

Scheme Of Delegation

Date Approved by Trustees	2018
Next Review Date	September 2018
On behalf of Governors signed	<i>signed copies on file</i>
Print name	
On behalf of Governors signed	<i>signed copies on file</i>
Print name	
Principal Signature	<i>signed copies on file</i>

All Rainbow Schools Trust (RST) Policies have been devised to ensure that:

- students from all backgrounds and all abilities are welcome
- each student has the opportunity to flourish and achieve their potential
- we value the individuality of each student within the context of membership of our community
- we are committed to raising educational attainment and improving our students' life chances
- we provide an environment in which all students will be self-aware, self-disciplined and confident
- all students will understand how to make a positive contribution to our extended community
- we support academic, creative and personal achievement through our focus on Sports, the Art and Enterprise .

Introduction

The Scheme Of Delegation has been developed to clarify the responsibilities and powers of the Trust, the CEO / Principal and members of staff employed at Rainbow in respect of key aspects of the management of the School and to ensure compliance with the Scheme for financing school, financial regulations and standard financial procedures and contract standing orders for schools. The delegations set out in this Scheme are delegated to the specified Trustees, committees of the Trust and post-holders employed at the School.

Under the Articles of Association of RST, the Trust may delegate to any Trustee, Committee, the CEO / Principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Trustees may impose and may be revoked or altered.

Rainbow Schools Trust Draft

Scheme of Delegation

Where any power or function of the Trust has been exercised by any committee, that person or committee shall report to the full Trust in respect of any key action taken or decision made with respect to the exercise of that power or function at the meeting of the Trust immediately following the taking of the action or the making of the decision.

The Trust may establish any committee to exercise powers and functions of the Trust. They shall determine the constitution, membership and proceedings of any committee of the Trust. The establishment, terms of reference, constitution and membership of any committee of the Trust shall be reviewed annually.

The membership of any committee of the Trustees may include persons who are not Trustees, provided that a majority of members of any such committee shall be Trustees. The Trustees determine that some or all of the members of a committee who are not Trustees shall be entitled to make recommendations in any proceedings of the committees. No vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

In accordance with the

Mem & Arts of the RST , the meeting of the Trust will have a quorum of two Trustees (rounded up to a whole number) of the membership of the full Trust when it meets.

Powers and Duties To Be Exercised By The Full Trust:

The Scheme of Delegation is approved by RST and is reviewed, amended and readopted annually.

The Trust is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the school, addressing such matters as:

- RST shall approve the school improvement plan, 3-year financial plan and annual budget
- monthly Management Accounts will be issued from the Finance Officer (FO) to the Trust, Finance Committee, CEO / Principal and School Business Manager (SBM).
- policy development and strategic planning, including target-setting to keep up momentum on school improvement
- ensuring sound management and administration of the school, and ensuring that the schools leadership and staff are equipped with relevant skills and guidance
- ensuring compliance with legal requirements
- establishing and maintaining a transparent system of prudent and effective internal controls
- management of the RST financial, human and other resources

Rainbow Schools Trust Draft

Scheme of Delegation

- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon
- helping RST be responsive to the needs of parents and the community and making it more accountable through consultation and reporting
- setting RST standards of conduct and values
- assessing and managing risk (including preparation of a statement on the RST risk management for its annual report and accounts)
- receive and consider any audit reports via the Finance Committee.
- RST auditors will be reviewed annually. The schools auditors are: BHP Cloughs , Bradford .
- Contracts : tenders in excess of £20,000 can only be approved by the full Trust. The Finance Committee will evaluate this for VFM and report to the full governing body
- income: receive, consider and approve the lettings policy including the relevant scale of charges. This policy shall be made in the context of the aims of RST
- expenses: The CEO/ Principal is authorised to claim back personal expenses without prior authorisation to the value of £350 at a time. For expenses that exceed this amount the Finance Committee must approve them
- voluntary funds: the Trust shall receive the audited accounts of RST voluntary funds no later than four months after the end of the funds' financial year. Any voluntary money must be spent on specific projects (restricted)
- incoming resources from charitable activities: Money from the Education Funding Agency classified as incoming resources from charitable activities within the annual accounts. All of this will be verified by BHP Cloughs accountants as part of the annual audit
- money from the Department For Education is classified as voluntary income within the annual accounts. All of this will be verified by BHP Cloughs annual audit

