



# **WEST STAFFORD MULTI ACADEMY TRUST**

## **FINANCIAL SCHEME OF DELEGATION**

<b>Policy Reviewed and Adopted by Board of Trustees:</b>	<b>May 2018</b>
<b>Version:</b>	<b>1.0</b>
<b>Date of Next Review:</b>	<b>May 2019</b>
<b>Responsible Officer:</b>	<b>Accounting Officer</b>

## **DELEGATION - GENERAL**

A Multi Academy Trust's (MAT) Board of Trustees is accountable in law for all major decisions about their Academies. However, this does not mean that the Board is required to carry out all the Trust's governance functions and many can and should be delegated, including to the CEO, the Trust Board's Committees, and to Academy Committees. It is vital that the decision to delegate a function is made by the full Board of Trustees and is recorded. The delegated authorities will be reviewed annually by the Board of Trustees. Without such delegation, the individual or Committee has no power to act.

This Financial Scheme of Delegation is the key document seeking to demonstrate the principles which determine and define the financial lines of responsibility within our MAT. It is intended to be clear so that Trustees, Members and Academy Committees - all volunteers working within the MAT are clear in respect of their roles and the key aspects of the decision making of the financial effectiveness of the Trust. This Financial Scheme of Delegation for all financial decision making in the Trust works alongside the written Scheme of Delegation for West Stafford Multi Academy Trust.

## **FINANCE COMMITTEE**

The MAT Board hereby resolves to establish a Scrutiny Committee of the MAT Trust Board to be known as the MAT Finance Committee and will cover Finance, Health & Safety and Premises. West Stafford Multi Academy Trust has authorised the MAT Finance Committee to carry out the functions of an Audit Committee.

The Chair, members and clerk of the MAT Finance Committee shall be non-executive members and shall be appointed by MAT Board except for the Accounting Officer and Chief Executive Officer. The Chair of the Finance Committee shall be a non-executive member of the MAT Board and will not be the Chair of Trustees.

Trustees who are not members of the MAT Finance Committee will have the right of attendance. The clerk will circulate minutes of meetings of the MAT Finance Committee to all Trustees of the MAT Board within 2 weeks of the meeting.

The Finance Committee of the MAT Board shall meet at least termly but the Committee shall meet more often if deemed necessary. The external auditor may request a meeting if he or she considers one necessary.

### **Authority**

The MAT Finance Committee is an advisory body with no executive powers. However, it is authorised by the MAT Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are required to co-operate with the Committee in the conduct of its enquiries.

The Finance Committee is authorised to obtain independent external professional advice if it considers this necessary. Such sources may be the External Accountants or the External Auditors.

### **Duties**

The specific duties of the Finance Committee shall be to:

- review the Annual Budget of the MAT and to make recommendations to the Trust Board

- review the Academy's internal and external financial statements and reports to ensure that they reflect best practice;
- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff
- consider all relevant reports by the Academy Business Manager or the appointed external auditor, including reports on the Trusts accounts, achievement of value for money and the response to any management letters
- review the effectiveness of the Trust's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- review any report from the Academy Business Manager in relation to the operation of the Trust's Buildings and Grounds
- review new and existing policies relating to the employment and conditions of staff at the Trust and make recommendations to the MAT Board
- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of pupils, employees and visitors to the Trust, and to make recommendations to the MAT Board
- review the recommendations of Academy Committees as to salaries particularly any discretionary awards
- review the operation of the Trusts code of practice for Governor members and code of conduct for staff

## AUDIT Duties

The duties of the MAT Finance Committee in relation to Audit shall include:

- responsibility for monitoring the adequacy and effectiveness of the Trust's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- advising the MAT Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
- advising the MAT Board on the scope and objectives of the work of the internal audit service and the financial statements auditor.
- ensuring effective co-ordination between the internal audit service and the financial statements auditor
- considering and advising the MAT Board on the audit strategy and annual internal audit plans for the internal audit service.
- advising the MAT Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter.
- considering and advising the MAT Board on relevant reports by the National Audit Office, the Education Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
- establishing, in conjunction with Trust management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
- monitoring the Trust's risk management plan and advising the MAT Board on its adequacy and effectiveness
- producing an annual report for the MAT Board and accounting officer which should include the Committee's advice on the effectiveness of the Trust's risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.

