Scheme of Delegation   St Stephen's Junior School
July 2025

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/ Chief Financial Officer	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	✓ >£40,001	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Open tenders	✓ >£40,001	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Accept tenders	✓ >£40,001	✓ £20,001 -£40,000	✓ £10,001 - £20,000	✓ <£10,000		
Evaluate tenders	✓	✓	✓			
Requisition of orders				✓	✓	✓<£1k
Receive goods			✓	✓	✓	✓
Verify/Approve invoices			✓	✓	✓	✓
	Board of Governors	**Finance Committee**	**Head Teacher**	**Finance Officer**	**Office Manager**	**Budget Holders**
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	✓>£50k	✓£20k-50k	✓<£20k			
Asset protection						
Security of property			✓S	✓		✓
Disposal of Assets authorisation	✓ >£10k	✓>£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 - £214,913	Formal tendering process approved at FTB
	Over £214,914	Public Contracts Regulation 2015 compliant bidding process
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