



ISLE EDUCATION TRUST

Scheme of Delegation 2018-19

1 Introduction

The Directors 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 Directors 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 Local Governing Bodies (LGBs) which have been established to ensure the good governance of the individual Academies.

The LGB of an Academy is a committee formed by the Directors and derives its power from the Directors. The LGB in conjunction with the Principal of the Academy is responsible for the internal organisation, management and control of the Academy. The Directors may also delegate responsibilities directly to the Principal.

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

2 Accounting Officer (CEO/ Head of Trust)

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

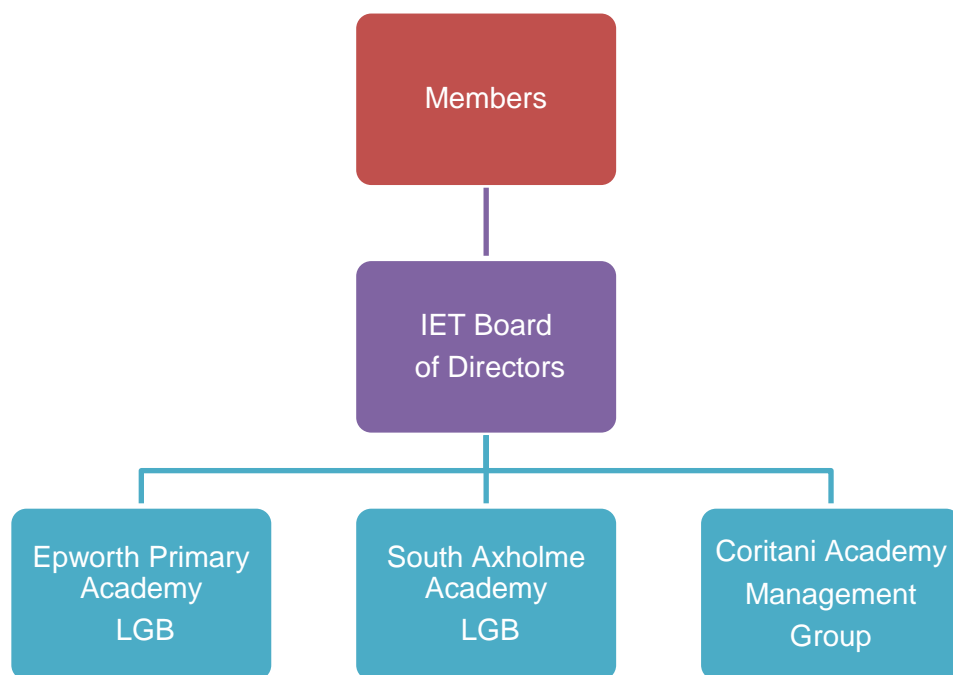
Accounting Officers **must** be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- 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 (which **must not** be delegated) for assuring the Board that there is compliance with the Academies Financial 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 2018-19**

| 1 GOVERNANCE : STRUCTURE & PEOPLE | No: | Item | Frequency | Members | Board | LGB | CEO | CFO | Principal |
|-----------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|-------|-----|-----|-----|------------|
| | 1.1 | Appointment of and removal/ suspension of members | As required | ✓ | | | | | |
| | 1.2 | Appointment of and suspension of directors | As required | ✓ | ✓ | | | | |
| | 1.3 | Determine/Review the constitution of the Board | Review annually | | ✓ | | | | |
| | 1.4 | Election and removal of chair and vice chair of directors | Annual | | ✓ | | | | |
| | 1.5 | Appointment of designated directors (e.g. performance management) | As required | | ✓ | | | | |
| | 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 | | ✓ | ✓ | | | ✓(for SLT) |
| | 1.9 | Approve/ Review of a written scheme of delegation of financial powers and delegation to Local Governing Bodies (LGBs), Other Committees, CEO/CFO, Principals and other staff. | Annually | | ✓ | | | | |
| | 1.10 | Approve/Review the terms of reference for IET Board, LGB and any Committee meetings. | Annual | | ✓ | | | | |
| | 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 Local Governing Body (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 LGB / Other Committee Chairs | Annual | | ✓ | ✓ | | | | |

