

Achieving together in faith

Holy Cross Catholic Multi Academy Company

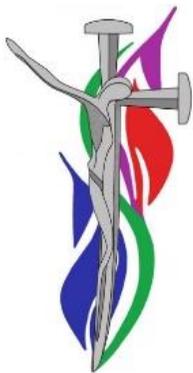
Combined Scheme of Delegation and Financial Scheme of Delegation

2023 / 2024

Reviewed annually

Role	Name	Signature
Chair of Governors		
Headteacher		





Achieving together in faith

Holy Cross Catholic Multi Academy Company



Combined Scheme of Delegation and Financial Scheme of Delegation 2023 / 2024

Our Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Responsible for Policy	Marina Kelly
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STRATEGIC FUNCTIONS

STRATEGIC FUNCTIONS

All the schools of the Holy Cross Catholic MAC will be fully compliant with the Diocesan Directives issued by the Diocesan Bishop concerning the general regulation of all Catholic schools in his diocese.

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.1 Strategic Objectives	To approve the strategic direction of the MAC and the schools	To develop and deliver the strategic direction of the MAC and schools in partnership with the Local Governing Bodies and Headteachers	To develop and deliver the strategic direction of the MAC and the School in partnership with the MAC and Headteacher	To develop and deliver the strategic direction of the MAC and the School in partnership with the MAC and LGB
S.2 Compliance	<p>To ensure compliance with all regulations including Company, Charity, MAC and Employment law across the MAC</p> <p>To ensure compliance with all MAC policies</p>	<p>To deliver compliance with all regulations affecting the MAC including, Company, Charity, MAC and Employment law across the MAC</p> <p>To report to the MAC Board on compliance within the MAC</p> <p>To ensure compliance with all MAC policies</p>	<p>To deliver compliance with all regulations affecting the MAC including Company, Charity, MAC and Employment law within the School</p> <p>To report to the MAC on compliance within the School</p> <p>To ensure compliance with all MAC policies</p>	<p>To comply with all regulations affecting the MAC including Company, Charity, MAC and Employment law</p> <p>To ensure compliance with all MAC policies</p>
S.3 Governance	<p>To approve clear systems of governance to ensure public funds are managed in line with the Nolan Principles and achieve the charitable objective of the MAC</p> <p>To act to protect the reputation of the MAC and its schools, taking action where required including the establishment of an Interim Governing Body, or the removal of governors if necessary</p>	<p>To manage the MAC ensuring public funds are managed in line with the Nolan Principles and achieve the charitable objective of the MAC</p> <p>To act to protect the reputation of the MAC and its schools, taking action where necessary</p>	<p>To act to protect the reputation of the MAC and the School, taking action directed by the MAC Board where necessary.</p>	<p>To ensure public funds are managed in line with the Nolan Principles and achieve the charitable objective of the MAC</p> <p>To act to protect the reputation of the MAC and the School, taking action directed by the LGB and/or the MAC Board where necessary</p>

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.4 Governing Body Review	<p>To review the performance of the MAC Board and LGBs annually, identifying skill shortages, structural changes and/or any areas for development or support</p> <p>To approve the appointment of LGB members.</p>	<p>To report to the MAC Board on the effectiveness of governance throughout the MAC making recommendations where appropriate.</p>	<p>To review the performance of the LGB, identifying skill shortages, structural changes and/or any areas for development or support</p> <p>To support the recruitment and training of high calibre governors</p>	<p>To support the recruitment and training of high calibre governors</p>
S.5 Admissions	<p>To adopt the BDES School admissions policy</p> <p>To delegate to LGBs the implementation of the BDES policy</p>	<p>To review application of the BDES admissions policy in line with current guidance and CSEL to be the main point of contact with BDES.</p> <p>To support the schools in the management of the admissions policy and to liaise with BDES and the Local Authority where required</p>	<p>To implement the School admissions policy in conjunction with the MAC and BDES model policy provided by the MAC annually.</p> <p>To manage admissions processes and waiting lists in line with the policy.</p>	<p>To administer the School admissions policy in line with BDES model admissions policy, in discussion with the LGB and the MAC.</p>
S.6 Admissions appeals		<p>To provide access to an Independent Appeals Service</p> <p>To support the School if an appeal is received</p> <p>To notify BDES of any admissions appeals received.</p>	<p>To present a case to the Independent Appeals Panel if required.</p>	<p>To notify the CSEL and LGB if an appeal for admission is received.</p>
S.7 School Pupil Admission Numbers <i>(Acquiring or disposing of freehold land</i>	<p>To approve recommendations for changes to Pupil Admission Numbers in consultation with the Diocese and Local Authority.</p>	<p>To consider proposals for changes to School Pupil Admission Numbers and make recommendations to the MAC Board</p>	<p>To make proposals for School Pupil Admission Numbers and make recommendations to the MAC Board</p>	<p>To make proposals for School Pupil Admission Numbers and make recommendations to the MAC Board in line with BDES and Local Authority guidance.</p>

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
<i>or buildings or heritage assets requires ESFA approval)</i>				
S.8 School Information and Website Compliance	To ensure that Government Information About Schools is up to date.	To provide guidance on statutory information required on the School website. To monitor compliance of schools' web sites and CFOO to ensure schools are compliant.	To monitor the School website in line with the MAC guidance, at least annually. To monitor that Government Information About Schools (GIAS) is updated regularly to reflect any changes.	To update the School website in line with DfE and MAC guidance, at least annually or when required. To update Get Information About Schools (GIAS) in line with DfE and MAC guidance at least every 60 days
S.9 Arrangements to Provide Support within the MAC		To approve proposals for staff to provide support to MAC schools for more than one day per annum ('Internal Support'). To decide on the arrangements for, and any remuneration which may be paid for, providing Internal Support.	To consider opportunities and benefits of staff providing Internal Support (or support to other schools or organisations). To submit proposals to the MAC for approval of arrangements comprising more than 1 day per annum.	To consider opportunities and benefits of staff providing Internal Support (or support to other schools or organisations). To recommend any proposal to the LGB and CSEL (as applicable) for consideration. To approve proposals of up to one day MAC internal school to school support and notify them to the MAC.
S.10 Collaborations and Partnering Agreements	To approve significant collaboration and/or partnership agreements in line with the ethos and priorities of the MAC.	To approve collaboration and/or partnership agreements in line with the ethos and priorities of the MAC. To approve any formal SLA arrangements for MAC staff to work	To recommend opportunities for collaborations or partnerships to the CSEL.	To consider opportunities for collaborations or partnerships and make recommendation to the LGB and the CSEL. To recommend to the CSEL of any formal SLA arrangements for MAC

