



ATLAS Scheme of Delegation 2023

Aspire To Learn And Succeed



Section 1 – System of Governance

Introduction

ATLAS Multi Academy Trust (**ATLAS MAT/the Trust**) is a charitable company limited by guarantee, (company number 07719076) and is an exempt charity. For the purpose of company law, the Trustees of ATLAS Multi Academy Trust are directors of the charitable company.

The Trust is formally recognised by the Secretary of State for Education as a Multi-Academy Trust in accordance with the Academies Act 2010 and through the contractual instrument of the Master Funding Agreement.

ATLAS Multi Academy Trust is governed by a Trust Board which is accountable to the Secretary of State for Education and the Department for Education and has overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishment and running of the academies operated by the Trust.

The following Academies are currently operated by the Trust:

- St Albans Girls' School
- The Adeyfield Academy
- Beech Hyde Primary and Nursery School

In order to assist with the discharge of their responsibilities, the Trust Board has established the Standards Committee and the Resources, Audit and Risk Committee. Terms of Reference for these subcommittees can be found on the ATLAS website.

The Scheme of Delegated Authority (**SoDA**) as set out below forms part of a suite of documents adopted by the ATLAS Multi Academy Trust as the governance framework for the oversight and management of ATLAS MAT community of academies. The principal aims are to:

- Ensure clarity of vision, ethos and strategic direction.
- Hold executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.
- Oversee the financial performance of the organisation and make sure its money is well spent.

The Scheme of Delegated Authority as set out here must be read in conjunction with the Trust's governance framework documents. These includes the Trust's internal documentation and pertinent external publications. For a list of Related Documents, [see p. 7](#).

This Scheme of Delegated Responsibility may only be amended by the Trust Board.

ATLAS Multi Academy Trust embodies our goal to '*Aspire to learn and succeed*'. This reflects our desire to deliver an outstanding educational opportunity for the greater benefit of the wider community, recognising qualities in all young people and enabling success and high aspiration for all.

Our commitment to school improvement has been evident since our successful OFSTED inspections. We display a proven track record that shows with robust monitoring, support and high-quality focus on teaching and learning, the learning opportunities of young people are enhanced, with our ultimate goal that no one gets left behind and students are prepared for their future lives. We have also shown that by sharing the highest quality pedagogical and teaching practice all members of the school community thrive, with extensive opportunities for the development of future leaders and a sharpened focus at the heart of high level teaching and learning.

Context

The Department for Education and the parents/carers of the children and young people in our charge have entrusted ATLAS and its community of academies with delivering accessible high-quality meaningful learning. To this end, there is:

- Societal expectation for expertise and excellence of learning
- Student and pupil expectation for engaging and effective learning
- System expectation for enabled and efficient learning

Purpose

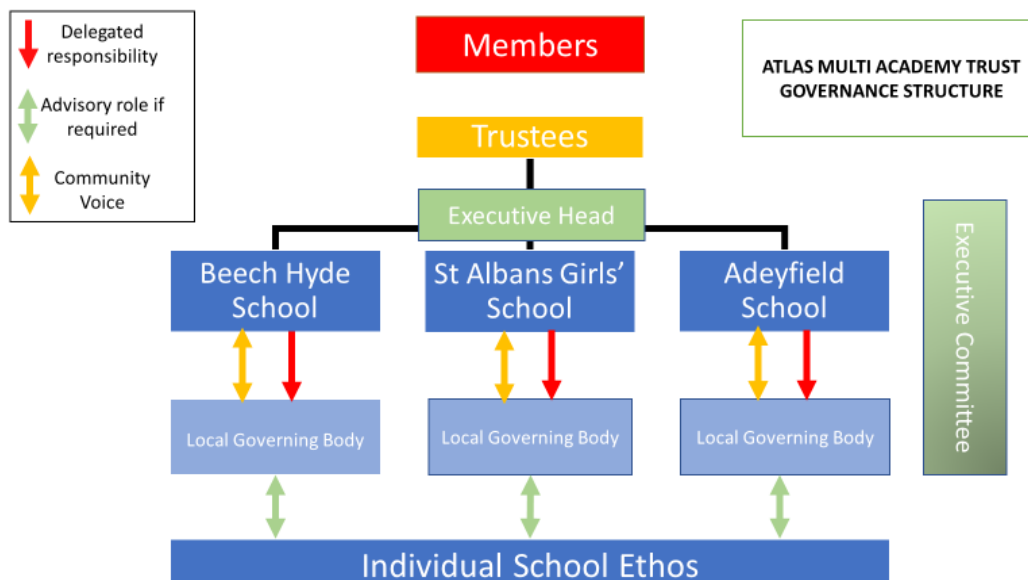
Central to the Trust's governance structure, business operation, and educational ethos and delivery is the Trust Board, the Executive and Academy Leaders.

