

Scheme of Delegation

Purpose:

The Academy Trust Board is responsible for the financial management of the Manor Learning Trust to ensure the best possible education for its students. In order to allow Manor School Sports College, St. Peter's CE Academy and Stanwick Primary Academy to function efficiently, some delegation of powers and responsibilities to the Board of Directors, the Local Governing Boards, to the Executive Principal and other members of staff will be necessary. The Scheme of Delegation determines the extent and level of such delegations relating to key functions of the Academies, to ensure compliance with legal requirements. The Trust Board remains accountable for actions taken in its name and responsible for any decision made under delegation. The Trust Board has a duty to ensure that clear reporting systems are in place when powers are delegated.

(All of the following delegated functions still remain the responsibility of the Trust Board).

The following key functions are the subject of delegations to Stanwick Primary Academy:

1. Budget and Finance
2. Risk Management
3. Donation Procurement and Management
4. Audit
5. Strategic Planning and Policy Development
6. Curriculum and Quality Assurance
7. Development Plans and Self-Evaluation
8. Staffing
9. Admissions
10. Behaviour and Exclusions
11. Public Equality Duty
12. Special Educational Needs
13. Safeguarding
14. Collective Worship
15. Community Engagement
16. Premises and Insurance
17. Health and Safety

Levels of Delegation / Abbreviations

TB - Trust Board **AC** – Audit Committee **BoD** - Board of Directors
Ex Pr - Executive Principal **LGB** - Local Governing Board **FD** – Finance Director

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Statement of Intent

The Local Governing Board of Stanwick Primary Academy is the guardian of the academy and is responsible for the safety and educational performance of its students, the safety and performance of its employees, and the management of its finances and assets.

The Trust Board reserves the right to withdraw all or part of the delegated powers to the LGB where the academy's standards fall below, or are deemed likely to fall below, an Ofsted rating of Good or the standards expected by the Trust; and / or financial management is inadequate.

Schedule 1

The Local Governing Board recognise the responsibilities retained by the Trustees.

Schedule 2





Responsibilities delegated to the LGB may be delegated to the Principal or other employees. This statement records the decisions of the full LGB with regard to which functions it chooses to delegate and to whom. Where responsibility has been delegated, all decisions and actions taken must be reported back to the full LGB and recorded. The LGB remains accountable for their respective responsibilities even if they further delegate tasks to others.

Schedule 3

The controls and limits in Schedule 3 are determined by the trust and apply to all academies. They form part of the trust's financial regulations and will be monitored by the central finance team and audited by the trust's statutory auditors and Responsible Officer.

The controls are designed to ensure consistency across academies and protect the integrity of public funds, the reputation of the Trust, Academies, employees and appointed officers.

Signed by

Chair of Trust / Executive Principal 	 Date: September 2016
Chair of Local Governing Board	 Date: September 2016
Principal / Headteacher of Academy	
Review Date	October 2017

Schedule 1: Responsibilities Retained by the Trustees

Area of Responsibility	Specific responsibility	Delegation at Trust Level
MLT Strategy	Trust strategic planning	Board
	Membership	Board
	Terms of Reference for Local Governing Boards	Board
	Articles of Association and Constitution of Board	Members
	Determination of shared services	Board
	Determination of Academy contributions for Shared Services	Board
	Insurance on behalf of all academies	Board
	Employee benefit schemes	Board
	Develop mission, vision and values for the Trust	Board
	Oversee school improvement and performance across the Trust	Executive Education Team
Finance	Consolidation of accounts	FD
	Consolidation of annual budgets	FD
	Approval of annual budgets	Board
	Approval of annual accounts and the Accounting Officer's Value for Money Statement	Board
	Tendering and large contract renewal	Board
	Setting standards, policies and scheme of delegation	Board
	Setting of internal financial controls and limits	Board
	Annual and statutory reports to EFA and other third parties	Board
	High level monitoring	Board
	Financial Regulations	FD/Executive Principal
	Establishment of bank accounts and nominating signatories	FD / Executive Principal
	Management and storage of all contracts	FD
	Annual Benchmarking	FD
	Accounting systems and accounting records	FD
Monitoring earmarked funds and trading activities	FD	
VAT – monitoring compliance, claims and returns	FD	
Audit	Audit of financial controls and risk management	MLT Audit Committee
	Appointment and review of statutory auditors	Board
	Formal responses to audit reports and overseeing action plans for Academies	FD

