

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through excellent education.



Scheme of Delegation 2023-2024

Responsibility for Review: Board of Trustees
Date of Approval: 12.07.23

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1.0 Introduction

As a Multi Academy Trust (MAT), the Trust Board of the Ted Wragg Trust (TWT) is accountable in law, for all major decisions concerning the schools and subsidiary companies.

The Trust Board is not required to carry out all the Trust's governance functions and many can, and should be delegated to the CEO & Executive Teams, The Trust Board's Committees and the school Local Governing Boards (LGBs).

The Scheme of Delegation (SoD) is the key document that defines the lines of responsibility and accountability in a MAT to ensure that the Members, Trustees, Trust Board Committees, Subsidiary Company, LGBs, Executive Leadership and School Headteachers understand their role and responsibilities.

This overarching Scheme of Delegation for decision making in the Trust should not be confused with the written Scheme of Delegation of Financial Powers referred to in the ESFA Academy Trust Handbook.

Where responsibilities are held both at individual school level and Trust wide, further breakdown of individual school responsibility can be found in the Leadership Handbook where the consistent core of expectation for Headteachers and their schools is clearly articulated.

2.0 Key to summary of delegations

R	A	Responsible and Accountable for action at this level
R		Responsible for action at this level
A		Accountable for action at this level (final decision and approval body)
S		Support and challenge to those accountable and/or responsible for decision making
C		Consulted by those accountable and/or responsible for decision making (this must be prior to any final decision)
I		Informed by those accountable and/or responsible for decision making (this may be after a final decision has already been made)

3.0 Summary of delegations

Ref	Delegations	Board delegated authority	Source	Members	Trust Board	Committee	LGBs	CEO/DCEO & Senior Exec	Heads
A) Governance									
A.1	Articles of Association (AoA) agree and review updated version	No	ATH	A	R	C		S	
A.2	Member and Trustee appointments and removal from office	No	ATH	A	R			I	
A.3	- Members			A	R	C			
A.4	- Trustees			A	R				
A.5	Governance structures (Trust and Local Governance)	No	ATH & AoA	I	A	R		C	I
A.6	- Trust			I	A	R	C	C	
A.7	Local Governing Board (LGB) membership: - Chairs and LGB Governors Appoint/Remove - Parent & staff election Appoint/Remove	No	ATH & AoA		A		R	S	C
A.8	Clerk Appointment(s): - Clerk to the Trust	No	ATH		A	R		C	
A.9	- Governance Officer(s)				A		C	R	C
A.10	Scheme of Delegation , including policy approval delegations	No	ATH	I	A	R	I	C	I
A.11	Terms of Reference (ToR) and annual Cycles of Business: Trust Board, Trust Committees & Sub-committees	No	AoA, TWT GHB		A	R		C	I
A.12	Local Governing Boards (LGB) & Supported LGBs				A	R	C	C	I
A.13	Terms of Reference and annual Cycles of Business: Education Scrutiny Panel (ESP), Inclusion & Social Justice Panel (ISJP)	Yes	TWT GHB		I	A (EC)	R (EC)	C	
A.14	Register of pecuniary, business & loyalty interests for Members, Trustees, Governors and Staff (as appropriate)	Yes	ATH & DfE		A	R		R	R
A.15	Trust & Local Governance information published on the Trust/School Website (as appropriate)	Yes	DfE		A			R	R

