Scheme of Delegation December 2023					MATRIX								Schools	Schools (with the exception of Bloxwich Secondary)				Bloxwich Academy - Secondary					Barr Beacon SCITT	Barr Beacon SCIII Matrix Head Office				
			Members	Board of Trustees	Pay Committee	Audit & Risk Committee	Chief Executive Officer (CEO)	Chief Financial & Operating Officer (CFOO)	Director of School Improvement	rk	Estates and Facilities Manager	Finance Director	Head of ICT Services неаd of HR	arent Advisory Forum / AIB	Head Teacher	Estates	¥	Parent Advisory Forum / AIB	Chief Executive Officer (CEO)	Chief Financial & Operating Officer (CFOO)	Head Teacher	Estates	rk	Director of SGTT	Chief Financial & Operating Officer (CFOO)	inance Director	Head of ICT Services	Head of HR
	Delegation of Res	ponsibility	S S	Bo	Pay	Anc	ਤੌ	<u> </u>	ğ	Clerk	Est	Ë	ž ž	Par	He	Est	Clerk	Par	:5	<u> </u>	He	Est	Clerk	į	운 등 급	Ë	He	Ŧ
	2 Appoint Board of Directors/Trustees 3 Appoint/Dismissal of CEO																											
	4 Appoint Parent Advisory Forum members 5 Appoint Clerk																											
	6 Appoint Chief Financial and Operating Officer																											\pm
	Prominate Lead Trustee for Sateguarding Delegate to CEO arrangement for external volunteer panels for pupil discipline committees, with the authority to uphold a pupil exclusion																											+
	9 Appoint external volunteers for pupil discipline committees																											\pm
	10 Appoint Audit & Risk Committee 11 Appoint the Company Secretary																											
	12 Staff Appointments 13	Head Teacher Deputy Head			L	L			E	LĪ				╝	╧	Ł			L			E			<u>L</u> T		Ⅎ	$\pm \exists$
	14 15	Assistant Head/Course Manager TLRs								\vdash																	1	+
	16 17	School Improvement Team Teacher																										
	18 19 Approve appropriate staffing	Support Staff																										
	20 Staff Secondments 21 CEO and CFOO review & Pay R																											
	22 Headteacher's Performance N	anagement & Pay Recommendations																										
	23 Staff Performance Manageme 24 Approve Annual Salary Review																											
	25 Staff Dismissals 26 Prepare the Growth Plan																											+
	27 Approve the Growth Plan 28 Quality of Teaching																											
	29 Pupil Outcomes 30 Pupil Attendance																											
	31 Pupil Disciplinary 32 Parental Engagement																											
	33 Monitoring SCITT outcomes 34 Pupil Admissions																											
	35 Organisation of Appeals																											
ē	36 Complaints Level 1 37 Complaints Level 2																											
Assurance	38 Complaints Level 3 39 Health & Safety Compliance																											
Ass	40 Appointment of Data Protecti 41 Data Controller - FOI / GDPR																											
iit.	42 External Reviews / Annual reviews of Governance 43 Monitor Risk Register																											_
Quality	44 Make Recommendations to B 45 Risk Management	pard on Risks																										
	46 Agree central support service 47 Prepare Budget	i																										
	48 Agree Budget 49 Sign off Budget																											
	50 Administer Budget 51 Appoint auditors																											##
	52 Receive audited accounts 53 Sign and agree audited accounts to ESFA																											\pm
	55 Submit monthly finance report to Board of Trustees																											世
	56 Review Trust's Financial Hand	book to Ensure Compliance																										
	57 Review Internal Audit Reports 58 Ensure Compliance with Finan															1			L	1								_
e	59 Maximum authorised financia 60	Unlimited 100,000							L										$oldsymbol{ol}}}}}}}}}}}}}}}}}}$			L						$\pm \exists$
Finance/Personnel	61 62 Ensure adequate insurance co	£30,000																										
ers	63 Check monthly salaries 64 Approve payment of salaries																											\blacksquare
3/P	65 Approval for contracts/SLAs f 66 Approval for contracts of mon																											
nce	67 Salary reviews 68	CEO / CFOO Head Teacher																										
ina	69	Deputy Head																										丗
	70 71 Prepare Policies	Remaining Staff																										
_	72 Approve Policies 73 Monitor, review and consult of	on Policies where legally required																										
ocumentation	74 Maintain a contracts register75 Maintain a business interest r	egister													╘													$\pm \pm$
nta	Prepare Trust Strategic Plan Approve Trust Strategic Plan																											+
me	78 Prepare School Development 79 Approve School Development																											\blacksquare
DCC	80 Approve School Curriculum Pl	an																										
82 Approve Asset Management Plan 93 Ectator Overview																												
Estates	83 Estates Overview 84 Catering Overview																											\pm
Este	85 Premises Hire 86 IT Overview																											
Central Services	87 HR Overview 88 Finance Overview				+				H	H					+									_			+	
Sen	89 PR and Communications																											