of the awarding of contracts etc . Put in place a procedure to deal with any conflicts of interest. | | | | | | |
| Update income and expenditure lines on the latest working budget for necessary/planned/proposed changes to expected spend/income, prior to LGB/Trust Approval of the Budget. Reported to Headteacher's/CEO. | | ✓ | ✓ | ✓ | ✓ up to £10,000 without authorisation, above £10,000 subject to approval | ✓ up to £10,000 without authorisation, above £10,000 subject to approval |
| Delegated authority for the Executive Headteacher to make decisions on behalf of the trust and to sign off on payments up to £25k in line with procurement policy | ✓ | | | ✓ | | |
| Month End accounts | | | | | | |
| Receive and review Trust consolidated monthly management accounts compiling of Income and Expenditure account, Balance sheet, cash flow and variance analysis | ✓ | | | ✓ | ✓ | |
| Establish satisfactory reasons for variances | | ✓ | | | | |
| Preparation of monthly end consolidated management accounts and review of individual academy figures | | ✓ (review of own schools figures) | ✓ (review of own schools figures) | ✓ | | |
| Year End accounts | | | | | | |

| Area of responsibility | Board of Trustees (inc committees) | Local Governing Body | Headteacher | Executive Headteacher (Accounting Officer) | Finance Director | Senior Business Manager |
|--|---|---------------------------------------|---------------------------------------|---|-------------------------|--------------------------------|
| Approval of year end consolidated statutory accounts | ✓ | | | | | |
| Review of year-end figures from individual academies for inclusion in year-end consolidated year end accounts | | ✓ | ✓ | ✓ | ✓ | |
| Prepare the annual report including commentary and ensure its adherence to the EFA Academies Accounts Direction | | | | ✓ | ✓ | |
| Preparation of year end consolidated statutory accounts (with Trust Business Manager) | | | ✓ | ✓ | ✓ | |
| Audit process | | | | | | |
| Prepare for annual audit and pension audit and ensure all working papers and supporting documentation is readily available (with Trust Business Manager) | | | | ✓ | ✓ | |
| Receive External Audit Management Letter and findings report | ✓ | | | | | |
| Recommend the appointment of External and Internal Auditors | | | ✓ | ✓ | ✓ | |
| Appoint External and Internal Auditors | ✓ (inc Members at AGM) | | | | | |
| Receive Internal Audit Service reports and report action points and academy response to Accounting Officer / BoT | ✓ | ✓ (for own academy and trust wide) | ✓ (for own academy and trust wide) | ✓ | ✓ | |
| Ensure all points raised from Annual Audit Management Report are actioned | ✓ | | | | ✓ | |

| Area of responsibility | Board of Trustees (inc committees) | Local Governing Body | Headteacher | Executive Headteacher (Accounting Officer) | Finance Director | Senior Business Manager |
|---|---|--|---|---|---|---|
| Financial Planning | | | | | | |
| Review the individual academy's annual budget | | ✓ | ✓ | ✓ | ✓ | |
| Prepare and review of the Trust Consolidated annual budget | | | ✓ | ✓ | ✓ | |
| Approve the Trust Consolidated annual budget | ✓ | | | | | |
| Propose the School Support Charge from Trust to the individual academies | | | | ✓ | ✓ | |
| Approve the School Support Charge from Trust to the individual academies | ✓ | | | | | |
| Monitor and control expenditure against budget during the financial year | ✓ | ✓ (for own academy) | ✓ | ✓ | ✓ | ✓ |
| Review budget monitoring reports and projected out turn position from each individual academy | | ✓ (for own academy) | ✓ | ✓ | ✓ | ✓ |
| Control and monitoring of delegated budgets at individual academy level | | | ✓ | ✓ | | |
| Approval of Special Payments, per EFA 3.7, including staff severance and compensation payments, | ✓ | | | ✓ | | |
| Approval of Orders and expenditure | | | | | | |
| Limits of approval | >£50k | £10k - £25k in conjunction with F&GP. £25k - £50k for LGB | Up to £10k (in an emergency, up to £25K with COG approval – to then be ratified at LGB) | Up to £10k (in an emergency, up to £25K with COG approval – to then be ratified at LGB) | Up to £5,000 to sign off with other signatories at the Headteacher's discretion | Up to £5,000 to sign off with other signatories at the Headteacher's discretion |

