Delegated Decisons		Members	Trust Board	CEO/Trust Lead	Local Governing Board	Executive Head	Chief Financial Officer (CFO)	Notes
Governance and Strategy of the Trust								
1.1.	Overall Strategy and Vision of Trust including setting of KPIs and milestones to measure performance		Accountable	Responsible			Responsible	*CFO to provide financial advice and assistance in developing plans*
1.2	Admission of new academies into Trust		Responsible	Responsible			Responsible	*CFO to provide financial advice and assistance in completing diligence*
1.3	Entering into Funding Agreements		Responsible	Responsible			Responsible	*CFO to provide financial advice and assistance in completing diligence*
1.4	Entering into leases or other legal arrangements on behalf of the Trust including Acquisitions		Responsible	Responsible				
1.5	Articles of Association agree, review and amend	Accountable and Responsible						
1.6	Approval of school development and improvement plans, including the setting of vision and key performance indicators to measure progress		Accountable	Responsible				
1.7	Appointment and removal of Members	Accountable and Responsible						*Board to make appropriate recommendations*
1.8	Appointment and Removal of Trustees	Accountable and Responsible						*Board to make appropriate recommendations*
1.9	Establish and review Trust Governance structures annually	Accountable	Accountable and Responsible					*Board to make appropriate recommendations*
1.10	Establishing and Approval of terms of reference for Board Sub Committees		Accountable and Responsible					
1.11	Appointment / removal of Chair and Vice Chair of Board		Accountable and Responsible					
1.12	Appointment of Board Committee Chairs		Accountable and Responsible					*Each committee to make recommendation*
1.13	Appointment removal of Co-opted Board members		Accountable and Responsible					
1.14	Agreement of annual schedule of business for Trust Board		Accountable and Responsible					
1.15	Approval of Terms of Reference for LGBs		Accountable and Responsible					
1.16	Recruitment procedures for LGBS		Accountable and Responsible					

1.17	Appointment of LGB members		Accountable and Responsible					
1.18	Appoint Chair of LGB		Accountable and Responsible					
1.19	Appoint Vice Chair of LGB		Accountable and Responsible					
1.20	Removal of LGB members		Accountable and Responsible					
1.21	Appointment of Associate members to LGBs		Accountable and Responsible					
1.22	Appoint and remove Clerk to the Board of Trustees		Accountable and Responsible					
1.23	Appoint and remove Clerk to LGB		Accountable and Responsible					
1.24	Agreement of annual schedule of business for LGB		Accountable and Responsible					
1.25	Establishing Committees / working groups including terms of reference		Accountable and Responsible					*Board only to determine committees*
1.26	Authorised to approve / amend organisational scheme of delegation		Accountable and Responsible					*The LGB will be consulted on changes*
1.27	Register of all business and pecuniary interests for Partners, Trustees, Governors and publication on website		Accountable and Responsible		Responsible			
1.28	Entering into, or withdrawing from, a formal partnership		Accountable	Responsible				
1.29	Making changes of significance to provision of any school in the Trust, for example age range change		Accountable and Responsible					*CEO/LGB/Academy Principal to be consulted and make appropriate recommendations*
	Statutory Policies							
2.1	Child Protection and Safeguarding		Accountable	Responsible	Monitoring	Implementation		*Head of School is responsible for the implementation of all Trust policies. The LGB are responsible for the monitoring of all policies*
2.2	Early Years Foundation		Accountable	Responsible	Monitoring	Implementation		
2.3	Allegations of Abuse Against Staff		Accountable	Responsible	Monitoring	Implementation		
2.4	Supporting Children with Medical Conditions		Accountable	Responsible	Monitoring	Implementation		
2.5	Special Educational Needs		Accountable	Responsible	Monitoring	Implementation		
2.6	Sex Education		Accountable	Responsible	Monitoring	Implementation		
2.7	Discipline and Grievance		Accountable	Responsible	Monitoring	Implementation		
2.8	Data Protection		Accountable	Responsible	Monitoring	Implementation		
2.9	Health and Safety		Accountable	Responsible	Monitoring	Implementation		
2.10	Admissions		Accountable	Responsible	Monitoring	Implementation		
2.11	Accessibility and Action Plan		Accountable	Responsible	Monitoring	Implementation		
2.12	Behaviour		Accountable	Responsible	Monitoring	Implementation		
2.13	Recruitment and Vetting		Accountable	Responsible	Monitoring	Implementation		

