



Woodside School Academy Trust

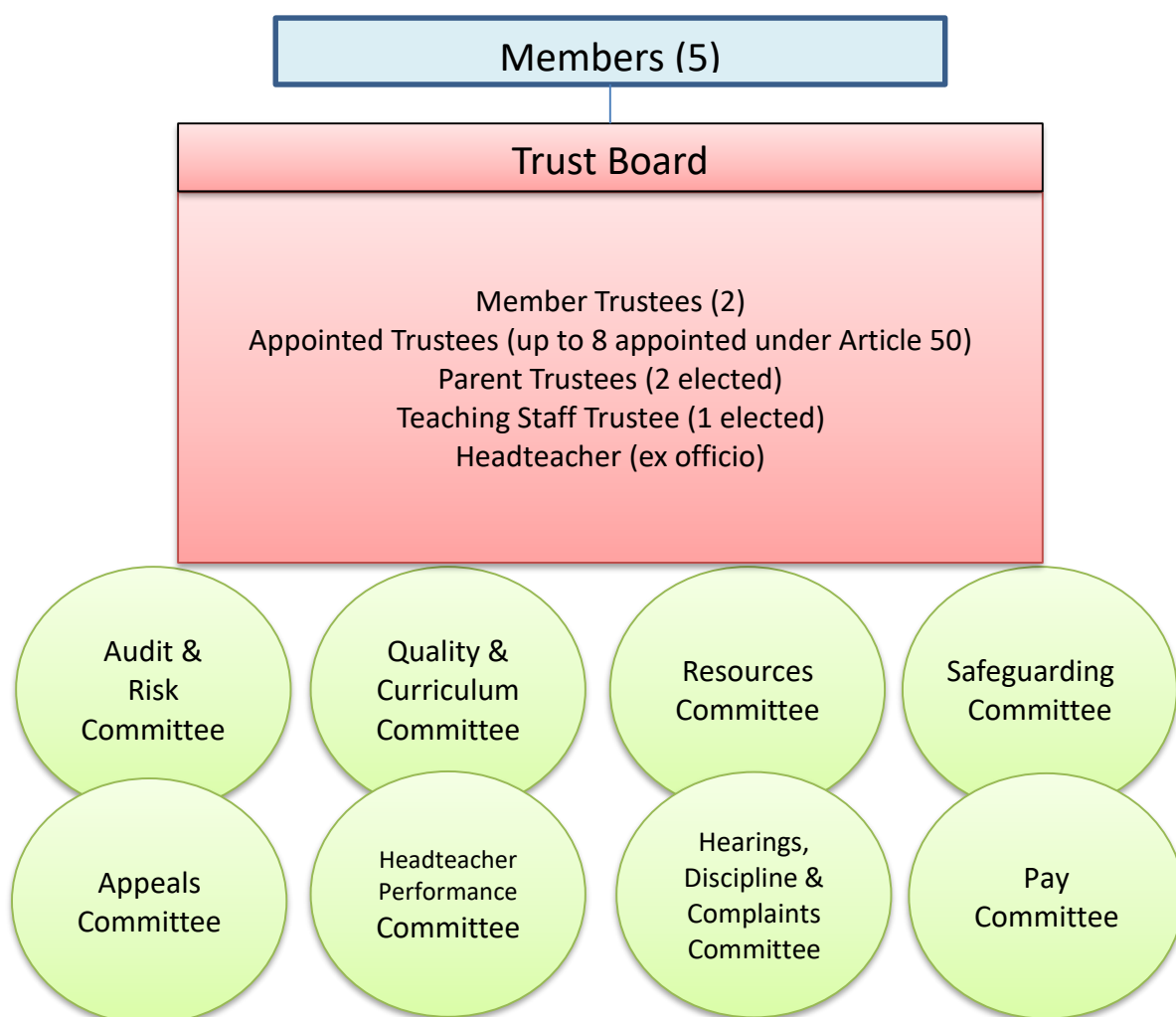
Scheme of Delegation

Version Number	0	Original 2012 – Updated:	09/2015
Version Number:	1	Full Governors Board Meeting on:	21/3/16
Version Number:	2	Draft Approved on:	12/3/18
Version Number	2	Presented to Full Trust Board (Subject to any amendments advised by lawyers)	19/3/18
Version Number	3	Updated following Committee Meetings	15/06/2018
Version	4	Updated trustee	01/09/2020
Version	5	Updated Trustee	01/02/2021
Version	6	Updated Trustee	21/03/2022
Version	7	Updated Trustee	21/01/2023
Version	8	Complete Review and Rewrite	17/03/2023
Version	9	Updated in accordance with ATH 2023	08/08/2023



Woodside Academy Trust

Woodside Academy Trust is the company formed to establish Woodside Academy and is regulated by its Articles of Association. It has three layers of Governance – Members, Trust Board and Committees – as illustrated in the diagram below.