The Trust may decide to delegate responsibility for specified matters, where it has power to do so, to panels, individual members or committees of the Trust. For example, the ' CEO / Principal's Performance Management Panel'; and the 'Staff Pay Awards Panel' (see below). Decisions taken by panels, individual members or committees of the board under delegated powers must be recorded in written minutes and made available to the Chair of Governors, CEO/ Principal and reported in to the full Trust Body at the next meeting.

- Matters relating to the CEO/ Principal's performance management arrangements are delegated to CEO/ Principal's Performance Management Panel, which consists of two delegated Trustees and is led by an external consultant for a fit and fair process. Matters are reported to the board under the agenda item 'CEO/Principal's Performance Management'. With regards to arrangements for staff performance management and pay awards, Trustees have an assigned working group called the 'Staff Pay Awards Committee' consisting of three Trustees who operate within the autonomy of the

Rainbow Schools Trust Draft

Scheme of Delegation

'RST Payment Policy'. Pay awards are made from the agreed line item within the annual budget. An anonymised report is written by the panel and presented to the Trust.

Finance HR & Premises Committee:

To assist the RST in fulfilling its statutory responsibilities for all staff employed in school and to generate the best possible professional environment, within which all staff can contribute to the raising of student performance and attainment. The Finance Committee is to assist the full Trust Body in directing the management of the school budget in support of the School Improvement Plan and ensuring sound financial management practices. The Finance Committee will assist the full RST: to fulfil its responsibilities in providing the best possible physical environment within which students learn, and to ensure all the Trust's statutory responsibilities for the health and safety of all students and adults on site are met. Further duties and responsibilities include:-

- in consultation with the CEO/ Principal, to draft the first formal budget plan of the financial year
- to consider all relevant financial updates and advise the RST of any issues affecting the school's financial administration
- consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school achieves value for money
- to consider a budget statement including virement requests at least termly and to report significant anomalies, from the anticipated position, to the full RST
- to ensure that the school operates within the Financial Regulations of the Education Funding Agency
- to monitor expenditure of all voluntary funds received on behalf of the full RST
- to annually review charges and remissions policies and expenses policies
- to approve recommendations from the CEO/ Principal in respect of Service Level Agreements to the value of £20,000
- to make decisions on expenditure following recommendations from working groups
- to prepare financial statements for inclusion in the full Trust report to parents
- to ensure, as far as is practical, that health and safety issues are appropriately prioritised
- to ensure that a register of Trustees interests is maintained
- to advise on maximizing school income
- the Finance Committee may authorise the write-off of debts between £500 and £2,500. Should debts exceed £2,500 the full Trust Body can only approve them with notification to the EFA
- authorise the write-off of stock between £500 and £2,500 and notify the full RST. Approval of the Trust must be sought to the write-off of deficiencies in excess of £2,500 with notification to the EFA

Rainbow Schools Trust Draft

Scheme of Delegation

- *contracts*: The Finance Committee shall exercise the powers and duties of the RST in respect of the contract standing orders for the school up to a limit of £20,000
- submit annually, to the Trust and , the current lettings charges for Rainbow School
- produce procedures specifying when RST equipment may be removed from the school premises and maintain a loans record to record such movement
- make arrangements for all insurance cover it considers necessary
The Finance Committee shall report to the RST any financial matters it considers significant.