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
		for another organisation e.g. inspections, secondments.		staff to work for another organisation e.g. inspections, secondments
S.11 Exclusions	To monitor pupil exclusions	<p>To support the School in the management of excluded pupils or pupils at risk of exclusion and report on pupil exclusions to the Board.</p> <p>To provide access to a suitably qualified Independent Review Panel where required.</p>	<p>To manage Governor Disciplinary Panel hearings, with the support of the MAC where required.</p> <p>To report on pupil exclusions and suspensions to the MAC at least termly.</p>	<p>To notify the MAC and the Local Governing Body if a pupil is suspended or permanently excluded from the School</p> <p>To ensure the process is supported by a professional clerking service.</p>
S.12 External Consultant Appointments	To approve recommendations to appoint external consultants where a related party transaction is involved.	To approve recommendations to appoint external consultants in line with the ethos and priorities of the MAC.	To recommend to the MAC the appointment of an external consultant e.g. school effectiveness, finance or governance where the spend is over the value of £1,000 in any academic year.	<p>To consider opportunities for working with external consultants e.g. school effectiveness, finance or governance</p> <p>To recommend the appointment of an external consultant where the spend is over the value of £1,000 in any School year.</p>
S.13 Health and Safety	<p>To approve the MAC Health and Safety Standards and Statement of Intent including the MAC Health and Safety Policy</p> <p>To review Health and Safety across the MAC.</p>	<p>To support the School in fulfilling its Health and Safety duties</p> <p>To monitor Health and Safety across the MAC and report regularly, at least termly, on Health and Safety to the MAC Board</p> <p>To appoint a competent person to provide Health and Safety advice and management at the School in</p>	<p>To perform regular Health and Safety monitoring visits, including visits supported by a competent Health and Safety advisor, and to act on any issues raised or advice given.</p> <p>To report to the MAC on Health and Safety within the School at least termly, including any concerns relating to Health and Safety and to act on any instructions from the MAC</p>	<p>To comply with all current Health and Safety guidance and regulations, including the MAC Health and Safety policy and standards.</p> <p>To ensure a competent person provides Health and Safety advice and management at the School in line with the MAC Health and Safety standards.</p> <p>To report to LGB outcomes from Health and Safety monitoring including</p>

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
		line with the MAC Health and Safety standards.	Health and Safety Advisor, the HSE or any regulatory bodies.	site walks and Health and safety meetings.
S.14 Legal Claims	To approve and monitor management of action regarding claims that may affect the reputation of the MAC or the School and the appointment of external legal advisers.	To notify the Chair of the Board of any actual or potential claim or proceedings affecting the School as soon as becoming aware of them. To approve course of action regarding claims that may affect the reputation of the MAC or the School.	To notify the MAC of any actual or potential claim or proceeding affecting the School as soon as becoming aware of them and to act on any instructions received from the MAC. <i>NB Schools should not appoint their own legal advisers without prior written consent from the MAC.</i>	To notify the MAC and Chair of Governors of any actual or potential claim or proceeding affecting the School as soon as becoming aware of them and to act on any instructions received from the MAC. <i>NB Schools should not appoint their own legal advisers or seek their own legal advice without prior written consent from the MAC.</i>
S.15 Other Major Strategic Decisions	To approve proposals received of a major strategic nature.	To consider any proposal of a major strategic nature and make recommendations to the MAC Board or relevant sub-committee of the Board where appropriate.	To recommend proposals of a major strategic nature to the MAC.	To consider and make recommendation on proposals of a strategic nature to the LGB and the MAC.
S.16 Policies and Codes of Conduct	To approve all MAC-wide policies, keep them under review and monitor compliance with them through internal audit processes.	To develop and recommend MAC policies, procedures and statements of intent, including statutory policies, to the MAC Board. To ensure that MAC and school websites are fully compliant with DfE and ESFA guidance and regulation.	To develop and implement school specific policies in accordance with the list of policies provided by the MAC. To adopt and implement all policies provided by the MAC.	To implement CES, BDES, DfE and MAC policies, procedures, codes of conduct and statements of intent, including statutory policies and school specific policies and develop school specific policies for LGB approval.
S.17	To review the MAC and School Risk Registers at least annually, taking action where necessary.	To prepare and review the MAC Risk Register, taking action where necessary.	To review the School Risk Register, taking action where necessary to mitigate risk, at least termly in conjunction with the Headteacher.	To prepare and review the School Risk Register, taking action where necessary to mitigate risk, at least

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
Risk Management	To review the MAC and School Risk Registers at least termly at the MAC's Audit Committee.	<p>necessary to mitigate risk, at least annually.</p> <p>To review the School Risk Registers at least termly, taking action where necessary.</p>	To submit the completed Risk Register to the MAC at least termly.	termly or as needed in conjunction with the LGB.
S.18 Safeguarding	<p>To approve safeguarding policies and procedures across the MAC in accordance with MAC, local and national guidance.</p> <p>To review the effectiveness of safeguarding policies and procedures across the MAC in accordance with MAC, local and national safeguarding guidance.</p> <p>To review SCR audit recommendations and take appropriate action.</p>	<p>To recommend safeguarding policies and procedures across the MAC in accordance with MAC, local and national guidance.</p> <p>To monitor safeguarding procedures across the MAC in accordance with MAC, local and national guidance.</p> <p>To notify the Chair of the Board immediately if informed of any safeguarding issues or concerns relating to the conduct of staff or where the Headteacher feels there is a significant risk to a child.</p> <p>To ensure that the Central Team SCR is up to date and contains all statutory information.</p>	<p>To monitor safeguarding procedures within the School ensuring practice follows policy in accordance with MAC, local and national guidance.</p> <p>To notify the MAC immediately when informed of any safeguarding issues or concerns relating to the Headteacher, member of staff or where Governors or staff feel there is significant risk to a child.</p> <p>To ensure that all Governors are compliant with the required Safeguarding training for Governors.</p> <p>To ensure the SCR is monitored on a termly basis.</p>	<p>To deliver effective safeguarding procedures within the School in accordance with MAC, local and national safeguarding guidance.</p> <p>To notify the MAC and Chair of Governors immediately when informed of any safeguarding issues or concerns relating to the conduct of staff or where the Headteacher feels there is a significant risk to a child.</p> <p>To ensure all staff/governors have appropriate safeguarding training on induction and termly and all training is recorded.</p> <p>To ensure all visitors to schools (including agency staff and contractors) have the appropriate level safeguarding checks and relevant induction/safeguarding briefing.</p>

