

# Mercia Primary Academy Trust



## Scheme of Delegation

### Policy Status and Review

<b>Date:</b>	<b>June 2021</b>
<b>Review Date:</b>	<b>June 2022</b>
<b>Signed by Director:</b>	<b>Vic Van Den Bergh &amp; Lisa Colclough</b>
<b>Date Signed:</b>	<b>19/05/2021</b>

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- A. Powers and duties reserved for the Directors
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### Introduction

Mercia Primary Academy Trust's Board of Directors/Trustees is accountable in law for all decisions regarding the Trust. However, this does not mean that the Board of Directors/Trustees are required to make all of the decisions itself. Subject to some restrictions, the Trust can decide to delegate decisions to its CEO, Executive Headteacher, Headteacher, Governing Bodies, its committees and individual personnel within the Trust. The Trust's decision to delegate a function is made by the Board of Directors.

### The purpose of the Scheme of Delegation

A scheme of delegation is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring Members, Directors/Trustees, Governing Bodies, committees and individuals are clear about who has responsibility for making which decisions in the Trust. This scheme of delegation covers all decision-making in the Trust along with the delegation of financial powers, referred to in the Academies Financial Handbook. Deciding what to retain at Director/Trustee level and what to delegate varies from Trust to Trust. This is why the Trust is required to agree a scheme of delegation that explicitly establishes who makes which decisions, and ensures this is clear to all. A detailed yet clear scheme of delegation should help prevent confusion from arising before any misunderstanding arises which has the propensity to lead to a loss of trust and damaged working relationships.

### Format, structure and clarity

The grid format, with columns for each layer of governance, should enable stakeholders to quickly determine who has the power to take which decisions within the Trust. The grid is divided into 6 key areas to reflect both the governance framework and the 3 Core Functions of the Governing Board, as defined by the DFE in the Governance Handbook:

The governance framework:

- Strategic Leadership
- Accountability
- People
- Structures
- Compliance
- Evaluation

The 3 Core Functions:

- 1. Being strategic** Ensuring clarity of vision, ethos and strategic direction
- 2. Holding to account** Holding executive leaders to account for the educational performance of the Trust and its pupils, and the effective and efficient performance management of staff
- 3. Ensuring financial probity** Overseeing the financial performance of the Trust and making sure its money is well spent

The scheme of delegation is intended to be a working document, which the Trust can revise and adapt as needed.

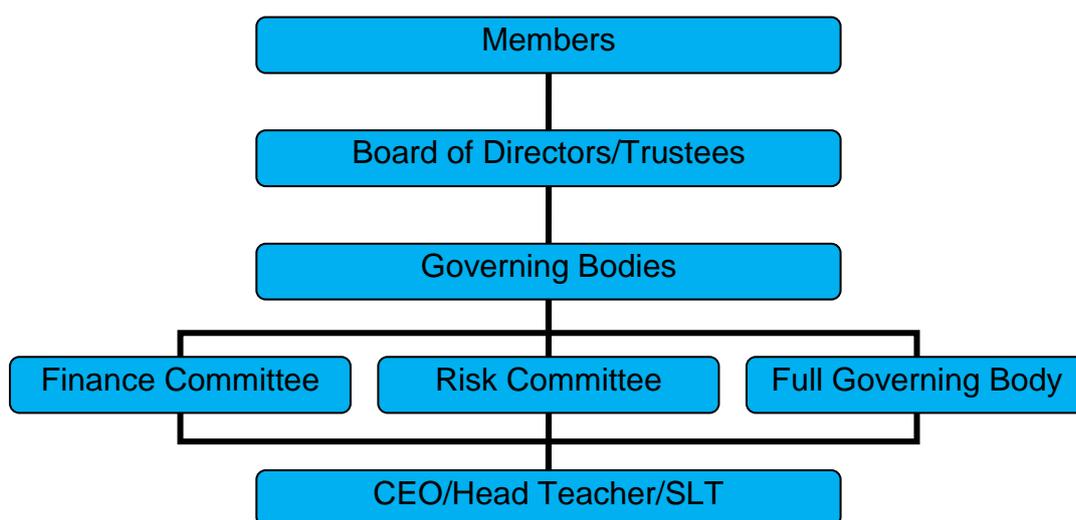
If effective the scheme of delegation will:

- Ensure the school leadership is clear about which decisions the Board of Directors/Trustees retains

