



*'Engaging learners to enhance their life opportunities and outcomes'*



## BEST Scheme of Delegation Matrix – Approved by Trust Board – 16<sup>th</sup> May 2019 Item 4.7

The Scheme of Delegation Matrix below follows the **Recommend, Approve, Consult and Inform (RACI)** approach to delegation. The RACI approach has been augmented with **Reserved Matter** (see explanation below), **Evaluate, Monitor and Report** plus **Sign and Submit**. For each Task / Activity, there will usually be only one **Approver** and one **Signatory** but there may be multiple entries for **Recommend, Consult and Inform** and **Evaluate, Monitor and Report** the delegated decision. This is the definitive Trust Scheme of Delegation. The Record of Financial Responsibility provides detailed procedures supporting the delegations. Should there be any ambiguity between these two documents; the Scheme of Delegation takes precedent.

Although decisions may be delegated to the CEO, Exec. Team, Hub LGB, SIB or Headteacher; the Trust Board, as a whole remains, responsible for any decision made under delegation and may overrule all delegated groups and individuals, where appropriate.

There are some Tasks / Activities which are **Reserved Matter** for the Trust Board or the Trust's Members. **Reserved Matters** (subject to such other consents/ requirements as might be required by law or Funding Agreements) have been listed at the start of the Scheme of Delegation Matrix.

KEY			
<b>R</b>	Recommend	<b>M</b>	Reserved Matter
<b>A</b>	Approve	<b>E</b>	Evaluate, Monitor & Report
<b>C</b>	Consult	<b>S</b>	Sign and Submit
<b>I</b>	Implement		

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
<b>1. GOVERNANCE</b>								
1.1	Change the name of the Trust	M	R					
1.2	Change the Objects	M	R					Requires Secretary of State for Education's consent.
1.3	Change the structure of the Trust Board	M	R					

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
1.4	Approve Trust Articles of Association	M	R					
1.5	Amend Trust Articles of Association	M	R					
1.6	Appoint and remove Members	M	R					
1.7	Appoint and remove Trustees / Directors	M	R					
1.8	Pass a resolution to wind up the Trust	M	R					
1.9	Approve and amend Trust Scheme of Delegation		A	C	C	C	C	
1.10	Change the name of a school		M	R	C	R	C	
1.11	Determine the educational character, mission or ethos of the schools		M	R	C	R	C	
1.12	Approve and alter the constitution and terms of reference of any committee of the Trust Board, including Hub LGBs / SIBs		A					
1.13	Terminate a Supplemental Funding Agreement for a school		M					
1.14	Establish a trading company		M	R	I			
1.15	Sell, purchase, mortgage or charge any land in which the MAT has an interest		M	R	I			
1.16	Approve the estimates for major projects.		M		R	C	C	
1.17	Appoint investment advisors		M					
1.18	Approve Trust leadership structure		A	R	C			
1.19	Approve membership of new, converter or sponsored schools		A	R	C			
1.20	Establish Trust Committees and working groups other than 1.22 and 1.23		A	R	C			
1.21	Establish Hub LGBs		A					Recommended that Hub LGBs meet six times each academic year
1.22	Establish Hub LGB working groups					A	C	
1.23	Appoint Chair of Trust Board		A					
1.24	Appoint CEO and Accounting Officer		A					
1.25	Appoint CFO / Trust Financial Lead		A					
1.26	Appoint Executive Team and Trust Development Lead		A					

