

The Heath Academy Trust

Scheme of Delegation Policy



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Heath Academy Trust
St James First School and Nursery
Park Lane
Alderholt
SP6 3AJ

Registered in England and Wales
Registration number: 0980985

Introduction

The Heath Academy Trust is a Charitable Trust which manages six schools in the East Dorset area. The schools are part of the Trust and the management and staff of the schools are employees of the Trust. The Trust's affairs are overseen by a Board of Trustees, which is legally accountable for all decisions made, including those delegated to its subcommittees such as school Local Governing Committees (LGCs). LGCs are Trust Committees and watch over the schools' activities, progress and standards. Specialist sub-committees, such as Finance and Audit, focus on those specialist subjects and report to the Board.

All of the Trust's responsibilities and activities, including those of the LGCs, are documented in three government publications which are updated annually:

- School Inspection Handbook
- Academies Financial Handbook
- Governance Handbook

What is the Scheme of Delegation?

The Scheme of Delegation is a document which sets out the relationships between and the responsibilities of the Trust's Board, its executives and its Committees (including the local governors). The Scheme of Delegation is set out in the Policy as a table which defines these responsibilities and for financial activities it places financial limits on the authorities delegated.

Part One of the Policy, Rules of Delegation, covers:

1. Roles and Responsibilities
2. Strategy
3. Governance
4. Staff Management, Policies and Pay
5. Financial Governance & Management
6. School Policies and Procedures

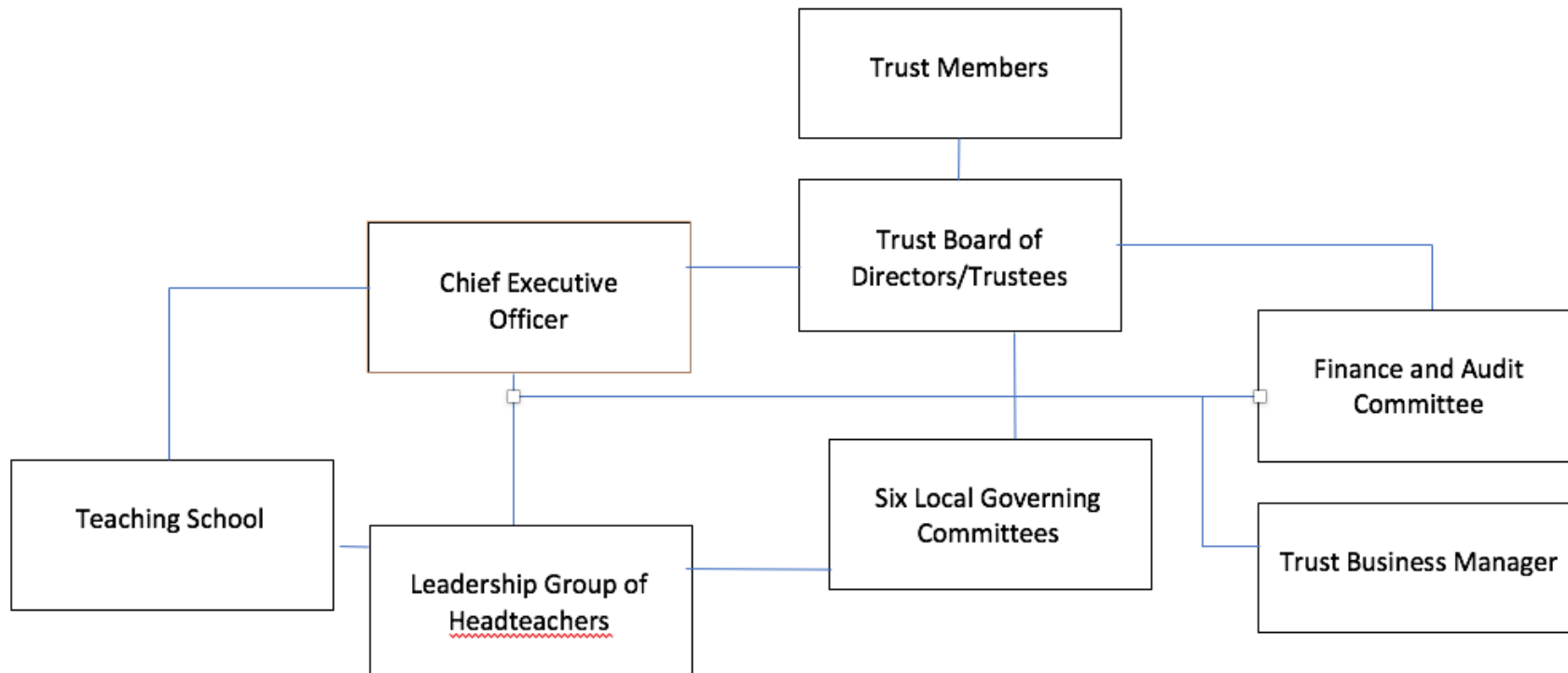
Part Two of the Policy, Financial delegation, covers:

1. Ordering Goods and Services
2. Disposal of Assets
3. Bad Debt Write-off
4. Preparation / Approval of Returns
5. Capital Grant Approval
6. Accruals and Prepayments

7. Internal Bank Transfers

The Scheme of Delegation enables the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency (ESFA), Charities Commission, HMRC and Companies House, plus the Diocese of Salisbury for the Church of England schools, whilst also ensuring that it is managed in a secure and appropriate way.

Our Organisation Map



1. Roles and responsibilities

The role of the members

The members of the trust are guardians of the governance of the Trust and as such have a different status to trustees. Originally they will have been the signatories to the memorandum of association and will have agreed the Trust's first articles of association and will also approve any amendments made to the Articles of Association. The members appoint trustees to ensure that the Trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Members appoint the Trust's auditors and receive the Trust's audited annual accounts. According to our Articles of Association, there must be at least three members.

The role of trustees

Heath Academy Trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably.

The trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and Articles of Association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. It is the employer of every member of staff. The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

The role of the finance and audit committee

In line with The Academies Financial Handbook, the Board of Trustees has a finance committee to which the Board delegates financial scrutiny and oversight and a separate audit committee. Decisions made will be deemed decisions of the Board of Trustees. The Board of Trustees will appoint board committee chairs and committee members according to their skills. The finance and audit committee is responsible for internal audit and control.

The Chief Executive Officer

The CEO has the delegated responsibility for the operation of the Trust including the performance of the Trust's schools and so the CEO performance manages the school headteachers alongside consultation with the chair of the relevant Local Governing Committee. The CEO is the accounting officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money. The CEO has specific personal responsibility to Parliament and to the ESFA Accounting Officer. The CEO leads the executive management and leadership teams of the Trust.

The role of the Local Governing Committees (LGC)

The trustees have established local school committees to carry out some of its school level governance functions. Delegated functions include:

Building an understanding of how the school is led and managed;

Challenging and supporting the headteacher in relation to pupil progress and attainment;

Monitoring whether the school is: working within agreed policies; meeting the agreed targets; managing its finances well; engaging with stakeholders;

Being a point of consultation and representation;

Being a link for parent representation in the school;

Reporting to, and supporting the aims of, the Board.

The role of the headteacher

The school headteacher is responsible for the day to day management of the school and is managed by the CEO but reports to the Local Governing Committee on matters which have been delegated to it which may include an element of monitoring and scrutiny of the school's management processes. The headteacher is responsible for the performance management of school staff but is likely to delegate some aspects to other school leaders.