Ref	Item						Notes
2.14	Complaints		Accountable	Responsible	Monitoring	Implementation	
2.15	Freedom of Information		Accountable	Responsible	Monitoring	Implementation	
2.16	Equality Information and Objectives		Accountable	Responsible	Monitoring	Implementation	
2.17	School Information published on a Website		Accountable	Responsible	Monitoring	Implementation	
2.18	Acceptable Use		Accountable	Responsible	Monitoring	Implementation	
	Curriculum						
3.1	Approval and monitoring of Trust and academy targets for student achievement and attendance		Accountable	Responsible			
3.2	Approval and monitoring of Trust and academy targets for quality of teaching and learning		Accountable	Responsible			
3.3	Approval and monitoring of Trust and academy targets around student wellbeing		Accountable	Responsible	Responsible	Responsible	
3.4	Post-Ofsted Academy Action Plan sign off			Accountable and Responsible			
3.5	Curriculum: Planning, implementation and review			Accountable	Monitoring	Responsible	
3.7	Sign off of local academy educational policies and procedures (for example, extra curricular activities, examinations, behaviour, marking policies)			Accountable and Responsible			
3.7	Academy Term dates		Accountable and Responsible	Accountable and Responsible			
3.8	Length / Organisation of Academy day		Accountable and Responsible	Accountable and Responsible			
3.9	Fixed term exclusions		Accountable	Responsible	Monitoring	Responsible	
3.10	Permanent exclusions		Accountable	Responsible	Monitoring	Responsible	
3.11	Exclusion appeals		Accountable	Responsible	Monitoring	Responsible	
3.12	Admission appeals		Accountable	Responsible	Monitoring	Responsible	
	Finance						
	STATUTORY REPORTING						
4.1	Completion and approval of annual report, annual accounts and reports to funding and regulatory bodies		Accountable	Responsible		Responsible	*CFO To provide assistance*
4.2	Completion and submission of other accounting returns to maintain compliance.		Accountable	Responsible		Responsible	*CFO To provide assistance*
4.3	Completing annual and periodic financial reports to Board and/or DFE (including income/expenditure, cash flow, projections etc).		Accountable	Responsible		Responsible	*CFO To provide assistance*
4.4	Authorised to complete PAYE returns			Accountable		Responsible	
4.5	Authorised to complete VAT returns.			Accountable		Responsible	
	SYSTEMS OF INTERNAL FINANCIAL CONTROL						

Ref	Activity						Notes
4.6	Approval of Internal financial regulations in accordance with DfE EFA requirements	Accountable	Responsible				
4.7	Assurance over adequacy of systems of internal financial control	Accountable	Responsible				
4.8	Trust Charging and Remission Policy	Accountable	Responsible			Responsible	
4.9	Appointment of internal auditors, and response to Audit reports.	Accountable	Responsible			Responsible	
4.10	Approving of Lettings Policy and associated fees		Accountable			Responsible	
4.11	Investigating Issues of Financial irregularity	Accountable	Responsible				*Must comply with reporting requirements as per the Academies Financial Handbook*
	BUDGET and MANAGEMENT REPORTING						
4.12	Approval of annual budget for Trust	Accountable and Responsible	Responsible			Responsible	*CFO to develop recommendations*
4.13	Receipt and review of management accounts	Accountable	Responsible			Responsible	*CFO responsible for production*
4.14	Approval of Trust central budget and academy contributions to the Trust	Accountable and Responsible	Responsible			Responsible	*CFO to develop recommendations*
4.15	Authority to make budget virements		Accountable			Responsible	*See financial delegations*
	PURCHASING and PROCUREMENT						
4.16	Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures		Accountable			Responsible	
4.17	Placing orders for goods and services, entering into contracts		Accountable		Responsible	Responsible	*Set levels for individual schools*
4.18	Authorisation of Payments on receipt of invoice in accordance with internal policy		Accountable		Responsible	Responsible	*Set levels for individual schools*
4.19	Purchasing - Authorised to create vendors on accounting system		Accountable			Responsible	
	BANKING AUTHORITY and CASH MANAGEMENT						
4.20	Approval to borrow money	Accountable and Responsible					*CFO to provide financial advice (subject to EFA)*
4.21	Cashflow Management, Treasury and Investment decisions	Accountable and Responsible				Responsible	*CFO to provide financial advice*
4.22	Approval of applications for Purchasing Cards	Accountable	Responsible			Responsible	
4.23	Open a bank account and approve signatories	Accountable	Responsible			Responsible	
	TRANSACTION PROCESSING						
4.24	Payroll - starters, leavers and amendments		Accountable			Responsible	
4.25	Payroll - Administration		Accountable			Responsible	
4.26	Establishing policy and procedures for Trustees and staff to claim expenses	Accountable	Responsible			Responsible	
4.27	Control account reconciliation		Accountable			Responsible	
4.28	Write-off bad debts in line with agreed controls and policy	Accountable	Responsible			Responsible	*Set appropriate limits*
	FIXED ASSETS						

