

PROPOSED SCHEME OF DELEGATION: FPTA Multi-Academy Trust

		DELEGATED AUTHORITY					
		TRUST BOARD	Executive Head	LGB	F&P	H/T (secondary)	H/T (Primary)
GOVERNANCE	Appointment of the Chair and vice-chair of the Local Governing Body	Appoint		Appoint			
	Appoint Chair and vice chair of Local GB Committees						
	Review and Approve changes to Governance Sturcture , Terms of Reference	Review / Approve					
	Set terms of office for LGB members – Approve scheme of delegation for LGB and committees	Review / Approve					
	Appointment and removal of additional/appointed Governors	Appoint/Remove					
	Set the particular character of the school	Approve		Recommend			
	Approve trust wide policies – including						
	1. Financial and procurement policies and delegated limits	Review / Approve		Recommend			
	2. Staff HR, Pay performance and disciplinary Policies	Review / Approve		Recommend			
	Set school procedures following policy principles set by trustees			Recommend			
Appoint Trust Auditors	Appoint						
Agree internal Audit provision /Appoint Responsible Officer	Appoint & Review						
FINANCE	Agree and approve individual Academy Budgets - Revenue and Capital budgets	Approve		Recommend	Review	Prepare	Prepare
	Approve Consolidated Trust Budget submission	Approve Trust Budget					
	Agree Central Procurement Plans	Review/Approve	Review/Approve				
	Approve Capital Budget variations	£50k+	£50k	£40k	£30k	£20k	£10k
	Agreed Budget Local procurement plans and authorise major contracts for services: <u>Services</u> include: Utilities\Catering\Payroll	£100kpa +	£100k	£75k	£50k	£25k	£10k
	Review Local Procurement plans and authorise major contracts for <u>Tender</u> : Services include: Utilities\Catering\Payroll +	£150k +	£150k	£100k	£50k		
	Lease Contracts: Approve Operating Lease (Lease Hire) contracts in excess of £20,000 per annum						
	Agree final set of accounts	Approve Trust Acocunts		Approve Local A/cs	Review/Recommen		
	Agree Central Premises and capital related strategy plans and Agree major building works Capital or Maintenance	£50k+	£50k			recommend all levels	
	Authorise Bad Debt write-off over £5,000	£10k+	£10k	£7.5K	£5k	£2.5k	£1k
General Procurement - Goods/Services (Approved budgetted non-Capital)			£50k	£35k	£20k	£5k	
HR	Appointment of Executive Head/Principal of the MAT /Salary structure	Appoint					
	Head Teacher/Principal appraisal	Review	Set				
	Setting Head Teacher/Principal Pay scales	Review/Set					
	Approve the appointment of Company Secretary	Appoint					
	Appoint Principle Financial Officer	Appoint	Appoint				
	Approve changes to Academy Senior Staffing Structure including recruitment outside agreed budget plan	Review/Approve	Review/Approve				
	Recruitment - Approved Budget Plan					Review/Appoint	Review/Appoint
Appointment Local Academy Headteacher	Review/Approve	Approve	Review				
PREMISES	Establish and update the Risk register and disaster plan.	Trust			Local		
	Authorise Assets disposal	£25k+	£20k	£15k	£10k	£5k	£2.5k
	<u>Capital/Maintenance</u> Procurement - Within Agreed Budget plan total	£50k +	£50k	£40k	£30k	£25k	£10k
	<u>ICT</u> Procurement - Within Agreed Budget plan total +	£50k+	£50k	£40k	£30k	£20k	£5k
NB.	Any items not specifically mentioned above will be the presumed to be the delegated responsibility of the LGB until such a time as the scheme of delegation is specifically amended in writing						