



Scheme of Delegation

The Governing Body of Holyhead School adopted this policy on: **2nd December 2020**

Implementation Date: September 2011

Review period: Bi-annually

Date policy last reviewed: Autumn 2020

Person Responsible for Policy: Principal

Schedule 1: Responsibilities retained by the Governing Body

Area of Responsibility	Specific Responsibility	Delegation Level
Finance	Approval of annual budget	Governing Body
	Approval of annual accounts	Governing Body
	Tendering and large contract renewal	Governing Body
	Setting standards, policies and scheme of delegation	Governing Body
	Setting of internal financial controls and limits	Finance & GP Committee
	Annual and statutory reports to ESFA and other third parties	Governing Body
	High Level monitoring	Governing Body
	Financial Regulations	Finance & GP Committee
	Establish of Bank Accounts and nominating signatories	Governing Body
	Management and storage of all contracts	Business Manager
	Annual benchmarking	Business Manager
	Accounting systems and accounting records	Business Manager
	Monitoring earmarked funds and trading activities	Business Manager
	VAT – monitoring, compliance, claims, returns	Business Manager
Audit	Audit of financial controls and risk management	Finance & GP Committee
	Appointment and review of statutory auditors	Governing Body
	Formal responses to audit reports and overseeing action plans	Business Manager
HR	Setting and approval of all HR policies	Governing Body
	Approval of staff structures and changes to these	Governing Body
	Ratification of pay awards	Governing Body
	Performance Management of Principal	Governing Body
	Appointment and review of retained legal services	Governing Body
	Dismissal payments	Governing Body
	Disclosure and Barring service	Governing Body
	Data Controller	Governing Body
Admissions	Establish the admissions policy	Leadership Team
	Approve and monitor policy	Governing Body
	Manage Appeals	Governing Body
Premises	Development of strategic plans for the estate	Governing Body
	Development of an Asset Management plan	Finance & GP Committee

	Monitor major site development	Finance & GP Committee
	Maintenance and storage of all leases	Business Manager
ICT	Develop and implement an integrated ICT strategy	IT Manager
Marketing	Develop strategies for the school	Leadership Team
Governance	Monitor performance and provide development and support	Governing Body
Appointments	Principal and Business Manager	Governing Body

Schedule 2: Financial Delegation

1. Financial management

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Ensure the school's continuing compliance with all DfE financial management requirements.			✓	✓	
Review the school's Financial Regulations Manual and all corresponding financial policies for approval by the Governing Body annually		✓			
Approval of the school's Financial Procedures Manual.	✓				
Approval of the school's financial policies.	✓				
Review the governor induction pack to ensure that the information is still relevant and up-to-date.		✓			
Ensure that all Governors and employees with financial duties, have read and understood their responsibilities under the Academies Financial Handbook	✓				

2.School improvement plan – financial implications

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Prepare a fully costed improvement plan setting out the aims of the school.			✓		
Secure the implementation of the improvement plan with the collective support of the school staff.			✓		
Consider the draft school improvement plan, review and monitor it.		✓			
Approve an ongoing improvement plan and take stock of the progress of the plan on a termly basis.	✓				

3. Financial planning

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Prepare a 5-year financial plan on the basis of the cost of current policies, the proposals for change (drawn from the school's improvement plan) and estimates of the level of future resources.			✓		
Prepare a Integrated Financial Curriculum Plan to assist financial planning		✓			
Prepare Monthly Management Accounts and submit to the Governing Body	✓	✓		✓	
Consider the school's 5-year plan in the light of the improvement plan and the level of future resources.		✓		✓	
Review the school's 5-year plan and submit to Governing Body for approval.	✓				

4. Annual budget plan

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Consider the benchmarking report and propose changes, as required, to ensure that the school budget achieves value for money.		✓			
Consider the draft school budget and key issues (links to the school improvement plan and 5-year budget) and the proposal of the balanced budget for the year		✓			
Approve the school's annual budget.	✓				

