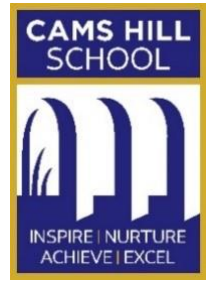


CAMS HILL SCHOOL SCHEME OF DELEGATION



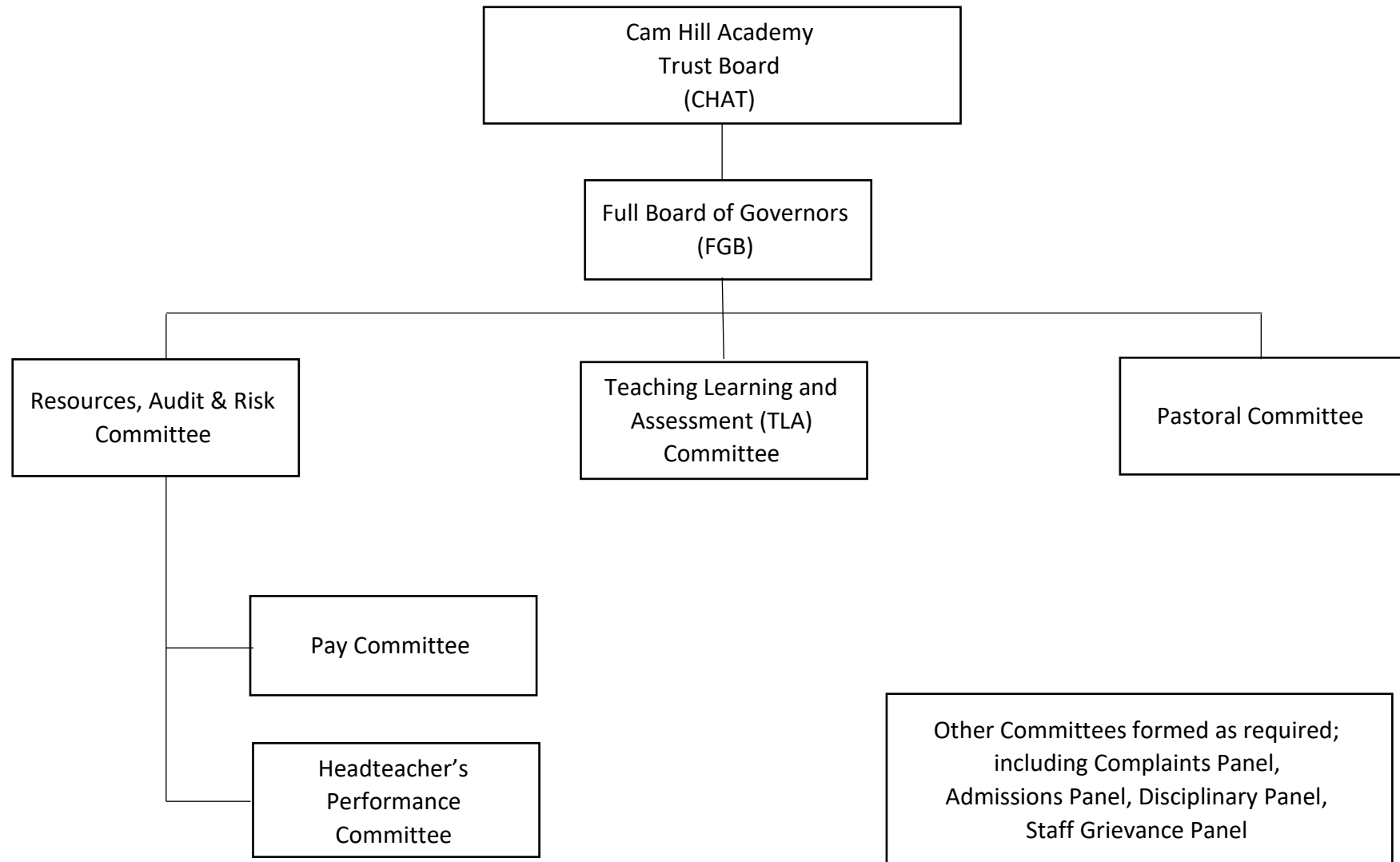
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Cams Hill Academy Trust Governance