- monitoring and advising the MAT Board on any alleged fraud and irregularity in the Trusts financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
- recommending the annual financial statements to the MAT Board for approval.
- monitoring the effectiveness of the Trust's whistleblowing procedures meeting privately with the Internal and External Auditors, and separately with the Academy Business Manager at least once a year.

The MAT Board must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.
- consider any other matters where requested to do so by the Academy Committee; and
- report at least once a year to the Academy Committee on the discharge of the above duties.

The MAT Board should also ensure that procedures are in place to ensure that employees of the Trust are paid for work done in accordance with their contracts of employment with the Trust.

In addition, the MAT Board must ensure the Trust has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

#### **Accounting Officer**

The Funding Agreement requires each Trust to identify an Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the MAT Board for:

- ensuring regularity and propriety;
- prudent and economical administration;

- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Academy Business Manager.

### **Headteacher**

Within the framework of the school development plan as approved by the Academy Committee the Headteacher has overall executive responsibility for the Academy's activities including financial activities. The Headteacher retains responsibility for:

- recommending to the Academy Committee new staff appointments within the Academy
- authorising contracts up to £20,000 in conjunction with the Academy Business Manager; contracts above £20,000 will need to be approved by the Board of Trustees.
- signing cheques is unlimited in conjunction with the Academy Business Manager or other authorised signatory. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £20,000 should be rare. Where a cheque is for an amount over £20,000, approval should be from a non-executive Board member of the MAT Finance Committee.

### **Academy Business Manager**

The main responsibilities of the Academy Business Manager are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the Academy financial position at a strategic and operational level within the framework for financial control determined by the governing body;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- authorising contracts below £5,000 in conjunction with budget holders in the absence of the Headteacher;
- signing cheques in conjunction with a Headteacher or other authorised signatory
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance, signing such forms as necessary.

**Delivering Assurance**

The MAT Board will monitor and check the operation of the financial controls that have been established and are operated by officers of the Trust. The Trustees will ensure financial probity at all times.

The ongoing independent oversight of the Trust's financial affairs include:

- the financial responsibilities of the Trust are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

**Delegation to Other Committees**

The MAT Trust Board recognises that at times it may need to delegate duties to a Committee other than the MAT Finance Committee. This will be done in full consultation with the Committee to ensure capacity and will be reviewed at least annually.

## Financial Levels of Authority

All procurement must be carried out in compliance with principles of current EU procurement law.

Financial levels of authority are differentiated depending on the category of the School. Some financial transactions are reserved for Board of Trustees approval only.

### Trust

Delegated Duty	Value	Delegated Authority	Comments
Approval of Statutory Accounts	n/a	Board of Trustees	Statutory accounts must be signed by the Chair of the Trust Members and CEO as per DfE and Companies House rules
Approval of annual budget	n/a	Board of Trustees	Board of Trustees to approve the annual budget. Budget to be produced by the CEO in conjunction with the Academy Headteacher's
Submission of DfE financial returns	n/a	CEO	DfE financial returns include Annual Return, Budget Forecast and specific grant monitoring forms
Approval of financial policies	n/a	Board of Trustees	Board of Trustees to approve financial policies to be implemented across all Schools in the Trust
Submission of VAT reclaims	Unlimited	CEO	Monthly VAT claims for all Schools in the Trust to be submitted by the CEO
Ordering of goods and services	Over £20,000	Board of Trustees	Board of Trustees approval required for any orders over £20,000 for any Schools in the Trust. Orders over £140,000 must follow current EU procurement processes
Disposal of assets	Over £5,000	Board of Trustees	Board of Trustees approval required for disposal of assets over £5,000 for any Schools in the Trust

## Academy

Delegated Duty	Value	Delegated Authority	Comments
Ordering goods and services	Under £5,000	Budget Holder	Under £1,000, proof of best value to be noted. Between £1,000 and £5,000, 3 quotes to be received
	Between £5,000 and £20,000	Headteacher	3 quotes to be received and documented. Headteacher need not accept the lowest quotation and must demonstrate best value
	Over £20,000	Board of Trustees	Orders must be put out to tender
	Over £140,000	Board of Trustees	May need to comply with current EU compliant tendering process
Authorising monthly salary payments	Unlimited	CEO	
Signatures for cheques or BACS payments	Unlimited	CEO and one of Business Manager or Headteacher	
Virement of budgets between departments	Up to £20,000	Headteacher	
	Over £20,000	CEO	
Disposal of assets	Up to £5,000	Headteacher	
	Over £5,000	Board of Trustees	Ensure compliance with Academies Financial Handbook on reporting disposal to the DfE
Approval of annual budget	Unlimited	Board of Trustees	Board of Trustees to approve the annual budget. Budget to be produced by the CEO in conjunction with the CEO and the Academy Headteacher

