



The Forge Trust Scheme of Delegation 2023-24

Vision:

*Every child makes good progress in all subjects;
all teachers are committed to personal improvement and fulfil their responsibilities;
all children receive a broad and balanced curriculum;
all academies strive to be outstanding.*

Explanation of Abbreviations

These are the abbreviations used in this document:

CEO Chief Executive Officer

CFO Chief Financial Officer

FD Finance Director

ESLT Executive Senior Leadership Team
(CEO, FD, Director of Strategy, Director of Education)

APB Academy Partnership Board

The Forge Trust General Principles

It is The Forge Trust's stated intention and preference that:

- The CEO/Executive Leadership Team will work collaboratively and in partnership with the Trustee Board to set the strategic direction of both the trust and the individual academies within the trust;
- The Trustee Board and Executive Senior Leadership Team will work collaboratively and in partnership at all times;
- The Trustee Board and the CEO will work collaboratively and in partnership to maintain The Forge Trust's high performance. The Trust Board will line-manage the CEO providing support and appropriate challenge;
- The Trustee Board will make strategic decisions, following consultation with ESLT, Principals and Academy Partnership Boards, on matters which affect individual academies and academies across the trust.
- The ESLT (Executive Senior Leadership Team) consists of the CEO and Directors for Education, Finance and Strategy. Regular meetings will inform the Principals' monthly meetings, phase designation of academies and resulting QA
- The CEO or designated member of ESLT will lead Academy Partnership Boards;
- Principals of academies within the Trust should have a degree of autonomy in line with the phased approach outlined in the Trust Approach to school improvement.
- Principals of academies will have full delegation of responsibility and decision making for the leadership and management of the academy and for setting the strategic direction in consultation with ESLT and in line with the phase designation of their academy. Principals are responsible for the day-to-day operations of their academies, unless there is a cause for concern;
- The Trustee Board will delegate the monitoring and evaluation of the performance of academies to the ESLT;
- The Trustee Board (in consultation with ESLT and in line with HR guidance) will take action, including the full or partial withdrawal of delegated authorities to Principals should these individuals fail to carry out their duties and responsibilities effectively;
- The Trustee Board will require regular updates for the performance of each academy from the CEO
- Academy Partnership Board meetings will take place in line with the phase of support identified through the Trust's approach to School Improvement. N.B. a minimum of once each year for each academy as part of the cycle of school improvement.
- The Principal Review Meetings take place monthly to provide support and appropriate challenge. These will also provide opportunities for Principals to contribute to trust development and act as sounding boards for ESLT and be a source of support for each other. The Chair of Trustees may attend these meetings as link between Principals and the wider trust board.

Members

Purpose

- Are the subscribers to the memorandum of association (where they are founding members)
- May amend the articles of association subject to any restrictions created by the funding agreement or charity law
- May, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed
- Have powers to appoint trustees as set out in the trust's articles of association and powers under the Companies Act 2006 to remove trustees
- May, by special resolution, issue direction to the trustees to take a specific action
- Appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act)
- Have power to change the company's name and, ultimately, wind it up.

The trust currently has 6 members.

Terms of Reference for The Forge Trust Board of Trustees and its Committees

The Forge Trust Board will fully consult the ESLT (Executive Senior Leadership Team) before putting in place any arrangements which directly affect individual academies and before taking any decisions on policy and procedural matters except where there is a legal or pressing safeguarding requirement to do so.

The Board

Purpose

To:

- Ensure the Trust's compliance with charity and company law, its memorandum and Articles of Association, all other applicable legislation, and DfE and ESFA requirements relating to the Trust and its academies;
- Ensure proper and regular use of public funds and compliance with the Funding Agreement. Ensure the Trust is solvent, well run, and meets the needs of pupils and staff in its academies.

- Ensure the Trust acts in accordance with its constitution and powers, promotes the success of the Trust, and exercises sound judgement and diligence in all of its affairs;
- Ensure all trustees are skilled in understanding, interpreting and comparing school/academy performance data and are kept fully apprised of the performance of each academy at all times. Ensure all trustees have the skills, knowledge and information to assess the Trust's financial performance;
- Ensure the CEO and all senior staff have the skills knowledge and experience to run the Trust and its individual academies and to effectively manage its financial, human and physical resources and assets.

