

SHINE
ACADEMIES



Scheme of Delegation

G Draycott
September 2020

Approved by Chair _____

Review Date _____

Statement of Intent

The Board of Trustees (also known as Multi Academy Trust Board) of SHINE Academies is responsible for the financial management of the school to ensure the best possible education for its pupils.

Many of the Board of Trustees responsibilities can be delegated to committees or individuals. To ensure sound financial control, this statement specifies the decisions of the Board of Trustees, with regard to which financial functions it chooses to delegate to a Local Governing Body or committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the Board of Trustees and properly recorded.

Delegation is dependent on the current performance of each individual school within SHINE Academies and the Board of Trustees have the power to amend delegation where necessary and appropriate.

SHINE Academies, currently consists of three schools. Northwood Park Primary School (NPPS), Villiers Primary School (VPS) and Lodge Farm Primary School (LFPS) which are all rated 'Good' by Ofsted. There is a Local Governing Body appointed to each individual school. The Finance Committee is made up of Trustees only who have responsibilities delegated on behalf of all schools within the Trust.

Each school has an individual Scheme of Delegation which sits alongside this document.

Signed by

Chief Executive Officer:

Date:

Chair of Board of Trustees:

Date:

Review Date: 1st September 2020

1. Financial Management

Area of Responsibility	Members	Board of Trustees	Finance Committee (Directors only)	Chief Executive Officer	Chief Operating Officer
Ensure the school's continuing compliance with all Department for Education (DfE) financial management requirements.		✓			
Review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Board of Trustees (bi-annual unless there is significant change within the Trust).			✓		
Approval of the school's Financial Procedures Manual.		✓			
Approval of Trust's financial policies.			✓		
To review the governor induction pack to ensure that the information is still relevant and up-to-date.		✓			

Ensure that there is an induction pack for new governors, tailored to reflect the individual structure of the school.				✓	
Ensure that all relevant financial updates are brought to the attention of the Board of Trustees and Local Governing Body.			✓		
To consider all relevant financial updates and advise the Board of Trustees of any issues affecting the school's financial administration.					✓

2. School Improvement Plan – Financial Implications

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
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	Members	Board of Trustees	Finance Committee (Directors only)	Chief Executive Officer	Chief Operating Officer
Prepare a three-year medium term financial plan (MTFP) on the basis of the cost of current policies, the proposals for change (drawn from each school's improvement plan) and estimates of the level of future resources.					✓
Consider the school's MTFP in the light of the development plan and the level of future resources.				✓	
Approve the school's MTFP and review this document in the light of any significant factors that come to the attention of the Trust.		✓			

4. Annual Budget Plan and Best Value Statement

Area of Responsibility	Members	Board of Trustees	Finance, General Purpose and Audit (Directors only)	Chief Executive Officer	Chief Operating Officer
Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school budget achieves value for money.					✓
Prepare the school's draft annual budget and Best Value Statement, based on the agreed objectives of the school as set out in the improvement plan, MTFP and key issues paper, for consideration by Directors and Governors.					✓
Consider the draft school budget and key issues (links to the school improvement plan and MTFP) and the proposal of the balanced budget for the year, for the approval of the Directors.				✓	
Approve each school's annual budget.			✓		
Review the guidance for the signing of the annual Best Value Statement and ensure that appropriate steps have been taken by the school to obtain best value.			✓		

5. Annual Timetable for Budget Management

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Prepare a timetable with key dates for annual budget management.					✓
Ensure that meetings are timetabled taking into consideration financial deadlines.					✓

6. Budget Monitoring and Control

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Approve virements between budget headings.				<£10,000	
Approve virements of money between budget headings.			£10,000 – 20,000		
Approve virements between budget headings in excess of the delegation to Finance Committee.		>£20,000			
Advise the Board of Trustees and Local Governing Body of all budget movements (e.g. virements, allocation of additional funding, etc.) undertaken where not otherwise approved in advance by the delegated groups.					✓
Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound.			✓		

Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Board of Trustees and Governing Body.					✓
Monitor and control expenditure against the budget during the financial year.				✓	
Review the budget monitoring reports and the projected out-turn position.			✓		
The control and monitoring of delegated budgets.				✓	
Ensure that earmarked funds and large or trading activities are separately monitored and reported to Trustees and Governors.					✓
Monitor earmarked funds, trading activities and large school operations, (e.g. catering, sports facilities, etc.) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.			✓		

