



Parkwood Hall

CO-OPERATIVE ACADEMY

Scheme of Delegation

Parkwood Hall Co-operative Academy

This document sets out the schemes of delegation for the academy trust

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Introduction and Statement of Intent

1. The Scheme of Delegation (SoD) explains the ways in which the Governors and others, fulfil their responsibilities for leadership and management of the Academy, the respective roles and responsibilities of the Governors and the members of the Academy and the commitments to each other to ensure its success.
2. The scheme of Delegation is the key document defining which functions have been delegated and to whom. It is a systematic way of ensuring Members, Trustees, Committees, Senior Leaders and the Principal are clear about who has the responsibility for making decisions within the Academy. This SoD covers all decision making within the Academy. Those persons with financial accountabilities must read this SoD in conjunction with the most recent version of the "Academies Financial Handbook".
3. The Scheme will:
 - Promote the school's Co-operative Values including openness and honesty
 - Identify responsibility for the appointment and performance management of the Principal
 - Identify responsibility for policy and practice
 - Identify responsibility for oversight of the Academy Budget
 - Identify delegated authority
4. The SoD has been made by the Governors of Parkwood Hall Co-operative Academy Trust (the "Academy Trust") in exercise of the powers conferred on them by Articles 105 and 137 of the Academy Trust's Articles of Association (the "Articles").
5. The Governing Body is collectively responsible for the overall direction of Parkwood Hall Co-operative Academy and its strategic management. This involves determining the guiding principles within which Parkwood Hall Co-operative Academy operates and then making decisions about, for example, how to spend Parkwood Hall's budget. The Governing Body is also responsible for ensuring Parkwood Hall Co-operative Academy meets all its statutory obligations and, through the Principal and Academy Business Manager, complies with ESFA financial regulations.
6. Effective governance results in clear public accountability for the performance of Parkwood Hall. Weak governance reduces accountability, removes checks and balances and denies Parkwood Hall Co-operative Academy a potentially valuable source of guidance.
7. The financial responsibilities of the Governing Body, its committees, the Principal and other staff are defined in this SoD. This should allow the Governing Body to ensure that

adequate systems of financial control are in place, and that it receives the information it needs to carry out its role.

8. The Scheme of Delegation will be reviewed annually by the Finance & General Purposes Committee (FGP) and approved by the Full Governing Body (FGB).
9. The Scheme of Delegation will be distributed to relevant staff and will be published on the school's website.

The Academy Trust

10. The Academy Trust is responsible for Parkwood Hall Co-operative Academy and any further academies that may join in the future (the 'Academies').
11. The Academy Trust has entered into a funding with the Secretary of State for Education in relation to the funding of the Academies (together, the "Funding Agreement").
12. The Funding Agreement places a number of requirements on the Academy Trust including the requirement to comply with the Department for Education's (the "DfE") Academies Financial Handbook (the "Handbook").

Roles and Responsibilities

13. The Academy Trust has defined the roles and responsibilities of each person involved in the administration of academy finances to avoid the duplication or omission of functions and to provide a framework of accountability for governors and staff. The scheme is as follows:

Governors

- Governing bodies should set and review the terms of reference for all sub-committees
- The governing body should agree annually on the Scheme of Delegation of Financial Powers to the Principal, indicating roles and responsibilities for the leadership team and finance department
- All governors, senior staff and finance staff should, on an annual basis, complete a form stating their business interests. These forms constitute the school's Register of Business Interests
- Within their remit, decisions agreed by the governors' finance committee must be minuted
- Governing bodies must approve the school's annual budget, the Chair of Governors must sign the approved budget, a copy of which must be sent to the Education Skills Funding Agency (ESFA) before the end of July each year.

- Governing bodies must review and monitor returns to the ESFA, it is good practice that copies of the returns should be signed by the Chair of FGP to acknowledge that the governors have had sight of the returns

Governors must also

- ensure that grant from the DfE is used only for the purposes intended.
- ensure that funds from sponsors are received according to the Academy's Funding Agreement, and are used only for the purposes intended.
- approve the annual budget.
- agree the appointment of the Principal and Clerk.
- agree the appointment of the Academy Business Manager, in conjunction with the Principal.

