

The Cowplain School

Scheme of Delegation - Governance, Finance and Human Resources 2024/25

RACI key at bottom of this table												
	No	Task	Members	Trust Board	Finance Audit and Risk Committee	Principal	Senior Leadership Team	Governance Professional	Finance Manager (CFO)	HR Manager	Site Manager	Network Manager
Governance	1	Approve changes to the Governance structure, Terms of Reference, Articles or Funding Agreement	RA	I		I						
	2	Appoint and remove Trustees	RA	C		I			I	I		
	3	Hold Trustees to account	RA	CI	I							
	4	Hold Principal to account		RA		CI						
	5	Approve changes to the Scheme of Delegation		RA	C	I	I	I	I	I	I	I
	6	Appoint and remove Chair and Vice-Chair of Trust Board		RA								
	7	Appoint Chairs of Committees		RA	I							
	8	Appoint and remove Company Secretary and Governance Professional		RA	I	I		I	I	I		
	9	Appoint and dismiss AO		RA	I	CI			I	I		
	10	Appoint and dismiss CFO		I	I	RA			I	I		
	11	Role and description for members	RA									
	12	Governance skills audit and annual self-review of Trust Board		RA	I				I			
	13	Governance succession plan		RA					I			
	14	Role descriptions for Trustees, Chair, specific roles, committee members		RA	I	I			I			
	15	Chair's performance - carry out 360 review periodically		RA	C							
	16	Appoint Trust's external auditors	RA	C	C	I			I			
	17	Receive and respond to external audit report		A	C	CI			R			
	18	Maintain a Register of Business Interests		A					C	R		
	19	Data Controller for Data Protection		A		C						R
	20	Maintain a Business Continuity Plan		A		R	C		C	C	C	C
	21	Review/approve Annual schedule of business for Trust Board and committees		A	C	C			R	I	I	
	22	Review and Agree Terms of Reference annually		A	R	C			I	C		
	23	Decision for Trusts vision, strategy and priorities		RA		C	I		I			
	24	Prepare Trust strategic plans		A		R	R					
	25	Oversee risk management within the Trust		A		R	R					
	26	Review risks / Risk Register			A	R	R		C	C	C	C
	27	Approve Risk Register		A	R							
	28	Risk Management Policy review			A	R	R		C			
	29	Risk Management Policy approval		A	R							
	30	Maintain the Risk Register				A	R		C	C	C	C
	31	Approve Trust strategic plans		RA								
	32	Prepare annual budget		I	I	RA			R	C		
	33	Approve annual budget		AR	AR							
	34	Budget monitoring		A	R	C			C			

	No	Task	Members	Trust Board	Finance Audit and Risk Committee	Principal	Senior Leadership Team	Governance Professional	Finance Manager (CFO)	HR Manager	Site Manager	Network Manager
Finance	35	Prepare financial and procurement policies		I	I	A			R			
	36	Approve financial and procurement policies		A	R							
	37	Prepare annual accounts		I	I	A			R			
	38	Approve annual accounts		A	R	C			C			
	39	Approve Principal's expenses (under £20 can be advanced by FM and later approval required by FAT)		A					R			
	40	Approve Principal's expenses over £20		RA		C			C			
	41	Approve contracts in accordance with Procurement Policy		A	R	C			C			
	42	Day to day management of financial issues				RA			R			
	43	Maintain effective systems for internal financial control		A	R	C			C			
	44	Agree an audit programme of work to address risks		I	RA				C			
	45	Appoint and remove internal auditor		I	RA	I			C			
	46	Approve purchases up to budget limits							RA + budget holders			
	47	Authorise suppliers' BACS payments				RA	R Head of School		R			
	48	Authorise cheques				RA	R Head of School		R			
	49	Approve the use of Business Charge Cards and set spending limits				RA			I			
	50	Manage bank accounts			C	A			R			
	51	Undertake banking of cash				A			R			
	52	Approve banking records			I	RA			C			
	53	Undertake monthly reconciliations				A			R			
	54	Approve monthly reconciliations				RA			C			
	55	Write off debts between £1 - £5000		RA	R	C			C			
	56	Write off debts over £5000		RA								
	57	Monthly and year end finance tasks				A			R			
	58	Prepare monthly Management Reports for Principal and Trustees							RA			
	59	Management Reports to be shared with Trust Board Chair & Finance & Audit Committee Chair monthly and other trustees six times a year		I	I				RA			
	60	Maintain access levels for Finance Software							RA			
	61	Submit VAT returns				A			R			
	62	Report any financial concerns or possible overspends to the Principal		I	I	I			RA	R	R	R
	63	Insurance AFH 2.40		A					R			
	64	Charges & Remissions Policy and Lettings Charges		A		R			C			
	65	Authorise disposal of obsolete or damaged assets up to £1,000				RA			I			
	66	Authorise disposal of obsolete or damaged assets NBV between £1,000 - £5,000				RA			I			
67	Authorise disposal of obsolete or damaged assets value between £5,000 and £20,000 (over £20,000 DFE approval required)		A		R			I				
	68	Appoint and remove the Principal	I	RA			C	I	C			
	69	Performance management of Principal		RA		C			I			
	70	Principal pay award		RA		I			I			
	71	Appointment of Head of School		RA		R	C	I	C			
	72	Propose changes to staffing structure		C		RA	C	I	C			

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Human Resources	73	Approve changes to staffing structure		A		R			I	I		
	74	Oversee any process leading to staff reductions		A	C	R			C	C		
	75	Maintain personnel files				A				R		
	76	Ensure Safer Recruitment procedures				A				R		
	77	Maintain a Single Central Record				A				R		
	78	Propose staff, HR, pay, performance and disciplinary policies		I		A	R			C		
	79	Approve staff, HR, pay, performance and disciplinary policies		A	R	C	I			I		
	80	Prepare payroll forms, including claims, starters, leavers and contract changes				A			I	R		
	81	Approve payroll forms, including claims, stRaters, leavers and contract changes				RA			I	C		
	82	Review data and coding on payroll reports from external payroll provider							C	RA		
	83	Complete monthly absence report				I				RA		
	84	Approve monthly absence report				RA			I	C		
	85	Undertake manual monthly payroll reconciliation				I			R	RA		
	86	Approve monthly payroll control report				RA			C	C		
Trust Policies and Website Compliance	87	Trust Website Compliance		A		C	R					R
	88	Admissions Policy		A		R	R					
	89	Health & Safety Policy		A		C	C				R	
	90	Data Protection		A		C	C					R
	90	FOI Policy		A		R	R		C	C		C
	89	Complaints Policy		A		R	R			C		
	90	Fraud Policy review			A	R			C			
	91	Fraud Policy approval		A	R				C			

Key		
Responsible	R	This party carries out the task.
Accountable	A	This party has to account for the outcome. They would "sign it off"
Consulted	C	Two way communication. There is discussion with this party and their views may influence the outcome.
Informed	I	One way communication. This party is told the information/outcome