



## **SCHEME OF DELEGATION**

**AY2019-20**

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## 1 Introduction

The Directors of Aspire Schools Trust (AST) are accountable to various government agencies including the Department for Education (DfE), Education and Skills Funding Agency (ESFA) and the Charities Commission for the quality of the education they provide and are required to have systems in place to assure themselves of quality and good practice.

The Directors have overall responsibility for the strategic direction of the Trust and ultimate decision-making authority for all the work of the Trust, including the establishing and running of individual academies. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management processes, the setting of standards and the implementation of quality management processes.

In order to discharge their wider responsibilities, the AST Board have appointed people who are more locally based to serve on Local Governing Bodies (LGBs) which have been established to ensure the good governance of the individual Academies.

The LGB of an Academy is a committee formed by the Directors and derives its power from the Directors. The LGB, in conjunction with the Headteacher of the Academy, is responsible for the internal organisation, management and control of the Academy. The Directors may also delegate responsibilities directly to the Headteacher.

This Scheme of Delegation (SoD) explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Trust, the respective roles and responsibilities of the Directors, the LGBs and other people with delegated responsibilities within the Trust.

## 2 Accounting Officer / Chief Executive Officer (CEO)

It is worth noting that the Accounting Officer has specific documented responsibilities and accountabilities:

Accounting Officers **must** be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- value for money – this is about achieving the best possible educational outcomes through the economic, efficient and effective use of resources. A key objective is to achieve value for money not only for the trust but for taxpayers generally.
- regularity – dealing with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and this handbook, and compliance with the trust's internal procedures – this includes spending public money for the purposes intended by Parliament
- propriety – the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control – this covers standards of conduct, behaviour and corporate governance

The accounting officer **must** take personal responsibility (which **must not** be delegated) for assuring the Board that there is compliance with the Academies Financial handbook and the funding agreement. The accounting officer **must** advise the board in writing if, at any time, in his or her opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or the handbook. Similarly, the accounting officer **must** advise the board in writing if the Board appears to be failing to act where required to do so by the terms and conditions of the handbook or funding agreement.

