IET

**SCHEME OF DELEGATION**

**2023-24**



###### 1 Introduction

The Trustees of Isle Education Trust (IET) are accountable to various government agencies including the Department for Education (DfE), Education Funding & Skills Agency(EFSA) and the Charities Commission for the quality of the education they provide and are required to have systems in place to assure themselves of quality and good practice.

The Trustees have overall responsibility for the strategic direction of the Trust and ultimate decision-making authority for all the work of the Trust, including the establishing and running of individual academies. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management processes, the setting of standards and the implementation of quality management processes.

In order to discharge their wider responsibilities, the IET Board have appointed people who are more locally based to serve on Academy Oversight Committees (AOCs)0F[[1]](#footnote-2) which have been established to ensure the good governance of the individual Academies.

The AOC of an Academy is a committee formed by the Trustees and derives its power from the Trustees. The AOC in conjunction with the CEO and Principal1F[[2]](#footnote-3) of the Academy is responsible for the internal organisation, management and control of the Academy. The Trustees may also delegate responsibilities directly to the Principal.

This Scheme of Delegation (SoD) explains the ways in which the Trustees fulfil their responsibilities for the leadership and management of the Trust, the respective roles and responsibilities of the Trustees, the AOCs and other people with delegated responsibilities within the Trust.

###### 2 Accounting Officer (CEO)

It is worth noting that the Accounting Officer has specific documented responsibilities and accountabilities:

Accounting Officers **must** be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

* value for money – this is about achieving the best possible educational outcomes through the economic, efficient, and effective use of resources. A key objective is to achieve value for money not only for the trust but for taxpayers generally.
* regularity – dealing with all items of income and expenditure in accordance with legislation, the terms of the trust’s funding agreement and this handbook, and compliance with the trust’s internal procedures – this includes spending public money for the purposes intended by Parliament
* propriety – the requirement that expenditure and receipts should be dealt with in accordance with Parliament’s intentions and the principles of parliamentary control – this covers standards of conduct, behaviour and corporate governance

The accounting officer **must** take personal responsibility for assuring the Board that there is compliance with the Academy Trust handbook and the funding agreement. The accounting officer **must** advise the board in writing if, at any time, in his or her opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or the handbook. Similarly, the accounting officer **must** advise the board in writing if the Board appears to be failing to act where required to do so by the terms and conditions of the handbook or funding agreement.

###### 3 IET Structure

Within IET academies all academies are currently graded Good by Ofsted. Any Academy in a category would have governing powers removed and an advisory group would be put in place. The Board would appoint people to this advisory group to ensure that obligations were being

fulfilled.

###### 4 Scheme of Delegation

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|  | No: | Item | Frequency | Members | Board | AOC | CEO | CFO | Principal |
| **1 GOVERNANCE : STRUCTURE & PEOPLE** | 1.1 | Appointment of and removal/ suspension of members | As required | 🗸 |  |  |  |  |  |
| 1.2 | Appointment of and suspension of trustees | As required | In certain circumstances | 🗸 |  |  |  |  |
| 1.3 | Determine/Review the constitution of the Board | Review annually |  | 🗸 |  |  |  |  |
| 1.4 | Election and removal of chair and vice chair of trustees | Annually |  | 🗸 |  |  |  |  |
| 1.5 | Appointment of designated trustees (e.g. performance management) | Annually |  | 🗸 |  |  |  |  |
| 1.6 | To appoint and dismiss the Clerk/Company Secretary  | Annually |  | 🗸 |  |  |  |  |
| 1.7 | Determine the arrangements for full Board meetings  | Annually |  | 🗸 |  |  |  |  |
| 1.8 | Establish, maintain and publish a register of pecuniary and business interests  | Annually |  | 🗸 |  |  |  |  |
| 1.9 | Approve/ Review of a written scheme of delegation of financial powers and delegation to Academy Oversight Committees (AOCs), Other Committees, CEO/CFO, Principals and other staff.  | Annually |  | 🗸 |  |  |  |  |
| 1.10 | Approve/Review the terms of reference for IET Board, AOCs and any Committee meetings. | Annually |  | 🗸 |  |  |  |  |
| 1.11 | Approve changes to the governance structure, Terms of Reference or Funding Agreement | As required |  | 🗸 |  |  |  |  |
| 1.12 | Determine and make arrangements for the correct constitution of the Academy Oversight Committees (ensuring elected representation from Staff and Parents) and in line with Articles of Association and Funding Agreement (including approval of Chair/Vice Chair and Clerk) | Annually |  | 🗸 |  |  |  |  |
| 1.13 | Determine quoracy (currently one third of eligible voters rounded up) for all Meetings | Annually |  | 🗸 |  |  |  |  |
| 1.14 | Determine any additional attendees at meetings | As required | 🗸 | 🗸 | 🗸 |  |  |  |
| 1.15 | Revoke/Alter any delegated powers/authority  | As required |  | 🗸 |  |  |  |  |
| 1.16 | Establishment of committees/working groups | Annually  |  | 🗸 |  |  |  |  |
| 1.17 | Determine membership and proceedings/terms of reference of committees | Annually  |  | 🗸 |  |  |  |  |
| 1.18 | Appoint/remove AOC / Other Committee Chairs | Annually |  | 🗸 | 🗸 |  |  |  |
| 1.19 | Appoint or remove a clerk to AOC/ Other committee | Annually  |  | 🗸 |  |  |  |  |
| 1.20 | Elect chair and vice chair of AOC (The chair and vice chair should be approved by the IET Board) | Annually  |  |  | 🗸 |  |  |  |
| 1.21 | Appointment of and suspension of committee members (in line with election arrangements) | As required |  | 🗸 |  |  |  |  |
| 1.22 | Complete skills audit and recruit to fill gaps. | Annually |  | 🗸 | 🗸 |  |  |  |
| 1.23 | Annually self –review trust board and committee performance | Annual |  | 🗸 |  |  |  |  |
| 1.24 | Annually self-review AOC performance | Annual |  |  | 🗸 |  |  |  |
| 1.25 | Agree annual schedule of business for the Trust Board and all committees (including AOC) | Annual |  | 🗸 |  |  |  |  |