The Board

Governance

- Determine and approve, in consultation with the CEO, the Trust's mission, vision, strategy and long-term business plan.
- Determine, in consultation with the CEO, Key Performance Indicators (KPI) and targets for the Trust and its academies: monitor the Trust's performance against approved plans and key performance indicators and targets.
- Determine and approve, in consultation with the CEO, the Trust's approach to trust-wide policies and procedures for the operation and performance of all academies within the trust.
- Determine, following consultation with the CEO, constitutional matters, including procedures where The Forge Trust Board has discretion.

Determine and establish procedures and arrangements for:

- Holding at least 3 board meetings a year;
- Appointing and removing the chair and vice-chair of the board;
- Appointing trustees to standing committees and Ad-hoc committees.
- Appointing and removing the Governance Professional to the Board;
- Appointing trustees and patrons;
- Suspending and removing any trustee or patron, appointed by the Board;
- Maintaining and publishing a register of members, trustees, senior members of staff and their business interests and putting in place measures for avoiding conflicts of interest.

Determine, following consultation with the ESLT, and establish arrangements and procedures for:

- Appointing annually the chair of any committee of the Board;

Review, in consultation with the CEO, the constitution, membership, terms of reference, and scheme of delegation of the Board and its committees.

Determine and establish arrangements for making available agendas, papers, and minutes of meetings of the Board and its committees.

Receive reports from any committee, individual or group to whom a decision has been delegated, and to consider whether any further action by the Board is necessary.

The Board

Education and Achievement

Determine and establish, following consultation with the CEO, the Trust's overall approach to, and arrangements and policies and procedures for:

- Monitoring and evaluating academy performance and improvement;
- Providing support and challenge and holding the CEO and Academy Principals to account;
- Taking action to secure improvement/ pace of improvement in academies;
- Approving, monitoring and evaluating the impact of education related policies and procedures and plans-to include:
 - Overseeing school improvement planning
 - Holding principals to account in consultation with the CEO and wider ESLT;
 - Trust-wide leadership and management arrangements.

Determine and establish, following consultation with the CEO, the trust's overall approach to, and policies and procedures for:

- Marketing and communications;
- Publication and information about the Trust and its academies on the Trust's and individual academies websites (statutory policy);
- Complaints (statutory policy).

Determine, and establish the Trust's admissions policy and oversubscription criteria (statutory policy).

Make arrangements for securing independent admission appeals and independent review panels for exclusion following consultation with Principals (statutory policy).

The Board

Financial Planning, Controls, Monitoring and Management

Ensure the Trust complies with all matters of regularity, propriety and value for money in its use of public funds, and develops and implements financial policies and procedures.

Ensure the Trust develops effective and efficient systems and procedures for financial planning, internal controls, monitoring and management, propriety, audit, and for observance and compliance with all financial regulations, ESFA guidance and the Academy Trust Handbook.

Determine internal and external audit arrangements: determine action to be taken arising from audit reports.

Determine and establish, following consultation with the Finance Director, the Financial Scheme of Delegation (pages 23-28).

Determine and establish, following consultation with The Finance Director, the Trust's policies and procedures for:

- Accounting practices;
- Asset management;
- Audit;
- Income;
- Ordering goods, works and services;
- Authorising payroll and pension decisions;
- Managing conflicts of interest;
- Gifts and hospitality;
- Lettings and fees;
- Staff severance and compensation payments;
- Charging and remissions (statutory policy).

Determine and establish, following consultation with the Finance Director, banking arrangements.

Determine, establish and maintain, in consultation with the ESLT, a 3 year financial plan, and an investment policy and strategy.

Approve all annual returns to the ESFA, Companies House, and for publication on The Forge Trust website.

Determine and establish, in consultation with the Finance Director, arrangements for, and approve a consolidated budget and budgets for each academy and trust-wide services and support for each financial year and end of year financial statements. Receive and consider information about the financial performance of the Trust at least 3 times a year. Monitor budgets and significant virements at least termly.

The Board

Human Resources

Ensure the Trust complies with all legislation and develops and implements sound policies and procedures relating to the recruitment and employment of staff (The Forge Trust Recruitment Policy).

