

Financial Scheme of Delegation

2023-24

REVIEW DATE: JULY 2023

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 Committees, to School 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 School Advisory Boards), Executive Leadership and Headteachers are clear about responsibilities and accountabilities, 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 'Inadequate' 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 Director of Finance 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, or minutes from a meeting, which will be kept on file by Finance for audit purposes.



Task	Trust Board	CEO (or EDE)	Directors	Finance & Operations	Headteacher	Budget Holder
Non-Staffing Expenditure or Contracts	Unlimited	>£150k	>£50k	>£250k	>£25k	>£1k
Revenue Budget	Approve	Propose		Recommend to Trust Board		
Capital Budget	Approve	Propose		Recommend to Trust Board		
Capital: Expenditure within DFC / SCA budget		Unlimited	>£50k Within budget		>£25k	
Capital Contingency within approved budget		Unlimited				
Capital Reserve (Unbudgeted)	Unlimited	>£150k		>£250k		
Conversion of Revenue to Capital	Unlimited	>£150k		>£250k		
Staff Contractual Commitments (Non-TLR Allowances)	Approve contentious	Unlimited	DoHR £2k+ in policy		>£2k	
One-off Bonus Payments to Staff – up to £1,000		>£1k				
One-off Bonus Payments to Staff – £1,000+	Unlimited	Propose				
Severance Payments (up to ESFA prescribed limits as per ATH)		Unlimited	DoHR Propose			
Severance Payments (with pre-approval from ESFA as per ATH)	Unlimited	Recommend for Approval	DoHR Propose			
All Operating Leases – Director of Finance approval		CEO Signature	DoFin Signature			
Disposal of Assets and Bad Debt Write-Off Over £45k requires pre-approval from ESFA as per ATH	£45k+	>£45k			>£5k	>£1k

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