

Detailed Scheme of Delegation of Responsibilities and Finance 2019-20 – reviewed and revised by Directors ongoing.

Key: ✓ indicates who has responsibility (blue indicates Board, pink LGB)

- both a blue and pink tick indicate that the main responsibility sits with the LGB but the Board has final sign off

A indicates advisory role, with < and > indicating direction of advice

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: appoint and remove		✓	<A	✓	
	Co-opted governors: appoint and remove		✓	<A	✓	
	Appointment LGB staff and parent governors				✓	A

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		Members	Trust Board	CEO	LGB	Academy Principal
	Clerk to board: appoint and remove		✓			
	Clerk to LGB: appoint and remove		✓			
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
Systems and structures	Annual self review of trust board and any committee performance: complete annually		✓			
	Annual self review of LGB performance: complete annually and Chairs' report to the Board				✓	
	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						

Area	Decision	Delegation				
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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		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	Twice yearly feedback on the work of LGBs to the Board				✓	A
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 Trust level policies which reflect the Trust's ethos and values to include e.g. admissions; safeguarding and child protection; curriculum: approve (see full list attached as appendix A)		✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g.; SEND; behaviour.			A>	A	✓
	Central spend / top slice: agree		✓	<A		
	Management of risk: establish register, review		✓	<A		
	Management of risk: monitor		✓	<A>	✓	A

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Principal
Being Strategic	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		A>	✓	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A		
	Budget plan to support delivery of school key priorities: agree		✓	<A>	A	✓
	Consolidated accounts and budget monitoring		✓	<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

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Principal
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	A
	Performance management of the Chief Executive Officer and TPET staff: undertake		✓			
	Performance management of academy principal : undertake			✓	A	
	Trustee monitoring: agree arrangements		✓	<A		
	LGB member monitoring: agree arrangements Chair of Board review Director / Governor attendance annually				✓	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		
	External auditors' report: receive and respond		✓	<A		A
	CEO pay award: agree		✓			
	Academy principal pay award: agree			✓	A	

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Principal
	Academy 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			✓		

Appendix A

List of Tudor Park Policies used by Springwest Academy and Logic Studio School

Capability support staff

Capability teaching staff

Complaints

Data Protection - and all the related GDPR policies and documentation

Equal Opportunity

Exclusions

Fire safety

First Aid

Freedom of Information
Gift and Hospitality
Grievance
Health & Safety
ICT policies – Full suite
Investment
Lettings
Lockdown
Management of Absence
Management and retention of records
Pay
Performance Management for support staff
Pregnancy and maternity
Probation policy for support staff
Procurement and Competitive Tendering
Safeguarding (all related policies)
Shared Parental Leave
Staff Disciplinary
Supporting students with medical needs

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	<p>Approve final academy budgets</p> <p>Approve consolidated trust budget and central services top slice</p>	<p>Recommend to Board central services top slice</p> <p>Recommend academy and consolidated budgets to Board</p>	<p>Preparation of each academy's Annual Budget with Principal</p> <p>Preparation of consolidated trust budget, , to coincide with EFA reporting deadlines</p>	Recommend with CEO to Board	Preparation of academy budget with DoF
Budget Monitoring	Review termly consolidated outturn forecasts	Review monthly consolidated monitoring reports	<p>Produce monthly budget monitoring reports for academy Principals and consolidated budget monitoring reports for CEO.</p> <p>Prepare and report termly outturn forecast to LGB and Principal for each academy</p>	Review termly outturn forecast	Review monthly management accounts with DoF

			Prepare and report termly consolidated outturn forecast to CEO and Board for trust as a whole		
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 <i>To ensure best value principles are applied</i>	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.	£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

			Approval of procurement over £50k		Delegation of budgets to budget holders
Contracts and service level agreements <i>In addition to the ordering limits above</i>			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		Approve petty cash transactions

			Replenish monthly following reconciliation and reporting		
<p>Authority to accept other than lowest quotation or tender</p> <p><i>Responsibility to attain quotes in accordance with the trusts quote limits – 3 quotes for any expenditure over £5k (per single item)</i></p>		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	Notified annually.	Monitoring role	Approve write-offs over £10k up to £20k.	Notified annually with approval of DoF over £10k up to £20k	Items with a written down value of up to £10k

than land buildings heritage assets	Approves write-offs over £20k		Annual report to the LGB and Board		
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		