This Scheme of Delegated Authority clearly delineates delegated authorities and responsibility, which cascade down from the Trust Board to the Executive and Academy Leaders.

When a process is not mentioned in this Scheme of Delegated Authority, it shall be assumed to have been retained by the Trust Board.

Integrated System of Governance

The Trust's system of governance and documented working practices are integral to the effective and efficient operation of the Trust Board and by extension, the execution of Trustee's obligations as both directors of the charitable company and in their oversight and discharge of the management of the Trust and its family of academies.



Monitoring of Scheme of Delegated Authority

It is the responsibility of the Trust Board and those to whom it delegates the authority, to ensure that the principles and procedures of this Scheme of Delegated Authority are adhered to. The use of this document will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring shall inform any reviews and future revisions to the SoDA, which will be carried out at regular intervals and no later than as stated on Page 2 of this document.

Related Documents

ATLAS Articles of Association
 ATLAS Members Terms of Reference
 ATLAS Trust Board Terms of Reference
 ATLAS AIM Board Terms of Reference
 ATLAS Standards Committee Terms of Reference
 ATLAS Resources Audit and Risk Committee Terms of Reference
 ATLAS Declaration of Pecuniary and Personal Interests
 ATLAS Master Funding Agreement
 ATLAS Supplemental Funding Agreements
 ATLAS Strategic Plan
 The ESFA Academy Trust Handbook (updated annually)
 The DfE Guidance: Multi-academy Trust Resources (periodically updated)
 The DfE Governance Handbook – an essential resource for governors and Trustees outlining roles and responsibilities for those governing. It also details the legal duties of the governing board of all state schools in England.

ATLAS Scheme of Delegated Authority

Strategy & Leadership

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Set the strategic objectives and KPIs of the Trust	Review, Challenge and approve	Draft and Develop		
Set strategic objectives of the academies	Review and approve	Review, challenge & approve Consolidate Academy plans and present to Board of Trustees	Review and Challenge	Draft and develop individual Academy objectives in line with Trust strategy and KPIs
Deliver strategic objectives of the Trust and monitor performance against KPI's	Review and monitor	Deliver and report to Trust Board		
Deliver strategic objectives of the academies	Review	Review and monitor Report to Trust Board	Review and monitor	Deliver objectives Report progress to Executive team and CEO
Funding agreement – comply with all obligations including the Academy Trust Handbook	Monitor	Monitor and report to Trust Board Take action to ensure compliance Deliver compliance with policies	Monitor	Deliver at school level and report to Executive Team Deliver compliance with policies
Regularity – with all regulations affecting the Trust (in charity law, company law, employment law and H&S law)	Monitor trust wide compliance	Monitor and report Take action to mitigate noncompliance Deliver compliance with policies	Monitor	Deliver & report Deliver compliance with policies and controls