STRATEGIC FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
				<p>To review the SCR on a termly basis and report findings to the LGB.</p> <p>To ensure that the SCR is up to date and contains all statutory information.</p>

HUMAN RESOURCE FUNCTIONS

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Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.19 Continuous Professional Development	To receive reports on the impact of continuous professional development at the schools.	To review the spend on continuous professional development and its impact on raising pupils' achievement across the MAC.	To monitor the impact of CPD on continuous professional development and its impact on raising pupils' achievement.	To manage the School's budget for continuous professional development in accordance with the agreed MAC and School Improvement Plans. To report annually to the CSEL and to the LGB.
S.20 Disciplinary and Dismissals for school staff	To receive reports on disciplinary and/or dismissal hearings across the MAC. To hold appeals following disciplinary and/or dismissal procedures, where required.	To support disciplinary and dismissal procedures, in conjunction with the Headteacher and LGB for school staff. To liaise with MAC Board to arrange for appeal hearings.	To review disciplinary proceedings and dismissal hearing reports from the Headteacher. To manage disciplinary and dismissal procedures, in conjunction with the Headteacher.	To notify the CSEL/CFOO and Chair of Governors of any circumstances which may lead to disciplinary procedures. To implement MAC discipline and grievance policies and procedures with the support of the MAC. To manage disciplinary and dismissal procedures, in conjunction with the Chair of LGB or Directors.
S.21 Disciplinary and Dismissals - Senior Leadership and Central Team	To hold appeals following disciplinary and/or dismissal procedures, where required in relation to Headteachers and Central Team.	To review and manage disciplinary and dismissal procedures in relation to Headteachers and Central Team. To support disciplinary and dismissal procedures, in conjunction with the Headteacher and LGB for SLT.	To notify the CSEL of any circumstances which may lead to disciplinary procedures relating to the Headteacher and to provide support and assistance where required.	To notify the CSEL/CFOO and Chair of Governors of any circumstances which may lead to disciplinary procedures of the senior leadership team (SLT). To manage disciplinary and dismissal procedures of the SLT, in conjunction with the Chair of LGB or Directors.

HUMAN RESOURCE FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.22 Pay Policy	To approve a MAC Pay Policy	To recommend a MAC Pay Policy for approval by the MAC Board	To implement the MAC Pay Policy.	To implement the MAC Pay Policy.
S.23 New TLRs and Non-Contractual Payments / Honorariums <i>(excluding dismissal and early retirement)</i>		To approve any changes to new TLRs and non-contractual/ honorarium payments.	To monitor the staffing structure.	To recommend to the CSEL any changes in TLR structures. To seek approval from the MAC as soon as becoming aware that any non-contractual payments may be under discussion including honorariums.
S.24 Performance Management	To approve the staff performance management process within the MAC based on recommendations from the Pay and Remuneration Committee. To review outcomes of the staff performance review process.	To review and report to the Board annually on the staff performance arrangements and outcomes. To hold any appeals following the performance review process, if required.	To monitor the staff performance review process and outcomes in autumn term. To recommend outcomes of performance review to the MAC Pay and Remuneration Committee.	To implement the staff performance management process and inform CSEL and LGB of the outcomes of the process. To recommend outcomes of performance review to the LGB Pay and Remuneration Committee.
S.25a Performance Management-Headteacher	To review the outcomes of Headteacher's performance review process To approve recommendations from the MAC Pay and Remuneration Committee To hold any appeals in respect of a Headteacher's performance management process	To engage a professional advisor for the Headteacher's performance management process To lead the Headteacher performance management process To review and report to the MAC Board on the annual Headteacher's performance management process and outcomes	To provide representation for the Headteacher performance management panel	

HUMAN RESOURCE FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.25b Performance Management Central Team	<p>To engage a professional advisor for the CSEL's performance management process</p> <p>To lead the CSEL and CFOO performance management process</p> <p>To review and report to the MAC Board on the annual CSEL/CFOO's performance management process and outcomes</p> <p>To approve recommendations from the MAC Pay and Remuneration Committee</p>	<p>To review and report to the Board annually on the Central Team performance arrangements and outcomes.</p> <p>To hold any appeals following the performance review process, if required.</p>		
S.26 Negotiations with Trade Unions		<p>To negotiate with national and local Trade Unions representatives on behalf of the MAC.</p> <p>To provide advice and guidance on the implementation of agreements reached with the Trades Unions.</p>	<p>To implement advice and guidance from the CSEL on agreements with Trade Unions.</p>	<p>To implement advice and guidance from the CSEL on agreements with Trade Unions.</p>
S.27 Recruitment of Staff		<p>To approve the recruitment process for staff.</p> <p>To approve recruitment requests, ensuring appointments are in line with budgetary constraints.</p> <p>To lead the recruitment of MAC Headteachers, Deputy Headteachers, Finance, and Central MAC staff.</p>	<p>To support the recruitment of staff by providing representation on recruitment panels where agreed with the Headteacher.</p> <p>To ensure that all recruitment processes use the CES model employment documentation.</p>	<p>To seek approval from the CSEL for any recruitment requirements.</p> <p>To lead the process for filling staffing vacancies up to senior leadership team appointments, in line with MAC recruitment procedures and following approval from the CSEL.</p>

