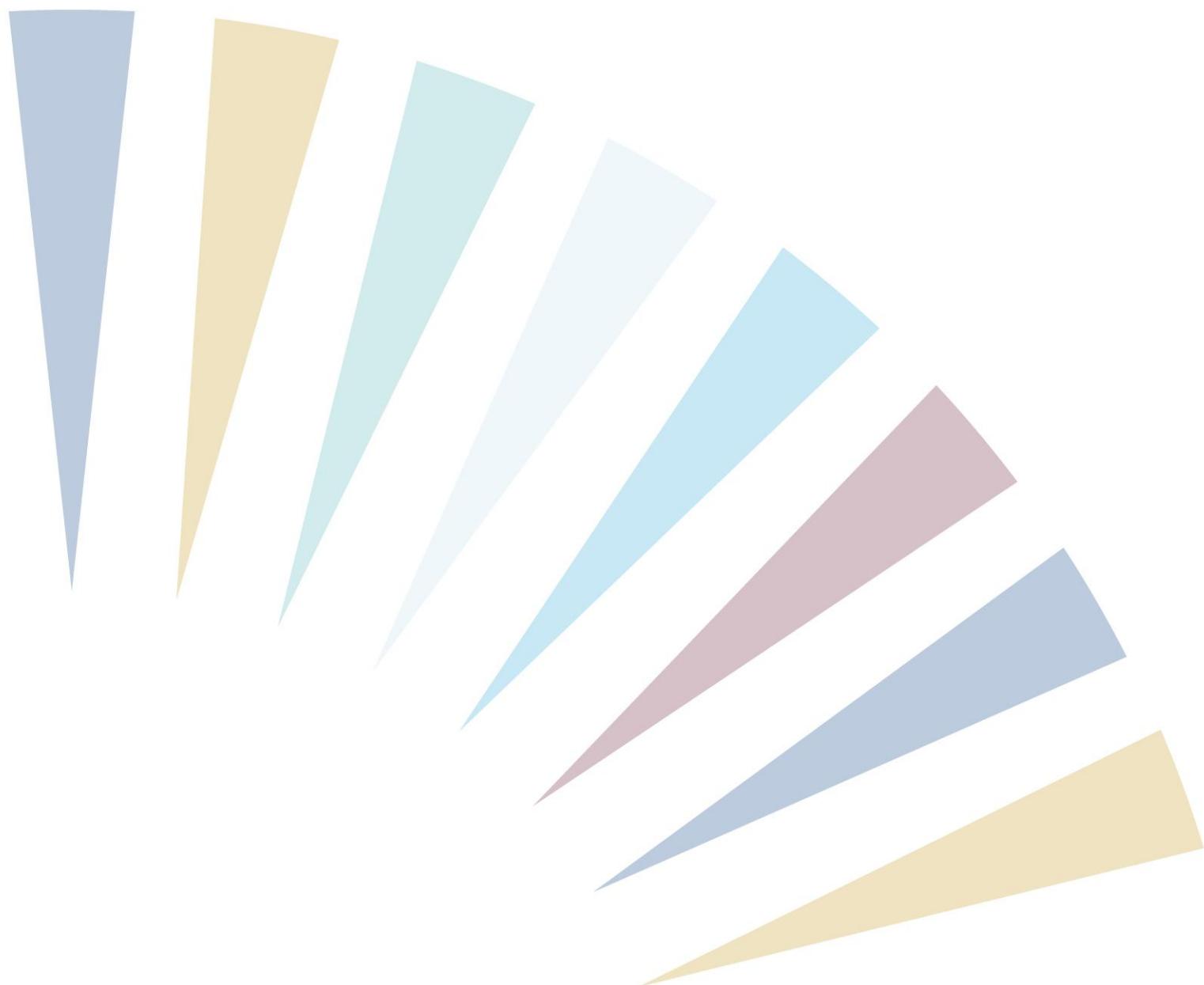




CORPUS CHRISTI
We are His body, living and learning as one.