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- Ensure that the role of the Headteacher is fully understood
- Promote a culture of honesty and accountability
- Identify responsibility for the appointment and performance management of the Headteacher
- Identify responsibility for policy and practice throughout the Trust
- Identify responsibility for oversight of the academy's budget
- Identify responsibility for assessment of risk throughout the Trust
- Identify responsibility for oversight of educational performance throughout the Trust



### Governance structure and lines of accountability

The Board of Directors/Trustees delegates the responsibility for the day-to-day running of the academy to the CEO/Headteachers. The Board of Directors/Trustees holds the CEO to account for the overall Trust's performance. The Governing Body holds the individual Headteachers to account for their Academy's performance. The Headteacher in turn holds other members of the SLT to account by line managing them. While the Board of Directors/Trustees cannot ever delegate accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The CEO/Headteacher reports to the Board of Directors / Trustees or Governing Body on the performance of the Trust or individual Academy. Reporting is supplemented by the monitoring undertaken by the Trust's Committees.

### Roles and responsibilities

#### The role of the Members

The Members of Mercia Primary Academy Trust have a different status to its Trustees. Originally they were the signatories to the Memorandum of Association and agreed the Trust's first Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Articles of Association also describe how Members are recruited and replaced, and how many of the Director/Trustees the Members can appoint to the Board of Directors/Trustees. The Members appoint Directors/Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this

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responsibility. Accordingly, the Board of Directors/Trustees submits an annual report on the performance of the Trust to the Members.

### **The role of the Trustees**

Mercia Primary Academy Trust is a charitable company and so Directors/Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company Directors. Because Directors/Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably, along with 'Governors'.

The Board of Trustees is responsible for:

- The general control and management of the administration of the Trust; and
- In accordance with the provisions set out in the memorandum and Articles of Association and the Trust's funding agreement, is legally responsible and accountable for all statutory functions, for the performance of the Trust, and
- Must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements

In addition, the Board of Directors/Trustees and/or Governing Bodies must carry out 3 core governance functions:

- Ensure clarity of vision, ethos and strategic direction
- Hold the CEO/Headteacher to account for the educational performance of the Trust/Academy and their pupils, and the performance management of staff
- Oversee the financial performance of the Trust and make sure its money is well spent

The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

### **The role of the Governing Bodies and its Committees**

Governing Bodies and their Committees have been established to carry out some of the Trust's governance functions which include making decisions. The Academies' Financial Handbook makes clear that the Governing Body *'should have a finance committee to which the Board of Directors/Trustees delegates financial scrutiny and oversight'*. The Finance & General Purposes Committee has been established to meet that requirement.

### **The role of the CEO/Headteacher**

The CEO has the delegated responsibility for the operation of the Trust as a whole and supports the Headteacher who has the delegated responsibility for the operation of their individual Academy.

The CEO is the Accounting Officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The CEO/Headteacher leads the senior leadership team (SLT) of the Trust. The CEO/Headteacher will delegate management functions to the SLT and is accountable to the Board of Directors/Trustees for the performance of the SLT.

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### Acknowledgement:

This Scheme of Delegation draws upon the guidance models drawn up by National Governance Association (NGA 12<sup>th</sup> edition)

### Other sources:

- a) Academies Financial Handbook
- b) Ofsted Corporate Governance Framework 2021
- c) Governance Handbook 2020
- e) The requirements of GIAS (Get Information About Schools) – replaced Edubase 2017

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Area	Description	Delegation			
		Members	Directors/ Trustees	Governing Bodies & Committees	CEO/ Headteacher
<b>Governing Framework Individual Director/ Trust</b>					
<p><b>1 – Strategic:</b></p> <p>Strategic Leadership is the core function. Responsibility for setting the Trust's culture, values and ethos.</p> <p>Setting the Trust's vision and connecting to the community that they serve</p>	Setting direction with clear vision – written statement.		✓	✓	✓ ✓ HT/SLT
	Determine - Trust policies which reflect ethos, values, including admissions, expenses, Data Protection, British Values, and FOI. SEN safeguarding, Child Protection and Curriculum: approve	✓	✓		
	Determine - Trust staffing policies which reflect the Trust ethos and values including appraisal, capability, discipline, conduct, Pay policy and grievance.	✓	✓		
	Determine - Trust policies for complaints, health and safety, accessibility plan, premises management and FOI		✓		
	Determine – Full oversight of risk register – identify, manage and record risks		✓	✓	
	Determine a behaviour policy and distribute for all stakeholders.		✓		
	Annually determine admissions arrangements and to carry out consultation where changes are proposed		✓	✓	