Ref	Delegations	Board delegated authority	Source	Members	Trust Board		Committee	LGBs	CEO/DCEO & Senior Exec		Heads
A.16	Trust Risk Registers (Strategic) Monitor & Review Trust Risk Register, including specific school strategic risks (as appropriate)	No	ATH		A		R (A&RC)	S	S		R
A.17	Policies - Review, define, delegate as per statutory policy approval, Trust or school as appropriate (see policy management schedule)	Yes	DfE		A	R	R	R	A	R	
A.18	Annual Skills Audit of Trustees & Governors: ensure the boards have the right skills on the Trust and LGBs (financial & educational)	Yes	ATH, Competency Framework, Auditor		A	R		R	S		
B) Trust wide organisational strategy											
B.1	Trust's Vision , Ethos & Strategic direction	No	ATH	C	A	R		S	C		C
B.2	Admission of new academies	No	ATH	I	A	R	C (GC)		C		
C) Finance											
C.1	Appointment of External Auditors	No	ATH	A	R		C (A&RC)				
C.2	Annual Approval of Annual Accounts	No	ATH & Companies Act	I	A		R (F&RC)				
C.3	Financial Reports & Returns - Funding & regulatory bodies - Accounting returns - Department for Education & ESFA - PAYE & VAT returns	Yes	Financial regs		A		S (F&RC)			R	
C.4	Entering into leases or other legal arrangements (other than standard non-property operating leases - see purchasing)		ATH		A		R (F&RC)			R	
C.5	Internal Control Systems - establish control frameworks incl. internal audit - setting delegated authority limits for financial transactions - financial policies and regulations (incl. procurement strategy)	No	ATH		A		R (A&RC) R (F&RC)		S		
C.6	Related Party Transactions - Board oversight with approval delegated to F&R - records show transaction transparency & compliance	No	ESFA		A		R (F&RC)		S		

Ref	Delegations	Board delegated authority	Source	Members	Trust Board	Committee	LGBs	CEO/DCEO & Senior Exec	Heads
C.7	Budget & Management Reporting - Annual Budget - receipt and review of management accounts and financial forecasts	No	ATH		A	C (F&RC)		R	
C.8	- reporting arrangements on use of educational grant funding (relevant committees as appropriate)	Yes	ATH			A		R	R
C.9	Banking Authority & Cash Management - Cashflow Management, Treasury & Investment Policy	Yes	TWT Financial Regs		A	C (F&RC)		R	
C.10	- Open a bank account and approve signatories				A (F&RC)		R		
C.11	Fixed Assets; management of capital projects and disposal of assets	Yes	Financial Regs			A (F&RC)		R	R
C.12	Insurances; Annual Risk Review & Premium Renewal	Yes	ATH			A (F&RC)		R	
D) Education									
D.1	Trust School Improvement Strategy	Yes	ATH	I	A	R (EC)	C	R	C
D.2	Commission ESP & ISJP Framework & appoint non-executive panel members for ESP & ISJP	Yes	TWT		I	A (EC) R (EC)		C	C
D.3	School improvement processes including data, targets and quality assurance (Trust/school as appropriate)	Yes	ATH			A (EC)	R	R	R
D.4	Governance for attendance at School Ofsted inspections	Yes	EIF & TWT GHB		I	A (EC)	C	R	C
D.5	Stakeholders: ensure engagement with the school community; parents, students, staff	Yes	ATH		I		I	A	R
D.6	Christian distinctiveness and SIAMs inspection process for Trust's church schools	Yes	AoA		I	A (EC)	R	R	R
Curriculum									
D.7	Design, review, monitor and develop Trust curriculum framework (approach)	Yes	DfE			A (EC)	C	R	C
D.8	Delivery of curriculum & assessment in line with Trust approach	Yes	DfE				S	A	R
D.9	Delivery of Early Years Foundation Stage (EYFS), in line with statutory requirements	Yes	DfE			I (EC)	S	A	R
D.10	Delivery of school careers programme, with regards to statutory requirements	Yes	DfE				R	A	R

Delegations		Board delegated authority	Source	Members	Trust Board	Committee	LGBs	CEO/DCEO & Senior Exec	Heads	
Behaviour & Attendance										
D.11	School reward & behaviour policies; review, agree & implement	Yes	DfE			I (EC)	R	A	R	
D.12	Trust wide compliance with the statutory School Admissions Code including setting admission arrangements annually and accepting students in-year over PAN	No	Admissions Code & Admission Appeals Code		A		C	R	R	
D.13	Admissions and attendance registers kept in accordance with regulations	Yes	DfE			I (EC)	R	A	R	
D.14	Statutory guidance followed in relation to suspensions and permanent exclusions (PEX)	Yes	Suspension & PEX Stat Guidance		A		R	R	R	
D.15	Directing of pupils offsite Trust wide is compliant with the statutory guidance for Alternative Provision, Trust Policies and Admission Authority delegated approval where applicable	No	Alt. Provision, Suspension & PEX Admissions Code		A			R	R	
School Organisation										
D.16	Annual update of Admissions policy approval incl. compliance with the consultation timeline where change is proposed	No	Admissions Code		A		C	R	C	
D.17	Setting Term Dates	No			I		I	A	R	R
E) People										
E.1	Structure of/appoint/ remove CEO/DCEO/ Senior Executive Members	No	ATH	I	A	R				
E.2	Determination of pay ranges and performance management (CEO, DCEO, Senior Executive)	No	ATH		A	R (CC)				
E.3	Appeals against CEO decisions	No	ATH		A	R				
F) Compliance										
F.1	Compliance with equalities legislation	No	Law		A			R	R	
F.2	Compliance of Safeguarding Policy and associated procedures (incl. DBS checks)	No	KCSIE			A (EC)	R	R	R	
F.3	Nominating safeguarding lead and SEND lead Trustees	No	ATH		A	R (EC)				
F.4	Compliance with SEND Code of Practice	Yes	Code of Practice			I (EC)	R	A	R	