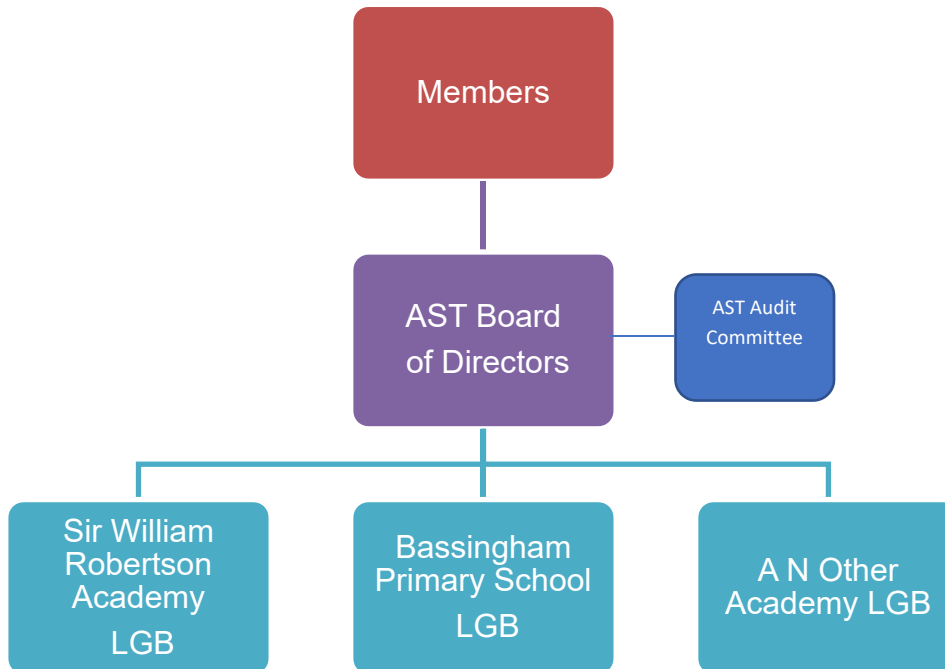
## 3 AST Structure

Within AST all academies are currently graded Good by Ofsted. Where, in respect of standards and performance, areas of weakness are identified (either internally within the Trust or externally by the Regional Schools Commissioner of Ofsted), the Trust Board reserves the right to review or remove any power or responsibility conferred on the Local Governing Body under this Scheme of Delegation. Such circumstances could include where:

- there are concerns about financial matters;
- there is insufficient progress being made against educational targets (including where intervention by the Secretary of State is being considered or carried out);
- there has been a breakdown in the way the academy is managed or governed; or

- the safety of pupils or staff is threatened, including a breakdown of discipline.

Where necessary, the Trust Board will put an intervention board in place, for an appropriate period of time. This intervention board will work to address the areas(s) of weakness identified.



#### 4 Powers and Duties Reserved for the AST Board of Directors

The following activities should be considered by the Aspire Schools Trust (AST) Board of Directors and should not be delegated:

No:	Item	Frequency
<b>1</b>	<b>STRUCTURE</b>	
1.1	Agree constitution of the AST Board	Review annually
1.2	Elect and remove Chair and Vice Chair of directors	Annually
1.3	Appoint and suspend directors	As required
1.4	Appoint designated directors (e.g. performance management/appraisal)	As required
1.5	Appoint and dismiss the Clerk/Company Secretary	Annually
1.6	Decide the arrangements for full Board meetings	Annually
1.7	Establish, maintain and publish a register of pecuniary and business interests for AST Board	Annually
1.8	Review/approve written Scheme of Delegation of its financial powers and duties to for Management Committees, Local Governing Bodies (LGBs), Other Committees, the Chief Executive Officer (CEO), Headteachers and other staff.	Annually
1.9	Agree membership and constitution of LGBs and/or committees in line with Articles of Association and Funding Agreement (including approval of Chair/Vice Chair and Clerk)	Annually
1.10	Determine quoracy (currently one third rounded up for Board)	Annually
1.11	Determine any additional attendees at Board meetings	As required
1.12	Immediate removal of any delegated powers/authority	As required
<b>2</b>	<b>FINANCE</b>	
2.1	Approve the annual AST and individual academy budgets	Annually
2.2	Approve Central/Overheads budget (top slice) in line with recommendations/advice from Audit Committee	Annually or as required
2.3	Authorise all changes to the overall forecast surplus/deficit of each academy in excess of 5% of their annual GAG income	As required
2.4	Authorise the advertising (where appropriate) and award of contracts and tenders in line with financial regulations and prescribed limits	As required
2.5	Ensure annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to academies.	Annually
2.6	Ensure the Academy's financial statements, directors' report, annual accounts and annual return for each financial year are filed with the Secretary of State together with the statement of the accounting policies and an audit report. This includes regularity, propriety and compliance.	Annually
2.7	Consider/approve recommendations from Audit Committee as to whether to offer or cease additional activities/services (eg private Home to School Transport – where such a decision poses a high risk)	As required
2.8	Review/approve recommendations from Audit Committee regarding Investment Policy	Annually
2.9	Consider budgetary control reports from Audit Committee (including relevant explanations and documentation where required).	At least termly
2.10	Consider / approve any leasing arrangements	As required
2.11	Appoint/reappoint/dismiss independent internal and external auditors, with due consideration for recommendations from AST Audit Committee	Annually

