

Schedule of Delegation 19-20

1. Financial Management

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Comply with the master funding agreement and Scheme of Delegation.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide assurance to the Board of Directors that the master funding agreement, scheme of delegation and all collegiate policies are being complied with.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain the register of interests.								✓	✓	✓	✓
Ensure the Collegiate continuing compliance with all Department for Education (DfE) financial management requirements.							✓	✓	✓	✓	✓
Review the academies Financial Procedures Manual and all corresponding financial policies for approval by the Board of Directors.			✓					✓	✓		
Approval of the Collegiate Financial Procedures Manual.	✓										
Approval of the Collegiate financial policies.	✓										
To review the Board of Directors induction pack to ensure that the information is still relevant and up-to-date.	✓	✓						✓			
Ensure that there is an induction pack for new Board of Director members, tailored to reflect the structure of the Collegiate.	✓	✓						✓	✓		
Ensure that all relevant financial updates are brought to the attention of the Resources & Services Sub-Committee/Board of Directors.								✓	✓		
To consider all relevant financial updates and advise the Board of Directors of any issues affecting the Collegiate financial administration.			✓					✓	✓		
Submit financial statements and audited accounts by 31 st December.	✓							✓	✓		
Prepare best value statement.								✓			
Review the best value statement and consider annual contract expenditure, for approval by the Resources & Services Sub-Committee.			✓					✓	✓		
Approve Best Value Statement.	✓										
Best value statement, audited accounts and financial statements to be published on the Newman Catholic Collegiate website – 31 st December.								✓	✓		

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2. Financial Planning

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Prepare a three-year financial plan on the basis of the cost, the proposals for change (drawn from the Collegiate improvement plan) and estimates of the level of future resources.							✓	✓	✓		
Consider the Collegiate Financial Plan in the light of the development plan and the level of future resources.			✓			✓					
Approve the academies Financial Plan and review this document in the light of any significant factors that come to the attention of the Board of Directors.	✓										

3. Strategic Plans

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Prepare a fully costed improvement plan setting out the aims of the Collegiate.		✓	✓	✓	✓		✓	✓	✓		
Consider the draft collegiate improvement plan, review and monitor it.		✓	✓	✓			✓	✓	✓		
Secure the implementation of the improvement plan with the collective support of the Principals and Board of Directors.	✓						✓	✓			
Approve an ongoing improvement plan and take stock of the progress of the plan on a termly basis.	✓	✓	✓	✓				✓	✓		
Agree spending priorities.				✓			✓	✓	✓		
Approve costed collegiate improvement plan.	✓										
Review planned outcomes.				✓			✓	✓			
Present and record outcomes.	✓			✓							

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3. Annual Budget and Best Value Statement

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Undertake benchmarking exercises on an annual basis for review by the Resources & Services Sub-Committee.								✓	✓		
Consider the benchmarking work undertaken by the collegiate and propose changes, as required, to ensure that the collegiate budget achieves value for money.	✓		✓								
Prepare the Collegiate budget forecast and Best Value Statement, based on the agreed objectives of the Collegiate as set out in the improvement plan, Financial Plan and key issues paper, for consideration by Board members.							✓	✓	✓		
Consider the draft budget forecast and key issues (links to the school improvement plan and Financial Plan) and the proposal of the balanced budget for the year, for the approval of the Resources & Services Sub-Committee.			✓			✓		✓	✓		
Approve the Collegiate annual budget.	✓										
Monitor the Collegiate budget and maintain all records.								✓	✓	✓	
Prepare management reports for the Academy Committees, Resources and Services Sub-Committee and the Board of Directors.									✓		
Produce monthly cash flow statements for the collegiate									✓		
Review and make recommendations regarding the cash flow statement	✓		✓								
Make recommendations to academy committee, Resources & Services Sub-Committee and the Board of Directors.							✓	✓	✓		
Consider management reports and recommendations.	✓		✓			✓					
Amend Collegiate/Academy Development Plan (if required).		✓	✓	✓	✓		✓	✓	✓		

