

Scheme of Delegation

The White Horse Federation

Adopted
14 December 2023

DEFINITIONS

Accounting Officer	The named individual appointed, in writing, by the Trust Board as its accounting officer
Articles of Association	The Articles of Association of the Trust adopted on 13 th July 2018
Board Committee	A committee of the Trust Board, constituted in accordance with Article 100(b) of the Articles of Association comprising, at the date of this Scheme of Delegation, the Risk and Audit Committee, the Finance Committee, the People Committee, the Teaching and Learning Committee and the Pay and Remuneration Committee
Chair	The Chair of the Trust Board from time to time
Chair of Chairs	The individual elected as a Trustee in accordance with Article 51
Chief Executive Officer	The chief executive of the Trust from time to time
DfE	The Department for Education
Executive Leadership Team	The Executive Leadership Team, made up of leaders who are responsible for the management and strategic leadership of the MAT and who report directly to the CEO
Financial Scheme of Delegation	The authorities to approve financial transactions for the Trust as set out in Section 11
Funding Agreements	The master funding agreements entered into by the Trust with separate supplemental funding agreements for each School under section 1 of the Academies Act 2010 with the Secretary of State for Education in relation to the funding of the Schools
Head of Governance Assurance	The role responsible for governance and assurance across the Trust
Local Governance Committee members	Members of a Local Governance Committee
Handbook	The current version of the DfE Academy Trust Handbook
Headteacher	Headteacher of a single School or the Executive Headteacher for a cluster of Schools
Local Governance Committee	A committee of the Trust Board, constituted in accordance with article 100(a) of the Articles of Association in respect of an individual School or group of Schools
Members	Members of the Trust as defined by Article 12 of the Articles of Association
School	Any of the Primary, Secondary, Special Needs and other Schools referred to in Section 2.2 and any other schools that subsequently join the Trust
School Improvement Plan	A plan to drive overall improvement in each School including targets for pupil and school improvement
Trust	The White Horse Federation
Trust Board	The Board of Trustees of the Trust
Trustees	The Trustees of the Trust

1. INTRODUCTION

- 1.1. The White Horse Federation is a multi-academy trust established on 18th May 2012.
- 1.2. The Trust Board is accountable in law for the operation of the Trust. However, the Trust Board wishes to delegate certain powers to the Board Committees, the Chief Executive Officer and other executives.
- 1.3. The purpose of this Scheme of Delegation is to provide operating clarity as to the roles, responsibilities and authority of those who contribute to the governance and oversight of the Schools and the Trust. It sets out how powers have been delegated by the Trust Board.
- 1.4. This Scheme of Delegation includes the Financial Scheme of Delegation as set out in Section 11.
- 1.5. This Scheme of Delegation is complimentary to the Articles of Association, the Funding Agreement(s) and all legislation and regulation relating to the operation of academies or schools.
- 1.6. The Trust Board reserves the right (in its absolute discretion) to review and alter this Scheme of Delegation and the level of delegated responsibility at any time, and it will be formally reviewed annually.
- 1.7. The effective date of this Scheme of Delegation is 1st September 2023.
- 1.8. A copy of this Scheme of Delegation shall be given to the Members, every Trustee, each Local Governance Committee member, the Chief Executive Officer, the executive leadership team and the Headteachers.