Principles of Delegation

The Full Board of Governors (FGB) is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls;
- management of the academy's financial, human and other resources;
- monitoring performance and the achievement of objectives and ensuring that plans for improvement are acted upon;
- helping the academy be responsive to the needs of parents/carers and the community and making it more accountable through consultation and reporting;
- setting the academy's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

Under the Articles of Association of Cams Hill School, the Governors may delegate to any Governor committee, individual Governor, or the Headteacher powers or functions as they consider desirable to be exercised by them. Any such delegation is made subject to any conditions the Governors may impose and may be revoked or altered.

Appendix 1 and 2 show details of the level of delegation, where applicable, from the FGB to Governor committees, individual Governors and the Headteacher.

Any Governor committee or individual Governor shall report to all Governors, at the next FGB meeting, in respect of actions taken or decisions made with respect to the exercise of the delegation made by the Governors.

The FGB have established three prime committees to exercise powers and functions on behalf of the Governors and their constitution. Membership and Terms of Reference for these committees are agreed annually by the FGB. Additionally, a Headteacher's Performance Panel and Pay Committee will be agreed on an annual basis. The membership of any committee or panel of the Governors may include persons who are not Governors; however, these members have no rights to vote on any issues. No vote on any matter shall be taken at a meeting unless the meeting is quorate.

Additionally, ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints or as required by circumstances, will be formed from a pool of Governors, based on their availability.

Trust Board

The Members of the Trust Board are guardians of the governance of the trust. Members hold the Governors to account for the effective governance of the trust. The first Members are the signatories to the Memorandum of Association drawn up when the trust was formed. Members also agree the trust's Articles of Association, which include the trust's objectives and purpose of the trust. The Articles of Association describe how the trust will be governed.

The Members meet at least once per year at the Annual General Meeting. Trust Board meetings are chaired by the Chair of the FGB or in their absence a Governor.

The Trust Board appoint an appropriately trained Clerk who, in addition to providing an administrative service, will also advise on all matters relevant to the adherence to statute, legislation and procedural obligations.

Matters considered at the Members Trust Board include:

- review of the academy's annual accounts and report
- the financial position of the academy
- appointment of the academy auditors
- appointment or dismissal of Members and Governors
- the effectiveness of governance of the trust
- the performance of the FGB
- review of the Articles of Association
- review relevant reports; including significant staffing, legal or financial issues

Headteacher

The Headteacher is, on appointment by the FGB, an ex-officio Governor who will, in addition to being a member of the FGB, also be a member of the Resources, Audit & Risk Committee, Teaching, Learning & Assessment Committee, and Pastoral Committee. The Headteacher is permitted to delegate their membership, of any of the three committees, to a relevant member of the Senior Leadership Team (SLT). By approving this document, the Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the academy; including the implementation of all policies approved by the Governors, and for the direction of the teaching and curriculum at the academy.

The Headteacher is, in accordance with the funding agreement, the academy Chief Financial Officer. This post confers responsibility for financial and administrative matters and the holder is personally responsible to the FGB for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources;
- the day to day organisation, staffing and management of the academy.

The Chief Financial Officer may delegate, or appoint others to assist in these responsibilities, for example to the Finance Manager. Whilst the Headteacher retains executive responsibility for the academy's activities including financial activities, much of the financial responsibility has been delegated to the Finance Manager in accordance with Appendix 2.

Full Board of Governors (FGB)

The FGB has been appointed in accordance with the Articles of Association and meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

The Terms of Reference for the FGB are reviewed annually and a copy is published on the school website.

The FGB appoint an appropriately trained Clerk to the Governors who, in addition to providing an administrative service, will also advise on all matters relevant to the adherence to statute, legislation and procedural obligations by the Governors.