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
1.27	Appoint Trust Board Advisors		A	R	C			
1.28	Appoint Chair of Hub LGB					A		Except for inaugural Chairs who are Board appointees
1.29	Remove Chair of Hub LGB		A	R				
1.30	Appoint and remove Deputy Chair of Hub LGB					A		
1.31	Appoint (and remove) Chair(s) of Trust Committees		A					
1.32	Appoint (and remove) Trust Committee members		A					
1.33	Appoint (and remove) SIB members		A	C	C			
1.34	Appoint other Hub LGB members					A	C	
1.35	Remove other Hub LGB members		A					
1.36	Appoint (and remove) Clerk to Trust Board		A					
1.37	Appoint (and remove) Clerk to SIB		A					
1.38	Appoint (and remove) Clerk to Hub LGB / SIB					A		
1.39	Organise calendar of Trust Board and Hub LGB meetings		A	C	R	C	C	Board required to meet at least three times a year. Recommended to have 6 Hub LGB meetings per academic year
1.40	Register of business interests -Trustees and Executive Team		A	C	C			Clerk to Board to maintain
1.41	Establish and maintain Trust register of business interests for Hub LGB / SIB					A	C	Hub LGB / SIB Clerk to maintain
1.42	Establish a Trustees' and Governors' Expenses Policy		A	R/I	C	C/I	C	
1.43	Provision for disadvantaged pupils, including those receiving pupil premium and those on the SEND register					A/E	C/I	Annual report to Hub LGB from HT. Part of reporting to Board
1.44	Consider whether or not Hub LGB exercises delegation of functions to individuals or committees					A/I	C	
1.45	Regulate the Hub LGB procedures (where not set out in law)					A		

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
1.46	Trustee / Hub LGB / SIB Governor's Code of Conduct					I / E		Trust's Code of Conduct to be used Note - separate Code of Conduct for Trustees to reflect charity requirements
1.47	Complete annual Skills Audit and Governance Effectiveness Review – Trust Board		I / E					Led by Chair of Board
1.48	Complete annual Skills Audit and Governance Effectiveness Review – Hub LGB / IB					I / E		Led by Chair of Hub LGB / SIB
<b>2. TRUST AND SCHOOL PERFORMANCE AND STANDARDS</b>								
2.1	Trust Strategic Plan		A	R**	C	C	C	** in conjunction with Trust Development Lead
2.2	Appoint an School Improvement Board (SIB) for schools below Ofsted grading of Good or Outstanding		A					Chair of SIB provides monthly progress reports to Exec and to Board
2.3	Develop and monitor a rolling 3 year school development plan incorporating a detailed 1 year plan					A	I / E**	School Strategic Plan to be consistent with Trust Strategic Plan ** in conjunction with Trust Development Lead
2.4	Ensuring the school provides at least a Good level of education to all pupils.					A / E	I	Part of CEO's report to Board
2.5	Ensuring at least Good school progress and standards.					A / E	I	Part of CEO's report to Board
2.6	Set and publish Pupil Achievement Performance Targets		A			E	R / I	Hub LGBs report progress against targets termly to Board
2.7	Annual School Performance Review					E	I	Summary report to Board
2.8	EYFS Policy, EYFS Plan and Quality of Provision					A / E	R / I	To be consistent across Trust
2.9	Curriculum Policy, implementation and review in the light of any changes to national policies		A		C	C / E**	R / I	** Hub LGB / SIB to review annually, reporting to Board
2.10	Teaching & Learning Policy					A / E	R / I	
2.11	SEND Policy		A	R		R / E	C / I	
2.12	SEND Plan and Quality of Provision					E	I**	** in conjunction with Trust Development Lead

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
2.13	Supporting pupils with medical conditions					E	A	
2.14	Sex Education policy and implementation		A		C	C/E	R/I	
2.15	Vocational Policy					A/E	R/I	
2.16	Religious Education Policy		A			C/E	R/I	
2.17	Collective Worship Policy		A*			C/E	R/I	
2.18	Maintain teaching standards					E*	I	* Annual report to Board
2.19	Determination of which subject options are to be taught, given the available resources					A	R/I	
2.20	Responsibility for each child's education					E	I	
2.21	Monitor for any political indoctrination					E		
2.22	Accessibility plan					A/E	R/I	
2.23	Transport plan					A/E	R/I	
2.24	Home-school agreement document					E	A/I	
2.25	Single Central Record of recruitment and vetting checks					E	A/I	Hub LGB Safeguarding Governor to complete termly audit of SCR with report to Trust Safeguarding Lead termly
2.26	FOI request policy		A		R	E	I	All requests to be reported to CEO
2.27	School Staff Development Plan					A	R/I	
2.28	Trust Inset Days (Trust Minimum)				A		R/I	
2.29	School information published on a website					A	I/E	
<b>3. POLICIES AND PROCEDURES</b>								
3.1	Trust Vision and Ethos		A	R*	C	C	C	*in conjunction with Trust Development Lead
3.2	Trust icon and branding		A	R	C	C	C	
3.3	Admissions Procedure		A					All pupils admitted via Local Authority procedures - IYFAP referrals and Schools' SLAs
3.4	Allocation of places						A/I	
3.5	Admissions Appeals							N/A
3.6	School times					A	R/I	Consistency across Trust

