			THE GAL	LERY TRU	IST SCHE	ME OF DE	LEGATION				
				(Sovernar	nce					
Task		Members	Board of Trustees	Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	coo	Business Manager	Finance Manager	Payroll Officer
G1	Approve changes to governance structure, Memorandum and Articles of Association										
G2	Appoint a majority of Trustees, and remove Trustees	Complete									
G3	Hold Trustees to account	•									
G4	Approve Scheme of Delegation										
G5	Appoint Chair and Vice Chair of Trustees										
G6	Approve the Chair and Vice Chair of Local Governing Body		Complete		Instigate						
G7	Appoint Chairs of Committees										
G8	Appoint Company Secretary & Clerk Maintain a Register of										
G9	Business and Pecuniary Interests							Instigate & Complete			
					Finance	9					
Task		Members	Board of Trustees	Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	coo	Business Manager	Finance Manager	Payrol Office
F1	Prepare Raising Achievement Plan			Complete			Instigate	Cont	ribute		
F2	Approve RAP		Com	plete	Contribute						
F3	Prepare annual budget			Contribute			Contribute		Instigate		
F4	Approve annual budget		Complete	0 17 1		Contribute	0 1 1 1				
F5 F6	Budget monitoring Review and prepare financial, pay, procurement policies			Contribute		Complete	Contribute	Instigate & Complete	Insti	gate	
F7	Approve financial, pay and procurement policies		Complete			Contribute					
F8	Prepare annual reports and accounts			Contribute			Contribute	Instigate	Contribute	Instigate	
F9	Approve annual reports and accounts		Complete			Contribute					
F10	Adopt annual reports and accounts at AGM Approve orders/contracts	Complete									
F11	under £25,000 Approve orders/contracts			Complete		O-mala(Complete	Complete			
F12 F13	over £25,000 Day to day management of			Contribute		Complete	Contribute		Complete		
F13	financial issues Maintain effective systems			Complete	Contribute	Complete		Complete			
1 17	for internal financial control Review systems of internal financial control		Com	plete	Johnnade		oute (Audit)	Continuate			
F15											
F15	Agree an internal audit programme of work to address risks					Complete (Audit)					

		Members	Board of Trustees	Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	coo	Business Manager	Finance Manager	Payroll Officer
F18	Assist internal auditor during termly visits		Contri				oute				
F19	Receive reports from internal auditor					Complete					
F20	Receive and consider reports regarding internal audit from Audit committee		Com	plete		Complete (Audit)	Contribute				
F21	Respond to recommendations from internal auditor			Complete Contribute		Complete	Instigate				
F22	Assist external auditors during annual visit					Contribu		oute			
F23	Receive reports from external auditors		Complete			Contribute(Audit)					
F24	Respond to recommendations of external auditors			Complete		Со	ntribute Complete		Instigate		
F25	Approve purchase requisitions up to £100			Complete				Complete			
F26	Approve purchase requisitions over £100			Complete			Compl	ete			
F27	Process purchase orders on PSF									Complete admin officer	
F28	Authorise purchase orders on PSF			Complete			Complete				
F29	Process non order invoices on PSF									Complete admin officer	
F30	Authorise invoices on PSF			Complete			Complete				
F31	Process and authorise BACS online submissions									Complete	
F32	Authorise BACS documentation								Complete		
F33	Prepare cheques									Complete	
F34	Authorise cheques (two signatories)			Complete			Complete				
F35	Approve use of Business Charge Cards and set spending limits			Complete							
F36	Operate bank account									Complete	
F37	Approve changes to bank mandate			Complete				Complete			
F38	Oversee cash banking preparation									Complete	i
F39	Approve banking records			Complete					Complete		
F40	Undertake monthly reconciliations									Complete	
F41	Approve monthly reconciliations			Complete			Complete				
F42	Write off debts under £100						Complete				
F43	Write off debts over £100					Complete					
F44	Monthly and year end finance tasks										
F45	Prepare monthly finance reports for Chair and Executive Head Teacher									Complete	
F46	Maintain access levels for PS Financials									Complete	
F47	Submit VAT returns									Complete	
F48	Report any financial concerns or possible overspends								Complete		

F49	Dispose of obsolete or damaged items up to £1,000						Complete				
F50	Dispose of obsolete or damaged items between £1,000 and £5,000					Co	mplete				
F51	Dispose of obsolete or damaged items between £5,000 and £20,000 (over £20,000 – DFE)		Complete								
			н	uman Re	sources	and Pay	roll				
	Task	Members		Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	coo	Business Manager	Finance Manager	Payroll Officer
HRP1	Appoint Deputy Head Teacher, Business Manager		Complete	Cont	ribute		Instigate				
HRP2	Performance manage Head Teacher			Cont	ribute						
HRP3	Arrangements for performance management of academy staff					Contribute	Instigate				
HRP4	Review staffing structure						mougato				
HRP5	Approve changes to staffing				Contribute	Complete					
HRP6	Approve staff appointments			Complete							
HRP7	Oversee any process leading to staff reductions			Instigate		Complete	Instigate				
HRP8	Maintain personnel files										Instigate
HRP9	Safer Recruitment								Complete		
HRP10	procedures Maintain a Single Central							Instigate &			
HRP11	Record Propose HR policies					Contribute		Complete Instigate			
HRP12	Approve HR policies		Complete			Contribute		mongate			
HRP13	Maintain BPS employee data		Complete			Contributo				Complete	Contribute
HRP14	Approve employee claim forms			Complete				Complete			
HRP15	Enter authorised payroll forms, including claims, starters, leavers and contract changes on to monthly payroll spreadsheet										Complete
HRP16	Complete monthly absence return on Integris										Instigate
HRP17	Approve monthly absence return								Complete		
HRP18	Prepare monthly payroll spreadsheet for submission to PPS										Instigate
HRP19	Check payroll spreadsheet before submission to PPS								Complete	Complete	
HRP20	Authorise payroll spreadsheet before submission to payroll provider								Complete		
HRP21	Check draft payroll against BPS and spreadsheet									Complete (1)	Complete (2)
HRP22	Ensure all changes are confirmed to payroll provider and check corrections before recommending authorisation										Complete
HRP23	Check final payroll						-		Complete		Complete (corrections)
HRP24	Authorise final payroll									Complete	
HRP25	Check and authorise BACS forms						Complete		Complete	Complete (contingency)	Instigate