2. Strategy

Task	Notes	Members	Trust Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
Approve Growth Plan			✓					
Approve admission of new schools to the Trust			✓					
Approve new convertor or sponsored academies joining Trust			✓					
Approve and monitor Trust Business/ Strategic Plan			✓				Consult	
Individual annual School Development Plans			Receive			Consult		✓
Pupil attainment and standards data			Receive					

3. Governance

Task	Notes	Members	Trust Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
Approve and amend Trust Articles of Association		✓						
Appointment of Trustees to the Board		✓	Recommend					
Approve Board of Trustees Terms of Reference			✓					
Approve/change Trust Scheme of Delegation			✓	Consult		Consult	Consult	
Establish/maintain Trust Committees (including LGC) and Terms of Reference			✓			Consult		Establish/maintain LGC
Establish LGC working groups						✓		
Appoint (and remove) Board of Trustees Chair and Clerk			✓					
Appoint and remove LGC Chair and Clerk			In exceptional circumstances			✓		Consult
Appoint (and remove) LGC members						✓		Consult
Appoint (and remove) Foundation LGC members		✓ Diocesan member				Consult		Consult
Appoint (and remove) Chair(s)/Vice Chairs of Trust Committees (other than LGC)			✓					
Appoint (and remove) Trust Committee members (other than LGC)			✓					
Organise calendar of Board of Trustees meetings			✓					
Organise calendar of LGC meetings						✓		
Maintenance of business interests					✓ Clerk	Clerk to maintain		
Change the company name		✓	Consult			Consult		

	Task	Notes	Members	Trust Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
	Headteacher report to local governors						Receive		✓
	School risk register						✓		
	Trust risk register			✓		✓ TBM			
	Trust wide policies: safeguarding; SEND; H&S statement			✓					
	Trust Business Continuity Plan			✓					
	School Health & Safety Procedures			Monitor LGC checks			Monitor		✓
	Health and safety requirements and procedures			✓			Monitor		
	Complaints Policy and Procedures			✓					
	Code of Conduct			✓			Abide by		
	Skills Audit			✓ Undertake			Undertake		
	Annual and periodic evaluation of governing effectiveness			✓			Consult		

Consult: discussion, views, feedback and thought to support the decision maker in coming to their conclusion. Monitor: check that agreed procedures or policies are in place. Develop: Advance a policy and procedure. Recommend: Advise

4. Staff Management, Policies and Pay

Task	Notes	Members	Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
Pay Policy			✓		Consult			
Safeguarding Policy			✓			Monitor	Consult	
Changes to Employee Terms & Conditions or Collective Agreements			✓					
Adoption of Transferring Policies and Collective Agreements			✓					
CEO Performance Management and Performance Pay Award			✓					
Headteacher Performance Management/Performance Pay Award				✓		Consult		
Teachers Performance Management and Pay Award						Monitor		✓
Support Staff Performance Management and Pay Award						Monitor		✓
Trust Support Staff Performance Management and Pay Award				✓				
Performance Management Policies			✓			Monitor		
Inflationary pay awards			✓					
HR policies: Re-structuring & Redundancy Policy; Capability; Disability; Grievance; Stress Management; Appraisal, Whistleblowing			✓			Monitor		

Task	Notes	Members	Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
CEO/Accounting Officer appointment			✓					
Trust Business Manager/Chief Financial Officer appointment			✓	Consult				
Company Secretary			✓					
Headteacher appointment			✓	Recommend		Consult		
School senior leadership appointments				Consult		Consult		✓
Teaching and support staff appointments						Consult		✓
Suspension, return of CEO after suspension and dismissal			✓					
Performance management of CEO			✓					
Performance management of headteachers			Consult	✓		Consult		
Suspension, return after suspension and dismissal of headteacher			Consult	✓				
Suspension and return after suspension of teaching and support staff				Consult		Consult		✓
Suspension and return after suspension and dismissal of trust support staff			Consult	✓				
Dismissal of staff			✓ in line with Trust policies					
Restructure or redundancy of staff			✓	Consult		Consult		Recommend
School staff complement, structure and grades						Consult		✓
Deployment of school staff								✓

5. Financial Governance & Management

Task	Notes	Members	Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
Trust & School Financial Regulations, Procedures and Policies			✓			Monitor		
Appoint Trust auditors			✓					
Trust and school budget plans and forecast returns			✓					
School top-slice/recharge			✓					
Monitor monthly Trust accounts			✓					
Trust Annual Accounts		✓						
Annual Trustees Report to....			✓	Consult				
Trust Accounts Return to ESFA			✓					
Response to Auditor's Management Letter			✓	Consult				
Pension Annual Return			✓					
Inflationary pay increases			✓					
Trust and school YTD & Interim reports				Monitor		Monitor		✓
Approve Trust wide contracts					✓			Consult
Approve school based contracts						Consult		✓
Investment of Trust and school funds			✓		Monitor			
Maintain up to date Trust information on GIAS					✓ TBM			
Maintain up to date school information on GIAS								✓
Approve Trustee & Governors Expenses Policy			✓					
Fixed Asset Registers					✓ TBM			

