

OIAMFS

SCHEME OF DELEGATION



All One In A Million Free School Policies have been devised to ensure that:

- *OIAM core values are at the heart of all we do: Compassion, Honesty, Integrity and Excellence;*
- *Students from all backgrounds and all abilities are welcome;*
- *Each student has the opportunity to flourish and achieve or exceed their potential;*
- *We value the individuality of each student within the context of membership of our community;*
- *We are committed to raising educational attainment and improving our students' life chances;*
- *We provide an environment in which all students are self-aware, self-disciplined and confident;*
- *All students will understand how to make a positive contribution to our extended community;*
- *Academic, creative and personal achievement is supported through focus on Sport, the Arts and Enterprise.*

Approved by: Members, Board of Trustees, Principal

Last reviewed: February 2024

Next review: September 2025

Introduction

Under the Articles of Association, One In A Million Free School Trust (the “Academy Trust”) is accountable in law for all decisions about the Academy Trust and its school. It is vital to ensure there are systems in place so the Members and Board of Trustees* (who are also ‘directors’) are assured of the quality of education as well as the safety and good practice of activity within the Academy Trust. However, this does not mean the Board of Trustees are required to undertake all tasks or make all the decisions itself.

** In other policies and procedures we may choose to refer to the Board of Trustees as the Board of Governors as a working title. These are one and the same.*

The Scheme Of Delegation has been developed to clarify the responsibilities and powers of the Members, the Board of Trustees, committees, the Principal and other senior members of staff.

The intention of this document is to:

- Set out delegations for specific areas of activity or decision-making in a clear, usable format.
- Provide clarity, consistency and avoid duplication or overlap in governance.
- Seek a place for governance decision-making as close as possible to the point of impact.

There may be rare circumstances when the Board of Trustees will need to intervene and choose to withdraw specific delegated authorities although these are expected to be the exception rather than the rule. Possible examples where this may be required include, but are not limited to, significant concerns or weaknesses not being addressed within the school, which may relate to safeguarding, finance, or an educational performance.

Vision, values, and ethos

- School motto: Enjoying today, preparing for tomorrow.
- School values: compassion, honesty, integrity and excellence.

Since the Academy Trust was established in 2012, it remains committed to maximising social mobility and the life chances of all its students. We support the creation of student-centric schools in which every student is unique and valued. The core drivers of Sports, the Arts and Enterprise will serve as the foundation of our connected curriculum. Our values of compassion, honesty, integrity, and excellence will be integrated into all facets of school life alongside our inclusive approach in order to facilitate the very best outcomes and opportunities for all.

Our school is small in size, ensuring each student is well known to each other and the wider school community. The ‘smallness’ of the school is a strength. All our students are ‘one in a million’. We want all of them to flourish, ensuring they are given opportunities to build their skills, confidence and self-esteem in order to become role models within the school and local community. The Academy Trust KPIs for determining how well our school is doing can be found on our website.

Model Of Governance

One In A Million Free School is a company limited by guarantee and a charity regulated by the Department For Education (DfE).

- The Members of the Academy Trust define the Object, Purpose and Ethos of the Company, and can direct the Board of Trustees where required to ensure those elements are met.
- The Board of Trustees have overall responsibility and decision-making authority for establishing and running of the school. This is exercised principally through strategic planning and the setting of policy, holding the Senior Leadership Team to account and the oversight of financial control. It is managed through business planning, monitoring of budgets, performance appraisal, the setting and monitoring of standards and the implementation of quality assurance processes. In this work, two committees support the Board of Trustees: Education Scrutiny Committee and the Finance Audit & Risk Committee.
- Trustees at all levels must abide by the Code of Conduct adopted from the NGA (National Governance Association).
- The Principal of the school is an ex officio member of the Board of Trustees.
- The Senior Leadership Team's strategic function is key to ensuring consistency and cohesion and the best outcomes and support for all students. They shall implement strategies and policies to support school improvement and make sure the day-to-day running of the school is underpinned by the Academy Trust's vision, values and ethos. The Senior Leadership Team will report to the Board of Trustees on progress and concerns.

Powers and duties reserved for the Members

As a charitable company limited by guarantee, One In A Million Free School Academy Trust has Members who have a similar role to the shareholders in a company limited by shares. Members are the custodians of governance.

The Board of Members shall meet no less than twice per year and shall be quorate when more than 50% of the members are in attendance. A Member dialled in via conference/video call will be classed as in attendance and shall count towards the quorum.

The Members are responsible for:

- Appointing the Members, and up to fifteen trustees in line with the Articles of Association.
- Dismissing any Member or trustee.
- Appointing the Chair of the Trustees in consultation with the Board of Trustees.
- Instructing the Board of Trustees by special resolution to take specific action.
- The Principal shall be appointed by the Board of Trustees in consultation with the Members who shall have representation in the appointment process.
- Defining the Object, Purpose and Ethos of the Academy Trust.
- Amending if necessary the Articles of Association, in agreement with the DfE.

- Appointing the external auditors and receiving the audited annual accounts.
- The power to change the Academy Trust's name and, ultimately, wind it up.

The Members hold the Board of Trustees to account based on:

- The Annual Educational and Financial Statements as presented at the Annual General Meeting.
- Reviewing the Board's effectiveness.