Chief Accounting Officer is responsible for:

- ensuring regularity and propriety.
- prudent and economical administration.
- avoidance of waste and extravagance.
- efficient and effective use of available resources.
- the day to day organisation, staffing and management of the Academy.
- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body.
- authorising contracts between £1,000 and £15,000 in conjunction with the Accounting Officer, contracts above £15,000 and up to and including £49,999 are authorized by the Finance & General Purposes Committee.
- contracts above £50,000 are approved by the Governing Body.
- signing cheques up to £15,000 in conjunction with the Academy Business Manager or other authorised signatory.
- Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £15,000 should be rare. Where a cheque is for an amount over £15,000, one of the signatories should be a non- executive Board member of the Finance and General Purposes Committee.

Academy Business Manager is responsible for:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system.
- the management of the Academy financial position at a strategic and operational level within the framework for financial control determined by the governing body.
- the maintenance of effective systems of internal control.
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Academy.

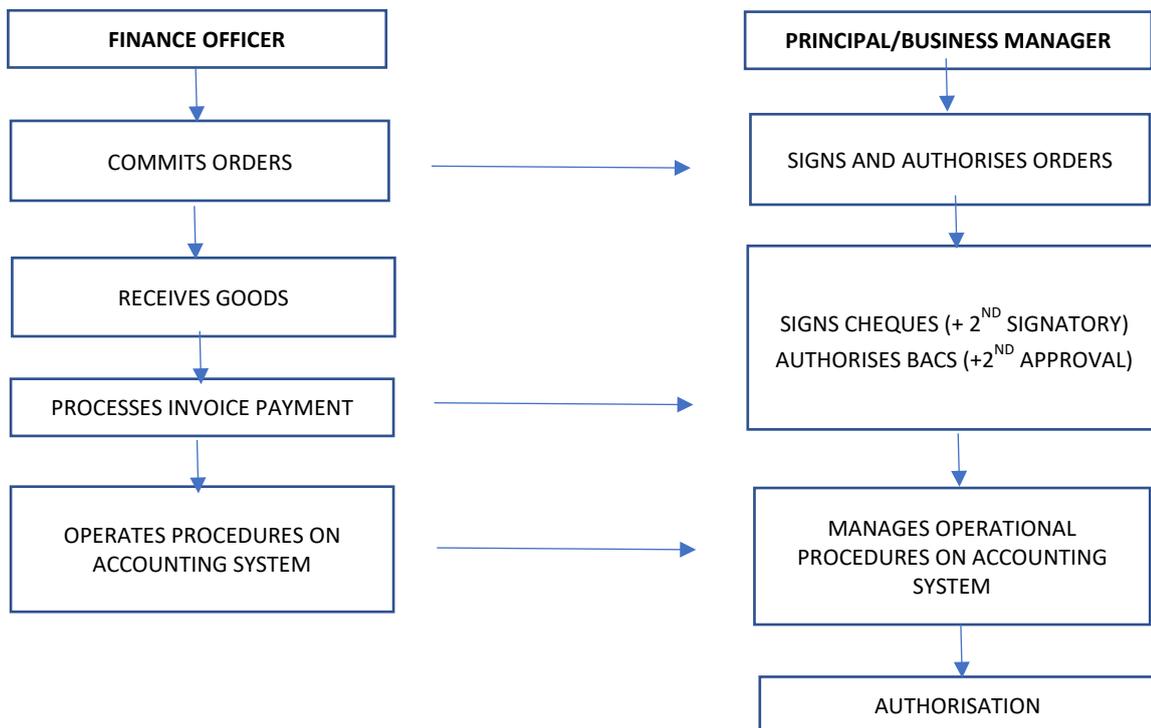
- the preparation of monthly management accounts for regular presentation to the FGP.
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Arranging for signature of, or signing, such forms as necessary.
- the day-to-day management of financial issues.
- the monitoring of Facilities Management*
- to provide day-to-day guidance and support to the Finance and HR staff.
- ensure finance and payroll systems are effectively managed.
- writing bids for funding and development.
- the maintenance of effective internal controls.
- to manage the tendering of all service contracts.
- monitoring all insurance policies.
- Other Premises management duties

Secure access manager

14. The role of secure access manager is held by the Academy Business Manager (Jo Nyland-Fink)

Segregation of duties

15. The academy trust has decided on the following segregation of duties:



Terms of reference

16. **See Appendix 1** for Governor's terms of reference. In addition, Committee Terms of reference are approved by the FGB.