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
3.7	School terms and holidays					A	R / I	Consistency across Trust via Headteacher Operational Group
3.8	Change / expansion of school age range		A		C	C	R / I	
3.9	Expansion of school (PAN or NOR)		A		C	C	R / I	
3.10	Extension of school provision (Nursery)		A		C	C	R / I	
3.11	Complaints Policy		A	R / E	C	C / I	C	
3.12	Complaints Appeals					A*	R	* Panel from Hub LGB
3.13	Complaints Appeals when investigated by Hub LGB / SIB			A*		R		* Panel from Exec Team or Board
3.14	Attendance Policy and Plan			C	C	A	R / I	Consistency across Trust via Headteacher Operational Group
3.15	Single Equality Act Policy (information and objectives) at Trust level and implement via schools' Equality Action Plan		A		R	C / E	C / I	
3.16	GDPR policy		A	R	C	C / E	C / I	
3.17	Data Protection Officer			A				Trust wide appointment - external
3.18	Child Protection Policy including Prevent Duty		A			A* / E	R / I	*Trust framework policy to be customised by each School. Termly monitoring plus annual report to HUB LGB. Report to Board as necessary
3.19	Child Protection Procedures for dealing with allegations of abuse against staff including referral to LADO					A	R	HT to inform Hub LGB / SIB Safeguarding Lead and Trust Safeguarding Lead
3.20	Relational Behaviour Policy		A	C	R	A* / E	R / I	*Trust framework policy to be customised by each school to suit their specific circumstances
3.21	Short-term Exclusion					E	A / I	
3.22	Return after short-term exclusion					E	A / I	
3.23	Permanent Exclusions		C*		C*	A	R / I	*Hub LGB to inform CEO and Board
3.24	Appeals against Permanent Exclusions		A					May involve external panel

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
3.25	Review any Permanent Exclusions and Fixed Term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination					A / E	R / I	Hub LGB / SIB to report to the Board
3.26	Review the level of exclusions in each school					E	I	Termly monitoring with report to Hub LGB / SIB and Board
3.27	Acceptable Use Policy			C		A / E	R / I	Acceptable Use consistent across schools
3.28	Social Media Policy			C		A / E	R / I	Social Media consistent across schools
3.29	School prospectus					A	R / I	
3.30	School website					A	R / I	
3.31	School icon & branding					A	R / I	
3.32	School uniform – where in place					A	R / I	
3.33	Charging Policy			C		A*	R / I	*Consistency needed across Trust. HT Operational Group consulted
3.34	School Trips Policy			C		A*	R / I	*Consistency needed across Trust. HT Operational Group consulted
3.35	Extended services on-site					A	R / I	
3.36	Pupil Premium Policy and implementation			C	E	A*	R / I	*Consistency needed across Trust. Trust Development Lead in consultation with HT Operational Group
3.37	PE and Sport Development Plan and implementation			C	E	A*	R / I	*Consistency needed across Trust. Trust Development Lead in consultation with HT Operational Group
3.38	Ensure the school meals, where provided, are nutritious and value for money						A / I	
3.39	Ensure the provision of FSM to qualifying pupils						A / I	
<b>4. HR POLICIES AND PROCEDURES</b>								
4.1	Safety, Health and Wellbeing Policy		A	R	C	C / E	C / I	Trust framework policy to be customised by each school. Board and HUB LGB's have H&S Lead Governor
4.2	Whistleblowing Policy		A	R	C	C	C / I	
4.3	Pay & Remuneration Policy		A	R	C	C	C / I	Consultations as required