2. THE TRUST

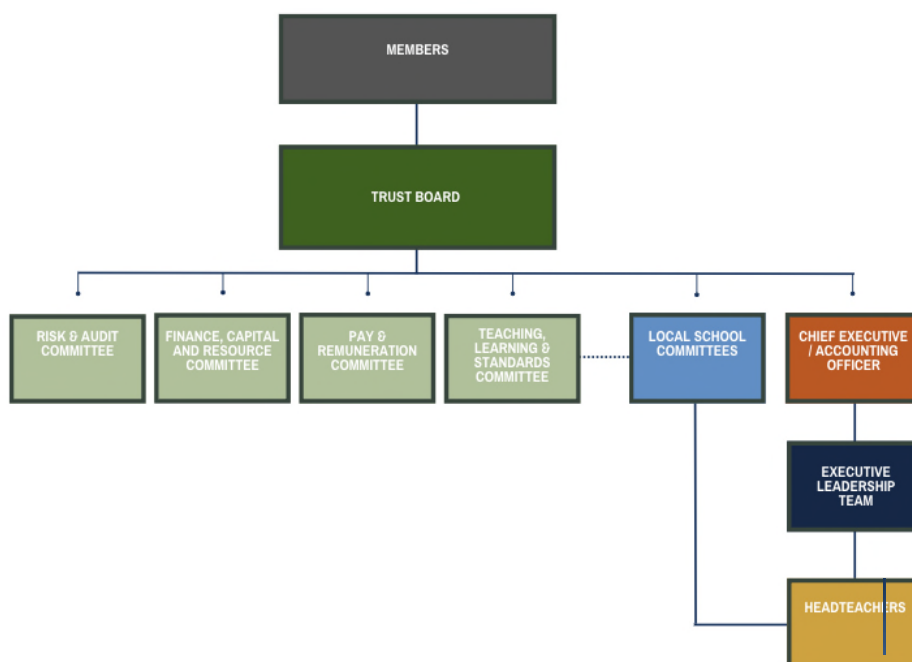
- 2.1. The Trust is both a company limited by guarantee and an exempt charity, regulated by the Secretary of State for Education, who acts as the principal regulator. It has no shareholders. The highest tier of oversight is provided by the Members who, through general meetings, are the guardians of the Trust, its purpose and welfare. The Trust's constitution and its charitable objects are set out in the Articles of Association.
- 2.2. The Trust is currently responsible for the schools listed below:

Bowerhill Primary
Devizes School and Sixth Form
Drove Primary
Forest and Sandridge CofE Primary
Gagle Brook Primary
Gorse Hill
Grange Infants
Grange Junior
Haydon Wick
John Madejski Academy
Larkhill Primary

Melksham Oak Community
School Moredon Primary and
Nursery Mountford Manor
Nyland Primary
Rodbourne Cheney Primary
Seend CofE Primary Shaw
CofE Primary Southbroom
Infants School Southwold
Primary and Nursery St
George's CofE Primary

St Luke's Academy
St Mary and All Saints CofE Primary
St Mary's Broughton Gifford
The Croft Primary
The Manor CofE Primary
The Ridgeway School and Sixth Form
Tregoze Primary
West Kidlington Primary and Nursery
Whitelands Academy
Zouch Academy and Nursery

2.3. The governance structure of the Trust is as below:



3. THE ROLE OF THE MEMBERS

3.1. The role of the Members is laid out in the Articles of Association and in company law. Their role is that of guardians of the constitution, assuring themselves that the Trust Board is exercising effective leadership and governance of the Trust. Members, therefore, have a very distinct but limited role and no day-to-day governance or management responsibilities.

3.2. The Members are responsible for:

- ensuring the Objects, Purpose and Ethos of the Trust are met;
- appointing Members and Trustees;
- removing Members or Trustees appointed by the Members;
- instructing the Trust Board by special resolution to take a specific action;
- amending, if necessary, the Articles of Association, in agreement with the DfE;
- exercising either their direct powers under the Articles of Association or their statutory powers;
- appointing the external auditors;
- receiving the Annual Report and Accounts at a General Meeting of the Trust.

4. THE ROLE OF THE TRUST BOARD

4.1. The Trust Board is responsible for ensuring clarity of vision and ethos, setting the strategic direction, holding the executive to account and overseeing the financial performance of the Trust. The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust. In particular, they have the power to appoint and remove:

- the Chair and Vice-Chair to the Trust Board (on an annual basis);
- the Chief Executive Officer;
- individuals to serve on Board Committees;
- co-opted trustees.

4.2. In so far as the business of each School is concerned, the responsibility of the Trustees is to determine the policy and procedures, set the strategic direction and oversee the educational approach.

