

## **Scheme of Delegation 2026-2027**

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1.0 Introduction

As a Multi Academy Trust (MAT), the Trust Board of the Ted Wragg Trust (TWT) is accountable in law, for all major decisions concerning the schools and subsidiary companies.

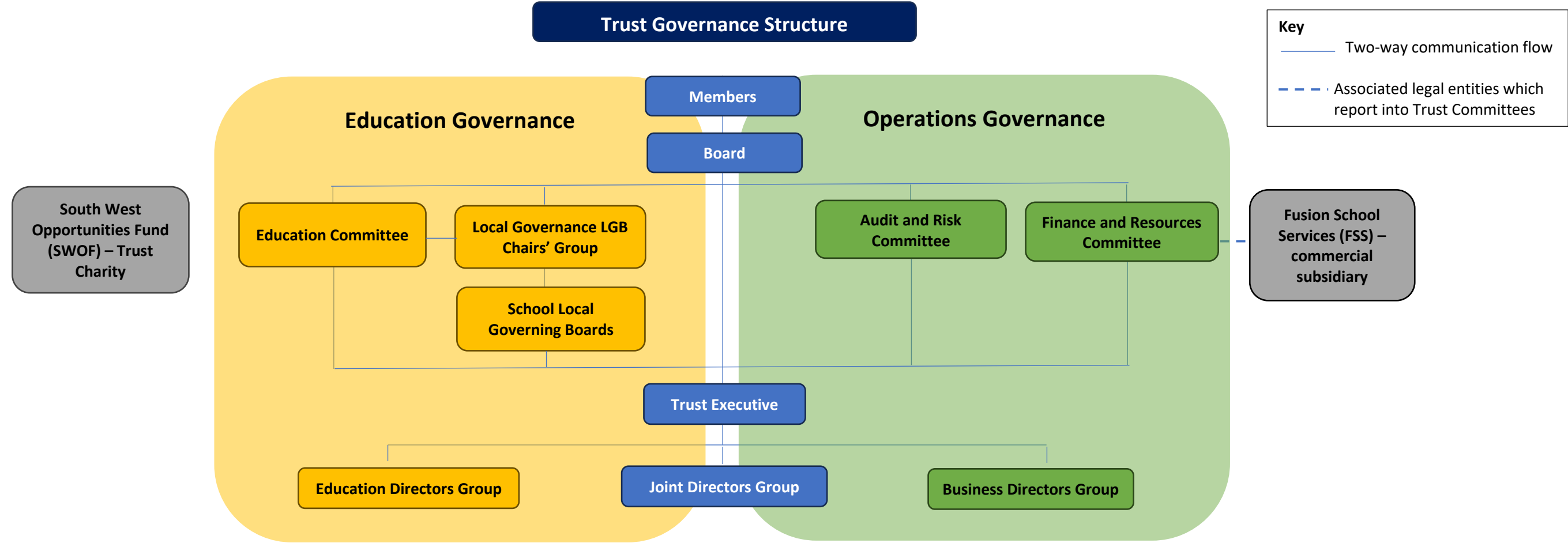
The Trust Board is not required to carry out all the Trust’s governance functions and has decided to delegate certain aspects to the CEO & Executive Teams, the Trust Board’s Committees and the school Local Governing Boards (LGBs).

The Scheme of Delegation (SoD) is the key document that defines the lines of responsibility and accountability in a MAT to ensure that the Members, Trustees, Trust Board Committees, Subsidiary Company, LGBs, Executive Leadership and School Headteachers understand their role and responsibilities.

This overarching Scheme of Delegation for decision making in the Trust should not be confused with the written Scheme of Delegation of Financial Powers referred to in the DfE’s Academy Trust Handbook.

Where responsibilities are held both at individual school level and Trust wide, further breakdown of individual school responsibility can be found in related policies and guidance and the [Ted Wragg Standard](#) where the consistent core of expectation for Headteachers and their schools is clearly articulated.

2.0 Trust Governance Structure



**3.0 Transparency**

Ted Wragg Trust is the sole shareholder of a commercial subsidiary, [Fusion School Services](#) which is governed by its own Articles and Scheme of Delegation. Related party transactions are reported to both Fusion Board and TWT Board. Conflicts of interest are declared and managed as per procedure.

TWT have also established a charity; [South West Opportunities Fund](#), which is governed as per its Articles.

4.0 Committee Abbreviations

|      |                                               |
|------|-----------------------------------------------|
| F&R  | Finance & Resources Committee                 |
| A&R  | Audit & Risk Committee                        |
| EC   | Education Committee                           |
| RC   | Remuneration Committee                        |
| LGBC | Local Governing Board Chairs Group            |
| FSS  | Fusion School Services Ltd Board of Directors |

## 5.0 Summary of delegations

| Key to delegations:                                                                                                                                                                  |                                                                                                                                   |                                        |           |         |   |             |           |         |     |       |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------|---------|---|-------------|-----------|---------|-----|-------|---|---|
| R                                                                                                                                                                                    | A                                                                                                                                 | Accountable and Responsible for action |           |         |   |             |           |         |     |       |   |   |
| R                                                                                                                                                                                    | Responsible for action at this level                                                                                              |                                        |           |         |   |             |           |         |     |       |   |   |
| A                                                                                                                                                                                    | Accountable for action at this level (final decision and approval body)                                                           |                                        |           |         |   |             |           |         |     |       |   |   |
| S                                                                                                                                                                                    | Support and challenge to those accountable and/or responsible for decision making                                                 |                                        |           |         |   |             |           |         |     |       |   |   |
| C                                                                                                                                                                                    | Consulted by those accountable and/or responsible for decision making (this must be prior to any final decision)                  |                                        |           |         |   |             |           |         |     |       |   |   |
| I                                                                                                                                                                                    | Informed by those accountable and/or responsible for decision making (this may be after a final decision has already been made)   |                                        |           |         |   |             |           |         |     |       |   |   |
| NB: Where there is joint responsibility, the CEO and/or Trust Board are responsible for Trust Level action and the Headteachers and/or LGBs are responsible for School Level action. |                                                                                                                                   |                                        |           |         |   |             |           |         |     |       |   |   |
| Ref                                                                                                                                                                                  | Delegations                                                                                                                       | Board delegated authority              | Source    | Members |   | Trust Board | Committee | LGBs    | CEO | Heads |   |   |
| A) Governance                                                                                                                                                                        |                                                                                                                                   |                                        |           |         |   |             |           |         |     |       |   |   |
| A.1                                                                                                                                                                                  | Articles of Association (AoA) agree and review updated version                                                                    | No                                     | ATH       | A       | R | C           |           |         | S   |       |   |   |
| A.2                                                                                                                                                                                  | Member and Trustee appointments and removal from office<br>- Members                                                              | No                                     | ATH & AoA | A       | R |             |           |         | I   |       |   |   |
| A.3                                                                                                                                                                                  | - Trustees (Member Appointed)                                                                                                     |                                        |           | A       | R | C           |           |         |     |       |   |   |
|                                                                                                                                                                                      | - Trustees (Co-opted)                                                                                                             |                                        |           | I       |   | A           | R         |         |     |       |   |   |
| A.4                                                                                                                                                                                  | - Trust Chair/Vice Chair appointment                                                                                              |                                        |           | I       |   | A           | R         |         |     |       |   |   |
|                                                                                                                                                                                      | - Safeguarding Link Trustee Appointment<br>- Careers Link Trustee Appointment<br>- SEND Link Trustee Appointment                  |                                        |           | I       |   | A           | R         |         |     |       |   |   |
| A.5                                                                                                                                                                                  | Governance structures (Trust and Local Governance)<br>- Trust                                                                     | No                                     | ATH & AoA | I       |   | A           | R         |         | C   | I     |   |   |
| A.6                                                                                                                                                                                  | - Local Governance & Supported Local Governing Boards (SLGB)                                                                      |                                        |           | I       |   | A           | R         | C       | C   |       |   |   |
| A.7                                                                                                                                                                                  | Local Governing Board (LGB) membership:<br>- LGB Governors Appoint/Remove                                                         | No                                     | ATH & AoA |         |   | A           | R         |         | S   | I     | C |   |
|                                                                                                                                                                                      | - Parent & staff election Appoint/Remove                                                                                          | No                                     | ATH & AoA |         |   | A           | R         |         | S   | S     | C |   |
|                                                                                                                                                                                      | - Chairs Appoint/Remove                                                                                                           | No                                     | ATH & AoA |         |   | A           | R         |         | S   | I     | C |   |
|                                                                                                                                                                                      | - Vice Chair Appoint/Remove                                                                                                       | Yes                                    | ATH & AoA |         |   | I           |           |         | A   | R     | I | C |
|                                                                                                                                                                                      | - Designating Link Governors to required roles                                                                                    | Yes                                    | ATH       |         |   | I           |           |         | A   | R     | I | C |
| A.8                                                                                                                                                                                  | Governance Professional Appointment(s)<br>- Trust Governance Professional (Clerk to the Trust)                                    | No                                     | ATH       |         |   | A           | R         |         |     | C     |   |   |
|                                                                                                                                                                                      | - Head of Governance                                                                                                              |                                        | -         |         |   | A           | R         |         |     | C     |   |   |
| A.9                                                                                                                                                                                  | Scheme of Delegation, including policy approval delegations                                                                       | No                                     | ATH       | I       |   | A           | R         |         | I   | C     | I |   |
| A.10                                                                                                                                                                                 | Terms of Reference (ToR) and annual Cycles of Business:<br>Trust Board, Trust Committees & Sub-committees                         | No                                     | AoA, TWT  |         |   | A           | R         |         |     | C     | I |   |
| A.11                                                                                                                                                                                 | Local Governing Boards (LGB) & Supported LGBs                                                                                     |                                        |           |         |   | A           | R         |         | C   | C     | I |   |
| A.12                                                                                                                                                                                 | Register of pecuniary, business & loyalty interests for Members, Trustees, Governors and CFO                                      | Yes                                    | ATH & DfE |         |   | A           | R         |         |     |       |   |   |
| A.13                                                                                                                                                                                 | Register of pecuniary, business & loyalty interests for Staff                                                                     | Yes                                    | DfE       |         |   |             |           |         |     | A     | R |   |
| A.14                                                                                                                                                                                 | Trust & Local Governance information published on the Trust/School Website (as appropriate)                                       | Yes                                    | DfE       |         |   | A           | R         |         |     |       |   |   |
| A.15                                                                                                                                                                                 | Trust Risk Registers (Strategic) Monitor & Review Trust Risk Register, including specific school strategic risks (as appropriate) | No                                     | ATH       |         |   | A           |           | S (A&R) |     | R     | S |   |

