



# **Spa Education**

## **Scheme of Delegation**

**C O N F I D E N T I A L**

## **Introduction**

The purpose of this manual is to ensure that the trust maintains and develops systems of financial control, which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreement with the Secretary of State.

In practice, many of the governing bodies' responsibilities will need to be delegated to a committee of the governing body and/or to the Headteacher and Senior Finance Officer. To ensure that sound financial control is maintained it is essential that the extent of the delegation be clearly specified in writing.

The meeting of the governing body deciding upon a scheme of delegation must have a quorum of three quarters of the total number of governors entitled to vote.

The governing body must comply with principles of financial control outlined in the guidance published by the ESFA in the Academies Financial Handbook. This manual expands on that and provides detailed information on the governing body accounting procedures. All staff involved with financial systems should read the manual.

The Scheme of Delegation of the Governing Body must be reviewed annually.

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# **1 Powers and Duties Reserved for the Governing Body**

The Governing Body shall be responsible for:

## **General**

**1.1** Approval of a written scheme of delegation of its financial powers and duties to its Operation Committee, the Headteacher and Senior Finance Officer. The scheme must satisfy the Governing Body ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the Academy. The Scheme of Delegation should be operated in conjunction with the Financial Regulations of the Academy.

## **Budgets/Budgetary Control**

**1.2** Formally approving the annual Academy budget at least two months prior to the start of each financial year (or in a timely fashion in line with the release of indicative budgets).

**1.3** Considering budgetary control reports from the Operation Committee at every meeting, with relevant explanations and documentation where required.

## **Purchasing**

**1.4** Maintenance of a Register of Business Interests for all Governors and those Academy staff with financial responsibilities.

**1.5** Authorisation of tenders above £50,000, and authorising the award of such tenders.

**1.6** Tenders other than the most financially favourable, or late tenders, can only be accepted by the Governing Body who shall minute the reasons for their decision.

## **Security of Assets**

**1.7** Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5,000.

## **Accounts and Audit**

**1.8** Appointment of external auditors, following recommendation from the Operations Committee and Headteacher.

**1.9** Formally agreeing the draft financial statements following recommendation from the Operations Committee, prior to submission to the Secretary of State by 31 December.

**1.10** Informing the ESFA if it suspects any irregularity/fraud affecting resources, or individuals during the academic year.

## **2 Powers and Duties Delegated to the Operations Committee**

The Operation Committee shall be responsible for:

### **General**

**2.1** Exercising the powers and duties of the Governing Body in respect of the financial administration of the Academy, except for those items specifically reserved for the Governing Body and those delegated to the Headteacher and Senior Finance Officer.

**2.2** Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.

### **Accounts**

**2.3** Reviewing the draft financial statements and highlighting any significant issues to the Governing Body, prior to submission to the Secretary of State by 31 December.

### **Internal Audit**

**2.4** Receive the reports from the internal auditor and monitor the action of any recommendations.

### **External Audit**

**2.5** Receive the reports from the external auditor and monitor the action of any recommendations.

### **Budgets/Budgetary Control**

**2.6** Reviewing the annual Academy budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Body.

**2.7** Considering budgetary control reports on the Academy's financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Governing Body.

**2.8** Reporting to the Governing Body all significant financial matters and any actual or potential overspending.

**2.9** Monitoring the reports on premises and income generation.

### **Purchasing**

**2.10** Authorising the award of orders and contracts over £20,000 and up to £50,000.

### **Income**

**2.11** Authorisation of the write off debts above £250. All such write offs should be formally reported to the Governing Body (the ESFA's prior approval is also

required if debts to be written off are above the value set out in the Financial Regulations).

### **Security of Assets**

**2.12** Ensuring that there are annual independent checks of assets and the asset register.

**2.13** Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of up to £5,000 and reporting such authorisations to the Governing Body.

### **Insurance**

**2.14** Ensuring that arrangements for insurance cover are in place and adequate.

### **Lettings**

**2.15** Reviewing and submitting annually to the Governing Body where needed the lettings policy and charges for the school.

### **Risk Register**

**2.16** Ensuring a risk register for the Academy is in place and reviewed annually.

### **Personnel**

**2.17** Undertake the annual performance review of the Headteacher, including setting of objectives.

**2.18** Monitor previous objectives set and performance of the Headteacher.

**2.19** Review the salary and any increments for the Headteacher and recommend, its acceptance, or otherwise to the Governing Body.

## **3 Financial Powers and Duties Delegated to the Headteacher**

The Headteacher has delegated powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum. The Headteacher shall act as the Accounting Officer for the Academy Trust. The Deputy Headteacher is authorised to act under this scheme in the absence of the Headteacher.

The Headteacher shall be responsible for:

### **Budgetary control**

**3.1** Reviewing income and expenditure reports and highlighting actual or potential overspending to the Operation Committee.

### **Financial Management**

**3.2** Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

### **Purchasing**

**3.3** Authorising orders and contracts over £5,000 and up to £20,000 in conjunction with the Senior Finance Officer and Deputy Headteacher.

**3.4** Signing contracts on behalf of the Governing Body and ensuring that all contracts and agreements conform to the Financial Regulations.

### **Income**

**3.5** Authorisation of the write off debts up to £250. All such write offs should be formally reported to the Operations Committee meeting.

### **Payroll and Personnel**

**3.6** Approving new staff appointments within the authorised establishment.

**3.7** Certifying the payment of salaries each month, in conjunction with the Senior Finance Officer.

### **Security of Assets**

**3.8** Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.

### **Accounts and Audit:**

**3.9** The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

**3.10** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.

**3.11** Ensuring that all records and documents are available for audit by the appointed external auditors and by the internal auditor.

