

Appendix 1

SCHEME OF DELEGATION/MANAGING MONEY

Authorising payments, entering into contracts		
Position	Name	Limit/Restriction
ELT Trust Board/Governing Board	Chair	Over £20,000 – decision recorded in minutes
ELT Resources/ Academy Resources Committee	Chair	£20,000 – decision recorded in minutes
CEO/Head of School/Headteacher	Michelle Murray Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	£10,000
ELT Director of Finance & Operations/Deputy Head Teacher – when acting in absence of Head of School	Laura Shaw Claire Kitchen Kellie Carrington Ellis Cuttress	£10,000

Authorisation to make virements between cost centres		
Position	Name	Limit/Restriction
Full Governors	Chair	Over £12,500 – decision recorded in minutes
Resources Committee	Chair	£12,500 – decision recorded in minutes
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	£5,000
Deputy Head Teacher when acting in absence of Head of School	Claire Kitchen Kellie Carrington Ellis Cuttress	£5,000

Managing the Academy Bank Accounts		
Position	Name	Authority
Head of School/Headteacher	Michelle Murray Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	Cheque Signatory one of two to sign Credit Card Holder On-Line Payment Authenticator one of two to authenticate payments Headteacher/Head of school must be one of the

		authorised signatories/authenticators.
Deputy Head Teacher when acting in absence of Head of School	Claire Kitchen Kellie Carrington Ellis Cuttress	Cheque Signatory one of two to sign On-Line Payment Authenticator one of two to authenticate payments
Director of Finance & Operations	Laura Shaw	Cheque Signatory one of two to sign. On-Line Payment Authenticator one of two to authenticate payments
School Admin Teams	Hannah Fitzsimmons Tracey Payton Suzanne Knott Clare Tisdall Jill Jones Amanda Salt	Cheque Signatory one of two to sign On-Line Payment Authenticator one of two to authenticate payments

Users of computerised finance packages (PS Financials)		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	System Administrator
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	System user – access all ledgers
Admin Team	Suzanne Knott Jill Jones	System user – access all ledgers

Users of computerised income collection package (ParentMail)		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	System Administrator
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	System Administrator
Admin Team	Hannah Fitzsimmons Suzanne Knott Clare Tisdall Jill Jones Amanda Salt	System user – access all modules

Certification payroll documents		
Position	Name	Limit/Restriction
Chair of Governors/CEO	Chair Michelle Murray (As agreed by Trust Board)	Sign payroll forms relating to Head of School/Headteacher
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	Sign all Appointment and Leaver forms and change of contract forms. Sign off Monthly Claim/Deduction of hours documents
Financial Director & Operations	Laura Shaw	Completion of all payroll forms, sign Supply Starter Declarations, Preparation of Monthly Claim/ Deduction of hours documents

Certificate of Travel/Subsistence Claims		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	£400 per claim
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	Over £400 per claim and all SBM claims
Chair of Trust	Chair	Travel claims of Head of School above £400

Authorisation to write-off bad debts		
Position	Name	Limit/Restriction
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	£200
Resources Committee	Chair	Over £200 – recorded in minutes
Secretary of State	Detailed in funding letter	

Completion of VAT returns		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	N/A

Petty Cash Administrator		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	£300
Admin Team	Hannah Fitzsimmons Suzanne Knott Clare Tisdall Jill Jones Amanda Salt	£300
Authorisation of petty cash/expenses vouchers		
Position	Name	Limit/Restriction
Director of Finance & Operations	Laura Shaw	£300
ELT Primary School Business Manager	Jill Jones	£50

Opening of Tenders		
Position	Name	Limit/Restriction
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	N/A
Director of Finance & Operations	Laura Shaw	N/A

Evaluation of Tenders – for decision making at appropriate delegated levels		
Position	Name	Limit/Restriction
Head of School/Headteacher	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	N/A
Director of Finance & Operations	Laura Shaw	N/A
In some instances, it will be necessary to involve an appropriate member of staff i.e. Site Manager, Kitchen staff, or Network Manager in order to ensure the evaluation process takes into account the view of the immediate service area.		