ACCOUNTING OFFICER:

The CEO/Principal is the Accounting Officer in line with the funding arrangement made with the Secretary of State for Education in RST Funding Agreement. In fulfilling the role as the Accounting Officer, he/she is personally responsible for reporting financial and administrative matters to the RST to incorporate the following:

- ensure the highest standards of propriety – that expenditure and receipts should conform to the standards as set out in the Academies Financial Handbook (AFH) 2014
- ensure the highest standards of regularity – that income and expenditure are dealt with to the highest standards as set out in the AFH
- ensure that appropriate financial controls and checks are in place in line with RST Scheme Of Delegation
- ensure that RST secures the best value for money (in line with its Value For Money policy) – ensuring that the procurement policies are adhered to and regularly reviewed as delegated to the School Business Manager
- ensure that RST financial planning and decision making secures the best educational outcomes for its students.
- ensure that RST finances and transactions are accounted for appropriately – specifically ensuring that proper financial records and accounts are kept as delegated to the Finance Manager
- ensure that any risks are managed appropriately
- advise in writing to the Trustees, Academy Trust or EFA (as appropriate) of any action or policy that is incompatible with the Academies Funding Handbook or Funding Agreement
- ensure that the staff responsible for RST's finances keeps themselves informed regarding all changes in policy or regulations and that they constantly learn from other organisations' best practice
- sign the RST's accounts as a true record of its financial dealings

Rainbow Schools Trust Draft

Scheme of Delegation

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the School Business Manager and/or to the Finance Officer. Much of the financial reporting has been delegated to the Finance Officer, under the management of the Business Manager, but the CEO/Principal still retains responsibility for:

- approving new staff appointments within the authorised annual budget, except for any senior staff posts which should be approved by the full RST
 - authorising contracts between £1,000 and £10,000 in conjunction with the School Business Manager; contracts above £10,000 will need to be approved by the Finance Committee plus 1 additional, impartial governor; above £20,000 requires approval from the Trust following the Finance committee's recommendation.
 - all payments are now made by BACS and are made following the Bank Payment Authorised Procedure:
 - Each purchase order sheet issues a unique issue number.
 - The person discusses their request to spend with their line manager.
 - Raise the PO (Requires triple signature: person raising + line manager Plus a third signature is required by the Finance Officer/Business Manager).
 - Quotation attached to PO (following the Procurement Policy).
 - Finance Officer/Business Manager checks on Management Accounts for current Budgetary Position.
 - Order is approved subject to monies available. ○ Sits in the 'Awaiting invoice' tray.
 - PO/Order/Delivery sheet married up with the invoice when it arrives ○ Input In FMS
- ready for payment run. ○ Report is output from FMS for the Supplier Payment Sheet (determining paid/unpaid). This is used to make payments.
- Payment Login time is recorded and checked by Business Manager and stowed away on a digital spreadsheet. A copy issued at Governing Body meeting. ○ A Most Recent Transaction Report is run and printed and cross checked by the CEO/ Principal/Vice Principal looking at payments made and beneficiary account details.

To maintain dual authority of access to the bank the following procedure is adhered to:

- The CEO / FO retains the Debit Card in the name of the Business Manager which is locked away in a separate secure locker which neither the Business Manager/Finance Officer can access. This has to be signed out by the
CEO/ Principal.
- FO holds the card pin number to make the payments. The Principal on no grounds can know this pin. ○ Only in the case of staff absence the assigned deputies are: the HOS for the Principal and the Finance Officer for the Business Manager.

Rainbow Schools Trust Draft

Scheme of Delegation

- The Business Manager can make individual online bank payments up to £10,000 per transaction. With up to a total of £40,000 in any one day with the payroll process being the only exception.
- Payroll payments are post dated by 5-days or more. These can be made up to £130,000. The monthly payroll is managed dually by the Business Manger and the FO. Payroll is reconciled monthly by the FO. The end of year Auditors BHP Cloughs also check these sums.
- It is school policy that all payments are made electronically. The school does not use cheques.