Members

The Members of Woodside Academy Trust are responsible for the governance of the Trust and have delegated authority for running the Trust to the Trustees who comprise the Trust Board (see below). As a charitable company limited by guarantee, Members have a similar role to shareholders in a company limited by shares. Members are liable for the debts of the Trust up to a maximum of £10 of their own money. The Members:

- Are signatories to the Articles of Association (where they are founding members).
- May, by special resolution with 75% majority, amend the articles of association.
- May, by special resolution with 75% majority, appoint and remove Members. The Member whose proposed removal is the subject of the resolution shall not be entitled to vote on that resolution.
- Have the power to appoint trustees and to remove any or all serving trustees, including elected trustees and including the Chair and Vice-Chair, as set out in the trust's articles of association.
- Can pass a special resolution to direct the trustees to take a specific action.
- Appoint the Trust's auditors and receive the Trust's annual accounts.
- Have the power to change the name of the trust, and ultimately wind up the trust.

The Members of the Academy Trust shall comprise:

- a. the signatories to the Memorandum; and
- b. any person appointed under Article 15A, provided that at any time the minimum number of Members shall not be less than three.

An employee of the Academy Trust cannot be a Member of the Academy Trust.

The Academy Trust shall hold an Annual General Meeting each Academy Financial Year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Academy Trust and that of the next

In exercising their rights under these Articles and the Companies Act 2006, the Members shall not do anything or take any action which would cause the Academy Trust to contravene its Objects.



The Trust Board Role & Responsibilities

The Trust Board (TB) directs the Academy on behalf of the Academy Trust as set out in the Articles of Association and is made up of Trustees. A Trustee is both a Charity Trustee and a Director. The term Trustee will be used hereafter. (**Note:** The term Governor will only be used in connection with Local Governing Bodies if the Trust becomes a Multi-Academy Trust)

The key responsibilities of the Trust Board are to:

- Develop a vision for the Academy that ensures high quality educational provision.
- Support, challenge and monitor the performance of the Academy through its evaluation reports and its annual development plan.
- Assure the management of performance across the Academy.
- Assure the proper management of finance and assets.
- Employ the Headteacher
- Employ effective oversight of the performance of all other employees and the framework for their pay and conditions.
- Ensure appropriate safeguarding procedures are in place and monitored.
- Work with the Headteacher to set attainment targets for the Academy.

The Trust Board has the duty and responsibility in law to conduct the business of the Trust subject to company and charity law, the articles of association and any direction from the Members. It is the responsibility of all trustees to ensure they understand the responsibilities associated with their role as a trustee. In all matters the Trust Board retains accountability for the management and affairs of the Academy. However, it can form committees with delegated authority to manage key activities on behalf of the Trust Board.

It is for the Trust Board to determine the appropriate committee structure for the Academy and the powers and functions to be delegated to each committee, a trustee holding Executive Office or to the Headteacher. The Trust Board has responsibility for all decisions not delegated elsewhere.

The Trust Board specifically cannot delegate:

- Election of the Chair and Vice Chair
- Establishment of committees
- Delegation of functions

The Trust Board delegates the day-to-day operation of the Trust to the Headteacher who in turn delegates the day-to-day operation of school to staff as required.



The Trust Board delegates some governance functions to Committees as set out in the Annexes. Membership of Committees may include persons who are not Trustees provided the majority of the Committee members are Trustees. The Trust Board will determine the voting rights if any of non-Trustee members of Committees.

The Trust Board shall have a minimum of 3 trustees and will include the following, subject to the proviso that the number of employees of the Trust who are trustees shall not exceed one third of the total number of trustees:

- Chair of Trustees
- Vice Chair of Trustees
- Community Trustees (may also be parents)
- Two elected Parent Trustees
- Headteacher (ex officio) with lead responsibility for School improvement
- One elected Teaching Staff Trustee

Section 1.23 of the 2022 Handbook states 'The Department's strong preference *is for no other employees to serve as trustees*, nor for trustees to occupy staff establishment roles on an unpaid voluntary basis, in order to retain clear lines of accountability'.