Delegations		Board delegated authority	Source	Members	Trust Board		Committee	LGBS	CEO/DCEO & Senior Exec	Heads
F.5	Health & Safety policy, strategy and compliance with statutory regulations	No	Law		A	R		S	R	R
F.6	Managing and monitoring Information Governance (incl. GDPR Compliance)	No	ATH & Law		A		R (A&R)	S	R	R
F.7	Complaints policy, compliance and monitoring (including complaints made to OFSTED or ESFA)	Yes	DfE		A		R (EC)	S	R	R

4. Summary of Financial Authorisation Levels

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Budget setting		Senior, School and Business Executive ¹	Agree improvement priorities for the coming year	Annual
		Headteacher	Draft a budget plan	Annual
		Executive Director of Finance & Estates ²	Agree and recommend a budget plan to the Executive for the Finance and Resources committee to review	Annual
		Finance and Resources Committee (F&R)	Recommend a draft budget to the Board for approval	Annual

Senior Executive, Education Directors Group and Business Directors Group^[1]

^[1] Senior Executive: CEO, Deputy Chief Executive, Executive Director of Education, Executive Director of Finance & Estates, Executive Director of People, Strategy & IT.
 Business Directors Group: CEO, Deputy Chief Executive, Executive Director of Finance & Estates, Executive Director of People, Strategy & IT Director of Finance, Director of People and Director of Strategy and Comms.
 Education Directors Group: CEO, Deputy CEO, Executive Director of Education, Directors of Education (Secondary)
 References to the 'Executive' include the above three bodies, and their members.

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Budget holders' responsibilities	As per the individual budgets set	Headteacher / Budget holder	Budget monitoring is the responsibility of the budget holder and budgets must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level (virement)	Monthly
Month end procedures		Headteacher	All transactions to be processed and reconciled for the timely checking and production of monthly reports	Monthly
Variations to budget heads (virement)	Up to £20,000	Executive Director of Finance & Estates and Headteacher / Executive Leader	Subject to consideration (one-time versus recurrent need), medium-term and corporate sustainability, link to improvement priorities	As necessary
	£20,001 - £50,000	As above, plus the Chief Executive Officer (CEO)	As above	As necessary
	Over £50,000	Trust Board Member (Chair, Vice Chair, Chair of Finance and Resources), Chief Executive and Executive Director of Finance & Estates	As above	As necessary
Capital Budget and variations		Finance and Resources Committee to approve the detailed capital programme within the spending parameters agreed by the Board	To review proposals and agree the capital programme in line with need (health and safety, condition) and strategic priorities. Priorities are informed by strategy, condition surveys, energy/health and safety audits and the sustainability of the estate.	Half-termly
Capital: ad-hoc and emergency works	Up to £20,000.	Senior Executive. During holiday periods and / or emergency situations a member of the Senior Executive can approve up to £20,000 independently. Subsequent report to Finance and Resources through to the Board.	Capital – projects are appraised on merit, therefore no formal virement process other than as above from revenue financing. (eg. To enhance a scheme or progress a project outside the single capital pot (SCA)).	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Use of Reserves (limited to non-recurrent and capital projects only)	Subject to level of School balances	Finance and Resources	Reserves held in excess of the target percentage (currently 4%) will be reviewed by the Senior Executive & Trustees on a regular basis. Reserve use is strictly by application, and for non-recurrent or capital purposes only. Applications will be invited bi-annually and subject to the Trust not falling below the 4% minimum threshold.	Bi-annual
Banking of cash and cheques	Any	Business Support Officer, School Finance Officer or delegated administrative assistant	Cash and cheques should be banked on a regular basis (at least fortnightly) and should not be allowed to accumulate above £3,000. Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.	As required
Reconciliation of bank accounts		Central Finance Team	Bank accounts should be reconciled at least on a monthly basis by someone other than the person doing the banking. Bank reconciliations should then be signed by the Assistant Director or Director of Finance, dated and filed.	Monthly
Payment by cheque	Any	In accordance with the approved bank mandate (overseen by F&R)	Limited use only: e.g. parental refunds or infrequent supplier	As necessary
BACS Payments	Any	In accordance with the approved mandate (overseen by F&R)	Payment documentation reviewed. Two approvals required, with full audit trail. Release of payment must be separate to purchase approval documentation.	As necessary
Credit Card	Limited to £5,000 except with the prior authority of the Director of Finance or Assistant Director	Named cardholder	The cardholder must ensure all transactions are supported by a detailed VAT receipt. Payments should only be made by the cardholder in accordance with financial regulations Statements to be checked and signed by Line Manager	Monthly

