

Scheme of Delegation

Key Decisions and Actions	Members	Full Governing Body	Finance, Risk & Audit Committee	Head/AO	SBM/CFO	Clerk	Internal Auditor	DfE
MEMBER MATTERS								
Agree and amend Articles of Association	Decide	Advise				Advise		Advise/Approve changes
Call Members' Meeting	Decide	Decide				Advise		
Appoint/remove Members	Decide							
Update and review Members' register of interests and take any required action	Decide					Action		
Appoint and remove Trustees	Approve process	Decide				Advise		
Issue direction to Trustees to take specific action through special resolution	Decide					Advise		

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Appoint/remove external auditors and agree fee	Decide	Advise	Advise		Advise			
Agree any steers on receipt of annual accounts and annual report on performance and standards	Decide	Advise		Advise	Advise			
Agree any steers on Trustee skills audit and development plans and Register of Interest	Decide	Advise				Advise		
BOARD MATTERS								
Appoint Chair & Vice Chair of Full Governing Body		Decide				Advise		
Remove Chair & Vice Chair of Full Governing Body	Decide					Advise		
Co-Opt Trustees		Decide						
Determine, agree and amend Scheme of Delegation, Terms of Reference for the FGB and any constituted Committee		Decide	Advise			Advise		

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Appoint/remove Committee Chair		Decide						
Appoint/suspend or dismiss the Headteacher/Accounting Officer		Decide						
Determine overall approach to risk management framework, policy and processes			Decide	Advise	Advise			
Determine the Trustee Code of Conduct including Conflicts of Interest Policy and related party transactions register. Register must be published on website		Decide		Advise	Advise and Action	Advise and Action		
Determine the gifts and hospitality policy			Decide		Advise			
Contracts for supply of goods to the Academy		Decide up to threshold then DFE approval	Decide up to threshold then FGB approval	Decide up to threshold then Finance Ctt approval	Decide up to threshold then Head approval			
Determine Whistleblowing Policy		Decide		Advise				

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Appointment of Clerk		Decide		Advise	Advise			
Update and review register of interests for Trustees and employees in decision-making roles and take any required Action		Decide	Advise			Action		
Determine and appoint individuals to specific Academy roles as necessary – Accounting Officer and Chief Finance Officer		Decide		Advise				
Annual Audited Accounts and Management Action Plan	Receive	Approve	Advise	Advise and action	Advise and action			
Statement on regularity, propriety and compliance' each year with the annual accounts				Author				
Agree steers and actions from annual review of Trustee effectiveness, skills audit and performance review		Decide		Advise		Advise		
Determine Accounting Policy and sign-off of Accounts Returns			Decide	Approve				
Obtain Trustee and Employee Insurance			Decide		Advise and action			

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Agree steers and actions in reviewing strategic risk register			Decide	Advise	Advise			
Determine any novel, contentious and repercussive transactions for DFE approval			Decide					
OUR VISION, VALUES, STRATEGY AND LEADERSHIP								
Set Trust vision, values, strategic objectives, development plans, KPIs including specific finance KPIs and review		Decide		Advise	Advise			
Determine overall approach for overseeing performance and gaining assurance to support effective risk management		Decide	Advise	Advise	Advise			
Determine growth strategy and protocol for considering taking on new academy/joining Academy Trusts including due diligence, signing legal documents and associated arrangements for documentation		Decide	Advise	Advise	Advise			

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Determine the educational character, mission, ethos of the Trust and associated policies including behaviour, admissions, exclusions, child protection and safeguarding.		Decide		Advise				
Determine Academy term dates				Decide				
Take action of pupil progress and attainment		Approve		Decide				
Take action on pupil attendance		Approve		Decide				
Take action on use of pupil premium			Approve	Decide	Advise			
OUR PEOPLE								
Appoint/suspend and dismiss Head		Decide						
Appoint/suspend and dismiss Deputy Head		Decide		Advise				

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Set and review pay and performance objectives of Head		Decide						
Determine staffing requirements, appoint, suspend and dismiss teaching and non-teaching staff, set performance objectives and review within delegated budget		Approve	Approve	Decide	Advise			
Determine applications of early retirement				Decide	Advise			
Determine individual staff severance payments, and any other compensation payments			Approve	Advise	Advise			
OUR FINANCES								
Appointment of internal auditors and agree scope of works and fee			Decide	Advise	Advise			
Determine Scheme of Delegation		Decide		Advise	Advise			