Except for the two elected Parent Trustees and the one elected Teaching Staff Trustee, trustees can only be appointed by the Members (this does not affect the powers of the Secretary of State to appoint trustees). Members have the power to remove any Trustee including elected Trustees (i.e., Parent and Teaching Staff).

The Trustees shall hold at least three meetings in every school year.



Annexes – Roles & Responsibilities of Committees & Delegated Authorities

The following attachments provide details of names, roles and responsibilities and delegated authorities for each Committee including financial delegated authority in line with the Academies Financial Handbook:

- A Names of Members and Trustees**
- B General Terms of Reference for all Committees and Delegations**
- C Names of Committee Members**
- D Committee Terms of Reference: I have put in alphabetical order**
 - Appeals
 - Audit and Risk
 - Headteacher Performance
 - Hearings, Discipline & Complaints
 - Quality & Curriculum
 - Pay
 - Resources (Estates, Finance, Health & Safety, Public & Community Relations, Security, Staff)
 - Safeguarding
- E Summary of Delegated Financial Authority levels as required by Academy Financial Handbook**



A - Names of Members and Trustees

Gittin Street, Oswestry, Shropshire, SY11 1DT Tel: 01691 652446

Type of Office	Name
Members In alphabetical order	Agnieszka Balicka Gordon Channon Karen Kempster Adrian Lightwood James Staniforth
Trustees In alphabetical order	Gordon Channon (Chair) Doreen Harris Paul Johnson Gill Jones (resigned 22/01/2023) Adrian Lightwood (Vice Chair) Keith Morris Arren Roberts (resigned 01/01/2023) Jane Pritchard Adam Roberts Paul Robinson Jonathan Smart
Parent Trustees In alphabetical order	Maris Ellis Kerrie Hibbert
Head teacher Ex officio Trustee	Claire Bennett (Headteacher)
Teaching Staff Trustee	Hayley Brown



B – General Terms of Reference for Committees and Committee Members and Delegations

Subject to the Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that a majority of members of any such committee shall be Trustees. No vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee the Headteacher or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose and may be revoked or altered.

A Trustee, committee, the Headteacher or any other holder of an executive office to whom a power or function of the Trustees is delegated under the Articles may further subdelegate those powers or functions (or any of them) to a further person. Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub delegation shall be made subject to any conditions the Trustees may impose and may be revoked or altered by the Trustees.

Where any power or function of the Trustees has been exercised by any committee, any Trustee, the Headteacher any other holder of an executive office, or a person to whom a power or function has been sub-delegated under the Articles, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

The Trustees may delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of Academy (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at Academy).

The Headteacher (HT) is an ex officio member of every Committee except the Audit & Risk, Pay, Hearing/Discipline/Complaints and Appeals Committees when the HT will be invited as needed, and the Headteacher Performance Committee. The HT may be represented by a



member of the Senior Leadership Team who will not have voting rights. At least three other Trustees shall be a member of each Committee.

The membership of each Committee will be agreed on an annual basis at the first meeting of the TB in the Autumn term.

Where a conflict of interest occurs for a member of a committee that committee member shall stand aside for that instance and a substitute Trustee shall be found if needed for a quorum.

No Trustee employed by the Trust shall be a Chair of any Committee.

The quorum for each Committee is fixed at three Trustees. Minutes must be taken and a copy given to the Clerk for the Trust Board.

The Chair is elected by the committee. ~~Nominations should be approved by the Chair of Trustees and the Headteacher and~~ The role is for one year, although a Chair, with the approval of the committee, can be re-elected.

Committee members serve for at least one year.

All Committees to act as a critical friend to the Headteacher.

To meet half termly and to formally report back to the Trust Board three times a year. Any Trustee may attend any Committee if appropriate to do so except those dealing with confidential personnel matters and provided attendance is agreed with the Chair one week beforehand.

Where appropriate committee matters can be discussed and agreement reached between the members by email.

Chair Action

In the event of a need to make urgent decisions between meetings on matters within the remit of the Committee the Chair of Trustees, in consultation with the HT and Chair of the Committee will take appropriate action on behalf of the Committee. The decisions and need for urgent action will be explained at the next meeting of the Trust Board.



C - Woodside Academy Committee Membership – March 2023

Committees may be attended by the Headteacher and relevant Staff except where confidential matters or possible conflict of interest mean they are asked to leave/not attend, or they are not permitted to attend as set out above

D Terms of Reference for Committees

Appeals Committee

May be attended by Headteacher and relevant staff.

