

Old Clee Primary Academy

'Inspired to Believe, Learning to Succeed'

Scheme of Delegated Authority and Committee Terms of Reference



Approved by: Governing Board

Date: 11th December 25

Last reviewed on: November 2024

Next review due by: Autumn 2026

Audit and Risk Committee

Membership

Mr R McCracken
Mr R Claridge
Mr J Thurley

In attendance: Miss D Richardson, Headteacher
Mrs C Bridson, Academy Business Manager

Chair: Mr J Thurley
Clerk: Mrs E Evans, Independent Governance Professional

Quorum: 3

Delegated Powers: Yes

1. Keep under review the effectiveness of the academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most efficient and effective manner.
2. Review and act promptly on the reports and recommendations of the Internal Scrutiny Auditor on financial procedures and control processes, including value-for-money assessments. These reports must also be reported the governing board.
3. Determine and advise governors on the internal audit programme.
4. Review the reports of the external auditor. These reports must also be reported the governing board.

Curriculum, Standards and Welfare Committee

Membership

Mrs M Hargreaves
Mr R Moody
Miss D Richardson, Headteacher
Mr J Thurley
Mr R Claridge

Chair: Mr Thurley
Clerk: Mrs E Evans, Independent Governance Professional

Quorum: 3

Delegated Powers: Yes

1. Deal with all aspects of safeguarding and child protection in accordance with statutory policy
2. To deal with all aspects of pupil exclusions in accordance with statutory policy.
3. Set institutional targets according to statutory requirements.
4. To ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance

Finance and Personnel Committee

Membership

Mr R Claridge
Miss D Richardson, Headteacher
Mr J Thurley

In attendance: Mrs C Bridson, Academy Business Manager

Chair: Mr Claridge
Clerk: Mrs E Evans, Independent Governance Professional

Quorum: 3

Delegated Powers: Yes

Financial Responsibilities

1. Exercise the powers and duties of the governing board in respect of the financial administration of the academy, except for those items delegated to the Headteacher and other staff.
2. Consider the academy's indicative funding notified annually by the DfE and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year drawing any matters of significance or concern to the attention of the governing board.
3. Receive and evaluate the annual academy budget, drawn up in draft form from the indicative funding allocation by the Headteacher at least two months prior to the start of each financial year and present it, for approval, to the governing board. Ensure the compatibility of budget proposals with the development priorities set out in the school development plan.
4. Determine the academy's budget, at the start of each financial year.
5. Monitor and review income and expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, reporting measures taken to the governing board. Budgetary control reports on the academy's financial position should be considered at every meeting, taking appropriate action to contain expenditure within the budget.
6. Agree the academy's internal financial procedures including: financial regulations, purchasing and procurement arrangements, including limits for tendering, payroll arrangements, receipt of gifts and hospitality, reporting and investigation of suspected thefts and frauds.
7. Monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
8. Ensure the academy follows the Summary of Financial Levels Authorisation document that has been agreed and to change this document as and when necessary.
9. Ensure the academy has a list of certifying officers for the purpose of signing cheques/paying BACS, employee claims, etc. review on an annual basis.
10. Ensure that there are annual independent checks of assets and the asset register.
11. Review the draft financial statements and highlight any significant issues to the governing board, prior to submission to the Secretary of State by 31 December each year.

12. To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.

Personnel/Staffing Responsibilities

1. Review the staffing structure of the trust, ensuring that it meets the requirements of the trust development plan, the curriculum and is affordable
2. Consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests) where the Headteacher has declined these and staff have appealed.
3. Consider applications from Head teacher for variation to contract and to agree leave of absences etc
4. Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
5. Oversee the operation of the appraisal policy, including making arrangements for the Headteacher's performance management
6. Review pay decision data to ensure that pay increments are awarded fairly
7. Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
8. Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.
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Summary of Financial Authorisation levels

Delegated Duty	Value	Delegated Authority
Ordering Goods & Services (raising requisitions)	Up to £10,000	Head Teacher/Deputy Head plus SBM/Finance Assistant
	£10,001 up to £50,000	Head Teacher plus Deputy Head/ SBM/Finance Assistant plus Chair of Finance Committee.
	Over £50,000	Governing Body approval,
Tender/Quotations	Up to £10,000	Selection from preferred Supplier List or otherwise agreed with School Business Manager, Head Teacher or Chair of Finance Committee.
	£10,001 to £50,000	Minimum of three written quotes.
	Over £50,000	Formal tendering process.
Signatories for individual cheques, BACS payment authorisations and other bank transfers	Authority to accept other than lowest quotation or tender or approval not to go out to formal tender	Governing Body.
	Up to £10,000	Cheques - two signatures required <ul style="list-style-type: none"> • Head Teacher • Deputy Head • SBM/Finance Assistant BACS – one signature required <ul style="list-style-type: none"> • Head Teacher or • Deputy Head
Signatories for Funding Authority grant claims and returns.	Over £10,000	Signatures from <ul style="list-style-type: none"> • Head Teacher and • Chair of Finance Committee
	Any	Two signatories (or as required by ESFA) <ul style="list-style-type: none"> • Head Teacher • Deputy Head • SBM/Finance Assistant • Chair of Governors

Premises, Health and Safety Committee

Membership

Mrs S Campbell
Mr R Claridge
Miss D Richardson, Headteacher
Ms L Tomlinson

In attendance: Mrs C Bridson, Academy Business Manager

Chair: Mrs Campbell
Clerk: Mrs E Evans, Independent Governance Professional

Quorum: 3

Delegated Powers: Yes

1. Deal with all matters pertaining to tendering for services, arranging quotations, letting contracts where the potential cost exceeds £50,000
2. To receive and evaluate reports of incidents/accidents which relate to the Health & Safety of staff/pupils/visitors to the academy
3. To review the Academy's accessibility plan
4. To receive an annual health and safety audit report and monitor any arising actions
5. To receive regular reports on accident statistics, near misses, incidents of violence or aggression
6. To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
7. To ensure that inspections of the Academy premises and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
8. To monitor the health and safety training that staff and trustees undertake
9. To review, adopt and monitor all policies delegated by the board.

Ratification

Date ratified by the Governing Board: December 2025

Date of last review: November 2024

Next review date: Autumn 2026

Signed by Chair of Governors: R Claridge

Date: 11th December 25