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Area of Responsibility	Specific responsibility	Delegation at Trust Level
HR	Setting and approval of all HR policies	Board
	Approval of staff structures and changes to these	Board
	Ratification of pay awards	Board
	Performance Management of Principals	Board
	Appointment and review of retained legal services	Board
	Dismissal payments	Board
	Appointment and review of Occupational Health Services	Board
	Disclosure and Barring checks	Board
	Data Controller	Board
Admissions	Establish the admissions policy	Executive Education Team
	Approve and monitor policy	Board
	Manage appeals	Board
Premises	Development of strategic plans for the Trust estate	Board
	Development of an Asset management plan	Board
	Monitor major site development	Board
	Maintenance and storage of all leases	FD
ICT	Develop and implement an integrated ICT strategy	Executive Business Team
Marketing	Develop strategies for the Trust	Executive Business Team
Governance	Monitor performance and provide development and support	Board
Appointments	Chief Executive, Chief Finance Officer, Principals, Vice Principals	Board
	Chair of Local Governing Board	Board
Policies	<p>A list showing policies retained by the trust and delegated to Local Governing Boards is recorded separately and should be attached to this document. It will also be displayed in the governor's section of the Trust's web site.</p> <p>Local Governing Boards are free to create additional policies provided these do not conflict with or duplicate Trust polices. Where there is any doubt, the LGB must consult with the Trust Board before setting new policies.</p>	Board

Schedule 2: Responsibilities Delegated to Local Governing Boards

2.1 Financial Management

Area of Responsibility	Delegated to:
Ensure the academy's continuing compliance with all Department for Education (DfE) financial management requirements.	Principal
To review the governor induction pack to ensure that the information is relevant and up-to-date.	Local Governing Board
Ensure that there is an induction pack for new governors, tailored to reflect the individual structure of the academy.	
Ensure that all officers of the Local Governing Board and employees, with financial duties, have read and understand their responsibilities under the Academies Financial Handbook	Local Governing Board

2.2 Academy Improvement Plan – Financial Implications

Area of Responsibility	Delegated to:
Prepare a full-cost academy improvement plan setting out the aims of the academy.	Principal
Secure the implementation of the improvement plan with the collective support of academy staff.	Principal
Consider the draft academy improvement plan, review and monitor it.	Local Governing Board
Approve an on-going improvement plan and review progress on a termly basis.	Local Governing Board
Report progress against plan to the Executive Education Team	Principal

2.3 Financial Planning

Area of Responsibility	Delegated to:
Prepare a 3-year financial plan on the basis of the cost of current policies, the proposals for change from the academy's development plan and estimates of the level of future resources.	Principal
Consider the academy's 3-year plan in the light of the development plan and the level of future resources.	Business and Finance Director
Review the Academy's 3-year plan and submit to board of Trustees for approval.	Local Governing Board

2.4 Annual Budget Plan

Area of Responsibility	Delegated to:
Consider the benchmarking report and propose changes, as required, to ensure that the academy's budget achieves value for money.	Local Governing Board
Consider the draft academy budget and key issues (links to the academy improvement plan and 3-year budget) and the proposal of the balanced budget for the year.	Local Governing Board
Submit budget to the board.	Local Governing Board

2.5 Budget Monitoring and Control

Area of Responsibility	Delegated to:
Review all budget movements (including virements), ensuring that the reasoning for the movements is justified.	Local Governing Board
Monitor and control expenditure against the budget during the financial year,	Finance Officer
Review budget monitoring reports and the projected out-turn position.	Local Governing Board
Monitoring of delegated departmental budgets.	Principal
Approve virements between Budget Plan headings in accordance with the controls in the Scheme	Local Governing Board
Ensure that meetings are scheduled, taking into consideration the Trust's financial timetable and submission deadlines. The FD will distribute a financial timetable each year.	Local Governing Board

2.6 Retention and Disposal of Accounting Records

Area of Responsibility	Delegated to:
The retention and secure storage of financial records for 6 full fiscal years.	Principal

2.7 Computer Systems and the Data Protection Act 1998

Area of Responsibility	Delegated to:
Ensure that the academy complies with the requirements of the Data Protection Act 1998.	Principal or nominated officer
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.	

