



Scheme of Delegation

Members

The members of an academy trust are the guardians of the governance of the trust. They hold the trust board to account for the effective governance of the trust. Academy trusts must have at least three members, and the DfE advises that its strong preference is that trusts have at least five. It is the role of the current members to appoint new ones. The trust ensures that any potential member understands and is supportive of the trust's ethos and culture, and understands the need and desire to achieve the trust's charitable objects.

The role of Members can be summarised as follows:

- sign the memorandum and articles of association
- determine the name of the trust
- appoint members and trustees
- appoint and remove the auditors
- are entitled to receive a copy of the Annual Accounts and Report
- ensure the success of the trust
 - o Outcomes i.e. whether the pupils in the trust making expected progress and reaching the required levels of attainment
 - o Financial oversight i.e. is the trust spending public money wisely
- meet, usually once a year, at an annual general meeting
- dissolve the trust (where that is necessary).

Governing Body

The Governing Body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement
- ensuring sound management and administration of the school, and ensuring that staff are equipped with relevant skills and guidance
- ensuring compliance with legal requirements
- establishing and maintaining a transparent system of prudent and effective internal controls
- management of the school's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon
- helping the school be responsive to the needs of parents and the community and making it more accountable through consultation and reporting
- setting the school's standards of conduct and values
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

Scheme of Delegation

The Governing Body should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the school. Beyond this, the Governing Body should consider establishing separate committees to deal with specific areas of school business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all schools establish a finance committee separate from the Governing Body to deal with financial matters.

Where the Governing Body decides to delegate certain matters for consideration by committees, each committee should be chaired by a governor. The membership of the committee may include persons who are not governors provided that a majority of the members are governors. The Governing Body should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the Governing Body of its overall responsibility to manage the finances of the school.

Governing Body Delegation

Under the Articles of Association of The Henrietta Barnett School, the governors may delegate to any governor, committee, the Head or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the governors may impose and may be revoked or altered.

Where any power or function of the governors has been exercised by any committee, that person or committee shall report to the governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

The governors may establish any committee to exercise powers and functions of the governors. The constitution, membership and proceedings of any committee of the governors shall be determined by the governors. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months. The governors may determine that some or all of the members of a committee who are not governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

Pay Committee

The Governing Body appoints a Pay Committee to oversee matters pertaining to teacher and support staff salaries. This Pay Committee will consist of the Chair of Governors, Vice Chair of Governors and the Chair of the Finance, Audit & Fundraising Committee. The Governing Body delegates authority to the Pay Committee to make all decisions about salaries. The Pay Committee will report back to the Governing Body about the decisions it has taken.

Education & Wellbeing Committee

The Governing Body appoints an Education & Wellbeing Committee to oversee matters pertaining to education and wellbeing of students and staff. Having seen the draft Admissions Policy in the December Governing Body meeting, the Governing Body delegates authority to the Education & Wellbeing Committee to consider any Admissions Policy consultation responses, factor in any changes as appropriate and approve the final Admissions Policy, which must be published by February 28th each year. The Education & Wellbeing Committee will report back to the Governing Body about the decisions it has taken.

Head

The governors shall appoint the Head who will act as an ex-officio governor. By agreeing this document the governors delegate such powers and functions as they consider are required by the Head for the internal organisation, management and control of the school (including the implementation of all policies approved of by the governors) and for the direction of the teaching and curriculum at the school.

Governors' Meetings

It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present. Each meeting of the Governing Body should consider:

- a report of the financial position of the school, including its income and expenditure and financial commitments
- whether adequate financial monitoring of the school's budget and activities is being undertaken
- progress on any action identified to improve financial arrangements at the school
- significant contracts proposed to be entered into by the school
- details of any significant matters affecting the school's staff

- details of any significant matters affecting the pupils' welfare or education
- details of any significant matters affecting the school's assets e.g. computers etc.

