



ST PETER'S VOLUNTARY ACADEMY TRUST

SCHEME OF DELEGATION

1. This Scheme of Delegation was approved by the Governing Body of the Academy Trust **on 10 December 2014** including Appendix A Appendix AA and AAA were approved by the Governing Body on 23 March 2016.
2. The Scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this Scheme are delegated to the specified committees of the Governing Body and post holders employed at the School.
3. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a postholder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
4. Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year of the Evaluation Committee and is made without prejudice to the powers and duties of the Governing Body and its committees.

5. Powers to Be Exercised Only By the Full Governing Body or Members.

None of the responsibilities in this Paragraph may be further delegated.

Only the Members may:

- Change the Constitution of the Governing Body
- Decide on a change of school category
- Apply to change the governing documents

b. Only the Governing Body may:

- Elect or remove the Chair or Vice Chair of the Governing Body
- Establish committees
- Delegate functions
- Appoint auditors
- Appoint the Company Secretary
- Co-opt persons on to the Governing Body
- Suspend Governors.

c. Additionally the Governing Body has decided not to delegate the following:

- Decide what sex education is to be provided
- Agree any general principles on pupil discipline
- Decide any changes in the times of school sessions and dates of terms and holidays
- Appoint a Headteacher
- Approve the budget
- Ensure that a broad and balanced curriculum is implemented and targets set as required
- Ensure that RE and daily collective worship are provided
- Ensure balance in the presentation of political issues in the curriculum.
- Appoint independent examiners (of private accounts) auditors
- Agree the Annual Report and Accounts

RESPONSIBILITIES OF HEAD	RESPONSIBILITIES OF GOV BODY
Draw up and submit to the Governing Body an annual budget plan (“the budget plan”) for the School’s funds which must conform to DfE requirements. Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set	Consider the annual budget plan (“the budget plan”) proposed by the Headteacher, and to amend the budget plan where appropriate, and to approve the budget plan, and to consider and approve any proposed revisions to the budget plan submitted by the Headteacher during the

by the Governing Body.	course of the year and to consider the delegation of their duties.
To be Accounting officer with the following responsibilities: <ul style="list-style-type: none"> • Ensuring prudent and economical administration • Avoidance of waste and extravagance • Efficient and effective use of available resources • The day to day organisation, staffing, and management of the academy. 	To spend the delegated budget before end of financial year within variance allowed for academies
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Headteacher. If so, decide the amount to be delegated.

HR

Responsibilities of Head	Responsibilities of Governing Body
To advise on staff requirements	To decide the number of staff at the School and the level of the posts.
To advise the Governing Body on the appointment of all teachers To appoint all teachers except those remunerated on the Leadership Pay Spine	To decide the overall procedures for appointing staff, including whether to delegate functions to the Head or Governor(s), taking account of legal requirements. To advertise Headteacher and deputy vacancies nationally, and other vacancies as appropriate. To set up selection panels for Headteacher and Deputy Headteacher posts.
	To conduct interviews and appoint teaching staff (delegated to the Headteacher)
To advise on the appointment of non-teaching staff.	To appoint non-teaching staff. (delegated to the Headteacher)
To make recommendations for teachers' pay progression and other teachers pay related matters.	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Headteacher.
To advise on levels of pay for all teaching and non-teaching staff except his own.	To set the pay of all members of staff, including that of the Headteacher and any Deputy Headteacher, in line with legal requirements.
To advise the Governing Body on adopting effective procedures to deal with incompetent teachers and to keep the Governing Body informed of the general operation of such procedures.	To establish capability procedures to deal with incompetent teachers
To advise on disciplinary rules and procedures and staff grievance	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
To advise the Governing Body on whether anyone employed at the school should be dismissed.	To dismiss an employee.

To advise the Governing Body on payments to be made.	To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment. To decide whether to grant early retirement to teachers.
To suspend staff in appropriate circumstances.	To suspend staff in appropriate circumstances. To end a suspension
To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them.	The instigation of an appropriate pay spine and related procedures for support staff
To evaluate the standards of teaching and Learning in the school and ensure that proper standards of professional performance are established and maintained.	

