

Detailed Scheme of Delegation of Responsibilities and Finance 2016-17 – reviewed and revised by Directors ongoing

| Area | Decision | Delegation | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Members | | | Trust Board | | | CEO | | | LGB | | | Academy Principal |
| Governance framework | | | | | | | | | | | | | | | |
| People | Members: Appoint/Remove | **✓** | | |  | | |  | | |  | | |  | |
| Directors: Appoint/Remove | **✓** | | |  | | |  | | |  | | |  | |
| Role descriptions for members | **✓** | | |  | | |  | | |  | | |  | |
| Role descriptions for Directors/chair/  specific roles/committee members: agree |  | | | **✓** | | | **<A** | | |  | | |  | |
| Committee chairs: appoint and remove |  | | | **✓** | | | **<A** | | |  | | |  | |
| LGB chairs: approve appointment and remove |  | | | **✓** | | | **<A** | | | **✓** | | |  | |
| Appointment LGB staff and parent governors |  | | |  | | |  | | | **✓** | | | **A** | |
| Clerk to board: appoint and remove |  | | | **✓** | | |  | | |  | | |  | |
| Clerk to LGB: appoint and remove |  | | | **✓** | | |  | | | **✓** | | |  | |
| Systems and structures  Systems and structures | Articles of association: agree and review | **✓** | | | **<A** | | | **<A** | | |  | | |  | |
| Governance structure (committees) for the trust: establish and review annually |  | | | **✓** | | | **<A** | | |  | | |  | |
| Terms of reference for trust committees (including audit if required): agree annually |  | | | **✓** | | | **<A** | | |  | | |  | |
| Terms of reference for LGB: agree and review annually |  | | | **✓** | | | **<A** | | |  | | |  | |
| Skills audit: complete and recruit to fill gaps |  | | | **✓** | | | **<A>** | | | **✓** | | | **A** | |
| Annual self review of trust board and any committee performance: complete annually |  | | | **✓** | | |  | | |  | | |  | |
| Annual self review of LGB performance: complete annually |  | | |  | | |  | | | **✓** | | |  | |
| Chair’s performance: carry out 360 review periodically |  | | | **✓** | | |  | | | **✓** | | |  | |
| Director / Governor contribution: review annually |  | | | **✓** | | |  | | | **✓** | | |  | |
| Succession: plan |  | | | **✓** | | | **<A>** | | | **✓** | | | **A** | |
| Annual schedule of business for trust board: agree |  | | | **✓** | | | **<A** | | |  | | |  | |
| Annual schedule of business for LGB: agree |  | | |  | | | **A>** | | | **✓** | | | **A** | |
| Reporting | | | | | | | | | | | | | | | |
| Reporting | Trust governance details on trust and academies' websites: ensure |  | | | **✓** | | | **<A** | | |  | | |  | |
| Academy governance details on academy website: ensure |  | | | **✓** | | | **<A** | | |  | | |  | |
| Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish |  | | | **✓** | | | **<A** | | |  | | |  | |
| Annual report on performance of the trust: submit to members and publish |  | | | **✓** | | | **<A** | | |  | | |  | |
| Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit |  | | | **✓** | | | **<A** | | |  | | |  | |
| Annual report work of LGB: submit to trust and publish |  | | |  | | |  | | | **✓** | | | **A** | |
| Being Strategic | | | | | | | | | | | | | | | |