No Trustee employed by the Trust may serve on the Committee.

Staff members will be asked to leave when the Committee considers appeals regarding the salaries of staff or any other matter considered to be sensitive and confidential in nature or where a conflict of interest is possible.

Delegated responsibility for:

1. Appeals arising from Pay awards.
2. Appeals arising from Discipline and Grievance Cases.
3. Appeals against Dismissal arising from Capability Cases.
4. Appeals arising from selection for Redundancy.
5. Appeals against Dismissal arising from failure to complete probation.
6. Appeals against decision taken by the Hearings, Discipline & Complaints Committee.
7. Review and resolution of complaints if not dealt with at first hearing.

All appeals to be conducted in accordance with the relevant school policies & procedures.

Audit & Risk Committee

Academy Trust Handbook (para 3.9) says employees of the trust should not be on an academy's audit and risk committee.

The chair of trustees should not be the chair.

Where an academy's finance committee and audit and risk committee are separate, the chair should not be the same person.



The committee membership should include at least one member with appropriate skills and experience.

The Audit & Risk Committee's remit is to advise the Trust Board and Accounting Officer (the Headteacher) regarding the adequacy and effectiveness of the Trust's internal controls, risk management, governance and value for money systems and frameworks.

The Committee also advises the Trust Board regarding the appointment of auditors and the planned audit approach, as well as considering reports from the internal and external auditors and other bodies and ensuring that actions are taken where required.

1. Advise the Board and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks.
2. Produce an annual report in respect of the above.
3. Advise the Members on the appointment, re-appointment, dismissal and remuneration of the external auditor.
4. Advise the Board on the need for and, where appropriate, the appointment, reappointment, dismissal and remuneration of an internal auditor or other assurance provider.
5. Advise the Board on an appropriate programme of work to be delivered by independent assurance providers. This programme of work should be to be derived from the Audit & Risk Committee's regard of the key risks faced by the Trust, the assurance framework in place and its duty to report to the Board, as detailed in point a above.
6. Ensure that where a full internal audit service is commissioned the service provider complies with the standards set by the Chartered Institute of Internal Auditors. This will mean the internal audit provider must conform to the Public Sector Internal Audit Standards.
7. Review the external auditor's annual planning document and approve the planned audit approach.
8. Receive reports (assignment reports, annual reports, management letters etc) from the external auditor, internal auditor and other bodies (for example the ESFA) and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information or action.
9. Regularly monitor outstanding audit recommendations from whatever source and ensure any delays in respect of agreed implementation dates are reasonable.
10. Establish and monitor KPIs regarding the performance of the external auditor, internal auditor or other assurance provider.



11. Review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
12. Consider any additional services delivered by the external auditor, internal auditor or other assurance provider and ensure appropriate independence is maintained.
13. Ensure appropriate co-operation and co-ordination of the work of the external auditor and internal auditor.
14. Meet with the external auditor and internal auditor or other assurance provider without management present, when required, either at their request or the request of the Committee.
15. Ensure that controls are in place regarding the General Data Protection Regulations (GDPR) and that compliance is monitored across the Trust.
16. Receive reports at least once a year relating to Community Interest Companies established by the Trust and any Trust subsidiaries.
17. To monitor policies in relation to Data Protection, Freedom of Information, IT and Data Security and Storage, Whistleblowing, Anti-fraud/Anti-Bribery, the Fraud Response Plan and related matters and to agree changes as necessary, having the authority to approve them on behalf of the Board.
18. To establish, maintain and continuously review a robust Trust Strategic Risk Register. To support the Trust Board in using this framework to provide assurance that the controls put in place to mitigate the school's exposure to risk, in the achievement of its business objectives, can be assessed for their effectiveness.

Headteacher Performance Committee

This Committee is chaired by the Chair of the Trust Board and has delegated authority to:

1. Undertake the search for and make recommendations on the shortlist for the appointment of the Headteacher, subject to final approval by the Trust Board and in accordance with the HR Policy and Articles of Association.
2. Review the performance of the Headteacher. This will be done at least once during the year outside the formal appraisal period, against agreed objectives,
3. Review and agree the annual appraisal of the Headteacher which will be carried out by the Chair of the Trust Board assisted by an independent expert with experience in education as set out in the HR Policy.
4. Undertake any disciplinary or capability investigations in line with the relevant Academy Policies and Procedures.

Any appeal by the Headteacher will be to the Appeals Committee provided none of the members of the Appeals Committee have been involved in the initial instance in which case another Trustee may be substituted.