CURRICULUM

Responsibilities of Head	Responsibilities of Governing Body
To determine, organise and implement an appropriate curriculum for the school. To ensure that a broad and balanced curriculum is implemented in the school	To ensure that the curriculum is balanced and broadly based. To ensure that a broad and balanced curriculum is implemented.
To draw up a policy for the secular curriculum for the school ("the curriculum policy").	To agree, amend or reject the curriculum policy drafted by the Headteacher.
To implement and review the policy once every school year and suggest any necessary changes to the Governing Body	To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Headteacher
To draft a Sex Education Policy	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school.

STANDARDS AND TARGET SETTING

Responsibilities of Head	Responsibilities of Governing Body
To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement.	To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally.

EXCLUSIONS

Responsibilities of Head	Responsibilities of Governing Body
The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently	To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination.

ADMISSIONS

Responsibilities of Head	Responsibilities of Governing Body
The Headteacher may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in-year applications.	The Governing Body is the admissions authority. A school's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements. Separate arrangements apply where a pupil has a statement of special educational needs. Before naming a school on a statement, the LA must consult the Governing Body.

RE AND COLLECTIVE WORSHIP

Responsibilities of Head	Responsibilities of Governing Body
<p>Religious Educaion The Headmaster shall ensure that RE is provided, in accordance with the school's basic curriculum.</p> <p>Collective Worship The Headmaster shall ensure that each pupil shall on each school day take part in an act of collective worship.</p>	<p>The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.</p> <p>The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an act of collective worship each day.</p>

SCHOOL PREMISES

Responsibilities of Head	Responsibilities of Governing Body
<p>Control of school premises Day to day management of the school and day to day charge of who can enter the school premises. To advise Governing Body where appropriate.</p> <p>Health and Safety To comply with Governing Body directions</p>	<p>To control the use of the school premises both during and outside the school day.</p> <p>To decide on what charges to levy where external providers want to use the school premises.</p> <p>To agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety.</p>
<p>Medical Care And School Meals</p>	<p>To ensure pupils take advantage of dental and</p>

To ensure free meals are provided for those pupils whose parents are in receipt of specified benefits	medical care if available. To direct that free meals are provided for those pupils whose parents are in receipt of specified benefits.
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GOVERNING BODY DECISION PLANNER

This Planner shows to which level a governing body may legally delegate functions and the delegation approved by the Governing Body of St Peter's

KEY

Level 1: Members (Mem), Governing Body (GB), Appropriate Panel (Panel)

Level 2: A committee of the governing body, Finance Resources & Premises (FRP), Pay (PAY) Student Welfare & Catholicity (SWC) Teaching Learning & Achievement (TLA) or to that committee containing relevant Link Governor (Link).

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action may be undertaken by this level.

All committees have authority to adopt policies allocated to them.

Action Sheet						
Key Function	No	Tasks	L1	L2	L3	L4
Finance	1	To approve the budget and the mid year revision each financial year	GB			
	2	To monitor income, expenditure, cash flow and the Balance Sheet.		FRP		
	3	Miscellaneous financial decisions (e.g. write offs)		FRP		
	4	To investigate financial irregularities (Head suspected)	Panel			
	5	To investigate irregularities (others suspected)		FRP		
	6	To enter into contracts (above £50000)		FRP		
	7	To enter into contracts (below £50000)				HT
	8	To approve the Financial Procedure Manual			FRP	
	9	To sign the interim financial reports			FRP	
	10	To sign the Annual Report		GB		
	11	To appoint auditors/ Independent Examiners for the A/Cs		Members /GB		