Determine and establish, in consultation with the CEO, arrangements, and a scheme of delegation, for all matters relating to the recruitment and employment of staff to include the development of policy, procedures, and plans:

- To recruit (in compliance with safeguarding requirements), remunerate, retain, appraise, and develop all staff;
- To establish a record of recruitment and vetting checks;
- To establish a Trust wide salary, pensions, severance, records, and terms and conditions policies and procedures;
- For conduct, discipline, capability, grievance procedures. [statutory policy];
- For allegations of abuse against staff procedures. [statutory policy];
- For equalities information and objectives for publication. [statutory policy];
- For accessibility. [statutory policy];
- For workforce succession planning.

Establish, following consultation with the CEO, a staffing structure for central/trust wide staff.

Establish arrangements for the recruitment, appointment, and remuneration, and appraisal of the Chief Executive Officer and a Finance Director.

Establish in partnership with the CEO arrangements for the recruitment, appointment, and remuneration, and appraisal of academy Principals.

The Board

Buildings and Sites, Health and Safety, and ICT

Establish arrangements, following consultation with the Finance Director and wider ESLT for developing, approving, implementing and reviewing:

- Improvement and maintenance plans for the Trust's buildings and sites and ICT;
- Premises management policy and plans [statutory policy];
- Plans for the purchase or disposal of any freehold property, and for granting or taking up of leasehold or tenancy of land or buildings.

Establish following consultation with ESLT, arrangements for ensuring full compliance with all health and safety legislation and for developing, approving, implementing and reviewing policies and procedures for;

- Health, safety and security [statutory policy];

- Data protection [statutory policy];
- Freedom of information [statutory policy].

Establish arrangements for ensuring that health and safety issues are appropriately prioritised for action and staff are appropriately trained.

The Board

Procurement

Establish, following consultation with ESLT, the Trust's overall approach to, and policy and procedures and arrangements for, the procurement of goods, works, and services for the Trust as a whole and for individual academies within the Trust.

Determine, following consultation with ESLT, which goods, works, and services will be procured centrally on behalf of all academies in the Trust, and determine which goods, works, and services may be procured, in line with the Trust's procurement and competitive tendering policy (see Finance Policy), and list of approved suppliers. Ensure a competitive tendering policy is in place and is applied for all relevant procurement.

Ensure compliance with best practice in procurement, and the requirements and guidance in the academies financial handbook for regularity, propriety, and value for money in procurement.

Approve, following consultation with the Finance Director (CFO), a scheme of delegation for all procurement activity and a manual of guidance and ensure all staff engaged in procurement have the appropriate skills and training to effectively procure and manage contracts for goods, works, and services.

Ensure that any contracts for services provided by a Trustee, or persons/bodies related to the trustee, are properly procured and represent value for money. Ensure that any fees and consultancy rates included within any such contracts are provided with no element of profit, are reasonable, represent value for money and are good use of public funds.

Seek prior, written permission from the ESFA, and if required approval from HM Treasury, for any situations where a transaction is irregular, improper or does not provide value for money.

Organisation- Chair and Vice-chair appointed annually. Quorum: 3 or one third of the total number of trustees if greater. To meet at least 3 times a year and additionally as and when required as determined by the Board. Three trustees may requisition a meeting. One vote per trustee. The Chair has a casting vote.

Disqualification- a Trustee who is employed by the Trust may not be the Chair or Vice Chair.

Professional Advisers to the Board of Trustees- the Chief Executive Officer of the Trust (CEO), the Directors of Finance (FD), Education and Strategy, and any other member of staff with Trust wide responsibilities, as appropriate- and any additional advisers as appropriate.

Finance and Audit Committee

Purpose

To provide the Board with assurances over the suitability of, and compliance with, the Trust's financial systems and controls, and assess risks.

Terms of Reference

Financial Planning, Controls, Monitoring, Management, Propriety, Audit, and Value for Money

Review the scope, adequacy and effectiveness of the Trust's internal financial controls, including internal audit and internal control and management systems; identify risks and agree programme of work to address risks.