Matters considered at FGB meetings include:

- the financial position of the academy, including its income, expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the academy's assets;
- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- appointment of the school's bank or other financial institutions to manage cash balances and investments;
- review of the performance of external providers, e.g. bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report to the members;
- review and approval of the financial budget for the following year;
- review and approval of longer-term forecasts e.g. 3-year plan;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board delegates responsibility for specified matters, where it has power to do so, to individual Governors or committees of the board. Decisions taken by individual Governors or committees of the board under delegated powers are recorded in written minutes available to the board as a whole.

The FGB shall, at the first meeting of the school year, appoint a Chair and Vice Chair of Governors.

The Chair of Governors is responsible for the agreement and issue of an agenda and associated papers to members of the FGB at least seven days before each meeting.

Non-governors may be invited to attend FGB meetings; however, they are not entitled to vote on any matters.

The Clerk to Governors will circulate minutes of FGB meetings to all members of the Board of Governors within fourteen days of the meeting.

The FGB may investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the FGB in the conduct of its inquiries.

The FGB is authorised to obtain independent professional advice if it considers this necessary.

Governor Committees

The FGB will annually appoint three committees of the FGB, to be known as:

- Resources, Audit & Risk Committee, which will cover finance, audit and risk management, staff and premises matters.
- Teaching, Learning and Assessment (TLA) Committee, which will cover matters relating to pupil attainment and assessment, progress, curriculum, and other matters relating to pupil academic outcomes as required.
- Pastoral Committee, which will cover matters relating to the wellbeing of pupils and staff as required.

All three committees shall meet at least once per school term.

The FGB will annually appoint two additional committees of the FGB, to be known as:

- Headteacher's Performance Committee, which will cover the performance and wellbeing of the Headteacher as required.
- Pay Committee, which will cover staff pay, pay structure and discretionary salary payments.

These two committees shall meet at least once per year.

The FGB shall, at the first meeting of the school year, appoint a Chair and Vice Chair to each of the five committees, neither of which can be the Headteacher or the Chair of Governors. The Headteacher and Staff Governors may not be members of the Headteacher's Performance Committee. Staff Governors may not be members of the Pay Committee.

The Chair of each committee is responsible for the agreement and issue of an agenda and associated papers to members of the committee at least seven days before each meeting.

Non-governors may be invited to attend committee meetings; however, they are not entitled to vote on any matters. Governors who are not members of the committee have the right of attendance but may not vote. Staff Governors may not attend the Pay Committee or Headteacher's Performance Committee.

The Clerk to Governors will circulate minutes of meetings of the committee to all members of the Board of Governors within fourteen days of the meeting.

Committees are authorised by the FGB to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the committee in the conduct of its inquiries.

Committees are authorised to obtain independent professional advice if they consider this necessary.

The specific duties and delegated responsibilities of the committees are contained within the respective committee Terms of Reference that are agreed annually by the FGB and are listed in Appendix 1 and 2 of this document.

Additional ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints, will be formed from a pool of governors, based on their availability.

APPENDIX 1

Table of Delegation

The following tables show the level to which the Trust have agreed to delegate authority to make decisions. It must be remembered that although the decisions may be delegated, the FGB as a whole remains responsible for any decision made under delegation.

In all cases, the term 'monitor' (as used below) requires that the FGB / delegated committee monitors, investigates deviations and takes necessary action to rectify.

Admissions	
Task	Delegated to:
Create and implement an Admissions Policy annually; including the published admission number (PAN) and the oversubscription criteria	Headteacher
Approve or reject the Admissions Policy; including ensuring compliance with the School Admissions Code	FGB
Monitor the implementation of the Admissions Policy	FGB
Oversee the delegated provision of an independent appeals panel when there are admissions appeals	FGB – Admissions Panel