4.29	Management of capital projects in accordance with agreed financial procedures			Accountable			Responsible	
4.30	Establish and maintain Asset Register in accordance with financial procedures			Accountable			Responsible	
4.31	Ensure the Disposal of Assets complies with agreed controls		Accountable	Responsible			Responsible	
4.32	Management of trust risk; establish register, review and monitor		Accountable	Responsible			Responsible	
4.33	Management of Academy risk; establish register, review and monitor			Accountable	Responsible	Responsible	Responsible	
	INSURANCES							
4.34	Ensure appropriate Insurance arrangements are in place to protect the assets of the Trust			Accountable			Responsible	*CFO to provide proposals*
	HUMAN RESOURCES							
5.1	Approval of overall staff establishment for the Trust		Accountable	Responsible			Responsible	*Requires board approval, CFO to provide financial advice*
5.2	Approval of Staffing establishment for individual Academy in the Trust		Accountable	Responsible			Responsible	*Requires board approval, CFO to provide financial advice*
5.3	Authorised to Increase Academy/Organisational Headcount within existing staffing budget			Accountable and Responsible				*CFO to provide financial advice, agreed budget not to be exceeded*
5.4	Job Description sign off and agreement of terms of employment including appropriate grading			Accountable and Responsible				
5.5	Authorised to agree/vary employment Terms and Conditions			Accountable and Responsible				
	Recruitment and Appointment of Staff							
5.6	Appointment of CEO		Accountable and Responsible					
5.7	Appointment of CFO		Accountable and Responsible					
5.8	Appointment of Executive Headteachers/Headteachers		Monitoring	Accountable and Responsible				
5.9	Appointment of Deputy or Vice Principal		Monitoring	Accountable and Responsible				
5.10	Appointment of other Senior Leaders			Accountable and Responsible	Monitoring	Responsible		
5.11	Appointment of other Teaching Staff			Accountable and Responsible	Monitoring	Responsible		
5.12	Appointment of Associate Staff			Accountable and Responsible	Monitoring	Responsible		

Ref	Description							
5.13	Recruitment processes and compliance with policy		Accountable	Responsible	Monitoring	Responsible		
5.15	Signing of employment contracts			Accountable and Responsible				
	Pay Policy							
5.16	Annual approval of pay policy, including pay awards, pay point values, etc		Accountable	Responsible				
5.17	Determination of pay ranges		Accountable	Responsible				
5.18	Appointment outside range in salary structure		Accountable	Responsible				
5.19	Allocation of TLR / SEN values			Accountable and Responsible		Responsible		
5.20	Value of other discretionary allowances			Accountable and Responsible		Responsible		
5.21	CEO Appraisal and any subsequent remuneration		Accountable and Responsible					
5.22	Executive Headteacher appraisal and subsequent remuneration		Accountable	Responsible				
5.23	CFO Appraisal and subsequent remuneration		Accountable	Responsible				
5.24	Teaching staff objective setting and performance appraisal			Accountable		Responsible		
5.25	Associate staff objective setting and performance appraisal			Accountable		Responsible		
5.26	Performance management appeals Academy Principals and CFO		Accountable and Responsible					
5.27	Performance Management appeals all staff		Accountable	Responsible	Monitoring			
	Pension Policy and Discretions							
5.28	Handling of all pension matters (teachers and support staff)			Accountable			Responsible	
	Operation of Policies							
5.29	Approval of Trust employment policies		Accountable	Responsible				
5.30	Approval of formal restructure plans		Accountable	Responsible				
5.31	Approval of severance or redundancy agreements		Accountable and Responsible	Accountable and Responsible				*Not EFA guidelines*
5.32	Authority to issue warnings or other disciplinary measures except dismissal			Accountable		Responsible		
5.33	Authorisation of settlement agreements		Accountable and Responsible		Monitoring			
5.34	Suspension of staff			Accountable and Responsible				
5.35	Reinstatement of staff		Accountable	Responsible	Monitoring			
5.36	Dismissal of staff		Accountable	Responsible	Monitoring			

