



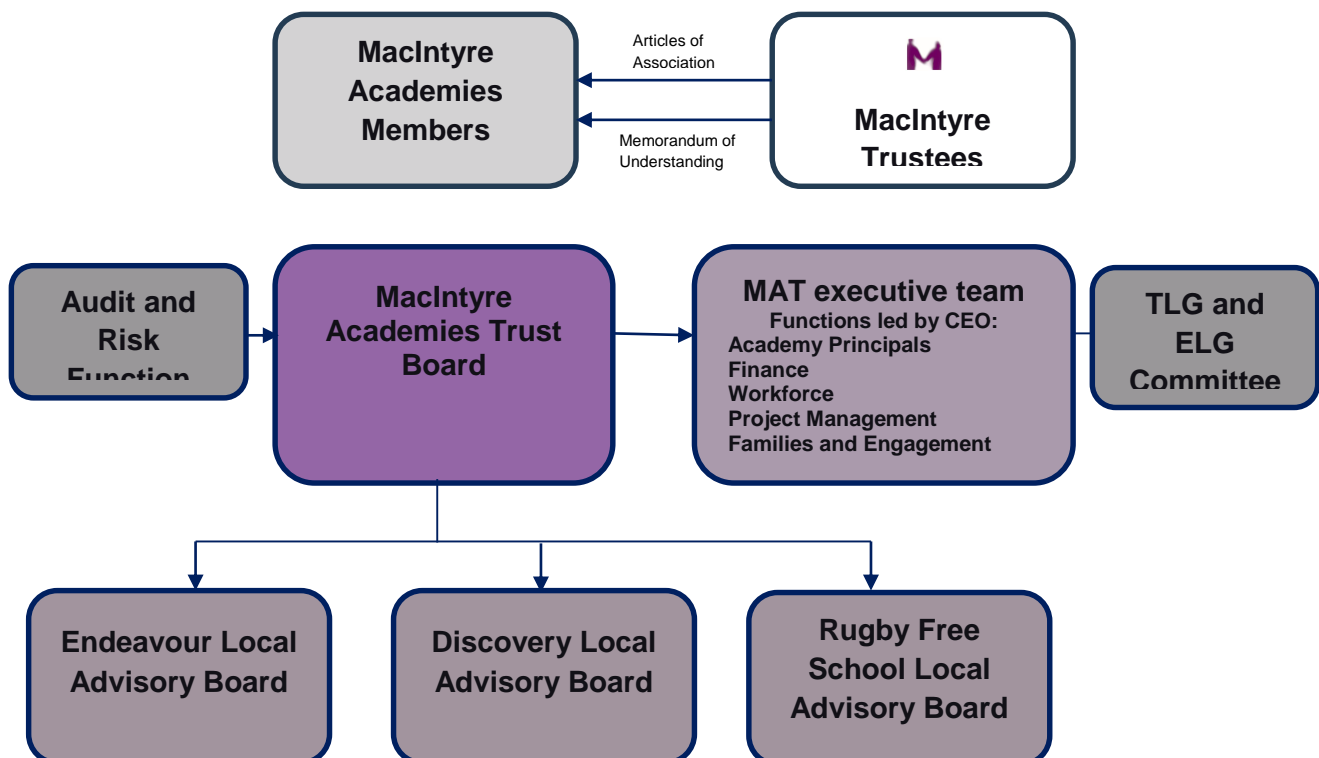
**MacIntyre Academy Trust Board
Scheme of Delegation**

This Scheme of Delegation is a systematic way of ensuring that Trust Board Members, Directors, Committees (including local governing committees), Executive Leadership and academy Principals are clear about who has responsibility for making which decisions in the trust. This overarching Scheme of Delegation covers all decision making in the trust, it complements but does not supersede our Articles of Association or written Scheme of Delegation of Financial Powers referred to in the Academies Financial Handbook.

Trust Structure

During the early stages of development, the MAT board provides centralised governance to all schools and has been supported by the development of sub-committees at school level known as Local Advisory Boards (a type of governing committee). MAT believe that it is essential in the early developmental phase of the Trust to govern a group of schools through a single board, this also creates conditions for realising the benefits of school-to-school collaboration. The structure of the Board is subject to review as the Trust grows and develops.

MacIntyre Academy Trust governance structure is illustrated below:



The Trust is sponsored by MacIntyre Charity, the memorandum of understanding (appendix 1) between the Trust Sponsor and the Academy Members outlines the commitment made by the Sponsor to the Trust. The foundation for the relationship between MacIntyre and the Trust and their work is based on a shared vision and shared values. Key to this is the primary purpose of the Academy Trust and Sponsor is to make a difference to the lives of people with disabilities and their families. MacIntyre fully supports the independence and integrity of the Trust and the uniqueness of each of the Academies. MacIntyre acknowledges that the Trust and the Academies are accountable to the Secretary of State for Education and to the communities that they serve.

All governance and leadership meetings are planned to facilitate the flow of information between the Trust Leadership Group, through the LABs and onto the MAT Board.

Roles and responsibilities

The responsibilities relating to the governance structure of MAT are outlined in the Terms of Reference for each group; Trust Board, Local Advisory Board, Trust Leadership Group, Educational Leadership Group (appendix 2-5).