Other criteria that they consider appropriate to the aims of the organisation as defined in its:

- Charitable Objectives;
- Articles or criteria laid down in its Funding Agreements;
- The Academy Trust KPI's;
- Working with the Board of Trustees;
- Responsibility to conduct the Academy Trust's business sits with the Board of Trustees. Members should be 'eyes on and hands off' and avoid compromising the Board of Trustees discretion. However, if the governance by the Board of Trustees becomes dysfunctional, the Board of Members will have a strong interest in ensuring the Board of Trustees has plans to address the issues or otherwise to remove individual trustees and re-appoint those with the skills necessary for effective governance.

Powers and duties reserved for the Board of Trustees

The purpose of governance is to provide confident and strong strategic leadership, which leads to robust accountability, oversight, and assurance for educational and financial performance. The Board of Trustees shall uphold the three strategic functions of governance.

- 1). Ensuring clarity of the Trust's vision, ethos and strategic direction;
- 2). Holding the senior leaders to account for the educational performance of the school and its students; and the performance management of staff;
- 3). Overseeing the financial performance of the school and making sure its money is well spent.

The Board of Trustees have the power to appoint:

- In consultation with the Members, the Chair of Trustees.
- Vice-Chair of the Board of Trustees in consultation with the Members.
- The Principal - in consultation with the Members.
- In so far as the business of the academy is concerned, the responsibility of the trustees is to determine the policy and procedures of the school and to consider and respond to strategic issues. The trustees are free to decide what constitutes a strategic issue.
- The Board of Trustees shall meet no less than four times per year.
- A meeting shall be quorate when 50% (rounded up to a whole number) of the trustees are present in order to exercise all the powers delegated to it. A trustee dialled in via conference/video call will be classed as in attendance and shall count towards the quorum.

FINANCIAL

The Board of Trustees cannot delegate overall responsibility for the Academy Trust's funds.

However, it can delegate financial scrutiny and oversight to its Finance Audit & Risk Committee, which can support the Board of Trustees in maintaining the Academy Trust as a going concern.

- It must approve a written Scheme of Delegation of financial powers that maintains robust internal controls and detailed duties to its Board of Trustees, its Finance Audit & Risk Committee, the Principal, and other staff. The Scheme of Delegation must satisfy the Board of Trustees ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes and procedures. This document should be operated in conjunction with the Financial Regulations Policy and company documents.
- The Finance Audit & Risk Committee will comply with its financial approval powers recorded in the Scheme of Delegation and duties approved in its Terms of Reference.
- Maintenance of a Register of Business Interests for all Members, Board of Trustees, and those staff with financial responsibilities.
- Formal approval of the annual consolidated budget prior to the start of each financial year.
- Authorising permanent changes to the staffing structure within an agreed budget.
- To periodically review the school's staffing structure with regard to value for money/pay equality and ensure the Academy Trust's vision can be delivered. Collaboration will be sought from the Principal.
- Considering budgetary control reports from the Finance Audit & Risk Committee at every meeting, with relevant explanations and documentation where required.
- Authorising significant financial transactions, as presented in the back pages of the Scheme of Delegation.
- Holding any bank account in which any money of the Academy Trust is deposited and then operated by the Finance Department in the name of the Academy Trust. All orders for the payment of money from such an account shall be signed by at least two signatories agreed by the Board of Trustees.
- Ensuring the appointment of external auditors in consultation with the Members.
- Receiving, approving and acting upon (as appropriate) a report and recommendations from the Finance Audit & Risk Committee on the financial statements and approving the annual audited financial statements prior to submission to the ESFA by 31 December.
- Receiving, approving and acting upon (as appropriate) the reports of the Finance Audit & Risk Committee on the use of resources, systems of internal financial control, and discharge of financial responsibilities.
- Receiving, approving and acting upon (as appropriate) regular reports and recommendations from the Finance Audit & Risk Committee on the annual budgets, financial performance against those budgets, and the application of resources across the Academy Trust, longer term financial plans, and business cases for expansion or other major developments across the Academy Trust.
- Informing the ESFA, and where deemed necessary the DfE via the Regional (Schools) Director (formerly Regional Schools Commissioner), if it suspects any irregularity affecting resources.
- The Board of Trustees will have the absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it informing the Members. Such reviews shall be a collaborative process and shall draw upon support from staff as and where it is beneficial to the outcome.

CURRICULUM AND STANDARDS

- The Board of Trustees are obligated by the Secretary of State to provide a broad and balanced curriculum. They shall delegate powers to the Education Scrutiny Committee to monitor and review the intent, implementation and impact of curriculum policy. This shall be reported to the Board of Trustees for understanding and approval.
- The Board of Trustees shall be responsible for the standards achieved by the school and its students.

PREMISES

As custodians, the Members and Board of Trustees, shall ensure that capital and maintenance of the buildings and facilities are to be used in respect of the terms governing the use of the land, which are used for the purposes of the school, and any agreement entered into with the Secretary of State for the funding of the school.

Capital:

- All capital expenditure must be presented for approval in-line with the expectations set out within the Scheme of Delegation and all policies before submission and approval by the Board of Trustees.
- When capital projects are identified a capital project sub-committee shall be formed consisting of a Member (Co-founder of the Academy Trust), trustees and field experts to review any such capital works complements the vision, meet the suitability of the building, its existing accommodation, and curriculum needs, whilst also identifying the availability of capital investment.

Maintenance:

The Senior Leadership Team is tasked with overseeing the estate management to ensure the building/s and grounds are kept, fit for purpose, and maintained to a high standard, having regard for the neighbouring community, thus, representing our ethos and values to all stakeholders.