Behaviour and Exclusions	
Task	Delegated to:
Create and implement a Good Behaviour Policy	Headteacher
Approve or reject and monitor the implementation of the Good Behaviour Policy	Pastoral Committee
Create and implement a Suspension and Exclusion Policy	Headteacher
Approve or reject and monitor the implementation of the Suspension and Exclusion Policy	Pastoral Committee
Decide and implement fixed term exclusions less than 15 days per term that do not preclude the opportunity to sit a public examination	Headteacher
Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days	Headteacher
Recommend permanent exclusion, fixed term exclusions for more than 15 days in a term and exclusions precluding opportunity to sit a public examination	Headteacher
Approve or reject permanent exclusion, fixed term exclusions for more than 15 days in a term and exclusions precluding opportunity to sit a public examination	FGB – Disciplinary Panel
Arrange an independent review panel to consider permanent exclusions following decision of FGB disciplinary panel, where requested by parents	FGB

Buildings and Premises	
Task	Delegated to:
Create and implement Buildings Strategy	Headteacher
Monitor the implementation of the Buildings Strategy	Resources, Audit & Risk Committee
Create and implement a buildings and premises maintenance programme	Headteacher
Monitor the implementation of the buildings and premises maintenance programme	Resources, Audit & Risk Committee
Create and implement an Accessibility Policy and Plan	Headteacher
Approve or reject the Accessibility Policy and Plan	FGB
Monitor the implementation of the Accessibility Policy and Plan	Resources, Audit & Risk Committee

Curriculum	
Task	Delegated to:
Implement teaching of the National Curriculum to all pupils.	Headteacher
Monitor the teaching of the National Curriculum to all pupils.	TLA Committee
Implement the disapplication of the National Curriculum for pupil(s) in special circumstances	Headteacher
Monitor the disapplication of the National Curriculum for pupil(s) in special circumstances	TLA Committee
Create and implement a Curriculum Policy; including ensuring pupils receive a broad and balanced curriculum	Headteacher
Approve or reject and monitor the implementation of the Curriculum Policy	TLA Committee
Set whole school pupil achievement targets	Headteacher collaboratively with FGB
Set targets for individual pupils' achievement	Headteacher
Responsible for standards of teaching	Headteacher
Monitor standards of teaching	TLA Committee
Decide subjects taught by the school; including financial resourcing, staffing levels and time allocated within the timetable for individual subjects	Headteacher
Decide extra-curricular activities available in school; including financial resourcing and staffing levels	Headteacher
Monitor subjects taught in school and extra-curricular activities available in school	TLA Committee
Decide and implement exam entries for pupils; including timing, subject, resits and withdrawal of pupils in special circumstances	Headteacher

Monitor exam entries for pupils; including timing, subject, resits and withdrawal of pupils in special circumstances	TLA Committee
Create and implement a Careers Policy; including provision of independent careers guidance from Year 8	Headteacher
Approve or reject and monitor the implementation of the Careers Policy	TLA Committee
Create and implement a Provider Access Policy	Headteacher
Approve or reject and monitor the implementation of the Provider Access Policy	Pastoral Committee
Create and implement a ECT Policy	Headteacher
Approve or reject and monitor the implementation of the ECT Policy	TLA

Finance and Budgets	
Task	Delegated to:
Make day-to-day spending decisions under the amount of £20,000	Headteacher
Make spending decisions between the amount of £20,001 and £60,000	Resources, Audit & Risk Committee
Make spending decisions over £60,000	FGB
Appoint the Accounting Officer and Chief Financial Officer	FGB
Create a formal annual budget	Headteacher
Approve or reject the annual budget and monitor submission to the Education and Skills Funding Agency (ESFA)	FGB
Provide the approved annual budget to the Trust board for review	FGB
Monitor the implementation of the annual budget; including monthly expenditure	Resources, Audit & Risk Committee
Refer potentially novel and contentious transactions to ESFA for explicit prior authorisation	FGB
Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	CHAT
Monitor the findings of the auditor's annual report	Resources, Audit & Risk Committee
Obtain adequate insurance cover; including but not limited to building insurance, employers liability insurance and personal liability indemnity	Headteacher
Ensure that adequate insurance cover is in place; including but not limited to building insurance, employers liability insurance and personal liability indemnity	Resources, Audit & Risk Committee
Create and implement a Charging and Remissions Policy	Headteacher
Approve or reject and monitor the implementation of the Charging and Remissions Policy	Resources, Audit & Risk Committee