	12	To appoint an External Auditor	GB			
	13	To approve the IA duties and Audit Plan		FRP		
	14	To draw up a Charging and Remissions policy for activities		FRP		
Staffing and Pay	15	Headteacher appointments (selection panel)	Panel			
	16	Deputy appointments (via selection panel)	Panel			
	17	Appoint other teachers				HM
	18	Appoint non teaching staff				HM
	19	Annual Pay Policy incl Allowances Policy		Pay		
	20	Receive Annual Staffing Report		Pay		
	21	Agree Staff Development Plan		Pay		
	22	Pay discretions (the head is not to advise on own pay)		Pay		
	23	Appoint an external adviser to assist with the Head's appraisal		Pay		
	24	Support Staff Pay including consensual variation if necessary.		Pay		
	25	Establishing Disciplinary /Capability procedures	Panel			
	26	Dismissal Head (Discipline Panel)	Panel			
	27	Dismissal other staff (HT
	28	Suspending Head (Discipline Panel)	Panel			
	29	Suspending staff except Head (Discipline Panel)				HT
	30	Ending suspension Head (Discipline Panel)	Panel			
	31	Ending a suspension except head (Discipline Panel)				HT
	32	Determining dismissal payments / early retirement		Pay		
	33	Determining staff complement				HT
Curriculum	34	To draft curriculum model				HT
	35	To implement curriculum model				HT
	36	To agree or reject and review curriculum model				HT
	37	Responsible for standards of teaching				HT
	38	To decide, within agreed curriculum model, which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				HT
	39	Responsibility for individual child's education				HT
	40	Provision of sex education-make and keep up to date written policy				HT
	41	To prohibit political indoctrination and ensuring the balanced treatment of political issues	GB			
Staff Appraisal	42	To agree and review annually teaching and Support Staff Appraisal policies		SWC		
	43	To draft and implement the Staff Appraisal policies				HT
Data Analysis & Target Setting	44	Scrutinise a range of pupil performance data to evaluate the school's performance including the Governors' Data Dashboard	GB	TLA		
	45	To monitor targets for pupil achievement	GB	TLA		
Exclusions	46	To decide a Discipline policy				LINK

	47	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently				HT
	48	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term (see above) or would lose the opportunity to sit a public examination (Can be delegated to Chair/V Chair if urgent)	Panel			
	49	To direct reinstatement of excluded pupils (Can be delegated to Chair/V Chair if urgent)	Panel			
Admissions	50	To consult annually before setting an Admissions Policy		SWC		
	51	To set an Admissions Policy	GB	SWC		
	52	Admissions: application decisions		SWC		
	53	To appeal against LA directions to admit pupil(s)		SWC		
R E	54	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)		SWC		
	55	Decision to provide RE according to original trust deed		SWC		
Collective Worship	56	To ensure that all pupils take part in a daily act of collective worship. The Governing Body is to be consulted		SWC		
	57	Arrangements for collective worship		SWC		
Premises	58	Buildings insurance & Personal Liability – GB to seek advice from Diocese or trustees as appropriate		FRP		
	59	Routing strategy: budgeting for repairs etc and Asset Management Plans		FRP		
	60	Buildings strategy: major new commitments		FRP		
	61	To set a policy and ensure health and safety issues are met		FRP		
	62	To ensure Health and Safety regulations are followed		FRP		
	63	To agree the Health & Safety Manual		FRP		
	64	To set a Security Policy		FRP		
School Organisation	65	To propose any amendments to the Funding Agreement (including the Articles of Association)	GB			
	66	To publish proposals to change category of school*	Members			
	67	To agree a school Action Plan following OFSTED inspection and distribute copies to parents	GB			
	68	To set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year	GB			
Information for Parents	69	To prepare & publish the School Prospectus	GB			
	70	To ensure provision of free school meals to those pupils meeting criteria				HT
	71	Adoption of the Home School Agreement if required.		TLA		
Procedures	72	To appoint (and remove) the chair or vice chair of the Governing Body/a committee	GB			