CEO / PRINCIPAL

The Trust shall appoint the CEO / Principal who will act as an ex-officio Trustee. By signing this document the Trustees delegate such powers and functions as they consider are required by the CEO/ Principal for the internal organisation, management and control of RST (including the implementation of all policies approved by the Trustees) and for the direction of the teaching and curriculum at RST.

The CEO/ Principal shall report all decisions taken under delegated powers to the full Trust Body at the next meeting.

- prepare a draft school development plan and budget for the forthcoming consideration by the Finance Committee and the Trust.
- present financial plans for a three-year medium term budget on the basis of the cost of current policies; include proposals for change (in relation to school improvement) and estimates for future levels of resource.
- ensure that all relevant financial updates are brought to the attention of the full Trust Body and Finance Committee.
- Monitor and control expenditure against the budget during the financial year including preparation and approval of monthly management accounts for the Finance Committee and Trust Body and produce a register of staff responsible for managing budgets.
- Collate information relating to staff performance management in line with the Pay Awards Policy for recommendations to the RST Pay Awards Committee regarding staff increment pay awards.
- the standards of control for such systems in operation within the RST and for security and privacy of data.
- all virements up to the value of £2,500 will be recorded on the Virements Amend Form. Virements between £2,500 and £5,000 will be approved by the Finance Committee and notified to the RST each term. Virements in excess of £5,000 shall be approved by the Trust Body. The CEO/ Principal may only make urgent transfers of sums between budget headings in excess of those limits (that is, where delay in doing so would be detrimental to RST) subject to prior approval from the Chair of the Trust or Finance Committee on behalf of the Finance Committee and must be recorded and issued at the next Governors meeting.

Rainbow Schools Trust Draft

Scheme of Delegation

Ensure that rigorous procedures for ordering of goods, works and services are in place with accordance with financial regulations for schools and that an up to date record is maintained by the Finance Officer, under the management of the School Business Manager, which will be reviewed by BHP Cloughs accountants as part of the audit. Following the procurement policy of obtaining quotes and measuring against best value the CEO / Principal has delegated powers to spend up or issue (sign) orders for goods, works and services between the value of £1,500 and up to a value of £10,000 at any time on non-recurring items however they must be accounted for within the annual budget with written notification to the Governors.

- *Contracts:* The CEO / Principal shall exercise the powers and duties of the full RST in respect of the contract standing orders for schools up to a limit of £10,000 in alignment with the approved annual budget
- for salaries, wages and pensions the CEO / Principal will notify the full RST of any matters affecting payments to employees of RST which will be submitted annually for approval as part of the Pay & Performance Policy review and Annual Budget sign off process
- ensure any cash income is collected and banked intact'
- the approval of individual lettings in accordance with the lettings policy
- ensuring that proper security is maintained at all times for all buildings, furniture, equipment, stock, stores and cash. A record of all cash holdings in RST shall be maintained
- ensuring the arrangements for collection of income are in accordance with financial regulations
- ensuring that all income is accurately accounted for and is promptly collected and banked intact
- with any eventuality, which could affect RST insurance arrangements, the full RST will be notified
- arranging periodic independent checks of stocks and recorded stores at least once a year and writing off stock up to £500, and reporting such items at the next full Trust meeting
- ensuring (in conjunction with the Finance Officer, under the management of the School Business Manager) that all records and documents are available for audit for the Finance Trustees and Finance committee and external auditors BHP Cloughs
- in conjunction with the Chair of Trustees, approve all year-end accounts and any financial returns required by the Education Funding Agency

Notes

The CEO/ Principal may delegate any of the above tasks to another senior member of staff provided that written consent is approved by the Chair of Governors or Finance Committee, although the CEO/ Principal will remain accountable for the actions of these staff. However, the Principal shall report all decisions taken under delegated powers to the next meeting of the full Governing Body meeting and notified to the Academy Trust.