Finally, the Board of Trustees will:

DEPLOYMENT OF RESOURCES

- Monitor the performance (standards) of the school against the Academy Trust's vision, values, and key performance indicators, as well as the Ofsted framework and the national legislation, holding the Principal to account for deployment of staffing and aligned strategy.
- Ensure performance appraisal arrangements are in place for the Principal, which will consist of three trustees supported by an external advisor/ school improvement partner.
- Ensure performance appraisal arrangements are in place for all other staff following the Principal's recommendation made to the staff pay governance function.
- Ensure the school is delivering a broad and balanced curriculum that meets the expectations of the Academy Trust vision, National Curriculum (or better), and any external regulators such as Ofsted.
- Ensure the allocation of ring-fenced funding such as Pupil Premium, EHCP, SEND, is deployed for its intended purpose whilst holding the Principal and Senior Leadership Team to account for their impact on students' learning.

- Reviewing the annual safeguarding report, termly reports, external audits, and holding to account the Senior Leadership Team for safeguarding all students and staff.
- Any trustee may attend any committee meeting providing they notify the chair of the committee, the Clerk and note any declarations of interest.
- Interview panels for Senior Leadership Team roles shall include a trustee of the Board of Trustees. Where it is the appointment of the Principal it shall also include a representation from the Members also (usually the Co-founder of the Academy Trust).

ANNUAL REPORTING

The Board of Trustees shall receive, approve and assume responsibility where appropriate for the following documents (this is not an exhaustive list):

- Principal Report for each Board of Trustees meeting
- Publication of exam results
- School Development Plan
- SEF Self Evaluation Form
- Register of business interests for all Members, trustees, and those employed school staff with financial responsibilities
- Annual audited accounts and returns
- Annual Risk Register
- Annual Safeguarding Report
- Annual SEND Report/Statement
- Pupil Premium Strategy (and annual reporting thereafter)
- Approval of policies and procedures, and review programme

One In A Million Academy Trust is governed by its governing documents. It will comply with statutory requirements and/or take account of the guidance set out by the DfE in the following documents and their successor publications:

- Statutory guidance on Keeping Children Safe in Education
- Supplementary Funding Agreements for Local Schools
- The DfE Governance Handbook
- The DfE Competency Framework for Governance
- The Academy Trust Handbook

ATTENDANCE / QUORUM

- A Professional Clerk shall convene all meetings and shall send to the Board of Trustees written notice of the meeting and a copy of the agenda (and any relevant papers) at least five working days in advance of the meeting. The PA to the Principal shall support this with the internal collation of meeting papers, diary invites, and arrangement of virtual meeting invitations (ie. links to Zoom, Teams, etc).
- In exceptional circumstances only, an extraordinary meeting of the Board of Trustees shall only be called by the Clerk whenever requested by the Chair or at the request of the Members. Where there are matters demanding urgent consideration, the Chair or, in his or her absence, a trustee may waive the need for five working days notice of the meeting and substitute such notice as he or she thinks fit.
- The convening of a meeting and the proceedings conducted shall not be invalidated by reason

of any individual not having received written notice of the meeting or a copy of the agenda.

- If the Chair or Vice Chair is absent from any meeting of the Board of Trustees or its Committees, those trustees present shall appoint one of their number to chair the meeting. The provisions for quorum of meetings shall apply.
- To ensure a separation of duties and powers, the Chair of the Board of Trustees should only chair a committee in the case of an inability to appoint another suitable trustee.
- Trustees dialled in via conference/video call will be classed as in attendance and shall count towards the quorum.
- A meeting of the Board of Trustees shall be quorate when 50% (or rounded up to the nearest number) of the trustees are present in order to exercise all the powers delegated to it. Trustees dialled in via conference/video call will be classed as in attendance and shall count towards the quorum.

PROCEEDINGS OF THE BOARD AND COMMITTEE MEETINGS

- Every question or proposal to be decided at a meeting of the Board of Trustees shall be determined by a majority of the votes of the trustees present and voting on the question. Written approval prior to the meeting can be sought by the Clerk. Each trustee shall have one vote. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- A trustee may not vote by proxy unless with written consent provided to the Clerk by the person/s prior or during the meeting.
- Where there is an equal division of votes the chair, or as the case may be, the person who is acting as chair for the purposes of the meeting (provided that such person is a trustee), will have a second or casting vote.
- No resolution of the Board of Trustees may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- Any trustee shall be able to participate in meetings of the Board by telephone or video conference provided that he or she has given reasonable notice to the Clerk and that the Board has access to the appropriate equipment.

BOARD DECISIONS BY EMAIL/POST

- On rare occasions when a decision or approval is needed for a Board resolution at short notice, approval can be provided by a majority of the Board (more than 50% positive votes) confirming approval of the resolution by email/post.

CONFLICTS OF INTEREST

- Conflicts of interest will be managed by according to statutory guidance.
- Members and trustees who have any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his or her duty to act solely in the interest of the Trust shall disclose that fact to the Clerk as soon as he or she becomes aware of it.
- Pecuniary of interest forms will be completed for Members, trustees, and the Senior Leadership Team.
- A Register of Interest is completed at the start of the academic year and remains a live document. This, and updates will be added to the school website. Conflict of interest will be a standing item on meeting agendas of the full board and committee's. All Members and trustees

must declare related party transactions. These will appear in the annual audit accounts.