6. School Based Policies & Procedures

Task	Notes	Members	Board	CEO	Finance and Audit	LGC	Leadership Group	Headteacher
School attainment and standards and statutory attainment				Consult		Monitor		✓
School Inset Days				Consult			Consult	✓
Change of school age range			✓	Consult				
Expansion and reduction of school PAN			✓ Inform	Consult		✓		Recommend
Expansion or extension of provision for a school			✓					
School Child Safeguarding Procedures						Monitor		✓
School Attendance Policy, Plan and Procedures				Consult		Monitor		✓
School Pupil Premium Impact Statement						Monitor		✓
School Pupil Behaviour & Exclusions Policy						Monitor		✓
Short-term exclusion and return				Consult		Monitor		✓
Permanent exclusions				Consult		Monitor		✓
Appeals against permanent exclusion			Inform	Consult		✓		
School Admissions Policy and allocation of places						Monitor		✓
Admissions Appeals								✓
School website, uniform, logo & branding								✓
Extended services on-site								✓
School resources and equipment						Monitor		Approve
School Teaching & Learning Policy						Monitor		✓
School curriculum Policies						Monitor		✓
School Sex Education Policy						Monitor		✓
School Religious Education Policy						Monitor		✓
School SEN & Inclusion procedures						Monitor		✓

School Behaviour Policy						Monitor		✓
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Part 2 Financial Scheme of Delegation

1. Ordering Goods and Services

Process	Value	Delegated Authority
Order Approval	£1 to £3,000	Budget Holder
Order Approval	£3,000 to £5,000	As above plus headteacher for the school, or Trust Business Manager and one trustee for the Trust
Order Approval	£5,000 to £10,000	As above plus the LGC, or CEO for the Trust
Order Approval	£10,000 to £20,000	<p>School: provided that the project is within Board approved plans, funds are currently available (allowing for other commitments), and reserves are not depleted unacceptably as a result of the spend, approval is by Headteacher and LGC.</p> <p>Trust: provided that the project is within Board approved plans, funds are currently available (allowing for other commitments), and reserves are not depleted unacceptably as a result of the spend, approval is by the CEO.</p>
Order Approval	Over £10,000	Projects that are not within Trust approved plans, where funds are not immediately available after allowing for other commitments, or where the spend would deplete reserves unreasonably, must be reviewed by the Finance/Audit Committee

		then referred to the Board of Trustees. See the Important Notes on page 10.
Best value evidence and / or quotes required	£3,000 to £25,000	For all spend over £3,000 see the latest Tendering Policy for approval conditions.
Formal Tender Process required	Over £25,000	Trust Board of Trustees would oversee process usually in conjunction with a specialist. See the latest Tendering Policy.
Authority to accept other than lowest quote		Next person on procurement chain. e.g. If the budget holder is the headteacher, the Chair of the LGC approval must be obtained.
Authorised limit on charge cards (to be used for on-line and other purchases) Authorised limit on debit cards (to be used only for obtaining cash for petty cash purposes)	£2,000 £1,000	In accordance with ESFA guidelines charge cards and debit cards will only be used as a last resort for the purchase of goods and services and with the authority of a signed purchase order
<u>Bank Signatories</u> To be decided locally in accordance with local bank mandate		Any two may sign in payment of expenditure with appropriate level of authorisation as detailed above

2. Disposal of assets

Value	Delegated Authority	Additional Guidance
£1 to £500	Headteacher	
£500 to £3,000	Local Governing Committee	
£3,001 and above	Board of Trustees	