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|  | **No:** | **Item** | **Frequency** | **Members** | **Board** | **AOC** | **CEO** | **CFO** | **Principal** |
| **2 FINANCE & AUDIT** | 2.1 | Approval of the annual IET and individual academy budgets  | Annually |  | 🗸 |  |  |  |  |
| 2.2 | Determination and approval of any Central/Overheads and Growth budget (known as contribution) | Annually |  | 🗸 |  |  |  |  |
| 2.3 | Approval for all bank accounts and applications for business/credit cards | As required |  | 🗸 |  |  |  |  |
| 2.4 | Authorise signatories (at least 2) for bank accounts | As required |  | 🗸 |  |  |  |  |
| 2.5 | Approve a written description of financial systems, accounting policies and procedures in line with the current Academy Trust Handbook and the Master Funding Agreement. | Annually |  | 🗸 |  |  |  |  |
| 2.6 | Ensure annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to academies.To include annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement. | Annually |  | 🗸 |  |  |  |  |
| 2.7 | Ensuring all grants are used for the purpose intended  | Ongoing |  | 🗸 |  |  |  |  |
| 2.8 | Consider / Approve any leasing arrangements | As required |  | 🗸 |  |  |  |  |
| 2.9 | Approve and Review Investment Policy | Annually |  | 🗸 |  |  |  |  |
| 2.10 | Review performance of any Investments | As required |  | 🗸 |  |  |  |  |
| 2.11 | Approve and review Governance and Staff Expenses Policy | Annually  |  | 🗸 |  |  |  |  |
| 2.12 | Appointment/ Reappointment of independent auditors | Annually | 🗸 |  |  |  |  |  |
| 2.13 | Determine internal audit requirements | Annually |  | 🗸(Audit Committee) |  |  |  |  |
| 2.14 | To receive and review reports from the Internal Audit | 2 reports per annum |  | 🗸(Audit Committee) |  |  |  |  |
| 2.15 | Authorisation of the advertising (where appropriate) and award of contracts and tenders in line with financial regulations | As required |  | 🗸 |  |  |  |  |
| 2.16 | Contribute to the formulation of the Trust/ Academy’s Improvement / Business Plan, through the consideration of financial priorities and proposals, in consultation with the CEO/Principals, with the stated and agreed aims and objectives of the Trust | As required |  | 🗸 |  |  |  |  |
| 2.17 | Receive and make recommendations on the broad budget headings and areas of expenditure, including the level and use of any contingency fund or balances | Annually |  | 🗸 |  |  |  |  |
| 2.18 | To monitor the mechanism for the procurement, receipt and management of donations (Via Internal Audit) | Annually |  | 🗸 (Audit Committee) |  |  |  |  |
| 2.19 | To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement (Via Internal Audit) | Annually |  | 🗸 (Audit Committee) |  |  |  |  |
| 2.20 | To receive auditors’ reports and take action as appropriate in response to findings | Annually |  | 🗸 |  |  |  |  |
| 2.21 | To monitor the requirements of the gifts and hospitality register | Ongoing |  | 🗸 |  |  |  |  |
| 2.22 | To formulate/review a Charging & Lettings policy | Annually |  | 🗸 |  |  |  |  |
| 2.23 | To ensure that the appropriate financial controls are implemented where powers are delegated. (Via Internal Audit) | Annually |  | 🗸 (Audit Committee) |  |  |  |  |
| 2.24 | To consider budgetary control reports with relevant explanations and documentation where required.  | At least termly |  | 🗸 |  |  |  |  |
| 2.25 | Inform the ESFA if it suspects any irregularity affecting resources. | As required | 🗸 | 🗸 |  | 🗸 |  |  |
| 2.26 | Review and seek approval of Annual Budget to IET Board of Trustees | Annually  |  |  |  |  | 🗸 |  |
| 2.27 | To monitor and review Trust/.Academy expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, the Academies Financial Handbook and the Master Funding Agreement | Every meeting |  | 🗸 |  |  | 🗸 |  |
| 2.28 | Monitor monthly expenditure | Monthly (via reports) |  | 🗸 |  |  | 🗸 | 🗸 |
| 2.29 | Approve spending if within budget and financial limits of delegated power | As required |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| 2.30 | Review/ Agreement of **new** school trips and the cost implications  | As required |  |  |  | 🗸 |  |  |
| 2.31 | Writing off obsolete/unusable equipment from the Inventory in line with delegated powers  | As required |  | 🗸 |  | 🗸 | 🗸 | 🗸 |
| 2.32 | To make recommendations to the IET Board regarding cessation /addition of services (e.g. buses, music tuition) | As required |  |  | 🗸 |  |  |  |
| 2.33 | To make requests to the Board regarding any proposed operating leases. | As required |  |  |  |  | 🗸 |  |
| 2.34 | To adhere to all financial policies and regulations | Ongoing | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| 2.35 | To make all endeavours to operate within a balanced budget. IET Board should be informed of any significant unplanned expenditure. | Ongoing |  |  | 🗸 | 🗸 | 🗸 | 🗸 |
| 2.36 | To deploy appropriate risk management strategies and at all times adopt financial prudence in managing the budget as it relates to the Academy/Trust. | Ongoing |  | 🗸 (Audit Committee) |  |  |  |  |
| 2.37 | Authorisation of contracts/orders in line with delegated financial authority | As required |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| 2.38 | Enter into contracts, ordering goods and services up to £1000 | As required |  |  |  |  |  | 🗸 |
| 2.39 | Enter into contracts, ordering goods and services between £1001 and £10000 | As required |  |  |  | 🗸 |  |  |
| 2.40 | Enter into contracts, ordering goods and services between £10001 and £50000 | As required |  |  | 🗸 |  |  |  |
| 2.41 | Enter into contract, ordering goods and services over £50001 | As required |  | 🗸 |  |  |  |  |
| 2.42 | Agree any virements between Academies /Trust | As required |  | 🗸 |  |  |  |  |
| 2.43 | Agree Academy virements and budget adjustments of up to £10000 (where there is no impact on overall budget) | As required |  |  |  |  | 🗸 | 🗸 |
| 2.44 | Agree Academy virements over £10000 with no impact on overall budget | As required |  |  |  | 🗸 |  |  |
| 2.45 | Approve any virements where there would be an overall impact on budget | As required |  | 🗸 |  |  |  |  |
| 2.46 | Write off bad debts up to £1000 | As required |  |  |  |  | 🗸 |  |
| 2.47 | Write off bad debts £1001 to £10000 | As required |  |  |  | 🗸 |  |  |
| 2.48 | Write off of bad debt and assets up to 10k (beyond this may need ESFA approval) | As required |  | 🗸 |  |  |  |  |
| 2.49 | Approve financial procedures and procurement policies | As required |  | 🗸 |  |  |  |  |
| 2.50 | Decide whether to offer or cease additional activities/services (e.g. Crowle Bus) | As required |  | 🗸 |  |  |  |  |