<b>3 HUMAN RESOURCES</b>		
3.1	Appoint/ Suspend/Dismiss CEO	As required
3.2	Appoint/ Suspend/Dismiss Academy Headteachers (And Associate Headteachers) in conjunction with CEO	As required
3.3	Appoint/ Suspend/Dismiss AST Chief Financial Officer (Trust SBM) in conjunction with CEO	As required
3.4	Determine the policy arrangements for the appointment/ suspension and dismissal of all other staff	Annually
3.5	Ensure appropriate DBS arrangements are in place across AST and Academies	Annually
3.6	Ensure access to LGPS and TPS and comply with provisions underlying the schemes	As required.
3.7	Approve any redeployment/redundancy	As required
3.8	Approve staffing structures.	As required
3.9	Decide whether or not to use fixed term contracts	As required
3.10	Approve and review personnel policies (including appraisal and pay)	As required
3.11	Conduct the annual appraisal of the CEO with the assistance of an appointed adviser (via Committee of nominated Directors)	Annually
<b>4 TRUST DEVELOPMENT</b>		
4.1	Participate in the Trust self-review including the review of Board/Director effectiveness	Annually
4.2	Receive Academy Improvement information from school improvement consultants and Ofsted	As required
4.3	Receive and review any Ofsted reports and ensure follow up plans are in place	As required
4.4	Develop and review AST wide director and governor training plan and succession plan	Annually
4.5	Consider requests from other schools/academies to join AST	As required
4.6	Decide whether to collaborate/work jointly with other organisations	As required
<b>5 POLICY</b>		
5.1	Determine which policies are central (AST) and which are local (LGB).	As required
5.2	Approve new policies or amendments to policies at AST level	As required
<b>6 RISK MANAGEMENT</b>		
6.1	Ensure that the identification and evaluation of key risks that threaten achievement of the Trust's objectives is carried out, and that a register of these risks is maintained.	Ongoing
6.2	Seek assurances that strategy and procedures are in place to manage risks at an operational level (including the identification of appropriate risk owners) and ensure appropriate monitoring of the management strategy.	Ongoing
6.3	Consider potential risks and previously unrecognised risks and ensure that these are sufficiently identified, evaluated and managed.	As required
6.4	Ensure that arrangements for insurance cover are in place and adequate.	Annually
<b>7 LAND &amp; PREMISES</b>		
7.1	Prioritise Capital bid projects across the Trust	As required
7.2	Approve disposals or acquisitions of land used by the Trust, in conjunction with ESFA requirements	As required

<b>8</b>	<b>HEALTH &amp; SAFETY</b>	
8.1	Approve and review health & safety policies and associated management systems	Annually
8.2	Ensure that the trust complies with the law in all aspects of Health & Safety Management	Ongoing
<b>9</b>	<b>CURRICULUM</b>	
9.1	Ensure that each academy provides a broad and balanced curriculum in line with the requirements of the funding agreement	Ongoing
9.2	Approve curriculum changes policies	As required
9.3	Receive reports from each Academy which include key information – attendance, behaviour, standards, results	Termly
9.4	Publish information in relation to the current curriculum provision at each Academy. Such information shall include details relating to: * the content of the curriculum; * its approach to the curriculum; * the GCSE options (and other Key Stage 4 qualifications) or other future qualifications, as specified by the Secretary of State, offered by each Academy; * the names of any phonics or reading schemes in operation for Key Stage 1; and * how parents (including prospective parents) and Commissioners can obtain further information in relation to the curriculum at each Academy.	Annually & ongoing
<b>10</b>	<b>OTHER</b>	
10.1	Carry out an annual review of safeguarding children and child protection policy and procedures	Annually
10.2	Implement a central record of recruitment and vetting checks and ensure this is maintained	As required
10.3	Formulate & approve the information required for publication on the AST website	As required & ongoing
10.4	Approve press statements relating to AST	As required
10.5	Authorise the Individual School Range (ISR) for each academy	Annually

