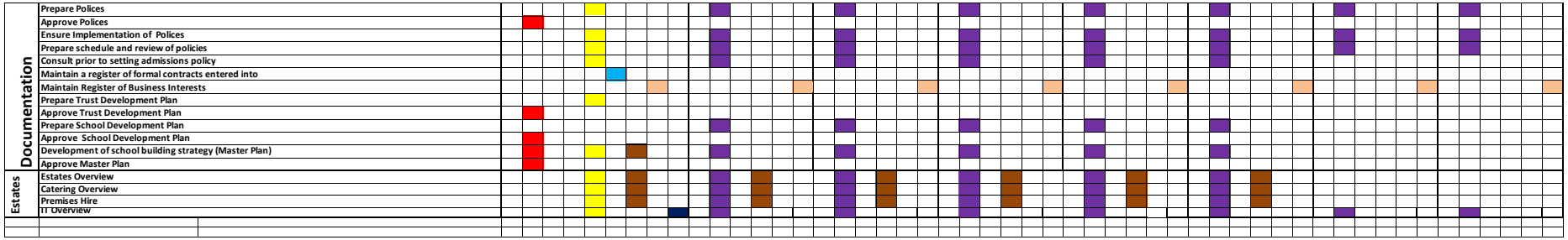
Scheme of Delegation MATRIX Academy Trust January 2018

	Delegation		MATRIX									Barr Beacon School						Dame Elizabeth Cadbury School						Etone College						Bloxwich Primary						Bloxwich Secondary						Evolve						SCITT					
			Members	Board of Directors/Trustees	Pay Committee	Audit & Risk Committee	Chief Executive Officer (CEO)	Chief 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 & Risk 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																																																				
Quality Assurance	CEO's review & Pay Recommendations																																																				
	Headteacher's Performance Management & Pay Recommendation																																																				
	Staff Performance Management & Pay Recommendations																																																				
	Approve Annual Salary Reviews																																																				
	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																																																				
	Monitor Risk Register																																																				
	Make Recommentdations to Board on Risks																																																				
	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 to Ensure Compliance																																																				
	Review Internal Audit Reports																																																				
	Ensure Compliance with Financial Procudures																																																				
	Maximum authorised financial	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/SG/SchemeDel/14Mar18


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