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No Parent Trustee or Trustee employed by the Trust may serve on this Committee

Hearings, Discipline & Complaints Committee

May be attended by Headteacher and relevant staff.

Staff members may be asked to leave when the Committee considers any staff matter considered to be sensitive and confidential in nature or where a conflict of interest is possible.

Has delegated authority for:

1. Personnel Discipline and Grievance Hearings.
2. Personnel Capability Hearings.
3. Completion of Teacher Probation.
4. Curriculum Complaints.
5. Other Complaints

Exclusions:

1. Convene a meeting within 15 days (Note 1) of receiving notice of the exclusion to consider reinstatement of pupils in line with Statutory Guidance (Note 2) where:
 - The exclusion will result in a pupil missing a public exam or national curriculum test.
 - It is a permanent exclusion.
 - The exclusion will take the pupil's total exclusion over 15 for a term.
2. Convene a meeting within 50 school days of receiving notice of the exclusion to consider reinstatement where:
 - The exclusion will take the pupil's total days of exclusion above 5 for a term and where the parents have requested a Trust Board meeting.
3. Consider representations by parents if the exclusion is less the 5 days for the term but without the power to decide whether to reinstate the pupil. This remains with the Headteacher.
4. Consider the outcome of, or recommendation made by, any independent review panel hearing.
5. Undertake any other duties in relation to exclusion that are the responsibility of the Trust Board as set out in the Statutory guidance including ensuring that parents are aware of when they are entitled to a Trust Board review and an independent review panel hearing.

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Note 1: References to days means “school days”

Note 2: Refer to Statutory Guidance principally under S51A of the Education Act 2002 and regulations made under it and the Equality Act 2010

No Trustee employed by the Trust may serve on this Committee. All investigations, hearings and decision-making to be conducted in accordance with the relevant school policies & procedures.

Quality & Curriculum Committee

1. To ensure the learning, progress and attainment of all children.
2. To maintain an overview of the teaching and learning across the school and to:
 - i. ensure that statutory requirements for the EYFS and national curriculum are met.
 - ii. monitor and evaluate the rates of progress and standards of achievement by pupils across all key groups (as identified in the school’s end of term data) and understand mechanisms to improve progress and attainment in any underachieving groups.
 - iii. monitor and evaluate provision for all groups of vulnerable children and ensure all needs have been identified and addressed, and to evaluate their progress and achievement.
 - iv. ensure that there is a Trustee with responsibility for special needs who ensures that statutory and other special needs policies are in place.
 - v. ensure that all requirements for assessment and for reporting children’s progress to parents are met.
 - vi. keep abreast of curriculum developments at school, local and national levels.
 - vii. work in partnership with senior staff in setting challenging curriculum and numerical targets.
 - viii. monitor and evaluate the impact of quality teaching on rates of pupil progress and standards of achievement.
 - ix. Monitor the impact of curriculum policies and schemes of work.
3. Through the Headteacher:
 - i. to monitor and evaluate the alignment of the school development plan (SDP) with the Three-year Strategy and to monitor and evaluate the impact of the actions in the Plan.
 - ii. To review progress with the SDP at least once each term and to monitor and evaluate the impact of improvement plans which relate to the committee’s area of operation.
4. To review progress on curricular issues identified as areas for action in the last OFSTED report, and to ensure that progress is being made in these areas.
5. To participate in curriculum events within the school by request, or as invited by the Headteacher or other staff with the Headteacher’s approval.
6. To ensure that all staff maintain their CPD to the expected standard.
7. To ensure all children have equal opportunities.

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8. To review the impact of pupil premium and sports premium on Teaching & Learning
9. To ensure that the views of key stakeholder groups such as pupils and parents are taken into consideration when monitoring the impact of the curriculum.

Pay Committee

1. To meet with the Headteacher annually to make decisions relating to pay/bonuses at the end of the annual appraisal cycle.
2. To meet with the Headteacher as required to make decisions relating to pay.
3. Review and maintain a Pay Policy including any Performance Bonus Policy for all categories of staff and to be responsible for its review, to ensure processes operate fairly.
4. Review recommendation for Headteacher pay/bonuses from Headteacher Performance Committee and confirm within Pay Policy. (To always work within agreed budgetary restrictions and be aware of the impact that pay decisions have on the school's budget).
5. Ensure the appraisal policy is robust and has as little impact as possible on teachers' workloads.
6. Ensure the appraisal policy links performance to pay and can be applied consistently and objectively.
7. Monitor the outcomes of pay decisions.
8. Ensure pay appeals are managed in line with the school pay and appraisal policies.

