

Scheme of Delegation

The White Horse Federation

Adopted
11 December 2024

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
Director of Governance	The role responsible for governance 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 Development 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

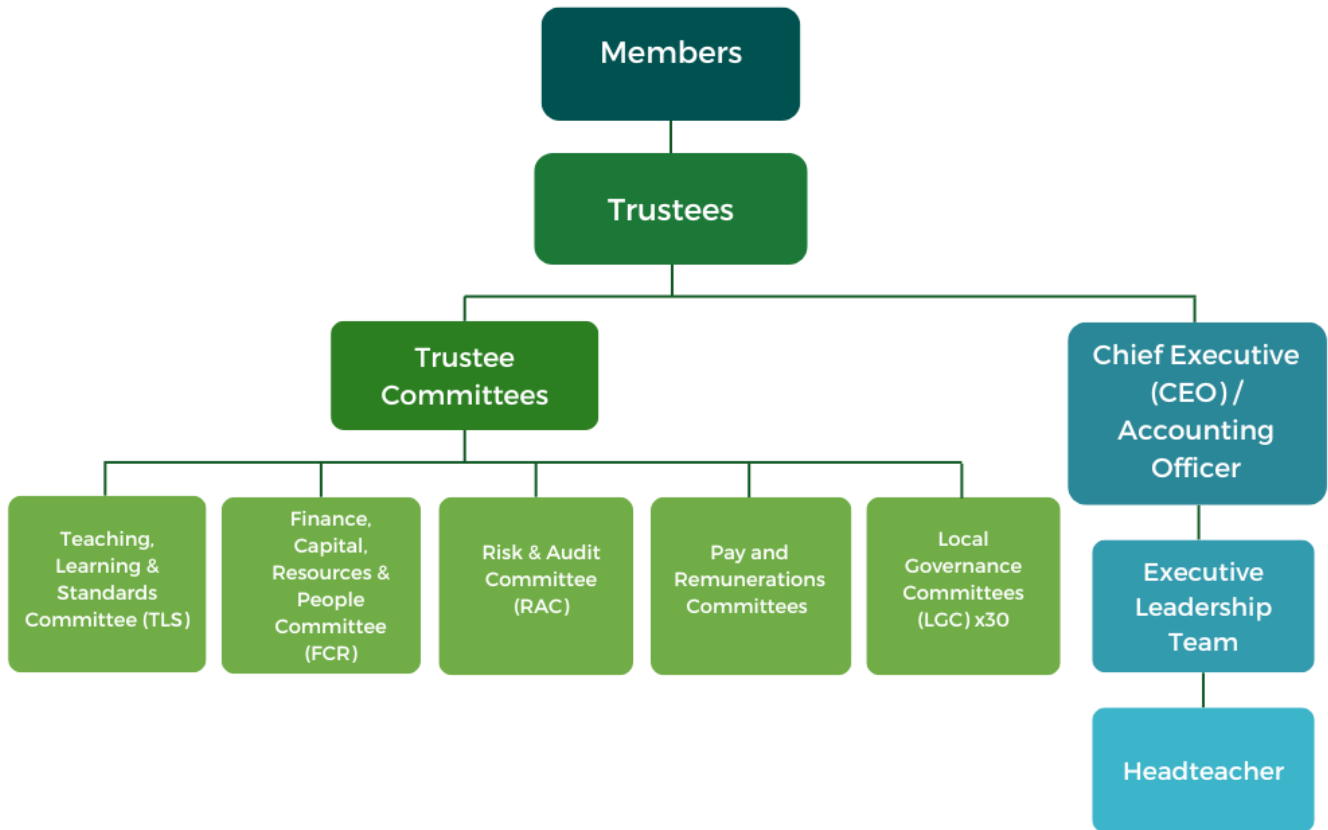
- 1.1. The White Horse Federation is a multi-academy Trust established on 18th May 2012.
- 1.2. The Trust Board is accountable in law for the operation of the Trust. However, the Trust Board wishes to delegate certain powers to the Board Committees, the Chief Executive Officer and other executives.
- 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 January 2025.
- 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	Melksham Oak Community School	St George's CofE Primary
Devizes School and Sixth Form	Moredon Primary and Nursery	St Luke's Academy
Drove Primary	Mountford Manor Primary	St Mary and All Saints CofE Primary
Forest and Sandridge CofE Primary	Nyland Primary	St Mary's Broughton Gifford
Gagle Brook Primary	Rodbourne Cheney Primary	The Croft Primary
Gorse Hill Primary	Seend CofE Primary	The Manor CofE Primary
Grange Infants	Shaw CofE Primary	The Ridgeway School and Sixth Form
Grange Junior	Southbroom Infants School	Tregoze Primary
Haydon Wick Primary	Southwold Primary and Nursery	West Kidlington Primary and Nursery
Larkhill Primary		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. As a multi-academy Trust with Church of England Schools, the Trust has a legal relationship with the Salisbury Diocesan Board of Education (SDBE). This is governed by the Trust's Articles of Association and a memorandum of understanding between the Trust and the SDBE.