Recommend to the Board, for approval, following consultation with ESLT, the most appropriate way of carrying out risk review and the checking of financial controls in line with the Trust's stage of development and size- recommend either:

- The work of an **internal audit service**;
- The performance of a supplementary programme of work by the **Trust's internal auditor**;
- The appointment of a non-employed Trustee with an appropriate level of qualifications and/or experience to check the Trust's internal controls, who neither charges, nor is paid by the Trust for their work; or
- By peer review, with the work being performed by the Chief Financial Officer, or a suitably qualified or experienced member of the finance team, from another academy trust, as an independent reviewer; or
- A programme of work that combines the above options.

Establish and monitor the effectiveness of this approach. In partnership with the ESLT, keep under review the appropriateness of this approach as the Trust develops and grows: make recommendations to the Board for any change in approach.

Ensure any recommendations for improvement by external auditors, internal audit review, or by external agencies e.g. the ESFA or DfE, once agreed by the Board, are carried out. In partnership with ESLT monitor and evaluate the impact of actions taken.

Report on value for money of the Trust on a regular basis.

Review and approve the statements on regularity, propriety, and compliance by the accounting officer to be included in the annual report concerning internal controls and risk management, prior to consideration of the Board.

Determine and establish, following consultation with the ESLT, arrangements for developing, approving, implementing and reviewing the trust's policy and procedures for:

- A code of conduct and ethics for staff;
- A code of practice for trustees;
- Related corporate responsibility policies.

Risk Management and Business Continuity

Determine and establish, following consultation with ESLT, arrangements for:

- Conducting a comprehensive risk assessment, approving a risk register and risk mitigation plan- reporting regularly to the Board.
- Approving and updating a business continuity plan- reporting annually to the Board.
- Approving a Whistle Blowing Policy and keeping under review the adequacy and security of the Trust's arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.

Appointments

Members of the Finance & Audit Committee shall be appointed by the Board and shall be made up of at least 2 trustees. Additionally, persons who are not trustees, with specialist skills and experience, may be appointed by the Board to the Committee provided that trustees are in the majority. Staff employed by the Trust may be members of the committee but must not participate as a member when discussing **audit matters**, they may remain in attendance and provide information and participate in discussions.

Whenever possible a majority of trustees of the Finance & Audit Committee shall be independent non-executive trustees at least one of whom should have recent and relevant financial experience. **The Chair may not be a member of any other committee.**

Only members of the Finance & Audit Committee have the right to attend these meetings. However, other individuals such as the Chief Executive Officer, Finance Director and representatives of external advisers may be invited to attend all or part of any meeting as and when appropriate, but not vote.

The external auditors will be invited to attend meetings of the Finance & Audit Committee where it is deemed necessary.

Term of Office- Trustees and co-opted members 1- 4 years. Trustees/ persons who are not trustees can be re-appointed.

Organisation- Chair appointed annually by the Board. Term of reference, constitution, and membership- to be reviewed annually. Quorum: 3 of which the majority must be Trustees. To meet at least termly and as and when required in addition as determined by the committee.

Professional Advisers to the Committee- Chief Executive Officer, Finance Director and any additional advisers as appropriate.

Disqualification- any trustee who is a member of staff.

The Chief Executive Officer [CEO]

The CEO is responsible for monitoring progress towards meeting development plan objectives- in line with the Trust's overall mission and vision.

The CEO Approves academy development/improvement plans. Monitors overall performance and the achievement of objectives, targets, and key performance indicators, and ensures that plans for improvement are acted upon, reporting progress to the Board and ensuring required data is provided.

The CEO is responsible for ensuring Trust-wide policies and procedures are implemented effectively and have the required impact.

The CEO leads the development of policy and procedure and monitors their implementation, and evaluates their impact.

In line with the Trust's governance arrangements, policies and procedures, and scheme of delegation of the academy the CEO:

- Ensures QA including Academy Partnership Boards, is carried out in line with the Trust's approach to school improvement;
- Holds Principals to account in ensuring academies comply with legal and statutory requirements;