Matters that should be regularly reviewed by Governors:

- the school's goals and how they are being met
- review of the management structure to ensure it is operating effectively
- review of the performance of external providers e.g. bankers, auditors etc
- review and approval of the school's annual accounts and report of the trustees
- review and approval of the financial budget for the following year
- review and approval of the levels of insurance cover
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations
- review of the risks to which the school is exposed and determination of whether systems are in place to mitigate those risks.

The Governing Body may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the Governing Body. Decisions taken by individual members or committees of the Governing Body under delegated powers should be recorded in written minutes available to the Governing Body as a whole.

Finance, Audit & Fundraising Committee

The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Finance, Audit & Fundraising Committee to cover Finance. The chair and members of the Finance Committee shall be appointed by the Governing Body. Governors who are not members of the Finance, Audit & Fundraising Committee should have the right of attendance. Minutes of the meetings of the Finance and Audit Committee should be circulated to all members of the Governing Body.

The Head in her role as Accounting Officer will attend meetings of the Committee. The Governing Body shall determine how often the Committee shall meet. The external auditor may request a meeting if he or she considers one necessary.

Authority

The Finance, Audit & Fundraising Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries. The Finance, Audit and Fundraising Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Finance, Audit & Fundraising Committee shall include:

- reviewing the Annual Budget in detail and to make recommendations to the Governing Body
- reviewing the school's internal and external financial statements and reports to ensure that they reflect best practice
- discussing with the external auditor the nature and scope of each forthcoming audit and ensure that the external auditor has the fullest co-operation of staff
- considering all relevant reports by the School Business Manager or the appointed external or internal auditor, including reports on the school's accounts, achievement of value for money and the response to any management letters
- reviewing the effectiveness of the school's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- reviewing any report in relation to finance needed to support the operation of the school, including the buildings and grounds.

The Governing Body should also ensure that procedures are in place to ensure that employees of the school are paid for work done in accordance with their contracts of employment with the school. In addition, the Governing Body

must ensure the school has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

Accounting Officer

The Funding Agreement requires the school to identify the Head as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the Governing Body for:

- ensuring regularity and propriety
- prudent and economical administration
- avoidance of waste and extravagance
- efficient and effective use of available resources
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the School Business Manager and/or to the Wellbeing and Operations Manager. Within the framework of the school development plan as approved by the Governing Body the Head has overall executive responsibility for the school's activities including financial activities. Much of the financial responsibility has been delegated to the School Business Manager but the Head still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body
- authorising contracts between £1,000 and £50,000 in conjunction with the School Business Manager. Contracts above £50,000 will need to be approved by the Governing Body
- authorising payments (online bank payments and cheques) in conjunction with the other authorised signatories. Two signatories are required on all payments.

Chief Financial Officer

The Chief Financial Officer of the school is the School Business Manager, to whom responsibility for the school's detailed financial procedures is delegated. The Chief Financial Officer's role is both technical and leadership, and his main responsibilities are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system
- the management of the school financial position at a strategic and operational level within the framework for financial control determined by the Governing Body
- the maintenance of effective systems of internal control
- ensuring that the annual accounts are properly presented and adequately supported by the underlying records of the school
- the preparation of monthly management accounts
- ensuring forms and returns are sent to the ESFA in line with the timetable in the ESFA guidance
- ensure that purchases are in accordance with "best value" principles and approved by the relevant Head of Department and within budget, prior to orders being sent
- ensure that all invoices have been approved and signed off by the Head of Department before authorising for payment
- management and monitoring of specific projects, e.g. capital projects
- developing and maintaining policies as required
- preparation and checking of monthly payroll information.

Data Protection Officer

The Data Protection Officer is responsible for ensuring that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulation (GDPR), and other related legislation (see the school's Data Protection Policy). The School Business Manager is appointed as the school's Data Protection Officer.

Finance Assistant

The main responsibilities of the Finance Assistant are:

- maintaining the academy's accounting records
- liaising with budget holders and providing regular reports
- ensuring financial procedures are adhered to at all times
- monthly bank reconciliations
- promoting "best value" principles
- management of petty cash.

Date Approved: June 2025

Date of Next Review: June 2026