| Being Strategic  Being Strategic | Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, health and safety, HR, ICT | |  | | | **✓** | | | **<A** | | |  | |  | |
| Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve | |  | | |  | | | **A>** | | | **A** | | **✓** | |
| Central spend / top slice: agree | |  | | | **✓** | | | **<A** | | |  | |  | |
| Management of risk: establish register, review and monitor | |  | | | **✓** | | | **<A>** | | | **✓** | | **A** | |
| Engagement with stakeholders | | **✓** | | | **✓** | | | **✓✓** | | | **✓** | | **✓** | |
| Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine | |  | | | **✓** | | | **<A** | | |  | |  | |
| Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine | |  | | |  | | | **A>** | | | **A** | | **✓** | |
| Chief executive officer: Appoint and dismiss | |  | | | **✓** | | |  | | |  | |  | |
| Academy principal : Appoint and dismiss | |  | | |  | | | **✓** | | |  | |  | |
| Budget plan to support delivery of trust key priorities: agree | |  | | | **✓** | | | **<A** | | |  | |  | |
| Budget plan to support delivery of school key priorities: agree | |  | | |  | | | **A>** | | | **A** | | **✓** | |
| Trust's staffing structure: agree | |  | | | **✓** | | | **<A** | | |  | |  | |
| School staffing structure: agree | |  | | |  | | | **A>** | | | **A** | | **✓** | |
| Holding to account | | | | | | | | | | | | | | | |
| Holding to account | Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree | |  | | | **✓** | | | **<A>** | | | **✓** | | **A** | |
| Reporting arrangements for progress on key priorities: agree | |  | | | **✓** | | | **<A>** | | | **✓** | | **A** | |
| Performance management of the Chief Executive Officer: undertake | |  | | | **✓** | | |  | | |  | |  | |
| Performance management of academy principal : undertake | |  | | |  | | | **✓** | | | **A** | |  | |
| Trustee monitoring: agree arrangements | |  | | | **✓** | | | **<A** | | |  | |  | |
| LGB member monitoring: agree arrangements | |  | | |  | | |  | | | **✓** | | **A** | |
| Ensuring financial probity | | | | | | | | | | | | | | | |
| Ensuring financial probity | Finance Director for delivery of trusts detailed accounting processes: appoint | | |  | | | **✓** | | | **<A** | | |  |  | |
| Trust's scheme of financial delegation: establish and review | | |  | | | **✓** | | | **<A** | | |  |  | |
| School's scheme of financial delegation: establish and review | | |  | | | **✓** | | | **<A** | | |  |  | |
| External auditors' report: receive and respond | | |  | | | **✓** | | | **<A** | | | **✓** | **A** | |
| CEO pay award: agree | | |  | | | **✓** | | |  | | |  |  | |
| Academy principal pay award: agree | | |  | | |  | | | **✓** | | | **A** |  | |
| Staff appraisal procedure and pay progression: monitor and agree | | |  | | | **✓** | | | **A>** | | | **A** | **✓** | |
| Benchmarking and trust wide value for money: ensure robustness | | |  | | | **✓** | | | **<A** | | |  |  | |
| Benchmarking and academy value for money: ensure robustness | | |  | | |  | | |  | | | **✓** | **A** | |
| Develop trust wide procurement strategies and efficiency savings programme | | |  | | |  | | | **✓** | | |  |  | |