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
4.4	Job Role Salary & Grading Policy			C	C	A / E	R / I	Consistency needed across Trust
4.5	Changes to Employee Terms & Conditions or Collective Agreements		A	R	C	C/E	C/I	
4.6	Adoption of Transferring Policies and Collective Agreements		A					
4.7	Performance Management & Appraisal Review Policy		A		R / E / I***	R / E / I*	R / E / I**	* Headteacher ** schools staff *** any full time central staff
4.8	CEO Performance Pay Award		A					
4.9	Headteacher Performance Pay Awards			A*		R / I		*Panel comprising two Trustees, including the Chair plus an external advisor
4.10	Teachers Annual Pay Award					A	R / I	
4.11	Support Staff Annual Pay Award					A	R / I	
4.12	Individual Performance Pay Awards, schools			C		A	R / I	
4.13	Individual Performance Pay Awards, full time central trust			A	R / I			
4.14	Decisions/appeals arising out of pay policies		A			A*		* delegated to relevant Hub LGB / SIB for any other staff appeals.
4.15	Disciplinary Policy		A	R		C / E	C / I	
4.16	Grievance Policy		A	R		C / E	C / I	
4.17	Capability Policy		A	R		C / E	C / I	
4.18	Re-structuring & Redundancy Policy		A	R		R	C / I	
<b>5. STAFFING</b>								
5.1	Suspension (and return after suspension) of CEO		A					
5.2	Dismissal of CEO		A					
5.3	Headteacher appointments		A	C	C	R / I		Selection panel from relevant Hub LGB / SIB plus representation from Board
5.4	Senior Leadership appointments					A	R / I	Selection panel where appropriate from relevant Hub LGB / SIB
5.5	Teaching and support staff appointments including Supply and Agency staff					C	A / I	Consultation with relevant Hub LGB / SIB for teaching appointments



Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
5.6	All matters regarding the employment of school based teaching and all support staff e.g .contract variations			C	C	A	R / I	Relevant Hub LGB / SIB to inform Board of suspensions
5.7	All matters regarding the employment of full time central Trust staff (shared services and central administration)			A	R / I			School staff seconded part time to complete Trust wide duties remain part of relevant school staff – see entries above
5.8	Annual Appraisal and Performance management of Headteacher					A / R		Panel to comprise Chair of Board, Chair of relevant Hub LGB / SIB and independent external advisor. Board, excluding Chair of Board, to hear any appeal.
5.9	Annual Appraisal and Performance management of all other school staff					E	A / I	Annual report to the Hub LGB / SIB
5.10	Annual Appraisal and Performance management of full time central staff			E	A / I			School staff seconded part time to complete Trust wide duties remain part of relevant school staff – see entries above
5.11	Suspension (and return after suspension) of Headteacher			C		A / R		
5.12	Dismissal of Headteacher		A	C		R		Appeal Committee to comprise Board members
5.13	Suspension (and return after suspension) of SLT					C	A / I	
5.14	Dismissal of SLT					C	A / I	
5.15	Suspension (and ending suspension) of teaching and support staff					C	A / I	
5.16	Dismissal of teaching and support staff					C	A / I	
5.17	Dismissal of other school based staff					C	A / I	
5.18	Determining staff complement, structure and grades in each school					A	R / I	Relevant Hub LGB / SIB on recommendation of the HT
5.19	Determining staff complement, structure and grades – full time central Trust services			A	R / I			School staff seconded part time to complete Trust wide duties remain part