2.8 Cash held in School

Area of Responsibility	Delegated to:
Security of cash held on site	Finance/Admin Officer
The maintenance of transaction records, receipts and the security and regular reconciliation of petty cash.	Finance/Admin Officer
Compliance with cash holding limits and trust regulations	Finance/Admin Officer

2.9 Leasing

Area of Responsibility	Delegated to:
Seek approval for any proposed leases, other than operating leases.	Finance/Admin Officer

2.10 HR and Payroll

Area of Responsibility	Delegated to:
Review the staff structure of the academy termly	Principal
Determine employee status for all individuals working on behalf of the academy, using the Trust questionnaire where further clarification is required.	HR Manager/Admin Officer
Notify staff changes to Central Finance Office	Principal / HR Manager

2.11 Appointments

Area of Responsibility	Delegated to:
Principal/Vice Principal (Church of England Schools)	The Trust appoints the Principal and any Vice Principal having regard to the requirements of academies. Appointments follow a selection process conducted by the LGB in accordance with the HR policies published by the Trust. The selection panel will comprise at least one Foundation Trust director (or an alternative approved by the Diocesan Director of Education), who is not a member of the LGB, the Executive Principal and 2 members of the Local Governing Board
Principal/Vice Principal (non-church schools)	The Trust appoints the Principal and any Vice Principal having regard to the requirements of academies. Appointments follow a selection process conducted by the LGB in accordance with the HR policies published by the Trust. The selection panel will comprise one director, who is not a member of the LGB, the Executive Head and 2 members of the Local Governing Board.
Other staff within approved budget	Principal
Other staff not within approved budget	Principal - Consult with Executive Principal and FD before appointment process commences

2.12 Appraisal, Pay Discretions and other HR matters

Area of Responsibility	Delegated to:
Performance review of Principal in accordance with the Trust's Appraisal Policy and The Education (School Teachers' Appraisal) (England) Regulations 2012 and the academy's approved budget.	Chair of the LGB, a Governor nominated by the Chair, a Director of the Trust, who is not a member of the LGB, and an External Advisor.
Performance review of all other staff conducted in accordance with the Trust's Appraisal Policy and the Academy's approved budget.	Principal
Recommend Pay Discretion for the Principal. The Trust will consider, but not be bound by, such recommendation.	Local Governing Board
Recommend pay discretions to staff to Trust HR Committee in line with approved budget plan and the Trust's Appraisal Procedure.	Principal

2.13 Disciplinary, Dismissal and Capability Procedures

Area of Responsibility	Delegated to:
Dismissal or disciplinary procedure in accordance with the Trust's policies	Principal / Local Governing Board
Dismissal payments	Refer to FD for consideration by trustees.
Requests for early retirement in line with Trust's policy	Local Governing Board
Requests for flexible working arrangements in line with trust's policy and the academy's budget.	Principal but should seek advice from Trust HR before agreement

2.14 Admissions

Area of Responsibility	Delegated to:
Admissions policy for the Academy is consistent with the Admissions Policy of the Trust	Local Governing Board
Admissions policy is published on Academy's website	Local Governing Board
Exclusions	Principal
Reviews of exclusions	Local Governing Board
Continuing education of excluded pupils	Principal