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|---|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Authorisation for advertising of tender above the OJEU limit and awarding of such tenders | ✓ | | | | | |
| Provision of goods and services | | | | | | |
| Approve procurement policy | ✓ | | | | | |
| Monitor purchasing regulations to ensure compliance by academies | | ✓ | ✓ | ✓ | | |
| Review contracts on an ongoing basis (and as part of ensuring the Trust/academies continues to achieve “best value”) | | ✓ | ✓ | ✓ | ✓ | |
| Ensure that a minimum of 3 written quotes are obtained for all purchases and contracts valued between £2,500 and £25,000 | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approval of novel or contentious transactions – which must always be referred to the EFA for prior authorisation. | ✓ | | | ✓ | | |
| Ensure all academy contracts and SLA’s are reviewed at least annually and recommendations for Best Value with each contract are made to the BoD | | | | ✓ | ✓ | |
| Receipts of Gifts and Hospitality | | | | | | |
| Approval of Gifts and Hospitality policy for the Trust | ✓ | | | | | |

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|--|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Maintain a Register of gifts and hospitality received by members of the academy and report to LGB any concerns | | | ✓ (academy) | ✓ | ✓ | |
| VAT | | | | | | |
| To monitor the regulations on VAT ensuring compliance by the Trust | | | | ✓ | ✓ | |
| To complete and submit the reimbursement claim for VAT on a monthly basis | | | | ✓ | | ✓ |
| To collate and submit to the Trust Executive Headteacher the completed returns for the individual academy | | | ✓ | ✓ | | ✓ |
| To distribute the reimbursements back to the academies from the Trusts main bank account | | | ✓ | ✓ | ✓ | ✓ |
| Insurance | | | | | | |
| Ensure the arrangements for insurance cover are adequate | Check | | ✓ | ✓ | ✓ | |
| Undertake an assessment for risk management for insurance purposes for the Trust | Check | ✓ | ✓ | ✓ | ✓ | |
| Income | | | | | | |
| Set the School Support charge for the academic year for central services | ✓ | | | | | |
| Review and approve a Charging and Remissions policy for the Trust | ✓ | | | | ✓ | |
| Set suitable controls of recording and collection of monies due and for the | | | ✓ | ✓ | ✓ | |

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|--|---|-----------------------------|------------------------------|---|-------------------------|--------------------------------|
| movement of banking monies for all accounts under the control of the Trust | | | | | | |
| Write off of Bad debts in line with the regulations set by the Academies Financial Handbook | Over £500 | Up to £500 in own academy | | | | |
| Ensuring all grants due to the academy are collected promptly | | | ✓ | ✓ | ✓ | ✓ |
| Be the signatory to all grant claims | | | ✓ | ✓ | ✓ | |
| Ensuring all money due to the Trust centre is collected promptly | | | ✓ | ✓ | ✓ | |
| Ensuring all other income due to the academy is collected promptly and banked | | | ✓ | ✓ | ✓ | ✓ |
| Bank Accounts | | | | | | |
| Opening of bank accounts for all parts of the Trust with 2 signatories for all accounts | ✓ | | ✓ (recommendation to BoT) | ✓ (recommendation to BoT) | | |
| Authorised to be a bank signatory on the accounts (2 to sign, no two people from finance to sign together) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve bank reconciliations on monthly basis | | | ✓ | ✓ | | |
| Approve BACS payments and other bank transfers (plus FD and SBM) | | | ✓ | ✓ | ✓ | ✓ |
| Petty Cash | | | | | | |
| Agree amount of Petty cash to be held at each site, if approved by BoD | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Maintenance of accounting records, security and regular reconciliation of petty cash | | ✓ | ✓ | ✓ | ✓ | ✓ |