Pupils, Performance and Strategic Development Committee

- Supports and holds to account the CEO and wider leadership for monitoring progress towards meeting development plan objectives- in line with the Trust's overall mission, vision and strategic plans.
- Supports and holds to account the CEO and wider leadership to account for monitoring progress towards meeting development plan objectives- in line with the Trust's overall mission, vision and strategic plans.
- Supports and holds to account the CEO and wider leadership for academy development/improvement plans.
- Monitors overall performance, outcomes for pupils and the achievement of objectives, targets, and key performance indicators at academy and Trust level
- Ensures that plans for improvement are acted upon, reporting progress to the Board and ensuring required data is provided.
- Receive reports and recommendations relating to strategic objectives at academy or trust level from any group or individual to whom an action or decision has been delegated.
- Review and report to the Board on the effectiveness of delegation arrangements annually in meeting strategic objectives
- Advise the Board of Trustees of any concerns about the running of individual academy including any suspicions of fraud and irregularity.
- Reviews key educational policies and makes recommendations to the full Trust Board
- Is represented on Academy Partnership Boards and provides feedback to the full Trust Board.

Terms of Reference for the Pupils, Performance and Strategic Development Committee

The Trust Board agrees the composition, and membership of the committee

These terms of reference are based on the principles of maximum delegation of responsibility and full operational autonomy to the the Principal for the day-to-day operation of the academy

The committee makes decisions, following consultation with ESLT's, Principals and Academy Partnership Boards at local level

Purpose

The Pupils, Performance and Pupils, Performance and Strategic Development Committee's role is to exercise challenge and support on behalf of the Trust to aid the high performance of individual academies.

The committee will stay in touch with academy effectiveness on matters concerning the local community, through Academy Partnership Board Meetings and link trustee visits in order for the academy to stay 'in touch' with its key stakeholders.

The Pupils, Performance and Strategic Development Committee meets termly but can call additional meetings in the event of 3 Trustees voting for this.

Priorities of the Pupils, Performance and Strategic Development Committee

1. To monitor academy performance to include:

- Update on performance against key data sets:
 - ❖ Pupil progress (all year groups) including any remedial action needed;
 - ❖ Attainment;
 - ❖ Predicted outcomes updates (targets & predictions);
 - ❖ Pupil performance for vulnerable groups including Pupil Premium
 - ❖ Pupil attendance (including persistent absenteeism and lates);
 - ❖ Pupil behaviour (including exclusions);
 - ❖ Staff attendance rates.

- Curriculum and standards (including National Curriculum requirements)
 - ❖ Quality of teaching;
 - ❖ Internal monitoring/evaluations;
 - ❖ Assessment updates ;
 - ❖ DfE changes and requirements.

- Safeguarding following DfE compliance guidance
 - ❖ Child protection and SEN requirements;
 - ❖ Health and Safety including monitoring risk assessments;
 - ❖ Condition of premises;
 - ❖ Pupil behaviour (including exclusions);
 - ❖ Community crisis;
 - ❖ Admission issues.

