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## 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)
<b>All</b> 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	<£200,000	Any 2 signatories on the Mandate	23.5(a)
(other than payroll)	>£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 <b><u>must</u></b> 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 <b><u>must</u></b> be sought if value exceeds <ul style="list-style-type: none"> <li>• 1% of annual income or £45,000 individually, or</li> <li>• 2.5% or 5% of annual income cumulatively</li> </ul>	Para 5.18, 5.19
Acquisition and disposal of fixed assets	Acquiring freehold land or buildings	ESFA agreement <b><u>must</u></b> be obtained	Para 5.22, 5.23
	Disposing of freehold land and buildings	ESFA agreement <b><u>must</u></b> be obtained	
	Disposing of heritage assets	ESFA agreement <b><u>must</u></b> be obtained	
	Other asset disposals	Trust has full discretion	
Entering into Lease arrangements	Taking up a Finance Lease	ESFA agreement <b><u>must</u></b> be obtained	Para 5.25, 5.26
	Taking up a leasehold on land and buildings	ESFA agreement <b><u>must</u></b> 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 <b><u>must</u></b> be obtained	
General Annual Grant (GAG)	GAG Carry forward	Trust has full discretion	Para 5.28, 5.29
	GAG Pooling	Trust has full discretion	
Borrowing	Loan, overdraft	ESFA agreement <b><u>must</u></b> be obtained	Para 5.32
	Credit Cards 9for business use)	Trust has full discretion providing charges are not incurred	
Related Party Transactions	Supplies to the Trust from related parties	ESFA agreement <b><u>must</u></b> be obtained if over £20,000 individually or cumulatively in one year	Para 5.41