4.3. The main tasks and responsibilities of the Trust Board are as follows:

- to determine the vision and ethos of the Trust whilst acknowledging the uniqueness of each School and the needs of the communities it serves;
- in conjunction with the Chief Executive Officer, to develop a strategic plan for the Trust and to ensure the effective communication of that plan so it can be implemented across the Trust and in the Schools;
- to approve a written scheme of delegation which provides operating clarity as to the roles, responsibilities and authority of those who contribute to the governance and oversight of the Schools and the Trust;
- to approve any School joining or leaving the Trust;
- to set key performance indicators and undertake the performance management of the Chief Executive Officer;
- to regularly receive and review Schools key performance indicators;
- to approve the annual consolidated Trust budget at least six weeks prior to the start of each financial year;
- to consider regular budgetary control reports from the Finance, Capital and Resources Committee;
- to approve significant financial transactions, as laid out in the Financial Scheme of Delegation;
- to approve the audited financial statements prior to submission to the ESFA by 31 December;
- to consider regular reports and recommendations from the Finance, Capital and Resources Committee on financial performance against annual budgets, the application of resources across the Trust, longer-term financial plans, and business cases for expansion or other major developments across the Trust;
- to inform the DfE if it suspects any irregularity affecting resources;
- to receive regular safeguarding Single Central Record audits. To ensure the Trust operates robust safeguarding procedures in line with Keeping Children Safe in Education policy;
- to receive regular risk reporting, dashboards and focussed assessments and challenge the CEO as appropriate to design, implement and operate an effective risk management framework that includes risks, controls, mitigating activities and risk appetite;
- to receive the Health and Safety control and incident report. Challenge the CEO as appropriate to operate effective health & safety procedures across the trust;
- to review this Scheme of Delegation annually and to approve any alterations to it.

5. THE ROLE OF THE CHAIR

5.1. The Chair has a fundamental role in leading the business of the Trust and as a fulcrum between the Trust Board and the Chief Executive Officer. The Chair is first among equals but has no defined individual power (save as expressly set out in the Articles).

5.2. The main tasks and responsibilities of the Chair are as follows:

- to ensure the Trust Board provides a strategic focus to the Trust and its Schools;
- to ensure the effective and efficient management of the business of the Trust Board in and between Trust Board meetings including without limitation the effective declaration and management of conflicts of interest;
- to ensure that the Trust Board builds, develops and melds the Trustees into an effective team, taking account of recruitment, succession and the professional development needs of the Trust Board;
- to work in partnership with the Chief Executive Officer, developing a professional relationship, providing appropriate encouragement, challenge and support;
- to ensure that all Trustees are given the opportunity to express their views before any important decision is taken but to ensure that only those who are entitled to speak (e.g. those without a conflict of interest) are invited to do so;
- to promote a culture of robust evaluation and continuous improvement across the Trust striving to drive up standards everywhere;
- to ensure the Trust Board meets all its legal requirements by working closely with the Head of Governance Assurance;
- to invite members of staff, advisers and other observers to Board meetings to comment on and advise on Trust Board business as appropriate;
- to represent the Trust to key external partners, the media and the public when required.

6. THE ROLE OF THE CHIEF EXECUTIVE OFFICER

6.1. The Chief Executive Officer has overall executive responsibility for the Trust's activities, is responsible to the Chair and the Trust Board for ensuring that its financial obligations are met and has overall responsibility for the Trust's system of internal control. The role, function, responsibilities, and authority of the Chief Executive Officer are delegated by the Trust Board and may be varied at its sole discretion. The Chief Executive Officer is the Accounting Officer and must have appropriate oversight of financial transactions to enable him to provide assurance to the Trust Board that the Trust complies with the Funding Agreements and the Handbook. The appointment of an Accounting Officer does not remove the trustees' responsibility for the proper conduct and financial operation of the trust.

