



2019 / 2020

Scheme of Delegation

- ✓ Action to be undertaken at this level
- A Provide advice and support to those accountable for decision making

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	A					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/specific roles/committee: agree	A	✓			A		
	Local governing bodies / chairs: appoint					A	✓	A
	Local governing bodies / chairs: remove		✓		A	A	✓	A
	Clerk to Trustees: appoint and remove		✓			A		
	Clerk to academy committees: appoint and remove		✓			A		
	CEO: Appoint		✓			-		
	CEO: Remove		✓			A		
	Trust Officers: Appoint/Remove		✓			A		
	Headteachers : Appoint/Remove Also Deputy Headteacher and Assistant Headteacher: Appoint/Remove		✓			A	A	
	Academy Staff: Appoint/Remove						A	✓

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Systems and structures	Articles of association: review and agree	✓	A			A	A	
	Governance structure (committees) for the Trust: establish and review annually		✓			A	A	
	Terms of reference for board committees and scheme of delegation for local governing bodies: agree annually		✓			A	A	
	Local governing bodies skills audit: complete and recruit to fill gaps					A	✓	
	Trustee Academy committee Audit: complete and review to fill gaps	✓	A			A		
	Annual self-review of trust board and committees: complete annually		✓			A		
	Annual Self Review of Trust Board	A	✓					
Systems and structures	Annual self review of LGB: complete annually		A			A	✓	✓
	Chair of Trust's performance:	✓	✓					
	Trustee / LGB contribution: review annually	✓	✓			✓		
	Succession: plan		✓			A		
	Annual schedule of business for Trust Board: agree	✓	A			A		
	Annual schedule of business for LGB: agree	✓	✓			A		

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Reporting								
Reporting	Publication on Trust's and Academies' / Schools' websites of all required details on governance arrangements: ensure		✓			✓		
	Annual report on performance of the Trust: submit to members and publish		✓				A	
Being Strategic								
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓			A		
	Determine academy / school level policies which reflect the academy's /school's ethos and values to include e.g. academy ethos & values. E.g. curricular behaviour.					A	✓	✓
	Central spend / top slice: agree		✓			A		
	Management of risk: establish register, review and monitor		✓			A		
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Being Strategic	Trust vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A	A	A
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A	A	✓
	Budget plan to support delivery of trust key priorities: agree		✓			A		
	Budget plan to support delivery of school key priorities: agree		✓					A
	Trust's staffing structure: agree		✓			A		
	School staffing structure: agree						A	✓

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓			A		
	Reporting arrangements for progress on key priorities: agree		✓			A		
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of Academy / School Headteacher : undertake					✓	A	
	Performance management of Academy / School staff						A	✓
	Trustee monitoring: agree arrangements	✓						
	LGB overall performance monitoring: agree arrangements		✓				A	

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Ensuring financial probity								
Ensuring financial probity	Appoint Chief Financial Officer for delivery of Trust's detailed accounting processes		✓			A		
	Trust's scheme of financial delegation: establish and review		✓			A		
	Academy's / School's scheme of financial delegation: establish and review		✓			A		
	External auditors' report: receive and respond		✓			A		
	CEO pay award: agree		✓					
	Academy/School Headteacher pay award: agree		✓			A		
	Staff appraisal procedure and pay progression: review and agree					A		✓
	Benchmarking and Trust wide value for money: ensure robustness		✓			A		
	Benchmarking and Academy/School value for money: ensure robustness		✓			A		
	Develop Trust wide procurement strategies and efficiency savings programme		✓			✓		
Review and approve Trust wide procurement strategies and efficiency savings programme		✓			A			

Inspire Partnership MAT Financial Delegation limits for each Academy

Procurement Section

No.	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
1	Approve a Purchase Order or Non-order Invoice	£50,000 + CEO and Chair of Governors to sign	£10,000 - £25,000 In conjunction with the FMGP	£10,000 For services within the agreed budget	£25,000-£49,999 CEO and Chair of Governors to sign	Up to £10,000

Quotes and tender limits for above:

A quotation or price comparison for potential purchases must always be obtained before any order is placed to ensure that best value is achieved.

Up to £2,500 – 1 written or verbal quote to be documented. If via an approved catalogue, clear reference to the items needs to be made on the order form.

£2,500 - £10,000 - 3 written quotes requested with a documented rationale for the decision made.

£10,000 - £25,000 – 3 written quotes required with a documented rationale for the decision made.

Items over £25,000 – to be formally tendered with approval of the tendering process needed in writing on company headed paper.

Items over *OJEC limits require advertising for tender and awarding such tender.