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Agree key accounting policies			Decide	Advise	Advise			
Sign funding agreements		Decide		Advise	Advise		Check	
Set Annual Budget and 3 Year Financial Plan		Decide	Advise	Advise	Advise			
Agree funding model for Trust		Decide	Advise	Advise	Advise			
Agree actions and steers/direction in reviewing in-year financial performance, cash flow and balance sheet			Decide		Action			
Take action to ensure effective implementation, maintenance, review, risk mitigation and compliance with agreed framework of financial control escalating risks to FGB as necessary			Decide	Advise			Check	
Open bank account			Decide		Advise			

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Determine reserves policy and agreeing use of carried forward reserves			Decide	Advise	Advise			
Set standard price schedule for services and lettings			Decide	Advise	Advise			
FINANCIAL DELEGATIONS								
Write off debt and losses			Decide above Head threshold	Decide up to threshold then Finance Ctt approval				Approve above threshold
Borrow from Government (Salix Loans)		Decide up to threshold within DFE limitations	Decide up to threshold then FGB approval	Decide up to threshold then Finance Ctt approval			Check	Approve
Condition Improvement Funding Applications				Decide	Advise			Approve
Borrow from any non-government source		Decide	Advise	Advise	Advise			Approve

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Virements between defined budget lines of overall delegated budget to individual budget lines		Decide above threshold	Decide up to threshold then FGB approval					
Authorising contracts and obtaining goods, works or services: £50K and above (full tendering process following OJEU over threshold) £5K to £50K (at least 3 competitive quotes) - Up to £5K - Up to £500		Decide within DFE limitations	Decide up to £50K threshold then FGB approval	Decide up to £5,000 threshold then Finance Ctt approval	Decide up to £500 threshold then Head approval		Check	
Approve and submit bids/tenders for new services or applications for grant				Approve	Advise			
Staff expense claims				Approve				
Headteacher expense claims			Approve					
Credit notes					Approve			

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Approve sales invoices					Approve			
Approve purchase orders				Approve				
Approve overtime				Approve				
Payroll Payments					Approve			
BACS Payments				Approve				
PROCUREMENT OF SERVICES								
Agree Trust wide Procurement Policies and Procedures			Approve	Decide	Advise			
Take action to ensure effective implementation, maintenance, review, risk mitigation and compliance with agreed framework escalating to FGB as necessary					Decide			

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Engage in leases, authorise contracts and obtain goods, works or services			Approve	Decide	Advise			
Set limits on individual business charge cards			Decide	Advise	Advise			
INFORMATION MANGEMENT AND COMMUNICATIONS								
Determine Complaints Policy and Procedures		Approve		Decide				
GDPR Policy and Procedures			Approve	Decide	Advise			
ICO Registration					Action			
Academy Prospectus				Decide	Advise			
Academy Website				Decide	Advise			

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Determine and authorise press statements		Decide – Chair		Advise				
HEALTH AND SAFETY AND SAFEGUARDING								
Agree Health and Safety Policy and Procedures			Approve	Decide	Decide			
Agree Safeguarding Policy and Procedures		Approve		Decide				
ESTATES AND FIXED ASSETS								
Manage school assets					Action			
Determine Lettings Policy			Approve	Decide	Advise			
Obtain relevant insurance for operations			Approve	Decide	Advise			

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Approve capital projects/building projects within agreed sums			Approve	Decide	Advise			
Take action to manage capital projects/building works					Action			
Site Security				Decide	Decide			
Acquire and dispose of freehold of land and buildings		Propose				Advise		Approve
Dispose of fixed assets other than land and buildings				Decide	Advise			
Take up finance lease on any class of asset for any duration from another party		Propose		Advise	Advise			Approve
Take up leasehold or tenancy agreement on land and buildings from another party for 7 years or more		Propose		Advise	Advise			Approve
Grant and leasehold interest, including a tenancy agreement, of any duration on land and buildings to another party		Propose		Advise	Advise			Approve