| Key to delegations:                                                                                                                                                                  |                                                                                                                                                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------|--------------------------------------------------------|-------------|--------------------|-----------|------|------------------------------|-------|
| R                                                                                                                                                                                    | A                                                                                                                                                                                                                              | Accountable and Responsible for action |                                          |                                                        |             |                    |           |      |                              |       |
| R                                                                                                                                                                                    | Responsible for action at this level                                                                                                                                                                                           |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| A                                                                                                                                                                                    | Accountable for action at this level (final decision and approval body)                                                                                                                                                        |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| S                                                                                                                                                                                    | Support and challenge to those accountable and/or responsible for decision making                                                                                                                                              |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| C                                                                                                                                                                                    | Consulted by those accountable and/or responsible for decision making (this must be prior to any final decision)                                                                                                               |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| I                                                                                                                                                                                    | Informed by those accountable and/or responsible for decision making (this may be after a final decision has already been made)                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| NB: Where there is joint responsibility, the CEO and/or Trust Board are responsible for Trust Level action and the Headteachers and/or LGBs are responsible for School Level action. |                                                                                                                                                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| Ref                                                                                                                                                                                  | Delegations                                                                                                                                                                                                                    | Board delegated authority              | Source                                   | Members                                                | Trust Board |                    | Committee | LGBs | CEO                          | Heads |
| A.16                                                                                                                                                                                 | <b>Policies</b> - Review, define, delegate as per statutory policy approval, Trust or school as appropriate (see policy management schedule)                                                                                   | Yes                                    | DfE                                      | See policy management schedule for list of delegations |             |                    |           |      |                              |       |
| A.17                                                                                                                                                                                 | Annual <b>Skills Audit</b> of Trustees & Governors: ensure the boards have the right skills on the Trust and LGBs                                                                                                              | Yes                                    | ATH,<br>Competency Framework,<br>Auditor |                                                        | A           | R                  |           | R    |                              |       |
| B) Trust wide organisational strategy                                                                                                                                                |                                                                                                                                                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| B.1                                                                                                                                                                                  | <b>Trust's Vision</b> , Ethos & Strategic direction                                                                                                                                                                            | No                                     | ATH                                      | I                                                      | A           | R                  |           | C    | S                            | C     |
| B.2                                                                                                                                                                                  | <b>Admission of new academies to the Trust</b>                                                                                                                                                                                 | No                                     | ATH                                      | I                                                      | A           | R                  |           |      | S                            |       |
| B.3                                                                                                                                                                                  | <b>Trust Mergers</b>                                                                                                                                                                                                           | No                                     | ATH                                      | C                                                      | A           | R                  |           |      | S                            |       |
| C) Finance                                                                                                                                                                           |                                                                                                                                                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| C.1                                                                                                                                                                                  | Appointment of External <b>Auditors</b>                                                                                                                                                                                        | No                                     | ATH                                      | A                                                      | R           | C (A&R)            |           |      |                              |       |
| C.2                                                                                                                                                                                  | Annual Approval of <b>Trust Annual Accounts</b>                                                                                                                                                                                | No                                     | ATH &<br>Companies Act                   | I                                                      | A           | R (F&R)            |           |      |                              |       |
| C2.1                                                                                                                                                                                 | Annual Approval of <b>Fusion Annual Accounts</b>                                                                                                                                                                               | Yes                                    | ATH                                      |                                                        |             |                    |           |      | R                            |       |
| C.3                                                                                                                                                                                  | <b>Financial Reports &amp; Returns</b><br>- Funding & regulatory bodies<br>- Accounting returns<br>- Department for Education<br>- PAYE & VAT returns                                                                          | Yes                                    | Financial regs                           |                                                        | A           | S (F&R)            |           |      | R                            |       |
| C.4                                                                                                                                                                                  | Entering into <b>leases</b> or other <b>legal arrangements</b> (other than standard non-property operating leases - see purchasing)                                                                                            | Yes                                    | ATH                                      |                                                        | A           | R (F&R)            |           |      | R<br>(+ Director of Finance) |       |
| C.5                                                                                                                                                                                  | <b>Internal Control Systems</b><br>- establish control frameworks incl. internal audit<br>- setting delegated authority limits for financial transactions<br>- financial policies and regulations (incl. procurement strategy) | No                                     | ATH                                      |                                                        | A           | R (A&R)<br>R (F&R) |           |      | S                            |       |
| C.6                                                                                                                                                                                  | <b>Related Party Transactions</b><br>- Board oversight with approval delegated to F&R<br>- records show transaction transparency & compliance                                                                                  | No                                     | ATH                                      |                                                        | A           | R (F&R)            |           |      | S                            |       |
| C.7                                                                                                                                                                                  | <b>Trust Budget &amp; Management Reporting</b><br>- Annual Budget<br>- receipt and review of management accounts and financial forecasts                                                                                       | No                                     | ATH                                      |                                                        | A           | S (F&R)            |           |      | R                            |       |
| C.8                                                                                                                                                                                  | - reporting arrangements on use of educational grant funding (relevant committees as appropriate)                                                                                                                              | Yes                                    | ATH                                      |                                                        |             | A                  |           |      | R                            | S     |
| C.9                                                                                                                                                                                  | <b>Banking Authority &amp; Cash Management</b><br>- Cashflow Management, Treasury & Investment Policy                                                                                                                          | Yes                                    | TWT<br>Financial Regs                    |                                                        | A           | C (F&R)            |           |      | R                            |       |
| C.10                                                                                                                                                                                 | - Open a bank account and approve signatories                                                                                                                                                                                  |                                        |                                          |                                                        | A (F&R)     |                    |           | R    |                              |       |
| C.11                                                                                                                                                                                 | <b>Fixed Assets</b> ; management of capital projects and disposal of assets (as per thresholds)                                                                                                                                | Yes                                    | Financial Regs                           |                                                        |             | A (F&R)            |           |      | R                            | S     |
| C.12                                                                                                                                                                                 | <b>Insurances</b> ; Annual Risk Review & Premium Renewal                                                                                                                                                                       | Yes                                    | ATH                                      |                                                        |             | A (F&R)            |           |      | R                            |       |
| D) Education                                                                                                                                                                         |                                                                                                                                                                                                                                |                                        |                                          |                                                        |             |                    |           |      |                              |       |
| D.1                                                                                                                                                                                  | <b>Trust School Improvement Strategy</b>                                                                                                                                                                                       | Yes                                    | ATH                                      | I                                                      | A           | S (EC)             | I         | R    | C                            |       |