*OJEC stands for the **Official Journal of the European Community** (OJEC is now recognised as OJEU - the **Official Journal of the European Union**). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published

Delegation limits for each Academy

Cash Management

No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
2	BACS Approval - Amounts are for individual transactions and these totals exclude payroll related BACS payments			>£60,000		
3	Authorise the signing of cheques – CEO, CFO & Chair of the trust board must be listed as signatories on the individual bank mandates beside from payroll invoices.	>£50,000	Up to £25,000	Up to £25,000		Up to £25,000

4	Approve employee expenses	Over £500 All expenses must be signed by staff higher in the structure and not the employee. All expenses but own.	Over £500 All expenses must be signed by staff higher in the structure and not the employee. All expenses but own.	Up to £500 HT/DHT approval Or CEO in case of CFO		Up to £500 All expenses must be signed by staff higher in the structure and not the employee. All expenses but own.
5	Approve CEO expenses	All expenses		No delegation can check & countersign	No delegation can check & countersign	No delegation can check & countersign

Delegation limits for each Academy

Budget and Income Section

No.	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
8	Commit to ESFA grant funding agreements for income to the Trust	Unlimited	Up to £50,000	No delegation	Up to £50,000	No delegation
9	Approving grant funding claims and ESFA returns	Unlimited	Unlimited	No delegation	No delegation	No delegation
10	Approving increases to revenue budget headings that are within the overall budget	Unlimited Reported to the Finance & Audit Committee	Up to £50,000	SBM (Person 1) - No delegation CFO - Up to £10,000 Reported to: CEO / Head of Academy part of budget monitoring	Up to £50,000 Approval from the Chair of Governors	Up to £10,000 Reported to: CEO part of budget monitoring
11	Approving an increase in the overall budget for the academy or IPMAT Central. This is to cover issues outside of the annual budget setting process	>£150,000 Audit committee approval. Will require Board approval also.	Up to £20,000 with approval from the Chair of Governors	No delegation	Up to £20,000 with approval from the Chair of Governors – Academy budget only.	No delegation

Delegation limits for each Academy

Other Financial Limits						
No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
12	Purchase or sale of freehold or leasehold property	Seek approval from ESFA	No delegation	No delegation	No delegation	No delegation
13	Disposal of fixed assets. All to be reported to R&AC and Board annually	Unlimited & reported to Audit Committee	Up to £20,000 with approval from the Chair of Governors, Report to R&AC	CFO up to £20,000 report to R&AC and CEO	Up to £20,000. Report to R&AC. and CEO	No delegation
14	Bad Debt write offs All to be reported to the Board annually	>£45,000 Board and the ESFA	Up to £5,000 With LGB ratification	Up to £5,000 With LGB ratification	£5,000-£45,000 With R&AC ratification	No delegation
15	Committing to equipment leases, leasehold agreements and tenancy agreements	Over £150,000	Up to £50,000 With LGB ratification	CFO Over £50,000 With Board ratification	Over £150,000 With Board ratification	Up to £50,000 with LGB ratification & advice from CFO
16	Novel or contentious items:	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA
17	Borrowing	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the Board and the ESFA	To seek approval from the Board and the ESFA	To seek approval from the ESFA
18	Giving of gifts	>£200 per item no more than £1000 in any one year. The value of the gift must be reasonable and the decision must be fully documented. CEO, LGB & Headteachers.	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented	>£200 per item no more than £1,000 in any one year. To LGB or Board the value of the gift must be reasonable and the decision must be fully documented.	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented
19	Receiving of gifts and hospitality	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures

Novel payments or other transactions are those which the academy trust has no experience of, or are outside the range of normal business activity for the trust. Contentious transactions are those, which might give rise to criticism of the trust by Parliament, and/or the public, and/or media.

Delegation limits for each Academy						
Staff and Payroll						
No.	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
20	Authority to fill funded posts of Chief Executive/Deputy Chief Executive's	With involvement in the decision making process from the LGB	No delegation	No delegation	Involvement in the decision making process .	No delegation
21	Authority to fill funded posts of Headteacher / Deputy Headteacher	Board to be informed	Under the approved delegation of the CEO with involvement in the decision making process from the LGB and the Board	No delegation	Under the approved delegation of the COE with involvement in the decision making process	No delegation unless a Headteacher to fill a deputy post
22	Authority to fill teaching funded posts except Chief Executive/Deputy Chief Executive / Headteacher / Deputy Headteacher either temporary or permanent	Be informed of all appointments	To agree appointments	No delegation	Be informed of all appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree
23	Authority to fill support staff funded posts except Chief Executive/Deputy Chief Executive/ Headteacher / Deputy Headteacher either temporary or permanent	Informed of all appointments	To agree appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree	Informed of all appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree
24	Authority to set up initial payroll for each academy for submission to payroll	Any new payrolls but their own				
25	Authority to approve standing data forms effecting pay, new starters, changes and leavers	All academy changes to be approved by respective Headteacher.				

26	Authority to approve additional hours / overtime (required in advance of the hours being worked)	All overtime is to be agreed by respective Headteacher				
27	Authority to approve that pre-approved hours/overtime have been worked Only worked hours must be claimed	All overtime is to be agreed by respective Headteachers and SLT members with Headteacher approval.				
28	Authority to negotiate and approve termination payments	Over £50,000 Board and the ESFA approval is needed	Up to £25,000 in any one transaction	No delegation	Up to £50,000 for non-statutory element	Up to £10,000 in any one transaction
29	Authority to sign of legal contracts for termination payments	Over £50,000	Up to £25,000	No delegation	Up to £50,000	Up to £10,000 in any one transaction
30	Authority to instruct payroll provider to process BACS payments for each payroll run.			CFO/BOO - Delegated authority		
31	Authority to instruct the payroll provider to make BACS reductions or recalls			CFO/BOO - Delegated authority		