

Financial Scheme of Delegation

2019-20

REVIEW DATE: JUNE 2019

Maiden Erlegh Trust recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities. Whilst the Board of Trustees is legally responsible and accountable for all the major decisions within the Trust, this does not mean that they are required to make all the decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to sub-committees, to local advisory boards and to individual Headteachers.

This scheme of delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring members, trustees, committees (including local advisory boards), executive leadership and academy Headteachers are clear about their roles and responsibilities, allowing everyone to focus on improving outcomes for the young people who attend one of our schools.

This Financial Scheme of Delegation should be read in conjunction with the Scheme of Delegation for the Trust. In all cases, the Scheme of the Delegation of the Trust shall prevail.

The Trust reserves the right to place financial restrictions on academies that are judged to be in 'Special Measures' or 'Requires Improvement', or who are considered to be in financial distress.

These restrictions will be determined on a case-by-case basis taking into account the local context, and will ensure that those academies can place a high degree of focus on achieving improvement objectives.

Any issue of a financial nature not covered within the Scheme of Delegation or this document should be referred to the Chief Financial and Operations Officer who will determine the appropriate level of approval required.

PS Financials

The financial delegations outlined below will be enforced through the PS Financials system. Where governance approval is required, this will be in the form of an email approving the expenditure which will be kept on file by Finance for audit purposes.

| Task | Members | Trust Board | CEO or CFOO | Finance & Operations | Local Advisory Board | HT | Business Manager | Budget Holder |
|--|---------|-------------|-------------|----------------------|----------------------|----|------------------|---------------|
| Revenue Budget – Non-Staffing Expenditure | | | | | | | | |
| Expenditure or contracts up to £1,000 | | | | | | | | X |
| Expenditure or contracts from £1,001 - £5,000 | | | | | | | X | |
| Expenditure or contracts from £5,001 - £25,000 | | | | | | X | | |
| Expenditure or contracts from £25,001 - £50,000 | | | | | email | | | |
| Expenditure or contracts from £50,001 - £100,000 | | | X | | | | | |
| Expenditure or contracts from £100,001 - £150,000 | | | X | email | | | | |
| Expenditure or contracts from £150,001 - unlimited | | email | X | | | | | |
| Devolved Formula Capital | | | | | | | | |
| Expenditure within DFC budget | | | | | email | X | | |
| Conversion of Revenue to Capital | | | | | | | | |
| Capital Expenditure outside of DFC budget | | | X | email | | | | |
| Non-Contractual Payments to Staff | | | | | | | | |
| Commitments up to £2,000 per annum and within budget | | | | | email | X | | |
| Commitments over £2,000 per annum and within budget | | email | X | | | | | |
| One-off Payments to Staff | | | X | | | | | |
| Severance Payments | | X | X | | | | | |
| Operating Leases | | | | | | | | |
| All Operating Leases | | | X | | | | | |
| Disposals and Write Offs | | | | | | | | |
| Disposal of Assets and Bad Debt Write-Off up to £5,000 | | | | | email | X | | |
| Disposal of Assets and Bad Debt Write-Off over £5,000 | | email | X | | | | | |



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