HUMAN RESOURCE FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
		<p>To support the recruitment of school leadership posts.</p> <p>To ensure staffing contracts are CES Academies Contract.</p>		<p>To ensure that all staff are appointed to a CES Academies contract signed by the Headteacher.</p> <p>To ensure that all staff participate in an induction programme which includes the distinctive nature of Catholic education.</p> <p>To ensure that all contract variations are processed to payroll.</p> <p>To ensure that conflicts of interest are declared and taken into consideration during recruitment processes.</p>
<p>S.28a</p> <p>Recruitment - Headteacher and Deputy Headteacher</p> <p><i>Recruitment to Catholic Posts – this includes: Headteacher, Deputy HT, Head or Coordinator of RE, PICCL and any other post directly affecting the Catholic mission of the school.</i></p> <p><i>Lay Chaplain posts require prior approval by the DES</i></p>	<p>To approve and support the appointment of Headteacher and Deputy Headteacher and other protected Catholic posts.</p>	<p>To lead the Headteacher recruitment process. (Panel to include Diocese, MAC and LGB representation)</p> <p>To notify the DES of protected post vacancies and ensure DES are represented during recruitment.</p> <p>To support the Headteacher in the recruitment of the Deputy Headteacher (Panel to include Diocese, MAC and LGB representation).</p> <p>To recommend the appointment to the MAC Board.</p>	<p>To notify the CSEL of any recruitment requirement for Headteacher appointments</p> <p>To provide representation on the Headteacher and Deputy Headteacher recruitment panel</p>	<p>To seek approval from the CSEL of any recruitment requirement for Deputy Headteacher, SLT and any other DES Catholic post appointments.</p>

HUMAN RESOURCE FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S28b Recruitment CSEL/CFOO	To lead the CSEL/CFOO recruitment process. (Panel to include Diocese, MAC and LGB representation)			
S.29 Terms and Conditions of Employment	<p>To monitor any changes to the terms and conditions of employment of School staff (teaching and non-teaching).</p> <p>To approve changes to the terms and conditions of employment for staff.</p>	<p>To recommend proposed changes to the terms and conditions of employment for staff to the MAC Board.</p> <p>To ensure that all recruitment processes use the CES model employment documentation.</p> <p>To ensure all central staff have a DBS check completed in line with Keeping Children Safe in Education.</p> <p>To ensure all central staff sign a DBS declaration annually.</p> <p>To ensure all pre-employment checks are in place in line with Safer Recruitment requirements.</p> <p>To implement CES terms and conditions of employment and ensure that all staff receive an annual determination letter.</p> <p>To audit employee files to monitor compliance with recruitment and</p>	<p>To ensure that all recruitment processes use the CES model employment documentation.</p> <p>To ensure CES terms and conditions of employment and ensure that all staff receive an annual determination letter.</p>	<p>To ensure that all recruitment processes use the CES model employment documentation.</p> <p>To ensure all staff have a DBS check completed in line with Keeping Children Safe in Education.</p> <p>To ensure all staff sign a DBS declaration annually.</p> <p>To ensure all pre-employment checks are in place in line with Safer Recruitment requirements.</p> <p>To implement CES terms and conditions of employment and ensure that all staff receive an annual determination letter.</p>

HUMAN RESOURCE FUNCTIONS

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
		employment documentation and processes.		
S.30 Staff Complement	To receive reports on staffing costs and structures at the schools. (Pay and Remuneration Committee).	To report to the MAC Board on staffing costs and structures at the schools.	To recommend to the MAC the staff complement in line with budgetary constraints.	To recommend the staff complement to the LGB, in line with budgetary constraints and in consultation with the MAC.
S.31 Redundancies/ Organisational Changes	To approve proposals for organisational changes or redundancies whilst considering any representation made by the CSEL, Headteacher and LGB.	To review and recommend proposals for organisational changes or redundancies to the MAC Board, in consultation with the LGB.	To recommend organisational changes to the CSEL in consultation with the Headteacher.	<p>To notify the CSEL and LGB as soon as becoming aware that one or more redundancies or a staffing restructure may be necessary.</p> <p>To propose organisational changes to the LGB and CSEL.</p> <p>To manage organisational changes following approval.</p>
S.32 Compensation, severance and early retirement payments <i>(ESFA approval is required for ex-gratia payments)</i>	<p>To approve compensation, severance or early retirement payments.</p> <p>To seek approval from ESFA for such payments when required by the Academies Trust Handbook before making any offers to staff.</p>	<p>To approve Payment in Lieu of Notice.</p> <p>To recommend Payment in Lieu of Notice, compensation, severance or early retirement payments to the MAC Board.</p>	To notify the CSEL as soon as becoming aware that any Payment in lieu of Notice, compensation, severance or early retirement payments may be payable and before any discussions with staff have taken place.	To notify the CSEL and LGB as soon as becoming aware that any Payment in lieu of Notice, compensation, severance or early retirement payments may be payable and before any discussions with staff have taken place.

SCHOOL PERFORMANCE

SCHOOL PERFORMANCE

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.33a School Improvement Plan (SIP)	<p>To approve the MAC Improvement Plan and School Improvements Plans, ensuring they reflect the priorities of the MAC and schools, annually.</p> <p>To monitor progress of the schools against agreed performance targets and progress against the improvement plan.</p>	<p>To recommend the MAC Improvement Plan and School Improvement Plan to the MAC Board.</p> <p>To monitor progress against the School Improvement Plan and its impact on improving pupil outcomes, at least termly, through rigorous evidenced based monitoring and evaluation.</p>	<p>To recommend the School Improvement Plan to the CSEL.</p> <p>To monitor progress against the School Improvement Plan and its impact on improving pupil outcomes, at least termly, through rigorous evidenced based monitoring and evaluation.</p>	<p>To develop a School Improvement Plan (SIP) in conjunction with the School Improvement Partner and the LGB, reflecting the priorities of the School.</p> <p>To ensure the School Improvement Plan is shared with all staff and governors at least annually</p> <p>To monitor progress against the School Improvement Plan and the impact of the plan regularly and report termly to the LGB and CSEL.</p>
S.33b MAC Improvement Plan (MIP)	<p>To approve the MIP.</p> <p>To monitor progress against the MIP and its impact on improving pupil outcomes, at least termly, through rigorous evidenced based monitoring and evaluation.</p>	<p>To develop a MIP in conjunction with the Headteachers, reflecting the priorities of Schools and the MAC.</p> <p>To ensure the MIP is shared with all staff and governors at least annually</p> <p>To monitor progress against the MIP and report the impact of the plan regularly and report termly to the appropriate Board Committee.</p>		