3. Write off bad debts

Value	Delegated Authority	Additional Guidance
Up to £200	Headteacher	Maximum £1,000 pa
£200 to £500	Local Governing Committee	Maximum £2,000 pa
£501 and above	Local Governing Committee	These must be reported to the Finance/Audit Committee of the Board of Trustees

4. Preparation/Approval of returns

Return	Delegated Authority	Additional Guidance
VAT Return	Trust Business Manager	Consolidated VAT returns will be completed by the TBM and submitted under VAT 126 reclaim scheme.
Bank Reconciliation	Headteacher	To be prepared monthly and signed off in line with monthly deadlines
Budget Forecast Return	Accounting Officer	Budgets will be prepared locally and approved by LGC prior to being consolidated by the Trust Business Manager. The Trust budget forecast will be submitted to the ESFA by the TBM and approved by the CEO on behalf of the Trust
Risk Register	Trust	To be updated and submitted at least termly to Trust Board for approval

Financial Reporting	Headteacher and TBM	Monthly budget monitoring will be carried out at School level. Consolidated monthly management reports will be produced by the TBM.
Accruals and prepayment limit	£500	Accruals and prepayments will be included in monthly and annual accounting procedures only when the value of the adjustment exceeds £500
Fixed Asset Register	Headteacher and Trust Business Manager	To be maintained in accordance with Trust accounting policies and reviewed at least annually.
Register of Business Interests	Local Governing Committee for schools and Board for Trust	Updated as required and reviewed at least annually. Must be available on the websites.
Gifts and Hospitality Register for gifts received	Local Governing Committee for schools and TBM for the Trust	To be maintained in accordance with the Gifts and Hospitality policy
Gifts and Hospitality offered	Gifts approved by the CEO, hospitality by the Board	Proposals to offer gifts or hospitality must be made in accordance with the Gifts and Hospitality Policy
Business Continuity Plan	Local Governing Committee for schools, and the Board for the Trust	To be stored centrally in a form accessible by schools and Trust

5. Capital Grant Project Approval

Value	Delegated Authority	Additional Guidance
Up to £10,000	Headteacher and LGC	Provided that the School's Capital Grant Funds are available to fund the project, which must be part of the approved School Development Plan. All approvals above £25,000 must be reported to the Finance Committee, and where assets are purchased, added to the Fixed Asset register as per Financial Regulations.
All others above £10,000, i.e. where not funded from approved capital grants.	Trust Board	Reviewed by the Finance/Audit Committee first.

6. Accruals and Prepayments

Value	Delegated Authority	Additional Guidance
£>500	FO/Trust Business Manager	Monthly accrual level

7. Internal Bank Transfers

Value	Delegated Authority	Additional Guidance
Any amount transferred between Trust's and School's bank accounts	Trust Business Manager and one Board Director with bank signatory powers	Access to the Trust's bank accounts for any transfer must be approved by two separate officers, acting independently.

Important Notes:

1. Approval by the Board of Trustees

Where matters are referred to the Board of Trustees for approval, or the CEO or other members of the Board require approval for matters raised by them, approval would normally be considered and granted if appropriate at the next Board meeting.

In some circumstances, timing may be such that waiting for a full Board meeting approval may introduce unacceptable delays.

In this situation, and provided that certain conditions are true, the approval should be considered by the CEO, the Chair of the Board or one other trustee, and ratified at the next Board meeting.

The conditions that must prevail are as follows:

The matter being approved must be:

- within or closely associated with the strategic activity defined in the Trust's Business Plan, or
- a matter previously discussed and agreed as strategic by the Board, or
- a matter for which timing is of critical importance which would otherwise have been agreed by the Board at the next meeting.

2. Exceptional Items

The Trust board must obtain approval from ESFA:

- where it is considering entering into liabilities such as leases or tenancies beyond delegated limits.
- before making any novel or contentious payments.

The Board of Trustees must also report to the ESFA any instances of fraud or theft above £5,000 against the Trust whether by employees, trustees or third parties, or where fraud is unusual or systematic in nature.

The Board of Trustees must also seek approval for payment of severance above the current limit as detailed in the Academy Financial Handbook.