SCHEME OF DELEGATION



| Document Record | |
|--------------------|---|
| Policy title | Scheme of Delegation |
| Date approved | April 2022 |
| Approved by | Directors (Finance & Resources) |
| Purpose of policy | This policy sets out the scheme of delegation |
| Author | CFOO |
| Review period | As required |
| Date last reviewed | July 2025 |

This policy will be published on the Trust's website

SUMMARY OF DELEGATED AUTHORITIES

| Delegated Duty | Value | Delegated Authority | Handbook |
|---|--------------------|--|----------|
| Approve orders | <£10,000 | Business Manager | 2.1.9(i) |
| Award Contracts | <£100,000 | Headteacher, CEO, SFO | 2.1.7(d) |
| Approve virement | >£100,000 | Local Governing Body makes recommendation to F&R | 2.1.4(e) |
| Authorise payment | | | |
| Approve journals | >£100,000 | Finance & Resources Committee | 2.1.2(e) |
| Approve <u>temporary</u> changes to the Staffing Establishment | <£20,000 | Headteacher | 2.1.4(f) |
| | >£20,000, <£50,000 | Local Governing Body (temporary changes) | 2.1.4(f) |
| All permanent changes must be minuted as endorsed by the LGB and approved by the F&R | >£0 | Local Governing Body makes recommendation to Finance & Resources Committee for all permanent changes | 2.1.4(f) |
| Bank Account transactions (other than payroll) | <£200,000 | Any 2 signatories on the Mandate | 23.5(a) |
| | >£200,000 | As above, plus CEO, SFO | 23.5(b) |
| Payroll Authorisation | Any value | Headteacher, CEO, SFO | 13.5 |
| Quotations | <£5,000 | Catalogue price list | 16.4 |
| | >£5,000 | Three written quotes | 16.4 |
| | >£50,000 | Tendering process | 17.13 |
| | >£181,000 | OJEU | 17.14 |
| Disposal of Assets | <£1,000 | Headteacher | 30.1 |
| | >£1,000 | Competitive offers | 30.1 |
| | >£5,000 | Three written offers | 30.1 |
| | >£20,000 | Finance & Resources Committee | 30.2 |
| Sale of land | Any value | Secretary of State | 30.6 |
| Write-off of bad debt | <£500 | Headteacher | 22.5 |
| | <£5,000 | Finance & Resources Committee | 22.5 |
| | >£5,000 | ESFA | 22.6 |
| Signing Grant Claims | <£10,000 | Business Manager, SFO | 20.3 |
| | >£10,000 | Any 2 of Headteacher, CEO, SFO | 20.3 |
| Petty cash | <£500 | Business Manager | 25.1 |
| | <£1,000 | Headteacher | 25.1 |
| | >£1,000 | Prohibited | 25.1 |

Shaded area are fixed values. The non-shaded are maximum limits set by the Executive. Heads may determine lower values.

SUMMARY OF FREEDOMS AND DELEGATIONS GRANTED BY ESFA

| Area | Activity | Delegation | Handbook |
|---|---|--|-----------------|
| Novel, contentious and repercussive | Novel, contentious and repercussive transactions | ESFA agreement <u>must</u> be obtained prior to commitment | Para 5.5 |
| Write-offs and liabilities (up to a maximum ceiling of £25,000) | Writing-off debts and losses Entering into guarantees, indemnities or letters of comfort | ESFA agreement <u>must</u> be sought if value exceeds • 1% of annual income or £45,000 individually, or • 2.5% or 5% of annual income cumulatively | Para 5.18, 5.19 |
| Acquisition and disposal of fixed assets | Acquiring freehold land or buildings | ESFA agreement <u>must</u> be obtained | Para 5.22, 5.23 |
| | Disposing of freehold land and buildings | ESFA agreement <u>must</u> be obtained | |
| | Disposing of heritage assets | ESFA agreement <u>must</u> be obtained | |
| | Other asset disposals | Trust has full discretion | |
| Entering into Lease arrangements | Taking up a Finance Lease | ESFA agreement <u>must</u> be obtained | Para 5.25, 5.26 |
| | Taking up a leasehold on land and buildings | ESFA agreement <u>must</u> be obtained if terms is 7 years or more. | |
| | Taking up any other lease | Trust has full discretion | |
| | Granting a lease on land and buildings | ESFA agreement <u>must</u> be obtained | |
| General Annual Grant (GAG) | GAG Carry forward GAG Pooling | Trust has full discretion Trust has full discretion | Para 5.28, 5.29 |
| Borrowing | Loan, overdraft | ESFA agreement <u>must</u> be obtained | Para 5.32 |
| | Credit Cards (for business use) | Trust has full discretion providing charges are not incurred | |
| Related Party Transactions | Supplies to the Trust from related parties | ESFA agreement <u>must</u> be obtained if over £20,000 individually or cumulatively in one year | Para 5.41 |