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Financial oversight	Review and approve Trust polices and controls to ensure compliance	Develop polices, checks & balances to ensure financial oversight Compliance with policies	Monitor	Deliver & report Deliver compliance with policies and controls
Completing the register of business interests and put in place procedures to deal with conflicts of interests and connected party transactions	Review and approve Trust policies and procedures Record Trust board of conflicts of interests and connected party transactions Review annually conflicts of interest and connected party transactions	Develop policies Compliance with policies	Monitor Report to COO annually conflicts of interest and connected party transactions	Deliver & report Deliver compliance with policies and controls
Appointment of Trust Board by ensuring processes are in place, ensuring that the board has the skills in place to run the Trust	Appointment in accordance with the Articles of Association Review the Board against competency framework	Develop process in accordance with Articles of Association		
Appointment of clerks to Trust Board and LGBs	Appoint the Clerks to the Trust Board and LGBs			
Appoint the internal auditors and audit committee	Appoint	Monitor performance		
Review, approve and monitor the Trust wide polices	Review and approve	Develop trust wide policies Deliver compliance Report material noncompliance	Monitor policies	Develop academy specific polices Deliver compliance Report material noncompliance

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Prepare terms of reference for Trust Board, sub comms, LGB (inc sub comms)	Approve and comply	Develop	Comply	
Training programme for Trust Board	Approve and comply	Develop	Comply	

Education and Curriculum

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
ATLAS Strategic plan (3-5 year overview)	Review, challenge and improve	Develop the plan Present to board	Support the development of the plan	
School Improvement Plan	Review, challenge and improve	Develop the plan Present to board		Work with the CEO to write and present Review the SIP
Key Performance Indicators	Set Trust wide KPIs Review performance against KPIs	Deliver against the KPIs Report performance	Monitor and challenge progress against KPIs	Deliver against KPIs Report progress against KPIs to Executive team and CEO
Set Admissions Policy	Approve	Review		Develop in consultation with CEO and deliver
Admission decisions			Review and monitor	Advise, recommend and report to CEO
Collective worship	Develop in consultation with CEO	Develop in consultation with CEO	Review	Deliver
Student issues	Review, challenge and approve policy	Developing policy and ensuring compliance Report to Board		Manage student issues in line with policies (including attendance, exclusions, punctuality and disciplinary matters)

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Academy Hours – setting the school day for each school	Determine in consultation with CEO	Review		Consult with Trust Board and CEO Comply
Term dates	Determine in consultation with CEO	Review		Consult with Trust Board and CEO Comply
School lunches – ensure to provide appropriate nutritional standards		Monitor	Consult with CEO	Deliver
Provision of Free school meals		Monitor	Consult with CEO	Deliver
Educational polices	Review and approve	Review	Recommend to trust board and CEO	Determine in consultation with Executive team
Curriculum design (intent, implementation and impact)	Approve	Review	Recommend	Determine

Safeguarding

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Safeguarding polices	Review and approve trust wide polices	Develop trust wide polices for Board approval Deliver compliance Report material non-compliance		Develop academy specific polices for approval Deliver compliance Report material non-compliance
Single Central Record	Approve Trust standardised SCR reporting	Develop standardised SCR reporting Report to board via KPIs and safeguarding audits	Monitor completion and compliance	Operate and comply

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Curriculum (intent, implementation, and impact of the safeguarding curriculum)	Review, monitor and recommend		Review, approve and report	Determine deliver and report impact and feedback from stakeholders to CEO
Assessment of risk and record keeping (of children at risk)		Review, challenge effectiveness of assessments and recording Report findings		Determine, deliver and report impact and feedback from stakeholders to CEO
Continuing professional development	Review, monitor and recommend improvements	Review, monitor and report to Board		Determine, deliver and report impact and feedback from stakeholders to CEO
Induction (Trust wide)	Review monitor	Develop and oversee delivery of Trust induction process		
Induction (school specific)			Review, monitor and report	Develop and oversee delivery of school induction process
Monitoring (such as, Policy and Procedures, risk, child safety, education standards, behaviour management, school environment)	Monitoring of: <ul style="list-style-type: none"> ▪ Safer recruitment ▪ Staff voice ▪ Whistleblowing ▪ Exclusions 	Monitoring of Trust wide policies Report findings to Board	Monitoring of: <ul style="list-style-type: none"> ▪ SCR ▪ Behaviour (in physical intervention) ▪ Bullying, racism & discrimination ▪ Attendance, Punctuality and exclusions Report to CEO	Monitoring of: <ul style="list-style-type: none"> ▪ Safeguarding inductions and refreshers ▪ Curriculum inc, PREVENT, protective behaviours, healthy relationships, PSHE ▪ Pupil voice, school safety ▪ School environment