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|  | **No:** | **Item** | **Frequency** | **Members** | **Board** | ***AOC*** | **CEO** | **CFO** | **Principal** |
| **3 HUMAN RESOURCES & PAY** | 3.1 | Appointment/ Suspension/ Reinstate/Dismissal of CEO/Accounting Officer | As required |  | 🗸 (now has to consult RSC) |  |  |  |  |
| 3.2 | Appointment/Suspension/Dismissal of Academy Principals (And Associate Principals) in conjunction with CEO | As required |  | 🗸 |  |  |  |  |
| 3.3 | Appointment/Suspension/Dismissal of IET CFO in conjunction with CEO | As required |  | 🗸 |  |  |  |  |
| 3.4 | Participate in Academy Principal and other senior academy appointments | As required |  | 🗸 |  |  |  |  |
| 3.5 | Determine the arrangements for the appointment/ suspension and dismissal of all other staff | Annually |  | 🗸(Appointments Panel) |  |  |  |  |
| 3.6 | To appoint and manage all staff to be employed at the Academy providing there is compliance with IET policy (including pay, standard T&C, transparent recruitment process) and that this is within delegated powers and financial authority has been granted. | As required |  | 🗸(Appointments Panel) |  |  |  |  |
| 3.7 | Appointment of IET Central Team | As required |  |  |  | 🗸 | 🗸 |  |
| 3.8 | Ensure appropriate DBS arrangements are in place across IET and Academies | Annually |  | 🗸 |  |  |  |  |
| 3.9 | Ensure access to LGPS and TPS and comply with provisions underlying the schemes | As required. |  | 🗸 |  |  |  |  |
| 3.10 | To approve any redeployment/redundancy | As required |  | 🗸 |  |  |  |  |
| 3.11 | To approve academy staffing structures. | Annual |  |  |  | 🗸 |  |  |
| 3.12 | Approve changes to academy staffing structure (within agreed budget) | As required |  |  |  |  |  | *🗸* |
| 3.13 | Approve changes to academy staffing structure (outside agreed budget) | As required |  | 🗸 |  |  |  |  |
| 3.14 | Approve changes to central team staff including recruitment | As required |  | *🗸* |  |  |  |  |
| 3.15 | To decide whether or not to use fixed term contracts | As required |  |  |  |  | 🗸 |  |
| 3.16 | To approve and review personnel /HR/pay /performance/disciplinary policies (including appraisal and pay) | As required |  | 🗸(pay committee) |  |  |  |  |
| 3.17 | To conduct the annual appraisal of the CEO with the assistance of an appointed adviser (Via Nominated Trustees) and external input | Annually |  | 🗸(CEO Perf Commmittee) |  |  |  |  |
| 3.18 | To conduct the annual appraisal of the Academy Principals (with input from SIP). | Annually |  |  |  | 🗸 |  |  |
| 3.19 | To make recommendations to the IET Board for redeployment/ redundancy | As required |  |  |  | 🗸 | 🗸 |  |
| 3.20 | To develop and implement a training strategy for teachers and support staff | Annually  |  |  |  | 🗸 |  | 🗸 |
| 3.21 | To consider and make recommendations to IET Board regarding the staffing structure | As required |  |  |  | 🗸 | 🗸 |  |
| 3.22 | To deal with general HR processes (Claims, Grievance, Discipline) in line with policy and authority levels. | As required |  | 🗸 |  | 🗸 | 🗸 |  |
| 3.23 | To implement all IET and local personnel policies | Ongoing  |  |  |  | 🗸 | 🗸 | 🗸 |
| 3.24 | To ensure the performance management process is completed for all academy staff | Annually |  |  |  | 🗸 |  | 🗸 |
| 3.25 | To ensure the performance management process is completed for all central staff | Annually |  |  |  | 🗸 | 🗸 |  |
| 3.26 | To consider any job evaluation/grading requests | As required |  | 🗸(Pay Committee) |  |  |  |  |
| 3.27 | To agree/ determine honorarium payments and temporary pay enhancements | As required |  | 🗸(Pay Committee) |  |  |  |  |
| 3.28 | To determine dismissal payments or early retirement payments | As required |  | 🗸(Pay Committee) |  |  |  |  |
| 3.29 | To approve the annual salary reviews including post threshold progression for teachers | Annually |  | 🗸(Pay Committee) |  |  |  |  |
| 3.30 | To consider the recommendations of the appraisal trustees in relation to CEO pay | Annually |  | 🗸(Pay Committee) |  |  |  |  |
| 3.31 | To consider the recommendations of the CEO in relation to Academy Principal pay |  |  | 🗸(Pay Committee) |  |  |  |  |
| 3.32 | To hear any appeals made by staff /parents including Pay/Grading, Redeployment/Redundancy, Grievance appeals, Disciplinary Issues, Fixed term contracts, any appeal by the CEO regarding the performance management process. | As required |  | 🗸(Appeals Committee) |  |  |  |  |
| 3.33 | Suspend/Reinstate/Dismiss an Academy Principal /IET CF&OO/Central staff | As required |  |  |  | 🗸 |  |  |
| 3.35 | Suspend/Reinstate/Dismiss all academy staff below (but not including) Principal | As required |  |  |  |  |  | 🗸 |