		Level of Delegation						of relevant school staff
<b>Id.</b>	<b>Task / Activity</b>	Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	<b>Comments</b> * includes CEO as member
5.20	Determining dismissal payments/ early retirement (school based staff)					A	R / I	Consistent with Trust HR policy
5.21	Determining dismissal payments/early retirement (Trust central staff)			A	R			Consistent with Trust HR policy
5.22	Formal meetings for school based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment			I		A	R/ I	Ensure Executive Team are kept informed
5.23	Headteacher has a grievance			C		A		Consistent with Trust Grievance Policy
5.24	Formal meetings for full time central shared service staff re discipline, sickness absence, capability, grievance adjustment			A	R / I			School staff seconded part time to complete Trust wide duties remain part of relevant school staff
5.25	Formal warnings and dismissal decisions				A**	A***	A*	*Headteacher for school staff ** CEO for full time central staff.(Except where dismissal involves the Headteacher in which case ***Relevant Hub LGB / SIB) Consistent with Trust Disciplinary Policy
5.26	Determine application from employee for special leave for revision etc.					E	A	Line manager
5.27	Staffing adjustment decision to consult -school staff; consider response					A	R / I	
5.28	Staffing adjustment decision to consult - full time central staff; consider response			A	R / I			
5.29	Redundancy of staff		A			R	R / I	
5.30	Restructuring of staffing			C	C	A	R / I	
5.31	Contracts of Employment - maintain files						I**	**Business Manager / Bursar / School Headteacher
5.32	Payroll Processing						A* / I**	**Business Manager / Bursar Any anomalies should be authorised by the Trust Financial Lead. * New staff can only be added to the

								payroll with the express authorisation of the School's Headteacher.
		<b>Level of Delegation</b>						
<b>Id.</b>	<b>Task / Activity</b>	<b>Mems.</b>	<b>Trust Board</b>	<b>Exec. Team*</b>	<b>CEO</b>	<b>Hub LGB</b>	<b>HT</b>	<b>Comments</b> * includes CEO as member
5.33	Overtime Claims						A* / I**	** Business Manager / Bursar *School Headteacher
5.34	Staff Expenses and reimbursements						A* / I**	**Business Manager / Bursar *School Headteacher see RoFR for details
<b>6. FINANCIAL GOVERNANCE</b>								
6.1	Trust & Academy Financial Regulations		A	R	C	C	C / I	Consistency across Trust via Trust Financial Lead
6.2	Trust & Academy Financial Procedures including Record of Financial Responsibility			A	C	C	C / I	Consistency across Trust via Trust Financial Lead
6.3	Appoint the auditors		A					
6.4	Trust Procurement Policy			A	C	C	C	Consistency across Trust via Trust Financial Lead
6.5	Trust 3 year Budget Plan		A	R	C	C	C	Consistency across Trust via Trust Development Lead and Trust Financial Lead
6.6	Trust 1 year Budget Plan		A	R	C	C	C	Consistency across Trust via Trust Financial Lead
6.7	Trust Monthly Management Accounts			A			C	Consolidated at Trust level by Trust Financial Lead to report to Board
6.8	Trust Annual Budget Forecast Return		A	R	S	C	C	CEO to sign and submit to the ESFA
6.9	Trust Interim Year End Accounts		A	R				Trust Financial Lead
6.10	Trust Annual Accounts		A	R	S			Trust Financial Lead
6.11	Trustees Report		A	R	S			
6.12	Establish and keep under review Trust Risk Register		A	R / E	C	C	C	Information from school Bursar / Business Managers
6.13	Response to Auditor's Management Letter		A	R				
6.14	Trust Accounts Return to ESFA		A	R	S	C	C	
6.15	Complete financial efficiency review across the Trust			E / I				
6.16	School 3 year Budget Plan					A	R	

