

**HAMSTEAD HALL ACADEMY TRUST
SCHEME OF DELEGATION**

This Scheme of Delegation sets out the delegated powers between the Board of Directors, the Local Governing Body, Sub-Committees, Executive Principals and Heads of School.

The delegated powers are broken down into different levels. The delegated autonomy is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education (DfE), Education Funding Agency (EFA) and The Academies Financial Handbook (AFH).

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Consult (C)
- Implement (I)

	Key: BoD – Board of Directors, EPs – Executive Principals, LGB, Local Governing Body, SC – Sub-Committees, HoS – Heads of School, DoF - Director of Finance, BM – Bus. Manager, EFSC – Environment/Finance/Staffing Committee	BoD	EPs	LGB	SC	HoS	Comments
1	Governance						
1.1	Academy Trust’s Scheme of Delegation	A	R/I		C	I	
1.2	HHAT Articles of association and LGB Terms of Reference	A	R	C/I	I		
1.3	Setting the vision / aims of the Trust	A / I	C/R	C	C		
1.4	Appointment and removal of Chair of Directors. (As per Articles of Association)	A					
1.5	Performance Review of Board of Directors	A					<ul style="list-style-type: none"> • Independent assessors and reported to Members annually.
1.6	Appointment and removal of Chair of LGB	A		R/I			
1.7	Appointment and removal of Vice Chair of LGB			A			
1.8	Appointment and removal of members of the LGB	A					<ul style="list-style-type: none"> • Clerking service will carry out process to appointment new governors
1.9	Performance Review of LGB	A					<ul style="list-style-type: none"> • Independent assessors and reported to Directors annually.
1.10	Formation of Sub-Committees	A					

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1.11	Appointment and removal of Clerk to Academy Trust	A		R	R		
1.12	Approve growth of MAT through new academies joining Trust	A	R				
1.13	Calendar of meetings	A	R	I	I		<ul style="list-style-type: none"> This will be produced in conjunction with the clerking service
2	Budget/Finance						
2.1	Comply with all obligations of the funding agreement including the academies financial handbook.	A			R		<ul style="list-style-type: none"> DoF in conjunction with the Academies Trusts Responsible Officer will review policies including feedback from external audits.
2.2	Trust Budget	A	C/I		R	C/I	<ul style="list-style-type: none"> DoF will prepare budgets for both academies with the assistance of the BM, EPs and HoS. This will be presented to the Environment, Finance & Staffing Committee (EFSC)
2.3	Monitoring of Trust budget	A	C/I		R	C/I	<ul style="list-style-type: none"> DoF and BM will monitor budget monthly and report to EPs and HoS
2.4	Trust & Academy Financial Procedures in place	A	C		R	C	
2.5	Trust Procurement policy	A	C		R		
2.6	Trust consolidated Financial Statements	A	C		R		
2.7	Trustee's Report	A	C		R		
2.8	Response to Auditor's Management Letter	A	C		R		
2.9	Financial Returns to EFA		A		R		<ul style="list-style-type: none"> DoF to complete and submit.
3.0	Ordering/paying for goods						
3.1	Contracts and SLA		R		A		<ul style="list-style-type: none"> All contracts and service level must be approved by the DoF and conform to finance procedures
3.2	Orders		A			I	Authorisation limits : <ul style="list-style-type: none"> BM up to £5,000 DoF up to £10,000

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							<ul style="list-style-type: none"> • EPs up to £50,000 • EFSC > £50,000
3.3	Payment of goods		A			I	<ul style="list-style-type: none"> • Payments should not be made until all goods have been received
3.4	2 cheque signatories		A				<ul style="list-style-type: none"> • Signatories can be HoS, DHoS, AHoS
3.5	Retaining and storing invoices and all records pertaining to orders		A			I	<ul style="list-style-type: none"> • DoF & BM to save systems in place for the safe and secure storage of documents
4	Financial Authorisation		A				<ul style="list-style-type: none"> • Following consultation with the DoF
4.1	Budget expenditure or contracts up to £5000					A	
4.2	Budget expenditure or contracts between £5000 and £10000					A	<ul style="list-style-type: none"> • Following consultation with the DoF and 3 independent quotes
4.3	Budget expenditure or contracts between £10000 and £50000		C		A	R	<ul style="list-style-type: none"> • Following consultation with the DoF and 3 independent quotes
4.4	Budget expenditure or contracts over £50000	A	C		R		<ul style="list-style-type: none"> • Must follow formal tendering process.
4.5	Disposal of assets		A		C	R	
4.6	Disposal or transfer of land and buildings	A	C		R		
4.7	Settlements/payments up to £50000	A	R			C	
4.8	Settlements/payments over £50000	A	R			C	<ul style="list-style-type: none"> • Following consultation with EFA and approval from the Secretary of State.
4.9	Capital projects – external funds	A	R		C		<ul style="list-style-type: none"> • Not involving use of Trust funds
5.0	Capital projects – Use of Trust Funds over £10000	A	C		R		<ul style="list-style-type: none"> • Board of Directors must ensure that due diligence has been carried out before approving and trust funds being spent
5.0	Taxation						
5.1	VAT regulations				A		<ul style="list-style-type: none"> • DoF and BM to report to EFSC regarding compliance with VAT regulations

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6.0	Audit						
6.1	Maintaining accurate, reconciled and up to date documents and records for audit purposes		I				<ul style="list-style-type: none"> DoF and BM to ensure all documents are in place
6.2	Receiving and actioning recommendations from audit reports	A	I		R		<ul style="list-style-type: none"> DoF & BM will present recommendations to EFSC
6.3	Maintaining a register of pecuniary interests for Directors	A	I				<ul style="list-style-type: none"> Clerk to academy trust to implement in conjunction with EPs
6.4	At least three quotations to be obtained for all orders between £5,000 and £50,000		I				<ul style="list-style-type: none"> This will be carried out by DoF and BM in line with Academy Trusts Financial Regulation Handbook
7.0	Staff Policies & Pay						
7.1	Pay policy	A	R			I	
7.2	Appraisal Policy	A	C		R	I	<ul style="list-style-type: none"> Policy will be shared with EFSC prior to approval by the BoD
7.3	Statutory Teacher & Support Staff annual pay awards	A					
7.4	Changes to Employee Terms and Conditions	A	R			I	
7.5	Appraisal and Pay Awards of EPs and HoS	A			R		<ul style="list-style-type: none"> Appraisals to be carried out by externally approved AIP/consultant EPs and HOS Performance Review Group to make recommendations of pay awards as per Terms of Reference document
7.6	Pay Awards for staff in line with appraisal policy		R	A			
7.7	Statutory policies	A	R			I	<ul style="list-style-type: none"> Safeguarding/Child Protection Policy Special Educational Needs Policy Staff discipline, conduct and grievance Supporting Pupils with Medical Needs

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8.0	Staffing						
8.1	Appointments		R		A	R	<ul style="list-style-type: none"> Recommendations for staffing appointments will be made to the EFSC
8.2	Head of School Appointment	A	R				
8.3	Dismissals	A	I			R	

April 2018