**Key to delegations:**

|          |          |                                                                                                                                 |
|----------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>A</b> | Accountable and Responsible for action                                                                                          |
| <b>R</b> |          | Responsible for action at this level                                                                                            |
| <b>A</b> |          | Accountable for action at this level (final decision and approval body)                                                         |
| <b>S</b> |          | Support and challenge to those accountable and/or responsible for decision making                                               |
| <b>C</b> |          | Consulted by those accountable and/or responsible for decision making (this must be prior to any final decision)                |
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| Ref   | Delegations                                                                                                                                                                           | Board delegated authority | Source                                           | Members | Trust Board |   | Committee | LGBs                                                  | CEO                  |   | Heads |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------|---------|-------------|---|-----------|-------------------------------------------------------|----------------------|---|-------|
| D.2   | School improvement processes including data, targets and quality assurance (Trust/school as appropriate)                                                                              | Yes                       | ATH                                              |         |             |   | A (EC)    | S                                                     | R                    |   | S     |
| D.3   | Governance for attendance at School Ofsted inspections                                                                                                                                | Yes                       | EIF & TWT                                        |         | A           | R |           | S                                                     |                      |   | C     |
| D.4   | Stakeholders: ensure engagement with the school community; parents, students, staff                                                                                                   | Yes                       | ATH                                              |         | ↓           |   | I         | S                                                     | A                    |   | R     |
| D.5   | Christian distinctiveness and SIAMs inspection process for Trust's church schools                                                                                                     | Yes                       | AoA                                              |         | A           |   | S (EC)    |                                                       | S                    |   | R     |
| D. 6  | Monitoring of Christian distinctiveness and ethos to assess how this is embedded within our church schools                                                                            | Yes                       | AoA                                              |         | A           |   |           | R                                                     |                      |   |       |
|       |                                                                                                                                                                                       |                           |                                                  |         |             |   |           | Ethos Com.                                            |                      |   |       |
|       | Curriculum                                                                                                                                                                            |                           |                                                  |         |             |   |           |                                                       |                      |   |       |
| D.7   | Design, review, monitor and develop Trust curriculum framework                                                                                                                        | Yes                       | DfE                                              |         |             |   | S (EC)    |                                                       | A                    | R | C     |
| D.8   | Intent, implementation and impact of curriculum & assessment (including RSE and Foundation Skills)                                                                                    | Yes                       | DfE                                              |         |             |   | I (EC)    | S                                                     | A                    |   | R     |
| D.9   | Delivery of Early Years Foundation Stage (EYFS), in line with statutory requirements                                                                                                  | Yes                       | DfE                                              |         |             |   | I (EC)    | S                                                     | A                    |   | R     |
| D.10  | Delivery of Post 16 education in line with statutory requirements                                                                                                                     | Yes                       | DfE                                              |         |             |   | I (EC)    | S                                                     | A                    |   | R     |
| D.11  | Delivery of school careers programme, with regards to statutory requirements                                                                                                          | Yes                       | DfE                                              |         |             |   | I (EC)    | S<br>secondary schools only                           | A                    |   | R     |
| D.12  | Monitoring and challenge of Trust educational outcomes                                                                                                                                | Yes                       | DfE                                              |         |             |   | A (EC)    |                                                       | R                    |   |       |
| D. 13 | Monitoring and challenge of School educational outcomes                                                                                                                               | Yes                       | DfE                                              |         |             |   | S (EC)    | S                                                     | R<br>(health checks) | A |       |
|       | Inclusion                                                                                                                                                                             |                           |                                                  |         |             |   |           |                                                       |                      |   |       |
| D.14  | School reward & behaviour policies; review, agree and implement                                                                                                                       | Yes                       | DfE                                              |         |             |   | I (EC)    | S                                                     | A                    |   | S     |
| D.15  | Admissions and attendance registers kept in accordance with regulations and monitoring attendance rates and interventions                                                             | Yes                       | DfE                                              |         |             |   | I (EC)    | S                                                     | A                    |   | R     |
| D.16  | Statutory guidance followed in relation to suspensions and permanent exclusions (PEX)                                                                                                 | Yes                       | Suspension & PEX Stat Guidance                   |         | A           |   |           | S                                                     | S                    |   | R     |
| D.17  | Directing of pupils offsite Trust wide is compliant with the statutory guidance for Alternative Provision, Trust Policies and Admission Authority delegated approval where applicable | No                        | Alt. Provision, Suspension & PEX Admissions Code |         | A           |   | I (EC)    | S<br>(via link visits re attendance and safeguarding) | R                    |   |       |
| D.18  | Monitor and Challenge provision for SEND (Special Educational Needs and Disabilities)                                                                                                 | Yes                       | DfE                                              |         | A           |   | I (EC)    | S                                                     |                      |   | R     |
| D.19  | Monitor and Challenge Pupil Premium Strategy                                                                                                                                          | No                        | DfE                                              |         | A           |   | I (EC)    | S                                                     |                      |   | R     |
|       | School Organisation                                                                                                                                                                   |                           |                                                  |         |             |   |           |                                                       |                      |   |       |
| D.20  | Trust wide compliance with the statutory School Admissions Code: setting admission arrangements annually in line with the consultation timeline                                       | No                        | Admissions Code & Admission Appeals Code         |         | A           | R |           | C                                                     | S                    |   | S     |