| Area of responsibility | Board of Trustees (inc committees) | Local Governing Body | Headteacher | Executive Headteacher (Accounting Officer) | Finance Director | Senior Business Manager |
|---|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Assets | | | | | | |
| Approval of capitalisation limits and depreciation policy for the Trust | ✓ | | | | | |
| All assets must be purchased following the delegated limits set out above | ✓ | ✓ | ✓ | | | |
| Ensure all assets purchased are recorded on a Fixed Asset Register, marked as Trust property and existence confirmed on an annual basis. | | | ✓ | ✓ | ✓ | |
| Ensure all instances of loss/theft are notified to the Trust Executive Headteacher to ensure compliance with the Academies Financial Handbook reporting requirements. | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Ensure disposals of assets are in line with the Fixed Asset Management Policy | | ✓ | ✓ | ✓ | ✓ | |
| Disposal of land and buildings | ✓ (only with EFA approval) | | | | | |
| Maintain a Corporate Risk Register, reporting all high risks regularly to BoD and action taken | | | ✓ | ✓ | ✓ | |
| Produce and maintain individual academy risk registers and report to LGB at each meeting | | | ✓ | ✓ | ✓ | |
| Estates | | | | | | |
| Responsible for the maintenance and upkeep of the academy properties | | ✓ | ✓ | ✓ | ✓ | |
| Ensure building and grounds remain Health & Safety compliant, reporting any issues to the Exec Head | | ✓ | ✓ | ✓ | ✓ | |

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| Ensure any third party usage on site has appropriate insurance and first aid cover | | ✓ | ✓ | ✓ | ✓ | |
| Security of academy site | | ✓ | ✓ | ✓ | | |
| HR | | | | | | |
| Development of staff, pay and recruitment policies. | | | ✓ | ✓ | | |
| Approval of all staff, pay and recruitment policies across the Trust and agree general terms and conditions for all staff (via a report to BoT) | ✓ | | | | | |
| Agree changes to template contracts of employment | ✓ (with HT recommendations) | | | | | |
| Appointment of Executive Headteacher | ✓ | | | | | |
| Appointment of Headteachers or equivalent to individual academies | ✓ | | | | | |
| Appointment of Vice Principals or equivalent to individual academies | | ✓ | ✓ | | | |
| Recommend appointment of Trust Centre Staff | | | ✓ | ✓ | | |
| Approval of appointment of Trust centre staff | ✓ | | | | | |
| Approval of staff structure of academy | | ✓ | ✓ | ✓ | | |
| Appointment of staff into new roles within the academy (outside of agreed structure) | ✓ | | | | | |
| Appointment of staff into a vacancy of an existing post (where delegation has previously been given to the Headteacher) | | | ✓ | ✓ | | |

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| Setting of Venn salary scales for all staff 1. overall salary scales 2. operational (linked to performance and appraisal) | 1.✓ | 2.✓ | 2.✓ | 2.✓ | | |
| Approval of pay rises and promotions within an individual academy for teaching/non-teaching staff (based on Headteacher recommendation, agreed by LGB and reported to Board) | | ✓ | ✓ | ✓ | | |
| Awarding pay rise of staff on Trust leadership contracts (agreed by LGB and reported to Board) | | ✓ | ✓ | ✓ | | |
| Dismissal of member of staff – no award of severance or compromise agreement | ✓ | ✓ | ✓ | ✓ | | |
| Dismissal of member of staff on grounds of capability | Report to | ✓ | ✓ | ✓ | | |
| Dismissal of member of staff - award of any severance or compromise payment as a result of a proposed dismissal | ✓ | | ✓ | ✓ | | |
| Review of Trust staffing levels/structure annually | | | ✓ | ✓ | | |
| Conduct appraisals of Headteachers | | ✓ | | ✓ | | |
| Conduct appraisal of Executive Headteacher | ✓ | ✓ (own academy) | | | | |
| Conduct appraisals of Vice Principals or equivalent | | | ✓ | ✓ | | |
| Conduct appraisals of all other staff | | | ✓ | ✓ | ✓ | |