- Declarations of interest remains a standing item on the agenda for all Board of Trustees and committee meetings.
- Trustees and/or employed staff will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

MINUTES AND PUBLICATIONS

- The Clerk will take minutes of every meeting.
- At every meeting of the Board of Trustees or a Committee the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the trustees present decide otherwise, and, if agreed to be accurate, shall be approved and recorded as a true record.
- The Clerk shall ensure that a copy of the agenda for every meeting of the Board of Trustees or Committee, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Board.
- The Clerk shall ensure that a copy of the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), and any relevant papers (not included in the original circulation), as soon as is reasonably practicable, are made available to the Board of Trustees.
- Papers are available in advance of meetings and shall take into consideration the annual meeting cycle and school calendar to support work-life balance and staff wellbeing.
- The Board of Trustees or Committee may invite attendance by persons who are not trustees where such attendance is considered to benefit its deliberations (such as, but not exclusive to, the external auditors at year end).

Powers and duties delegated to the Finance Audit and Risk Committee

The Board of Trustees resolved to establish a combined Finance Audit and Risk Committee to advise the Board on matters relating to the school's finance and audit arrangements, systems of internal control, risk management and to advise and aid the Board to ensure sound management of the Academy Trust's finances and resources, including planning, monitoring and probity.

- The Finance Audit and Risk Committee is responsible to the Board of Trustees.
- The Committee's Terms of Reference are agreed and adopted by the Board of Trustees and can only be amended with their approval.

AUTHORITY & SCOPE OF RESPONSIBILITY:

The terms of reference aim:

To support the Board of Trustees in fulfilling their statutory duties

To support the strategic role of the Board of Trustees

To provide a framework for effective self-evaluation, reviewing support and challenge by linking the work of the committee to the School Development Plan.

- To maintain an oversight of the Academy Trust's financial governance, risk management, internal control systems and value for money framework. It will record its findings at its governing meetings as a critical element of the annual reporting requirements.
- The Finance Audit & Risk Committee is a committee of the Board of Trustees and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- To consider and make recommendations to the trustees on all financial and budgetary matters not delegated to the Principal.
- Reviews the monthly budget monitoring reports.
- Review and approve all financial related policies.
- Approval of procedures for full competitive tendering decisions on expenditure as per the Procurement and Tendering Policy.
- The Finance Audit & Risk Committee is authorised to:
- Make reasonable, and justified requests to the school for appropriate information (whilst respecting privacy law and respecting the workload of staff) to help inform any reviews, monitoring, and/or decision-making.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer where a cost is likely to be charged to the school.

The Accounting Officer and School Business Manager shall attend meetings, unless otherwise requested by the Committee members.

INTERNAL SCRUTINY

This will be delivered in a way most appropriate to its circumstances. The Academy Trust Handbook suggests this can include a combination of functions including; an in-house internal auditor, a bought-in internal audit service, the appointment of a non-employed trustee, or an independent peer review by the chief financial officer from another academy trust. The trust may also use other individuals or organisations where specialist non-financial knowledge is required.

Powers and duties delegated to the Education Scrutiny Committee

Terms of reference for the committee have been approved by the Board of Trustees and are reviewed on a by-annual basis or when legislation or guidance changes.

Ad Hoc Committees/ Working Groups and/ or Panels

- Formed from trustees with delegated powers by the Board of Trustees.
- The Clerk shall be present to minute such meetings with exception (Principal's appraisal).
- Examples include: Pupil Exclusion Panel, Pupil Premium Strategy Review, Principal's Appraisal, Complaints.
- On rare occasions other people identified for their skills and experience as necessary may be invited to advise those making decisions delegated to it by the Board.

Powers and duties delegated to the Principal

The Principal has been delegated the day-to-day management of the school. They will lead on the implementation of all policies approved by the Board of Trustees.

The Principal shall be responsible for:

- Fulfilling the role of Accounting Officer.
- Authorising financial transactions in line with the arrangements in the Scheme of Delegation.
- Has delegated financial and operational responsibility as outlined in the Scheme of Delegation and works with their senior team to deliver a cost-effective education that adds value.
- Works closely with the School Business Manager to ensure the integrated curriculum financial plan and leadership structures are cost efficient and deliver value for money.
- Overseeing the staff appraisal arrangements in keeping with school policy and guidance.
- The implementation of all senior staff salary amendments in agreement, first, with the Board.
- Reviewing income and expenditure reports with the Finance Department, highlighting actual or potential overspending.
- Monitors arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with financial policy and procedures.
- All contracts and agreements conform to the financial policy and procedures.
- Approving new staff appointments within the authorised establishment.
- Certifying the payment of salaries each month, in conjunction with the School Business Manager and Finance Department to ensure that systems are working correctly to comply with current legislation.
- Ensuring that proper security is maintained at all times for the building/s, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under their control.
- The operation of financial processes within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- Ensuring that all records and documents are accurate, up to date, and available financial and statistical information. This includes for auditory procedures both internally and externally.
- Leading and managing the school in line with job description, Academy Trust KPIs, Headteachers Standards, Scheme of Delegation and school policies.
- The performance of the school, its culture and the welfare of students and staff.

Delegation of the Principal's Financial Responsibilities Powers and duties delegated to the School Business Manager

The School Business Manager works in close collaboration with the Principal as their line manager. They are member of senior leadership team.