## 5 Powers and Duties Delegated to the AST Audit Committee

No:	Item	Frequency
<b>1</b>	<b>FINANCE</b>	
1.1	Consider and make recommendations to the Trust Board on the broad budget headings and areas of expenditure, including the level and use of any contingency fund or balances	Annually
1.2	Review of the Trust's current and 3-5 year financial plans, ensuring these are aligned to the overarching Trust Development Plan and include associated financial priorities and proposals identified by the LGBs and their Headteachers.	As required
1.3	Ensure due procedure is followed when advertising (where appropriate) and awarding contracts and tenders in line with financial regulations and prescribed limits	As required
1.5	Determine and review Central/Overheads budget (top slice) and make recommendations to the Trust Board	Annually or as required
1.6	Approve all bank accounts and applications for business/credit/procurement cards	As required
1.7	Ensure capital and other ESFA grants are used for the purpose intended	Ongoing
1.8	Write off bad debt and assets up to £10k (beyond this may need Trust Board and ESFA approval)	As required

1.9	Make recommendations to Trust Board as to whether to offer or cease additional activities/services (eg private Home to School Transport – make recommendations to the Trust Board if such a decision poses a high risk	As required
1.10	Review Investment Policy and make recommendations to the Trust Board	Annually
1.12	Formulate and review Charging & Lettings policy	Annually
<b>2</b>	<b>INTERNAL CONTROLS &amp; RISK MANAGEMENT</b>	
2.1	Approve a written description of financial systems, accounting policies and procedures in line with the current Academies Financial Handbook and the Master Funding Agreement.	Annually
2.2	Consider and monitor budgetary controls and provide Trust Board with relevant explanations and documentation where required.	At least termly
2.3	Ensure that the appropriate financial controls are implemented where powers are delegated (via Internal Auditor)	Annually
2.4	Monitor the mechanism for the procurement, receipt and management of donations (via Internal Auditor)	Annually
2.5	Monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement (via Internal Auditor)	Annually
2.6	Monitor and review register of pecuniary interests	Annually
2.7	Monitor the requirements of the gifts and hospitality register	Ongoing
2.8	Establish and monitor a directors/governors and staff expenses scheme	Ongoing
<b>3</b>	<b>AUDIT ARRANGEMENTS</b>	
3.1	Make recommendations to the Trust Board regarding appointment, reappointment and/or dismissal of independent internal and external auditors	Annually
3.2	Determine internal audit requirements	Annually
3.3	Receive and review reports from the Internal Auditor and monitor associated Action Plans	3 reports per annum
3.4	Receive external auditors' reports and take action as appropriate in response to findings	Annually
3.5	Inform the ESFA if it suspects any irregularity affecting resources.	As required

## **6 Powers and Duties Delegated to the CEO & Headteacher Performance Management Committees**

<b>No:</b>	<b>Item</b>	<b>Frequency</b>
1	Supported by an External Advisor, to set appropriate performance objectives; monitor and review the performance of the CEO or Headteacher	As required
2	Make recommendations to the AST Pay Committee regarding CEO or Headteacher reward and remuneration	Annually or as required



## 7 Powers and Duties Delegated to the AST Pay Committee

No:	Item	Frequency
1	Consider any job evaluation/grading requests *	As required
2	Determine/agree TLR and honorarium payments (for teaching and support staff respectively) *	As required
	Determine/agree dismissal payments or early retirement payments *	As required
4	Determine/agree appropriate recruitment/retention bonuses *	As required
5	Consider performance and associated annual pay progression for all eligible Senior Leaders across the Trust	Annually
6	Consider the recommendations of the appraisal directors (Headteacher or CEO Performance Management Committees) in relation to Headteacher or CEO pay	Annually

\* *In accordance with legal/HR advice, statutory guidance and Trust policy*

## 8 Powers and Duties Delegated to the Local Governing Body Pay Committees

No:	Item	Frequency
1	Consider performance and associated annual pay progression of all eligible staff (with exception of Senior Leaders), in accordance with AST pay policy	Annually

