

**Torre Church of England Academy**  
**Schedule of Delegation**

The governors of Torre Church of England Academy have a responsibility for the strategic direction of the school. Responsibility for the day to day management of the school lies with the Headteacher.

The governing body consists of six Foundation Governors, including the incumbent, 2 parent governors and 2 staff governors and the Headteacher. The term of office for all governors (with the exception of the Ex Officio and the Headteacher) is four years.

The Diocese of Exeter appoints the Foundation governors. Parent governors are elected by parents of registered pupils at the Academy. A parent governor must be a parent of a pupil at the Academy at the time of election. Staff governors are elected by the school staff and must be paid to work at the school.

The Governing body has specific responsibilities in a number of areas including:

- Christian Ethos and Worship
- Finance and Audit
- Curriculum
- Children with Special Educational Needs
- Personnel and appointments of staff
- Premises and Risk Assessments
- Admissions and attendance of pupils

**Our Governors**

<b>Chairman of Governors</b>	Mrs Fiona Washbrook
<b>Vice Chairman</b>	Mrs Caroline Milner
<b>Foundation Governors</b>	Mr Robert Dickinson
	Mrs Susanne Sandeman
	Fr Peter March
	Mrs Angie Gibbings
	Mr Jake McClure
	Vacancy
<b>Parent Governors</b>	Mrs Caroline Milner
	Mrs Fiona Washbrook
<b>Staff Governors</b>	Mrs Karen Crompton
	Mrs Hayley Harker
<b>Headteacher</b>	Mrs Suzanne Julyan
<b>Clerk to Governors</b>	Mrs Hannah Lewis
<b>Clerk to Finance Committee</b>	Mrs Alison Newton

<b>Chairman</b>	Fiona Washbrook
<b>Vice Chairman</b>	Caroline Milner
<b>Admissions</b>	<b>Sue Julyan</b> (Chair) Rachel Cowell Angie Gibbings Fr. Peter March
<b>Finance &amp; Audit Personnel &amp; Pay Premises &amp; Risk Assessment</b>	<b>Fiona Washbrook</b> (Chair) Robert Dickinson Sue Julyan Jake McClure Hayley Harker
<b>Curriculum SEN Ethos and Worship</b>	<b>Fr. Peter March</b> (Chair) Sue Julyan Caroline Milner Angie Gibbings Rachel Cowell Susanne Sandeman

	<b>Associate Members:</b> Emily Newton	
<b>STANDING COMMITTEES</b>		
<b>First Committee</b>	<b>Robert Dickinson</b> (Chair) Jake McClure Fiona Washbrook	
<b>Second Committee</b>	<b>Vacancy</b> Fr Peter March (Chair) Caroline Milner c	
<b>Safeguarding and Child Protection</b>	Robert Dickinson	
<b>Health &amp; Safety</b>	Hayley Harker	
<b>Pupil Premium/SEN/ Looked After Children</b>	Caroline Milner	
<b>Curriculum Responsibilities</b>	Mrs Caroline Milner	Foundation
	Mrs Angie Gibbings	KS1
	Fr Peter March	Years 3 and 4
	Mrs Fiona Washbrook	Years 5 and 6

#### Governing Body Schedule of Delegation

The governing body recognises the important of clearly defining the roles and responsibilities of its committees, the Headteacher and other staff. We take on the strategic responsibilities for the provision on high quality, inclusive education; budgetary and financial management; personnel and staffing procedures; safeguarding; health, safety and security management.

The Governing Body delegate the day to day responsibilities to the Headteacher, The Business Manager, Safeguarding and Healthy and Safety officers.

#### Scheme of Delegation of financial powers

##### Authorisation levels for expenditure on a single order for goods and services.

Beyond these levels the approval from the Finance Committee or Governing Body is required.

Position	Name	Limit/Restriction
Headteacher	Suzanne Julyan	£10,000
Deputy Headteacher	Laura Kendell	£5,000 in HT's absence
Assistant Headteacher	K Crompton	£5,000 in HT's absence
Business Manager	Alison Newton	£1,000 with Budget Holders

#### Input of data onto school's computerised finance package

Position	Name	Limit/Restriction
Business Manager	Alison Newton	N/A
<i>HR Administrator</i>	Hannah Lewis	N/A

#### Authorising Certificate of Travel / Subsistence Claims

Position	Name	Limit/Restriction
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<i>Business Manager</i>	Alison Newton	£300 per calendar month
Headteacher	Suzanne Julyan	Over the above amount
Deputy Headteacher	Laura Kendell	£300 per calendar month

Input and transfer of all monthly payroll claims via My View Systems

<b>Position</b>	<b>Name</b>	<b>Limit/Restriction</b>
HR Manager	Hannah Lewis	N/A

**Authorisation to certify payroll input documents**

<b>Position</b>	<b>Name</b>	<b>Limit/Restriction</b>
Headteacher	Suzanne Julyan	N/A
Business Manager	Alison Newton	Finance & Support staff only
Deputy Headteacher	Laura Kendell	In absence of Headteacher

**Authorisation to write-off bad debts**

<b>Position</b>	<b>Name</b>	<b>Limit/ Restriction</b>
Headteacher	Suzanne Julyan	£100
Finance Committee/FGB		Over £100
Secretary of State	Rt. Hon. Amber Rudd MP	Detailed in funding letter

**Completion of VAT returns**

<b>Position</b>	<b>Name</b>	<b>Limit/ Restriction</b>
Finance Assistant	Hannah Lewis	N/A

**Authorisation of VAT returns**

<b>Position</b>	<b>Name</b>	<b>Limit/ Restriction</b>
Business Manager	Alison Newton	N/A

**Authorisation to make virements between cost centres**

<b>Position</b>	<b>Name</b>	<b>Limit/ Restriction</b>
Headteacher	Suzanne Julyan	£5,000
Deputy Headteacher	Laura Kendell	£1,000
Finance Committee		Over £5,000

### Administration of Petty Cash

Position	Name	Limit/ Restriction
Finance Administrator	Susan Cotton	£200

### Authorisation of petty cash/expenses vouchers

Position	Name	Limit/ Restriction
Headteacher	Suzanne Julyan	£200
Business Manager	Alison Newton	£200
Budget holders		£50

### Contracts and Tendering

Authorised person to enter into contracts over £5,000 (but under £25,000) and included within the School Development Plan

Position	Name	Limit/ Restriction
Headteacher	Suzanne Julyan	As above

### Authorised signatory of contracts over £25,000

Position	Name	Limit/ Restriction
Chair of Governors	Fiona Washbrook	Unlimited (subject to approval by the Finance Committee & Full Governing Body)
Chair of Finance Committee	<i>Fiona Washbrook</i>	As above

### CAPITAL PROJECTS

All projects over £25,000 in respect of school budget share

Position	Name	Limit/ Restriction
Chair of Finance Committee	<i>Fiona Washbrook</i>	As above

NB. One off approval for an agreed limit without requiring individual approval can be sought at the beginning of the financial year. Disposals

Position	Name	Limit/Restriction
Headteacher	Suzanne Julyan	Items under £20,000
DfE		Items over £20,000