SCHOOL PERFORMANCE

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.34a School Self Evaluation (SEF)	To receive regular updates on school SEFs.	To monitor the Self Evaluation process and outcomes in the schools	To recommend the SEF to the CSEL. To monitor the school SEF and ensure that it accurately reflects the school's position at least termly.	To implement a rigorous self-evaluation process, evidenced by robust systems of monitoring, evaluation and validation of external data in conjunction with the LGB, School Improvement Partner(s) and CSEL. To update the SEF regularly in response to monitoring and report to Governors. To identify priorities to be addressed in the SIP.
S34b MAC Self-Evaluation	To approve and review the MAC Self Evaluation and share with the appropriate Board Committee.	To ensure the MAC Self Evaluation process is completed annually. To monitor the MAC's strengths and weaknesses termly and identify priorities to be addressed.		
S.35 All Pupil Groups	To receive reports on the progress of all groups of pupils, including disadvantaged pupils and the use of additional funding. To provide robust challenging and monitoring to the MAC and the schools. To direct the MAC and/or schools to take action where concerns are raised over the progress of disadvantaged pupils.	To receive reports from the Headteacher on the amount of pupil premium/catch up funding received, the use of the funding and the impact it has on the progress of eligible pupils. To monitor progress of all groups of pupils, including disadvantaged pupils and provide robust challenging and monitoring to the schools.	To monitor the progress of all groups of pupils, including disadvantaged pupils and the impact of additional funding such as pupil premium or catch-up funding received and challenge under performance, if necessary.	To address the needs of all groups of pupils. To monitor and report on the progress of all groups of pupils, including the impact of additional funding such as pupil premium or catch-up funding received.

SCHOOL PERFORMANCE

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
<p>S.36</p> <p>Improving outcomes for pupils</p>	<p>To receive updates on progress against the School improvement plans and provide robust challenge, monitoring and support to the MAC and the schools to ensure the best outcome for pupils.</p> <p>To direct the MAC and/or schools to take action where concerns are raised over the outcomes for pupils, including establishing an Intervention Group to provide additional leadership and guidance</p>	<p>To appoint a dedicated School Improvement Partner(s) who will support each School, focusing on priorities for improvement and improving pupil outcomes.</p> <p>To provide an annual review of School effectiveness and to benchmark progress and share the reports with the School and the MAC Board.</p> <p>To monitor robustly the outcomes for all pupils across the MAC regularly, providing support and challenging underperformance where identified.</p>	<p>To monitor robustly the outcomes for all pupils at the School throughout the term and challenge underperformance where necessary.</p>	<p>To plan and implement strategies to raise attainment and achievement for all pupils.</p> <p>To engage in the work of the School Improvement Partner/CSEL and other advisors to raise achievement for all pupils.</p> <p>To provide regular monitoring and robust challenge for pupil progress and report to CSEL.</p>

STRATEGIC FINANCIAL MANAGEMENT

STRATEGIC FINANCIAL MANAGEMENT

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.37 Budget Setting	To approve the School budgets annually following recommendation from the Resources Committee.	To support the preparation of annual School budgets To recommend draft annual School budgets for approval by the MAC Board after consideration with the Resources Committee. To submit approved budgets to the ESFA.	To review the School budget, ensuring it is in line with School priorities	To prepare the draft School budget in consultation with the LGB, Admin/Business Manager, and MAC Business Manager/Finance Officer for presentation to the Resources Committee.
S.38 Budget Monitoring	Resources Committee to review spend and financial performance throughout the year, taking action where necessary. MAC Board to review the MAC's finances at least 6 times per year.	To review the School budgets monthly, taking action where necessary. To report School Budgets monthly to Chair of the Board and Chair of the Resources Committee. To report on School budgets to the MAC Board.	To receive reports and be aware of spends, around the impact of restricted funds e.g. Pupil Premium, Sports Premium. To be aware of spend and have plans based on annual funding rather than carry forward.	To monitor spend against budget on at least a monthly basis taking action where necessary. To report on spend, including restricted funds and current forecast against the budget at least half termly to the LGB and monthly to the MAC Central Team.
S.39 Capital Expenditure <i>(Devolved Formula Capital)</i>	To approve devolved formula capital spend in line with MAC ICT priorities.	To recommend devolved formula capital spend to the Board in line with MAC ICT priorities and bids from schools.		

STRATEGIC FINANCIAL MANAGEMENT

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
S.40 Capital Expenditure <i>(School Condition Allocation)</i>	Resources Committee to approve annual capital spend up to £50,000. MAC Board to approve annual capital spend over £50,000 per project.	To recommend a capital programme for the MAC to the Resources Committee. To review and recommend additional internal SCA capital works to the Resources Committee. To ensure landlord approval from the Diocese where applicable (structural works).	To monitor the capital projects determined by the CFOO and the MAC Board.	To assist in the preparation a rolling programme of capital projects in conjunction with the MAC's Capital Partners, MAC Central Team and the LGB. <i>Non-Capital works and repairs and maintenance remain the responsibility of the school from their revenue funding.</i>
S.41 Financial Benchmarking and Best Value	To review spend across the MAC and ensure best value for money has been achieved.	To monitor spend and ensure best value for money has been achieved across the MAC. To undertake benchmarking exercises on an annual basis and report findings to the Board.	To review benchmarking reports. To monitor internal processes to ensure Best Value is achieved.	To participate in benchmarking exercises on an annual basis. To ensure value for money is achieved.
S.42 Financial Compliance	To review compliance with the Academies Trust Handbook across the MAC.	To ensure compliance at both MAC and School level with the Academies Trust Handbook.	To comply with the requirements of the Academies Trust Handbook.	To comply with the requirements of the Academies Trust Handbook.
S.43 Financial Control	To review financial controls and ensure probity and good financial management across the MAC	To ensure probity and good financial management at both MAC and School level and the implementation of all financial controls and policies of the MAC	To comply with the MAC Scheme of Delegation and other financial controls and policies, ensuring probity and good financial management within the School	To comply with the MAC Scheme of Delegation and other financial controls and policies, ensuring probity and good financial management within the School