## 9 Powers and Duties Delegated to the AST Appeals Committee

No:	Item	Frequency
1	Hear any appeals made by staff /parents including Pay/Grading, Redeployment/Redundancy, Grievance appeals, Disciplinary Issues, Fixed term contracts, any appeal by the CEO regarding the performance management process.	As required

## 10 Powers and Duties Delegated to Local Governing Bodies

No:	Item	Frequency
<b>1</b>	<b>MEMBERSHIP /CONSTITUTION</b>	
1.1	Implement arrangements for the correct constitution of the Local Governing Body (ensuring elected representation from Staff and Parents), as prescribed by AST Board	As required
1.2	Elect and remove Chair and Vice Chair of Local Governing Body (these posts should be approved by the AST Board)	Annually
1.3	Decide the arrangements for full meetings	Dates set annually
1.4	Establish and maintain a register of pecuniary and business interests	Annually then every meeting
1.5	Consider whether or not to delegate functions to individuals or committees	Annually /As required
1.6	Establish committees/working groups	Annually
1.7	Determine membership and proceedings/terms of reference of committees/working groups	Annually
1.8	Ensure quoracy at meetings, as prescribed by AST Board	Annually
1.9	Determine any additional attendees at any meetings	As required
<b>2</b>	<b>FINANCE</b>	
2.1	Review and seek approval of Annual Budget from AST Audit Committee	Annually
2.2	Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, the Academies Financial Handbook and the Supplementary & Master Funding Agreements	At least Termly
2.3	Approve spending if within budget and financial limits of delegated power	As required
2.4	Review/ Agreement of <b>new</b> school trips and the cost implications	As required
2.5	Write off obsolete/unusable equipment from the Inventory in line with delegated powers	As required
2.6	Make recommendations to the AST Audit Committee regarding cessation /addition of services (e.g. buses, music tuition, lettings)	As required
2.7	Seek approval from the AST Audit Committee regarding any proposed operating leases.	As required
2.8	Adhere to all financial policies and regulations	Ongoing
2.9	Make all endeavours to operate within a balanced budget. AST Board , Audit Committee, CEO & CFO should be informed of any significant unplanned expenditure.	Ongoing
2.10	Deploy appropriate risk management strategies and at all times adopt financial prudence in managing the budget as it relates to the Academy.	Ongoing
<b>3</b>	<b>HUMAN RESOURCES</b>	
3.1	Make recommendations to the AST Board for redeployment/ redundancy	As required
3.2	Ensure implementation of an effective training strategy for teachers and support staff	Annually
3.3	Consider and make recommendations to AST Board regarding the staffing structure	As required
3.4	Deal with general HR processes (Claims, Grievance, Discipline) in line with policy and authority levels.	As required
3.5	Implement all AST and local personnel policies	Ongoing
3.6	Appoint and manage all staff to be employed at the Academy providing there is compliance with AST policy (including pay, standard T&C, transparent recruitment process) and that this is within delegated powers and financial authority has been granted.	As required
3.7	Ensure the performance management process is completed for all academy staff	Annually