HR and Operations

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Appointing the CEO	Appoint			
Appointing the COO and other executive roles	Appoint	Recommend appointment to the Board Be part of the interview panel along with Trustees		
Appointing academy school Headteacher/Principal/Head of school	Approve and appoint in consultation with CEO	Recommend appointment to the Board Be part of the interview panel along with Trustees		
Appoint trust staff (in line with safer recruitment policy)		Appoint in line with Trust policy and budget		
Appoint Academy Staff (in line with safer recruitment policy)			Appoint in line with Trust policy and budget	Appoint in line with Trust policy and budget
Reducing / restructuring academy staff	Approve	Review & Recommend	Recommend to CEO	Develop
Establishing Trust wide HR Policies	Review and approve	Develop Trust wide policies Deliver compliance Report material non-compliance	Ensure implementation Monitor and report Review and approve	Develop academy specific policies Deliver compliance Report con-compliance to CEO
Performance management together with pay reviews (pay committee)	Conduct CEO Apraisal Attend other executive Appraisals Receive reports in respect of appraisal arrangements & outcomes	Conduct and review executive teams Appraisals Review appeals as necessary Recommend pay for executive team	Review appeals as necessary Review post threshold pay recommendations for eligible teaching staff	Conduct SLT Appraisals & report recommendations to the CEO Ensure SLT conduct Appraisals for all staff

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
	Review appeals as necessary Determine and approve pay for CEO Ratify pay for executive team	determine and recommend pay awards	Recommend pay awards to CEO and Pay committee	Recommend threshold pay awards for eligible teaching staff
Setting terms and conditions of employment	Review, challenge and approve	Develop & present terms and conditions of employment Ensure T&Cs & employment handbook are maintained and current Deliver and comply	Monitor compliance	Deliver and comply
Staff handbook			Review, challenge & approve	Develop, in consultation with the HR team
Dismissing trust staff	Dismiss in respect of CEO Review Head teacher / Principal dismissals Monitor all other dismissals	Dismiss, in consultation with the Board in respect of Head teacher / Principal and SLT Dismiss, in respect of central team staff Review, in respect all other staff		(Excluding Head of School) Dismiss all other staff
Determining and allocating central services	Review, challenge & approve	Recommend scope and operations of Central staff with the COO Deliver		Comply

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Overseeing effectiveness of services provided to centrally by the Trust	Review & monitor	Deliver and report via COO to Board		
Asset and Premises Maintenance strategy	Review, challenge & monitor	Recommend strategy Ensure strategy is implemented and provide annual report to board via COO		Comply with strategy
Acquiring and disposing of trust land and changing use of assets	Review, challenge & approve	Recommend		
Arrange insurance for the Trust	Determine trust wide approach &/or policy	Deliver and comply		Comply
Academy prospectus and website		Review and approve	Review and recommend to CEO	Prepare, maintain & recommend
Trust prospectus and website	Review and approve	Prepare and recommend		

Finance (also see section – Financial Scheme of Delegation)

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Funding model	Review and approve	Recommend funding to trust board		Deliver the financial plan for the academy
Trust annual budget	Review, challenge & approve	To ensure preparation of trust budget Present budgets to board for approval via COO and TFD Review submission of trust budget to ESFA		

	Trust Board	CEO	Executive Team	Head Teacher / Head of School/ Principal
Academy annual budgets	Review, challenge & approve	Oversee the development of academy budgets Present budgets to board for approval via COO and TFD		Develop academy budget with COO & TDF
Expenditure and ensuring delivery of annual budgets and financial reporting	Review & challenge	Review & challenge financial reporting		Deliver against agreed budget
Financial polices (inc procurement)	Review and approve	Develop trust polices Deliver compliance with polices Report material non-compliance	Review & implementation of all polices approved by trust board and monitor compliance Review and approve	Develop Academy specific polices Deliver compliance Report non-compliance
Corporate risk register	Review, challenge & approve Monitor compliance	Ensure risk register is maintained Report compliance to the trust via COO		Develop and deliver school risk register Report compliance to COO