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| 1.19 | Appoint or remove a clerk to LGB / Other committee | Annually | | ✓ | ✓ | | | |
| 1.20 | Elect chair and vice chair of Governing Body (The chair and vice chair should be approved by the IET Board) | Annually | | | ✓ | | | |
| 1.21 | Appointment of and suspension of governors (in line with election arrangements) | As required | | ✓ | ✓ | | | |
| 1.22 | Complete skills audit and recruit to fill gaps. | As required | | ✓ | ✓ | | | |
| 1.23 | Annually self –review trust board and committee performance | Annual | | ✓ | | | | |
| 1.24 | Annually self-review LGB performance | Annual | | | ✓ | | | |
| 1.25 | Agree annual schedule of business for the Trust Board | Annual | | ✓ | | | | |
| 1.26 | Agree annual schedule of business for LGB | Annual | | | ✓ | | | |

2 FINANCE & AUDIT

| No: | Item | Frequency | Members | Board | LGB | CEO | CFO | Principal |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------|-------|-----|-----|-----|-----------|
| 2.1 | Approval of the annual IET and individual academy budgets | Annually | | ✓ | | | | |
| 2.2 | Determination and approval of Central/Overheads budget (top slice/ management fee) | 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 Academies Financial 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 Governors and Staff Expenses Policy | Every 3 years | | ✓ | | | | |
| 2.12 | Appointment/ Reappointment of independent auditors | Annually | | ✓ | | | | |
| 2.13 | Determine internal audit requirements | Annually | | ✓ | | | | |
| 2.14 | To receive and review reports from the Internal Audit | 2 reports per annum | | ✓ | | | | |
| 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 | | ✓ | | | | |

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| 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 | | ✓ | | | | |
| 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 | | ✓ | | | | |
| 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 | | ✓ | | | | |
| 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 Directors | 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 | | ✓ | ✓ | ✓ | ✓ | ✓ |

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| 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 | | ✓ | ✓ | | | |
| 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 £2500 | As required | | | | | | ✓ |
| 2.39 | Enter into contracts, ordering goods and services between £2501 and £20000 | As required | | | | ✓ | | ✓ |
| 2.40 | Enter into contracts, ordering goods and services between £20001 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 | | ✓ | | | | |

3 HUMAN RESOURCES & PAY

| No: | Item | Frequency | Members | Board | LGB | CEO | CFO | Principal |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|----------------------|-----|-----|-----|-----------|
| 3.1 | Appointment/ Suspension/ Reinstatement/Dismissal of CEO/Accounting Officer | As required | | ✓ | | | | |
| 3.2 | Appointment/Suspension/Dismissal of Academy Principals (And Associate Principals) in conjunction with CEO | As required | | ✓ | | | | |
| 3.3 | Appointment/Suspension/Dismissal of IET Business Manager 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 | | ✓ | | | | |
| 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 | | | ✓ | | | ✓ |
| 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 Directors) and external input | Annually | | ✓ | | | | |

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| 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 directors 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 Business Manager/Central staff | As required | | | | ✓ | | |
| 3.35 | Suspend/Reinstate/Dismiss all academy staff below (but not including) Principal | As required | | | | | | ✓ |

| STRATEGY 4 TRUST | No: | Item | Frequency | Members | Board | LGB | 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 director and governor 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 | | ✓ | | | | |