The main responsibilities of the School Business Manager are:

- To provide leadership and development to the business and resources functions of the school. Provides operational management for all aspects of business services, including the finance function.
- Overseeing the financial planning and analysis cycle including the day-to-day financial matters.
- The school is prepared and ready for the annual auditing programme supported by accurate, up to date, underlying books and records of the schools finance information.
- Preparation, after discussion with the Principal, of the annual draft budget plan for consideration by the Finance Audit & Risk Committee and approval by the Board of Trustees to meet statutory submission deadlines.
- To support the Principal to produce a cost efficient integrated curriculum financial plan.
- Monthly monitoring and controlling of expenditure and income against the approved budget and submission of reports on the financial position to the Principal, FARC, and B
- Operate financial controls in line with the Academies Trust Handbook and other regulations and ensure all deadlines are met.
- Authorising financial transactions in line with the arrangements presented in the Scheme of Delegation.
- Ensuring the process for payroll and its systems are working correctly to comply with current legislation and include payments to HMRC, payment of pension contribution to the relevant bodies and other liabilities. This shall include the monthly quality assurance process
- Maintain the standards of control for such systems to include the use of properly licensed software, and for the security and privacy of data in accordance with the UK Data Protection Act and the EU General Data Protection Regulation.
- Notifying trustees on any eventuality that could affect the schools insurance arrangements.
- Working with the Principal to maintain a continuous risk register identifying areas of risk and mitigating the financial risk with an agreed plan.
- Produces a register of staff responsible for managing finances and budgets.

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| <h3>Other staff</h3> |
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The Finance Team

They will work in close collaboration with the School Business Manager and the Principal. The main responsibilities of the Finance team are:

- The day-to-day management of financial issues and support for all colleagues within the financial process, including the operation of the accounting system CIVICA.
- 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 DfE/ESFA guidance.
- Input of all transactions onto the accounting system, reconciling control accounts, supplier queries, authorising purchase orders.
- Liaise with the Managed Service Provider for Payroll to ensure that payroll reconciliations systems are working correctly to comply with current legislation.

- Liaise with the Managed Service Provider for Payroll during the preparation of annual returns for the Teachers Pension and the West Yorkshire Pension Fund.
- The maintenance of effective systems of internal controls.
- Support the School Business Manager in ensuring all records and documents are available for the audit by the external auditors, internal audit, and finance committee.
- Administrative support in the upkeep of the assets register keeping an inventory of all items such as moveable furniture, equipment, vehicles and plant and ensuring such items are security marked where appropriate.
- To ensure that petty cash is issued up to the value of £50. Whilst maintaining accounting records, the security and regular reconciliation of petty cash.
- Checking all order request against the Management Accounts and current budget position prior to authorising orders in conjunction with budget holders.

Other Staff

- The Scheme of Delegation will be shared with staff annually to ensure full understanding and compliance.
- All staff are responsible for the security of school property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the school's financial procedures.

Conditions of appointment for Trustees and Trust Members **Persons Ineligible to be a Trustee or Trust Member**

No person shall be qualified to be a trustee or Trust Member unless he or she is aged 18 or over at the date of his or her election or appointment. No current student of the school shall be a trustee.

Trustee or Trust Member shall cease to hold office if he or she:

- Becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs;
- Is absent without the permission from all their meetings held within a period of twelve month and the Board resolve that this office be vacated;
- Is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
- Has items on a DBS or Section 128 that would suggest they are unsuitable to hold such a position;
- Acts or seeks to act against the Academy Trust in any legal matter.

A person shall be disqualified from holding or continuing to hold office IF:

- His or her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- He or she is the subject of a bankruptcy restrictions order or an interim order.
- He or she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or which he or she by his or her conduct contributed to or facilitated

- He or she is included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or
- He or she is Disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000
- He or she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002
- He or she has, at any time, been convicted of any criminal offence, including any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, but excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993
- He or she has not provided to the Chair of the Board a criminal record certificate at an enhanced disclosure level under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. In the event that the certificate discloses any information, which would in the opinion of the Chair of the Board confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

Where a person becomes disqualified from holding, or continuing to hold office he or she, shall upon becoming so disqualified, give written notice of that fact to the Clerk.

Abbreviations: A (Approval), R (Recommend), C (Consult), S (Support).

| Area Of Responsibility | | Level of Responsibility | | | | |
|--|--|-------------------------|-------------------|-----------|-----------|--------------|
| Headline | Tasks | Members | Board of Trustees | Committee | Principal | Other/ Staff |
| Governance framework people | Power to appoint and remove Members | A | | | | |
| | Power to appoint and remove trustees | A | C | | | |
| | Power to appoint the Chair | A | C | | | |
| | Parent trustees appoint when elected | | A | | | |
| | Board committee chairs: appoint and remove | C | A | | | |
| | Named safeguarding trustee: appoint and remove | C | A | | | |
| | Clerk to the Board of Trustees: appoint and remove | C | A | | | |
| | Clerk to school committees: appoint and remove | | A | | | |
| | Register of trustees' business interests | C | A Clerk | | | |
| | Appoint / remove Principal (Panel include presentation of the Members) | C | A | | | |
| | Principal payscale, range banding | C | A | | | |
| | Appoint / remove SLT (Interview panel consist of x1 trustee/member when viable) | C | S | | A | |
| | Appoint / remove staff (x1 person on the panel will have safer recruitment training) | | C | | A | |
| | Appoint an external adviser (SIP) to assist with the Principal's appraisal | R | A | | C | |
| | Principal appraisal and pay award | | A | R | | |
| | Staff pay appraisal & progression | | A | | R | |
| Governance framework systems & structures | Defining the Object, Purpose and Ethos of the Academy Trust | A | | | | |
| | Articles of association: review and agree | A | C | | | |
| | Amends to the Funding Agreement | A | C | | | |
| | The power to change the Academy Trust's name and, ultimately, wind it up | A | C | | | |
| | Governance structure for the Academy Trust: establish and review regularly | A | C | | | |
| | Committee terms of reference: bi-annually | | A | R | | |
| | Scheme of delegation | A | S | | C | |