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| **4 TRUST STRATEGY** | **No:** | **Item** | **Frequency** | **Members** | **Board** | ***AOC*** | **CEO** | **CFO** | **Principal** |
| 4.1 | Participate in the Trust self-review including the review of Board/Director effectiveness | Annually |  | 🗸 |  |  |  |  |
| 4.2 | To receive Academy Improvement information from school improvement partners and Ofsted | As required |  | 🗸 |  | 🗸 |  | 🗸 |
| 4.3 | Receive and review any Ofsted reports and ensure follow up plans are in place | As required |  | 🗸 |  | 🗸 |  | 🗸 |
| 4.4 | Develop and review IET wide governance training plan and succession plan | Annually |  | 🗸 |  |  |  |  |
| 4.5 | Consider requests from other schools/academies to join IET | As required |  | 🗸 |  |  |  |  |
| 4.6 | Decide whether to collaborate/joint work with other organisations | As required |  | 🗸 |  |  |  |  |
| 4.7 | Develop, Approve and Review IET Strategic Business Plan | Annually |  | 🗸 |  |  |  |  |
| 4.8 | Agree Trust KPIs | Annually |  | 🗸 |  |  |  |  |

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| 5 HEALTH & SAFETY | **No:** | **Item** | **Frequency** | **Members** | **Board** | ***AOC*** | **CEO** | **CFO** | **Principal** |
| 5.1 | To approve and review health & safety policies and associated management systems | Annually |  | 🗸 |  |  |  |  |
| 5.2 | To ensure that the trust complies with the law in all aspects of Health & Safety Management  | Ongoing |  | 🗸 |  |  |  |  |
| 5.3 | To make recommendations to the IET Board regarding the implementation of control measures and mitigation of risk. | As required |  | 🗸Audit Committee |  |  |  |  |
| 5.4 | To notify to IET CF&OO any occurrences whereby insurance companies may need to be involved. | As required |  |  |  |  |  | 🗸 |
| 5.5 | To make recommendations to the IET Board regarding the implementation of control measures and mitigation of risk. | As required |  |  |  | 🗸 | 🗸 | 🗸 |
| 5.6 | To implement all IET and local Health & Safety policies | Ongoing |  |  | 🗸 |  |  | 🗸 |
| 5.7 | To ensure that the identification and evaluation of key risks that threaten achievement of the Trust’s objectives is carried out, and that a register of these risks is maintained. | As required |  | 🗸Audit Committee |  |  |  |  |
| 5.8 | To seek assurances that strategy and procedures are in place to manage risks at an operational level (including the identification of appropriate risk owners) and ensure appropriate monitoring of the management strategy. | As required |  | 🗸Audit Committee |  |  |  |  |
| 5.9 | To consider emerging risks and previously unrecognised risks and ensure that these are sufficiently identified, evaluated and managed. | As required |  | 🗸Audit Committee |  |  |  |  |
| 5.10 | Ensuring that arrangements for insurance cover are in place and adequate.  | Annually |  | 🗸 |  |  |  |  |