6.2. The main tasks and responsibilities of the Chief Executive Officer are as follows:

- to develop a strategic plan for the Trust in conjunction with the Trust Board and to ensure the effective communication of that plan so it can be implemented across the Trust and in the Schools;
- to serve as the principal executive in setting the vision for education across the Trust and ensuring that it is effectively delivered in each of the Trust's Schools;
- to ensure all decisions made by the Trust Board are implemented in a timely and effective manner;
- to fulfil the role of Accounting Officer of the Trust and to ensure robust financial systems are in place so that the Trust's funds are used properly, efficiently and effectively;
- to authorise financial transactions in line with the arrangements laid out in the Financial Scheme of Delegation;
- to line manage the Executive Leadership Team of the Trust;
- to oversee the effective management of risk, control and policy compliance within the Trust;
- to actively promote the values of the Trust through actions, policies and procedures;
- to recommend all Headteacher and Executive Leadership Team salary amendments;
- to develop the relationship that the Trust has with the Secretary of State for Education (including the DfE, the Education and Skills Funding Agency, the Regional Director and Ofsted);
- to develop strategic partnerships with partner schools and organisations, including service providers, which will further the Trust's strategic plan.

6.3. The Chief Executive Officer may delegate their detailed responsibilities, but as Accounting Officer remains accountable for the Trust's financial activities and overall system of internal control, including ensuring regularity, propriety and value for money.

6.4. The Chief Executive Officer delegates much of the day-to-day financial responsibility to the Chief Financial Officer, but the Chief Executive Officer still retains responsibility for:

- recommending to the Trust Board the annual budgets, business plans and medium/long term Financial Plans;
- ensuring income and expenditure remains within budget for the Trust as a whole;
- approving bids for new academy projects (free schools, conversions or transfers);
- approvals as identified as being reserved for the Chief Executive Officer in this Scheme of Delegation and in the Financial Scheme of Delegation.

7. THE ROLE OF THE EXECUTIVE LEADERSHIP TEAM

7.1. The Trust is supported by the Executive Leadership Team which works with Headteachers, School leaders and Local Governance Committees to implement the Trust's strategy to deliver its vision.

7.2. The Chief Executive Officer leads the work of the Executive Leadership Team and may delegate responsibilities to the executives. However, the Chief Executive Officer remains accountable to the Trust Board for the Trust's overall performance.

7.3. The Executive Leadership Team works directly with the staff in each School to ensure that the Trust's strategic plan (incorporating each School Improvement Plan) is being implemented and the required outcomes are achieved in accordance with the strategy and vision of the Trust. The individuals who form the Executive Leadership Team operate under the leadership and direction of the Chief Executive Officer.

8. THE ROLE OF THE LOCAL GOVERNANCE COMMITTEES

- 8.1. The performance of every School is ultimately the responsibility of the Trust Board. The Trust Board discharges this responsibility, primarily, by delegating powers to the Chief Executive Officer.
- 8.2. The Local Governance Committees, which are sub-committees of the Trust Board, have a brief to monitor, review and challenge performance at each School.
- 8.3. The main tasks and responsibilities of each Local Governance Committee are as follows:
- to carry the Trust’s vision, values, policies and priorities forward and ensure they are reflected in the vision, values, policies and priorities of their School;
 - to provide independent challenge to the leaders of each School, primarily in respect of pupil performance, the quality of the school experience and execution of the School Improvement Plan;
 - to formally feedback to the Trust Board, on the delivery of the outcomes targeted by the Trust in strategic plans and School Improvement Plans, highlighting strengths, weaknesses, opportunities for improvement and risks observed in the Schools;
 - to monitor School safeguarding and equalities procedures and compliance;
 - to monitor the School SEND provision;
 - to work in partnership with the Trust and School leadership to ensure an active, high-quality effective program of stakeholder and community engagement is delivered;
 - to form School disciplinary panels to consider suspensions and exclusions as set out in DfE statutory guidance;
 - to agree alternative provisions or bespoke packages for students no longer educated full-time at school;
 - to form any panels as set out in the Trust’s Complaints and Grievance policies.