**Key to delegations:**

|          |          |                                                                                                                                 |
|----------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>A</b> | Accountable and Responsible for action                                                                                          |
| <b>R</b> |          | Responsible for action at this level                                                                                            |
| <b>A</b> |          | Accountable for action at this level (final decision and approval body)                                                         |
| <b>S</b> |          | Support and challenge to those accountable and/or responsible for decision making                                               |
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| Ref                       | Delegations                                                                                                                  | Board delegated authority | Source                                              | Members  | Trust Board       | Committee                      | LGBs     | CEO                                     | Heads                                   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------|----------|-------------------|--------------------------------|----------|-----------------------------------------|-----------------------------------------|
| D20b                      | Accepting students in-year over PAN                                                                                          | Yes                       | <i>Admissions Code &amp; Admission Appeals Code</i> |          |                   |                                |          | <b>S</b>                                | <b>A</b> <b>R</b>                       |
| D.21                      | Setting Term Dates                                                                                                           | Yes                       |                                                     |          | <b>I</b>          |                                | <b>I</b> | <b>A</b> <b>R</b>                       | <b>C</b>                                |
| <b>E) People</b>          |                                                                                                                              |                           |                                                     |          |                   |                                |          |                                         |                                         |
| E.1                       | Appoint/ remove CEO                                                                                                          | No                        | <i>ATH</i>                                          | <b>I</b> | <b>A</b> <b>R</b> |                                |          |                                         |                                         |
|                           | Appoint/ Remove DCEO<br>Appoint/Remove Senior Executive Members                                                              | Yes                       |                                                     | <b>I</b> | <b>C</b>          |                                |          | <b>A</b> (CEO)<br><b>A</b> (CEO & DCEO) | <b>R</b> (CEO)<br><b>R</b> (CEO & DCEO) |
|                           | Structure of Executive Team                                                                                                  | Yes                       |                                                     |          | <b>C</b>          |                                |          | <b>A</b> (CEO & DCEO)                   | <b>R</b> (CEO & DCEO)                   |
|                           | Headteacher Appointment                                                                                                      | Yes                       | <i>ATH</i>                                          |          | <b>I</b>          |                                | <b>C</b> | <b>A</b> <b>R</b>                       |                                         |
| E.2                       | Determination of Performance Management for CEO & DCEO                                                                       | No                        | <i>ATH</i>                                          |          | <b>A</b> <b>R</b> |                                |          |                                         |                                         |
| E.3                       | Determination of Pay Ranges for CEO                                                                                          | No                        |                                                     |          | <b>A</b> <b>R</b> | <b>S (RC)</b>                  |          |                                         |                                         |
|                           | Determination of Pay Ranges for DCEO                                                                                         |                           |                                                     |          | <b>A</b> <b>R</b> | <b>S (RC)</b>                  |          | <b>S</b> (CEO)                          |                                         |
|                           | Determination of Pay Ranges for Senior Executive                                                                             |                           |                                                     |          | <b>A</b> <b>R</b> | <b>S (RC)</b>                  |          | <b>S</b> (CEO & DCEO)                   |                                         |
| E.4                       | Appeals against CEO decisions                                                                                                | No                        | <i>ATH</i>                                          |          | <b>A</b> <b>R</b> |                                |          |                                         |                                         |
| <b>F) Compliance</b>      |                                                                                                                              |                           |                                                     |          |                   |                                |          |                                         |                                         |
| F.1                       | Compliance with equalities legislation                                                                                       | No                        | <i>Law</i>                                          |          | <b>A</b>          | <b>S (F&amp;R)</b>             |          | <b>R</b>                                |                                         |
| F.2                       | Compliance of Safeguarding Policy and associated procedures (incl. Prevent Duty, DBS checks and safer recruitment)           | Yes                       | <i>KCSiE</i>                                        |          |                   | <b>A (EC)</b>                  | <b>S</b> | <b>R</b>                                | <b>R</b>                                |
| F.3                       | Compliance with SEND Code of Practice                                                                                        | Yes                       | <i>Code of Practice</i>                             |          |                   | <b>S (EC)</b>                  | <b>S</b> | <b>A</b>                                | <b>R</b>                                |
| F.4                       | Health & Safety policy, strategy and compliance with statutory regulations                                                   | No                        | <i>Law</i>                                          |          | <b>A</b>          | <b>S (F&amp;R and A&amp;R)</b> |          | <b>R</b>                                | <b>R</b>                                |
| F.5                       | Information Governance Compliance (incl. GDPR, FOI & SARs)                                                                   | No                        | <i>ATH &amp; Law</i>                                |          | <b>A</b>          | <b>S (A&amp;RC)</b>            |          | <b>R</b>                                | <b>R</b>                                |
| F.6                       | Complaints policy, compliance and monitoring (including complaints made to OFSTED)                                           | No                        | <i>DfE</i>                                          |          | <b>A</b>          | <b>S (A&amp;R)</b>             |          | <b>R</b>                                | <b>R</b>                                |
| <b>G) Related parties</b> |                                                                                                                              |                           |                                                     |          |                   |                                |          |                                         |                                         |
| G.1                       | Fusion School Services (FSS): operational management and oversight – see FSS Articles and SoD for delegated responsibilities | Yes                       | <i>FSS SoD</i>                                      |          |                   |                                |          | <b>A</b> <b>R</b>                       |                                         |
|                           |                                                                                                                              |                           |                                                     |          |                   |                                |          | Fusion Executive                        |                                         |
| G.2                       | Fusion school services: governance oversight – see FSS Articles and SoD for delegated responsibilities                       | No                        | <i>FSS SoD</i>                                      |          | <b>A</b> <b>R</b> | <b>S (F&amp;R)</b>             |          | <b>S</b>                                |                                         |
|                           |                                                                                                                              |                           |                                                     |          | Fusion Board      |                                |          | Fusion Executive                        |                                         |
| G.3                       | South West Opportunities Fund (SWOF) – see Articles for further details which are compliant with Charity Law                 | No                        | <i>SWOF Articles</i>                                |          | <b>A</b>          |                                |          | <b>R</b>                                |                                         |
|                           |                                                                                                                              |                           |                                                     |          | SWOF Trustees     |                                |          | SWOF Executive                          |                                         |

## 6. Summary of Financial Authorisation Levels

| Delegated Duty                               | Scope                             | Delegated Authority                                                                                                                                                                                                                                                                 | Method                                                                                                                                                                                                                                                              | Review Period |
|----------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Budget setting</b>                        |                                   | Executive <sup>1</sup>                                                                                                                                                                                                                                                              | Agree improvement priorities for the coming year                                                                                                                                                                                                                    | Annual        |
|                                              |                                   | Headteacher                                                                                                                                                                                                                                                                         | Draft a budget plan                                                                                                                                                                                                                                                 | Annual        |
|                                              |                                   | Director of Finance and Executive                                                                                                                                                                                                                                                   | Agree and recommend a budget plan for the Finance & Resources Committee to review                                                                                                                                                                                   | Annual        |
|                                              |                                   | Finance and Resources Committee (F&R)                                                                                                                                                                                                                                               | Recommend a draft budget to the Board for approval                                                                                                                                                                                                                  | Annual        |
| <b>Budget holders' responsibilities</b>      | As per the individual budgets set | Headteacher / Budget holder                                                                                                                                                                                                                                                         | Budget monitoring is the responsibility of the budget holder and budgets must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level (virement)                                                       | Monthly       |
| <b>Month end procedures</b>                  |                                   | Director of Finance / Headteacher                                                                                                                                                                                                                                                   | All transactions to be processed and reconciled for the timely checking and production of monthly reports                                                                                                                                                           | Monthly       |
| <b>Variations to budget heads (virement)</b> | Up to £20,000                     | Assistant or Director of Finance                                                                                                                                                                                                                                                    | Subject to consideration (one-time versus recurrent need), medium-term and corporate sustainability, link to improvement priorities                                                                                                                                 | As necessary  |
|                                              | £20,001 - £50,000                 | Must have Director of Finance approval                                                                                                                                                                                                                                              | As above                                                                                                                                                                                                                                                            | As necessary  |
|                                              | £50,001 - £100k                   | Director of Finance plus CEO or any member of Executive                                                                                                                                                                                                                             | As above                                                                                                                                                                                                                                                            | As necessary  |
|                                              | £100k +                           | As above, plus Finance & Resources Committee approval                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                     |               |
| <b>Capital Budget and variations</b>         |                                   | Finance & Resources Committee to approve the detailed capital programme within the spending parameters agreed by the Board<br><br>Virements of underspends/ delayed projects savings in-year to fund unplanned projects less than £100k can be approved by the Director of Finance. | To review proposals and agree the capital programme in line with need (health and safety, condition) and strategic priorities.<br><br>Priorities are informed by strategy, condition surveys, energy/health and safety audits and the sustainability of the estate. | Half-termly   |
| <b>Capital: ad-hoc and emergency works</b>   | Up to £40,000.                    | Executive or Director of Finance. During holiday periods and / or emergency situations a member of                                                                                                                                                                                  | Capital – projects are appraised on merit, therefore no formal virement process other than as above from revenue financing. (e.g. To                                                                                                                                | As necessary  |

Senior Executive and Directors Group <sup>[1]</sup>

<sup>[1]</sup> **Senior Executive:** CEO, Deputy Chief Executive, Executive Director of Education, Executive Director of People, Infrastructure & Innovation, Executive Director of Communications, Operations and Growth

**Directors Group**<sup>[1]</sup>: CEO, Deputy Chief Executive, Executive Director of Education, Executive Director of Operations and Innovation, Directors of Education (x4), Director of Performance, Director of School Improvement, Director of the Ted Wragg Institute, Director of Finance, Director of People, Director of Infrastructure, Director of Inclusion

References to the 'Executive' include the above two bodies, and their members.

