Scheme of Delegation MATRIX Academy Trust October 2017

	Delegation		MATRIX							Barr Beacon School						Dame Elizabeth Cadbury School						Etone College						Bloxwich Primary						Bloxwich Secondary						Evolve						SCITT					
			Members	Board of Directors/Trustees	Chief Executive Officer (CEO)	Chef Finance Officer (CFO)	Estates Executive	Clerk	IT Executive	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Head Teacher	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Associate Head	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Associate Head	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Director of Teaching	Finance/Personnel	Estates	IT	Clerk	Governance Advisory Board	Director of Teaching	Finance/Personnel	Estates	IT	Clerk
Appointments	Appoint Members																																																		
	Appoint Board of Directors/Trustees																																																		
	Appoint CEO																																																		
	Appoint Governance Advisory Boards																																																		
	Appoint Clerk																																																		
	Appoint Chief Finance Officer																																																		
	Nominate Director Lead for Safeguarding																																																		
	Appoint Audit Committee																																																		
	Staff Appointments	Head Teacher																																																	
		Deputy Head																																																	
		Assistant Head/Course Manager																																																	
		TLR 1																																																	
		Lead Practitioner																																																	
		TLR 2																																																	
		Main scale Teacher																																																	
		Support Staff																																																	
	Agree appropriate staffing levels																																																		
	CEO's review																																																		
	Headteacher's Performance Management																																																		
	Staff Performance Management																																																		
	Quality of Teaching																																																		
	Pupil outcomes																																																		
	Pupil Attendance																																																		
	Pupil Disciplinary																																																		
	Parental Engagement																																																		
	Monitoring of pupil outcomes / ITT course participants																																																		
	Pupil Admissions																																																		
	Appeals																																																		
	Complaints																																																		
	Health & Safety Compliance																																																		
	Data Controller - FOI / GDPR																																																		
	External Reviews																																																		
	Risk Management																																																		
Finance/Personnel	Agree scope of core services																																																		
	Prepare MFA/SFA/Budget/Contract with NCTL																																																		
	Agree MFA/SFA/Budget																																																		
	Sign off SFA/Budget																																																		
	Administer SFA/Budget																																																		
	Appoint auditors																																																		
	Receive audited accounts																																																		
	Sign and agree audited accounts to EFA																																																		
	Appoint internal auditors																																																		
	Prepare/submit monthly finance report to Board of Directors																																																		
	Prepare Finance Manual & Ensure Compliance																																																		
	Maximum authorised financial spend	Unlimited																																																	
		100,000																																																	
		£30,000																																																	
	Ensure adequate insurance cover is in place																																																		
	Check & clarify monthly salaries																																																		
	Approve payment of salaries																																																		
	Approval for contracts for less than 3 years																																																		
	Approval for contracts of more than 3 years																																																		
	Salary reviews	CEO																																																	
		Head Teacher																																																	
		Deputy Head																																																	
		Remaining Staff																																																	

DMB/JB/cc/Oct 17

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Documentation	Prepare Polices																																																	
	Approve Polices																																																	
	Ensure Implementation of Polices																																																	
	Prepare schedule and review of policies																																																	
	Consult prior to setting admissions policy																																																	
	Maintain a register of formal contracts entered into																																																	
	Maintain Register of Business Interests																																																	
	Prepare Trust Development Plan																																																	
	Approve Trust Development Plan																																																	
	Prepare School Development Plan																																																	
	Approve School Development Plan																																																	
	Development of school building strategy (Master Plan)																																																	
	Approve Master Plan																																																	
Estates	Estates Overview																																																	
	Catering Overview																																																	
	Premises Hire																																																	
	IT Overview																																																	

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