2.15 Standards, Curriculum and Target Setting

Area of Responsibility	Delegated to:
Setting the Curriculum in line with the terms and provisions of the articles and funding agreement and guidance from the Executive Education Team.	Local Governing Board
Setting targets	Principal and Executive Education Team
Approving targets for pupils / students	Local Governing Board
Approving targets for Key Stages	Local Governing Board
Reporting and publishing performance data	Principal
Special Educational Needs	Principal and Local Governing Board
Collective Worship	Principal and Local Governing Board
Public Equality Duty	Principal and Local Governing Board

2.16 Operation and Organisation

Area of Responsibility	Delegated to:
<p>The Local Governing Board shall refer to the Trust any proposal to alter:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Opening Times, <input type="checkbox"/> Extended School Provision, <input type="checkbox"/> Changes to term times, <input type="checkbox"/> Change in age range. 	<p>The Local Governing Board shall not make or consult upon any such change without the prior consent of the Trust. Any proposal must be referred to the Executive Principal in the first instance. The Trust will consider such consent having regard to but not being bound by representations from the Local Governing Board.</p>

2.17 Health and Safety

Area of Responsibility	Delegated to:
Academy implements and complies with the Health and Safety policy published by the Trust	Local Governing Board

2.18 Safeguarding

Area of Responsibility	Delegated to:
Safeguarding policy – implement Trust Policy	Local Governing Board
Appointment of designated officer and deputy	Local Governing Board
Appointment of LGB member with special responsibility for safeguarding	Local Governing Board
Publication on academy and Trust web site of contact details of officers and employees with designated responsibility for safeguarding.	Local Governing Board
Sending details of designated officers to the Trust	Local Governing Board
Reporting and publishing performance data	Principal

2.19 Provision of Goods and Services

Area of Responsibility	Delegated to:
Appoint budget holders	Finance Officer / Principal
Review orders to ensure compliance with Schedule 3.	Budget holder
Supervise contractors and service providers to ensure best value for money and compliance with legislation.	Budget Holder

2.20 Orders for Goods and Services and Payments of Accounts

Area of Responsibility	Delegated to:
Appointment of budget holders	Finance Officer / Principal
Maintaining a signatory list of budget holders and approval limits	Finance Officer /Admin Officer
The approval of orders for all goods and services.	Budget holder

2.21 Insurance and Property

Area of Responsibility	Delegated to:
Review Trust insurance cover to ensure it meets the requirements of the academy and its officers	Finance Director
Notify Board if insurance cover is incomplete or inadequate	Finance Director
Develop and implement a strategy for the maintenance and development of the school site and buildings.	Principal
Approved maintenance programme within the context of the academy's budget.	Local Governing Board

2.22 Security of Assets, Stocks and other Property

Area of Responsibility	Delegated to:
Produce and implement a policy for security arrangements at the academy (including procedures for call-out and key replacements).	Principal
Approve and periodically review the policy for security arrangements at the academy.	Local Governing Board
Ensure the physical security of the academy's assets, and maintain and periodically inspect an up-to-date inventory.	Finance Officer / admin officer
The security of physical assets.	Principal
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.	Finance Officer /admin officer
Disposal of assets	See Schedule 3
Maintain a register of key holders.	Principal

2.23 Income

Area of Responsibility	Delegated to:
Setting charges for the academy's income, including lettings, music tuition and meals in accordance with the Trust's policies.	Executive Principal and Finance Director
The control and collection of all income.	Finance Officer /Admin Officer
The preparation of receipts for banking.	Finance Officer /Admin Officer
The physical banking of monies.	Finance Officer /Admin Officer
The investigation of bad debts owed to the academy	Principal
Ensuring the security of monies held on site.	Principal

Schedule 3: Controls and Limits

Control	Limits	Requirements	Approval
Budget Transfers to other headings	Less than £5,000 (in total in FY)	Details to Executive Principal and explanation to next available Audit Committee Meeting	Principal
Budget Transfers to other headings	£5,000 and over	Details to Executive Principal and recorded in minutes of LGB Meeting.	Local Governing Board
Cheque signing	£500 maximum per cheque	2 signatures	Any 2 approved signatories
Cheque signing	Over £500	2 signatures	Any 2 approved Trust signatories
BACs Payment authorisation for purchase orders	Any	This is a centralised function performed by the central finance office	Any 2 approved Trust signatories
Capital projects	£10,000 and above	Details to FD	Directors
Contracts and leases (excluding subscriptions)	Less than £5,000 (total whole term of contract)	Details to Financial Director and Executive Principal as soon as potential contract identified to confirm compliance with EFA rules and trust policy	Finance Director / Executive Principal
Contracts and leases (excluding subscriptions)	£5,000 and over (total whole term of contract)		Directors