No Trustee employed by the Trust may serve on this Committee.

Resources Committee ((Estates, Finance, Health & Safety, Public & Community Relations and Staff))

Estates and Health & Safety

1. Ensure that all necessary steps are taken to keep Woodside School a safe and secure environment in which young children can learn and the adults responsible for their learning can work.
2. Monitor the implementation of all health and safety policies within the school to ensure that all statutory health and safety requirements are met.

Finance

1. To meet half termly and to report back to each trust board meeting.
 2. To receive at least termly budget monitoring reports from the Business Manager.

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3. To monitor the three-year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
 4. To monitor the income and expenditure of all funds against the annual budget plan.
 5. To recommend any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school (including repairs and maintenance).
 6. Each Summer Term to receive, discuss, understand and recommend a forecast budget for the forthcoming financial year which should be subsequently approved by the full trustee body.
 7. To ensure that the school budget is being managed according to legal standards as set out by Academy School regulations
 8. Through the Business Manager, to ensure that proper accounting procedures are being followed.
 9. To maintain an overview of funding which is outside the annual school budget received from the Education & Skills Funding Agency (ESFA). This will include donations, sponsorship and any other funding streams.
 10. To oversee any contractual arrangements, to ensure that all legal and statutory requirements are met.
 11. To have oversight and be aware of the assurance framework about service level agreements.
 12. To ensure the school is providing good value for money.
 13. To adopt, review and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, Head Teacher and other nominated staff.
 14. To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To explore additional revenue creation opportunities and make recommendations to the full trustee board.

Public & Community Relations

1. Advise the Trust Board on issue of public relations and communication.
2. Research for opportunities to create good public relations between the school and its community.
3. Be advocates to the wider school body of the importance of good communication.
4. Review new materials that aid the PR needs of the school.
5. To ensure the promotion of the school to the immediate and wider community to maximise admissions to the school.
6. Evaluate demographic trends when appropriate.
7. Encourage activities that also bring benefit to the local and wider community.

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Staff

1. To have a clear overview and understanding of staffing issues across the school.
2. To receive reports of teaching staff attendance from the Headteacher and of support staff attendance from the Business Manager. To approve any necessary subsequent action.
3. To ensure that appraisal procedures are in place and being implemented fairly and transparently.
4. To ensure that there are always Trustees who have current safe recruitment training accreditation on the governing body.
5. To ensure that all new appointments have been properly costed in advance of appointment.
6. To monitor through strategic oversight, the wellbeing of all staff and the senior leadership team.

Safeguarding Committee

1. To ensure that all Trustees are informed about, and have a good understanding of, all safeguarding issues.
2. To ensure that the school has in place all statutory framework to ensure the safety and well-being of all children in our care.
3. To work in partnership with the Resources Committee in ensuring that all staff appointments are made in accordance with our Safe Recruiting Policy and that relevant funding is made available to ensure the safety and well-being of all children and staff.
4. To ensure that all staff, trustees, contractors and volunteers have appropriate DBS clearance.
5. To ensure that:
 - a. all learning opportunities are challenging but safe and that relevant risk assessments are in place.
 - b. all children are taught how to keep themselves safe both within and outside of our school environment.
6. To consider and analyse all relevant school based safeguarding data (e.g., number of children with a children protection plan etc).
7. To have a good understanding of multi-agency working and how the work of the school contributes to the overall safety and well-being of all the children.



8. To regularly review all policies and procedures which contribute to the safeguarding and well-being of our children, to ensure they are compliant with the latest legislation and guidance.
9. To overview all links with our immediate and wider communities to ensure that the safety and well-being of the children is always the key priority.
10. Ensure that there is a Trustee with responsibility for safeguarding who ensures that statutory and other related policies are in place.
11. To act as support, mentor and critical friend in relation to safeguarding to the Headteacher and staff of the school.
12. To identify and recommend to the Resources Committee any financial requirement required to ensure the safeguarding of pupils at the school.



D- Summary of Delegated Financial Levels of Authority (As required by Academies Financial Handbook)

The academy trust has autonomy over financial transactions arising in the normal course of business. However, some transactions have delegated authority limits beyond which trusts **must** obtain prior [ESFA](#) approval, regardless of the source of funds.

Trusts' delegated authorities are subject to the conditions in section [5.60](#) of the Handbook. Trusts under a [notice to improve](#) will have their delegated authorities revoked under section [6.21](#).