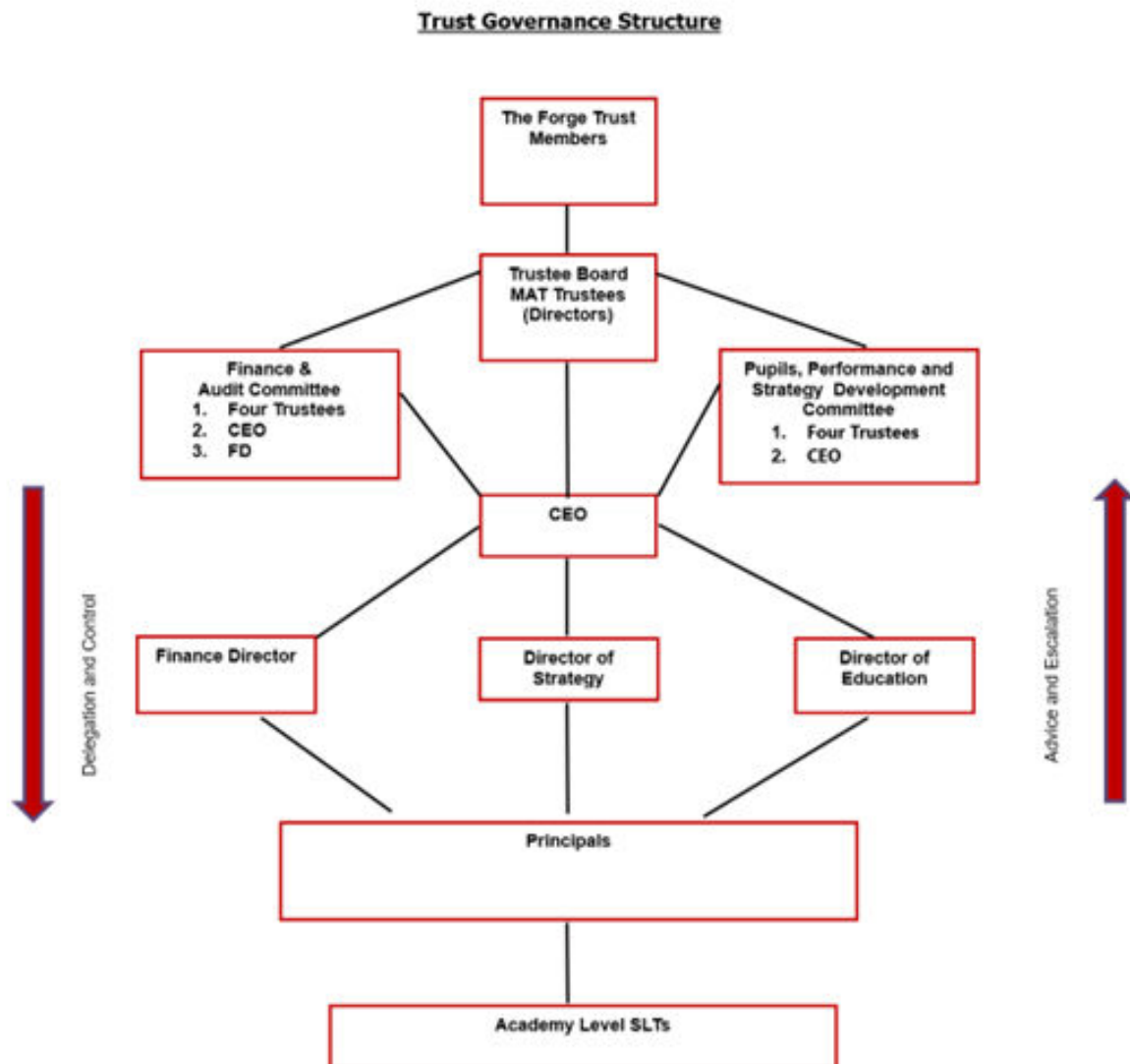
- Strategic Planning
 - ❖ Academy self-evaluation updates;
 - ❖ Academy development plan updates;
 - ❖ Capital and maintenance updates.

Responsibilities Delegated to the Chief Executive Officer.

The Chief Executive Officer has delegated powers and duties in respect of the overall leadership, management, and achievement of the Trust and responsibility for ensuring the implementation of agreed policy.

Responsibilities Delegated to the Principal.

The Principal has delegated powers and duties in respect of the overall leadership, management, and achievement of the academy and responsibility for ensuring the implementation of agreed policies in line with the phase of support identified. The Academy and the Principal have full delegated responsibility for the day-to-day leadership and management of the academy.



Ad Hoc Hearing and Appeal Committees

Purpose

To form first hearing and/or appeal committees for relevant matters as and when required.

Terms of Reference:

- To make any decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy **hearings and appeals**- where the Chief Executive Officer is the subject over the action.
- To make any decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy **hearings and appeals**- relating to any member of staff with Trust wide responsibilities other than the Chief Executive Officer (*unless delegated to the Chief Executive Officer*).
- To make any **appeal hearing** decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy appeals- relating to Academy Principals.
- To make any decisions relating to complaints about the operation of academies in line with the Trust's complaints procedure.
- To report the outcome of all hearings and appeals to the Board.

Membership- The members of Hearing and Appeal Committees shall be appointed by the Board and shall be made up of at least 3 trustees. No person may sit on both committees.

Disqualification- The Chief Executive Officer and any trustee with any direct involvement in the focus of any grievance, disciplinary, or capability, redundancy, or any other relevant matter.

Organisation- Chair appointed for each hearing/appeal hearing by the Board. Terms of reference, membership, and constitution- to be reviewed annually. Quorum: 3.

Professional Advisers to the Committee- HR advisers and any additional advisers as appropriate.