5 HEALTH & SAFETY

| No: | Item | Frequency | Members | Board | LGB | 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 | | | ✓ | ✓ | ✓ | ✓ |
| 5.4 | To notify to IET Business Manager 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 | | ✓ | | | | |
| 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 | | ✓ | | | | |
| 5.9 | To consider emerging risks and previously unrecognised risks and ensure that these are sufficiently identified, evaluated and managed. | As required | | ✓ | | | | |
| 5.10 | Ensuring that arrangements for insurance cover are in place and adequate. | Annually | | ✓ | | | | |

| 6 ACADEMY IMPROVEMENT & COMPLIANCE | No | Items | Frequency | Members | Board | LGB | CEO | CFO | 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 before presentation to the Directors | Termly | | | ✓ | | | |
| | 6.5 | Reporting on decisions taken under delegated powers to the next meeting of the Board of Directors. | 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, standards, results | Termly | | ✓ | | | | |
| | 6.9 | 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; and how parents (including prospective parents) and Commissioners can obtain further information in relation to the curriculum at each Academy. | Annually | | ✓ | | | | |
| | 6.10 | To hear student disciplinaries and exclusions in accordance with legislation | As required (a subcommittee may be formed to do this) | | | ✓ | | | |
| 6.11 | To consult annually with the LA on its admissions policy and to work with the LA on admitting pupils to the school | Annually | | | ✓ | | | | |

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| 6.12 | To agree and implement the Admissions policy | Ongoing | | | ✓ | | | |
| 6.13 | Agree PAN | Annually | | | ✓ | | | |
| 6.14 | Admissions application decisions | Annually | | | ✓ | | | |
| 6.15 | Admissions Appeals | As required | | ✓ (Appeals committee) | ✓ | | | |
| 6.16 | To review the curriculum (ensuring it is broad and balanced) | Annually | | | ✓ | | | |
| 6.17 | To monitor standards of teaching and pupil attainment/ achievement and ensure suitable reports are produced. | Annually | | | ✓ | | | |
| 6.18 | Monitor infant class sizes (Primary Academies only) | Annually | | | ✓ | | | |
| 6.19 | To adopt and review the Home School Agreement | Annually | | | ✓ | | | |
| 6.20 | To discharge duties in respect of pupils with special needs by appointing a responsible person | Ongoing | | | ✓ | | | |
| 6.21 | To ensure a designated teacher for looked after children has been appointed and reports to the LGB at least once per year. | Annually | | | ✓ | | | |
| 6.22 | To annually review the behaviour policy and the use of exclusion in comparison with local and national data | Annually | | | ✓ | | | |
| 6.23 | To monitor and review pupil attendance | Ongoing | | | ✓ | | | |
| 6.24 | The ensure that RE and Collective Worship are provided in accordance with the funding agreement | Ongoing | | | ✓ | | | |
| 6.25 | To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues | Ongoing | | | ✓ | | | |
| 6.26 | To monitor the arrangements for collective worship and monitor provision | Ongoing | | | ✓ | | | |
| 6.27 | Publish required Pupil Premium data :allocation, intended spend, previous year spend, impact | Annually | | | | | | |
| 6.28 | To ensure the curriculum complies with the Equality Act legislation. | Ongoing | | | ✓ | | | |
| 6.29 | To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils | Annually | | | ✓ | | | |
| 6.30 | To monitor the arrangements for school visits /residential | Ongoing | | | ✓ | | | |
| 6.31 | To make recommendations to the Directors about all aspects of the curriculum | Ongoing | | | ✓ | | | |

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| | 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 | | | ✓ | | | |

7 POLICY

| No: | Item | Frequency | Members | Board | LGB | CEO | CFO | Principal |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|-------|-----|-----|-----|-----------|
| 7.1 | To determine which policies are central (IET) and which are local (LGB). | 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 | | ✓ | | | | |
| 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 | | ✓ | | | | |
| 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 Data Protection Act. | As required | | | ✓ | | | |
| 7.11 | Proposing/Reviewing the Individual School Range (ISR) | Annually | | | ✓ | | | |
| 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