4.3. 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.

4.4. 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 focused 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 Director of Governance;
- 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

Officers 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 provide assurance around the application of the performance management policy for all Headteacher and Executive Leadership Team members;
- 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 committees of the Trust Board, have a brief to seek assurance and to support and challenge the 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 Development Plans, highlighting strengths, weaknesses, opportunities for improvement and risks observed in the Schools;
- seek assurance around School safeguarding and equalities procedures and compliance;
- seek assurance around the School SEND provision;
- to work in partnership with the Trust and School leadership to receive assurance 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 receive contextual information about the school and to provide support and challenge to school leaders.

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

Recom	RECOMMENDS a decision or action.
Agrees	Formally AGREES to the decision. Views must be reflected in the final proposal.
Account	ACCOUNTABLE for performing a decision once made.
Input	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.
Decides	Make the DECISION . Commit the organisation.
Comms	Receives COMMUNICATION of a decision

	DECISIONS	MEMBERS Inc DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	COO / CFO	DIRECTORS	HTs	LGCs
1. GOVERNANCE - GENERAL	Agree the Articles of Association	Decides (Memb)	Recom		Input				
THE FRAMEWORK	Agree the Scheme of Delegation including terms of reference of Board Committees		Decides	Input	Recom				
	Maintain a register of conflicts of interests and an internal register of potential related party transactions for members, Trustees, governors and senior executives						Director of Gov to maintain		
	Approve the Annual Report and Accounts	Comms	Decides	Recom (RAC)	Input	Input			
	Agree the annual schedule of governance business		Decides	Input	Recom	Recom	DoG Input		
	Establish and Dissolve Board committees – including Interim Academy Boards (IABs)		Decides		Input	Input	Input		
APPOINTMENTS	Appoint and remove Members	Decides (memb)	Input						
	Appoint and remove Trustees	Decides	Recom						
	Appoint and remove co-opted Trustees (as per Article 58)		Decides						
	Appoint and remove the Chair of Trust Board		Decides		Input	Input			
	Appoint and remove Board Committee chairs and members		Decides		Input	Input			

	Appoint and remove the Chair of Chairs		Input		Input				Decides
	Appoint and remove link Trustees – safeguarding, whistleblowing, SEND, PPG		Decides		Input				
	Appoint and remove link Local Governance Committee members – safeguarding, SEND, PPG							Input	Decides
	Appoint and remove Local Governance Committee Chairs		Decides						Recom
	Appoint and remove Local Governance Committee Trust appointed governors		Decides						Recom
	Appoint and remove Local Governance Committee parent members if no nominations are received following a minimum of three invitations/remove if required		Decides						Recom
	Appoint and remove the Clerk to the Trust Board		Decides		Input	Input			

	DECISIONS	MEMBERS Inc DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	COO / CFO	DIRECTORS	HTs	LGCs
2. GOVERNANCE - STRATEGY									
TRUST-WIDE	Agree the Trust strategic plan		Decides		Recom	Recom			
	Determine the Trust vision, values and key priorities		Decides		Recom	Recom			
	Approve schools joining or leaving the Trust		Decides		Recom	Recom			
TRUST SCHOOLS	Agree School vision and values in line with the Trust vision and values						Directors of Ed Decides	Recom	Input
	Determine School performance targets against statutory measures			Comms	Decides		Directors of Ed Recom	Input	Comms
3. EDUCATION									
TRUST-WIDE	Set Trust approach to curriculum			Input (TLS)	Decides			Input	Comms
	Agree Trust-wide School Improvement strategy		Decides	Input (all committees)	Recom	Recom	Director Team Input	Input	Comms
	Set Trust Key Performance Indicators (KPIs)		Decides	Input (all committees)	Recom	Recom	Director Team Input		
TRUST SCHOOLS	Agree local School Development Plan			Agrees	Decides		Directors of Ed Input	Recom	Input