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Standing orders and direct debits	Any	As per BACS payments	As per BACS payments	As necessary
Petty Cash	£250 imprest, maximum. £50 on any one purchase	<p>Director of Finance to agree imprest (which may be temporarily increased e.g. during Activities Week)</p> <p>Accountability rests with the Headteacher who may delegate responsibility to the School Finance Officer or member of the administrative team.</p>	<p>Limited to £50 on any one purchase (except with prior agreement)</p> <p>Valid till receipt or proof of payment is required</p> <p>VAT receipts must be obtained where practical</p> <p>Must not be used to purchase personal items</p> <p>Limits may be temporarily increased, e.g. for trips.</p> <p>Cross-referenced reconciliations are required monthly</p>	Monthly
Investments		Executive Director of Finance & Estates	<p>The Executive Director of Finance & Estates is responsible for producing cashflow forecasts and for making decisions on investments, providing information to the Finance and Resources Committee and Board of Trustees for scrutiny. Prior to investment of funds, two authorised signatures will be required from:</p> <p>Executive Director of Finance & Estates</p> <p>Director of Finance</p> <p>Finance Manager (limited to second signatory)</p>	Half-termly
Ordering goods and services (raising requisitions)	Up to £1,000	<p>Accountability rests with the Headteacher who may delegate responsibility to Budget holders.</p> <p>Estates and ICT: All expenditure proposals above £1,000 should be discussed with the Estates Team and/or ICT to ensure best value, suitability of products, warranty t's and c's etc.</p>	<p>Estimated Price</p> <p>Order from approved supplier list where possible</p> <p>Orders should be approved before the order is placed with the supplier</p>	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
	£1,000 to £10,000	As above	<p>Written quotation (two, preferably three, dependent on 'market-supply' and value), or Single Source Approval</p> <p>Select approved supplier where available</p> <p>If Single Source Approval is required, this must be signed as agreed by the Director of Finance</p>	As necessary
	£10,001 - £40,000	As above, with the oversight of Finance and Procurement.	<p>At least three competitive written quotations, or Single Source Approval (SSA) signed by the Executive Director of Finance & Estates</p> <p>Save evidence of quotations (as required by the central finance function) to support requisition approval</p> <p>Nb. The requirement for 'capital / estates' is currently two quotations for up to £20,000. This is in response to limited supplier following the COVID19 pandemic.</p>	As necessary
	£40,001 to £100,000	As above. Requires a formal process led by the Procurement Team under the oversight of the Executive Director of Finance & Estates and Senior Executive.	<p>At least three competitive written quotations / tenders against a formal Request for Quotation / Tender Process</p> <p>Written contract required, signed by a Senior Executive Team member</p> <p>Single Source Approval requires the agreement of Senior Executive (Authorised nominees: CEO / Executive Director of Finance & Estates acting jointly)</p>	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
	£100,001 – Threshold levels under the Public Contracts Regulations ³ (currently £213,477 inclusive of VAT for supplies and services)	As above. Formal process led by the Procurement Team under the oversight of the Executive Director of Finance & Estates Spend must be authorised by the Finance and Resources Committee	Seek at least three competitive written quotations / tenders against a formal Request for Quotation / Tender Process Written contract required, signed by a Senior Executive member. Single Source Approval requires the agreement of Finance and Resources Committee	As necessary
	Above Procurement Thresholds	As above. Formal process led by the Procurement Team under the oversight of the Executive Director of Finance & Estates Spend must be authorised by the Finance and Resources Committee. Documents must be overseen by legal and approved prior to advertisement	A compliant EU Tender process. You must consult with Procurement before any process is initiated or Contract created	As necessary
Signature: Contracts relating to acquisition or disposition of any interest in land		Chief Executive following approval by the Board of Trustees (subject to any necessary approvals of the ESFA)		As necessary
Signature to Service Level Agreements / Contracts for other expenditure	Academy	Up to £10,000 – Headteacher or appropriate Executive Lead (functions)		As necessary
	Academy or Trust-wide	Up to £40,000 – Procurement Manager		As necessary
	Academy or Trust-wide	£40,000+ - Executive Director of Finance & Estates	Orders placed by the Trust for goods and services over £40,000 must be subject to a	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
			written contract, authorised and signed by the Executive Director of Finance & Estates or duly authorised deputy.	
Contracts for the engagement of staff or relating to conditions of employment or termination		Chief Executive Officer in the case of the Senior Executive, and in other cases in accordance with the Schedule of Authorised signatories	Employees need a contract on their first day. Any contract changes need to be authorised as per the appropriate authority level (appointment of staff) and filed in the staff members file. These contracts will be periodically checked by HR and auditors.	As necessary
Appointment of Staff	Chief Executive Officer, DCEO and Senior Executive members	Board of Trustees		As necessary
	Headteachers	Chief Executive Officer in consultation with the Senior Executive	The role has been included in the budget, will not cause a deficit and reflects a pre-approved role or replacement of existing capacity. Offer must follow the Establishment Control process	As necessary
	Business and School Executive	Chief Executive Officer in consultation with the Senior Executive	The role has been included in the budget, will not cause a deficit and reflects a pre-approved role or replacement of existing capacity. Offer must follow the Establishment Control process	As necessary