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|----|-------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| 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 Business Manager/CFO |
| 3 | Prepares Central and overhead Budget | Annually- June/July | IET Business Manager/CFO |
| 4 | Provision of financial and statistical information | As required | IET Business Manager/CFO |
| 5 | Cosignatory of cheques | As required | IET Business Manager/CFO |
| 6 | Meeting submission deadlines from the DfE | As required | IET Business Manager/CFO |
| 7 | Preparation of tender documents | As required | IET Business Manager/CFO |
| 8 | Authorisation of payroll | Monthly | IET Business Manager/CFO |
| 9 | Authorisation of invoices on PSF | Weekly | IET Business Manager/CFO |
| 10 | Authorisation of all BACS payments | Weekly | IET Business Manager/CFO |
| 11 | Ensuring wages, salaries and pensions are calculated and paid correctly | Monthly | IET Business Manager/CFO |
| 12 | Monitoring the efficiency and effectiveness of the school payroll system | Monthly | IET Business Manager/CFO |
| 13 | Ensuring the Trust complies with wages and pensions regulations | Monthly | IET Business Manager/CFO |
| 14 | Authorisation of VAT returns | Monthly | IET Business Manager/CFO |
| 15 | Authorised charge card user | As required | Academy Principals |
| 16 | Authorisation of expense claims (cannot authorise own expenses) | As required | IET Business Manager/CFO |
| 17 | Maintaining a register of formal contracts entered into, amounts paid and certificates of completion. | Annually | IET Business Manager/CFO |
| 18 | Reconciling the debit card | Monthly | IET Finance Manager |
| 19 | Management of the petty cash and the School Fund (via PSF) | Daily | IET Finance Manager |
| 20 | Checking Inventories | Annually - Summer term | IET Finance Manager |
| 21 | Maintain records and Reconciliations of bank statements/accounts | Weekly | IET Finance Manager |
| 22 | Data input of all invoices | Weekly | IET Finance Manager |
| 23 | Provision of financial reporting information | Monthly | IET Finance Manager |

| | | | |
|----|----------------------------------------------------------------|-------------|---------------------|
| 24 | Capitalisation of Assets | As required | IET Finance Manager |
| 25 | Ensure Best Value is obtained | Ongoing | IET Finance Manager |
| 26 | Authorised to invoice, receipt and bank income | Weekly | IET Finance Manager |
| 27 | Preparation of monthly management accounts | Monthly | IET Finance Manager |
| 28 | Prepare and submit monthly VAT returns | Monthly | IET Finance Manager |
| 29 | Management of journals | As required | IET Finance Manager |
| 30 | Purchasing - Authorised to create vendors on accounting system | As required | IET Finance Manager |

6 Summary of Financial Authorisation Levels

| Delegated Duty | Value* | Delegated Authority | Method |
|---------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Purchasing | Up to £2 500 | Budget Holder – in line with delegated budget | Selection from preferred supplier list unless agreed otherwise. In certain circumstances one quote may be obtained for items <£2500 |
| | £2501 to £20,000 | Academy Principal | 3 quotes should be obtained wherever possible. |
| | £20,001 to £50,000 | Local Governing Body (With approval from CEO) CEO for Centralised services | Minimum of 3 written estimates/ 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: <ul style="list-style-type: none"> • IET Business Manager • IET Finance Manager • Academy Principals • Associate Principals | |
| Signatories for ESFA grant claims and ESFA returns | Any | IET Board member | |
| Virement of budget provision between budget heads | Up to £10,000 with no impact on overall budget | Academy Principal in conjunction with IET Business Manager | |

| | | | |
|---------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------|--|
| | Over £10,000 with no impact on overall budget | Principal in conjunction with IET Business Manager with reporting to the Local Governing Body/CEO | |
| Disposal of assets | Up to £5,000 | Academy Principal | |
| | £5,001 to £20,000 | Local Governing Body | |
| | Over £20,000 | IET Board, plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant | |
| Write-off of bad debts | Up to £1,000 | IET Business Manager | |
| | £1,001 to £10,000 | IET Board | |
| | Over £10,000 | IET Board plus EFA 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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| Version | Date | Comments | Author |
|-------------|----------------|--------------------------------------------------------------------------------------|--------|
| Version 1.2 | November 2014 | Amended to reflect changes in Board and LGB 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 |