Rainbow Schools Trust Draft

Scheme of Delegation

DELEGATION OF THE CEO / PRINCIPAL'S FINANCIAL RESPONSIBILITIES:

FINANCE MANAGER (FO):

The main responsibilities of the Finance Officer (FO) are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system. This includes input of all transactions onto the accounting system, reconciling control accounts, supplier queries, authorising purchase orders
- the management of RST financial position at a strategic and operational level within the framework for financial control determined by the full RST.
- assisting the CEO/ Principal and the Business Manager in monitoring and controlling expenditure against the budget during the financial year including preparation and approval of reports for the Finance Committee and RST and produce a register of staff responsible for managing budgets
- the preparation of monthly management accounts to be issued to the CEO/ Principal, full Trust
- the preparation of annual returns for the Teachers Pension and the West Yorkshire Pension Fund
- the maintenance of effective systems of internal control
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of RST.
- to ensure that all records and documents are available for audit and arrange for the accommodation of the auditors.
- checking the order request against the Management Accounts and current budget position prior to authorising orders.
- to ensure that bank statements are passed to the Chair of Trust or CEO/ Principal monthly for review.
- to ensure forms and returns are sent to the Department For Education (DfE) in line with the timetable in the DfE guidance. Signing such forms as necessary.
- the preparation of annual, quarterly and ad hoc returns as specified by the Education Funding Agency (EFA) or Department of Education approved by the RST prior to being submitted.
- budget holders are responsible for managing their agreed budget allowance and cannot purchase goods without the completion of the RST purchase order form which requires authorisation from the CEO/ Principal, HOS or Business Manager or other members of the SLT.

Rainbow Schools Trust Draft

Scheme of Delegation

- for security of assets register the FO will keep an inventory of all items such as moveable furniture, equipment, vehicles and plant and ensuring such items are security marked where appropriate.
- to ensure that RST petty cash is issued up to the value of £300 and payments in aggregate of £300. Whilst maintaining accounting records, the security and regular reconciliation of petty cash.
- the running and payment of the monthly payroll including payments to HMRC and payment of pension contribution to the relevant bodies.
- to ensure the filing and storage of personnel and pay records.
- to ensure (in conjunction with the CEO/ Principal) that all records and documents are available for audit for the Finance Governor and Finance committee and external auditors BHP Cloughs.
- following the yearly audit of RST accounts, ensure that the recommendations made in the Management Letter by the auditors are agreed with the Finance Committee and are implemented during the following year.

School Business Manager:

- assist the CEO/ Principal in monitoring and controlling expenditure against the budget during the financial year including preparation and approval of reports for the Finance Committee and RST and produce a register of staff responsible for managing budgets.
- following the Bank Payment Authorisation Procedure make online bank payments up to £10,000 (no more than £40,000 in any one day).
- shall be responsible for the control of systems and for security and privacy of data.
- raise the authority to spread documentation in line with the resources needs.
- shall be responsible for the procurement needs of the school, following the Procurement and Tendering Policy.
- shall be responsible for negotiating contracts in conjunction with others and managing their effectiveness.
- shall be responsible for generating income through lettings, events activities and fundraising to meet allocated targets.
- provide support to the FO for the monthly payroll.
- authorising orders up to the value of £5,000 in conjunction with budget holders.
- overseeing the collection and reconciling of cash income.