STRATEGIC FINANCIAL MANAGEMENT

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
<p>S.44</p> <p>Operating Leases</p> <p><i>(and other similar contracts for the supply and/or maintenance of equipment involving periodical payments)</i></p>	<p>To approve the entry into Operating Leases by the MAC where required.</p>	<p>To approve all those above the Headteacher's authorisation limit and costing up to £25,000 per annum or any such combined agreements which would cause the annual total cost of such agreements up to £25,000.</p> <p>To approve with the agreement of Chair of Resources Committee those costing between £25,000 and £50,000 per annum.</p> <p>To recommend Operating Leases to the MAC Board costing £50,000 per annum or more.</p> <p>To review periodically those Operating Leases signed by Headteachers and consider recommendations by the Headteacher to enter into such agreements outside of the Headteacher's spending authority.</p> <p>To (i) notify the Resources Committee of the results of such reviews and (ii) refer proposed agreements to that Committee costing £25,000 or more per annum.</p>		<p>To seek approval from the MAC Central Team to enter into any Operating Leases above an annual cost of £1,000 or any such combined agreements which would cause the annual total cost of such agreements to exceed £2,500 (and to take such action as the MAC may reasonably require in connection with the entering into, variation or termination of any such agreement).</p>

STRATEGIC FINANCIAL MANAGEMENT

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
<p>S.45</p> <p>All forms of financing agreement or arrangement <i>(including all forms of borrowing, hire purchase, conditional sale or finance lease agreements howsoever described)</i></p>	<p>To approve the entry into such agreements by the MAC, obtaining ESFA approval.</p>	<p>To recommend all such proposed financing agreements or arrangements to the Resources Committee prior to any recommendation being made to the Board.</p>		
<p>S.46</p> <p>Negotiation and Renegotiation of Agreements for the supply of goods and/or services <i>(Service Level Agreements(SLAs))</i></p>	<p>To approve all contracts over the value of £50,000</p>	<p>To advise the Headteacher on the final terms of any significant contracts that may have a material impact on the School.</p> <p>To approve any proposed SLA in respect of any School in line with authorisation limits in Section 49. and exceeding the Headteacher's spending authority</p> <p>To consider and approve any SLA which applies to more than one school and has a value or an annual cost of £50,000 or less (and confirming with any FSoD limit).</p>		<p>To advise the MAC and the LGB of the School's need to negotiate or renegotiate any SLA for the School which is not a MAC centrally agreed contract.</p> <p>To recommend any SLAs to the MAC or approve in line with Section 49.</p> <p>To notify the CSEL/CFOO of any proposal to enter into any new or renegotiated SLA and act in accordance with any instructions given by the CSEL/CFOO.</p>

STRATEGIC FINANCIAL MANAGEMENT

Key Function	MAC Board	Catholic Senior Executive Leader/Chief Finance and Operating Officer	LGB	Headteacher
		To refer to the Board contracts over £50,000		
S.47 Leases and Lettings of Land	To approve all contracts for the leasing or letting of land to or by the MAC, obtaining, where necessary, ESFA approval.	To refer all proposals for the letting or leasing of land to or by the MAC to the Resources Committee for onward reference to the Board. <i>NB leases may only be executed with Board approval and in the manner provided under the Companies Act 2006.</i>		To notify the CSEL/CFOO of any proposal for the leasing or letting of land by or to the school at the earliest possible time.
S.48 Notification of fraud or theft	To notify the ESFA of instances of fraud or theft over the value of £5,000 whether by employees, Trustees or third parties; or where fraud is unusual or systematic in nature.	To notify the MAC Board of all instances of fraud or theft whether by employees, directors or third parties.	To notify the MAC Central Team of instances of fraud or theft whether by employees, the MAC or third parties.	To notify the MAC Central Team and LGB of instances of fraud or theft whether by employees, Trustees or third parties.

Section 49. FINANCIAL SCHEME OF DELEGATION

Revenue Orders	Delegation – Decision (D)/Recommendation (R) Levels							
	Full Board	Resources	CSEL	CFOO	LGB	Head	School BM	Budget holder
Curriculum budget holder (within budget)*						D	D/R*	R
Primary up to £5,000						D		
Primary between £5,000 and 1% GAG				D	R	R		
Primary between 1% GAG and £50,000		D	R	R	R	R		
Primary over £50,000	D	R	R	R	R	R		
Secondary up to £5,000							D	
Secondary between £5,000 and £20,000						D	R	
Secondary between £20,000 and 1% GAG OR £50,000 (whichever is lowest)				D	R	R	R	
Secondary over £50,000 OR over 1% GAG (whichever is lowest)	D	R	R	R	R	R	R	
MAC up to £20,000				D				
MAC between £20,000 and £50,000			D	R				
MAC over £50,000	D	R	R	R				
All leases and hire purchase agreements		D				R		
**All site structural works (regardless of funding source)				D		R		

- Note:**
- 3 quotes required for all orders over £5000 for Primaries and £10000 for Secondaries. Tenders required over £25000.
 - *Items may be delegated to staff within the School unless otherwise indicated. Schemes of Financial Delegation should exist within each School.
 - Any expenditure can be overruled by MAC Board /Resources Committee.
 - ****All site structural works require prior approval. MAC (and if required Diocese/CCC) approval must be obtained for all structural site works even when financed by revenue funding and within a headteachers delegation limits. Structural works include any amendments to buildings or playing fields.**

FINANCIAL SCHEME OF DELEGATION

School Funding **2023/2024** – 1% General Annual Grant (GAG) Allocations

School	GAG 2023/24 £	1% GAG 2023/24 £
Bishop Ullathorne	6,641,819	<i>66,418</i>
Cardinal Newman	8,657,884	<i>86,579</i>
Christ the King	1,924,734	<i>19,247</i>
St Augustine's	1,718,514	<i>17,185</i>
St Elizabeth's	1,165,889	<i>11,659</i>
St John Vianney	994,936	<i>9,949</i>
St Thomas More	1,454,586	<i>14,546</i>

PURCHASING AND PROCUREMENT (subject to budgetary constraints)