<b>4</b>	<b>ACADEMY IMPROVEMENT</b>	
4.1	Comply with the requirements of the Ofsted Framework	Ongoing
4.2	Assist in formulation and review of school self-evaluation	Annually
4.3	Consider in detail any inspection report made by Ofsted and ensure appropriate review	As required
4.4	Provide input into review of the Academy Improvement Plan before presentation to the Directors	Termly
4.5	Report on decisions taken under delegated powers to the next meeting of the Board of Directors.	Termly
<b>5</b>	<b>PREMISES</b>	
5.1	Consider to specific building issues	As required
5.2	Undertake inspection of the buildings and site	Annually
5.3	Consider the Academy's safety and security of buildings and the site	As required
5.4	Develop and maintain a properly funded site maintenance plan	Annually
5.5	Ensure any activities/lettings designed to generate business income are consistent with AST policy and the impact in terms of finance and taxation has been considered	As required
<b>6</b>	<b>RISK MANAGEMENT</b>	
6.1	Make recommendations to the AST Board regarding the implementation of control measures and mitigation of risk.	As required
6.2	Notify the AST CFO of any occurrences whereby insurance companies may need to be involved.	As required
<b>7</b>	<b>HEALTH &amp; SAFETY</b>	
7.1	Implement all AST and local Health & Safety policies	Ongoing
<b>8</b>	<b>STUDENTS &amp; CURRICULUM</b>	
8.1	Hear student disciplinaries and exclusions in accordance with legislation	As required (a subcommittee may be formed to do this)
8.2	Consult annually with the LA on its admissions policy and to work with the LA on admitting pupils to the school	Annually
8.3	Implement the Admissions policy	Ongoing
8.4	Review the curriculum (ensuring it is broad and balanced)	Annually
8.5	Monitor standards of teaching and pupil attainment/ achievement and ensure suitable reports are produced.	Annually
8.6	Monitor infant class sizes (Primary Academies only)	Annually
8.7	Adopt and review the Home School Agreement	Annually
8.8	Discharge duties in respect of pupils with special needs by appointing a responsible person	Ongoing
8.9	Ensure a designated teacher for looked after children has been appointed and reports to the LGB at least once per year.	Annually
8.10	Annually review the behaviour policy and the use of exclusion in comparison with local and national data	Annually
8.11	Monitor and review pupil attendance	Ongoing
8.12	Ensure that RE and Collective Worship are provided in accordance with the funding agreement	Ongoing
8.13	Prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Ongoing
8.14	Monitor the arrangements for collective worship and monitor provision	Ongoing
8.15	Ensure the curriculum complies with Equality Act legislation.	Ongoing
8.16	Monitor the curriculum in respect of Special Needs provision, including most able pupils	Annually
8.17	Monitor the arrangements for school visits /residential	Ongoing

8.18	Make recommendations to the Directors about all aspects of the curriculum	Ongoing
8.19	Approve local policies relating to the curriculum	Ongoing
8.20	Ensure provision of FSM to those pupils meeting the criteria	Ongoing
8.21	Ensure that school lunch nutritional standards are met	Ongoing
8.22	Decide school session times taking into account recommended minimum weekly lesson time	Annually
8.23	Ensure each academy meets for 380 sessions in a school year	Annually
<b>9</b>	<b>OTHER</b>	
9.1	Formulate & approve the information required to be published on the school website	As required
9.2	Approve press statements relating to the Academy	As required
9.3	Implement any policies agreed by the AST Board	As required
9.4	Ensure systems in operation within the Academy include the use of properly licensed software, and have provision for the security and privacy of data in accordance with the General Data Protection Regulations.	As required
9.5	Propose/review the Individual School Range (ISR), in accordance with external advisor to appraisal directors and STPCD	Annually