Rainbow Schools Trust Draft

Scheme of Delegation

Governing Body Decision Planner					
Explanation of Name Abbreviation's: RST Rainbow schools Trust, (COT) Chair of Trust, (FO) Finance Officer, (SBM) School Business Manager, Accountable Officer (AO)					
Area Of Responsibility		Level of Responsibility			
No.	Tasks	Member/ Trustees	Committee	CEO / Principal	Other/ Staff
Finance					
1.	Financial Calendar to be produced and agreed to highlight financial deadlines inline with staffing appointments, EFA, audit, monthly management reports and any notables.				✓ FO/SBM
2.	To approve the annual budget and the mid year revision each financial year.	✓ RST			
3.	To monitor monthly income, expenditure, cash flow and management accounts (presented by the FO)		(✓) Finance	✓	✓ FO
4.	Virements in excess of £2,500 must be approved by Finance Committee and notify to the RST each term and recorded on the Virements Amendments Form		✓ Finance		
5.	The Trust must approve virements in excess of £5,000 each term.	✓			
6.	To investigate financial irregularities (Trustees) the RST will appoint an evaluation panel.	✓ RST Panel			
7.	To investigate financial irregularities (CEO/ Principal suspected). The COT will appoint an evaluation panel consisting of themselves and two Trustees).	✓ PANEL			
8.	To investigate irregularities (others staff suspected) The CEO/ Principal will appoint an evaluation panel consisting of themselves and two Trustees)	✓ PANEL			
9.	To spend up to or issue (sign) orders for goods, works and services up to a value of £10,000 at any time on non-recurring items inline with the annual budget.			✓	
10.	To enter into contracts (below £10,000) and must be reported to Trustees.			✓	
11.	To enter into contracts (up to £20,000) and must be reported to Trustees.		✓ Finance		
12.	To enter into contracts (above £20,001) and must be reported to the RST.	✓ RST			
13.	To approve the Financial Procedure Handbook		✓		

Rainbow Schools Trust Draft

Scheme of Delegation

			Finance		
14.	To sign the monthly finance accounts		✓ Finance	✓	

No.	Tasks	Member/ Director	Committee	Principal	Other/ Staff
15.	To sign the Annual Report	(✓) COGs		✓	
16.	To appoint auditors/ Independent Examiners for the A/Cs	✓ RST			
17.	To appoint a Responsible Officer (RO)		✓ Finance		
18.	To approve the RO duties and Audit Plan	✓ RST			

Purchasing – Provision Of Goods & Services

14.	Review contracts on an on-going basis (and as part of ensuring the school continues to achieve goods and services in line with the 'best value statement').	✓ RST		✓	(✓) SBM
15.	Maintain a contacts register of suppliers, guidance and advice services.				✓ SBM
16.	Keep a record of members of staff who are authorized to issue (sign) orders for goods, works and services. List of names to be approved by COGs and CEO/ Principal.				✓ SBM
17.	All requests for goods or services must first be approved via the Purchase Order sheet with approval from your line manager before submitting to the Principal to approve.			✓	(✓) FO
18.	Ensure a minimum of 2 written quotes are obtained for purchases and contracts at over £1,001 and up to a value of £2,000, for which a written record must be kept				✓ SBM
19.	Ensure a minimum of 3 written quotes are obtained for purchases and contracts over £2,001 and up to a value of £10,000, where best value will be judged and for which a written record must be kept				✓ SBM

Rainbow Schools Trust Draft

Scheme of Delegation

20.	Ensure a minimum of 3 written quotes are obtained for purchases and contracts at over £10,001 and up to a value of £20,000, where best value will be judged and for which a written record must be kept		✓ Finance		
21.	Ensure a minimum of 3 written quotes are obtained for contracts over £20,001 and up to a value of £50,000. Best value should be judged by an evaluation panel comprising of the finance committee plus one impartial governor, who then report to the RST for final sign off. Written records	(✓) RST	✓ Finance		

	to be kept.				
No.	Tasks	Member/ Director	Committee or WG	Principal	Other/ Staff
22.	Over £50,000. Competitive tendering following good practice inline with the Procurement & Tendering Policy. Minimum of 3 tenders to be returned. The COTs will appoint an evaluation panel consisting of the finance committee plus an impartial Trustee plus a member of the RST	✓ (RST)+ AT member	✓ Finance + impartial governor		
23.	Contracts over £50,000 are to be countersigned by the Principal, COTs and Academy Trust member.	✓ AT		✓	
24.	Ensure that EU regulations are applied for all contracts over the EU threshold (currently as of 1.1.2014 £172514 excluding VAT for services)	✓ Panel	✓ Finance		