Scheme of delegated financial authority

CONTENTS		Abbreviations used in this policy	
SECTION 1	ACCOUNTING	CEO	Executive Head Teacher
SECTION 2	ASSETS	HT	Head Teacher / Principal
SECTION 3	AUDIT	COO	Chief Operating Officer
SECTION 4	BUDGET	AH	Assistant Head / Principle
SECTION 5	INCOME	TFD	Trust Director of Finance
SECTION 6	SECURITY AND DATA PROTECTION	FO	Finance Officer
SECTION 7	INSURANCE	FS	Finance Supervisor
SECTION 8	INVESTMENTS	FT	Finance Team
SECTION 9	PURCHASING	NM	Network Manager
SECTION 10	ORDERS AND PAYMENT OF ACCOUNTS	PM	Premises Manager
SECTION 11	PAYROLL	PA	Head Teacher's PA
SECTION 12	BANKING ARRANGEMENTS	TA	Trust Administrator
SECTION 13	TAXATION	HRM	Human Resources Manager
SECTION 14	BEST VALUE	SLT	Senior Leadership Team
SECTION 15	VOLUNTARY FUNDS	PSF	Financial Management System
SECTION 16	PETTY CASH	ESFA	Education Funding Agency
		FSS	Financial services for schools (LA)
		OM	Office Manager

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
1. Accounting							
1.1 Adhering to accounting policies and guidelines issued by the ESFA	Approval	Recommend to Trustees				COO TFD FM FT	COO to review policies annually
1.2 Maintaining accurate, reconciled and up to date records to provide financial and statistical information.		Approval			Shared with Chair of LGB for noting	TFD FO	COO – monthly review of records
2. Assets							
2.1 Arranging security of buildings, furniture, equipment, stock, stores and cash.						COO TFD FT PM	
2.2 Maintaining an asset register and inventory of all movable items of equipment and security marking such items.						FM TFD PM NM	TFD to maintain Fixed Asset register for audit and insurance purposes

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
2.3 Checking annually the asset register and inventory to verify the location and condition of each item of equipment in line with school policy.						COO	This needs to be someone different to the person who maintains the register
2.4 Authorising the disposal of unusable or obsolete equipment included in the asset register/inventory.	Receive reports and review	Sign off any disposals over £500	Sign off any disposals under £500	Sign off any disposals under £500		FT	Obtain written approval from ESFA if Capital Grant in excess of £20,000
2.5 Maintaining a record of all property borrowed by staff.						COO NM	Register reviewed regularly by HT
3. Audit							
3.1 Availability of records and documents for inspection by the External Auditors.		Receive and review reports				TFD COO FT HT Clerk	Auditors to prepare statutory accounts, assisted by TFD and ensure records are in order for inspection
3.2 Receiving the report from an audit inspection and implementing any recommendations.	Summary report	Presentation of findings	Approval of Statutory Accounts			COO TFD	Resource Comm. to review draft report first then to Board of Directors

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
3.3 Maintaining a register of pecuniary and business interests for governors.	Report received by GB				Provide report to Trustees	TA TFD	Assisted by HT and PA
3.4 Reconciling bank statements on monthly basis			Approval	Approval		FT	Signed monthly by TFD
3.5 Maintaining a record of all petty cash holdings in the school.						TFD FT	FT to reconcile cash monthly. COO to check on a random basis
4. Budget							
4.1 Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the School self-evaluation form (SEF) and the Asset Management and Premises Development plans.	Chair of RRAC present to full Trust Board to gain approval	COO/TFD to present to Resource, Risk and Audit Committee / Governing Body	Agreement	Agreement	To note	COO TFD	To prepare and present draft to CEO/HT and SLT