**Finance Scheme of Delegation**

Tudor Park is a charitable trust regulated by the DfE. As a multi academy trust members, directors, and governors of the trust have different complementary roles, responsibilities and duties to safeguard the trust and its financial resources, ensure public money is well spent, and avoid real or perceived conflicts of interest.

The Chief Executive Officer 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. She is supported in this by the Finance Director.

**The trust’s Board of Directors, remains responsible for the proper use of trust funding and is committed to ensuring academies in the trust being as autonomous as possible and having as much freedom as possible and having 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 EFA and the trust must seek prior approval of the EFA for some transactions.

This scheme of financial authorities forms part of the trust’s scheme of delegation of financial powers and complies with the requirements both of propriety and of good financial management. It follows the multi academy trust’s financial handbook.

The Board of Directors is responsible for appointing auditors whose remit will cover all academies in the trust.

The trust operates a single consolidated bank account for all academies within the trust. All delegated financial authorities are, in addition to the values stated below, limited to the value of the approved budget for each academy. The monetary / percentage limits will be reviewed annually and may be different for each academy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key Function | Board of Directors | Chief Executive Officer (CEO) | Director of Finance (DoF) | Local Governing Body (LGB) | Principal |
| Budget | | | | | |
| Preparation of annual budget for each Academy | Approve final academy budgets  Approve consolidated trust budget and central services top slice | Recommend to Board central services top slice  Recommend academy and consolidated budgets to Board | Preparation of each academy’s Annual Budget with Principal  Preparation of consolidated trust budget, , to coincide with EFA reporting deadlines | Recommend with CEO to Board | Preparation of academy budget with DoF |
| Budget Monitoring | Review termly consolidated outturn forecasts | Review monthly consolidated monitoring reports | Produce monthly budget monitoring reports for academy Principals and consolidated budget monitoring reports for CEO.  Prepare and report termly outturn forecast to LGB and Principal for each academy  Prepare and report termly consolidated outturn forecast to CEO and Board for trust as a whole | Review termly outturn forecast | Review monthly management accounts with DoF |
| Budget virements | With CEO, approve virements over £50k | With Board, approve virements over £50k | Monitoring role Over £50k report to CEO/Board for approval |  | Approve virements up to £50k |
| Key Function | Board of Directors | Chief Executive Officer (CEO) | Director of Finance (DoF) | Local Governing Body (LGB) | Principal |
| Banking | | | | | |
| Credit Cards |  |  | Authorise Credit Card and limits  Enter transactions onto PSF  Reconciliation to statements |  | Approve individual transactions  Submit all supporting documentation to central finance team in accordance with reporting deadlines |
| Direct Debit and or standing orders |  |  | Approve all direct debit and standing order mandates |  |  |
| Cash Banking |  |  | Organise cash collection and banking from each site (e.g. G4S)  Enter income onto PSF |  | Delegate to admin team counting and entering onto cash accounting system (e.g. Tucasi)  Preparation of monies for banking |
| Signatories for cheques, BACS payments and other bank transfers |  |  | Payments will be made at trust level in accordance with the bank mandate - 2 signatures required |  |  |
| Key Function | Board of Directors | Chief Executive Officer (CEO) | Director of Finance (DoF) | Local Governing Body (LGB) | Principal |
| Procurement | | | | | |
| Ordering goods and services  *To ensure best value principles are applied* | Approval of procurement over £100k  Overview of compliance | Approval of procurement over £50k up to £100k | Establish and monitor procurement policy/procedures  Ensure compliance with OJEU etc.  Approval of procurement over £50k | £50K up to £100k per item or related group of items with approval of CEO | Authorisation of purchase orders  Up to £50k per item or related group of items – payroll expenditure budget exempt    Delegation of budgets to budget holders |
| Contracts and service level agreements  *In addition to the ordering limits above* |  |  | Approval of any contracts or service level agreements over 12 months’ term or where the contract contains an auto-renewal clause |  |  |
| Payments |  |  | Payment of invoices |  | Approve invoices for payment |
| Petty Cash |  |  | Establish and monitor petty cash policy/procedures  Approve level of petty cash to be held  Replenish monthly following reconciliation and reporting |  | Approve petty cash transactions |
| Authority to accept other than lowest quotation or tender  *Responsibility to attain quotes in accordance with the trusts quote limits – 3 quotes for any expenditure over £5k* *(per single item)* |  | Approval for quotations or tenders over £50k |  | Approval for tenders or quotations over £10k up to £50k | Approval for quotations or tenders up to £10k |
| Key Function | Board of Directors | Chief Executive Officer (CEO) | Director of Finance (DoF) | Local Governing Body (LGB) | Principal |
| Reporting | | | | | |
| Signatories for EFA grant claims and EFA returns |  | Signatory |  |  |  |
| Consolidated accounts production |  |  | Consolidating accounts |  | Ensuring internal reporting deadlines are met |
| VAT returns |  |  | Completion of VAT returns monthly |  | Ensuring all transactions are supported by valid VAT receipts/invoices |
| Internal and external audit |  |  | Programme of internal audits and reporting to CEO and board  Liaise with and assist external auditors |  | Compliance with internal audit requirements  Cooperate with internal and external auditors at all times |
| Financial Risk Assessment |  |  | Set format for financial risk assessment  Consider and report on financial risk in trust as a whole | Consider and report on financial risk in academy |  |
| Key Function | Board of Directors | Chief Executive Officer (CEO) | Director of Finance (DoF) | Local Governing Body (LGB) | Principal |
| General | | | | | |
| Acquisition / disposal, write off of fixed assets – other than land buildings heritage assets | Notified annually.  Approves write-offs over £20k | Monitoring role | Approve write-offs over £10k up to £20k.  Annual report to the LGB and Board | Notified annually with approval of DoF over £10k up to £20k | Items with a written down value of up to £10k |
| Write off of bad debts | Board approves over £10k  Receive annual report | Monitoring role | Approve write-offs over £5k up to £10k  Annual report to the LGB and Board | Notified annually | Approve write-offs up to £5k |
| Granting or take up of any leasehold or tenancy agreement or finance lease | Board and EFA approval |  |  |  |  |
| Special payments – staff severance payments, compensation payments, ex-gratia payments | Board approves policy  Board approves payments over £15k up to £50K  EFA approval over £50k | Approval up to £15K | Develop policy for Board approval |  |  |
| Operating leases – not related to land or buildings | Board approval |  |  |  |  |
| Insurance |  |  | Risk assess and organise |  |  |