Convene additional committees as required

- **Pupil Behaviour Committee**

- ❖ To review certain exclusions as defined by the secretary of State's guidance;
 - ❖ To consider representations about an exclusion made by the parents of an excluded child;
 - ❖ To consider the appropriateness of any exclusion where one or more fixed period of exclusions total more than 15 schools days in one term;
 - ❖ To consider representations from all parties in deciding whether or not to uphold or re-instate a fixed term exclusion (any permanent exclusion must be in consultation with the CEO or nominated executive officer).
- **Admissions Committee:**
- ❖ To consider matters relating to admissions referred to the committee by the Board of Trustees or Academy Partnership Board;
 - ❖ To provide advice and recommendations to the Board of Trustees on admissions issues;
 - ❖ To consider any complaints or appeals against the admissions policy.

The Role of Academy Partnership Boards

Academy Partnership Boards are an additional vehicle for supporting and holding to account Principals and academies. They take place between 1 and 3 times a year depending on the Phase of Support of the academy.

The Academy Partnership Board will comprise of the CEO, the Director for Education and the Director of Strategy, representative (s) from the Pupils, Performance and Strategic Development Committee, the academy Principal and another senior leader/ senior leaders from the academy.

Depending on the focus of improvement at the academy the following Trust Staff may also attend:

- Finance Director
- Trust Safeguarding Lead
- Trust SENDCo
- Trust EYFS Lead
- Trust CPD Lead

The role of the APB is to:

- Review the effectiveness of school improvement planning and the implementation of the Academy Development Plan.
- Gain a thorough understanding of school improvement at the academy in order to challenge and broker support effectively.
- Be an additional vehicle in overseeing the implementation of key policies such as Behaviour, Exclusions, Anti-bullying, Equality, Safeguarding, SEND,

Attendance and Admissions

- Review community links and the role of the academy in the community

The Partnership Board also serves as an additional link vehicle to the Trust Board as a whole providing a further interface between academy and Trustees.

- A number of policies will be Forge Trust policies, and will be actioned in each academy. However, other policies will be individual academy produced policies. Where a policy is not working effectively, the ESLT have authorisation to change the policy.

Each Academy Partnership Board has a key role to play in the overall development and success of the trust and in contributing to joint working and sharing best practice between academies in the trust.

In line with the overall vision, strategy, ethos, and broad policy framework of the trust the Academy Partnership Board will:

- Help the academy to set high standards by supporting the planning process and monitor and evaluate its performance;
- Be a critical friend to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils/students;
- Help the academy respond to, and meet, the needs of parents and the wider local community;

Feedback from each APB will be provided to the Pupils, Performance and Strategic Development Committee who will monitor impact and challenge and support the ESLT in implementing effective action plans.

THE FORGE TRUST

INTERIM SCHEME OF FINANCIAL AUTHORITIES

The Forge Trust is a company limited by guarantee and an exempt charity and is regulated by the DfE and Charity Commission. As a multi academy trust, members and trustees of the trust have different but complementary roles, responsibilities, and duties within the trust to safeguard the trust's financial resources, ensure public money is well spent, and avoid real or perceived conflicts of interest.

The Chief Executive Officer of the trust is the trust's accounting officer, and as such is personally responsible to parliament for ensuring regularity, propriety, and value for money in the use of the trust's funding. The CEO is supported in this by the Finance Director.

The Trust's Board of Trustees, whilst remaining responsible for the proper use of the Trust's funding, is committed to ensuring academies in the Trust should be as autonomous as possible, and have as much freedom as possible, and have maximum delegation of responsibility and decision making in the use of their budget.

The Trust must operate in line with its Articles of Association and funding agreement with the DfE, and must comply with all financial guidance issued by the ESFA, and the Trust must seek prior approval from the Education Funding Agency (ESFA) for certain transactions.

The **interim** scheme of financial authorities for academies within the Trust forms part of the trust's scheme of delegation of financial powers which comply with the requirements both of propriety and of good financial management. Arrangements for proposing and approving budgets for each academy in the Trust are set out in the Trust's Finance Policy. It should be noted that:

The members are responsible for appointing auditors whose remit will cover all academies in the Trust.