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
4.2 Approving the final budget.	Board of Directors approves budget	Makes recommendation to full Board of Directors	Agreement	Agreement	To Note	COO TFD	Present to RARC and FPO
4.3 Notifying the approved budget to ATLAS Trust within the agreed timescale	Chair of Board of Directors to obtain Trust approval					COO TFD	TFD will issue a budget timetable to meet ESFA reporting deadlines
4.4 Monitoring actual year to date income and expenditure against budget and explain variances	Approval	Receive monthly management accounts.	Review monthly management accounts Monthly	Review monthly management accounts Monthly	To note	TFD	Prepare monthly management accounts, monitored monthly and reported to RARC six times a year
4.5 Approving transfer between budget headings within agreed limits.		Approve budget reallocations more than £5,001 and above	Approve budget reallocations less than £5,000			TFD	
5. Income							

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
5.1 Approving a lettings policy and fees e.g. music tuition, school meals on an annual basis	For noting	Receive recommendation from COO				COO	
5.2 Receipt of and banking promptly all income.						FT	Monitored by TFD and COO
5.3 Preparation of receipts for banking						FT	Monitored by TFD
5.4 Physical banking of monies						TFD FT	TFD and FT to bank additional monies as necessary Cash collection contracted to Loomis
5.5 Approve procedures for chasing outstanding income due to the school (debt recovery policy)	Approval	Recommend policy to Trustees				COO	To review policy

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
5.6 Writing off of debts		Over £500	Up to £500	Up to £500		TFD FSS	Present any possible write-offs to HT and COO. Funding Agreement requires the Secretary of State's approval prior to writing off any single debt in excess of £1,000
6. Security and data protection							
6.1 Controlling systems, security and privacy of data		GDPR Policy reviewed annually				COO NM	Ensures that the school complies with requirements of the Data Protection Act 1988 & GDPR from May 2018
6.2 Registering under GDPR legislation		GDPR Policy reviewed annually				COO	Ensure registration is renewed annually HT to ensure we are correctly registered
6.3 Set up and maintain access profiles for system users and the production and security of back-up disks and files			Advises NM of level of access for staff	Advises NM of level of access for staff		NM HT	NM acts on HT advice to enable appropriate access for staff and maintains list of all staff and their level of access FM enable access to finance package and sets levels

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
7. Insurance							
7.1 Reviewing insurance cover in the light of a risk assessment		Receive report of cover obtained on an annual basis				HT COO	COO to organise tender exercise as necessary and ensure adequacy of cover
8. Reserves							
8.1 Setting aside funds in reserve Fund	Refer to reserve policy	To annually approve policy				COO	COO & TFD to present any investment opportunities and carry out annual review of reserve policy
9. Purchasing							
9.1 Ensuring that all contracts and agreements conform with finance policies and procedures	Approves	Sign contracts £20,001 - £50,000	All contracts signed by CEO/HT up to £20,000	All contracts signed by CEO/HT up to £10,000		COO TFD	COO to be able to sign off any PO agreed under a tender approved by the RRAC. COO to be able to sign off utility invoices
9.2 Ensure that a minimum of three quotes to be examined wherever possible for purchases and contracts valued up to £5,000						FT	to ensure/collate evidence to Budget holders

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
9.3 Ensure that two written quotes are obtained for purchases and contracts valued between £5,001 and £10,000			Approval	Approval		FT	To ensure/collate evidence Procurement quotes record form to be completed
9.4 Ensure that two written quotes are obtained for purchases and contracts valued between £10,001 and £20,000			Approval			FT	To ensure/collate evidence Procurement quotes record form to be completed
9.4 Ensuring that a minimum of three written quotations are obtained for goods, works and services valued between £10,001 and £50,000		Approval				FT	To ensure/collate evidence Procurement quotes record form to be completed
9.5 Ensuring that the required number tenders are obtained for goods, works and services between £50,001 and EU limits		Approval				CEO COO	

