

Date: Approved by the Full Governing Body 28 September 2021  
Date of next review: 01 September 2022

The Cowplain School

Scheme of Delegation - Governance, Finance and Human Resources 2021/22

Column Ticked: Action to be undertaken at this level

Key Function	No	Task	Members	FGB Committee	Finance Committee	Audit Committee	Headteacher	Senior Leadership Team	Governance Professional (Clerk to Board)	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 and remove Chair and Vice-Chair of FGB		✓									
	6	Appoint Chairs of Committees		✓									
	7	Appoint and remove Company Secretary and Clerk		✓									
	8	Appoint and dismiss AO		✓									
	9	Appoint and dismiss CFO		✓									
	10	Role and description for members	✓										
	11	Governance skills audit and annual self-review of FGB		✓									
	12	Governance succession plan		✓									
	13	Role descriptions for governors, chair, specific roles, committee members		✓									
	14	Chair's performance - carry out 360 review periodically		✓									
	15	Appoint Trust's external auditors	✓										
	16	Receive and respond to external audit report	✓										
	17	Maintain a Register of Business Interests		✓					✓	✓			
	18	Data Controller for Data Protection		✓									✓
	19	Maintain a Business Continuity Plan		✓				✓					
Finance	20	Prepare strategic plans		✓			✓	✓					
	21	Approve strategic plans		✓									
	22	Prepare annual budget		✓			✓			✓	✓		
	23	Approve annual budget		✓									
	24	Budget monitoring		✓	✓		✓			✓			
	25	Prepare financial and procurement policies		✓			✓	✓					
	26	Approve financial and procurement policies		✓	✓								
	27	Prepare annual accounts		✓						✓			
	28	Approve annual accounts		✓									
	29	Approve Headteacher's expenses (under £20 can be advanced by FM and later approval required by FGB)		✓						✓			
	30	Approve Headteacher's expenses over £20		✓									
	31	Approve contracts under £25,000						✓					
	32	Approve contracts between £25,000 and £50,000			✓								
	33	Approve contracts over £50,000		✓									
	34	Day to day management of financial issues						✓			✓		
	35	Maintain effective systems for internal financial control		✓	✓			✓			✓		
	36	Review risks to internal financial control AFH 2.38		✓				✓			✓		
	37	Agree an audit programme of work to address risks					✓						
	38	Appoint and remove internal auditor					✓						
	39	Approve purchases up to budget limits								✓ + budget holders			
	40	Approve purchases over budget limits but under £25,000						✓					
	41	Authorise purchase orders on PSF under £25k								✓			
	42	Authorise purchase orders on PSF over £25k						✓					
	43	Authorise suppliers' BACS payments						✓	✓ Deputy Head		✓		
	44	Authorise cheques (two signatories from three)						✓	✓ Deputy Head		✓		
	45	Approve the use of Business Charge Cards and set spending limits						✓					
	46	Manage bank accounts								✓			

Key Function	No	Task	Members	FGB Committee	Finance Committee	Audit Committee	Headteacher	Senior Leadership Team	Governance Professional (Clerk to Board)	Finance Manager	HR Manager	Site Manager	Network Manager
	47	Undertake banking of cash								✓			
	48	Approve banking records					✓			✓			
	49	Undertake monthly reconciliations								✓			
	50	Approve monthly reconciliations					✓						
	51	Write off debts between £1 - £5000		✓	✓								
	52	Write off debts over £5000		✓									
	53	Monthly and year end finance tasks								✓			
	54	Prepare monthly Management Reports for Headteacher and Governors								✓			
	55	Management Reports to be shared with Chair monthly and other trustees six times a year								✓			
	56	Maintain access levels for PSF								✓			
	57	Submit VAT returns								✓			
	58	Report any financial concerns or possible overspends to the Headteacher								✓	✓	✓	✓
	59	Insurance AFH 2.40		✓									
	60	Charges & Remissions Policy and Lettings Charges		✓									
	61	Authorise disposal of obsolete or damaged assets up to £1,000						✓					
	62	Authorise disposal of obsolete or damaged assets NBV between £1,000 - £5,000						✓					
63	Authorise disposal of obsolete or damaged assets value between £5,000 and £20,000 (over £20,000 DFE approval required)		✓										
Human Resources	64	Appoint and remove the Headteacher		✓									
	65	Performance management of Headteacher		✓									
	66	Headteacher pay award		✓									
	67	Participate in appointment of Deputy Head Teacher		✓			✓						
	68	Propose changes to staffing structure					✓						
	69	Approve changes to staffing structure and staff appointments					✓						
	70	Oversee any process leading to staff reductions		✓	✓		✓						
	71	Maintain personnel files									✓		
	72	Ensure Safer Recruitment procedures									✓		
	73	Maintain a Single Central Record									✓		
	74	Propose staff, HR, pay, performance and disciplinary policies					✓	✓					
	75	Approve staff, HR, pay, performance and disciplinary policies		✓	✓								
	76	Prepare payroll forms, including claims, starters, leavers and contract changes									✓		
	77	Approve payroll forms, including claims, starters, leavers and contract changes					✓						
	78	Review data and coding on payroll reports from external payroll provider								✓	✓		
79	Complete monthly absence report									✓			
80	Approve monthly absence report					✓							
81	Undertake manual monthly payroll reconciliation								✓	✓			
82	Approve monthly payroll control report					✓							