Create, maintain and publish a Register of Interests; including the business and pecuniary interests of Governors	FGB
Report to Governors on the impact of Pupil Premium Funding	Headteacher
Monitor the impact of Pupil Premium Funding	Pastoral Committee
Report to Governors on the impact of Year 7 Catch-Up Funding	Headteacher
Monitor the impact of Year 7 Catch-Up Funding	Pastoral Committee
Create and manage a Risk Register	Headteacher
Monitor the management of the Risk Register and mitigation of risk	Resources Committee

Governance	
Task	Delegated to:
Appointment or removal of Member of Trust Board	CHAT
Create, approve or reject, review and implement Articles of Association	CHAT
Amend Articles of Association	CHAT
Pass special resolutions to direct the Governors to take a specific action	CHAT
Change the name of the Trust	CHAT
Raise concerns to the Governing Body	CHAT
Wind up the Trust	CHAT
Monitor the performance of the Governing Body	CHAT
Monitor the Trusts accounts	CHAT
Review relevant reports; including significant staffing, legal or financial issues	CHAT
Hold Governors to account	CHAT
Appointment or removal of Governors	CHAT
Hold an Annual General Meeting (AGM) that is attended by Members of the Trust Board	FGB
Hold any additional meetings for the Trust Board Members	FGB
Hold Full Board of Governors meeting at least three times in a school year.	FGB

Elect or remove a Chair and Vice-Chair of Governors	FGB
Appoint or dismiss Clerk to Governors	FGB
Determine the constitution, membership and Terms of Reference of any committee it decides to establish and review this annually.	FGB
Create, approve or reject and implement Governor committee Terms of Reference	FGB
Elect or remove a Chair and Vice-Chair to committees	FGB
Check that all statutory policies and documents are in place	FGB
Create Link Governor roles and appoint Link Governors	FGB
Create, approve or reject and implement Scheme of Delegation	FGB
Create, approve or reject and implement Governors' Code of Conduct	FGB

Health and Safety	
Task	Delegated to:
Create and implement a Health and Safety Policy	Headteacher
Approve or reject the Health and Safety Policy	FGB
Monitor the implementation of the Health and Safety Policy	Resources, Audit & Risk Committee
Create and implement a Medical Policy	Headteacher
Approve or reject and monitor the implementation of the Medical Policy	Pastoral Committee
Appoint a person in charge of First Aid	Headteacher
Ensure there is an appointed person in charge of First Aid	Pastoral Committee
Create and implement an Evacuation and Fire Procedure Policy	Headteacher
Approve or reject and monitor the implementation of the Evacuation and Fire Procedure Policy	Resources, Audit & Risk Committee

Information, Parents and the Community	
Task	Delegated to:
Publish statutory and informative information on the school website	Headteacher
Ensure all statutory Governance information is published on the school website	FGB

Create and implement a Complaints Policy	Headteacher
Approve or reject the Complaints Policy	FGB
Monitor the implementation of the Complaints Policy	FGB
Establish a complaints panel to consider formal complaints about the school	FGB – Complaints Panel
Prepare and publish the school prospectus	Headteacher
Create and implement a Data Protection Policy	Headteacher
Approve or reject and monitor the implementation of the Data Protection Policy	Resources, Audit & Risk Committee
Ensure the school complies with the Freedom of Information Act 2000	FGB
To set the times of school sessions and the dates of school terms and holidays	Headteacher
Ensure that the school meets for 380 sessions in a school year	Headteacher

Pupil Wellbeing	
Task	Delegated to:
Provide free school meals to those pupils meeting the criteria	Headteacher
Ensure the provision of free school meals to those pupils meeting the criteria	Pastoral Committee
Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	Headteacher
Ensure a designated teacher is appointed to promote the educational achievement of looked after children (LAC) and post-LAC and monitor that they undertake appropriate training	Pastoral Committee
Create and implement an Equality and Diversity Policy	Headteacher
Approve or reject and monitor the implementation of the Equality and Diversity Policy	Pastoral
Comply with the Equality Act 2010 and the Public Sector Equality Duty and publish and report to governors on equality objectives and information about how this is achieved	Headteacher
Ensure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how this is achieved	Pastoral Committee
Create and implement a Relationships and Sex Education Policy	Headteacher
Approve or reject and monitor the implementation of the Relationships and Sex Education Policy	Pastoral Committee
Set whole school pupil attendance targets	Headteacher collaboratively with Pastoral Committee