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| Authorisation of expenses for Headteachers or equivalent | | ✓ Chair | | ✓ | | |
| Consultation with Trade Unions re; policy change | | | ✓ | ✓ | ✓ | |
| Authorisation of expenses for all other staff than Headteachers or equivalent | | | ✓ | ✓ for centre staff | | |
| Appointment of a payroll provider for the Trust | ✓ | | ✓ | ✓ | | |
| Authorisation of monthly pay schedules for individual schools (with School Business Manager) | | | ✓ | ✓ | | |
| Authorisation of holiday for Headteachers or equivalent | | ✓ | ✓ | ✓ | | |
| Authorisation of holiday for Vice Principals or equivalent | | ✓ | ✓ | ✓ | | |
| Authorisation of leave of absence (excl P/VP's) | | | ✓ | ✓ | | |
| Approve changes to standing data held by the payroll provider | | | ✓ | ✓ | | |
| Establish Trust wide HR policies in accordance with all appropriate regulations | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Education | | | | | | |
| Ensure the Trust's academies achieve at least good outcomes and progress for all children and young people | ✓ | ✓ | ✓ | ✓ | | |
| Ensure the Trust and academies have all relevant statutory education policies in place | ✓ | ✓ | ✓ | ✓ | | |

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|---|---|-----------------------------|--------------------|---|-------------------------|--------------------------------|
| Ensure the academy has an appropriate and effective curriculum | Report to | ✓ | ✓ | ✓ | | |
| Ensure the academy has good or better teaching | Report to | | ✓ | ✓ | | |
| Ensure the academy has appropriate and effective staffing | | ✓ | ✓ | ✓ | | |
| Make sure all children and young people are safeguarded across the Trust and academy | ✓ | ✓ | ✓ | ✓ | | |
| Provide as required accurate reports on performance and progress in all Trust academies | | | ✓ (in partnership) | ✓ | | |
| Provide as required accurate reports on individual academy performance and progress. | | | ✓ | ✓ | | |
| Provide an appropriate and effective self -evaluation of the Trust's academies to the BoD | | | ✓ (in partnership) | ✓ | | |
| Provide an appropriate and effective development/school improvement plan for the Trust's academies to the BoD | | ✓ Report to | ✓ | ✓ | | |
| Approve the Trust development and improvement plan annually | ✓ | | | | | |
| Provide an appropriate and effective self -evaluation of the academy to the LGB and Executive Headteacher | | | ✓ | ✓ | | |
| Provide an appropriate and effective development/school improvement plan for the academy to the LGB and Executive Headteacher | | | ✓ | ✓ | | |
| Approval of academy school improvement plan | | ✓ | ✓ | ✓ | | |

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| Effectively manage the School Improvement team staff to bring about improvements in the Trust's academies | | | ✓ | ✓ | | |
| Effectively manage resources and capacity from across the Trust to bring about sustained improvement in academies | | | ✓ | ✓ | | |
| Ensure all Directors and Governors are appropriately trained in education and school improvement matters. | ✓ | | ✓ | ✓ | | |
| Ensure the academy is appropriately prepared for Ofsted inspection | | | ✓ | ✓ | | |
| Pupil Premium – review and challenge the value for money/return on investment of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap. | | ✓ | ✓ | ✓ | | |
| Set and agree admissions policy | ✓ | ✓ | ✓ | ✓ | | |
| Admission discussions and recommendations for change to policy | | ✓ | ✓ | ✓ | | |
| Student issues (including attendance, exclusions, punctuality and disciplinary matters for each academy) | | ✓ | ✓ | ✓ | | |
| Setting the opening and closing times for the academies, length of school day and term dates | | ✓ | ✓ | ✓ | | |
| Ensure school lunches are of appropriate nutritional standards | | ✓ | ✓ | ✓ | | |
| Provide free school meals to those meeting the criteria | | ✓ | ✓ | ✓ | | |

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Update from approved Policy 1.4

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| Media, Marketing and PR | | | | | | |
| Overseas public relations activities to project the activities of the Trust and the academies to the wider community. | ✓ | ✓ | | ✓ | | |
| Academy prospectus | | ✓ | ✓ | ✓ | | |
| Trust prospectus and website – ensuring it is compliant with EFA requirements | ✓ (report to) | | ✓ | ✓ | ✓ | |

Adopted by Venn Academy Trust Board on 17th October 2016

Chair of Venn Academy Trust Board

Venn Academy Trust Board Director

Next Review Date **September 2017**