## 11 Powers and Duties Delegated to Individuals

No	Item	Frequency	Owner
1	Provide an independent oversight of the AST financial affairs.	Termly Reviews	Internal Auditor
2	Report findings back to the AST Board	Termly Reviews	Internal Auditor
3	Provide assurance that the financial responsibilities of the Directors are being properly discharged	Termly Reviews	Internal Auditor
4	Provide assurance that resources are being managed in an efficient, economical and effective manner	Termly Reviews	Internal Auditor
5	Ensure systems of internal financial control are maintained	Termly Reviews	Internal Auditor
6	Ensure financial considerations are fully take into account when reaching decisions	Termly Reviews	Internal Auditor
7	Authorise contracts/orders in line with delegated financial authority	As required	AST CEO
8	Implement any actions required by AST Board	As required	AST CEO
9	Ensure that the Academy Headteachers' Performance Management is completed in line with AST Board requirements	Annually	AST CEO
10	Authorise contracts/orders in line with delegated financial authority	As required	Academy Headteacher
11	Implement any actions required by Local Governing Body	As required	Academy Headteacher
12	Approve virements between budget lines in line with delegated authority	As required	Academy Headteacher
13	Ensure that all contracts and agreements conform to the Financial Regulations	As required	Academy Headteacher
14	Approve new staff appointments within the authorised establishment (if within budget), after discussion with CEO/CFO	As required	Academy Headteacher
15	Certify the payment of overtime/additional payment/supply each month within delegated budget	Monthly	Academy Headteacher
16	Prepare Budget and Management Accounts	Annually- June/July	AST CFO (SBM)
17	Prepare Central and overhead Budget	Annually- June/July	AST CFO (SBM)
18	Day to day management of financial issues, in conjunction with central/local finance team	As required	AST CFO (SBM)
19	Establish and operate a suitable accounting system	Ongoing	AST CFO (SBM), Deputy SBM & Finance Administrator
20	Management AST's financial position	Ongoing	CEO & AST CFO (SBM)
21	Maintain effective systems of internal control for inspection by external and internal auditors	Ongoing	AST CFO (SBM)
22	Prepare monthly management accounts	Monthly	AST CFO (SBM), Deputy SBM & Finance Administrator
23	Provide financial and statistical information	As required	AST CFO (SBM)

24	Authorise orders in line with delegated financial authority	As required	AST CFO (SBM), Deputy SBM & Finance Administrator
25	Co-sign cheques	As required	AST CEO, CFO (SBM) & AST Deputy Headteachers
26	Meet submission deadlines from the DfE	As required	AST CFO (SBM)
27	Dispose of unusable or obsolete equipment included in the inventory in line with delegated powers	Annually- June /July	AST CFO (SBM)
28	Maintain a register of business/pecuniary interests	Ongoing	AST CFO (SBM)
29	Assist the Academy Headteachers with the preparation of the annual budget	Annually- Summer term	AST CFO (SBM)
30	Review insurance cover annually	Annually - Autumn term	AST CFO (SBM) & Deputy SBM
31	Prepare tender documents	As required	AST CFO (SBM)
32	Ensure the Academy Trust complies with tax regulations	Ongoing	AST CFO (SBM) & Finance Administrator
33	Prepare accounts for the auditors	Annually - Autumn term	AST CFO (SBM) & Finance Administrator
34	Authorise payroll	Monthly	AST CFO (SBM) & Deputy SBM
35	Authorise invoices on PSF	Weekly	AST CFO (SBM), Deputy SBM & Finance Administrator
36	Authorise all BACS payments	Weekly	AST CEO, CFO (SBM) & Deputy Headteachers
37	Ensure wages, salaries and pensions are calculated and paid correctly	Monthly	AST Deputy SBM & AST CFO (SBM)
38	Monitor the efficiency and effectiveness of the school payroll system	Monthly	AST CFO (SBM)
39	Ensure the Trust complies with wages and pensions regulations	Monthly	AST Deputy SBM & AST CFO (SBM)
40	Prepare & Submit Monthly VAT returns using HMRC portal, CFO to Authorise submitted return	Monthly	AST CFO (SBM) & Finance Administrator
41	Authorise procurement card purchases	As required	AST CEO, CFO (SBM) & AST Deputy Headteachers
42	Authorise expense claims (cannot authorise own expenses)	As required	AST CEO & CFO (SBM)
43	Write-off bad debts in line with delegated powers	As required	AST CEO & CFO (SBM), with Audit Committee
44	Maintain a register of formal contracts entered into, amounts paid and certificates of completion.	Annually	AST CFO (SBM) & Deputy SBM
45	Reconcile the debit/procurement card	Monthly	AST Finance Administrator & Deputy SBM
46	<i>Intentionally left blank</i>		
47	Authorise invoices on PSF	Weekly	AST Budget Holders, Finance Administrator & Deputy SBM

