



Schemes of Delegation

Limits of Authority:

THE GOVERNING BODY

- a) Approve Financial Procedures.
- b) Approve Standing Orders.
- c) Provide dated and signed Minutes for all meetings detailing decisions.
- d) Receive Minutes from all Committees.
- e) Define the terms of reference for the Finance Committee and the extent of its delegated authority.
- f) Define the terms of reference and issue clear guidelines to other senior leadership and financial staff on their respective responsibilities for financial affairs.
- g) Review training needs for staff with financial responsibilities and continue to assess their financial expertise to ascertain their ability to carry out financial duties.
- h) The power to dismiss an employee in this School has been delegated to a panel of the Governing Body *or* the Headteacher where the Governing Body authorise the Headteacher to make a decision regarding dismissal.

LIMIT OF AUTHORITY FOR THE GOVERNING BODY = The delegated budget.

THE FINANCE, PREMISES, PAY & PERSONNEL COMMITTEE

- a) The recommendation of the annual budget to the Governing Body, including the delegation of budget responsibilities to budget managers
- b) Regular monitoring of actual income and expenditure against each budget and revised forecast for the year
- c) Ensuring that the annual financial statements are produced in accordance with financial guidelines.
- d) The awarding of contracts by tender to a specified limit.
- e) Reviewing reports by the Internal Auditors as to the effectiveness of the financial procedures and controls.
- f) The quorum for the Finance Committee is confirmed as: The Chair or nominated Deputy, the Head or nominated Deputy, and two other members.
- g) Any dispute must be settled by a single majority vote. In the event of a tie, the Chair will have a second casting vote. The subsequent differing positions are to be taken to the full Governing Body.
- h) The Committee will publish agenda, keep Minutes, record attendance and note any withdrawals from the meeting.

THE FINANCE COMMITTEE must ratify all Expenditures and Virements up to the value of £ 45,000.



THE HEADTEACHER (Mrs L Ayling)

- a) The management of the Academy's financial position at a strategic and operational level.
- b) The management of effective systems of internal control
- c) The management of other financial issues.
- d) Signing, together with the Chair of the Governing Body, its Annual Accounts and other financial reports, ensuring that they are well presented and adequately supported by the underlying records of the Academy.
- e) The Headteacher has overall executive responsibility for the Academy's activities and is therefore considered to be the person with overall responsibility to the Governing Body for the financial management of the Academy.
- f) The Headteacher must provide the Governing Body with financial advice, ensure that proper financial controls and systems are in place, and that accounts are prepared and maintained as required.
- g) Member of SLT will deputise in the absence of the Headteacher.

LIMIT OF AUTHORITY FOR THE HEADTEACHER = UP TO THE VALUE OF £ 25,000 FOR EXPENDITURE AND VIREMENTS.

BUSINESS MANAGER (Mrs R. Davies)

- a) Take on the role of Financial Administrator within the school and support the Headteacher in ensuring that the financial procedures, standing orders, procurement policies, internal controls and income procedures are adhered to.
- b) Be responsible for the security of school property, for avoiding loss or damage to property.
- c) Ensure efficiency and effectiveness in the use of resources.

LIMIT OF AUTHORITY FOR THE BUSINESS MANAGER = UP TO THE VALUE OF £ 25,000

MANAGEMENT ACCOUNTANT (Mrs Katherine McKay)

- a) Process all financial transactions related to the Academy's delegated Budget, through the Academy's Finance system and follow agreed procedures to ensure that a clear, accurate and comprehensive audit trail can be established.
- b) Process all financial transactions in accordance with management instructions, to ensure that comprehensive and clear monitoring systems on expenditure and income can be accessed through the finance system.
- c) Process Petty Cash transactions in accordance with agreed procedures and issue authorised receipts for all items of expenditure.
- d) Carry out the recording and banking for all sources of income in accordance with agreed procedures.

**LIMIT OF AUTHORITY FOR THE MANAGEMENT ACCOUNTANT = UP TO THE VALUE OF £5,000
and all utility bills**

HR MANAGER (Mrs J Gaughan)

- a) Ensure confidentiality and security of all personnel records within the school.
- b) To assist the Governing Body and Headteacher to discharge their responsibilities on all matters relating to personnel.
- c) To oversee preparation and implementation of contracts.
- d) To facilitate any necessary liaison with the Academy's HR, pension and payroll service providers.