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|---------------------------------------|---|----------|----------|--------------------------------|------------|---------------------|
| | Annual schedule of governance business | | A | | | |
| | Self-review of board and committees: frequently | C | A | | C | |
| Governance framework reporting | Publish governance arrangements on schools' websites: ensure | | A | | | |
| | Annual financial report on the performance of the school: submit to members and publish in annual accounts | | A | | A | |
| | Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House | | A | R (FARC) | A | |
| | ESFA required reports and returns submit | | C | | | S (SBM) |
| Being Strategic | Set's the Academy Trust's vision and values | A | C | | | |
| | Determine schools strategy and key priorities: approve | C | A | | R | |
| | Determine Academy Trust wide policies which reflect ethos and values: approve | | A | | A/R | |
| | Planned investment and improvement (maintenance, development, improvement of infrastructure, sink fund for building plans, IT, school improvement): Reserves approved | C | A | R (Capital Projects) | R/S | R/S (BSM) |
| | Determine school level protocols: approve | | A | | R | |
| | Management of risk: establish register, review and monitor | | A | A/R (FARC) | S/R | S (BSM) |
| | Key documents such as the SDP, SEF, Actions Plans, Ofsted areas for improvement (but not exclusive to); | | A | C (ESC) | R | |
| | Principal: appoint and dismissal (Panel include presentation of the Members) | C | A | | | |
| | Budget plan to support delivery of schools' key priorities: approve | | A | R (FARC) | R | S (BSM) |
| | Schools' staffing structure: agree | | A | | R | |
| Holding to | Have high expectations for the | A | A | A | A | A |

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| account | outcome of all students in the school | | | | | |
| | Ensuring compliance (e.g. safeguarding, H&S, employment): agree reporting arrangements | | A | | A/R | S (HR, DSL) |
| | Monitoring progress on key priorities: agree reporting arrangements | | A | A | R | |
| | Performance management of Principal: undertake (with external advisor) | | A | R Committee | | |
| | Performance management arrangements of staff | | A | | R | |
| | Staff pay award and progression meeting takes place annually | | A | A Committee | R | S (BSM) |
| Financial Oversight | External auditors: appoint and remove | A | A/C | R | | |
| | To appoint /approve / remove internal audit function arrangements | C | A | R (FARC) | | |
| | Principal payscale, banding | C | A | | | |
| | Academy Trust's scheme of financial delegation: establish, monitor and review | A | A | R (FARC) | | |
| | To approve the Financial Procedure / Regulations Handbook | | A | R | S | S (BSM) |
| | Staff register for authorizing orders for goods, works and services. | | | C | A | R (SBM) |
| | Investigate financial irregularities: AT appoint an evaluation panel | A | A | R | S | |
| | External auditors' report: receive and respond | C | A | R (FARC) | A | |
| | Value for Money statement: approve | | A | C (FARC) | R | S (SBM) |
| | Benchmarking value for money: ensure robustness | | A | R (FARC) | R | |
| | Payroll and reconciliation; Ensuring systems are working correctly to comply with current legislation and payments to HMRC and pension contribution to the relevant bodies. | | | | C | A (BSM) S (Finance) |
| | Monitoring budget: agree reporting | | A | C/R (FARC) | R | S (SBM) |
| | Produce Monthly Financial Management Accounts Receive: Board, FARC, Principal | | | | | A (SBM) S (Finance) |
| | Annual Audited Accounts filed at Companies House, | | C | | C | S (SBM) (Finance) |

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| | ESFA, DFE: submit | | | | | |
| | Contacts register of suppliers, guidance and advice services. | | A | C | A | R/S (SBM) |
| | Sign annual audited accounts as a true record | | A (COGs) | | A | |
| Authorisation of Expenditure Purchasing – Provision Of Goods, contractss & Services | Purchase Order requisitions with approval | | | | A | A (SBM) (Finance) |
| | Staff register for authorizing orders for goods, works and services. | | | | A | A (SBM) (Finance) |
| | Virements up to £2,500 | | | | A | C (SBM) |
| | Virements in excess of £2,500 - £5,000 | | | A (FARC) | R | S (SBM) |
| | Virements in excess of £5,001 | | A | | R | S (SBM) |
| | Goods & contracts under £1,000 • <i>At School Business Manager's discretion</i> | | | | C | A (SBM) |
| | Goods & contracts between £1,001 - £4,999 • <i>Two verbal quotations.</i> • <i>Written record to be kept.</i> | | | | A | A (SBM) |
| | Goods & contracts between £5,000 - £9,999 • <i>Three written quotations</i> • <i>Best value must be judged</i> | | | | A | A (SBM) |
| | Goods & contracts between £10,000 - £24,999 • <i>Three written quotations</i> • <i>Best value must be judged</i> | | | A (FARC) | R/S | S (SBM) |
| | Goods & contracts between £25,000 - £49,999 • <i>Three written quotations</i> • <i>Best value must be judged</i> | | A | R | R/S | S (SBM) |
| | Goods & contracts over £50,000 • <i>Competitive tendering following good procurement practice.</i> • <i>Minimum of three tenders returned.</i> • <i>Panel: FARC, 1x additional trustee, 1x Member of the Academy Trust.</i> • <i>Report outcome to Board of Trustees</i> | A/C | A | A | R/S | S (SBM) |
| | Over EU threshold • <i>Full competitive tendering.</i> • <i>All EU procurement rules apply.</i> • <i>Specialist procurement advise should be sort.</i> | A/C | A | A | R | S (SBM) |