9. CONDUCT OF WHITE HORSE FEDERATION REPRESENTATIVES

- 9.1 The Trust governance structure also encompasses a code of conduct that has been derived from national good practice for the charity sector. It is intended to support all representatives in their role within The Trust and to assist in its continual development and ensure good governance of the organisation. The code of conduct includes the 7 Principles of Public Life or Nolan Principles.

Principles of Public Life

All representatives will, at all times, uphold the Seven Principles of Public Life, known as the Nolan Principles. They are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

10. DELEGATED AUTHORITY

R	RECOMMENDS a decision or action.
A	Formally AGREES to the decision. Views must be reflected in the final proposal.
P	Accountable for PERFORMING a decision once made.
I	Provide INPUT and/or advice following a written recommendation provided to the body providing input before a decision is made. Views may not be reflected in the final proposal but reflected in the minutes.
D	Make the DECISION . Commit the organisation.

C	Receives COMMUNICATION of a decision
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	DECISIONS	MEMBERS INCL DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	HEADTEACHERS	LOCAL GOVERNANCE COMMITTEES
1. GOVERNANCE - GENERAL							
THE FRAMEWORK	Agree the Articles of Association	D	R		I		
	Agree the Scheme of Delegation including terms of reference of Board Committees		D	I	R		
	Decide conflicts of interests and related party transactions for senior executives		D		I		
	Approve the Annual Report and Accounts	P	D	R	I		
	Agree the annual schedule of governance business		D	I	R		
	Establish Board committees		D		I		
APPOINTMENTS	Appoint and remove Members	D	I				
	Appoint and remove Trustees	D	R				
	Appoint and remove co-opted Trustees (as per Article 58)		D				
	Appoint and remove the Chair of Trust Board	I	D		I		
	Appoint and remove Board Committee chairs and members		D		I		
	Appoint and remove the Chair of Chairs		I		I		D
	Appoint and remove link Trustees – safeguarding, whistleblowing, SEND, PPG		D		I		
	Appoint and remove link Local Governance Committee members – safeguarding, SEND, PPG					I	D
	Appoint and remove Local Governance Committee Chairs		D		R		I
	Appoint and remove Local Governance Committee co-opted members		D		R		I
	Appoint and remove Local Governance Committee parent members if no nominations are received following a minimum of three invitations/remove if required		D		R		I
	Appoint and remove the Governance Professional		D		I		

	DECISIONS	MEMBERS INCL DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	HEADTEACHERS	LOCAL GOVERNANCE COMMITTEES
2. GOVERNANCE - STRATEGY							
TRUST-WIDE	Agree the Trust strategic plan		D		R	I	
	Determine the Trust vision, values and key priorities	I	D		R		
	Approve schools joining or leaving the Trust		D		R		
TRUST SCHOOLS	Agree School vision and values in line with the Trust vision and values				D	R	I
	Determine School performance targets against statutory measures			D	R	I	C
PARTNERSHIPS	Agree school to school partnerships		I		D		
	Agree any joint venture or partnership with the potential to generate income of more than £50,000 pa		D		R		
3. EDUCATION							
TRUST-WIDE	Set Trust approach to curriculum		D	I	R	I	C
	Set Trust approach to pedagogy		D	I	R	I	C
	Set Trust approach to student assessment and reporting		D	I	R	I	C
	Agree Trust-wide School Improvement strategy		D	I	R	I	C
TRUST SCHOOLS	Agree local School Improvement Plan			A	D	R	I
	Set School Key Performance Indicators			I	D		C
	Agree change of age range or PAN			A	D	R	I
	Agree change to the length of the school day			A	D	R	I
	Set term dates and INSET dates			I	D	I	C
	Set the structure of School Day			I	D	I	C
	Agree alternative provisions or bespoke packages for students no longer educated full-time at school			I	I	R	C
	Agree change to admissions arrangements (application of oversubscription. criterion)			A	D	R	I
	Agree careers strategy, with regards to statutory requirements (e.g. Gatsby Benchmarks)			A	D	R	I