	Teaching and support staff	Headteacher	The role has been included in the budget, will not cause a deficit and reflects a pre-approved role or replacement of existing capacity. Offer must follow the Establishment Control process	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Pay Ranges to include TLRs	CEO, DCEO and Senior Executive pay scales Cost of living increases Pay and pay progression for CEO, DCEO and Senior Executive Consulted on Headteacher Pay Ranges (group size and 7 point range)	Chairs Governance Committee	Follows a robust evidence-based process to ensure that salary is a reasonable and defensible reflection of the individual's role and responsibilities.	Annual
	Review and approve the grade for Education and Business Executive posts Review and consult with Trustees on Headteachers Pay Ranges Review and approve pay progression for Education and Business Executive Posts Review and approve Headteachers pay progression (sending to Chairs Cttee for information)	Chief Executive Office/Deputy Chief Executive Officer	The range will be reviewed whenever there is a proposal to appoint a new postholder, where it becomes necessary to amend the Headteachers Group (because of a change in pupil numbers or where a post becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary to reflect a significant change in responsibilities of the post.	As necessary
	Other staff	Headteacher / Executive Lead	Subject to budget and moderation through the Establishment, and Job evaluation. Market supplements may exceptionally be added where conditions require. Trust Pay Panel agreement required to market supplements.	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Pay Review	CEO, Headteachers, Senior Executive and	Chairs Governance Committee	As outlined in the pay policy. The CEO will moderate Headteachers' Pay recommendations and make pay recommendations to the Chairs Governance Committee	Annual
	Senior Professionals (Education and Business Directors Group)	Senior Executive		
	Teaching	LGB Pay Committee	Ratify and approve increments in accordance with normal progression.	Annual
	Support staff Central Support Staff	School Leadership Team Senior Executive	Support staff will receive their incremental progression annually. Progression on the NJC scales is automatic and may only be withheld where performance is being managed under the Capability policy	Annual
	Exceptional performance pay progression Moderate and approve Recruitment and Retention Payments/ Market Supplements Moderate Trust Threshold applications Pay Appeals	Trust Pay Panel (DCEO, Executive Director of Finance & Estates and Head of HR)	Pay Panel to ratify exceptional progression and ensure consistency across the Trust. Where postholder has demonstrated their performance has exceeded the expectations and where all objectives have been exceeded as part of an appraisal review, the postholder may apply for exceptional pay progression. Where the panel consider there is suitable evidence, early progression or an additional reference point on the relevant pay scale may be awarded.	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Severance payments	Up to £50,000 ESFA consent required beyond this as noted	Chief Executive Officer to approve. A business case is required (signed by the CEO and Executive Director of Finance & Estates). Where the non-contractual element is on or over £50,000, the prior approval of the ESFA is required. Legal advice should be sought.	Severance payments must be made in line with the Academy Trust Handbook	As necessary
Compensation	Any	Headteacher / Executive lead with the oversight of the Executive Director of Finance & Estates and HR/Legal as appropriate. Oversight by Senior Executive. ESFA prior approval required for payments in excess of £50,000.	Must be based on a careful appraisal, including legal advice where relevant, and ensure value for money. The Trust must disclose aggregate transactions for any amounts and as such, payments in excess of £1,000 will be overseen by the Senior Executive.	As necessary.
Ex gratia payments	Any	ESFA consent required		As necessary
Payroll processing		Headteacher / Director of Finance	Headteacher to review schedule of payments against budget. The Director of Finance to review the monthly payroll. All changes must be authorised and signed off by the Headteacher or the appropriate Executive lead (Senior, School or Business Executive).	Monthly
Authorisation of Overtime and Expenses	Any	Headteacher / Director of Finance is accountable, with responsibilities assigned through the Schedule of Authorised Signatories.	Must be agreed in advance Claims must be made monthly. Claims over three months' old will require the approval of the Executive Director of Finance & Estates / Director of Finance and must be supported by an explanation of the delay.	As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Collection and receipt of cash and cheques	Any	Business Support Officer, School Finance Officer or delegated administrative assistant	Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger. All on site cash and cheques must be locked in the safe until banking	Daily
Charging and remissions (Trips)		Accountability rests with the Headteacher (responsibility may be delegated)	<p>A lead member of staff must be appointed for each trip to take responsibility for the collection of sums due. The lead teacher must prepare an activities trip costing to demonstrate consideration of costs and cost recovery (where appropriate), ensuring formal approval within the school.</p> <p>Trips should be run at cost price. If subsidised e.g. from the relevant department and / or pupil premium, this must be approved before the trip progresses.</p>	As necessary
Lettings		Accountability rests with the Headteacher (responsibility may be delegated to the Premises Manager or other delegate)	<p>The Premises Manager or equivalent school designate is responsible for maintaining records of bookings (including the completion of a letting form) and for identifying the sums due from each organisation in accordance with standard pricing.</p> <p>Prices should be reviewed annually with the oversight of the central team and take account of the type of letting, costs and local market factors.</p>	Annually
Sales invoices	Any	Accountability rests with the Headteacher (responsibility delegated)	<p>Sales invoices to be raised within 30 days of the goods being supplied or services carried out.</p> <p>Where appropriate advice should be sought in relation to the appropriate charge-out rate (Finance), and GDPR implications (Quality and Compliance Coordinator).</p>	As required