## Personnel Levels of Authority

### Appointments

Role	Appointment Panel
CEO	Board of Trustees
Academy Headteacher	CEO or a member from the Board of Trustees and representatives of the Academy Committee
Academy Leadership Team	Headteacher and representatives of the Academy Committee
Heads of Department for central functions (Business Manager, Chief Financial Officer, etc.)	CEO and a member of the Board of Trustees
Teaching Heads of Department (i.e. Subject Leaders)	Academy Headteacher and a member of the Board of Trustees or Academy Committee
All other Teaching posts	Academy Headteacher and a member of the Board of Trustees or Academy Committee
All other Support staff posts	Academy Headteacher and a member of the Board of Trustees or Academy Committee

For teaching posts, the Academy Headteacher may choose to delegate responsibility to a member of the Academy Leadership Team.

Where a member from the Board of Trustees is not available to interview, the Board of Trustees may decide to delegate its responsibility to a member of the appropriate Academy Committee.

## Disciplinary Cases

To include disciplinary and dismissal cases to include - Disciplinary, Capability (professional competence), Ill Health Capability, Redundancy (The Board will have determined that there is a Redundancy situation).

Role	Delegated Authority
CEO	Board of Trustees
Academy Headteacher	CEO or a member from the Board of Trustees and representatives of the Academy Committee
Academy Leadership Team	Headteacher and representatives of the Academy Committee
Heads of Department for central functions (Business Manager, Chief Financial Officer, etc.)	CEO and a member of the Board of Trustees
Teaching Heads of Department (i.e. Subject Leaders)	Academy Headteacher and a member of the Board of Trustees or Academy Committee
All other Teaching posts	Academy Headteacher and a member of the Board of Trustees or Academy Committee
All other Support staff posts	Academy Headteacher and a member of the Board of Trustees or Academy Committee

Where a member of the Board of Trustees is not available, the Board of Trustees may decide to delegate its responsibility to a member of the appropriate Academy Committee.

All appeals to disciplinary cases to be reviewed by the Board of Trustees Appeals Panel.

## Performance Management

Role	Delegated Authority
CEO	Chair of the Board of Trustees, Diocesan Member and School Improvement Partner
Academy Headteacher	Academy Committee Performance Management Sub-Committee, 1 Trustee and Educational External Adviser
School Leadership Team	Academy Headteacher and reviewed by the Academy Finance Committee and CEO
Heads of Department for central functions (Business Manager, Chief Financial Officer, etc.)	CEO and a member of the Board of Trustees
Teaching Heads of Department (i.e. Subject Leaders)	Academy Headteacher and reviewed by the Academy Finance Committee
All other Teaching posts	Academy Headteacher and reviewed by the Academy Finance Committee
All other Support staff posts	Academy Headteacher and reviewed by the Academy Finance Committee

The Academy Headteacher may choose to delegate responsibility for teaching and support staff performance management to their respective line managers.

## Other Personnel functions

Delegated Duty	Delegated Authority
Creation of new Leadership Posts	CEO, Chief Financial Officer and a member of the Board of Trustees in consultation with Academy Committee
Creation of all other new posts	CEO, Chief Financial Officer and Academy Headteacher
Re-deployment of staff across Academies	CEO and Academy Headteacher
Determination of pay progression	Board of Trustees at recommendation of CEO as per Trust Pay Policy
Changes to pay and conditions	Board of Trustees (with advice from the CEO and Chief Financial Officer)
Decisions to make redundancies	Board of Trustees (with advice from the CEO and Chief Financial Officer)
Authorisation of redundancy payments	Board of Trustees (with advice from the CEO and Chief Financial Officer)

By order of the Trust, we approve the West Stafford Multi Academy Trust's Scheme of Delegation

Chair of Trust: Print name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Accounting Officer: Print name: \_\_\_\_\_

**Gnosall St Lawrence Primary Academy**

Chair of Governors: Print name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Headteacher: Print name: \_\_\_\_\_

**Haughton St. Giles Primary Academy**

Chair of Governors: Print name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Headteacher: Print name: \_\_\_\_\_

**Woodseaves Primary Academy**

Chair of Governors: Print name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Headteacher: Print name: \_\_\_\_\_