The Chief Executive Officer/ Finance Director must give approval for the opening/closing of academy bank accounts. All delegated financial authorities are, in addition to the values stated below, limited to the value of the approved budget for each academy. All non-pay expenditure, ordering of goods and services, must be made/committed in accordance with the Trust's Procurement Policy. The monetary/percentage limits will be reviewed annually and may be different for each academy.

Each academy may set its own monetary value limits and frequency of reporting providing they do not exceed those given in this scheme. The following table summarises the delegated financial authorities for each function.

Key Function	Finance Assistant	Academy Principal	Trustee of Finance (FD)	Chief Executive Officer (CEO)	Finance and Audit Committee (FAC)	Trustee Board
Budget virements	Up to £1k per item or related group of items	Up to £20k with FD approval.	Approve virements > £20k up to £100k.	Informed of virements over £50k.	Approve all virements over £100k.	Delegated to the Trust
Budget Changes	Up to £1k per item or related group of items	up to £5k without additional approval or up to £10k with FD approval	Joint authorisation with FAC above £10k and FAC and CEO above £25k.	Joint authorisation with FAC and FD for items above £25k.	Joint authorisation with FD above £10k and FD and CEO above £25k.	As and when required. No specific limits set.
Ordering Goods and Services	Up to £1k per item or related group of items	up to £5k without additional approval or up to £10k with FD approval	Joint authorisation with FAC above £10k and FAC and CEO above £25k.	Joint authorisation with FAC and FD for items above £25k.	Joint authorisation with FD above £10k and FD and CEO above £25k.	As and when required. No specific limits set.
Authority to accept other than lowest quotation or tender	None	Approval for quotations up to £5k	Approval for quotations up to £10k.	Approval for quotations over £25k with FAC and FD.	Approval for quotations over £25k with CEO and FD.	As and when required. No specific limits set.
Signatories for cheques	Academy a/c only. 2 signatories required.	Academy a/c only. 2 signatories required.	Signatory for the trust a/c. 2 signatories required.	Signatory for the trust a/c. 2 signatories required.	N/A	Chair of Trustee Board is a main signatory. 2 signatories

						required.
Key Function	Finance Assistant	Academy Principal	Trustee of Finance (FD)	Chief Executive Officer (CEO)	Finance and Audit Committee	Trustee Board
BACs payment authorisation and other bank transfers	None.	Authorisation of Academy transactions only. 2 approvers required.	Authorisation at both Academy and Trust level. 2 approvers required.	Authorisation at both Academy and Trust level. 2 approvers required.	N/A	N/A
Signatories for ESFA grant claims and ESFA returns	None.	None.	Only if authorised by the CEO.	Signatory for ESFA grant claims and ESFA returns. Will delegate to FD where required.	N/A	N/A
Acquisition/disposal, write-off of a fixed asset-other than land, buildings, heritage assets	None.	Acquisitions up to the value of £5k only.	Acquisitions up to the value of £10k with joint principal approval. Approval of disposals with nil NBV (i.e. scrapping)	Acquisitions over £25k with FAC and FD joint approval.	Acquisitions over £10k with FD joint approval or FAC and FD over £25k. Disposals where an NBV remains.	As and when required. No specific limits set.
Write – off of bad debts	None	Joint approval up to £250 with FD.	Write offs between £250 and £500.	N/A	Write offs over £500.	As and when required. No specific limits set.

Key Function	Finance Assistant	Academy Principal	Trustee of Finance (FD)	Chief Executive Officer (CEO)	Finance and Audit Committee (FAC)	Trustee Board
Operating leases- not related to land or buildings	None	None	Operating leases up to £25k with CEO. >£25k approval with CEO and FAC.	Operating leases up to £25k with FD. >£25k approval with FD and FAC.	Operating leases >£25k joint approval with FD and CEO.	As and when required. No specific limits set.
Purchase/sale of any freehold property or land or disposal of heritage assets	None	None	None	None	None	Board approval must be obtained for all such transactions.
Granting or take up of any leasehold or tenancy agreement or finance lease	None	None	None	None	None	Board approval must be obtained for all such transactions.
Investment decisions	None	None	None	None	None	Board approval must be obtained for all Investment decisions.
Financial statement approval	None	None	None	None	None	Board approval required.