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| 6 ACADEMY IMPROVEMENT & COMPLIANCE | **No** | **Items** | **Frequency** | **Members** | **Board** | **AOC** | **CEO** | **CF&OO** | **Principal** |
| 6.1 | To comply with the requirements of the Ofsted Framework | Ongoing |  |  |  | 🗸 |  | 🗸 |
| 6.2 | To be involved in the formulation and review of school self-evaluation | Annually  |  |  |  | 🗸 |  | 🗸 |
| 6.3 | To consider in detail any inspection report made by Ofsted and ensure appropriate review  | As required |  |  |  | 🗸 |  | 🗸 |
| 6.4 | To give consideration to the review of the Academy Improvement Plan | Termly |  |  |  | 🗸 |  | 🗸 |
| 6.5 | Reporting on decisions taken under delegated powers to the next meeting of the Board of Trustees. | Termly |  |  |  | 🗸 | 🗸 |  |
| 6.6 | To ensure that each academy provides a broad and balanced curriculum in line with the requirements of the funding agreement. For Mainstream this should include English, Maths and Science and for AP English and Maths | Ongoing |  |  |  | 🗸 |  | 🗸 |
| 6.7 | To approve curriculum change policies | As required |  |  |  | 🗸 |  |  |
| 6.8 | Receive reports from the Principal to include key information – attendance, behaviour, personal devleopment | Termly |  |  | 🗸 | 🗸 |  |  |
| 6.9 | Receive summary reports from the CEO to include key information – attendance, behaviour, standards, results  | Termly  |  | 🗸 |  |  |  |  |
| 6.10 | To publish information in relation to the current curriculum provision at each Academy. Such information shall include details relating to:the content of the curriculum;its approach to the curriculum;the GCSE options (and other Key Stage 4 qualifications) or other future qualifications, as specified by the Secretary of State, offered by each Academy; the names of any phonics or reading schemes in operation for Key Stage 1; andhow parents (including prospective parents) and Commissioners can obtain further information in relation to the curriculum at each Academy. | Annually |  |  |  | 🗸 |  | 🗸 |
| 6.11 | To hear student disciplinaries and exclusions in accordance with legislation | As required (a subcommittee may be formed to do this) |  |  | 🗸 |  |  |  |
| 6.12 | To consult annually with the LA on its admissions policy and to work with the LA on admitting pupils to the school | Annually |  | 🗸 |  |  |  |  |
| 6.13 | To agree and implement the Admissions policy | Ongoing |  | 🗸 |  |  |  |  |
| 6.14 | Agree PAN  | Annually |  |  |  | 🗸 |  | 🗸 |
| 6.15 | Admissions application decisions**THIS PROCESS IS CURRENTLY OUTSOURCED TO LOCAL AUTHORITY.** | Annually |  |  |  |  |  | 🗸 |
| 6.16 | Admissions Appeals **THIS PROCESS IS CURRENTLY OUTSOURCED TO LOCAL AUTHORITY.** | As required |  |  |  |  |  | 🗸 |
| 6.17 | To review the curriculum (ensuring it is broad and balanced) | Annually |  |  |  | 🗸 |  |  |
| 6.18 | To monitor standards of teaching and pupil attainment/ achievement and ensure suitable reports are produced. | Annually |  |  |  | 🗸 |  |  |
| 6.19 | Monitor infant class sizes (Primary Academies only) | Annually  |  |  | 🗸 |  |  |  |
| 6.20 | To adopt and review the Home School Agreement | Annually  |  |  |  |  |  | 🗸 |
| 6.21 | To discharge duties in respect of pupils with special needs by appointing a responsible person | Ongoing |  |  |  |  |  | 🗸 |
| 6.22 | To ensure a designated teacher for looked after children has been appointed and reports to the AOC at least once per year.  | Annually |  |  |  |  |  | 🗸 |
| 6.23 | To annually review the behaviour policy and the use of exclusion in comparison with local and national data | Annually  |  |  |  | 🗸 |  |  |
| 6.24 | To monitor and review pupil attendance | Ongoing |  |  | 🗸 |  |  |  |
| 6.25 | The ensure that RE and Collective Worship are provided in accordance with the funding agreement | Ongoing |  |  | 🗸 |  |  |  |