Novel, contentious and repercussive	Novel, contentious and repercussive transactions	ESFA agreement required 5.6
Special payments	Staff severance and compensation and non-statutory/non-contractual payment of over £50,000	ESFA agreement required if £50,000 or more before tax . Academy trusts must obtain prior ESFA approval before making a special staff severance payment where: <ul style="list-style-type: none"> • an exit package which includes a special severance payment is at, or above, £100,000; and/or • the employee earns over £150,000 5.11 & 5.16
	Ex gratia payments	ESFA agreement required 5.18



Write-offs and liabilities (subject to £250,000 ceiling)

Writing-off debts and losses

1% of total annual income or £45,000 (whichever is smaller) per single transaction • cumulatively, 2.5% of total annual income (subject to a maximum of £250,000) in any financial year per category of transaction for trusts that have not submitted timely, unqualified accounts for the previous two financial years. This category includes new trusts that have not had the opportunity to produce two years of audited accounts • cumulatively, 5% of total annual income (subject to a maximum of £250,000) in any financial year per category of transaction for trusts that have submitted timely, unqualified accounts for the previous two financial years. [5.19](#) % [5.20](#)

Entering into indemnities (beyond the normal course of business), guarantees or letters of comfort

See above

Acquisition and disposal of fixed assets

Academy trusts must obtain prior approval from ESFA for the following transactions:

- acquiring a freehold of land or buildings
- disposing of a freehold of land or buildings
- disposing of heritage assets, as defined in financial reporting standards, beyond any limits in the

ESFA agreement required [5.23](#)



funding agreement for the disposal of assets generally.

Other disposals

Trust has full discretion [5.24](#)

Leasing

Taking up a finance lease

ESFA agreement required [5.26](#)

Taking up a leasehold on land and buildings

ESFA agreement if lease term seven years or more [5.26](#).

Taking up any other lease

Trust has full discretion [5.25](#)

Granting a lease on land and buildings

ESFA agreement required [5.26](#).

GAG

[GAG](#) carry forward

No limits if trust eligible [5.29](#).



Pooling by trusts with multiple academies

No limits (except PFI) if trust eligible [5.30](#).

Borrowing

Loan, overdraft

ESFA agreement required [5.33](#)

Credit cards (for business use)

Trust has full discretion provided charges not incurred [5.33](#)

Related party transactions

Supplies to the trust from related parties

ESFA agreement required over £40,000 and over associated limits in [5.42](#) unless exempt as set out in [5.42](#)

All procurement must be carried out in compliance with principles of EU procurement law. The Trust Business Manager is available to offer guidance and support in this area.

Delegated Duty	Value	Delegated authority	Comments
Approval of Statutory accounts	n/a	Trust Board	Statutory accounts must be signed by the Chair and Headteacher as per DfE and Companies House rules
Approval of Financial policies	n/a	Trust Board	Trust Board to approve financial policies recommended by Resources Committee (
Approval of Annual budget	n/a	Trust Board	Budget to be produced by the Business Manager in

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			conjunction with the Headteacher. Trust Board strategic oversight to ensure compliance of Annual Budget with Strategic Priorities
Annual Budget in year changes	n/a	Trust Board	Trust Board has strategic oversight
Submission of DfE financial returns	n/a	Headteacher	DfE financial returns including Accounts Return, Budget Forecast and specific grant monitoring forms.
Submission of VAT reclaims	Unlimited	Business Manager	Monthly VAT claims to be prepared by the Finance Controller
Authorising monthly salary payments	Unlimited	Business Manager	Report anomalies to Resources Committee (Finance)
Monthly sampling of individual pay files	Unlimited	Business Manager	Report anomalies to Resources Committee
Authority for payment of additional staff hours	Unlimited	Headteacher signs off authority. (Additional hours claim signed off by individual managers, Finance Assistant inputs claims Business Manager checks)	Report anomalies to Resources Committee
Signatures for cheques or BACS payments	Unlimited	Headteacher and/or Business Manager or Finance Assistant	Minimum two different signatures required

Delegated duty	Value	Delegated authority	Comments
Ordering goods & services	Under £500	Budget Holder	Under £500 proof of best value to be recorded. All expenditure to be within approved Annual Budget.