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Write-off of bad debts including overpayments to staff	Up to £1,000	Headteacher / Executive Lead and Director of Finance	Recovery should always be pursued, including overpayments, or erroneous payments. Write-off should only be considered after all reasonable recovery action has been taken with the debtor, and insurers, and the authoriser is satisfied there is no feasible alternative.	Annual
	£1,000 to £5,000	Second signature required for write-offs in excess of £1,000 (Executive Director of Finance & Estates or Senior Executive Team member)		
	£5,001+	Finance and Resources Committee		
	Over £45,000	ESFA consent required		As necessary
Making of gifts	Approx £30	Budget holder with Line Manager approval	Ensure the value is reasonable, within the scheme of delegation, the decision is documented and achieves propriety and regularity in the use of public funds. Example: Flowers to a sick member where documented. Report transaction to the Director of Finance for registering	As necessary – register to be maintained
Receipt of Gifts	Any	Director of Finance	Ordinarily such gifts should be rejected, unless they are of negligible value (e.g. diaries, calendars). Gifts or hospitality in excess of £25 must be reported to the Director of Finance in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift is a budget holder or has the ability to influence purchasing decisions.	As necessary – register to be maintained
Acquisition or disposal of freehold land or buildings	Any	ESFA agreement required		As necessary
Disposing of heritage assets	Any	ESFA agreement required		As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Other disposals	Trust has discretion	Headteacher up to £2,000 Oversight of the Director of Finance: up to £20,000 Finance and Resources: over £20,000	Entry to be made on the fixed asset register showing the method of disposal and sales value. Due process should be followed including advertisement, inviting bids, negotiation on price mindful also of GDPR and licensing considerations. Disposal to staff is not encouraged. The Trust must seek the approval of the ESFA in writing if it proposes to dispose of an asset for which capital grant in excess of £20,000 was paid.	Monthly and annual
Taking up any leasehold or tenancy agreement exceeding 7 years)	Any	ESFA approval required		As necessary
Granting a leasehold or tenancy agreement of any duration	Any	ESFA approval required.		As necessary
Fixed Asset Register		Headteacher (> £2,000) Central Register (Director of Finance) (> £5,000)	All the items in the register should be permanently and visibly marked as the academy trust's property.	Annually
Consultants	Exceeding 9 months and/or £20,000	Senior Executive (subject to budget)		As necessary
Related party transactions	Any	Oversight of Executive Director of Finance & Estates	Must be reported in advance of the contract or agreement, and prior approval and advice sought. Procurement guidance, 'at cost' provisions and documentation requirements must be adhered to.	As necessary (ongoing) Annual report to F&R in advance.
Novel, contentious and repercussive transactions	Any	ESFA agreement required		As necessary
Taking up a finance lease	Any	ESFA approval required		As necessary