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| <ul style="list-style-type: none"> Panel: FARC, 1x additional trustee, 1x Member of the Academy Trust. Report outcome to Board of Trustees, Members. | | | | | |
| Expense claims: authorised to claim back personal without prior authorisation to the value of £350 at a time. Expenses that exceed this sought approval from the FARC. | | A | | R | |
| Authorised stock write-off £1,000. Keep written records. | | | | A | R (BSM) |
| Authorised disposal and write-off £1,000 - £5,000 Keep written records. | | C | A (FARC) | R | |
| Authorised disposal and write-off £5,001 and above. Keep written records (Excluding land and buildings: DFE approval needed). | C | A | | R | |
| Control of assets and asset register Determine arrangement for non-capital assets worth less than £500 | | A | | R | R (BSM) |
| Dual authority of access to the bank Approval of signatories | | A | | R | |
| Online bank payments up to £10,000 per transaction Total £40,000 (per day) Payroll only exception | | | | A | A (BSM) |
| Payroll payments post dated by 5-days or more | | | | A | A (BSM/ FO) |
| Payroll and reconciliation; Compliance with current legislation and payments to HMRC and pension contribution to the relevant bodies. | | | | A | A (BSM/ FO) |
| Petty cash up to £50 Reconcile. Keep written records. Maintain security. | | | | | A (BSM/FO) |
| Granting/ take up of any leasehold or tenancy agreement exceeding 3 years | DFE approval required | DFE approval required | | C | |
| Purchase or sale of any freehold property | As above | As above | | C | |

Compliance Delegation

| | Principal (Delivers on school performance and operations) | Board of Trustees |
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| School Improvement | <ul style="list-style-type: none"> • Implements the OIAMFS vision, strategy, culture and ethos in line with overall Academy Trust mission. • Proposes priorities and school improvement plan, including suggested targets. • OIAMFS fulfills its role within the OIAM Hub and Spoke model. • Delivers as per school improvement plan and targets. • Develops and proposes curriculum model around Sports, the Arts, and Enterprise. Including; behaviour policy. • Monitors school performance; • Improving teaching quality; managing assessment processes; analysing academy data. • Leads assessment processes. • Improves teaching quality through performance management and CPD programme. • Commission's support to achieve the Academy Trust improvement plan, and its key performance indicators. • Responsible for proposing and implementing term dates. | <ul style="list-style-type: none"> • Ensures clarity of vision and ethos, and sets the strategic direction of the Academy Trust. • Holds Senior Leadership Team to account on school performance, improvement and all operational areas. • Supports and challenges and then agrees the development of the school improvement plan (SIP), self-evaluation form (SEF) and priorities. • Supports the Principal to develop and implement culture and ethos. • Supports and challenges, and then agrees, the academy curriculum model. • Monitors school and student performance against the school improvement plan and targets by reviewing and challenging Principal Report's, updates and data analysis. |
| Principal recruitment appraisal | | <ul style="list-style-type: none"> • Conducts Principal recruitment in consultation with the Academy Trust. • Conducts appraisals with engagement from an External Advisor. • Makes pay recommendations to the Board of Trustees. • Approval of salary and pay review progression. |
| Finance and procurement | <ul style="list-style-type: none"> • Delivers budget and financial targets. • Works with school finance function to prepare and propose budget and 3-year forecasting. • Works with school finance function on preparation of monthly and end-of-year academy finance documents. • Finds and implements procurement opportunities. • Manages delivery of IT contracts. | <ul style="list-style-type: none"> • Supports and challenges on the development of the budget. • Receives timely and accurate financial information. • Accountable for Pupil Premium, Catch-Up, and SEND expenditure. • Monitors and challenges academy finances, particularly against budget and the use of resources vs. education plans. |

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| | <ul style="list-style-type: none"> • Sets financial policies. • Ensures the process of payroll and its systems comply with current legislation for payments to HMRC and pension contribution to the relevant bodies. • Recommends to Board of Trustees: Academy Trust budgets and forecasts use of reserves. • Finds, implements and manages oversight of school finances. • Drafts Procurement & Tendering Policy | <ul style="list-style-type: none"> • Accountable for ensuring financial compliance and sustainability. • Appoints Finance Audit and Risk Committee. • Approves: <ul style="list-style-type: none"> ○ Use of reserves. ○ Academy Trust budget ○ Financial targets ○ Capital expenditure ○ Sink funds • Approves Procurement & Tendering Policy |
| HR/ recruitment | <ul style="list-style-type: none"> • Ensures HR policies and processes are implemented in line with policy, including: performance appraisals and pay reviews, complaints (unless against a Principal), recruitment (unless for Principal). • Develops and presents staff restructure proposals. • Liaises with local level unions. • Develops and retains talented and loyal staff. • Has the power to dismiss, in line with Academy Trust policies. • Sets HR and recruitment policies. • Presents significant staff restructures. • Recommends Academy Trust pay scales. | <ul style="list-style-type: none"> • Accountable for all HR compliance. • Approves all statutory policies. • Approves recruitment of a Principal. • Conducts and approves the recruitment of Principal (approved by Members). • Chair leads on complaints against the Principal (guided by independent advice). • Sets pay policy with FARC • Makes decisions on senior salaries, ranges and pay review progression. • Scrutinises significant staff restructures. • Monitors implementation of key HR policies, esp. pay and performance. • Responsible for additional HR activities including: Chair leads on complaints against Principal for hearings and tribunals. |
| Safeguarding , H&S, and other compliance | <ul style="list-style-type: none"> • Ensures compliance with statutory obligations and mandatory Trust policies, including H&S, safeguarding, SEND, admissions and exclusions. • Provides information for FOI requests. • Responds to all school level complaints. • Drafts statutory and policies. • Leads on safeguarding issues against the Designated Safeguarding Lead. | <ul style="list-style-type: none"> • Monitors academy implementation of statutory compliance and risk management. • Leads on non-safeguarding complaints against Principal. • Appoints link trustee for safeguarding and SEND (mandatory). • Accountable for all compliance. • Approve all statutory policies. |
| Comms And Community Engagement | <ul style="list-style-type: none"> • Upholds the OIAM brand visual identity. • Upholds the OIAM values when delivering communications. • Delivers an outstanding enrichment programme consisting of Sports, the Arts, and Enterprise. • Engages with OIAM Charity as a key partner. • Manages parent, community, local stakeholder and school media engagement. • Leads on LA communications. • Refers any crisis communications and reputational risk to the CEO of One In A Million and Chair of Trustees. | <ul style="list-style-type: none"> • Only in consultation with the OIAM CEO, and Board of Members, can the Board approve proposed changes to the overall branding of One In A Million Free School. • Supports family communications and community engagement. • Monitors academy implementation of the OIAM Enrichment programme. |