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Control	Limits	Requirements	Approval
Authorising orders within budget (excluding contracts and leases and capital construction projects)	Less than £1000	Value for money confirmation by originator	Budget Holder
	£1,000 and up to £100,000	3 Quotes and 2 signatures. CFO check VFM compliance, Finance Director / Executive Principal may suggest options such as: <ul style="list-style-type: none"> <input type="checkbox"/> combining or sharing purchases across the MAT <input type="checkbox"/> alternative suppliers <input type="checkbox"/> alternative suppliers for future orders. 	Principal and Budget Holder
	£100,000 and over	Refer to Financial Director / Executive Principal to provide tendering service support and guidance under Trust's Tendering Policy. Financial Director will also ensure EU regulations are applied for all contracts over the EU threshold in force at the time..	Directors
Authorising orders for approved Capital Construction Projects	Up to £10,000	Value for money confirmation by originator.	Budget holder
Emergency purchases without official order (where the safety of students, staff, visitors, or the delivery of academy objectives are at risk)	Less than £1,000	Originator to provide written explanation for next available Audit Committee meeting.	Principal or Finance/Admin Officer.
	£1,000 and up to £10,000		Local Governing Board
Authorising invoices for payment (does not apply to invoices with valid, authorised Goods Received Note)	Less than £1,000		Budget Holder
	£1,000 and over		Principal or Finance/Admin Officer

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Control	Limit	Requirements	Approval
Authorise all employee-related expenses (except Principal's)	Any amount	Proof of purchase	Principal
Approve payments made to the Principal for goods or services purchased on behalf of the academy or personal expenses	Any amount	Proof of purchase	Executive Principal
Approve payments made to the Executive Principal for goods or services purchased on behalf of the academy or personal expenses	Any Amount	Proof of purchase	Trustees – Chair or Vice Chair
Maximum cash holdings	£1,000 or limits imposed by insurance whichever is lower.	Held in school safe when not in use	Finance/Admin Officer
School Office Cash Box and stamps	£50 cash plus stamps	Held in safe or secure, locked cupboard.	Finance/Admin Officer
Disposal of equipment	All disposals	Refer to FD	Directors
Write offs	Less than £500	Details to next available LGB Meeting	Principal
Write offs	£500 and over	Refer to FD to check delegated EFA limits in accordance with AFH in force at the time	Audit Committee

4. Definitions

Term	Description
Executive Principal	The Chief Executive Officer of the Trust accountable to the Secretary of State for the performance of all academies within the trust. The Executive Principal is an employee, appointed by the trustees. The Executive Principal is also a trustee and director.
Accounting Officer	Accountable for the financial health of the trust. This role must be fulfilled by the most senior employee of the trust and is the same person who performs the role of Executive Principal. Financial management of the Trust is delegated to the FD working in partnership with the Executive Principal.
CFO	Central Finance Office
FD	Known in the Trust as the Business and Finance Director. A fully qualified business accountant appointed by the Trustees to oversee the finances of the trust. Reports direct to the board and is a member of the Trust's Audit Committee.
Trustee/Director/Governor	<p>The terms are used interchangeably.</p> <p>The Trust is a company under the Companies Act and in this capacity the Trustee performs the role of a director</p> <p>The Trust is also a company with charitable status and under charity law the role of Trustee applies.</p> <p>The Trust is also subject to educational Acts of Parliament and therefore some Trustees are also governors within the Academies.</p>
Local Governing Board	A nominated LGB member can be a Director of the Board. This is usually the Chair of the LGB.