Register of Interests

17. It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all academy governors and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from which the academy may purchase goods or services. The register is open to public inspection.
18. The register should include all business interests such as directorships, shareholdings or other appointments of influence within a business or organisation which may have dealings with the Academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a governor or a member of staff by that person.
19. The existence of a register of business interests does not, of course, detract from the duties of governors and staff to declare interests whenever they are relevant to matters being discussed by the governing body or a committee. Where an interest has been declared, governors and staff should not attend that part of any committee or other meeting.

Financial regulations manual

20. The Financial Regulations Manual is prepared by the Academy Business Manager and adopted by the Governors following approval by the Finance & General Purposes Committee.
21. The purpose of the Finance Manual is to ensure that the Academy Trust maintains and develops systems of financial control, which comply with the requirements both of propriety and of good financial management.

Budget approval

22. The governors of the school must approve the budget. The Academy Business Manager is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Principal, Finance & General Purposes Committee (FGP) and the governing body, prior to submission to the ESFA.

Interpretation

23. Words and expressions defined in Article 1 of the Articles shall have the same meaning in this Scheme unless the context requires otherwise.
24. No provision of this Scheme may be inconsistent with or shall repeal anything

contained in the Articles of the Academy Trust.

25. The Articles of the Academy Trust and any lawful amendment of them shall take precedence in the event of an inconsistency with this Scheme.
26. Any reference to a statute includes an amendment or re-enactment of that statute or regulations made under it.

Approved version

27. This Scheme of delegation was approved and adopted by a resolution of the Governors passed at a meeting held on 25 February 2021 and takes effect from the same date.

Date of next review

February 2022

Appendix 1 – Scheme of Delegation

Governors Terms of Reference

ADD Risk, Audit and internal controls

Subject	Members	Governors	Committees (CC, PC + FGP)	Principal
Governance		Appoint Chair of governors from within governors		Provide admin facilities for the clerk if required
		Appointment and removal of community and co-opted governors		Contribution to review and development of the governing body.
		Appointment and removal of clerk		
		Determine schedule of meetings		
		Approval of minutes		
		Approval of Scheme of Delegation		
		The establishment, terms of reference, constitution and membership of any committee reviewed annually. Approval of appointment of committee chairs	Appoint chair of committee for FGB approval	
		Annual review of skills		

Appendix 1 – Scheme of Delegation

Subject	Members	Governors	Committees (CC, PC + FGP)	Principal
		Approve arrangements for election of staff and parent governors		Arrange elections for parent and staff governors
	Are the subscribers to the trust's memorandum of association (where they are founding members)			
	May amend the articles of association subject to any restrictions in the articles, the funding agreement or charity law			
	May, in certain circumstances, appoint new members or remove existing members			
	Have powers to appoint and remove trustees in certain circumstances			
	May, by special resolution, issue direction to the trustees to take a specific action			
	Appoint the trust's auditors and receive the trust's audited annual accounts (subject to the Companies Act)			
	Have power to change the name of the company and, ultimately, wind up the academy trust.			

Appendix 1 – Scheme of Delegation

Subject	Members	Governors	Committees (CC, PC + FGP)	Principal
Strategy and planning		Approve and implement the school Vision and Strategic direction.		Deliver the Self Evaluation and School Improvement Plan
		Approval of Self Evaluation and School Improvement Plan	Monitor detailed levels of Self Evaluation and School Improvement Plan	
			Make recommendations to the Governors	
Education		Delivering the school values and ethos		Developing provision in line with the School educational vision, values and ethos
		Approval of statutory school Policies	Contribute to school policy development	Develop school policies for approval
		Determine the code and arrangements for <ul style="list-style-type: none"> • Admissions • Behaviour and exclusions • Pupil wellbeing • Independent careers guidance • Health and safety • First aid • Safeguarding • SEND • Staffing matters 	Review codes and arrangements	Manage review cycle of Policies Approve non-statutory policies

Appendix 1 – Scheme of Delegation

Subject	Members	Governors	Committees (CC, PC + FGP)	Principal
Performance Management		Approval of the school's performance management & reporting framework including key performance indicators	Detailed scrutiny of the school's: <ul style="list-style-type: none"> • performance management & reporting framework. • business performance against plans & budgets. • advice to the Board. 	Development and operation of the schools' performance management & reporting frameworks for approval by the FGB
		Principal's performance management appraisal		Implementing whole school appraisal scheme under Principal
		Monitoring of performance in implementing the strategy and managing the School, & decision-making on action required.	Detailed scrutiny of performance against the Self Evaluation, Post Inspection Action Plans &/or School Improvement Plans, & decision making re action required.	Responsible for overseeing: <ul style="list-style-type: none"> • performance management & reporting framework business performance against plans & budgets