| Delegated Duty                                                              | Scope                                                                                                         | Delegated Authority                                                                                                                                                                                                                                                          | Method                                                                                                                                                                                                                                                                                                                                                      | Review Period |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                             |                                                                                                               | the Executive can approve up to £40,000 independently.<br><br>Subsequent report to Finance and Resources through to the Board.                                                                                                                                               | enhance a scheme or progress a project outside the single capital pot (SCA)).                                                                                                                                                                                                                                                                               |               |
| <b>Use of Reserves (limited to non-recurrent and capital projects only)</b> | Subject to level of School balances                                                                           | Finance & Resources Committee                                                                                                                                                                                                                                                | Reserves held in excess of the target percentage (currently 5%) will be reviewed by the Senior Executive & Trustees on a regular basis. Reserve use is strictly by application, and for non-recurrent or capital purposes only. Applications will be invited bi-annually and subject to the Trust not falling below the 5% minimum threshold.               | Bi-annual     |
| <b>Banking of cash and cheques</b>                                          | Any                                                                                                           | Business Manager, School Finance Officer or delegated administrative assistant                                                                                                                                                                                               | Cash and cheques should be banked on a regular basis (at least fortnightly) and should not be allowed to accumulate above £3,000. Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.                                                                                            | As required   |
| <b>Reconciliation of bank accounts</b>                                      |                                                                                                               | Central Finance Team                                                                                                                                                                                                                                                         | Bank accounts should be reconciled at least on a monthly basis by someone other than the person doing the banking. Bank reconciliations should then be signed by the Assistant Director or Director of Finance or Finance Manager, dated and filed.                                                                                                         | Monthly       |
| <b>Payment by cheque</b>                                                    | Any                                                                                                           | In accordance with the approved bank mandate (overseen by F&R)                                                                                                                                                                                                               | Limited use only: e.g. parental refunds or infrequent supplier                                                                                                                                                                                                                                                                                              | As necessary  |
| <b>BACS Payments</b>                                                        | Any                                                                                                           | In accordance with the approved mandate (overseen by F&R)                                                                                                                                                                                                                    | Payment documentation reviewed. Two approvals required, with full audit trail. Release of payment must be separate to purchase approval documentation.                                                                                                                                                                                                      | As necessary  |
| <b>Credit Card</b>                                                          | Limited to £5,000 except with the prior authority of the Director of Finance or Assistant Director of Finance | Named cardholder                                                                                                                                                                                                                                                             | The cardholder must ensure all transactions are supported by a detailed VAT receipt. Payments should only be made by the cardholder in accordance with financial regulations<br><br>Statements to be checked and signed by Line Manager                                                                                                                     | Monthly       |
| <b>Standing orders and direct debits</b>                                    | Any                                                                                                           | As per BACS payments                                                                                                                                                                                                                                                         | As per BACS payments                                                                                                                                                                                                                                                                                                                                        | As necessary  |
| <b>Petty Cash</b>                                                           | £250 maximum. £50 on any one purchase                                                                         | Director of Finance to agree petty cash maximum amount (which may be temporarily increased e.g. during Activities Week)<br><br>Accountability rests with the Headteacher who may delegate responsibility to the School Finance Officer or member of the administrative team. | Limited to £50 on any one purchase (except with prior agreement)<br><br>Valid till receipt or proof of payment is required<br><br>VAT receipts must be obtained where practical<br><br>Must not be used to purchase personal items<br><br>Limits may be temporarily increased, e.g. for trips.<br><br>Cross-referenced reconciliations are required monthly | Monthly       |

| Delegated Duty                                     | Scope                                        | Delegated Authority                                                                                                                                                                 | Method                                                                                                                                                                                                                                                                                                                                                                                                                             | Review Period |
|----------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Investments                                        |                                              | Director of Finance                                                                                                                                                                 | <p>The Director of Finance is responsible for producing cashflow forecasts and for making decisions on investments, providing information to the Finance &amp; Resources Committee and Board of Trustees for scrutiny. Prior to investment of funds, two authorised signatures will be required from:</p> <p>Director of Finance</p> <p>Assistant Director of Finance</p> <p>Finance Manager (limited to second signatory)</p>     | Half-termly   |
| Ordering goods and services (raising requisitions) | Up to £2,000                                 | Accountability rests with the Headteacher or delegated budget holders                                                                                                               | <p>Estimated Price</p> <p>Order from existing active suppliers where possible</p> <p>Orders should be approved before the order is placed with the supplier</p>                                                                                                                                                                                                                                                                    | As necessary  |
|                                                    | £2,000 to £10,000                            | As above                                                                                                                                                                            | <p>Written quotation (two, preferably three, dependent on 'market-supply' and value), or Single Source Approval (SSA)</p> <p>Select approved supplier where available</p> <p>If Single Source Approval is required, this must be signed as agreed by the Head of Procurement or the Director of Finance</p>                                                                                                                        | As necessary  |
|                                                    | £10,001 - £40,000                            | As above, with the oversight of Finance and Procurement.                                                                                                                            | <p>At least three competitive written quotations, or Single Source Approval signed by the Head of Procurement or Director of Finance.</p> <p>Save evidence of quotations (as required by the central finance function) to support requisition approval</p> <p><b>Nb. The requirement for 'capital / estates' is currently two quotations for up to £20,000. This is in response to limited suppliers for this type of work</b></p> | As necessary  |
|                                                    | £40,001 to £100,000                          | As above. Requires a formal process led by the Procurement Team under the oversight of the Director of Finance-and Senior Executive.                                                | <p>At least three competitive written quotations / tenders against a formal Request for Quotation / Tender Process</p> <p>Written contract required, signed by a Senior Executive Team member or Director of Finance.</p> <p>Single Source Approval requires the agreement of Senior Executive (Authorised nominees: CEO /Director of Finance acting jointly)</p>                                                                  | As necessary  |
|                                                    | £100,001 – Threshold levels under the Public | <p>As above. Formal process led by the Procurement Team under the oversight of the Director of Finance</p> <p>Spend must be authorised by the Finance &amp; Resources Committee</p> | <p>Seek at least three competitive written quotations / tenders against a formal Request for Quotation / Tender Process</p> <p>Written contract required, signed by a Senior Executive member or Director of Finance.</p> <p>Single Source Approval requires the agreement of Finance &amp; Resources Committee</p>                                                                                                                | As necessary  |

| Delegated Duty                                                                                                      | Scope                                                                                                       | Delegated Authority                                                                                                                                                                                                                                                     | Method                                                                                                                                                                                                                                                                      | Review Period |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                                                                     | Contracts Regulations <sup>2</sup><br>(currently £214,904<br>inclusive of VAT for<br>supplies and services) |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                             |               |
|                                                                                                                     | Above Procurement<br>Thresholds                                                                             | As above. Formal process led by<br>the Procurement Team under the<br>oversight of the Director of Finance<br><br>Spend must be authorised by the<br>Finance & Resources Committee.<br><br>Documents must be overseen by<br>legal and approved prior to<br>advertisement | A compliant EU Tender process. You must<br>consult with Procurement before any process is<br>initiated or Contract created                                                                                                                                                  | As necessary  |
| <b>Signature: Contracts<br/>relating to acquisition or<br/>disposition of any<br/>interest in land</b>              |                                                                                                             | Chief Executive following approval<br>by the Board of Trustees (subject<br>to any necessary approvals of the<br>DfE)                                                                                                                                                    |                                                                                                                                                                                                                                                                             | As necessary  |
| <b>Signature to Service<br/>Level Agreements /<br/>Contracts for other<br/>expenditure</b>                          | Academy                                                                                                     | Up to £10,000 – Headteacher or<br>appropriate Head of Service /<br>Director of Infrastructure                                                                                                                                                                           |                                                                                                                                                                                                                                                                             | As necessary  |
|                                                                                                                     | Academy or Trust-wide                                                                                       | Up to £40,000 – Head of<br>Procurement or Director of Finance                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                             | As necessary  |
|                                                                                                                     | Academy or Trust-wide                                                                                       | £40,000+ - Director of Finance or<br>Senior Member of the Executive.<br><br>During holiday periods and / or<br>emergency situations a member of<br>the Executive can approve up to<br>£40,000 independently.                                                            | Orders placed by the Trust for goods and<br>services over £40,000 must be subject to a<br>written contract, authorised and signed by the<br><br>Director of Finance or Senior Executive Member                                                                              | As necessary  |
| <b>Contracts for the<br/>engagement of staff or<br/>relating to conditions of<br/>employment or<br/>termination</b> |                                                                                                             | Chief Executive Officer in the case<br>of the Senior Executive, and in<br>other cases in accordance with the<br>Schedule of Authorised signatories                                                                                                                      | Employees need a contract on their first day.<br>Any contract changes need to be authorised as<br>per the appropriate authority level<br>(appointment of staff) and filed in the staff<br>members file. These contracts will be<br>periodically checked by HR and auditors. | As necessary  |
| <b>Appointment of Staff</b>                                                                                         | Chief Executive Officer                                                                                     | Board of Trustees                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                             | As necessary  |
|                                                                                                                     | DCEO and Senior<br>Executive members                                                                        | CEO                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                             | As necessary  |
|                                                                                                                     | Headteachers                                                                                                | Senior Executive                                                                                                                                                                                                                                                        | The role has been included in the budget, will<br>not cause a deficit and reflects a pre-approved<br>role or replacement of existing capacity.                                                                                                                              | As necessary  |