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4. Annual Timetable for Budget Management

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Prepare a timetable with key dates for annual budget management.									✓		
Ensure that meetings are timetabled taking into consideration financial deadlines.	✓		✓						✓		

5. Budget Monitoring and Control

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Approve virements between budget lines.								✓	✓		
Approve virements between budget lines in excess of the delegation to the Resources & Services Sub-Committee over £50K.	✓										
Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound.			✓		✓			✓	✓		
Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Resources & Services Sub-Committee and Board of Director's.								✓	✓	✓	
Review the budget monitoring reports and the projected out-turn position.	✓		✓			✓		✓	✓		
Ensure that earmarked funds and large or trading activities are separately monitored and reported to Academy Committee/Resources.			✓			✓		✓	✓		
Monitor earmarked funds, trading activities and large academy operations, (e.g. catering, sports facilities, etc.) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.	✓		✓					✓	✓		

6. Financial Systems

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Undertake a termly review of the controls within the collegiate financial systems.									✓		
To consider the termly Responsible Officer reports for approval, taking into consideration the collegiate self-assessment of the controls within its financial systems and other members of its financial management.			✓		✓			✓	✓		
Ensure Separation of duties.					✓		✓	✓	✓	✓	✓
Ensure internal controls operate correctly.					✓		✓	✓	✓	✓	✓

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7. Financial Reporting to the Authority

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
The preparation of the year-end accounts and other returns required by the EFA.								✓	✓		
In conjunction with the Chair of Board of Director's, approve all year-end accounts and any financial returns required by the EFA.	✓		✓		✓			✓			
Ensure that an annual return or audit certificate is submitted to the EFA for every private, voluntary or trading account controlled by the Board of Directors.	✓							✓	✓		
Ensure that an annual internal scrutiny report is sent to the ESFA	✓							✓	✓		

8. Audit and Inspection Report

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Produce a formal response to the Internal Audit report and an action plan showing how the recommendations will be implemented.					✓				✓		
Consider the recommendations set out in the Internal Audit report and the action plan proposed by the Business Director for implementing these.			✓		✓		✓				
Ensure that the recommendations agreed by the Collegiate have been implemented.	✓		✓		✓			✓	✓	✓	
Review the guidance for the signing of the annual Best Value Statement and ensure that appropriate steps have been taken by the collegiate to obtain best value.			✓					✓	✓		
Approve the Best Value Statement based on the work undertaken by the collegiate and Resources & Services Sub-Committee to ensure value for money has been established and ensure it is publishes on the Newman website by 31 st December.	✓							✓	✓		

9. VAT

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
To monitor the regulations on VAT, ensuring compliance by the Collegiate.			✓					✓	✓	✓	
To complete and submit the reimbursement claim for VAT on a monthly basis.									✓		
VAT control account									✓		

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13. Orders for Goods and Services and Payments of Accounts

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).									✓	✓	✓
The authority for the signing of official orders for the purchase of goods and services.							✓		✓		
Approve orders for all goods and services.							✓		✓		
The confirmation of the receipt of goods and services.									✓	✓	✓
The preparation of cheques for payment of services.									✓	✓	

14. Provision of Goods and Services

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Set a purchasing policy, monitor and review the rules in accordance with EFA guidelines.	✓		✓					✓	✓		
Monitor purchasing regulations to ensure compliance by the Collegiate.			✓					✓	✓		
Maintain a Contracts Register in accordance with EFA.									✓		
Act as Contract Manager and monitor contracts on an on-going basis.									✓		
Review contracts on an on-going basis (and as part of ensuring the Collegiate continues to achieve 'best value').			✓				✓	✓	✓	✓	✓
Ensure that a minimum of 3 written quotes are obtained for purchases and contracts valued at over £10,000 and up to a value of £75,000. (£50,000 - £75,000 must be reviewed by the Resources and Services subcommittee)			✓			✓	✓	✓	✓	✓	✓
Ensure that a minimum of 4 tenders are obtained for purchases and contracts valued between £75,001 and £181,302 (EU limits).	✓		✓					✓	✓	✓	✓
Ensure that EU regulations are applied for all contracts over the EU threshold. Five tenders must be sought.	✓		✓					✓	✓		
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.							✓		✓	✓	✓