	Set School Key Performance Indicators				Input		Directors of Ed Decides		Comms
	Agree change of age range or PAN		Decides		Recom			Recom to CEO	Comms
	Agree change to the length of the school day		Decides	Recom to TB	Recom		Directors of Ed Input		
	Set term dates and INSET dates		Decides	Input	Recom			Comms	Comms
	Set the structure of School Day			Input	Decides			Input	Comms
	Agree change to admissions arrangements (application of oversubscription. criterion)		Decides		Recom			Input	Comms
	Delivering EYFS in line with statutory requirements						Directors of Ed Account		Input
	Delivering Careers guidance in line with statutory requirements						Directors of Ed Account		Input
	Developing Curriculum policies as required (RE, RSHE and Collective Worship)						Directors of Ed Account		
	Delivering Church Distinctiveness						Directors of Ed Account		
	Keeping Admission and Attendance Registers							Account	
	Compliance with SEND Code of Practice			Input			Director of SEND Account	Input	Input
	Monitoring Pupil Premium, Sport Premium and Service Premium spend						Directors of Ed Account		Input

	DECISIONS	MEMBERS Inc DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	COO / CFO	DIRECTORS	HTs	LGCs
4. FINANCE (ALSO SEE FINANCIAL SOD / TRUST FINANCE POLICY									
THE FRAMEWORK	Agree the Financial Scheme of Delegation		Decides	Recom (FCR)		Recom			
	Agree internal audit procedures			Decides (RAC)		Recom			
	Agree Funding Agreement(s)		Decides	Input	Recom	Recom			
	Agree Trust investment strategy			Decides (FCR)		Recom			

APPOINTMENTS	Appoint and remove the Trust's external auditors	Decides (Memb)	Recom	Input	Input	Input			
	Appoint and remove the Trust's bankers		Decide		Recom	Recom			
BUDGET	Agree the Trust's annual budget		Decide	Input (FCR)	Recom	Recom			
	Approve expenditure outside of allocated budget			Decides (FCR)	Recom	Recom			
	Approve Trust budget forecast return prior to submission to DfE		Decides	Input	Recom	Recom			
REMUNERATION & PAY	Agree CEO pay award			Recom (CEO PMR)					
	Approve Pay and Performance Management Policies			Decides (P&R)			Director of People Recom		
	Agree severance payments (in line with the Handbook)			Decides (FCR)	Recom	Recom			
CAPITAL & INDEMNITIES	Approve capital expenditure			Decides (FCR)	Recom	Recom			
	Approve any indemnities outside the normal course of business, prior to submission of application for approval to DfE			Decides (FCR)	Recom	Recom			

	DECISIONS	MEMBERS Inc DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	COO / CFO	DIRECTORS	HTs	LGCs
5. STAFFING									
	When dismissing staff, this must done fairly and in accordance with the Trust's policies and procedures						Director of People Input		
APPOINTMENTS	Appoint and dismiss the Chief Executive Officer	Input (SDBE)	Decides						
	Appoint and dismiss the Accounting Officer (if different from CEO)		Decides						
	Appoint and dismiss the Chief Finance Officer		Decides		Recom				
	Appoint and dismiss Headteachers		Comms		Decides		Directors of Ed Recom		Comms
	Appoint and dismiss Church School Headteachers	Input (SDBE)	Comms		Decides		Directors of Ed Recom		Comms
	Appoint and dismiss the Executive Leadership (Including temporary appointments)		Decides		Recom				

	Appoint and dismiss any employee other than Headteachers or the ELT whose total remuneration (including on costs) exceeds £90,000		Decides		Recom				
	Appoint and dismiss 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 year's budget		Input		Decides				
	Any restructure involving multiple changes (including appointments and dismissals) to existing roles in the centre or in schools		Decides		Recom		Director of People Input		
	Appoint and dismiss Deputy Headteachers						Directors of Ed Decides	Recom	Comms
	Appoint and dismiss all other Trust / School Staff				Decides (Trust)	Decides (Trust)	Directors of Ed Input	Decides (School)	
OPERATIONS	Determine approach to staff appointment and dismissal with regard to statutory requirement			Decides (FCR)	Input	Input	Director of People Recom		
	Agree School staffing model and ICLFP metrics			Input	Decides		Director of People Input	Recom	
	Agree staff well-being strategy			Input (FCR)	Decides		Director of People Recom	Input	
6. SAFEGUARDING, SEND AND STUDENT WELL-BEING									
THE FRAMEWORK	Agree Trust safeguarding policies (safeguarding, KCSIE, Prevent, Looked After Children and safer recruitment)			Decides (TLS)			Directors of Ed Recom	Account	
	Local School safeguarding procedures						Director of Safeguarding Account	Account	
	Approve Trust-wide SEND strategy			Decides (TLS)			Director of SEND Recom	Account	
	Approve local School SEND plan and impact report						Director of SEND Decides	Account	
	Approve School Pupil Premium strategy and impact report							Decides	Input
	Approve School Sports Grant strategy and impact report							Decides	Input
SUSPENSIONS & EXCLUSIONS	Decision to suspend or permanently exclude a pupil from attending school							Decides	
	Review suspensions or permanent exclusions in line with exclusions guidance and School policy							Recom	Decides