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
6.17	School 1 year formal Budget Plan		A**	C		A*	R / I	*Hub LGB / SIB to approve draft to go to Board ** Board gives final approval
6.18	Monthly school income and expenditure against budget reports					A / E	R / I	Budget Holders, School Bursar / Business Manager Consolidated by Trust Financial Lead to report to Board
6.19	Interim/revised budget plans		A**	C		A*	I / E	* Minor revisions ** Major revisions
6.20	School Interim Year End Accounts					A	R / I	School Bursar / Business Manager Collated by Trust Financial Lead to report to Board
6.21	Complete financial efficiency review within the school					E	I	Lead by School Bursar / Business Manager with input into 6.13
6.22	Financial Benchmarking - annually			E**			I / E	** Trust Financial Lead
<b>7. FINANCIAL AUTHORISATION</b>								
7.1	Sales Invoices - Up to £175,000						A / I*	* delegated to school Bursar / Business Manager
7.2	Sales Invoices – Over £175,001			A* / I				* delegated to Trust Financial Lead
7.3	Expenditure or contracts up to Lower Limit						A / I*	* delegated to school Bursar / Business Manager see – RoFR for details and limits
7.4	Expenditure or contracts from Lower Limit to Upper Limit			C**		A	R / I*	* delegated to school Bursar / Business Manager **consult with Trust Financial Lead see – RoFR for details and limits
7.5	Expenditure or contracts from Upper Limit to OJEU limit			A**	C	R / I*	C	* delegated to school Bursar / Business Manager **consult with CFO see – RoFR for details and limits
7.6	Expenditure over OJEU thresholds		A	C** / I		R	C	OJEU thresholds 2018 figures - Service and Supplies for non gov. orgs. £181,302; Small Lots £65,630

								**consult with CFO see – RoFR for details and limits
		<b>Level of Delegation</b>						
<b>Id.</b>	<b>Task / Activity</b>	<b>Mems.</b>	<b>Trust Board</b>	<b>Exec. Team*</b>	<b>CEO</b>	<b>Hub LGB</b>	<b>HT</b>	<b>Comments</b> * includes CEO as member
7.7	Liabilities, disposals (Under £1,000) or write off of stock, assets or debts up to £5,000			A**		R	C	** CFO 1% of total annual income per single transaction. Anything above these limits must be approved by Executive Team - see RoFR for details
7.8	Liabilities, disposals (Over £1,001) or write off of stock, assets or debts £5,001 up to £45,000 (AFH limit)		A	R	S	C	C	Anything above 1% of annual income or £45,000 must be approved by Secretary of State through the ESFA Cumulatively, 5% of total annual income in any one financial year per category of transaction - see RoFR for details
7.9	Compensation payments up to £50,000		A	R		C	C	
7.10	Virements - Up to £5,000					C	A**	** can delegate to Business Manager / Bursar
7.11	Virements - £5,001 to £20,000			A/C**				** delegated to Trust Financial Lead
7.12	Virements - Over £20,001		C	A				
7.13	Intra Company Bank Transfers - Up to £200,000						A / I**	** delegated to Business Manager / Bursar/ Trust Financial Lead
7.14	Intra Company Bank Transfers - Over £200,001			A / I**				** delegated to Executive Team/ CFO
7.15	Intra-company recharges - Up to £200,000			A / I**				** delegated to Trust Financial Lead
7.16	Intra-company recharges - Over £200,001			A / I**				** delegated to Executive Team
7.17	Payment by cheque, BACs or Faster Payment - Up to £150,000 (includes Standing orders and direct debits)						A / I**	**Business Manager / Bursar and authorised by School Headteacher Two authorised signatures required – see RoFR for details All Faster Payments must have the prior authorisation of the CFO

