



## The Cowplain School

### Scheme of Delegation – Finance and Human Resources

Date: Approved by Full Governing Body - 30 October 2018

Date of next review: 1 September 2019

## Scheme of Delegation - Finance and Human Resources

Column Ticked: Action to be undertaken at this level											
Key Function	No	Task	Members	FGB Finance/Audit	Headteacher	Senior Leadership Team	Finance Manager	HR Manager	Site Manager	Network Manager	
Governance	1	Approve changes to the Governance structure, Terms of Reference, Articles or Funding Agreement	✓								
	2	Appoint and remove Trustees	✓								
	3	Hold Trustees and Headteacher to account	✓	✓✓							
	4	Approve changes to the Scheme of Delegation		✓✓							
	5	Appoint Chair and Vice-Chair of FGB	✓								
	6	Appoint Chairs of Committees		✓							
	7	Appoint Company Secretary and Clerk	✓								
	8	Maintain a Register of Business Interests					✓				
	9	Data Controller for Data Protection				✓	☐			✓	
	10	Maintain a Business Continuity Plan							✓		
Finance	11	Prepare strategic plans			✓	✓					
	12	Approve strategic plans		✓							
	13	Prepare annual budget			✓	☐	✓	✓			
	14	Approve annual budget		✓✓							
	15	Budget monitoring		✓✓	✓		✓				
	16	Prepare financial and procurement policies				✓	✓				

Finance	17	Approve financial and procurement policies		✓✓						
	18	Prepare annual accounts					✓			
	19	Approve annual accounts		✓						
	20	Adopt annual accounts	✓							
	21	Approve Headteacher's expenses under £20	☐	✓			✓			
	22	Approve Headteacher's expenses over £20	☐	✓						
	23	Approve contracts under £25,000			✓					
	24	Approve contracts between £25,000 and £50,000		✓						
	25	Approve contracts over £50,000		✓						
	26	Day to day management of financial issues					✓			
	27	Maintain effective systems for internal financial control		✓✓	✓	☐	✓			
	28	Review risks to internal financial control		✓✓	✓		✓			
	29	Agree an audit programme of work to address risks		✓✓						
	30	Appoint internal auditor		✓						
Finance	31	Approve purchases up to budget limits					✓ + budget holders			
	32	Approve purchases over budget limits but under £25,000			✓					
	33	Authorise purchase orders on PSF under £25k					✓			
	34	Authorise purchase orders on PSF over £25k			✓					
	35	Authorise suppliers' BACS payments			✓	✓ Deputy Head	✓			
	36	Authorise cheques (two signatories from three)			✓	✓ Deputy Head	✓			

	37	Approve the use of Business Charge Cards and set spending limits			✓				
	38	Manage bank accounts				✓			
	39	Undertake banking of cash				✓			
	40	Approve banking records			✓	✓			
	41	Undertake monthly reconciliations				✓			
	42	Approve monthly reconciliations			✓				
	43	Write off debts between £1 - £5000		✓					
	44	Write off debts over £5000		✓					
	45	Monthly and year end finance tasks				✓			
	46	Prepare monthly Management Reports for Headteacher and/or Governors				✓			
	47	Maintain access levels for PSF				✓			
	48	Submit VAT returns				✓			
	49	Report any financial concerns or possible overspends to the Headteacher				✓			
	50	Authorise disposal of obsolete or damaged assets up to £1,000			✓				
	51	Authorise disposal of obsolete or damaged assets between £1,000 and £5,000		✓					
	52	Authorise disposal of obsolete or damaged assets between £5,000 and £20,000 (over £20,000 DFE approval required)		✓					
<b>Human Resources</b>	53	Appoint the Headteacher		✓					
	54	Participate in appointment of Deputy Head Teacher		✓					
	55	Propose changes to staffing structure			✓				
	56	Approve changes to staffing structure		✓✓					
	57	Approve staff appointments			✓				

	58	Oversee any process leading to staff reductions		✓✓	✓					
	59	Maintain personnel files						✓		
	60	Ensure Safer Recruitment procedures						✓		
	61	Maintain a Single Central Record						✓		
<b>Human Resources</b>	62	Propose staff, HR, pay, performance and disciplinary policies			✓	✓				
	63	Approve staff, HR, pay, performance and disciplinary policies		✓✓						
	64	Prepare payroll forms, including claims, starters, leavers and contract changes						✓		
	65	Approve payroll forms, including claims, starters, leavers and contract changes			✓					
	66	Review data and coding on payroll reports from external payroll provider					✓	✓		
	67	Complete monthly absence report						✓		
	68	Approve monthly absence report			✓					
	69	Undertake manual monthly payroll reconciliation					✓	☐		
	70	Approve monthly payroll control report			✓					