7. Financial Reporting to the Education and Skills Funding Agency (ESFA)

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
The preparation of the year-end accounts and other returns required by the EFA for consideration by the Chief Executive Officer					✓
In conjunction with the Chair of the Board of Trustees, approve all year-end accounts and any financial returns required by the EFA.			✓		
Ensure that annual financial audit is completed and financial statements are prepared in advance of the 31 st December deadline.					✓
Ensure that annual financial statements are submitted to the EFA by 31 st December and uploaded to the school website.					✓

8. Audit and Inspection Report

Area of Responsibility	Members	Board of Trustees	Audit & Risk Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Produce a formal response to the Internal Audit report and an action plan showing how the recommendations will be implemented.					✓
Consider the recommendations set out in the Internal Audit report and the action plan proposed for implementing these.				✓	
Ensure that the recommendations agreed by the school have been implemented.			✓		

9. Retention and Disposal of Accounting Records

Area of Responsibility	Members	Board of Trustees	Finance, General Purpose and Audit (Directors only)	Chief Executive Officer	Chief Operating Officer
Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Financial Systems section below.)					✓
The retention, secure storage and disposal of accounting records in accordance with both legal and EFA requirements.					✓
The maintenance of full financial records for all accounts.					✓

10. Computer Systems and the Data Protection Regulations (2018)

Area of Responsibility	Members	Board of Trustees	Finance, General Purpose and Audit (Directors only)	Chief Executive Officer	Chief Operating Officer
Ensure that the school complies with the requirements of the Data Protection Regulations (2018)				✓	
Ensure that the school's data protection registration is renewed annually.					✓

11. Banking Arrangements

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the agreed Financial Procedures manual and any effect that this may have on the way the annual budget is advanced to the school.					✓
Authorise invoices for payment.					✓
The signing of cheques for more than £20,000			✓*	✓	✓
The control and reconciliation of the school's bank accounts for consideration by the CEO.					✓
Approve the bank reconciliation on a monthly basis.				✓	

*signed by school signatories and initialled by the Chair of Finance Committee

12.HR and Payroll

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Review the staff structure of the schools annually.				✓	
The maintenance of an authorised signatory list for employment contracts and pay documents.					✓
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).					✓
Periodically reconcile gross pay with contracts and other authorised documents					✓
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc.).				✓	
Personally approve all payments made to the CEO, i.e. reimbursement of payments for goods / services purchased on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (Refer also to the banking arrangements section above.)					✓
Implement the school pay policy and appointment procedures for all staff employed through the school.					✓

13.Provision of Goods and Services

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Set house rules for a tendering and purchasing policy, monitor and review the rules in accordance with ESFA guidelines.			✓		
Monitor purchasing regulations to ensure compliance by the school.			✓		
Appoint a Contracting Officer and Contracts Manager for the contracts taken out.			✓		
Review contracts on an on-going basis (and as part of ensuring the school continues to achieve 'best value').					✓
Ensure that a minimum of 3 written quotes are obtained for purchases and contracts valued at over £2,000 – 10,000.					✓
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £10,000 and EU limits. Contracts over £20,000 to be countersigned by the Chair of the Board of Trustees.					✓
Ensure that EU regulations are applied for all contracts over the EU threshold.			✓		
Maintain a list of contacts for guidance and advice.					✓
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.					✓

14. Security of Assets, Stocks and other Property

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Approve and periodically review the policy for security arrangements at the school.		✓			
To determine a value above which assets should be recorded on the school's inventory.			✓		
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory.					✓
To determine a value above which discrepancies in the inventory should be reported to the Board of Trustees.			✓		
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				✓	
Prepare a policy for the disposal of surplus stock, equipment and property, other than land and buildings, and authorise items for disposal.					✓
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.			✓		
Authorise items for disposal.			✓		

15.Income

Area of Responsibility	Members	Board of Trustees	Finance Committee (Trustees only)	Chief Executive Officer	Chief Operating Officer
Set a charging policy for consideration by the Governing Body.				✓	
Approve the charging policy.			✓		
Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis.				✓	
Consider the proposed charges for the various areas of school income for approval by the Board of Trustees annually.			✓		
Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of the school.					✓
The control and collection of all income.					✓
The preparation of receipts for banking.					✓
Approve procedures for chasing outstanding income due to the school.			✓	✓	
Write off bad debts up to £250.00. Amounts in excess of this limit to be approved by the Board of Trustees.			✓		

Investigating bad debts owed to the school and approving amounts to be written off. These amounts will be over £250.		✓			
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16. Financial Delegation Flow Chart