	DECISIONS	MEMBERS INCL DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	HEADTEACHERS	LOCAL GOVERNANCE COMMITTEES
4. FINANCE (ALSO SEE FINANCIAL SOD / TRUST FINANCE POLICY							
THE FRAMEWORK	Agree the Financial Scheme of Delegation		D	I	R		
	Agree internal audit procedures		D	I	I		
	Agree Funding Agreement(s)		D	I	R		
	Agree Trust investment strategy			D	R		
	Approve the Trust's procurement strategy			D	R		
APPOINTMENTS	Appoint and remove the Trust's external auditors	D	R	I	I		
	Appoint and remove the Trust's bankers		D		R		
BUDGET	Agree the Trust's annual budget		D	I	R		
	Agree School budget plans			D	R	I	
	Approve expenditure outside of allocated budget		D	I	R		
	Approve Trust budget forecast return prior to submission to Education & Skills Funding Agency		D	I	R		
REMUNERATION & PAY SCALES	Agree Chief Executive Officer pay award		D	R	I		
	Agree Headteachers pay award			D	R		
	Approve teacher pay scales		D	I	R		
	Agree severance payments (in line with the Handbook)		D	I	R		
CAPITAL & INDEMNITIES	Approve capital expenditure		D	I	R		
	Approve any indemnities outside the normal course of business, prior to submission of application for approval to Education & Skills Funding Agency		D	I	R		

	DECISIONS	MEMBERS INCL DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	HEADTEACHERS	LOCAL GOVERNANCE COMMITTEES
5. STAFFING							
APPOINTMENTS	Appoint and dismiss the Chief Executive Officer	I	D				
	Appoint and dismiss the Accounting Officer (if different from CEO)		D	I			
	Appoint and dismiss the Chief Finance Officer		D		R		
	Appoint and dismiss Headteachers		C	D	R		I
	Appoint and dismiss Church School Headteachers	A	C	D	R		C
	Appoint and dismiss the Executive Leadership (Including temporary appointments)		D		R		
	Appoint and dismiss any employee other than Headteachers or the ELT whose total remuneration (including on costs) exceeds £60,000		D		R		
	Appoint any new member of the central team where to do so would involve an increase in the salary budget for the Central team in the relevant years budget		I		D		
	Appoint and dismiss any employees in the Central team earning less than £60,000 (including on costs) who are Head of a particular function		I		D		
	Any restructure involving multiple changes (including appointments and dismissals) to existing roles in the centre or in schools		D		I		
	Appoint and dismiss Deputy Headteachers				D	R	C
OPERATIONS	Agree staff performance management and pay progression procedures			D	R		I
	Agree School staffing model and ICLFP metrics			I	D	R	
	Agree staff well-being strategy		I		D		I
6. SAFEGUARDING, SEND AND STUDENT WELL-BEING							
THE FRAMEWORK	Agree Trust safeguarding policies (safeguarding, KCSIE, Prevent, Looked After Children and safer recruitment)		D	I	R	P	
	Approve local School safeguarding procedures				A	R	D
	Approve Trust-wide SEND strategy		D	I	R	P	
	Approve local School SEND plan and impact report			D	R	P	I
	Approve School Pupil Premium strategy and impact report			D	R	P	C
	Approve School Sports Grant strategy and impact report			D	R	P	C
SUSPENSIONS & EXCLUSIONS	Approve fixed term suspension in line with exclusions guidance and School policy					R	D
	Decision to suspend or permanently exclude a student from attending school					D	C
	Review permanent exclusions in line with exclusions guidance and School policy					R	I