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15. Banking Arrangements

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
The control and reconciliation of the bank account for consideration by the collegiate Deputy/Business Director/Accounting Officer.								✓	✓	✓	
Approve the bank reconciliation on a monthly basis.									✓		
The control and reconciliation of the Multipay account.									✓	✓	
Ensure the supplier payment run is accurate										✓	
Approve the payment run									✓		

16. Leasing

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Seek approval for any proposed leases, other than operating leases, from the EFA.	✓							✓	✓		
A register of all leases held by the Academy.									✓	✓	
Carry out a formal lease assessment			✓					✓	✓		

17. Contracts/SLAs

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Review contracts, Service Level Agreements, Leases.							✓	✓	✓	✓	✓
Negotiate contracts, Service Level Agreement, Leases.							✓	✓	✓		
Approve contracts, Service Level Agreement, Leases.	✓		✓			✓					

18. Insurance

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Initiate adequate insurance cover for the Collegiate and maintain a register of policies taken out.							✓		✓	✓	✓
Undertake an assessment of risk management for insurance purposes at the Academy and Collegiate overall.			✓		✓			✓	✓		✓

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19. Personnel & Payroll

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Monthly check of salary paid against salary modeller.									✓		
Authorise collegiate payroll.								✓	✓		
Authorise Claim forms/Overtime sheets.						✓	✓	✓	✓		
Annual salary letter check.							✓	✓	✓		✓
Review the staff structure of the Collegiate annually.						✓	✓	✓	✓		
To review the financial implications of changes to staffing numbers and grades.			✓			✓	✓	✓	✓		
Approve staffing changes - For senior posts	✓							✓			
The filing and storage of personnel and pay records (including person specifications and interview notes for at least 12 months).									✓		✓
Periodically reconcile gross pay with contracts and other authorised documents.									✓		
Authorise all employee-related expenses to be paid through payroll (e.g. employee's overtime, special allowances, travel expenses, etc.).							✓		✓		
Personally approve all payments made to the Principal i.e. reimbursement of payments for goods/services purchased on behalf of the Academy and/or personal expenses incurred, e.g. travel expenses.						✓			✓		
Approve the Teachers/Support staff pay award	✓		✓								
Implement the Collegiate pay policy and appointment procedures for all staff employed through the Collegiate.						✓	✓	✓	✓		✓

20. HR/Recruitment

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Principal Appointments. (panel)	✓					✓		✓			
Deputy Appointments. (panel)	✓					✓	✓	✓			
Appoint other teachers. (panel)						✓	✓	✓			
Establishing disciplinary/capability procedures. (panel)	✓					✓	✓	✓			
Dismissal of principal. (panel)	✓										
Dismissal of other staff. (panel)	✓*					✓	✓	✓			
Suspending principal. (panel)	✓										
Suspending staff. (except head). (panel)	✓*					✓	✓	✓			
Ending suspension. (principal) (panel)	✓										
Ending suspension. (except principal) (panel).	✓*					✓	✓	✓			
Determining dismissal payments/early retirement. (panel)(except principal)	✓*							✓			