	73	To appoint and dismiss the Company Secretary	GB			
	74	To hold a Governing Body meeting at least once a double term or more often if required	GB			
	75	To appoint and remove co-opted, including temporary additional co-opted, governors	GB			
	76	To set up a Register of Governors' Business Interests	Clerk			
	77	To discharge duties in respect of pupils with special needs by appointing a "responsible person" (SENCO)				HT
	78	To agree delegation of functions to individuals or committees (as allowed in Law).	GB			
	79	To regulate the GB's procedures (where not set out in Law)	Auditors			
	80	To review annually a year the establishment, terms of reference and membership of committees	GB			
	81	To amend the Risk Register after consulting governors	SBM			
Federations	82	To consider forming a federation or joining an existing federation	GB			
	83	To consider requests from other schools to join the federation	GB			
	84	To leave a federation	GB			
Extended Schools	85	To decide to offer additional activities and to what form these should take	GB			
	86	To put into place the additional services provided				HT
	87	To ensure delivery of services provided				HT
	88	To cease providing extended school provision	GB			
Academy	89	Annual Report to DoE by 4 mths after YE	SBM			
	90	Annual Report to Companies House	Clerk			

ANNEX A TO GOVERNING BODY DECISION PLANNER

THE ROLES OF GOVERNING BODIES

(taken from *Governing Bodies and Effective Schools* DfEE/Ofsted 1995 and *New Regulations and Guidance on the Roles of Governing Bodies and Head Teachers* DfEE 2000.)

Governors have three key roles

- **To provide a strategic view**
- **To act as a critical friend**
- **To ensure accountability**

Provide a strategic view

The Governing Body has important powers and duties but limited time and resources. So it should focus on helping to decide the School's strategy for improvement so that its pupils learn most effectively and achieve the highest standards.

This means:-

setting suitable aims and objectives, agreeing policies, targets and priorities; monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

Governing Bodies should take advice on all of this from the Head before taking their own decisions.

The School Development Plan, School Improvement Plan or post-OFSTED Action Plan, along with agreed policies, will generally provide the strategic framework.

Governing Bodies will need to monitor progress, but are not responsible for collecting monitoring data themselves.

Instead they should agree arrangements with their Headmaster. Governors should agree with their Head and staff a policy on visits they may wish to make to classrooms..

Governor Support has produced some guidance on this.

Working strategically, Governors should then use any monitoring evidence to review and evaluate progress against any targets set to see whether a policy is working or needs changing. The Head can suggest arrangements for monitoring and evaluating particular requirements and policies

As "lead professional" the Head will be responsible for formulating and implementing the policies, for leading the School towards the set targets and for discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on him or her.

Heads should give their Governing Bodies enough information for the Governors to feel confident that those delegated responsibilities - and the Head's own responsibilities - have been met. Governing Bodies should make sure they get enough information to allow them to check on their school's achievements and progress, over time and in comparison with similar schools.

Act as a critical friend

A critical friend offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. It is critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking challenging questions, and pressing for improvement. But a critical friend may also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution. It exists to promote the interests of the school and its pupils.

Ensure accountability

The Governing Body is responsible for ensuring good quality education in the School. The Headmaster and staff report to the Governing Body on the School's performance. It is not the role of Governors simply to rubber-stamp every decision of the Headmaster.

The Governing Body has the right to discuss, question and refine proposals while always respecting the professional roles of the Headmaster and other staff, and their responsibilities for the management of the School.

In its turn, it is accountable to parents and the wider community for its actions and the School's overall performance.

The Headmaster and professional staff are accountable to the Governing Body for the school's performance. The Governing Body must be prepared to explain its decisions.

Extent and limitations of delegation of power of HT and SBM to spend and vire the Budget

Extract of Finance Manual

1.3 DELEGATION OF HEADTEACHER'S RESPONSIBILITIES

1 The Headteacher shall be responsible to the Governing Body for the financial operations of the School. The Headteacher must ensure that adequate operational and internal controls are in place and maintained in accordance with this scheme of delegation and the financial guidelines and procedures.

2 The Headteacher is authorised to delegate the day to day financial operations to the School Business Manager (SBM) who will ensure that full, accurate and up to date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account. The SBM shall ensure that the financial summary and other financial reports are available for scrutiny by the Headteacher and Governors Finance, Resources and Premises Committee (FRPC).