	DECISIONS	MEMBERS INCL DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	HEADTEACHERS	LOCAL GOVERNANCE COMMITTEES
7. FACILITIES & INFRASTRUCTURE							
	Agree change of use to land and buildings		D		R		C
	Agree disposal of land and assets		D		R		C
	Agree maintenance programme for School buildings (above XX – finance SoD)			D	R		
8. RISK OVERSIGHT							
	Set trust approach to the Risk Management Framework		C	I	D	P	
	Approve the Internal Audit Plan		C	D	I		
	Agree annually the schedule of delegated authorities for Trust wide and School policies including responsibility for production and approval as set out in Section 12		D	I	R		
	Agree Risk Appetite Statements and Metrics		C	D	R	P	
	Approve Risk and Control Reports		C	C	D	P	
9. COMMUNICATIONS							
TRUST-WIDE	Approve Trust communications strategy		D		R	C	C
	Approve corporate branding incl. logos, artwork, school name, signage		D		R	C	C
	Agree Trust critical incident communications		I		D	C	C
	Agree Trust media statements		I		D		
TRUST SCHOOLS	Agree School media statements				D	I	C
	Agree School critical incident strategy				D	I	C
	Agree School leadership announcements				D	I	C
	Agree School staff announcements				I	D	C

11. FINANCIAL APPROVALS

Activity/Process	Value/Limits	Recommends	Decides	Other comments/method	
Ordering goods and services (excluding utilities) - in budget	< £2,000	Budget Holder	+ Fin & Ops lead	All procurement must be in accordance with the Procurement Policy.	
	< £5,000	As above	+ Headteacher		
	< £10,000	As above	+ Procurement + Central (SHF)		3 Quotes or detailed explanation why not
	< £30,000	As Above	+ CFO/COO		Tender
	< £60,000	As above	+ CEO		Tender
	> £60,000	CEO	+ Trust Board*		Tender and case overview for discussion and agreement at Trust Board*
	Authority to accept other than lowest 3 quotations	Two Approvals from SHF, COO, CEO			Specific Education related spend, e.g. Ed supplies, AP Non Educational / Business services
Ordering goods and services (excluding utilities) - which have not been budgeted	< £15,000	SHF	+ CFO		
	> £15,000	CEO	+ Trust Board*		
Utility contracts	Fixed Contracts per Annum	Estates Director	+ Two of SHF, COO, CEO	Coordinated with Utility Advisor reflecting overall TWHF Direction	
Signatories for cheques and other bank transfers - not BACS	Any Cheque		Two signatures per Bank Mandate	Bank Authorisation governed by Bank Mandate Any transaction requires two signatures with one from List A being SHF or Exec Principal level.	
	Any Bank Transfer <50,000		Two Approvals incl one of SHF CFO level		
	Any Bank Transfer <150,000		Two Approvals from SHF, COO, CEO		
	Any Bank Transfer >150,000		Prior approval of Fin Committee & CEO		
BACS payments	< £200,000	Finance - Any Two signatories form List A and B in bank Mandate		Controlled via bank mandates	
	> £200,000	Finance - Any Two signatories form List A			
ESFA grant claims and EFA returns	Any	Two Signatories (or as required by ESFA) from COO/CFO, CEO or nominated Trustee			

*Decided by Trust Board, unless delegated by the Trust Board to Finance, Capital and Resources Committee

Activity/Process	Value/Limits	Recommends	Decides	Other comments/method
Disposals of assets, stock	< £1,000	Headteacher Functional Head	+ HOF	
	< £5,000	Headteacher Functional Head	+ SHF	
	< £10,000	SHF	+ CFO	
	> £10,000	CEO	+ Audit & Risk	
Write off - bad debts	Parental debt < £100	Headteacher	+ Fin & Ops lead	Must be approved at Executive level after all avenues of resolution exhausted.
	Parental debt >100	Headteacher	+SHF	
	< £5,000	SHF	+ CFO	
Purchase or sale of land	Any	ESFA Approval required		As per Academies Handbook
Granting any leasehold tenancy	Any	ESFA Approval required		
Taking up any leasehold tenancy for more than 3 years	Any	ESFA Approval required		

12. DELEGATED POLICY APPROVAL

- All Trust policies are set out in the policy register and can be found [here](#).