48	Manage petty cash and School Fund (via PSF)	Daily	AST Finance Administrator & Deputy SBM
49	Check inventories	Annually - Summer term	AST Finance Administrator & Deputy SBM
50	Maintain records and reconcile bank statements/accounts	Weekly	AST Finance Administrator & Deputy SBM + AST CFO (SBM)
51	Data input of all invoices	Weekly	AST Finance Administrator & Deputy SBM
52	Provide financial reporting information	Monthly	AST CFO (SBM)
53	Capitalise assets	As required	AST CFO (SBM) + External Auditor
54	Ensure Best Value is obtained	Ongoing	AST CFO (SBM)
55	Invoice, receipt and bank income on a weekly basis	Weekly	AST Finance Administrator & Deputy SBM
56	Prepare reports for the budget holders	As required	AST Finance Administrator
57	<i>Intentionally left blank</i>		
58	<i>Intentionally left blank</i>		
59	Manage journals	As required	AST Finance Administrator
60	Create vendors on accounting system	As required	AST Finance Administrator
61	<i>Intentionally left blank</i>		
62	Produce cheques	Weekly	AST Finance Administrator
63	Maintain asset manager register ensuring a permanent and continuous register of all items of furniture, equipment, vehicles and plant.	Monthly	AST Finance Administrator & ICT Network Manager + Technician
64	<i>Intentionally left blank</i>		
65	Reimburse petty cash claims <£30, claims over £30 to be processed as a staff expense claim and paid through the BACS system	Monthly	AST Finance Administrator & Deputy SBM

## 12 Summary of Financial Authorisation Levels

Delegated Duty	Value*	Delegated Authority	Method
Purchasing	Up to £2,500	Budget Holder – in line with delegated budget	Selection from preferred supplier list unless agreed otherwise.  In certain circumstances 1 quote may be obtained for items <£2,500
	£2,501 to £20,000	Academy Headteacher & Chief Financial Officer	3 quotes should be obtained wherever possible.
	£20,001 to £50,000	Local Governing Body (With approval from CEO)  CEO for Centralised services	Minimum of 3 written estimates/ quotes
	Over £50,001	AST Board	£50 001-£100 000 – 3 written quotes  £100 001+ Formal tendering process, including advertising in OJEU if required
	Authority to accept other than lowest quotation or tender	AST Board	
<b>*Exceptions : exam costs, utilities, supply costs, ICT equipment , ongoing SLAs</b>			
Signatories for cheques, BACS payment authorisations and other bank transfers	Any	Two signatories from: <ul style="list-style-type: none"> <li>• AST CEO/Accounting Officer</li> <li>• AST CFO (Trust Business Manager)</li> <li>• Academy Headteachers</li> <li>• Academy Deputy Headteachers</li> <li>• Designated Trustees</li> </ul>	
Signatories for ESFA grant claims and ESFA returns	Any	AST CEO or CFO	
Virement of budget provision between budget heads	Up to 1% of academy's GAG income, with no impact on overall budget	Academy Headteacher in conjunction with AST CFO or CEO	
	Over 1% of academy's GAG income, with no impact on overall budget	Academy Headteacher in conjunction with AST CFO (Trust SBM) or CEO with reporting to the Local Governing Body/CEO/CFO	
Disposal of assets	Up to £5,000	Academy Headteacher	
	£5,001 to £20,000	Local Governing Body	



	Over £20,000	AST Board, plus ESFA approval required for disposal of assets funded with more than £20,000 of ESFA grant	
Write-off of bad debts	Up to £1,000	AST CFO	
	£1,001 to £10,000	AST Board	
	Over £10,000	AST Board plus ESFA approval	
Purchase or sale of any freehold property	Any	ESFA approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	ESFA approval required	

13 Document Control

<b>Author/Contact</b>	Sancha Maggs Tel: 01400 272422 email: Sancha.maggs@swracademy.org
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Version	Date	Comments	Author
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