ACCOUNTING AND AUDIT

The Headteacher will also be responsible for the following:

- To ensure that value for money is achieved in the use of all school funds
- To ensure that systems for the protection of the school's assets and resources are in place
- To ensure that systems are in place to raise funds from the parent body and local and national institutions and industries
- To co-ordinate the cycle of meetings between the finance team, the Finance Committee and the Governing Body
- To ensure the efficient preparation and distribution of information from the school to the Governing Body
- To ensure the prompt and accurate communication of information to the Governing Body, about situations which might threaten the financial viability of the school
- To advise the Governing Body of the impact of legislation and Government policy on the financial arrangements of the school
- To maintain systems for the communication of financial information to Staff

BUDGET PROCEDURES

3 The Headteacher will provide guidance to the SBM in relation to the school budget preparation and requirements.

CONTRACTS

4 The Headteacher will oversee the preparation of contracts with suppliers of goods and services to the school in line with the Scheme of Delegation

5 Any two of the following are authorised to open tenders in the presence of each other: (The Chair of Governors also has the right to be present)

- Chair of FRP Committee
- Headteacher
- School Business Manager

PAYMENTS

6 The following members of staff are authorised to confirm receipt goods or services:

- Headteacher
- Members of Leadership Team
- Teaching Staff
- Classroom Support Assistants
- Caretaker

7 The following members of staff are authorised to certify payments
Headteacher; Deputy Headteacher; Assistant Headteacher; Budget Holder; School Business Manager

(NB: The certifying officer shall not be the person who ordered or received the goods)

SALARIES AND WAGES

8 The Headteacher/School Business Manager shall notify the Payroll of any matters affecting payments to employees

9 The following members of staff are authorised to certify pay documents and time records (excluding documents relating to themselves):

Headteacher

School Business Manager

Chair of Governors – relating to Headteacher

Signed Chair of Governors

Signed School Business Manager

1.4 DELEGATION OF SCHOOL BUSINESS MANAGER'S RESPONSIBILITIES

ACCOUNTING

10 The SBM shall be responsible for the operation of financial processes within the school, ensuring that adequate operational and internal controls are in place and maintained in accordance with this scheme of delegation and the financial guidelines and procedures on behalf of and under direction of the Headteacher.

11 The SBM shall ensure that full, accurate and up to date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account. The SBM shall ensure that the financial summary and other financial reports are available for scrutiny by the Governors Finance, Resources and Premises Committee (FRPC).

AUDIT

12 The SBM shall report on progress towards the conclusion of the Audit in a timely manner to the FRPC.

13 The SBM shall ensure that all records and documents are available for audit and arrange for the accommodation of the auditors

BUDGET PROCEDURES

14 The SBM shall notify the Governing Body of variations in the school budget plan, approved by the FRPC.

15 The SBM shall submit all required monthly reports to the Governing Body and the EFA Authority promptly

ORDERS FOR GOODS, WORKS AND SERVICES

16 Three quotations for orders of £5,000 – £20,000 to be obtained and approved by the SBM or Head. Orders of £20,001 and over – 3 quotations obtained and approval required by the Chair of the FRPC.

17 The authorised bank signatories are authorised to issue (sign) orders for goods, works and services up to the value of £20,000 providing point 7 has been completed and evidenced. Orders in excess of £20,001 must be countersigned by the Head or Chair of FRPC.

CONTRACTS

18 The SBM shall be responsible for ensuring that all contracts and agreements conform with the Scheme of Delegation relating to contracts.

19 Any two of the following are authorised to open tenders in the presence of each other: (The Chair of Governors also has the right to be present)

Chair of FRPC
Headteacher
Business Manager

PAYMENTS

20 The following members of staff are authorised to receive goods or services:

Headteacher
Members of Leadership Team

Teaching Staff
Classroom Support Assistants
Caretaker

21 The following members of staff are authorised to certify payments
Headteacher; Deputy Headteacher; Assistant Headteacher; Budget
Holder; School Business Manager

(NB: The certifying officer shall not be the person who ordered or received
the goods)

22 The School Business Manager shall ensure that invoices, vouchers
and other records are retained in a secure way.

SALARIES AND WAGES

23 The Headteacher/School Business Manager shall notify the Payroll of
any matters affecting payments to employees

24 The following members of staff are authorised to certify pay
documents and time records (excluding documents relating to themselves):
Headteacher
School Business Manager
Chair of Governors – relating to Headteacher