Safeguarding	
Task	Delegated to:
Create and implement a Child Protection Policy	Headteacher
Approve or reject the Child Protection Policy	FGB
Monitor the implementation of the Child Protection Policy	Pastoral Committee
Create and implement a Safeguarding Policy	Headteacher
Appoint a member of staff to be Designated Safeguarding Lead	Headteacher
Approve or reject the Safeguarding Policy	FGB
Monitor the implementation of the Safeguarding Policy; including ensuring that the school complies with statutory guidance on safeguarding	Pastoral Committee
Ensure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	Pastoral Committee
Nominate a Designated Safeguarding Link Governor to liaise with the school DSL and liaise with the LADO if allegations were made against the Headteacher	FGB
Undertake Child Protection and Safeguarding Training at time of appointment to FGB (within 1 st term) and annually thereafter	FGB
Provide effective support for any employee facing an allegation	Headteacher
Ensure that effective support is provided for any employee facing an allegation	Pastoral Committee
Prevent radicalism and extremism through implementation of Safeguarding Policy and Staff Code of Conduct	Headteacher
Monitor the prevention of radicalism and extremism	Pastoral Committee
Undertake PREVENT Training	FGB
Create and implement an Anti-Bullying Policy	Headteacher
Approve or reject and monitor the implementation of the Anti-Bullying Policy	Pastoral Committee

Special Educational Needs and Disabilities (SEND)	
Task	Delegated to:
Appoint a designated SEND Link Governor to have oversight of the school's arrangements for SEND	FGB
Create and implement a SEND Policy; including arrangements for supporting pupils with medical conditions and SEND	Headteacher
Approve or reject the SEND Policy, ensuring the school follows the statutory SEND Code of Practice	FGB
Monitor the implementation of the SEND Policy; including ensuring the school follows the statutory SEND Code of Practice	Pastoral Committee

Notify parents when special educational provision is being made for their child	Headteacher
Publish the school SEN information report on the school website	Headteacher
Ensure the school SEN information report is published on the school website	Pastoral Committee
Appoint a qualified teacher as the Special Educational Needs and Disabilities Co-ordinator (SENDSCO) for the school	Headteacher
Ensure a qualified teacher is appointed as the Special Educational Needs and Disabilities Co-ordinator (SENDSCO) for the school	Pastoral Committee
Ensure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching	Headteacher

Staffing	
Task	Delegated to:
Appointment of Headteacher	FGB
Suspension of Headteacher	FGB
Ending suspension of Headteacher	FGB
Dismissal of Headteacher	FGB
Appointment of staff; excluding Headteacher	Headteacher
Suspension of staff; excluding Headteacher	Headteacher
Ending suspension of staff; excluding Headteacher	Headteacher
Dismissal of staff; excluding Headteacher	Headteacher
Ensure safer recruitment procedures are applied including but not limited to disclosure and barring checks	FGB
Ensure the Headteacher has access to appropriate advice and guidance regarding employment law	Resources, Audit & Risk Committee
Ensure employment law and guidance is being followed	Headteacher
Approve the proposed annual staffing structure	Resources, Audit & Risk Committee
Fulfillment of the annual staffing structure	Headteacher
Make recommendations for staffing structure changes at SLT (Senior Leadership Team) and extended SLT level	Headteacher
Approve staffing structure changes at SLT and extended SLT level	FGB
Create a Pay Policy	Headteacher collaboratively with Pay Committee