## **4 Financial Powers and Duties Delegated to the Senior Finance Officer**

The Senior Finance Officer shall be responsible for:

### **Budgets/Budgetary Control**

**4.1** Preparing an annual draft budget plan for consideration by the Operations Committee and Governing Body before the start of the relevant financial year.

**4.2** Monthly monitoring of expenditure and income against the approved budget and submitting reports on the Academy's financial position to every meeting of the Operations Committee. Any actual or potential overspending shall be reported to the Operations Committee.

### **Purchasing**

**4.3** Authorising orders and contracts up to £5,000 in conjunction with the Headteacher.

**4.4** Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

**4.5** Retention of quotes obtained for goods, works and services.

**4.6** Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

**4.7** Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

### **Payroll and Personnel**

**4.8** Notifying the payroll provider of any matters affecting payments to employees.

**4.9** Ensuring that the monthly payroll is checked and certifying for payment in conjunction with the Headteacher.

### **Income**

**4.10** Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

### **Banking Arrangements**

**4.11** Maintaining proper records of account and reviewing monthly bank reconciliations.

### **Insurances**

**4.12** Notifying the Operation Committee on any eventuality that could affect the Academy's insurance arrangements.

### **Security of Assets**

**4.13** Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

## **Information and Communication Systems**

**4.14** Maintaining the standards of control for such systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the General Data Protection Regulations.

## **5 Financial Powers and Duties Delegated to Other Staff**

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Regulations of the Academy.

The following responsibilities are delegated to other staff in addition to the Headteacher and Senior Finance Officer:

### **Purchasing**

**5.1** The following members of staff, in addition to the Headteacher and Senior Finance Officer, are authorised to open tenders in the presence of another authorised person:

- Deputy Headteacher

**5.2** The following members of staff are authorised to receive and check goods, in addition to the Headteacher and Senior Finance Officer:

- Deputy Headteacher
- Premises Manager & Premises Officer
- Finance Assistant
- Office Manager

## **6 Powers and Duties Delegated to the Education Committee**

The Education Committee shall be responsible for:

**6.1** Exercising the powers of the Governing Body in respect of overseeing the delivery of the curriculum at the Academy expect for those items specifically reserved for the Governing Body.

**6.2** Reporting on decisions taken under delegated powers to the meeting of the Governing Body.

**6.3** Monitoring the changes to the curriculum as defined by the Government and its implementation within the Academy setting.

**6.4** Monitor and review the progress of pupils and key data gain through teacher assessment and statutory testing.



## **7 Delegated Purchasing and Tender Procedures**

The Academy will follow the below tendering procedures for items of goods and services of significant value, which carefully analyses and compares all possible options to ensure that best possible value for money is obtained. A contract and quotation file must be established and maintained.

### **Purchasing**

**7.1** Goods and services up to £5000-00 the Academy is not required to obtain a written quotation but must have an official order form signed by the Senior Finance Officer.

**7.2** Goods and services that are over £5000-00 but less than £20000-00 are subject to three written quotations and must be on an official order form signed by the Headteacher.

**7.3** Goods and services that are over £20000-00 but less than £50000-00 are subject to three written quotations and must be on an official order form signed by the Headteacher. These goods and services will require approval from the Operation Committee.

**7.4** Goods and services with a value at £50000-00 and over are subject to tender (see below) and will require the full Governing Body's approval. This must be on an official order signed by the Chair of Trustees.

In all cases, written quotations will be obtained from the successful provider before an order is placed with them. The contract file will include a record of providers approached, their responses (including willingness to quote), details of any quotations provided, the subject matter of the quotation, the name of the provider quoting, the date and time of the quote, the price offered and other relevant trading terms. Recurring contracts will be reviewed for value for money approximately every three years or prior to renewal, e.g. catering, payroll, grounds maintenance, heating, etc.

### **Invitation to Tender**

**7.5** The Operations Committee in conjunction with the Headteacher, and any other persons with relevant interest depending on the work to be done, e.g. Specialist Consultant, Senior Management Team, Senior Finance Officer and Premises Manger etc. will draw up the specification identifying the work to be performed.

### **Specification – this should include**

- Technical details
- Health and Safety considerations
- Insurance requirements
- Contract
- Payment details

- Logistical details

### **Form of Tender**

The form of tender should include:

- The total contract price including VAT implications
- A breakdown of the price to specific elements of the works
- Time scale

### **Selection of Companies invited to tender**

**7.6** The Headteacher will draw up a list of the organisations invited to tender. The list will be reviewed and agreed by the Governing Body. The Headteacher will then send out invitations to tender.

### **Receipt of Tenders**

**7.7** Tender documents will be sent to the Academy. The Senior Finance Officer will record the name of the tenderer and the contract price.

### **Tender Evaluation**

**7.8** The tenders will be evaluated on the following criteria:

- Compliance with technical and contractual requirements
- Price & VAT implication
- Arithmetical check
- Appropriate qualifications of the organisation
- Knowledge of quality of work and reliability
- Previous experience of similar work
- Previous experience of working with the School
- Time scale involved

The Operations Committee will decide or recommend (as appropriate) to the Governing Body the tender to be accepted. Where it is recommended that the lowest tender be not accepted, the rationale behind the decision should be documented. No work may commence until formal letters of approval and an official order is issued and signed by the Chair of Trustees.

### **Emergency Decisions**

**7.9** If an urgent decision is necessary and it is not practicable to call a meeting of the Operations Committee, then a decision may be taken by either the Chair of Governors or the Vice Chair in their prolonged absence. Emergencies include urgent matters of Health and Safety, and matters, which affect the normal operation of the Academy.

Scheme of Delegation Approved by Governors on 9<sup>th</sup> December 2019

Signed by Chair of Trustees .....

Approved by the Governing Body on 9<sup>th</sup> December 2019  
To be reviewed annually.