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<p><b>2 - Accountability:</b></p> <p>Creating robust accountability for executive leaders for educational performance and for financial organisational performance.</p>	Oversee the appointment or line management of a single executive leader (CEO) as head of line management, ensuring they implement the strategic framework established by the board and holding them to account for the day to day running. Appointment of other SLT/line managers within the Trust.		✓	✓	✓	
	To hold the CEO to account for his personal performance management, and the performance management of the Trust - Performance management of CEO.		✓			
	The Headteachers are responsible for working proactively and to establish effective cycle of reporting to the relevant Governing Body				FGB/ Finance	
	The Governing Body are responsible for working proactively to establish effective reporting to the board of Directors – establish key priorities and review key documents such as annual accounts	✓	✓		FGB/ Finance	
	Workload consideration – processes to be monitored and streamlined to ensure workload is proportionate and sustainable for teachers and leaders.		✓			✓
	Required Meetings per year – minimum expectation (only when quorate).	3	3		3	
	Maintain oversight of curricular performance via progress updates – Disadvantaged, gender, SEN, ethnicity, exclusions, explore analysis of all data sets – ASP		✓			
	Determine arrangements for any catch-up premium spending decisions, and impact of expenditure overall.		✓			
	Ensure pupils are safe from extremism, radicalisation through the implementation of Prevent	✓	✓		✓	✓

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	Maintain oversight of all matters relating to attendance, behaviour, accident reporting, safeguarding, complaints and performance		✓		Headteacher to report
	Undertake school visits with particular focus in mind – gather information from pupils, parents and staff.	✓	✓	✓	
	Oversee financial performance, ensuring public funds are correctly utilised – consideration to regularity, probity, value for money (links with SDP, Budgets and outturns) – VMFI – IDAMS, SRMA, procurement – scheme of delegation	✓	✓	✓	SBM to report to committees
	Monitoring of policies, executive salaries, pay and performance, benchmarking income and expenditure, linking finance and curricular outcomes			✓	✓
<b>3 – People:</b>  Appointing people with the right skills, experience, qualities and capacity.	Appoint members with relevant experience: Dictate role descriptions	✓			
	Appoint Directors with relevant skills/experience: Dictate role descriptions		✓		
	Undertake skills assessment matrix and identify areas of weakness to be addressed by training/recruitment		✓	✓	✓
	Specify a code of conduct for individuals to adhere to when acting on local committees. Acknowledging the 7 principles of public life.			✓	
	Undergo enhanced criminal record checks (plus section 128 for Governors).	✓	✓	✓	✓
	Oversee the election of parent/staff Governors			✓	
	Appoint and remove the Clerk to the Board		✓	✓	

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<b>4 – Structures:</b>					
Strong structures that reinforce clearly defined roles and responsibilities	Agree and review and amend the Articles of Association	✓			
	Appoint/Remove Accounting Officer		✓		
	Appoint/remove Directors/Trustee	✓	✓		
	Appoint/remove Members	✓			
	Confirm the Terms of Reference		✓	Given to the Finance/ Audit committee	
<b>5 – Compliance:</b>					
Fulfilling our duties to abide with statutory and contractual requirements.	Audit reporting for matters of compliance (i.e.: safeguarding, Health & Safety, Employment and Data)	✓	✓		CEO/ Headteacher to report
	Review policies relating to Health & safety			✓	✓
	Review policies relating to equal opportunities			✓	✓
	To ensure a balanced and broad curriculum – including RSE, Cultural Education, Maths, English, PE, EYFS, SEN			✓	✓
	To appoint a suitably qualified SENCO, LAC co-ordinator to arrange PEPs			✓	✓
	Full range of attainment data to be published on the school website. Annual reporting to parents/carers on their child's progress and achievements.				✓ SLT
	Appointment of Headteacher or Deputy Head or procedures relating to performance management/capability.			✓	✓
	Uphold safer recruitment practices in line with KCSIE, following the statutory guidance of 'Disqualification under the Childcare Act			✓	✓ SLT