		<p>Approval of the school's Complaints Policy & decision making on appeals in line with the policy.</p> <p>(Chair handles complaints made to the FGB in line with policy)</p>		<p>Developing the school's complaints policy for approval</p> <ul style="list-style-type: none">• Implementing the school's complaints policy at school level.
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Appendix 1 – Scheme of Delegation

Subject	Members	Governors	Committees (CC, PC + FGP)	Principal
Finance and investment	<p>Receive the accounts</p> <p>Approve the school accountants and auditors</p>	<p>Approval of annual budget and accounts</p> <p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> • Opening/closing of bank accounts & cheque signatories; • All loan agreements (including overdraft facilities, mortgages or other collateral or security); • Revenue expenditures greater than delegated authorities (see table below) <p>Agree novel or potentially contentious transactions and refer to ESFA prior to authorisation</p> <p>Agree insurance cover, or opt into Academies risk protection arrangement</p>	<p>Detailed scrutiny of & advice to the FGB</p> <ul style="list-style-type: none"> • Financial Regulations Manual • Standing Orders • and on all financial decisions reserved to the FGB. • Regular review of management accounts 	<p>Management, oversight and reporting of day to day expenditure within school budgets, in accordance with the Financial Regulations Manual/Standing Orders</p> <p>Development of the School's Financial Regulations/ Standing Orders for review/approval.</p>

		<p>Covenants on prospective restricted donations</p> <p>Appoint an Audit/Risk Committee</p>	<p>Audit/Risk Committee to</p> <ul style="list-style-type: none"> • review the external auditor's plan each year • review the annual report and accounts • review the auditor's findings and actions taken by the trust's managers in • response to those findings • produce an annual report of the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor 	
Policies		<p>Approval of the school's statutory policies requiring FGB approval (also see list of codes in Education section above)</p>	<p>Review or approval of the school's statutory policies as relevant to Committee</p>	<p>Development of the school's statutory policies</p>

Appendix 2- Scheme of Delegation

DELEGATED AUTHORITIES LISTING FOR PARKWOOD HALL CO-OPERATIVE ACADEMY AT JANUARY 2021

Applies to School Funds

Account Details		Non-Payroll	Payroll	
Budget Holder	Budget Held	Authorised to Commit up to: (Budgeted)	Routine Payments up to:	Discretionary Payments up to:
		£	£	£
Middle leaders:				
All Curriculum Leaders	Departmental Budget	£500		
Assigned Budget Holders	Assigned Budget (eg ICT, G&T)	£500		
Admin Manager	LRC/Admin/Support	£1,000		
Network Manager	ICT Budget	£1,000		
Site Manager	Premises Budget	£1,000		
Examinations Officer	Exam Fees	£1,000		
Senior Management Team:				
Deputy Principals	Curriculum Development Budget	£3,000		
Business Manager	All	£5,000		
Principal *	All	£15,000	£350,000	£1,000
Governing Body:				
Finance Committee Chair	All (excluding Salaries)	£25,000		
Finance Committee	All (excluding Salaries)	£49,999		£5,000
Pay Committee	Salary Related			£5,000
Full Governing Body	All	No Limit ***	No Limit ***	No Limit ***

(* Staff accommodation up to the limit of rental income raised or £15,000, whichever is less)

Asset Disposal/Bad Debt Write-Off/Budget Virement			
	Asset Disposal up to:	Bad Debt Write-Off up to:	Budget Virement up to
Business Manager	£1,000	£500	£2,000
Principal	£5,000 (as per FA Policy)	£1,500	£2,000
Finance Committee	£25,000	£5,000	£20,000
Governing Body	No Limit	No Limit	No Limit

(*Note to be sent to the Finance Committee of any disposal over £2,500 in value)

(*** including all unbudgeted payments or contracts)

Where there is a likelihood that spending of school funds may result in any actual or a perceived benefit to an individual, by way of facilities used or enjoyed while in the employment of the school, any such spending should be authorised by the Principal rather than under the provisions for delegated powers referred to elsewhere in this scheme of delegation. In the case of any expenditure by the Principal which may result in any actual or a perceived benefit to him/her by way of facilities used or enjoyed while in the employment of the school, any such spending should be authorised by the Chair of FGP or the Chair of Governors, who may choose to refer the matter to the FGP Committee or the FGB.