Implement a Pay Policy	Headteacher
Approve or reject the Pay Policy	FGB
Monitor the implementation of the Pay Policy	Pay Committee
Recommend Pay Discretions	Headteacher
Approve Pay Discretions	Pay Committee
Create and implement a Performance Management and Capability Policy	Headteacher
Approve or reject the Performance Management and Capability Policy	FGB
Monitor the implementation of the Performance Management and Capability Policy	Resources, Audit & Risk and Pay Committees
Create and implement a Local Government Pensions Scheme (LGPS) Employers Discretions Policy	Headteacher
Approve or reject the Local Government Pensions Scheme (LGPS) Employers Discretions Policy	FGB
Monitor the implementation of the Local Government Pensions Scheme (LGPS) Employers Discretions Policy	Resources, Audit & Risk Committee
Create and implement a Staff Disciplinary Policy	Headteacher
Approve or reject and monitor the implementation of the Staff Disciplinary Policy	Resources, Audit & Risk Committee
Create and implement a Staff Grievance Policy	Headteacher
Approve or reject and monitor the implementation of the Staff Grievance Policy	Resources, Audit & Risk Committee
Create and implement a Whistle Blowing Policy	Headteacher
Approve or reject and monitor the implementation of the Whistle Blowing Policy	Resources, Audit & Risk Committee
Create and implement a Staff Absence Policy	Headteacher
Approve or reject the Staff Absence Policy	FGB
Monitor the implementation of the Staff Absence Policy	Resources, Audit & Risk Committee
Create and implement a Staff Code of Conduct	Headteacher
Approve or reject and monitor the implementation of the Staff Code of Conduct	Resources, Audit & Risk Committee

Type of School	
Task	Delegated to:
Recommend change to school type; including academy status, free school, maintained school etc	Headteacher
Approval to change school type	CHAT
Recommend removing a school from the Federation or Multi- Academy Trust	Headteacher
Approve removing a school from the Federation or Multi- Academy Trust	CHAT

APPENDIX 2

Table of Financial Delegation

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services	Up to £3000	Budget Holders	Selection from preferred supplier lists where possible - best value to be demonstrated
	£3,000 - £10,000	Headteacher	Selection from preferred supplier lists where possible - best value to be demonstrated
	£10,001 - £20,000	Headteacher	Minimum of three quotes
	£20,001 - £60,000	Resources, Audit & Risk Committee	Minimum of three quotes
	Over £60,000	Full Governing Body	Formal tendering process, including advertising in 'Find a Tender' where appropriate

Delegated Duty	Value	Delegated Authority
Signatories for cheques, BACS payments and other bank transfers	Up to £3,000	Signatory from Budget Holder and a single signatory from Headteacher or Deputy Headteacher or Finance Manager
Signatories for BACS payments and other bank transfers	Over £3,000	Signatory from Budget Holder and two signatories from Headteacher or Deputy Headteacher or Finance Manager
Signatories for EFA grant claims and EFA returns	Any	Two signatories from: Headteacher or Deputy Headteacher or Finance Manager
Raising invoices to collect income	Up to £1,000	Senior Finance Assistant
	Up to £10,000	Senior Finance Assistant and Finance Manager
	Over £20,000	Headteacher
Virement of budget provision between budget heads	Up to £10,000	Headteacher
	Over £10,000	Headteacher and reported to Resources, Audit & Risk Committee
Write off of bad debts/losses/disposal of assets	Up to £1,000 per transaction	Headteacher
	£1,001 to £45,000 per transaction	Headteacher and reported to Resources, Audit & Risk Committee

	Over £45,000	EFA/ Secretary of State
Authorisation of staff reimbursement claims excluding Headteacher, Deputy Headteacher and Finance Manager	Any	One signatory from Headteacher or Deputy Headteacher or Finance Manager
Authorisation of Finance Manager reimbursement claims	Any	One signatory from Headteacher or Deputy Headteacher
Authorisation of Deputy Headteacher reimbursement claims	Any	Headteacher
Authorisation of Governor and Headteacher reimbursement claims	Any	One signatory from Chair of Governors or Vice Chair of Governors
Authorisation of Chair of Governors reimbursement claims	Any	Vice Chair of Governors