Staffing & Pay

25.	CEO/ Principal appointments (via selection panel consisting of member/s of the RST and external skills may be required)	✓ Panel			
26.	Vice Principals appointments (via selection panel consisting of member/s of the CEO/ Principal, AT and RST)	✓ Panel			
27.	Appoint other teachers (a governor is normally part of the selection panel – in RST case this may include the COGs. NB the CEO/ Principal is a Governor)			✓	
28.	Appoint non teaching staff (a governor is normally part of the selection panel)			✓	
29.	Agree Annual Pay Policy & annual Appraisal Policy	✓ RST			
30.	Receive Annual Staffing Report as part of the CEO/ Principal's Report to Governors	✓ RST			

Rainbow Schools Trust Draft

Scheme of Delegation

31.	Agree Staff CPD linked to the School Development Plan	✓ RST		✓	
32.	Teachers pay discretions (the CEO/ Principal should not advise on his/her own pay)		✓ Finance		
33.	Appoint an external adviser (SIP) to assist with the Principal's appraisal	✓ COTs			
Performance Management					
34.	To agree and review a performance management policy	✓ RST		✓	
35.	To draft and implement the performance management policy			✓	✓ HR
36.	To review annually the performance management policy at working group level with recommendations to the full RST.	✓ RST	✓ Curriculum		✓ HR
No.	Tasks	Member/ Director	Committee	Principal	Other/ Staff
Data Analysis & Target Setting					
37.	Scrutinise a range of student performance data to evaluate the school's performance.	✓ RST		✓ + VP	
38.	To monitor targets for student achievement.	✓ RST		✓ + VP	
Premises					
39.	Buildings Strategy: major new commitments.		✓ Hr & Premises	✓	
40.	To set a policy and ensure health and safety issues are met.		✓ Hr & Premises	✓	✓ BM
41.	To ensure Health and Safety regulations are followed.		✓ Hr & Premises	✓	✓ BM
42.	To set a Security Policy.		✓ HR & Premises	✓	✓ BM
Governance Procedures					

Rainbow Schools Trust Draft

Scheme of Delegation

43.	To propose any amendments to the Funding Agreement (including the Articles of Association	✓ RST			
44.	Ensure that there is an induction pack for new Governors identifying clearly their duties. Refer to 'RST Roles & Responsibilities Of A Governor' document.	(✓) COTs	✓		✓ HR
45.	To appoint (and remove) the chair or vice-chair of the Governing Body or a committee	✓ RST			
46.	To appoint and dismiss the Clerk of Governors	✓			
47.	To hold full Governing Body meeting a minimum 4 times a year	✓ COTs			
48.	Approve the previous meeting minutes at the start of every new meeting delegating autonomy to the COGs to sign.	✓			
49.	To set up a Register of Trustees' Business Interests	✓			
50.	To approve and set up an Expenses scheme	✓			
51.	To agree delegation of functions to individuals, working groups or committees	✓			
52.	Write Annual Report submitted with end of year accounts to Companies House, EFA and school accountants	✓ COTs			
53.	To agree a school Action Plan following OFSTED inspection and distribute copies to parents	✓			

Annual Budget Planning Procedure 2017/2018	Week Commencing				
	Apr	May	Jun	July	Aug
Approval Process					
Business Manager 1 st draft	13 th				
Present 1 st draft to CEO/ Principal for scrutiny		4 th			
Present 2 nd draft to Finance Committee for scrutiny		25 th			
Present 3 rd draft to Finance Committee for scrutiny <i>(CEO/ Principal to present projected outcomes of Performance Management)</i>			15 th		
3 rd Draft amends sent to Finance Committee and RST for feedback			22 nd		

Rainbow Schools Trust Draft

Scheme of Delegation

Present to RST for sign off* (<i>Pending Performance Management outcomes</i>).				17 th	
Chair issues the Budget Trust				24 th	

Monitoring, Evaluation And Review

The full Trust will review and amend this policy and procedure before **30th September 2017** and thereafter on by-annual basis as required by:

- changes in legislation
- changes in guidelines from advisory bodies
- the effectiveness of the policy