



The Cowplain School

Scheme of Delegation – Finance and Human Resources

Date: Approved by Full Governing Body – 3 November 2020

Date of next review: 1 September 2021

The Cowplain School

Scheme of Delegation - Finance and Human Resources 2020/21

Column Ticked: Action to be undertaken at this level											
Key Function	No	Task	Members	FGB/ Finance Committee	Audit Committee	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				✓	✓				
	17	Approve financial and procurement policies		✓✓							
	18	Prepare annual accounts						✓			
	19	Approve annual accounts		✓							
	20	Approve 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)		✓							

Human Resources	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						✓		
Human Resources	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			✓					