| Delegated Duty                    | Scope                                                                                                                                                                                                                                                       | Delegated Authority                                    | Method                                                                                                                                                                                                                                                                                                                                                                             | Review Period |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                   | Business and Education Directors                                                                                                                                                                                                                            | Senior Executive                                       | The role has been included in the budget, will not cause a deficit and reflects a pre-approved role or replacement of existing capacity.                                                                                                                                                                                                                                           | As necessary  |
|                                   | Teaching and co-professionals                                                                                                                                                                                                                               | Headteacher (school staff)/ Director (Shared Services) | The role has been included in the budget, will not cause a deficit and reflects a pre-approved role or replacement of existing capacity. Offer must follow the Establishment Control process                                                                                                                                                                                       | As necessary  |
| <b>Pay Ranges to include TLRs</b> | CEO, DCEO and Senior Executive pay scales<br><br>Cost of living increases<br><br>Pay and pay progression for CEO, DCEO and Senior Executive<br><br>Kept informed about Headteacher Pay Ranges (group size and 7-point range)                                | Trust Board*                                           | Follows a robust evidence-based process to ensure that salary is a reasonable and defensible reflection of the individual's role and responsibilities.                                                                                                                                                                                                                             | Annual        |
|                                   | Review and approve the grade for Education and Business Executive posts<br><br>Review and approve pay progression for Education and Business Director Posts<br><br>Review and approve Headteachers pay progression (sending to Trust Board for information) | Chief Executive Office/Deputy Chief Executive Officer  | The range will be reviewed whenever there is a proposal to appoint a new postholder, where it becomes necessary to amend the Headteachers Group (because of a change in pupil numbers or where a post becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary to reflect a significant change in responsibilities of the post. | As necessary  |
|                                   | Other staff                                                                                                                                                                                                                                                 | Headteacher / Executive Lead                           | Subject to budget and moderation through the Establishment, and Job evaluation. Market supplements may exceptionally be added where conditions require. Trust Pay Panel agreement required to market supplements.                                                                                                                                                                  | As necessary  |
| <b>Pay Review</b>                 | CEO, Headteachers, Senior Executive                                                                                                                                                                                                                         | Trust Board                                            | As outlined in the pay policy.<br><br>The CEO will moderate Headteachers' Pay recommendations and make pay recommendations to the Chairs Governance Committee                                                                                                                                                                                                                      | Annual        |
|                                   | Senior Professionals (Education and                                                                                                                                                                                                                         | Senior Executive                                       |                                                                                                                                                                                                                                                                                                                                                                                    |               |

| Delegated Duty            | Scope                                                                                                                                                                                      | Delegated Authority                                                                                                                                                                                                                                   | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Review Period |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                           | Business Directors Group)                                                                                                                                                                  |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
|                           | Teaching                                                                                                                                                                                   | Directors of Education                                                                                                                                                                                                                                | Ratify and approve increments in accordance with normal progression.                                                                                                                                                                                                                                                                                                                                                                                                  | Annual        |
|                           | Support staff<br>Co-Professionals                                                                                                                                                          | School Leadership Team<br>Senior Executive                                                                                                                                                                                                            | Support staff will receive their incremental progression annually. Progression on the NJC scales is automatic and may only be withheld where performance is being managed under the Capability policy                                                                                                                                                                                                                                                                 | Annual        |
|                           | Exceptional performance pay progression<br><br>Moderate and approve Recruitment and Retention Payments/ Market Supplements<br><br>Moderate Trust Threshold applications<br><br>Pay Appeals | Trust Pay Panel (DCEO,-Director of Finance and Head of Employee Relations and HR Development)                                                                                                                                                         | Pay Panel to ratify exceptional progression and ensure consistency across the Trust.<br><br>Where postholder has demonstrated their performance has exceeded the expectations and where all objectives have been exceeded as part of an appraisal review, the postholder may apply for exceptional pay progression. Where the panel consider there is suitable evidence, early progression or an additional reference point on the relevant pay scale may be awarded. | As necessary  |
| <b>Severance payments</b> | Up to £50,000<br><br>DfE consent required beyond this as noted                                                                                                                             | Chief Executive Officer to approve. A business case is required (signed by the CEO and Director of Finance<br><br>-Where the non-contractual element is on or over £50,000, the prior approval of the DfE is required. Legal advice should be sought. | Severance payments must be made in line with the Academy Trust Handbook                                                                                                                                                                                                                                                                                                                                                                                               | As necessary  |
| <b>Compensation</b>       | Any                                                                                                                                                                                        | Headteacher / Executive lead with the oversight of the DCEO and Director of Finance and HR/Legal as appropriate.<br><br>Oversight by Senior Executive.<br><br>DfE prior approval required for payments in excess of £50,000.                          | Must be based on a careful appraisal, including legal advice where relevant, and ensure value for money.<br><br>The Trust must disclose aggregate transactions for any amounts and as such, payments in excess of £1,000 will be overseen by the Senior Executive.                                                                                                                                                                                                    | As necessary. |
| <b>Ex gratia payments</b> | Any                                                                                                                                                                                        | DfE consent required                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | As necessary  |
| <b>Payroll processing</b> |                                                                                                                                                                                            | Headteacher / Director of Finance                                                                                                                                                                                                                     | Headteacher to review schedule of payments against budget. The Director of Finance to review the monthly payroll process. All changes must be authorised and signed off by the Headteacher or the appropriate Executive lead (Senior, School or Business Executive).                                                                                                                                                                                                  | Monthly       |

| Delegated Duty                                                | Scope             | Delegated Authority                                                                                                                                                | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Review Period                            |
|---------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Authorisation of Overtime and Expenses</b>                 | Any               | Headteacher / Director of Finance is accountable, with responsibilities assigned through the Schedule of Authorised Signatories.                                   | Must be agreed in advance<br><br>Claims must be made monthly. Claims over three months' old will require the approval of the Director of Finance/ Assistant Director of Finance and must be supported by an explanation of the delay.                                                                                                                                                                                                                               | As necessary                             |
| <b>Collection and receipt of cash and cheques</b>             | Any               | Business Support Officer, School Finance Officer or delegated administrative assistant                                                                             | Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger. All on site cash and cheques must be locked in the safe until banking                                                                                                                                                                                                                                                                                         | Daily                                    |
| <b>Charging and remissions (Trips)</b>                        |                   | Accountability rests with the Headteacher (responsibility may be delegated)                                                                                        | A lead member of staff must be appointed for each trip to take responsibility for the collection of sums due. The lead teacher must prepare an activities trip costing to demonstrate consideration of costs and cost recovery (where appropriate), ensuring formal approval within the school.<br><br>Trips should be run at cost price. If subsidised e.g. from the relevant department and / or pupil premium, this must be approved before the trip progresses. | As necessary                             |
| <b>Lettings</b>                                               |                   | Accountability rests with the Headteacher (responsibility may be delegated to the Premises Manager or other delegate) unless outsourced to Fusion School Services. | The Premises Manager or equivalent school designate is responsible for maintaining records of bookings (including the completion of a letting form) and for identifying the sums due from each organisation in accordance with standard pricing.<br><br>Prices should be reviewed annually with the oversight of the central team and take account of the type of letting, costs and local market factors.                                                          | Annually                                 |
| <b>Sales invoices</b>                                         | Any               | Accountability rests with the Headteacher (responsibility delegated)                                                                                               | Sales invoices to be raised within 30 days of the goods being supplied or services carried out.<br><br>Where appropriate advice should be sought in relation to the appropriate charge-out rate (Finance), and GDPR implications (Quality and Compliance Coordinator).                                                                                                                                                                                              | As required                              |
| <b>Write-off of bad debts including overpayments to staff</b> | Up to £5,000      | Assistant or Director of Finance                                                                                                                                   | Recovery should always be pursued, including overpayments, or erroneous payments. Write-off should only be considered after all reasonable recovery action has been taken with the debtor, and insurers, and the authoriser is satisfied there is no feasible alternative.                                                                                                                                                                                          | As necessary                             |
|                                                               | £5,001 to £20,000 | Director of Finance Executive Member                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |
|                                                               | £20,001 - £45,000 | As above plus Finance & Resources Committee                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | As necessary                             |
|                                                               | Over £45,000      | DfE consent required                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | As necessary                             |
| <b>Making of gifts</b>                                        | Approx £35        | Budget holder with Line Manager approval                                                                                                                           | Ensure the value is reasonable, within the Gifts and Hospitality Policy, the decision is                                                                                                                                                                                                                                                                                                                                                                            | As necessary – register to be maintained |

