

Scheme of Delegation St Stephen's Junior School
July 2026

Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
Governance framework: People	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees: appoint to committees when elected		✓		
	Trustee Board chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Academy committee chairs: appoint and remove			✓	
	Clerk to board: appoint and remove		✓		
Governance framework: Systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓	✓	

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
	Self-review of trust board and committees: complete annually		✓		
	Chair's performance: carry out 360° review periodically		✓		
Governance framework: Reporting	Publish governance arrangements on schools' website: ensure				✓
	Annual report on the performance of the trust: submit to members and publish		✓	C	
	Annual self-review/triannual external review of board effectiveness: submit to members		✓	C	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		
	ESFA required reports and returns submit				✓
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓		
	Determine school level policies: approve				✓
	Management of risk: establish register, review and monitor		✓	✓	
	Engagement with stakeholders: ensure		✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓		
	Accounting officer: appoint and dismiss		✓		
	HTs: appoint and dismiss		✓		
	Budget plan to support delivery of trust key priorities: agree		✓		
	Trust's staffing structure: agree		✓	✓	✓

Governance function		Members	Full Board of Trustees	Academy Sub committees	Headteacher Accounting Officers
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	
	Performance management of HTs: undertake			✓	
Financial oversight	External auditors: appoint	✓			
	Chief financial officer: appoint		✓		
	Trust's scheme of financial delegation: establish, monitor and review		✓		
	External auditors' report: receive and respond		✓		
	Headteachers' pay award: agree			✓	
	Staff appraisal procedure and pay progression: review and agree		✓		
	Benchmarking and trust wide value for money: ensure robustness		✓	✓	
	Monitoring budget: agree reporting		✓	✓	
Sub Committees	Pay/Personnel/HR: delegated authority – See individual Terms of Reference		✓		
	Finance, Audit and Risk: delegated authority – See individual Terms of Reference				
	Quality of Teaching: delegated authority – See individual Terms of Reference				

Table of delegated authority

	Full Board of Trustees	Finance, Audit and Risk Committee	Head Teacher/Accounting Officers	Finance Manager/CFO	School Manager	Budget Holders
Spending Decisions						
Authorise appointment of staff, within budget	R	R	✓			
Authorise spending: routine, recurrent items			✓	✓		
Authorise spending on approved, costed items provided in current year's budget			✓	✓		✓
Authorise/Oversight of spending on other items (non-routine/not identified in plan)/other capital or financial projects. Below public procurement thresholds (PPT)	✓ £40,001 – PPT	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Open tenders	✓ £40,001 - PPT	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Accept tenders	✓ £40,001 - PPT	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Evaluate tenders	✓	✓	✓			
Requisition of orders				✓	✓	✓<£1000
Receive goods			✓	✓	✓	✓
Verify/Approve invoices			✓	✓	✓	✓
Authorise petty cash payments			✓≤£1000	✓≤£500	✓≤£100	✓≤£50
Bank transfers/Bacs/Payment authority			✓	✓	✓	
Ensure correct attribution of costs			✓S	✓		✓
Income						
Approve write-offs	✓>£10,000	✓<£10,000	✓≤£5000	✓<£1000		
Income invoice approval		✓£20,000	✓£10,001-£20,000	✓<£10,000		
Signs for DFE Grant claims			✓	✓		
Virement						
Authorise virement	✓>£40,001	✓£20,001-£40,000	✓<£20k			
Asset protection						
Security of property			✓S	✓		✓

Disposal of Assets authorisation	✓ >£10,000	✓ >£5000	✓ £1000-£5000	✓ <£1000		✓ <£100
Security of cash			✓ S	✓	✓ A	
Data protection registration				✓	✓	
Compliance with data protection rules			✓ O	✓	✓	✓
Maintain back-up of data			✓ O	✓	✓	
Maintain security of data			✓ O	✓	✓	✓
Maintenance of inventories				✓	✓	✓
Comply with Financial Regulations	✓	✓	✓	✓	✓	✓
Comply with Minimum Standards	✓	✓	✓	✓	✓	✓
Ensure separation of duties			✓	✓ A	✓ A	A
Ensure internal controls operate correctly			✓	✓	✓	A
Ensure Governors' policies are complied with	✓	✓	✓	✓	✓ (+Clerk)	✓
Annual Revenue Budget						
Prepare			✓	✓		
Approve		✓	✓	✓		
Monitor	R	✓	✓	✓		
Register of interests						
Maintain				✓ A	✓ (Clerk)	

✓ = Does S = Supervises O = Oversees A = Assists as necessary R = Receives Report

Authorisation levels

Delegated duty	Value	Delegated authority
Virements between and within budget heads (all reported to the Finance Committee)	Up to £20,000	Head Teacher
	£20,001 to £40,000	Finance, Audit and Risk Committee and reported to FGB
	Over £40,001	Full Trustee Board
Bank account transfers and cheque / BACS payment authorisation	Up to £100,000	2 signatures (Head Teachers, Finance Manager, School Manager)
	£100,001 and up to £300k	As above, but one Trustee must document approval
	Over £300k	If movement to new account, require full FTB approval.
Requisitions for orders / Invoice approval	Up to £1000	Budget Holder and Finance Manager
	Up to £10,000	Finance Manager
	Up to £20,000	Finance Manager and Headteacher
	Up to £40,000	Finance Manager, Headteacher and F,A,R
	Over £40,000	In line with Quotations and Tendering procedures below and involving F,A,R and reported to Full Trustee Board as appropriate
Quotations and tendering	Order value over £5,000 - £10,000	Minimum of three quotes to be obtained by Finance Manager, School Manager, HT or Budget Holder
	£10,001 -£20,000	Minimum of three quotes to be obtained by Finance Manager, School Manager, HT or Budget Holder – authorised by Headteachers
	£20,001 -£40,000	Minimum of three quotes to be obtained by Finance Manager, School Manager, HT or Budget Holder – authorised by FAR

	£40,001 – below public procurement threshold	Formal tendering process approved at FTB
	Over public procurement threshold	Compliant bidding process in conjunction with the Procurement Act 2023
Authority to accept other than lowest quotation	Any	Finance, Audit and Risk Committee
Disposal of assets	Up to £10,000	Finance, Audit and Risk Committee
	Over £10,000	Full Trustee Board
	Any capital asset or group of assets paid for with DFE income over £20,000	Any amount disposed of via capital grants require the approval of the Secretary of State.
Write-off of bad debts	Up to £1000	Finance Manager
	Up to £5000	Finance Manager and Headteacher
	Over £5000	Finance, Audit and Risk Committee reported to Full Trustee Board
Signatories for grant claims / DFE returns	Any	Finance Manager and Accounting Officers, Trustee as required
Income invoice approval	Up to £10,000	Finance Manager
	£10,001-£20,000	Finance Manager and Headteacher
	Over £20,000	As above plus Finance, Audit and Risk Committee
Contracts/Service Lease Agreements – up to 1 year	Up to £10,000	Finance Manager
	£10,001-£20,000	Finance Manager and Headteacher
	Over £20,000	As above plus Finance, Audit and Risk Committee
Contracts/Service Lease Agreements – over 1 year (total contract value)	Up to £10,000	Finance Manager
	£10,001-£20,000	Finance Manager and Headteacher
	£20,001-£40,000	As above plus Finance, Audit and Risk Committee

	Over £40,000	As above plus Full Trustee Board
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