| 6.26 | To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues | Ongoing |  |  | 🗸 |  |  |  |
| 6.27 | To monitor the arrangements for collective worship and monitor provision | Ongoing |  |  | 🗸 |  |  |  |
| 6.28 | Publish required Pupil Premium data :allocation, intended spend, previous year spend, impact | Annually |  |  |  |  |  | 🗸 |
| 6.29 | To ensure the curriculum complies with the Equality Act legislation. | Ongoing |  |  |  |  |  | 🗸 |
| 6.30 | To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils | Annually  |  |  |  |  |  | 🗸 |
| 6.31 | To monitor the arrangements for school visits /residential | Ongoing |  |  | 🗸 |  |  |  |
| 6.31 | To make recommendations based on visits about aspects of the curriculum | Ongoing |  |  | 🗸 |  |  |  |
| 6.32 | To approve local policies relating to the curriculum | Ongoing |  |  |  | 🗸 |  |  |
| 6.33 | To ensure provision of FSM to those pupils meeting the criteria | Ongoing |  |  | 🗸 |  |  |  |
| 6.34 | Ensure the provision of Universal Free School Meals offering to Infant age pupils | Ongoing |  |  | 🗸 |  |  |  |
| 6.35 | To ensure that school lunch nutritional standards are met | Ongoing |  |  | 🗸 |  |  |  |
| 6.36 | To carry out an annual review of safeguarding children and child protection policy and procedures | Annually |  |  |  | 🗸 |  |  |
| 6.37 | Recommend times of school day and dates of school terms and holidays | Annually |  |  |  |  |  | 🗸 |
| 6.38 | Decide school session times taking into account recommended minimum weekly lesson time | Annually |  |  |  | 🗸 |  |  |
| 6.39 | To ensure each academy meets for 380 sessions in a school year | Annually |  |  |  | 🗸 |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **No:** | **Item** | **Frequency** | **Members** | **Board** | **AOC** | **CEO** | **CFO** | **Principal** |
| **7 POLICY** | 7.1 | To determine which policies are central (IET) and which are local . | As required |  | 🗸 |  |  |  |  |
| 7.2 | To approve new policies or amendments to policies at IET level | As required |  | 🗸 |  |  |  |  |
| 7.3 | Formulate & approve the information required to be published on the IET website  | As required |  |  |  | 🗸 |  |  |
| 7.4 | Approve press statements relating to IET | As required |  | 🗸 |  |  |  |  |
| 7.5 | Authorising the Individual School Range (ISR) [if used]for each academy | Annually |  | 🗸(Pay Committee) |  |  |  |  |
| 7.6 | Formulate & approve the information required to be published on the school website  | As required |  |  |  |  |  | 🗸 |
| 7.7 | Approve press statements relating to the Academy | As required |  |  |  | 🗸 |  |  |
| 7.8 | To implement any policies agreed by the Board | As required |  |  | 🗸 | 🗸 | 🗸 | 🗸 |
| 7.9 | To implement a central record of recruitment and vetting checks is maintained | As required |  | 🗸(Audit Committee) |  |  |  |  |
| 7.10 | Ensuring systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the GDPR / Data Protection Act 2018. | As required |  | 🗸(Audit Committee) |  |  |  |  |
| 7.11 | Proposing/Reviewing the Individual School Range (ISR) | Annually |  | 🗸(Pay Committee) |  |  |  |  |
| 7.12 | To prioritise Capital bid projects across the Trust | As required |  | 🗸 |  |  |  |  |
| 7.13 | Disposals or acquisitions of land used by the Trust | As required |  | 🗸 |  |  |  |  |
| 7.14 | To give consideration to specific building issues | As required |  | 🗸 |  |  |  |  |
| 7.15 | To undertake inspection of the buildings and site | Annually  |  |  | 🗸 | 🗸 |  | 🗸 |
| 7.16 | To give consideration to the Academy’s safety and security of buildings and the site | As required |  |  | 🗸 |  |  |  |
| 7.17 | Develop and maintain a properly funded site maintenance plan | Annually |  |  |  | 🗸 | 🗸 | 🗸 |
| 7.18 | To ensure any activities/lettings designed to generate business income are consistent with IET policy and the impact in terms of finance and taxation has been considered | As required |  |  |  |  | 🗸 |  |