INCOME

25 The SBM shall ensure that all income is accurately accounted for,
promptly collected and banked intact

26 The SBM shall ensure that procedures are in place for a suitable
receipt to be given when cash is handed over from one person to another

BANKING ARRANGEMENTS

27 The SBM shall ensure that the school maintain proper records of
account in accordance the Academies Financial Handbook

SECURITY OF ASSETS

28 The SBM oversees a fixed asset register of all items with a value in excess of £1000 such as equipment, vehicles and plant and ensure such items are security marked where appropriate. The value and depreciation will be recorded and the insurance cover reviewed on a regular and timely manner – at least annually. Departments are also required to maintain an electronic stock register which should be checked annually and reported to SBM.

29 The SBM shall ensure that procedures are in place for the receipt, care, safe custody and issue of resources.

30 The SBM shall dispose of unusable or obsolete equipment or materials in accordance with instructions issued by the auditor.

31 The SBM shall maintain a record of all school property removed from the premises and shall ensure that items to be used other than for school business are so used in accordance with his directions and are covered by the school’s insurance policy.

32 Ensure that any asset transactions is compliant with the terms of the Academy’s Financial Handbook and referred to the Secretary of State if appropriate.

Signed Chair of Governors

Signed School Business Manager

APPENDIX AAA APPROVED BY FGB 23 MARCH 2016

<u>Delegated Duty</u>	<u>Value</u>	<u>Delegated Authority</u>	<u>Other Notes</u>	
Ordering Goods & Services (Authorisation of Order)	Up to £1,000	Budget Holder	Must be within allocated budget	
	From £1,000 to £5,000	Budget Holder + SBM	Must be within allocated budget	

	From £5,000 to £20,000	Budget Holder + SBM / HT	Minimum of three quotes to support order. Must be within allocated budget	Notes to be included within financial analysis to support rationale for expenditure
	From £20,000 to £50,000	SBM + HT	Formal tendering process required in accordance with OJEU regulations applied as necessary. (http://www.ojec.com/Thresholds.aspx) EFA recommended Procedures must be followed.	
	Over £50,000	FRP Committee Chair		
Cheque Signatories or Electronic Payment Authorisations	Payments up to and inclusive of £50,000	Two signatures from Authorised Personnel within the Banking Mandate	See Financial Procedures for details of current agreed signatories	
	Payments over £50,000	Two signatures from Authorised Personnel, within the Banking Mandate, one of which must be from List B	See Financial Procedures for details of current agreed signatories	
<u>Delegated Duty</u>	<u>Value</u>	<u>Delegated Authority</u>	<u>Other Notes</u>	
Virements (Increases and Corresponding Decreases between Cost-Centre Budget Allocations)	Up to £10,000	SBM	All Virements are to be reported to the FRP Chair & Committee as an updated budget which would be subsequently reported to the Full GB.	
	Over £25,000	FRP Committee		
Signature of Applications for Grant Funding from the EFA or elsewhere	All Values	HT + others as necessary	HT's signature essential	
Disposal of Assets	Up to £5,000	FRP Committee		
	From £5,000 to £20,000	Full GB		

	Over £20,000	Refer EFA Guidance		
Authority to Write-Off Bad Debts	Up to £1,000	FRP Committee	See Academies Financial Handbook Section 3.6 and Appendix C	
	Over £1,000	Full GB with referral to the Academies Financial Handbook for current EFA limitations		
Raising Debtor Invoices	Up to £10,000	SBM & Finance Staff		
	Over £10,000	SMB + HT		
Transactions requiring EFA Approval:	<p>Set out transactions requiring prior EFA approval to include:</p> <ul style="list-style-type: none"> Novel or contentious payments Purchase, disposal, leasing of land or buildings Granting of lease on schools premises Severance payments Finance leases / Borrowing/ overdrafts <p>Refer to the AFH Appendix C Schedule of Requirements (the musts)</p>			