

Delegated Authorities

*If a school is judged to require improvement or is placed into special measures, the Board (AT) will apply a greater scrutiny over delegated authorities.

	Central Services				Academies *				
	AT 1	Com 2	CEO 3	CFO 4	AT 1	Com 2	CEO 3	LGB 4	P'pal 5
FINANCIAL									
approve annual budget & MTFP	X				X				
approve virements across schools/Central	X				X				
approve year end financial statements	X				X				
approve appointment RO/internal audit		Audit				Audit			
approve scope of work of internal audit / RO		Audit				Audit			
approve opening of bank accounts	X				X				
approve account signatory positions	X				X				
take out borrowings		<i>requires SoS approval</i>				<i>requires SoS approval</i>			
set charging and remissions policy	X							X	
approve bad debt policy	X				X				
approve asset disposal policy	X				X				
approve financial regulations	X				X				
approve reserves policy	X				X				
acquisition freehold L&B		<i>requires SoS approval</i>				<i>requires SoS approval</i>			
granting leasehold interest in L&B		<i>requires SoS approval</i>				<i>requires SoS approval</i>			
taking out a leasehold interest in L&B >5 years		<i>requires SoS approval</i>				<i>requires SoS approval</i>			
authorise bank payments			>£10k	>£10k		N/A			
sign/agree in-budget contractual commitments - OPEX	>£50k		<£50k	<£25k	>£50k			<£50k	<£25k
sign/agree in-budget contractual commitments - CAPEX	>£50k		<£50k	<£25k	>£50k			<£50k	<£25k
approve virements between budget headings within schools/central	>£50k		<£50k	<£25k	>£50k			<£50k	<£25k
approve write offs/disposals of assets	>£50k		<£50k	<£10k	>£50k			<£50k	<£10k
write off bad debts <£45k or 1% of income	>£10k		<£10k	<£1k	>£10k			<£10k	<£1k
write off bad debts >£45k or 1% of income		<i>requires SoS approval</i>				<i>requires SoS approval</i>			
approve issue of credit notes	>£25K		<£25K	<£2500	>£25K			<£25K	<£2500
annual unbudgeted expenditure out of reserves	>£50k		<£50k	<£10k	>£50k			<£50k	<£10k
STAFFING									
appoint staff	CEO/CFO	Other			P'pal			SLT	Other
approve pay policy	X				X				

approve performance related pay awards	Renco		X
pay increments outside of annual PMR	Renco		X
suspend/discipline/dismissal staff	Appeal	X	Appeal All
suspend/discipline/dismissal Principals or other Board appointments	Appeal	X	Appeal X
approve staff structure	X		X
staff severance / compensation payments < £50K non contractual	X		X
staff severance / compensation payments > £50K non contractual		<i>requires SoS approval</i>	<i>requires SoS approval</i>
ex gratia payments		<i>requires SoS approval</i>	<i>requires SoS approval</i>
CURRICULUM			
disapply national curriculum for specific pupils		N/A	X
approve curriculum policy		N/A	X
disapply curriculum policy for specific pupils		N/A	X
decide subject options		N/A	X
set targets for pupil achievement		N/A	X
EXCLUSIONS		N/A	
approve discipline policy		N/A	X
decide fixed term or permanent exclusions		N/A	X
hear an exclusion appeal		N/A	X
ADMISSIONS		N/A	
set admissions policy		N/A	X
admissions application decisions		N/A	X
appeal against LA directions		N/A	X
EXTENDED SCHOOLS			
decide to offer / cease additional activities	X		X
novel and contentious activities		<i>requires SoS approval</i>	<i>requires SoS approval</i>
SCHOOL OPERATIONS			
change category/status of school	X		X
set school times / term dates			X
set data protection policy	X		X
GOVERNANCE			
appoint external auditors	X		X
approve scope of external audit work		Audit	Audit
appoint / remove chair	X		X

appoint/remove clerk	X								X
appoint/remove members	X								X
approve governor expenses policy	X							X	
approve Delegated Authorities	X							X	
sub delegate functions to Committee or individual	X		X		X			X	X
approve annual terms of reference AT/LGB	X							X	

Approved by the Academy Trust Board of Directors on 14 March 2016