###### 5 Powers and Duties Delegated to Individuals

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Certifying the payment of overtime/additional payment/supply each month within delegated budget | Monthly | Academy Principal |
| 2 | Prepares Budget and Management Accounts | Annually- June/July | IET CF&OO |
| 3 | Prepares Central and overhead Budget (if required) | Annually- June/July | IET CF&OO |
| 4 | Provision of financial and statistical information | As required | IET CF&OO |
| 5 | Cosignatory of cheques | As required | IET CF&OO |
| 6 | Meeting submission deadlines from the DfE | As required | IET CF&OO |
| 7 | Preparation of tender documents | As required | IET CF&OO |
| 8 | Authorisation of payroll  | Monthly | IET CF&OO (Head of Finance can deputise) |
| 9 | Authorisation of invoices on PSF | Weekly | IET CF&OO |
| 10 | Authorisation of all BACS payments | Weekly | IET CF&OO |
| 11 | Ensuring wages, salaries and pensions are calculated and paid correctly | Monthly | IET CF&OO |
| 12 | Monitoring the efficiency and effectiveness of the school payroll system | Monthly | IET CF&OO |
| 13 |  Ensuring the Trust complies with wages and pensions regulations | Monthly | IET CF&OO |
| 14 | Authorisation of VAT returns | Monthly | IET CF&OO |
| 15 | Authorised charge card user | As required | Academy Principals |
| 16 | Authorisation of expense claims (cannot authorise own expenses) | As required | IET CF&OO |
| 17 | Maintaining a register of formal contracts entered into, amounts paid and certificates of completion. | Annually | IET CF&OO |
| 18 | Reconciling the debit card  | Monthly | Head of Finance & Payroll |
| 19 | Management of the petty cash and the School Fund (via PSF) | Daily | Head of Finance & Payroll |
| 20 | Checking Inventories | Annually - Summer term | Head of Finance & Payroll |
| 21 | Maintain records and Reconciliations of bank statements/accounts | Weekly | Head of Finance & Payroll |
| 22 | Data input of all invoices | Weekly | Head of Finance & Payroll |
| 23 | Provision of financial reporting information | Monthly | Head of Finance & Payroll |
| 24 | Capitalisation of Assets | As required | Head of Finance & Payroll |
| 25 | Ensure Best Value is obtained | Ongoing | IET Finance Team |
| 26 | Authorised to invoice, receipt and bank income | Weekly | Head of Finance & Payroll |
| 27 | Preparation of monthly management accounts | Monthly | Head of Finance & Payroll |
| 28 | Prepare and submit monthly VAT returns | Monthly | Head of Finance & Payroll |
| 29 | Management of journals  | As required | Head of Finance & Payroll |
| 30 | Purchasing - Authorised to create vendors on accounting system | As required | Head of Finance & Payroll |

