

Function	No	Task	CHAT Board	Appropriate CHAT Committee	Academy advisory committee	Chair of CHAT Board or CEO	Headteacher / Head of Service
Governance	1	Approve changes to the CHAT Governance structure, Terms of Reference, Articles or Funding Agreement	✓	-	-	-	-
	2	Appoint the Chair and Vice Chair of the Board	✓	-	-	-	-
	3	Appoint the Chairs of Committees	-	✓	-	-	-
	4	Appoint the Academy Advisory Committee's Education Specialist Chair	-	-	-	✓	-
	5	Elect the Academy Advisory Committee's Lead co-opted governors	-	-	✓	-	-
	6	Appoint the CEO	✓	-	-	-	-
	7	Appoint Company Secretary & Clerk	✓	-	-	✓	-
	8	Appoint Data Protection Officer	-	-	-	✓	-
	9	Ensure DPA / FOI / EIR and associated legislation compliance	-	-	-	✓	✓
	10	Approve interim policies prior to Board notification	-	-	-	✓	✓
	11	Ensure compliance with statutory obligations and mandatory policies	-	-	-	✓	✓
	12	Monitor and challenge local implementation of statutory obligations and mandatory policies	-	-	✓	-	-
Finance	13	Propose CHAT and Academy budgets for financial year	-	✓	-	-	-
	14	Approve CHAT and Academy budgets for financial year	✓	-	-	-	-
	15	Review CHAT budget through financial year	-	✓	-	-	-
	16	Review Academy budget through financial year and report issues to committee	-	-	-	✓	-
	17	Propose Academy vires above delegated limits	-	-	-	✓	-
	18	Approve Academy and CHAT vires above delegated limits	-	✓	-	-	-
	19	Propose revisions to CHAT and Academy budgets above delegated limits	-	✓	-	-	-
	20	Approve revisions to CHAT and Academy budgets above delegated limits	✓	-	-	-	-
	21	Propose financial and procurement policies	-	✓	-	-	-
	22	Approve financial and procurement policies	✓	-	-	-	-
	23	Authorise expenditure within delegated limits under scheme of financial delegation	-	-	-	✓	-
	24	Enter into contracts between £50,000 and OJEU threshold (contracts < £50,000 can be signed by CEO subject to procurement as per policy)	-	✓	-	-	-
	25	Enter into contracts (over OJEU threshold)	✓	-	-	-	-
	26	Propose the appointment of auditors	-	✓	-	-	-
	27	Approve the appointment of auditors	✓	-	-	-	-
Safeguarding	28	Ensure compliance with statutory safeguarding obligations and mandatory policies	-	-	✓	✓	✓
	29	Monitor and challenge local implementation of statutory safeguarding obligations and mandatory policies	-	-	✓	-	-
Communications	30	Approve changes to Trust brand	✓	-	-	-	-
	31	Lead on marketing for Academies	-	-	-	✓	-
	32	Support parent communication and community engagement	-	-	✓	-	-
	33	Monitor and review pupil enrichment	-	-	✓	-	-
	33	Lead on Local Authority communications	-	-	-	✓	✓
SEND	34	Monitor and challenge implementation of SEND policies / performance of SEND pupils	-	✓	✓	-	-
	35	Address and monitor academy-specific SEND issues	-	-	-	-	✓