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	Appraisal and performance management of the Headteacher			✓	
	Understanding and compliance of the AFH and Charity Commissions' guidance – Articles of association	✓	✓	✓	✓
	Establish an Audit & Risk Committee	✓			SLT
	Publish on website – Pecuniary Interests, governance,	✓	✓	✓	✓
	Charging & remissions policy			✓	
	Safeguarding and pupil welfare – ensure effective policies and procedures and nominate a safeguarding lead (DSL). safeguarding, Prevent,			✓	✓
	Establish policies on behaviour, discipline (and record keeping), and reviewing outcomes.		✓	✓	✓
	Establish policy on excluding pupils and monitoring data			✓	✓
	Establish policy on attendance			✓	✓
	Establish policy on admissions, PAN, children with SEN, LAC and admissions appeals			✓	✓
	Premises and Buildings – maintenance, DFC funding, School conditions allocations, Policy on lettings, charitable purpose use (ASC/Breakfast Club)			✓	✓
	Establish policy on Data protection/Data sharing – Privacy notice, Freedom of information, Examinations, GIAS, EFSA, DFE, retention of documents			✓	✓

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	Establish Complaints procedures			✓	✓
	Establish whistleblowing policy and chain of command for complaints			✓	✓
<b>6 – Evaluation</b>  To monitor and improve the quality and impact of governance	Boards to review their own effectiveness – Chair to seek feedback from other board members			✓	
	Skills competency to be undertaken annually and any training identified or appointments made to strengthen weaknesses.		✓	✓	✓
	Full analysis of audited accounts (displayed on website)	✓	✓	✓	✓
	Support OFSTED inspections and monitor 'Parent View'			✓	
	Uphold the support and guidance from the NGA			✓	

### **Powers and Duties reserved for the Directors**

#### ***The Directors shall be responsible for: -***

**A1.** MAT level strategic and financial decisions and shall delegate its powers to the relevant Governing Bodies of each school. Approval of a written scheme of delegation and its financial powers and duties allocated to its Governing Body committees.

**A2.** Have overarching responsibility for MAT level policies and procedures.

**A3.** Ensuring the financial viability of the Multi-Academy Trust through regular Director's meetings and budget reviews.

### **A. Powers and Duties reserved for the Governing Body**

#### ***The Governing Body shall be responsible for: -***

**B1.** Abiding to the financial powers and duties to its Finance Committee and the Head Teacher / Principal. The scheme must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within Mercia Primary Academy Trust (the Academy). The Scheme of Delegation should be operational in conjunction with the Financial Regulations of the Academy.

### **Audit**

**B2.** Arrangement for the appointment of external auditors; and informing the Department for Education (DfE) in the event of the removal or resignation of auditors.

**B3.** Receiving the reports of the external auditor and of the Finance and General Purposes Committee (F & GPC).

**B4.** Receiving the reports of the Responsible Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities.

**B5.** Informing the DfE if it suspects any irregularity affecting resources.

### **Budgets / Budgetary Control**

**B6.** Reviewing the draft financial statements prior to audit and approve the audited financial statements prior to submission to the Secretary of State by 31 December.

**B7.** Formally approving the annual Academy budget prior to sign off by Directors.

**B8.** Considering budgetary control reports at every meeting from the finance team with relevant explanations and documentation where required.

### **Contracts**

**B9.** Tenders other than the most financially favourable, or late tenders, can only be accepted by the Governing Body who shall minute the reasons for their decision.

**B10.** Maintenance of a Register of Business Interest for all Governors and those staff.

**B11.** Authorisation of the advertising of tenders above the OJEU limit, and authorising the award of such tenders.

### **Income**

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**B12.** Authorisation of the write-off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

### **Security of Access**

**B13.** Authorisation of the disposal of individual items of equipment that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5000. These items should have prior permission from the Secretary of State and reported to full Governors as such.

## **C. Powers and Duties delegated to the Finance & General Purposes Committee**

*The Finance & General Purposes Committee shall be responsible for: -*

### **General**

**C1.** Exercising the powers and duties of the Governing Body in respect of the financial administration of the Academy, except for those items specifically reserved for the Governing Body and those delegated to the CEO / Headteacher or those delegated to other staff by the CEO / Headteacher.

**C2.** Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.

### **Audit**

**C3.** Reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and control. These reports must also be reported to the Governing Body.

### **Budgets / Budgetary Control**

**C4.** Considering budgetary control reports in the Academy's financial position at every meeting, take appropriate action to contain expenditure within the budget and report to the Governing Body.

**C5.** Reporting to the Governing Body all significant financial matters and any actual or potential overspending.

### **Contracts and Purchasing**

**C6.** Authorising the award of contracts or purchases of over £25,000 but below the OJEU limit.

### **Insurances**

**C7.** Ensuring that arrangements for insurance cover are in place and adequate.

### **Security of Assets**

**C8.** Ensuring that there are annual independent checks of assets and the asset register.

**C9.** Authorisation of the disposal of individual items of equipment that have become surplus to requirements, unusable or obsolete with an original purchase value of up to £5000 and reporting such authorisations to the Governing Body.