✓* - when required

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21. Policy Review

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Appraisal	✓*		✓								
Capability	✓*		✓								
Staff discipline and grievance	✓*		✓								
Sickness	✓*		✓								
Admissions	✓*					✓					
Anti-Bullying						✓					
Attendance	✓*			✓							
Behaviour				✓							
Safeguarding	✓*						✓				
Collective Worship	✓*	✓									
Complaints	✓*		✓								
Data protection			✓								
Information Security			✓								
Equal Opportunities			✓								
EYFS				✓							
Freedom of Information			✓								
Health and Safety						✓					
SRE	✓*	✓									
Supporting pupils with Medical conditions							✓				
SEN						✓					
Teachers Pay	✓*		✓								
Whistle Blowing	✓*		✓								
Radicalisation	✓*						✓				
Abuse against Staff			✓								
Accessibility Plan						✓					
Financial Procedures	✓*		✓						✓		
Financial Scheme of Delegation	✓*		✓						✓		
Business Continuity Plan	✓*		✓						✓		
Anti Fraud Policy	✓*		✓						✓		
Debt Recovery Policy	✓*		✓						✓		
Competitive Tendering Policy	✓*		✓						✓		
Risk Management Strategy	✓*				✓				✓		
Risk Management Roles	✓*				✓				✓		
Collegiate Risk Register	✓*				✓				✓		
Record Retention			✓						✓		
Treasury Management Policy	✓*		✓						✓		
Accounting Policies	✓*		✓						✓		
Charging and Remissions Policy	✓*		✓						✓		
Investment Policy	✓*		✓						✓		
Asset Control Policy			✓						✓		
Write off/Disposal Policy			✓						✓		
Gift and Hospitality Policy	✓*		✓						✓		
Discretions Policy	✓*		✓						✓		
Lettings			✓						✓		
Overseas Trip Policy	✓*								✓		

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Drugs and Substance Misuse							✓				
E-Safety							✓				
Emergency procedures						✓					
Extended Services						✓					
Home-school agreements						✓					
Teaching & Learning				✓							
Marking						✓					
Positive Handling							✓				
Prospectus						✓					
PSHE						✓					
Race Equality			✓								
Safe Recruitment			✓								
Staff Handbook						✓					
British Values		✓									
Examinations Policy (Secondary & Primary)						✓					
Pupil Premium				✓							

✓* - Final Approval

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22. Assets Management & Disposal

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Produce and implement a policy for security arrangements at the academy (including procedures for call-out and key replacements).						✓	✓				✓
Approve and periodically review the policy for security arrangements at the academy.						✓	✓				✓
To capitalise assets at £1,000 and put onto Academy and Collegiate asset registers.									✓	✓	✓
Ensure the physical security of the academy's assets, and maintain and periodically inspect an up-to-date asset register.						✓	✓		✓	✓	✓
To determine a value above which discrepancies in the asset register should be reported to the Board of Directors or Academy Committees.			✓					✓	✓		
The physical inspection of the asset register on an annual basis or through an on-going programme of (random) sample checks.					✓				✓		✓
Prepare a policy for the disposal/write off of surplus stock, equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of £45,000.									✓		
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.	✓		✓								
Maintain a register of key holders.											✓
Security of cash							✓				✓
Authorise loan of Academy Equipment and maintain a loan book							✓				✓

23. Retention & Disposal of Records

Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager
Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Financial Systems section 11 below).						✓	✓	✓	✓	✓	✓
The retention, secure storage and disposal of accounting records in accordance with both legal and EFA requirements.						✓	✓	✓	✓	✓	✓
Retain data & records in line with the Data Protection Policy & Information Security Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain a data asset register									✓		✓

24. Computer Systems/Data Protection/GDPR

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Area of Responsibility	Board of Directors	Catholic Life & Mission	Resources & Services Sub-Committee	Standards & provision Sub-Committee	Audit Sub-Committee	Academy Committee	Principals	Accounting Officer	Business Director/Deputy Business Director	Finance Officer	Academy Manager	IT Service Provider
Ensure that the collegiate complies with the requirements of the Data Protection Act 1998 & GDPR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.							✓		✓	✓	✓	✓
Data Protection registration (ICO)							✓		✓	✓	✓	