No.	Detail							Notes
5.37	Dismissal suspension reinstatement of CEO		Accountable and Responsible					
5.38	Dismissal suspension reinstatement of CFO		Accountable and Responsible					
5.39	Appeals		Accountable	Responsible				
	Trust Infrastructure							
6.1	To establish and implement premises development and maintenance plan		Accountable	Responsible		Responsible	Responsible	*CFO/ head of School to make recommendations*
6.2	Ensuring compliance of health and safety practice throughout Trust meeting legislative requirements		Accountable	Responsible	Monitoring	Responsible	Responsible	*LGBs are responsible for monitoring Academy plans*
6.3	Critical incident planning		Accountable	Responsible	Monitoring	Responsible	Responsible	*LGBs are responsible for monitoring Individual Academy plans*
6.4	General monitoring and action plans in relation to safety of sites including buildings condition		Accountable	Responsible	Monitoring	Responsible	Responsible	*LGBs are responsible for monitoring Academy sites*

Schedule of EFA Delegations Academies Handbook effective sept 2016			
Subject	**Detail**	**Delegation**	**Financial Handbook reference**
Novel and contentious	Novel and contentious transactions	EFA agreement required	3.3
Borrowing	Bank or sponsor loan, overdraft	EFA agreement required	3.4
	Credit Cards (for business use only)	Trust discretion	3.4
Leasing	Taking up finance lease	EFA agreement required	3.9.3
	Taking up a leasehold on land and buildings	EFA agreement if lease term 7 years or more	3.9.3
	Taking up operating leases	Trust discretion	3.9.2
	Granting a lease on land and buildings	EFA agreement required	3.9.3
Write Offs and liabilities (£250 000 ceiling)	Writing of debts and losses	EFA consent required if transactions exceed 1% of annual income or £45 000 individually; or 2.5% or 5% of annual income cumulatively. Subject to £250 000 limit)	
	Entering into guarantees, indemnities or letters of comfort		3.6
Special Payments	Staff severance compensation	EFA agreement required if payment £50 000 or more	3.7.6 & 3.7.10
	ex gratia	EFA agreement required	3.7.15
Acquisition and disposal of assets	Acquiring a freehold on land and buildings	EFA agreement required	3.8.1
	Disposing of a freehold on land and buildings	EFA agreement required	3.8.1
	Disposing of heritage assets	EFA agreement required	3.8.1
	Disposal - not land, buildings or heritage	Trust discretion	3.8.2
GAG	pooling by multi academy trusts	No limits if trust eligible	3.10.5
	GAG carry forward	No limits if trust eligible	3.10.2

Authorisation Limits				
These limits are taken from the Financial Regulations that were approved by the Board:	**June 2020**			
Expenditure Limits				
Site Manager (emergency minor building repairs)	up to	£500		
Chief Finance Officer	up to	£5,000		
Chief Executive Officer	from	£5,001	to	£30,000
Board	over	£30,000		
Cheque Signatories				
Two signatories from authorised list for all payments				
Virement				
Business Manager/Director of Finance	up to	£500		
Chief Executive Officer	from	£501	to	£5,000
Board	over	£5,001		
Writing Off Bad Debts				
Chief Executive Officer	up to	£500		
Board	over	£500		
Prior approval of Education Funding Agency for writing off and losses over delegated limits (per Academies Financial Handbook)				
Disposal of Assets				
Chief Executive Officer	upto	£500		
Board	over	£500		
(and where sale not by public auction/competitive tendering)				
Other Limits				
Mileage Allowances	HMRC			
Petty Cash	£20			
Safe Cash limit	In line with insurance arrangements			
Ordering				
3 competitive quotations	from	£5,000	to	50,000
Tendering and Specification	over	£50,000		
Tendering and OJEU	Limits as per current EU Legislation			
Asset Register				
Capitalisation	(to agree with accountants)			

Authorisation Limits				
These limits are taken from the Financial Regulations that were approved by the Board:	**June 2020**			
Expenditure Limits				
Headteacher	up to	£5,000		
Chair of Local Governing Body	from	£5,001	to	£30,000
Board	from	£30,001		
Cheque Signatories				
One signatory	up to	£500		
Two signatories	from	£501	to	£30,000
(and all Staff reimbursement)				
Virement				
No limits proposed				
Writing Off Bad Debts				
Local Governing Board	up to	£100		
Board	from	£101		
Disposal of Assets				
Headteacher	up to	£100		
Local Governing Board	from	£101	to	£500
Board	over	£500		
Other Limits				
Mileage Allowances	HMRC			
Petty Cash	£20	per transaction		
Safe Cash Limit	In line	with insurance arrangements		
Ordering				
Three competitive quotations	from	£5,000	to	£30,000
Board	over	£30,001		
Asset Register				
Capitalisation				