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
<p>F.1</p> <p>Placing orders for goods and services, and contracts when approved.</p> <p><i>(3 quotes required for an item over £5,000)</i></p> <p><i>Find a Tender (formerly OJEU) process to be followed if applicable</i></p>	<p>To authorise spend over £50,000.</p> <p>To approve the Capital Spending Plan.</p>	<p>To authorise the signing of any Hire Purchase or Leasing agreements.</p> <p>To authorise revenue spend in schools over 1% GAG funding or £50,000 whichever is lowest.</p> <p>To recommend revenue spend over £50,000 to the Full Board.</p> <p>To Recommend the Capital Spending Plan to the Board</p>	<p>To authorise revenue spend between £20,000 and £50 000 at Central MAC.</p> <p>To recommend school revenue spend over 1% GAG funding or £50,000 whichever is lowest, to the Resources Committee.</p> <p>For all Hire Purchase or Leasing agreements please refer to the Scheme of Delegation.</p>	<p>To authorise all revenue spend up to £20,000 at Central MAC.</p> <p>To recommend over £20,000 spend over this amount to CSEL.</p> <p>To authorise school revenue spend up to 1% GAG funding or £50,000 whichever is lowest above the HT level of delegation.</p> <p>To recommend revenue spend over 1% GAG funding or £50,000 whichever is lowest, to the CSEL.</p> <p>For all Hire Purchase or Leasing agreements please refer to the Scheme of Delegation.</p> <p><i>N.B. All capital orders are processed through the MAC Central Team</i></p>	<p>To recommend to CFOO/CSEL revenue spend over:</p> <p>£5,000 for Primary</p> <p>£20,000 for Secondary</p> <p>For all Hire Purchase or Leasing agreements please refer to the Scheme of Delegation.</p>	<p>To authorise revenue spend up to the following amounts and according to school delegation levels which have been agreed with MAC Central Team:</p> <p>£5,000 for Primary</p> <p>£20,000 for Secondary.</p> <p>To recommend revenue spend over these amounts to the Local Governing Body.</p> <p><i>(3 quotes required for an item over £5,000).</i></p> <p>For all Hire Purchase or Leasing agreements please refer to the Scheme of Delegation.</p>

PURCHASING AND PROCUREMENT (subject to budgetary constraints)

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
<p>F.2 Tendering Process <i>For tenders expected to exceed EU thresholds, an OJEU procurement tender must be followed</i></p>		<p>To monitor and report to Full Board tenders for transactions over £25,000.</p>		<p>To oversee tenders over the value of £25,000 on behalf of the MAC Board.</p>		<p><i>(3 quotes required for items over £5,000).</i></p>
<p>F.3 Register of Business Interests</p>	<p>To complete an annual declaration of business interest. To ensure that any significant in-year changes are notified immediately.</p>		<p>To ensure all central staff with financial responsibility and/or significant spending powers and all directors complete an annual declaration of business interest and the Register of Interest is published on the MAC website annually. To ensure that any significant in-year changes are notified immediately.</p>		<p>To ensure annually that all governors Headteacher and budget holders complete an annual declaration of business interests and the Register of Interests for governors and staff is published on the School website annually. To ensure that any significant in-year changes are notified immediately.</p>	<p>To ensure all staff with financial responsibility and/or significant spending powers complete an annual declaration of business interest. To ensure that any significant in-year changes are notified immediately.</p>

PURCHASING AND PROCUREMENT (subject to budgetary constraints)

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
<p>F.4</p> <p>Authorising invoices/payments</p> <p><i>(assuming that the process in F1 has been followed prior to payments being made).</i></p> <p><i>(Invoices/payments should not be authorised by the person who placed the order and checks should be made that the correct tendering process has been followed)</i></p>			<p>To authorise invoices/ payments for Central MAC.</p> <p>To authorise school invoice/ payments over 1% GAG funding or £50,000 whichever is lowest.</p>	<p>To authorise invoice/ payments for Central MAC.</p> <p>To authorise invoice/payments over 1% GAG funding or £50,000 whichever is lowest.</p>		<p>To authorise invoice/payments up to 1% GAG funding or £50,000 whichever is lowest, having already obtained CFOO/CSEL/Board approval where required.</p>

ANNUAL BUDGET AND FINANCIAL MANAGEMENT

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F.5 Making payments <i>(signing cheques, BACS payments and other bank transfers)</i>			To make payments for approved purchases for the schools or Central MAC with one other approver.	To make payments for approved purchases for the schools or Central MAC with one other approver or delegate to MAC BM as appropriate.		To make payments for approved purchases for the School with one other approved bank signatory.
F.6 Approval of Annual Budget	To approve the annual budget for the MAC.	To review and recommend annual budget to MAC Board.	To review and recommend annual budget to MAC Resources Committee.	To review and recommend annual budget to CSEL.	To review the annual budget.	To prepare annual budget in consultation with CFOO, MAC BM and LGB.
F.7 Month End Process and Periodic Management Accounts	To monitor finance reports from the Resources Committee for schools and Central MAC, taking action where necessary.	To report budget summaries and periodic management accounts for the schools and Central MAC to the MAC Board, recommending action where necessary.	To ensure , monthly, budget summaries and periodic management accounts for the schools and Central MAC are reported to the CBoD and Chair of Resources.	To report , monthly, budget summaries and periodic management accounts for the schools and Central MAC to the CSEL, CBoD and Chair of Resources recommending action where necessary using information provided by MAC BM/FM.	To review the most recent management accounts for the School and challenge where necessary.	To ensure the preparation of timely month end process for MAC BM/FM. To attend month end sign off meetings when required.
F.8		To monitor virements across the MAC,		To approve virements.		To recommend virements to the MAC

ANNUAL BUDGET AND FINANCIAL MANAGEMENT

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
Authorised to make virements between cost centres / codes <i>(without increasing overall budget)</i>		taking action where necessary.		To report on approved virements to the MAC Resources Committee.		and to report virements as part of the month end process to MAC BM.
F.9 Use of reserves or increase of overall annual budget <i>(by reserves we mean brought forward unallocated funds)</i>	To note the use of reserves or increase in budget to the MAC Board.	To approve and report the use of reserves or increase in budget to the MAC Board	To review and recommend the use reserves or increase in budget to the MAC Resources Committee	To review and recommend the use reserves or increase in budget to the MAC Resources Committee	To note the recommendation re. the use of reserves.	To recommend the use of reserves or increase in budget to the CFOO and inform the LGB.
F.10 Aged Debtors and Creditors		To monitor the reports as part of the reconciliation of month end returns for the Central MAC and the schools taking action where necessary.	To review and approve as part of the month end returns provided by the CFOO in accordance with the MAC financial timetable taking action where necessary.	To produce as part of the month end returns for review and approval by the CSEL taking action where necessary.	To review reports as necessary.	To review and approve as part of the month end returns provided by the Admin/Business Managers in accordance with the MAC financial timetable taking action where necessary. To report to LGB.