5. Budget monitoring and control

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Review all budget movements (including virements), ensuring that the reasoning for the movements is justified		✓			
Monitor and control expenditure against the budget during the financial year		✓			
Monitoring of delegated departmental budgets				✓	
Review the budget monitoring reports and the projected outturn position.		✓			

Approve virements between Budget Plan headings in accordance with the controls in the Scheme		✓			
Ensure that meetings are scheduled, taking into consideration the schools financial timetable and submission deadlines. The BM will distribute a meeting schedule each year		✓			

6. Retention and disposal of accounting records

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
The retention and secure storage of financial records for a full 6 fiscal years				✓	
The maintenance of full financial records for all accounts.				✓	

7. Computer systems and General Data Protection Regulation

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Ensure that the school complies with the requirements of the General Data Protection Regulation (GDPR).			✓	✓	IT Manager
Ensure that the school's data protection registration is renewed annually.				✓	
The setting up and maintenance of access profiles for system users and the production and security of back-ups.			✓		IT Manager

8. Cash held in school

Area of Responsibility	Governing body	Delegated responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Security of cash held on site					Finance Officer
The maintenance of transaction records, receipts and the security and regular reconciliation of petty cash					Finance Officer
Compliance with cash holding limits and school regulations					Finance Officer

9. Leasing

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Seek approval for any proposed leases, other than operating leases		✓		✓	

10. HR and payroll

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Review the staff structure of the school annually			✓		
Review the financial implications of changes to staffing numbers and grades		✓			
The maintenance of an authorised signatory list for employment contracts and pay documents.				✓	HR Manager
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).				✓	Principals' PA
Determine employee status for all individuals working on behalf of the school			✓	✓	HR Manager
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc.).			✓	✓	
Implement the school pay policy and appointment procedures for all staff employed through the school.	✓		✓		

11. Performance Management, Pay Discretions and other HR Matters

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Performance review of the Principal in accordance with the school's Performance management policy and the schools approved budget.	✓				External Advisor
Performance review of all staff conducted in accordance with the School's Performance management policy and the schools approved budget.			✓		
Recommend Pay Discretion for the Principal. The Governing Body will consider, but not be bound by such recommendations.	✓				

Award pay discretions to staff in line with approved budget plan and the Schools Performance Management Policy.			✓		
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12. Disciplinary, Dismissal and Capability Procedures

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Dismissal or disciplinary procedure in accordance with the School's policies.	✓				
Dismissal payments.	✓				
Requests or early retirement in line with School policy.	✓				
Requests for flexible working arrangements in line with School policy and school budget.			✓		

13. Admissions

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Admissions Policy is published in the school website.			✓		
Exclusions.			✓		
Review of exclusions.	✓				
Appeals against review decisions.	✓				
Continuing education of excluded students.			✓		

14. Standards, Curriculum and Target Setting

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Setting the curriculum in line with the terms and provisions of the articles and funding agreement and guidance from the Leadership Team.	✓				
Setting targets.			✓		Leadership Team
Approving targets for students and Key Stages	✓				
Reporting and publishing performance data			✓		

15. Health & Safety

Area of Responsibility	Delegated Responsibility				
	Governing body	Finance committee	Principal	Business Manager	Other staff member
School implements and complies with the H & S Policy published by the school.	✓				

16. Safeguarding

Area of Responsibility	Delegated Responsibility				
	Governing body	Finance committee	Principal	Business Manager	Other staff member
Safeguarding policy.	✓				
Appointment of designated officer and deputy.			✓		
Publication on school website of contact details of Designated Safeguarding Officer.			✓		
Reporting and publishing performance data.			✓		

17. VAT

Area of Responsibility	Delegated Responsibility				
	Governing body	Finance committee	Principal	Business Manager	Other staff member
To monitor the regulations on VAT, ensuring compliance by the school.				✓	
To complete and submit the reimbursement claim for VAT on a monthly basis.					Finance Officer