### Personnel

**C10.** Authorising permanent changes to the Academy's establishment.

## **D Financial powers and duties delegated to the Head Teacher / Principal**

### **Delegation of CEO / Headteacher's Responsibilities**

The CEO / Headteacher has delegate powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Board or Directors/Trustees or Governing Body and for the direction of teaching and the curriculum.

***The CEO / Headteacher shall be responsible for:***

#### **Accounts**

**D1.** The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

**D2.** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.

#### **Audit**

**D3.** Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer.

#### **Budgetary Control**

**D4.** Reviewing income and expenditure reports and highlighting actual or potential overspending to the F & GPC.

#### **Contracts**

**D5.** Exercising the following powers and duties of the Governing Body in respect of the Financial Regulations relating to Contracts:

- a. Ensuring that all contracts and agreements conform with the Financial Regulations
- b. Acceptance of quotations up to £25,000 in value
- c. Receipt and custody of all tenders
- d. Authorisation of senior members of staff to open tenders
- e. Signing contracts on behalf of the Governing Body

**D6.** Authorisation of contracts and expenditure of up to £25,000 in conjunction with the Business Manager.

#### **Financial Management**

**D7.** Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

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### **Security of Assets**

**D8.** Ensuring that proper security is maintained at all times for all building, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his / her control.

### **Personnel**

**D9.** Approving new staff appointments within the Academy and their relevant salary scale and ensuring that this is officially documented as authorised and forwarded to the payroll dept at Stoke City Council.

**D10.** Review and adjustment of existing staff salaries in accordance with Performance Management.

### **Bank account transfers and cheque / BACS payment authorisation**

**D11.** All cheque transactions to have two signatories.

## **E Financial powers and duties delegated to the Business Manager**

**The Business Manager shall be responsible for:**

### **Banking Arrangements**

**E1.** Maintaining proper records of accounts and reviewing monthly bank reconciliations.

### **Budgets/Budgetary Control**

**E2.** Regular monitoring of expenditure and income against the approved budget, submitting reports on the Academy's financial position to the CEO / Headteacher and to every meeting of the F & GPC. Any actual or potential overspending shall be reported to the F & GPC.

**E3.** Preparing an annual draft budget plan for consideration by the Headteacher and the F & GPC before the start of the relevant financial year.

### **Contracts**

**E4.** Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

**E5.** Retention of quotes obtained for goods, works and services.

### **Income**

**E6.** Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

### **Information and Communication Systems**

**E7.** The standard of control for such systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.

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### **Insurances**

**E8.** Notifying the F & GPC on any eventuality that could affect the Academy's insurance.

### **Orders for goods, works and services**

**E9.** Authorising members of staff to order or receive goods, ensuring the appropriate division of these duties between the staff.

### **Payments**

**E10.** Ensuring that all invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

### **Salaries, wages and Pensions**

**E11.** Notifying the payroll provider of any matters affecting payments to employees.

### **Security of Assets**

**E12.** Maintaining a permanent and continuous register of all items of high value furniture and equipment, including desirable items below the capital threshold.

## **F Financial Powers and Duties Delegated to Other Members of Staff**

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

The following responsibilities are delegated to the Deputy Headteacher and Administration Staff:

### **Contracts**

**F1.** The following members of staff, in addition to the CEO, Headteacher and Business Manager are authorised to open tenders in the presence of another authorised person: -

- Deputy Headteacher

Orders for goods, works and services

**F2.** The following members of staff, in addition to the CEO, Headteacher and Business Manager are able to authorise orders for goods, works and services as specified: -

- Deputy Headteacher

### **Receipt of Goods**

**F3.** The following members of staff are authorised to receive goods: -

- Teaching Staff
- Administration Staff

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- Teaching Assistants
- Site Staff

### **Payments**

**F4.** The following members of staff, in addition to the CEO, Headteacher and Business Manager are authorised to certify payments: -

- Deputy Headteacher

### **Salaries and Wages**

**F5.** The following members of staff, in addition to the CEO, Headteacher and Business Manager are authorised to certify pay documents and time records: -

- Deputy Headteacher

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### Authorisation Levels (per Academy)