Delegated Duty	Scope	Delegated Authority	Method	Review Period
Taking up an operating lease		Headteacher in liaison with the Director of Finance.	Subject to budget capacity. All leasing agreements must be reviewed and signed by a Senior Executive member and included on the Trust's contract register.	As necessary
Borrowing	Any	ESFA approval required		As necessary
ESFA reporting		Executive Director of Finance & Estates	As required by the ESFA	As necessary to ensure compliance

5. Trust Policy Delegation

Policy Name	Policy Type	Category	Statutory Y/N	Publish location	Approving Body	Trust/School Lead
Admissions Policy	School Template	Education	Y	S-Website		
Early Years Foundation Stage (EYFS) Policy	School Template	Education	N	Z drive	Senior Exec	Executive Director of Education
First Aid In Schools Policy	School Template	Facilities	N	Z drive	Senior Exec	Head of Estates/Annette Codner
Relationships & Sex Education Policy - Primary	School Template	Education	N	Z drive	Senior Exec (template) LGB (final)	Executive Director of Education
Relationships & Sex Education Policy - Secondary	School Template	Education	N	Z drive	Senior Exec (template) LGB (final)	Executive Director of Education
School Closure Statement	School Template	Education	N	Z drive	Senior Exec	Executive Director of Education
School Uniform Policy	School Template	Education	N	Z drive	Senior Exec	Executive Director of Education
SEND Policy	School Template	Education	N	Z drive	Senior Exec (template) LGB (final)	Executive Director of Education
Accessibility Plan	School Template	Education	Y	S-Website	EDG (Template) LGB (final)	Headteacher
Safeguarding Policy	School Template	Inclusion	Y	Z drive	Trust (template) LGB (final)	Executive Director of Education
Anti-bullying statement	School Template	Education	Y	Z drive	Education Directors Group (template) LGB (final)	Executive Director of Education
Attendance Policy	School Template	Inclusion	N	Z drive	Senior Exec	Executive Director of Education
Behaviour Policy	School Template	Inclusion	N	Z drive	Senior Exec (template) LGB (final)	Executive Director of Education
Charging and Remissions Policy	School Template	Finance	N	Z drive	Senior Exec	Executive Director of Finance & Estates
Supporting pupils with medical conditions (includes medicines and health needs)	School Template	Inclusion	Y	Website / S-Website	Senior Exec	Executive Director of Education
Collective Resourcing and Reserves	Trust	Finance	Y	Staff Hub	Trust	Executive Director of Finance & Estates
Anti-Fraud and Corruption	Trust	Finance	Y	Staff Hub	Committee - A&R	Executive Director of Finance & Estates
Apprenticeship Policy	Trust	Finance	Y	Staff Hub	Business Exec	Executive Director of Finance & Estates
Behaviour Principles	Trust	Inclusion	Y	Website	Trust	Executive Director of Education
Capability of Staff	Trust	Staffing	Y	Staff Hub	Committee - Chairs	Director of People
Code of Conduct	Trust	People	Y	Staff Hub	Senior Exec	Director of People
Collective Worship	Trust	Education	N	S-Website	Senior Exec	Executive Director of Education