| Delegated Duty                                                         | Scope                             | Delegated Authority                                                                                                                                                               | Method                                                                                                                                                                                                                                                                                                                                                                                        | Review Period                                                  |
|------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
|                                                                        |                                   |                                                                                                                                                                                   | documented and achieves propriety and regularity in the use of public funds.<br><br>Example: Flowers to an unwell member of staff where documented. Report transaction to the Director of Finance for registering                                                                                                                                                                             |                                                                |
| <b>Receipt of Gifts</b>                                                | Any                               | Director of Finance                                                                                                                                                               | Ordinarily such gifts should be rejected, unless they are of negligible value (e.g. diaries, calendars). Gifts or hospitality in excess of £25 must be reported to the Director of Finance in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift is a budget holder or has the ability to influence purchasing decisions. | As necessary – register to be maintained                       |
| <b>Acquisition or disposal of freehold land or buildings</b>           | Any                               | DfE agreement required                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Disposing of heritage assets</b>                                    | Any                               | DfE agreement required                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Other disposals</b>                                                 | Trust has discretion              | Headteacher (net book value up to £2,000)<br><br>Oversight of the Director of Finance: (net book value up to £20,000)<br><br>Finance and Resources: (net book value over £20,000) | Entry to be made on the fixed asset register showing the method of disposal and sales value.<br><br>Due process should be followed including advertisement, inviting bids, negotiation on price mindful also of GDPR and licensing considerations. Disposal to staff is not encouraged.                                                                                                       | Monthly and annual                                             |
| <b>Taking up any leasehold or tenancy agreement exceeding 7 years)</b> | Any                               | DfE approval required                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Granting a leasehold or tenancy agreement of any duration</b>       | Any                               | DfE approval required.                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Fixed Asset Register</b>                                            |                                   | Director of Finance                                                                                                                                                               | All the items in the register should be permanently and visibly marked as the academy trust's property.                                                                                                                                                                                                                                                                                       | Annually                                                       |
| <b>Consultants</b>                                                     | Exceeding 9 months and/or £20,000 | Senior Executive (subject to budget)                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Related party transactions</b>                                      | Any                               | Oversight of Director of Finance                                                                                                                                                  | Must be reported in advance of the contract or agreement, and prior approval and advice sought. Procurement guidance, 'at cost' provisions and documentation requirements must be adhered to.                                                                                                                                                                                                 | As necessary (ongoing)<br><br>Annual report to F&R in advance. |
| <b>Novel, contentious and repercussive transactions</b>                | Any                               | DfE agreement required                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |
| <b>Taking up a finance lease</b>                                       | Any                               | DfE approval required                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                               | As necessary                                                   |

| Delegated Duty                      | Scope | Delegated Authority                                                          | Method                                                                                                                                                                            | Review Period                     |
|-------------------------------------|-------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Taking up an operating lease</b> |       | Headteacher in liaison with the Head of Procurement and Director of Finance. | Subject to budget capacity. All leasing agreements must be reviewed and signed by a Senior Executive member or Director of Finance and included on the Trust's contract register. | As necessary                      |
| <b>Borrowing</b>                    | Any   | DfE approval required                                                        |                                                                                                                                                                                   | As necessary                      |
| <b>DfE reporting</b>                |       | Director of Finance                                                          | As required by the DfE                                                                                                                                                            | As necessary to ensure compliance |

We are an **ambitious** and **inclusive** Trust of schools  
strengthening communities through excellent education.

## 7. Trust Policy Delegation

| Policy Name                                                  | Policy Type     | Statutory Y/N | Publish location | Approving Body                           | Reviewer                                 | Policy Author   | Review Cycle | Last approved | Scheduled for approval |
|--------------------------------------------------------------|-----------------|---------------|------------------|------------------------------------------|------------------------------------------|-----------------|--------------|---------------|------------------------|
| Accessibility Plan                                           | School Template | N             | S-Website        | Core Exec (template) Headteacher (final) | Education Leadership Group               | Nicola Keeler   | 3 Years      | May-26        | May-29                 |
| Admissions Policy                                            | School Template | Y             | S-Website        | Trust                                    | Core Exec                                | school policy   | Annual       | Feb-26        | Feb-27                 |
| Animals in Schools guidance                                  | Guidance        | N             | Staff Hub        | Education Leadership Group               | Operations Leadership Group              | Julia Prince    | Annual       | Apr-26        | Apr-27                 |
| Anti-bullying policy                                         | Trust           | Y             | Website          | Core Exec                                | Education Leadership Group               | Simon Weir      | Annual       | May-26        | May-27                 |
| Anti-Fraud and Corruption                                    | Trust           | Y             | Staff Hub        | Committee - A&R                          | A&R Committee                            | Liam Dingle     | 2 Years      | Mar-25        | Mar-27                 |
| Attendance Policy                                            | School Template | N             | S-Website        | Core Exec (template) Headteacher (final) | Education Leadership Group               | Aimee Mitchell  | Annual       | May-26        | May-27                 |
| Behaviour Policy                                             | School Template | Y             | S-Website        | Core Exec (template) LGB (final)         | Education Leadership Group               | Simon Weir      | Annual       | May-26        | May-27                 |
| Behaviour Principles                                         | Trust           | Y             | Website          | Trust                                    | Core Exec                                | Simon Weir      | 2 Years      | Feb-25        | Feb-27                 |
| Capability of Staff                                          | Trust           | Y             | Staff Hub        | Trust                                    | Operations Leadership Group and Exec     | Lisa Thomas     | Annual       | Mar-26        | Dec-26                 |
| Careers Guidance                                             | Trust           | Y             | Website          | Core Exec                                | Education Leadership Group               | Sarah Parsons   | Annual       | Apr-26        | Apr-27                 |
| Charging and Remissions Policy                               | Trust           | Y             | Website          | Core Exec                                | Education Leadership Group               | Liam Dingle     | Annual       | Jan-26        | Feb-27                 |
| Code of Conduct - How we work                                | Trust           | Y             | Staff Hub        | Core Exec                                | Operations Leadership Group              | Lisa Thomas     | Annual       | Jun-26        | May-27                 |
| Collective Resourcing and Reserves                           | Trust           | Y             | Staff Hub        | Trust                                    | F&R Committee                            | Liam Dingle     | Annual       | May-26        | May-27                 |
| Collective Worship                                           | Trust           | N             | S-Website        | Core Exec                                | Education Leadership Group               | Joe Greenhaugh  | 2 Years      | Jun-25        | May-27                 |
| Competitive Tendering Policy                                 | Trust           | Y             | Website          | Trust                                    | F&R Committee                            | Liam Dingle     | 2 years      | Mar-26        | Mar-28                 |
| Complaints Policy                                            | Trust           | Y             | Website          | Core Exec                                | Business and Education Leadership Groups | Compliance      | annual       | May-26        | May-27                 |
| Complaints/Concerns - Managing Unreasonable Behaviour Policy | Trust           | TWT           | Website          | Core Exec                                | Operations Leadership Group              | Compliance      | 2 years      | Jul-25        | May-27                 |
| Computer/Mobile Device Use and Online Policy - Students      | Trust           | N             | Website          | Education Leadership Group               | Education Leadership Group               | Ben McGowan     | 2 years      | Jun-25        | May-27                 |
| Conflict of Interest Policy (inc Register of interests)      | Trust           | Y             | Website          | Trust                                    | Operations Leadership Group and Exec     | Jen Fook        | Annual       | May-26        | May-27                 |
| Debt Collection Arrangements : Childcare Settings            | Trust           | Y             | Staff Hub        | Committee - F&R                          | F&R Committee                            | Liam Dingle     | 2 Years      | Sep-24        | Sep-26                 |
| Disciplinary Procedure                                       | Trust           | Y             | Staff Hub        | Core Exec                                | Operations Leadership Group              | Lisa Thomas     | Annual       | Feb-26        | Feb-27                 |
| Early Careers Framework                                      | Trust           | Y             | Website          | Core Exec                                | Core Exec                                | Carrie McMillan | Annual       | Feb-26        | Feb-27                 |