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	36	Appoint SENDCo	-	-	-	✓	✓
	37	Accountable for all legal responsibilities	✓	-	-	-	-
Staff and Performance Management	38	Monitor and review the quality of teaching, leadership and management	✓	✓	✓	✓	✓
	39	Ratify appointment of Academy Headteachers or Deputy Heads	✓	-	-	-	-
	39	Participate in appointment of Academy Headteachers and Deputy Heads	✓	-	-	✓	-
	40	Participate in appointment of Academy Headteachers, Deputy Heads and Academy leadership if required	-	-	✓	-	-
	41	Participate in appointment of Academy leadership	-	✓	-	-	✓
	42	Performance review of CEO	-	-	-	✓	-
	43	Suspend the CEO	✓	-	-	-	-
	44	End the suspension of the CEO	✓	-	-	-	-
	45	Dismiss the CEO	✓	-	-	-	-
	46	Performance review of Academy Headteachers	-	-	-	✓	-
	47	Suspend an Academy Headteacher or SMT Member	-	-	-	✓	-
	48	End the suspension of an Academy Headteacher or SMT Member	✓	-	-	-	-
	49	Dismiss the Academy Headteacher or SMT Member	✓	-	-	-	-
	50	Propose staff, HR, pay, performance and disciplinary policies	-	✓	-	-	-
	51	Approve staff, HR, pay, performance and disciplinary policies	✓	-	-	-	-
	52	Approve strategic changes to CHAT and academy staffing structure including recruitment	✓	-	-	-	-
	53	Approve operational changes to CHAT and academy staffing structure including recruitment	-	-	-	✓	-
Performance & Curriculum	54	Implement local Academy Development Plan objectives and targets	-	-	-	-	✓
	55	Monitor and review progress against local Academy Development Plan objectives and targets	-	-	✓	-	-
	56	Review progress across CHAT against all Academy Development Plans	✓	-	-	-	-
	57	Approve CHAT Development Plan	✓	✓	-	-	-
	58	Approve the CHAT and Academy curriculum plan	✓	-	-	-	-
	59	Approve performance & curriculum policies	✓	-	-	-	-
Discipline / Exclusions	60	Approve pupil / student behaviour policies	-	-	-	✓	-
	61	Monitor implementation of pupil / student behaviour policies	-	-	✓	-	-
	62	Consider reinstatement of permanently excluded pupil (where a governors panel is required)	-	-	✓	-	-
	63	Consider reinstatement of pupil when total fixed term exclusion days exceeds 15 per term (where a governors panel is required)	-	-	✓	-	-
	64	Investigate complaint at Stage 2.5 when required by the CEO	-	-	✓	-	-
	65	Convene Stage 3 Complaints Review Panel	-	-	✓	-	-
Admissions	66	Consult community before setting an Admissions Policy	✓	-	-	-	-
	67	Approve admissions policy	✓	-	-	-	-
	68	Admissions: application decisions	-	-	-	✓	-
Premises	69	Approve premises-related policies	✓	-	-	-	-
	70	Monitor local academy implementation of premises-related policies	-	-	✓	-	✓
	71	Approve an Academy premises & capital strategy	✓	-	-	-	-
Health & Safety	72	Approve a Health & Safety Policy	✓	-	-	-	-
	73	Monitor implementation of CHAT Health & Safety Policy	-	✓	-	-	-

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	74	Monitor local academy implementation of CHAT Health & Safety Policy	-	-	✓	-	✓
	75	Regularly review / make recommendations with regard to the Accessibility Plan	-	-	✓	-	-
	75	Approve a Risk Management Plan	✓	-	-	-	-
	76	Assess Risks	✓	-	-	-	-
School Organisation	77	Approve Business Continuity Plan	✓	-	-	-	-
	78	Approve CHAT ICT Strategic Development Plan	✓	-	-	-	-
	79	Approve times of Academy day and dates of Academy terms and holidays	-	-	-	✓	-
The Chief Executive Officer, liaising with the Chair of CHAT Board or Headteacher as appropriate, will act in place of the Executive Headteacher where referenced in policy							

Cuckoo Hall Academies Trust Authorisation Levels

ChatDoc / ALL 0053 / 1807a

Delegated Duty	No	Value	Delegated Authority
Purchase Requisitions	1	Individual items ≤ £1,000	Budget holder
	2	Individual items / contracts > £1,000 and ≤ £10,000	Finance Manager
	3	Individual items / contracts > £10,000 and ≤ £20,000	Finance Director
	4	Individual items / contracts > £20,000 and ≤ £50,000	CEO
	5	Individual items / contracts > £50,000	Finance & Premises Committee
Invoices	6	≤ £10,000	Finance Manager
	7	> £10,000 and ≤ £20,000	Finance Director
	8	> £20,000	CEO
Bank account cheque	9	≤ £20,000	Any two designated bank signatories
	10	> £20,000	Finance Director and CEO
BACS payment authorisation	11	≤ £100,000	Any two designated bank signatories
	12	> £100,000 and ≤ £500,000	Finance Director and any designated bank signatory
	13	> £500,000	Finance Director and CEO
Quotations and tendering	14	≤ £2,500	No formal requirements other than adhering to best value principles*
	15	> £2,500 and ≤ £10,000	Minimum of two quotes to be obtained
	16	> £10,000 and ≤ £49,999	Minimum of three quotes to be obtained
	17	> £50,000 and ≤ Relevant OJEU limit*	Formal tendering process
	18	> OJEU limit	OJEU advertising required in addition to formal tendering
Authority to accept other than lowest quotation	19	Any	CEO or Finance Director
Disposal of assets (other than land, buildings or heritage assets)	20	≤ £2,500	CEO or Finance Director
	21	> £2,500	CHAT Board
Write-off of bad debts	22	≤ £2,500	CEO or Finance Director
	23	> £2,500 and ≤ £45,000	CHAT Board
	24	> £45,000	EFA

* Online search for comparative prices before placing order where possible. Details of this are to be noted on purchase requisition in PS Financials.

NB All public procurement contracts worth more than the EC limit, which is roughly £106,000 for goods and services or for more than £4.1 million of works must be published in the daily supplement to the Official Journal of the European Union (OJEU).