Competitive Tendering Policy	Trust	Finance	Y	Website	Trust	Executive Director of Finance & Estates
Complaints Policy Suite	Trust	Compliance	Y	Website	Senior Exec	Head of Corporate Governance & Compliance
Computer/Mobile Device Use and Online Policy - Pupils	Trust	IT	N	Website	Senior Exec	Head of IT
Computer/Mobile Device Use and Online Policy - Staff	Trust	IT	N	Staff Hub	Business Directors Group	Head of IT
Conflict of Interest Policy	Trust	Finance	Y	Website	Trust	Executive Director of Finance & Estates
Data Protection Policy Suite	Trust	Compliance	Y	Website	Senior Exec	Head of Corporate Governance & Compliance
Disciplinary Procedure	Trust	People	Y	Staff Hub	Senior Exec	Director of People
Early Careers Teachers (Framework) Policy	Trust	Education	Y	Website	Senior Exec	Executive Director of Education
Employee Professional Fees	Trust	Finance	N	Staff Hub	Business Directors Group	Executive Director of Finance & Estates
Equality Objectives	Trust	Leadership	Y	Website	Trust	Executive Director of People, Strategy and IT
Exclusion	Trust	Inclusion	Y	Website	Senior Exec	Executive Director of Education
Expenses	Trust	Finance	N	Staff Hub	Senior Exec	Executive Director of Finance & Estates
Financial Regulations	Trust	Finance	Y	Staff Hub	Trust	Executive Director of Finance & Estates
Fire Management	Trust	Facilities	Y	Staff Hub	Trust	Head of Estates
Gifts and Hospitality	Trust	Finance	N	Website	Committee - F&R	Executive Director of Finance & Estates
Grievance	Trust	People	Y	Staff Hub	Senior Exec	Director of People

Health & Safety Statement - Trust only	Trust	Facilities	Y	Website	Trust	Head of Estates
Investment Policy	Trust	Finance	Y	Staff Hub	Trust	Executive Director of Finance & Estates
Local Government Pension Scheme of Discretion Policy	Trust	Finance	N	Staff Hub	Business Exec	Executive Director of Finance & Estates
Lone Working Policy	Trust	Facilities	N	Staff Hub	Business Directors Group	Head of Estates
Minibus Policy	Trust	Facilities	Y	Staff Hub	Business Directors Group	Head of Estates
Modern Slavery Statement	Trust	Finance	Y	Website	Committee - F&R	Executive Director of Finance & Estates
Pay Policy	Trust	People	Y	Staff Hub	Committee - Chairs	Director of People
People Policy	Trust	People	Y	Staff Hub	Senior Exec	Director of People
Photographic and Digital Images Policy	Trust	IT	N	Website	Senior Exec	Head of IT & Digital
Register of Interests - Employee	Trust	Finance	Y	Staff Hub	Trust	Executive Director of Finance & Estates
Register of Interests - Governance (Trust)	Trust	Governance	Y	Website	Trust	Clerk to the Trust
Related Party Transactions	Trust	Finance	Y	Website	Committee - F&R	Executive Director of Finance & Estates
Remote Education Policy	Trust	Education	N	S-Website	Senior Exec	Executive Director of Education
Risk Strategy & Management	Trust	Finance	Y	Website	Committee - A&R	Executive Director of Finance & Estates
Safeguarding statement (Trust)	Trust	Inclusion	Y	Website	Trust	Executive Director of Education
Whistleblowing	Trust	Compliance	Y	Website	Trust	Director of People