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| Capital Projects | <ul style="list-style-type: none"> Leads proposal development for significant building projects and refurbishments. Presents capital budget and proposed plans for approval. Oversees project delivery with engagement from the School Business Manager, Board of Trustees, Trust Members, especially on procurement and compliance. | <ul style="list-style-type: none"> Grants initial approval of all building projects. Supports and challenges the development of building / refurbishment proposals. Engages in procurement process for significant projects. Monitors academy building projects. Accountable for all compliance with building projects. |
| Health & Safety | <ul style="list-style-type: none"> Is responsible for implementation of policies including their development of school procedures and internal reporting on statutory requirements. Ensures a safe and healthy environment for staff, students and other persons on Trust premises. Drafts Health & Safety policies. Monitors Health & Safety by arranging inspections / audits. | <ul style="list-style-type: none"> Monitors school compliance with Health & Safety policies and statutory obligations as well as challenging staff to ensure best practice is followed. Accountable for ensuring a safe and healthy environment for staff, students and other persons on the premises. Approves Health & Safety policy. |
| Safeguarding | <ul style="list-style-type: none"> Tailors policy to meet the needs of our school including guidance from KCSIE (Keeping Children Safe In Education). Appoints Designated Senior Lead (DSL) and reflects it is in their job description. Manages all safeguarding complaints (exc. against Principal) with Board of Trustees engagement. Responsible for referrals for children at risk, outside school environment. Drafts Safeguarding and Child Protection policy. Drafts the Annual Safeguarding Report with the DSL. | <ul style="list-style-type: none"> Monitors implementation of safeguarding through reports from DSL on the measures being taken to ensure compliance. Nominated safeguarding trustee visits the school at least once a year but usually termly. Accountable for all legal responsibilities. Responsible for dealing with any complaint against Principal. Consulted in responding to any complaint against a staff member. Approves Safeguarding and Child Protection policy. Receives the Annual Safeguarding Report. |
| SEND | <ul style="list-style-type: none"> Drafts and sets academy specific SEND Policy. Appoints qualified SENCo. Responsible for implementation in line with all relevant statutory requirements. Supports academies and monitors implementation. Drafts the Annual SEND Report with the SENCo and ensures it appears on the school website. | <ul style="list-style-type: none"> Approves SEND Policy. Monitors and challenges implementation of SEND policy and performance of SEND students. Accountable for all legal responsibilities. Approves the Annual SEND Report and ensures it appears on the school website. |
| Equalities | <ul style="list-style-type: none"> Drafts Equality Policy. Responsible for ensuring compliance with all aspects of equalities legislation. | <ul style="list-style-type: none"> Approves Equality Policy. Monitors compliance with all aspects of equalities legislation. |
| Admissions | <ul style="list-style-type: none"> Participates and negotiates with LA over local fair access / in-year placements protocols – and then implements. Drafts Academy Admissions Policies in | <ul style="list-style-type: none"> Accountable for all legal responsibilities. Kept informed of major aspects such as policy and appeals. Monitors fair access in line with guiding |

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| | <p>keeping with Articles and Funding Agreement, which outlines the intake per boundary radius to the school.</p> <ul style="list-style-type: none"> • Responsible for Policy implementation. | <p>principles.</p> <ul style="list-style-type: none"> • Approves Academy Admissions Policy. |
| Exclusions | <ul style="list-style-type: none"> • Drafts mandatory Exclusions Policy. • Responsible for issuing any exclusion, informing all relevant parties (parent/carer, Clerk, trustees, LA) and managing any appeal processes. • Provides a report on exclusions data within the Principal Report at Board of Trustees meetings. • Provides expert support to help manage exclusions appeals (esp. for independent review panel). | <ul style="list-style-type: none"> • Approves Exclusions Policy. • Informed of every permanent exclusion and monitors FTE (fixed term exclusions) frequency and trends. • Accountable for all legal responsibilities. • Makes final decision if trustees' panel needed. |
| FOI requests | <ul style="list-style-type: none"> • Responds to all FOI requests. • Provides information needed to respond to FOI requests. | <ul style="list-style-type: none"> • Engaged as needed to respond accurately to requests. • Accountable for ensuring Academy Trust fulfils FOI / data protection statutory |