	DECISIONS	MEMBERS Inc DIOCESAN BOARD	TRUST BOARD	BOARD COMMITTEES (excluding Local Governance Committees)	CEO	COO / CFO	DIRECTORS	HTs	LGCs
7. FACILITIES & INFRASTRUCTURE									
	Approval of temporary closure of school for H&S reasons			Comms	Decides	Decides		Recom	Comms
	Agree change of use to land and buildings		Decides		Recom				Comms
	Agree disposal of land and assets		Decides		Recom				Comms
	Agree maintenance programme strategy for School buildings			Decides (FCR)	Recom	Recom	Director of Estates Input		
8. RISK OVERSIGHT									
	Set Trust approach to the Risk Management Framework		Comms	Decides (RAC)	Input	Recom	Director of Procurement Input	Account	
	Approve the Internal Audit Plan		Comms	Decides (RAC)	Input	Input			
	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		Decides	Input	Recom	Recom			
	Agree Risk Appetite Statements and Metrics		Comms	Decides (RAC)	Recom	Recom			
	Approve Risk and Control Reports		Comms	Comms	Decides	Recom		Account at school level	
9. COMMUNICATIONS									
TRUST-WIDE	Approve Trust communications strategy		Input		Decides			Comms	Comms
	Approve corporate branding incl. logos, artwork, school name, signage		Decides		Recom			Comms	Comms
	Agree Trust critical incident communications		Comms		Decides	Decides		Comms	Comms
	Agree Trust media statements		Comms		Decides	Input			
TRUST SCHOOLS	Agree School media statements				Decides			Input	Comms
	Agree School critical incident strategy				Decides	Decides		Input	Comms
	Agree School leadership announcements				Decides			Input	Comms
	Agree School staff announcements				Input		Directors of Ed Input	Decides	Comms

11. FINANCIAL APPROVALS

Activity/Process	Value/Limits	Recommends	Decides	Other comments/method
Ordering goods and services (excluding utilities) - in budget as Sage finance will not allow out of budget requisitions.	< £75,000	Purchase Requisitioner	Procurement	All procurement must be in accordance with the Procurement Policy.
	< £100,000	As above	+ Finance Director	
	< £125,000	As above	+ COO	
	> £125,000	As above	+ CEO	
	Authority to accept other than lowest 3 quotations	Two Approvals from FD, COO, CEO		
Bank and BACS payments	Any Value	Any two signatories from Bank Mandate, excluding staff who raise the payment		<ul style="list-style-type: none"> • Payment runs are managed by Accounts Payable staff, within the finance team, who cannot raise, or approve, Purchase Requisitions, to guarantee separation of duties. • Random checks are made on payments under £29,999. • All individual payments above £30,000 are checked by Financial Controller/FD/COO prior to release.
DfE grant claims and DfE returns	Any	Two Signatories (or as required by DfE) from COO/CFO, CEO or nominated Trustee		

Activity/Process	Value/Limits	Recommends	Decides	Other comments/method
Disposal of assets, stock. Per item cost.	£1,000 to £5,000	Headteacher/ Functional Head	Financial Controller	
	<£5,000	Headteacher Functional Head	As above+ FD	
	<£10,000	FD	As above + COO	
	>£10,000	COO	As above + CEO	
Write off - bad debts	Parental debt <£100	Department Manager	Fin and Ops Lead	Must be approved at Executive level after all avenues of resolution exhausted.
	Parental debt >£100	Department Manager	As above +FD	
	All Other Debts <£999	Department Manager	As above +Financial Controller	
	All Other Debts £1,000 to £4,999	Department Manager	As above +FD	
	>£5,000	Department Manager	As above +COO	
Purchase or sale of land	Any	DfE Approval required		As per Academy Trust Handbook
Granting any leasehold tenancy	Any	DfE Approval required		
Taking up any leasehold tenancy for more than 3 years	Any	DfE Approval required		

12. DELEGATED POLICY APPROVAL

All Trust policies are set out in the policy register.