###### 6 Summary of Financial Authorisation Levels

|  |  |  |  |
| --- | --- | --- | --- |
| **Delegated Duty**  | **Value\*** | **Delegated Authority**  | **Method** |
| Ordering goods / Purchasing *(assuming Budget has been confirmed and is available )* | Up to £1000 | Budget Holder – in line with delegated budget | Selection from preferred supplier list unless agreed otherwise. |
| £1001 to £5,000 | Academy Principal  | Minimum of 3 quotes.  |
| £5,001 to £10,000 | CF&OO | Minimum of 3 quotes |
| £10, 001 to £50,000 | CEO | Minimum of 3 quotes |
| Over £50,001  | IET Board  | £50 001-£100 000 - Four written quotes £100 001+ Formal tendering process, including advertising in OJEU if required |
| Authority to accept other than lowest quotation or tender | IET Board  |  |
| \*Exceptions : exam costs, utilities, supply costs, ICT equipment , ongoing SLAs |
| Signatories for cheques, BACS payment authorisations and other bank transfers | Any | Two signatories from:* IET CF&OO
* Head of Finance & Payroll
* Academy Principals
 | Cheques should only be used if payments cannot be made by BACS |
| Signatories for ESFA grant claims and ESFA returns | Any | CEO/ CF&OO |  |
| Virement of budget provision between budget heads  | Up to £10,000 on any one nominal ledger code ( with no impact on overall budget) | Academy Principal in conjunction with IET CF&OO  |  |
|  | Over £10,000 on any one nominal ledger code ( with no impact on overall budget) | Principal in conjunction with IET CF&OO with reporting to /CEO and IET Board |  |
| Disposal of assets | Up to £5,000 | Academy Principal |  |
| £5,001 to £20,000 | CEO |  |
|  | Over £20,000 | IET Board, plus ESFA approval required for disposal of assets funded with more than £20,000 of ESFA grant |  |
| Write-off of bad debts | Up to £1,000 | IET CF&OO |  |
|  | £1,001 to £10,000 | IET Board |  |
|  | Over £10,000 | IET Board plus ESFA approval |  |
| Purchase or sale of any freehold property | Any | ESFA approval required |  |
| Granting or take up of any leasehold or tenancy agreement exceeding three years | Any | ESFA approval required |  |

###### Document Control

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| --- | --- |
| **Author/Contact** | Karen Wild |
| **Implementation Date** | September 2021 |
| **Review Date** | Annually – July 2024 |
| **Approved/Ratified by** | Isle Education Trust Board |
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| --- | --- | --- | --- |
| Version | Date | Comments | Author |
| Version 1.2 | November 2014  | Amended to reflect changes in Board and AOC constitution. | K Wild |
| Version 1.3  | September 2015  | Amended to reflect local changes and amendments to Academies Financial Handbook 2015 | K Wild |
| Version 1.4  | September 2016 | No changes | K Wild |
| Version 1.5 | September 2017 | Minor changes to terminology | K Wild |
| Version 2 | September 2018 | Amended to reflect changes to Academies Financial Handbook 2018 | K Wild |
| Version 3 | July 2019 | To reflect changes to Governance structure and new Ofsted framework | K Wild |
| Version 4 | July 2020 | Minor changes | K Wild |
| Version 4.1 | July 2021 | Terminology changes  | K Wild |
| Version 4.2 | July 2022 | Reviewed .Changes to financial delegation levels | K Wild |
| Version 4.3 | July 2023 |  |  |

1. Note that Coritani has a Management Oversight Committee (MOC) but the delegated powers are the same as an AOC [↑](#footnote-ref-2)
2. Note that Coritani has an Executive Principal but the delegated powers are the same as to a Principal [↑](#footnote-ref-3)