BANKING AUTHORITY AND CASH MANAGEMENT

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F.11 Approval to borrow money. <i>(This is not allowed under the funding agreement and must always be a board decision)</i>	To present a proposal to the Secretary of State.	Not permitted.	Not permitted.	Not permitted.	Not permitted.	Not permitted.
F.12 Open a bank account		To authorise the opening of any bank accounts for the Central MAC and schools.	To recommend the opening of any bank accounts for the Central MAC and schools to the Resources Committee.	To recommend the opening of any bank accounts for the Central MAC and schools to the CSEL e.g. a new school joining the MAC.		Not permitted.
F.13 Approving bank signatory		To approve bank signatories for the Central MAC Accounts.	To recommend bank signatories for the Central MAC Accounts to MAC Resources Committee for approval.	To approve online bank approvers or delegate to MAC BM.		To recommend other Bank approvers to the CFOO from the following: Head, Deputy Head teacher, Member of SLT.
F.14a Authorised credit / charge card user (if applicable)		To approve Central MAC credit card users and card limit.		To approve School credit card users and card limit. To recommend list of approved credit/debit card users for Central MAC to MAC.		To recommend credit card users to the CFOO. Note: Credit Card balances must not be paid off mid-month to by-pass the agreed

BANKING AUTHORITY AND CASH MANAGEMENT

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
				Resources Committee.		credit card limits.
F.14b Use of Credit/Debit Cards			To monitor and review credit/debit card usage across the MAC.	To comply with the HCC MAC Credit/Debit Card Policy.		To comply with the HCC MAC Credit/Debit Card Policy.
F.15 Authorised to administer petty cash <i>(The MAC has phased out the use of petty cash)</i>	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.
F.16 Collection and banking of cash <i>(The MAC aims to phase out cash handling in the short term with the exception of charitable donations).</i>		To approve the Cash Handling policy. To monitor cash handling compliance as part of internal audit reports.		To recommend Cash Handling policy to the MAC Resources Committee. To monitor cash handling compliance as part of internal control checks.		To implement the MAC Cash Handling policy.

FINANCIAL SCHEME OF DELEGATION

STATUTORY REPORTING (including annual budget and consolidated annual accounts.)

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F.17 Completing annual and periodic financial reports to the MAC Board, ESFA and/or DfE	To approve annual and periodic financial reports prior to submission to the ESFA and/or DfE.	To review annual and periodic financial reports to MAC Board, ESFA and/or DfE and present to MAC Board for approval.	To review annual and periodic financial reports to Resources Committee, ESFA and/or DfE and present to MAC Board for review.	To prepare annual and periodic financial reports to the MAC Resources Committee/Board, ESFA and/or DfE. To submit approved reports.	To ensure financial procedures are adhered to.	To ensure requested information is supplied to CFOO and MAC BM/FM within set deadlines. To ensure financial procedures are adhered to.
F.18 Authorised to complete VAT 126 claims				To review and submit consolidated VAT 126 claims for the MAC.		To review VAT 126 report for the School as part of the month end process.

FINANCIAL SCHEME OF DELEGATION

FIXED ASSETS

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F. 19 Asset Register	To receive assets reports from the MAC Resources Committee.	To review and approve asset register for Central MAC and schools annually.		To enter items over the capitalisation limit of £2,000 onto the register for Central MAC.	To review the fixed assets register annually. (add to LGB agenda at end of academic year)	To adhere to the MAC Asset Management Policy. To maintain the school asset register using the IRIS Assets software. Frequency?
F. 20 Security of Assets				To ensure there is adequate security for stores and equipment at Central MAC.		To ensure there is adequate security for stores and equipment at School.
F. 21 Disposal of Assets		To authorise the disposal of assets over net book value of between £5,000 and £50,000. Disposal of assets over £50,000 requires referral to ESFA.			To approve the disposal of items with a net book value up to £5,000 . To recommend disposal of assets over £5,000 to the Resources/Audit Committee.	Following consultation with the CFOO. To recommend to the LGB and CFOO disposal of assets.
F. 22 Loan of Assets				To approve the long term (more than 2 weeks) loan of assets subject to loan register being signed and maintained for Central MAC and		To approve short term (less than 2 weeks) loan of assets subject to loan register being signed and maintained by School.

FINANCIAL SCHEME OF DELEGATION

FIXED ASSETS

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
				schools.		

DEBTS

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F. 23 Write off bad debts/losses	To review the writing off bad debt/losses over £5,000.	To review writing off bad debts / losses. To approve writing off bad debts over value or £5,000 and report to the MAC Board.		To approve writing off bad debt/losses over £500 up to £5,000. To recommend writing off bad debt/losses over £5,000 to the MAC Resources Committee.	To recommend writing off bad debt/losses to CFOO over £500. To notify the CFOO of any bad debt/losses to be written off.	To authorise writing off bad debts /losses to the value of £500 and report to LGB/Central MAC. To recommend writing off bad debts /losses to the value of over £500 to LGB/Central MAC.

FINANCIAL SCHEME OF DELEGATION

PAYROLL

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F.24 Payroll Administration			To instruct BM to amend the employee files including salary amendments and allowances.	To monitor payroll payments		<p>To update IRIS Financial Planner with any authorised amendments to the employee files including salary amendments and allowances at the time of change.</p> <p>To ensure that any variations to salary are processed in accordance with payroll deadlines.</p> <p>To approve on VERA the payroll variations.</p>
F. 25 Payroll Payments				<p>To reconcile the staff payments at the Central MAC, comparing figures to previous months gross salary, adjustments, appointments, resignations, pay amendments etc.</p> <p>To approve monthly payroll including variances from the previous month.</p>		<p>To monitor the reconciliation of School staff payments at the School each month comparing figures to previous months gross salary, adjustments, appointments, resignations, pay amendments etc.</p> <p>To approve on VERA the monthly payroll file in accordance with payroll deadlines.</p>

INSURANCES

Tasks	MAC Board	Resources Committee	Catholic Senior Executive Leader (CSEL)	Chief Finance and Operating Officer (CFOO)	Local Governing Body (LGB)	Headteacher
F.26 Insurance Premium Renewal			To approve insurance arrangements for Central MAC and schools.	To review and propose sums insured, risk and claims handling at central MAC Office and schools. To manage insurance claims at Schools.		To inform CFOO of any insurance claims and any site changes that may impact on insurance.