Id.	Task / Activity	Level of Delegation						Comments * includes CEO as member
		Mems.	Trust Board	Exec. Team*	CEO	Hub LGB	HT	
7.18	Payment by cheque, BACs or Faster Payment - Over £150,001 (includes Standing orders and direct debits)			A / I**				** Trust Finance Lead Three authorised signatures required – see RoFR for details All Faster Payments must have the prior authorisation of the CFO
7.19	Purchasing Card			A**			A*	*Business Manager / Bursar **Trust Financial Lead Single Transaction Limit: £500 per card Monthly Limit: £2,000 per card see RoFR for details
<b>8. FINANCIAL MANAGEMENT</b>								
8.1	Charging and remissions policy					A	I / E	Trust Financial Lead to Report to Board on effectiveness of this policy
8.2	Enter into contracts		A			A*	I	As per Finance Manual and Trust Finance Policy * To maximum allowable level; otherwise refer to Board
8.3	Make payments					A	I	As per Finance Manual and Trust Finance Policy
8.4	Miscellaneous financial decisions					A		As per Finance Manual and Trust Finance Policy
8.5	Capital Programmes		A	C		A* / R	I / E	* To maximum allowable level; otherwise refer to Board
8.6	Income generation					A / E	I	Income generated belongs to the HUB LGB and thence to the individual school
8.7	Collection and receipt of cash and cheques						A** / I	** Business Manager / Bursar / Finance Assistant in conjunction with Trust Finance Lead
8.8	Banking of cash and cheques						A** / I	Business Manager / Bursar / Finance Assistant in conjunction with Trust Finance Lead
		<b>Level of Delegation</b>						

<b>Id.</b>	<b>Task / Activity</b>	<b>Mems.</b>	<b>Trust Board</b>	<b>Exec. Team*</b>	<b>CEO</b>	<b>Hub LGB</b>	<b>HT</b>	<b>Comments</b> * includes CEO as member
8.9	Reconciliation of bank accounts						A / I**	** Business Manager / Bursar/ Trust Financial Lead
8.10	Petty cash transactions						A / I**	** Financial Assistant / Business Manager / Bursar Maximum Petty Cash Held On-Site(In-Hand): £500 Maximum Individual Payment: £100
8.11	Income collected via 3rd party organisations (e.g. Parent Pay)						A / I**	** Business Manager / Bursar / Trust Financial Lead - see RoFR for details
8.12	Trust Balance Sheet Reserves - Up to £50,000			A		R	C / I	see – RoFR for details
8.13	Trust Balance Sheet Reserves - Between £50,001 and £250,000		A	R		C	C/I	see – RoFR for details
8.14	Trust Balance Sheet Reserves - Over £250,001		A	R		C	C/I	see – RoFR for details
8.15	Investments					E	I	Where appropriate Trust will operate high interest account to hold reserves
<b>9. ASSETS</b>								
9.1	Buildings insurance and personal liability		A					RPA membership in place for all schools for 2018-2019
9.2	Estate Management Strategy or master plan and contributing as required to Trust Asset Management Planning arrangements		A	R	C	C	C** / I*	* delegated to school Bursar / Business Manager ** in conjunction with Trust Development Lead
9.3	Procuring and maintaining buildings including developing a properly funded maintenance plan		A	R	C	C	C / I*	* delegated to school Bursar / Business Manager
9.4	Ensure H&S regulations are followed						I* / E	* delegated to school Bursar / Business Manager or school H&S Lead
9.5	Trust Asset Management Policy & Plan		A	R	C	C / E	C / I	
9.6	Commissioning of repairs or works up to £10,000						A	
9.7	Commissioning of repairs of works from £10,001 to £49,999			A		C	R	
9.8	Commissioning of repairs of works over £50,000		A	R		C	C	
<b>Level of Delegation</b>								
<b>Id.</b>	<b>Task / Activity</b>	<b>Mems.</b>	<b>Trust Board</b>	<b>Exec. Team*</b>	<b>CEO</b>	<b>Hub LGB</b>	<b>HT</b>	<b>Comments</b> * includes CEO as member

9.9	Purchase or sale of any freehold property		A	R**				** delegated to CFO ESFA approval required
9.10	Granting any leasehold or tenancy agreement		A	R**				** delegated to CFO ESFA approval required
9.11	Taking up any leasehold or tenancy agreement for more than three years		A	R**				** delegated to CFO ESFA approval required
9.12	Fixed Asset Register			I*			I**	**Business Manager / Bursar *Trust Financial Lead - see RoFR for details
9.13	Inventory discrepancies - Under £500						I**	**Business Manager / Bursar Discrepancy reported to LGB / SIB.
9.14	Inventory discrepancies - Under £500						I**	**Business Manager / Bursar Discrepancy reported to Trust Finance Lead.