	Between £500 - £1000	Business Manager	Proof of best value to be recorded. All expenditure to be within approved Annual Budget.
	Over £1,000 - £10,000	Head Teacher	Provided within approved Annual Budget 2 minimum quotes required. Headteacher need not accept lowest quotation.
	Up to £10,000	Any committee if specified in its Terms of Reference	Provided within approved Annual Budget.
	Over £10,000 - £30,000	Resources Committee	3 quotes required. Orders above £10,000 to be approved by Resources Committee
	Over £30,000	Trust Board	Trust Board approval required for any orders over £30,000 (3 quotes required).
	Over £140,000		Orders over £140,000 must follow EU procurement processes
Disposal of assets	Up to £5,000	Headteacher	
	£5,000 to £30,000 Over £30,000	Resources Committee (Finance) Trust Board	Academy trusts must obtain prior approval from ESFA for the following transactions: <ul style="list-style-type: none"> • acquiring a freehold of land or buildings • disposing of a freehold of land or buildings • disposing of heritage assets, as defined in financial reporting standards, beyond any limits in the funding agreement for the disposal of assets generally. 5.24 Other than land, buildings and heritage assets, trusts can dispose of other fixed assets without ESFA's approval subject



			to achieving the best price that can reasonably be obtained, and maintaining the principles of regularity , propriety and value for money .
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Irrespective of whether ESFA approval is required, the academy trust **must** disclose aggregate figures for transactions of any amount, and separate disclosure for individual transactions above £5,000, in its audited accounts for the following transactions:

- special payments – compensation [5.14](#)
- special payments – ex gratia [5.17](#)
- writing off debts and losses [5.19](#)
- guarantees, letters of comfort and indemnities [5.19](#)
- acquisition or disposal of freehold land and buildings [5.23](#)
- disposal of heritage assets [5.23](#)
- taking up or granting a leasehold on land and buildings [5.26](#)
- gifts by the trust [5.32](#)

5.3 The following transactions **must** be disclosed in total, and individually:

- special payments – staff severance, of any value [5.7](#)



Personnel Levels of Authority

Appointments

Role	Appointment Authority
Headteacher	Trust Board approval based on shortlist and recommendations of Headteacher Performance Committee
Associate Head	Headteacher with Trust Board approval
Member(s) of the School Leadership Team who are not Associate Heads	Headteacher with Trust Board approval
Heads of department	Headteacher
All other teaching and support staff posts	Headteacher

Disciplinary & Capability Cases Summary (See Relevant Committee Terms of Reference)

Role	Delegated Authority
Headteacher	Headteacher Performance Committee
School Leadership Team	Headteacher and Hearing, Discipline & Complaints Committee
Heads of department	Headteacher and Hearing, Discipline & Complaints Committee
All other teaching posts	Headteacher and Hearing, Discipline & Complaints Committee
All other support staff posts	Headteacher and Hearing, Discipline & Complaints Committee
Appeals	Appeals Committee



Settlement Agreements (excl Headteacher)

Value	Delegated Authority
Settlement agreements up to £10,000	Hearings, Discipline & Complaints Committee on the recommendation of the Headteacher and Appeals Committee if appropriate as a result of an appeal
Settlement agreements between £10,000 and £50,000	Resources Committee based on recommendations from Headteacher and Hearings, Discipline & Complaints Committee and Appeals Committee if appropriate.
Settlement agreements re Headteacher	Headteacher Performance Committee and Appeals Committee if appropriate.
Settlement agreements (staff severance and compensation) over £50,000 before tax	Approval to be gained from the Education & Skills Funding Agency
Ex-gratia payments	Ex gratia transactions must always be referred to ESFA for prior approval.

Performance Management –

Role	Delegated Authority
Headteacher	Headteacher Performance Committee
School Leadership Team	Headteacher
Heads of department	Headteacher or Associate Heads (as appropriate)
All other teaching posts	Associate Heads as delegated by Headteacher
All other support staff posts	Facilities and Administration staff by Business Manager as delegated by Headteacher and other staff by Associate Heads and/or Upper Scale Teachers



Other HR functions -

Delegated duty	Delegated Authority
Creation of new posts	Resources Committee (Staffing) on the recommendation of Headteacher
Determination of pay progression	Pay Committee on recommendation of Headteacher and in line with Trust Pay Policy
Changes to pay & conditions	Pay Committee on recommendation of Headteacher and in line with Trust Pay Policy
Decision to make redundancies	Trust Board on the recommendation of the Resources Committee. Appeals Committee to hear appeals to redundancy decisions
Authorisation of redundancy payments	Trust Board

Other -

Delegated duty	Delegated Authority
Decision to close school	Chair of the Board, on the recommendation of the Headteacher.