Responsibility for Review: Board of Trustees

Date of Approval: 08.07.2026

| Policy Name                                                                      | Policy Type     | Statutory Y/N | Publish location | Approving Body                           | Reviewer                                          | Policy Author      | Review Cycle | Last approved | Scheduled for approval |
|----------------------------------------------------------------------------------|-----------------|---------------|------------------|------------------------------------------|---------------------------------------------------|--------------------|--------------|---------------|------------------------|
| Early Years Foundation Stage (EYFS) Policy                                       | School Template | N             | S-Website        | Core Exec (template) Headteacher (final) | Education Leadership Group                        | Siobhan Meredith   | Annual       | Jun-26        | May-27                 |
| Equality Objectives                                                              | Trust           | Y             | Website          | Trust                                    | Core Exec                                         | Julie Fossey       | Annually     | Dec-25        | Nov-26                 |
| Exam Policy                                                                      | School Template | N             | S-Website        | Core Exec (Template)                     | Education Leadership Group                        | John Potter        | Annual       | Nov-25        | Nov-26                 |
| Exam Word Processing Policy                                                      | Trust           | N             | S -website       | Core Exec                                | Education Leadership Group                        | Lucy Jones         | Annual       | Oct-26        | Oct-27                 |
| Exclusion                                                                        | Trust           | Y             | Website          | Core Exec                                | Education Leadership Group                        | Simon Weir         | 2 Years      | Nov-24        | Oct-26                 |
| Executive Pay Report                                                             | Trust           | Y             | Website          | Committee - F&R                          | F&R Committee                                     | Liam Dingle        | Annual       | Nov-25        | Nov-26                 |
| Financial Regulations                                                            | Trust           | Y             | Staff Hub        | Trust                                    | F&R Committee                                     | Liam Dingle        | 2 Years      | Dec-25        | Dec-27                 |
| Fire Management                                                                  | Trust           | Y             | Staff Hub        | Trust                                    | Operations Leadership Group                       | Julia Prince       | 2 Years      | Oct-25        | Oct-27                 |
| First Aid In Schools Policy                                                      | School Template | Y             | S-Website        | Core Exec (template) Headteacher (final) | Education Leadership Group                        | Julia Prince       | Annual       | May-26        | May-27                 |
| Fraud Response Plan                                                              | Trust           | N             | Website          | Committee - A&R                          | A&R Committee                                     | Liam Dingle        | 2 Years      | Mar-25        | Mar-27                 |
| Gender Pay Gap                                                                   | Trust           | Y             | Website          | Committee - F&R                          | F&R Committee                                     | Liam Dingle        | Annual       | Nov-25        | Nov-26                 |
| Gifts and Hospitality                                                            | Trust           | N             | Website          | Committee - F&R                          | F&R Committee                                     | Liam Dingle        | 2 Years      | Mar-25        | Mar-27                 |
| Grievance                                                                        | Trust           | Y             | Staff Hub        | Core Exec                                | Operations Leadership Group                       | Lisa Thomas        | Annual       | Feb-26        | Feb-27                 |
| Health & Safety Policy                                                           | Trust           | Y             | Website          | Trust                                    | Operations Leadership Group                       | Julia Prince       | Annual       | Mar-26        | Mar-27                 |
| Investment Policy                                                                | Trust           | Y             | Staff Hub        | Trust                                    | F&R Committee                                     | Liam Dingle        | Annual       | May-26        | May-27                 |
| Lettings Policy                                                                  | Trust           | N             | Website          | Core Exec                                | Operations Leadership Group                       | Julia Prince       | 3 Years      | Feb-26        | Feb-29                 |
| Local Government Pension Scheme of Discretion Policy                             | Trust           | N             | Staff Hub        | Core Exec                                | Operations Leadership Group                       | Liam Dingle        | Annual       | Mar-26        | Mar-27                 |
| Lone Working Policy                                                              | Trust           | N             | Staff Hub        | Core Exec                                | Operations Leadership Group                       | Julia Prince       | Annual       | Jan-26        | Jan-27                 |
| Management of Information Policy Suite (data protection, FOI, CCTV & Biometrics) | Trust           | Y             | Website          | Core Exec                                | Operations Leadership Group                       | Compliance         | Annual       | Nov-25        | Nov-26                 |
| Minibus Policy                                                                   | Trust           | Y             | Staff Hub        | Operations Leadership Group              | Operations Leadership Group                       | Julia Prince       | Annual       | May-26        | May-27                 |
| Modern Slavery Statement                                                         | Trust           | Y             | Website          | Committee - F&R                          | F&R Committee                                     | Adam Harmer        | Annual       | Nov-25        | Nov-26                 |
| Pay Policy                                                                       | Trust           | Y             | Staff Hub        | Trust                                    | Operations Leadership Group and Exec              | Lisa Thomas        | Annual       | Jun-26        | May-27                 |
| People Policy                                                                    | Trust           | Y             | Staff Hub        | Core Exec                                | Operations Leadership Group                       | Lisa Thomas        | 2 Years      | May-26        | May-28                 |
| Photographic and Digital Images Policy                                           | Trust           | N             | Website          | Core Exec                                | Education Leadership Group                        | Mollie Miller-Boam | 2 Years      | Nov-25        | Nov-27                 |
| Reasonable Force and Restrictive Interventions Policy                            | Trust           | Y             | Website          | Core Exec                                | Education Leadership Group                        | Simon Weir         | 2 Years      | Jul-25        | May-27                 |
| Redeployment                                                                     | Trust           | N             | Staff Hub        | Core Exec                                | Education Leadership Group and Business Directors | Lisa Thomas        | Annual       | May-26        | Sep-27                 |
| Related Party Transactions                                                       | Trust           | Y             | Staff Hub        | Committee - F&R                          | Operations Leadership Group                       | Liam Dingle        | Annual       | Sep-25        | Sep-26                 |

| Policy Name                                                                     | Policy Type     | Statutory Y/N | Publish location | Approving Body                                       | Reviewer                                          | Policy Author          | Review Cycle | Last approved | Scheduled for approval |
|---------------------------------------------------------------------------------|-----------------|---------------|------------------|------------------------------------------------------|---------------------------------------------------|------------------------|--------------|---------------|------------------------|
| Relationships & Sex Education Policy - Primary                                  | School Template | Y             | S-Website        | Core Exec (template) Headteacher (final)             | Education Leadership Group                        | Siobhan Meredith       | Annual       | Jun-26        | May-27                 |
| Relationships & Sex Education Policy - Secondary                                | School Template | Y             | S-Website        | Core Exec (template) Headteacher (final)             | Education Leadership Group                        | Maddi Jenkins          | Annual       | May-26        | May-27                 |
| Remote Education Policy                                                         | School Template | Y             | S-Website        | Core Exec (template) HT (final)                      | Education Leadership Group                        | Siobhan Meredith       | Annual       | May-26        | May-27                 |
| Restructure and redundancy Policy (combined)                                    | Trust           | N             | Staff Hub        | Core Exec                                            | Education Leadership Group and Business Directors | Lisa Thomas            | Annual       | May-26        | Sep-27                 |
| Risk Strategy & Management                                                      | Trust           | Y             | Staff Hub        | Committee - A&R                                      | Core Exec                                         | Mo Marchant            | Annual       | May-26        | May-27                 |
| Safeguarding & Child Protection Policy                                          | School Template | Y             | S-Website        | Trust (Template)                                     | Education Leadership Group and Exec               | Aimee Mitchell         | Annual       | Jul-24        | Jul-26                 |
| Safeguarding statement (Trust)                                                  | Trust           | Y             | Website          | Trust                                                | Education Leadership Group and Exec               | Aimee Mitchell         | Annual       | Oct-25        | Oct-26                 |
| School Closure Statement                                                        | School Template | N             | S-Website        | Core Exec (template) Headteacher (final)             | Education Leadership Group                        | Siobhan Meredith       | Annual       | May-26        | May-27                 |
| School Uniform Policy                                                           | School Template | Y             | S-Website        | Core Exec Template LGB (final) * if changes proposed | Education Leadership Group                        | Siobhan Meredith       | Annual       | May-26        | May-27                 |
| SEND Policy                                                                     | Trust           | Y             | S-Website        | Core Exec                                            | Education Leadership Group                        | Nicola Keeler          | Annual       | May-26        | May-27                 |
| Supporting pupils with medical conditions (includes medicines and health needs) | School Template | Y             | S-Website        | Core Exec (template) Headteacher (final)             | Education Leadership Group                        | Julia Prince           | Annual       | May-26        | May-27                 |
| Travel & Expenses                                                               | Trust           | N             | Staff Hub        | Core Exec                                            | Operations Leadership Group                       | Liam Dingle            | 2 Years      | Feb-25        | Feb-27                 |
| Whistleblowing                                                                  | Trust           | Y             | Website          | Trust                                                | Operations Leadership Group and Exec              | Lisa Thomas/Compliance | 2 Years      | Mar-25        | Mar-27                 |