Delegated Duty	Value	Delegated Authority
Purchase Credit Card	£300 limit	Single cash withdrawal
	Monthly limit: £2000	CEO
	£1500	Headteacher
	£1000	Business Manager
	£500	Caretaker
Cheque Payments	All amounts	Two signatories
Bank account transfers	Up to £5,000	Business Manager
	Over £5,000 to £50,000	Headteacher or Business Manager plus 1 delegated signatory.
BACS Payroll payment authorisation	Up to £150,000	Head Teacher or Business Manager and 1 other delegated signatory
	Over £150,000 and up to £300k	As above plus Chair of F & GP or Director.
	Over £300k	If movement to new bank account, full F & GP committee approval
Order / Invoice Approval		
Non Order Invoices	Limitless	Head Teacher/CEO
	£10,000	Business Manager
	£2,000	Office Manager
Orders, Self Authorisation	Limitless	Head Teacher/CEO
	£10,000	Business Manager
	£2,000	Office Manager *Exceptional circumstances may result in agreeing work undertaken immediately without a purchase order or quotation
Approval	Limitless	Head Teacher
	£10,000	Business Manager

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	<p>£0</p> <p>Over £40,000</p>	<p>Admin Officer</p> <p>In line with quotations and tendering procedures below &amp; involving F &amp; GP &amp; reported to Full Governing Body as appropriate</p>
Quotations & Tendering	<p>Low value - under £10,000</p> <p>Medium value - Over £10,000 up to £40,000</p> <p>£40,000 to OJEU limit</p> <p>Over OJEU limit*</p>	<p>Quotations to be sought *Exceptional circumstances may result in agreeing work undertaken immediately without a purchase order or quotation</p> <p>Three comparative quotations to be sought and formal tendering procedure to be applied</p> <p>Formal tendering process requiring F &amp; GP approval</p> <p>OJEU advertising required, F &amp; GP approval &amp; reported Governing Body approval – Seek advice from Local authority. *Exceptional circumstances may result in agreeing work undertaken immediately without a purchase order or quotation</p>
Authority to accept other than lowest quotation	Any	Head Teacher
Disposal of Assets	<p>Up to £1,000</p> <p>Up to £5,000</p> <p>Over £5,000</p>	<p>Head Teacher/Business Manager</p> <p>F &amp; GP Committee</p> <p>Governing Body</p>
Write-off of Bad Debts	<p>£1.00 - £49.00</p> <p>£50.00 over</p>	<p>Headteacher</p> <p>F &amp; GP Committee reported to Governing Body</p>
Signatories for Grant Claims / DFE returns	Any	Head Teacher and/or Chair of Governors

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Income Invoice Approval	Up to £5,000	Business Manager
	Up to £10,000	Above plus Head Teacher
	Up to £100,000	Above plus Chair of Governing Body
	Over £100,000	Full Governing Body

\*NB All public procurement contracts worth more than the EC limit, which is roughly £181,302 for goods and services or for more than £4.5 million of works must be published in the daily supplement to the Official Journal of the European Union (OJEU). The light touch regime threshold is £615,278.00.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed copy of this document is available from the school office.*

### Version Control

Version	Date Reviewed	Changes	Reasons for Alterations & signature
1	15.12.15	None	
2	07.10.2015	A7. Removal of 3 months approval timeline. Not achievable due to staffing changes, submission of SLA's The Finance Officer is now known as the Business Manager Authorisation Levels – adjusted due to staffing structure change.	Timing  Staff Change
2	07.12.2016	Reviewed	
3	29.06.2018	Change of staffing structure – removed 'Business Manager' added 'Bursar'.  Addition of new Purchase Credit Cards	Staff change  Removal of 'debit card' system for staff. Introduced Purchase credit card facility.
4	10.10.2020	Amended 'Bursar' to Business Manager	Staff changes
5	12.11.2020	Amended E1 E2 E4 and E5 from bursar to Senior office positions Removed delegated duty - purchased credit card for Breakfast club supervisor Added signature to version control	Staff changes  No longer appropriate.  M Booth
6	10.03.2021	Added policy review to take place annually  Amended approval levels to fit alongside	Policy reviewed following internal audit  Governors approval

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		<p>changing capacity</p> <p>Quotations &amp; tendering thresholds amended to low, medium and high bandings:            Low value under £10,000            Medium value - Over £10,000 up to £40,000            £40,000 to OJEU limit            Over OJEU limit*</p> <p>Bed debt write-off</p>	<p>needed in excess of £40,000</p> <p>Bandings to fit better with systems in school whilst abiding to legislations.</p> <p>Staff value parameters added</p>
7	March 2021	Added range of formats	Accessibility
8	May 2021	Updated Governance framework and added a delegation of duties table	Breakdown of structure for transparency