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
9.6 Receipting and custody of all tenders						COO	
9.7 Authorising staff to open tenders		RARC to determine policy	CEO will inform which budget holders can open tenders			COO	
9.8 Establish, review and monitor the purchasing policy	Approval	Recommend to TRUSTEES				COO	
10. Order and payment of accounts							
10.1 The maintenance of an authorised signatory permission on PSF for orders (subject to limitations agreed)						TFD FT	
10.2 Authorise the placing of orders for the purchase of all goods and services.	Between £50,001 and EU limits	Between £20,001 and £50,000	Between £5,001 and £20,000	Up to £5,000		FT	Budget holder up to £5,000
10.3 Confirmation of the receipt of goods and services						FT	Budget holder

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
10.4 Making payments when goods have been received to the correct price, quantity and quality standard						TFD FT	To match invoices to orders on PSFTFD/FT will ensure budget holder signs all invoices before payment. All invoices, including those with no order (eg catering invoice) to be signed by budget holder
10.5 Preparation of cheques/BACS for payment of goods and services			Approval	Approval		TFD FT	When paying by BACS the FT will issue a list of approved invoices to be paid. Two BACS signatories to check and sign before BACS payment approved by TFD and one other on banking system
10.6 Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period						TFD FSS	To keep all records in locked cabinet or archive store

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
10.7 Maintain a contracts register						TA NM COO	
10.8 Approving applications for Business/Credit Cards	To approve any applications	To receive recommendation from CEO				HT COO TFD	
11. Payroll							
11.1 Certifying pay documents and other time records			Approval	Approval		COO	To review payroll changes and payments every month. FT to compile payroll every month TFD to review draft pay report every month and reconcile to budget

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
11.2 Approving salary policy and annually reviewing executive Headteacher and Head Teacher's salary	Delegated to Pay Review Committee to review all salaries annually and to approve all teacher threshold changes		CEO/HT reviews SLT salaries and makes recommendations to Pay review committee.	HT proposes salaries and makes recommendations to CEO.		COO HT CEO	Review recommend threshold and post threshold increases to CEO Governors pay committee to review salaries annually
11.3 Filing and storage of pay records						FS	
11.4 Filing and storing of personnel records						HRM	
11.5 Authorise all employee travel expenses to be paid through payroll			Approval	Approval		COO CEO	

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
11.6 Approve all payments to the Head Teacher personally i.e. reimbursement of payments for goods/services purchased on behalf of the school and personal expenses e.g. travel expenses		Approval For claims over £500					Head of Main Governing Board
11.7 Implement the school pay policy and appointment procedures for all staff employed through the school			Approval	Approval		HRM	
12. Banking arrangements							
12.1 Open bank accounts and approve signatures thereto		Approval				COO CEO	
12.2 Signing of cheques and BACs Payments			Sole signatory up to a value of £500 CEO Sole signatory up to a value of £999	HT Sole signatory up to a value of £500 CEO Sole signatory up to a value of £999		CEO HT AH COO	CEO + ONE authorised signatories for value £1,000 and over

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
12.3 Signing cheques in the absence of the Head Teacher						AH	Two designated Authorised signatories up to £999
13. Taxation							
13.1 Complying with VAT regulations			CEO to approve quarterly claim			FT	To compile claim quarterly
14. Best Value							
14.1 Undertake benchmarking exercises on an annual basis for review by Finance Committee		To receive benchmarking report from COO				COO	To present findings to RARC
15. Voluntary Funds							
15.1 Administering of voluntary funds						FT	
16. Petty Cash							
16.1 An appropriate amount of petty cash to be held and periodic check of completeness of financial records.						COO	Level not to exceed £500 over both floats

Activity	TRUSTEES Board of Directors	RRAC ATLAS Resource, Audit and Risk Committee	CEO Chief Executive Officer	HT Head Teacher / Principal / Head of School	LGB Local Governing Body	Staff	Comments
16.2 Maintenance of accounting records, the security and regular reconciliation						TFD FT FSS	



Progress & Partnership



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