18. Provision of goods and services

Area of Responsibility	Delegated Responsibility				
	Governing body	Finance committee	Principal	Business Manager	Other staff member
Appoint budget holders.			✓		
Review orders to ensure compliance with Schedule 3.					Budget holder a

Supervise contractors and service providers to ensure best value for money and compliance with legislation.					Budget Holder
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19.Orders for goods and services and payments of accounts

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Appointment of budget holders.			✓		
Maintaining a signatory list of budget holders and approval limits.					Finance Officer
The approval of orders for all goods and services.					Budget Holders

20.Insurance and Property

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Review school insurance cover to ensure it meets the requirements of the school and its Governors.		✓			
Develop and implement a strategy for the maintenance and development of the school site and buildings.			✓		
Approved maintenance programme within the context of the school budget.		✓			

21.Security of assets, stocks and other property

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Produce and implement a policy for security arrangements at the school (including procedures for call-out and key replacements).			✓		
Approve and periodically review the policy for security arrangements at the school.	✓				
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory.					Finance Officer
Ensure the security of physical assets.			✓		
The physical inspection of the inventory on an annual basis or through an ongoing programme of (random) sample checks.					Finance Officer

Disposal of assets.					Schedule 3
Maintain a register of key holders.			✓		

22.Income

Area of Responsibility	Governing body	Delegated Responsibility			
		Finance committee	Principal	Business Manager	Other staff member
Setting charges for the schools income, including lettings, music tuition and school meals, on an annual basis.		✓			
The control and collection of all income.					Finance Officer
The preparation of receipts for banking.					Finance Officer
The physical banking of monies.					Finance Officer
The investigation of bad debts owed to the school				✓	
Ensure the security of monies held on site.				✓	

Schedule 3: Controls and Limits

Control	Limits	Requirements	Approval
Budget transfers to other headings	Less than £5,000	Details to Business Manager who will provide explanation to Finance Committee	Principal
Budget transfers to other headings	£5,000 and over	Details to Business Manager and recorded in the Finance Committee minutes	Finance Committee
Cheque signing/ BACS authorisation	Any amount	2 signatures	Any 2 approved signatories
Capital projects	£10,000 and above	Details to Business Manager	Finance Committee
Contracts and Leases	Less than £5,000	Details to Business Manager	Principal
Contracts and Leases	£5,000 and over	Details to Business Manager to confirm compliance with EFSA rules	Finance Committee
Authorising orders within Budget	Less than £1,000	Value for money confirmation by originator	Budget Holder
	£1,000 and up to £10,000	Value for money confirmation by originator	Budget Holder and Business Manager
	£10,000 up to £30,000	Value for money confirmation by originator	As above plus Principal
	£30,000 to £100,000	3 quotes and VFM compliance	Finance Committee
	£100,000 and over	In line with quotation and tendering procedures below	Finance Committee and Governing Body
Quotations and Tendering	£10,000 to £100,000	3 quotes to Business Manager	Budget Holder and Business Manager
	£100,000 and over	Formal tendering process, Business Manager to ensure EU regulations are applied for all contracts over the EU threshold in force at the time	Finance Committee
Authorising invoices for payment	Less than £1,000		Budget Holder
Authorising invoices for payment	£1,000 and up to £10,000		Budget Holder and Business Manager
Authorising invoices for payment	£10,000 up to £30,000		As above plus Principal
Authorise all employee related expenses (except Principal)	Any amount	Proof of purchase	Business Manager
Approve payments made to the Principal for goods or services purchased on behalf of the school	Any amount	Proof of purchase	Business Manager

Maximum cash holdings	£2,000 or limits imposed by insurance whichever is the lower	Held in school safe	Finance Officer
Disposal of Equipment	Up to £5,000		Finance Committee
Disposal of Equipment	Over £5,000		Governing Body
Signatories for grant claims/DfE returns	Any amount		Principal and/or Business Manager