The board of trustees of MAT delegate responsibility for delivery of the vision and strategy to the chief executive officer (CEO). The MAT board hold the CEO to account for the performance of the trust, including the performance of the academies within the trust. The CEO is accountable to the board for the performance of the trust as a whole. To assist in the performance of their duties, the CEO delegates executive management responsibility to other Senior Executives holding them to account through their performance management. The CEO also line manages Principals, holding them to account for the day to day running and performance of the academies.

Much corporate governance delegated by the CEO and Trust Board to the Executive Team is managed and monitored by the Quality and Compliance Framework, this is closely aligned to the Scheme of Delegation. The Scheme outlines the responsibility and accountability of individuals, boards and committees, as well as offering guidance. However the Quality and Compliance Framework makes a judgement on performance and compliance, ensuring that school improvement activity is focussed where it is required.

At academy level Local Advisory Boards understand how the academy is led and managed, they have insight into academy needs, and have a role in influencing decision making. They have a direct link to the trust board in case concerns need to be raised.

The role of committees

The Trust Board and CEO establish committees who have delegated authority to make decisions or to provide support and advice which informs the work of the trust board. Such committees include the Trust Leadership Group (TLG) and Educational Leadership Group (ELG). They are not legally responsible for statutory functions, their responsibilities are outlined in their Terms of Reference.

Underlying Principles

MacIntyre Academies Trust governance structure and procedures are supported by the following principles:

- The Board and Local Advisory Boards will work collaboratively and in partnership at all times.
- The Trust Board, Local Advisory Boards and any subcommittee will work in compliance with their Terms of Reference (appendix 2-5)
- The Board will make decisions, following consultation with Local Advisory Boards, on matters which affect all academies in the trust: Local Advisory Boards will make decisions on matters which affect individual academies.

- Local Advisory Boards and Principals of academies in the trust should be as autonomous as possible and have as much freedom as possible. This will be earned for new schools and those joining the Trust.
- Local Advisory Boards and Principals will have maximum delegation of responsibility and decision making for the strategic direction and day-to-day operation of their academies *unless there is a cause for concern*.
- The Board will put in place effective arrangements for monitoring and evaluating the performance of Local Advisory Boards and academies.
- The Board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and Local Advisory Boards should the individual, group, or Local Governing Body, fail to carry out their duties and responsibilities effectively.
- The Board will fully consult Local Advisory Boards on proposals for the composition, membership, structure, and terms of reference for Local Advisory Boards, on arrangements for the recruitment and appointment of governors.
- The Board will fully consult Local Advisory Boards before putting in place any arrangements which directly affect Local Advisory Boards and individual academies and before taking any decisions on policy or procedural matters.
- Local Advisory Boards will report regularly and frequently to the Board and will make available all relevant data and information on performance.

Staffing

✓ Accountable A Advise < Direction of advice	Staffing	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance	
Structure	Recommending staff structure for each academy		✓			<A>						
	Provide the formal approval for the school staffing structure.	✓	<A>									
Appointments	Provide the formal approval for the appointment of the Principal of each academy having regard to representations of the LAB who shall be invited to sit on any appointment panel.	✓	<A>									
	Provide the formal approval for the appointment of and pay grade of academy employees (as identified in the staffing structure). With the exception of TA and HLTA roles. A signature to evidence authorisation is required.		✓				<A>					
	Provide formal approval for the appointment of TA's and HLTA's as identified (in the approved staffing structure). A signature to evidence authorisation is required.						✓					
	Issue contracts of employment.						A>				✓	
	Ensure that employee contracts are kept up to-date.						✓				<A	
	Any contract changes are authorised by an individual with the appropriate authority level. Advising HR of changes so that they can issue a new contract.						✓				<A	

✓Accountable A Advise <> Direction of advice	Staffing	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
	These contracts will be periodically checked by the responsible officer.		✓					<A		<A	
Pay	Recommend discretionary pay award for the Principal in line with the Trust Pay Policy and Budget Plan. Making written recommendations from the pay review procedure.		✓				<A				
	Approve or challenge discretionary pay awards as above.	✓									
	Recommend discretionary pay awards for school staff in line with the Trust Pay Policy and Budget Plan. Making written recommendations from the pay review procedure.					✓					
	Approve discretionary pay awards as above.				✓						
	Approval payment in relation to dismissal or termination of employment.	✓	<A								
HR	Undertake any capability or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR Department [Capability Policy, Disciplinary Policy].		A>			✓				<A	
	Consider requests for Early Retirement or Flexible Working, seeking advice in that respect from the Trust's HR Department.		A>			✓				<A	

✓Accountable A Advise <> Direction of advice	Staffing	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance	
HR (continued)	Undertake and/or approve the above three points in relation to the Principal or MAT central team.		✓							<A		
	Formulate, implement and keep under review a policy for disciplinary and grievance procedures					A>				✓		
	Develop and adopt a set of HR policies and contracts to be used by all Academies ensuring consistency and having regard to all legal responsibilities and the equality duty, consulting as necessary						A>				✓	
Performance Management	Performance management of Trust Board Directors	✓ (Chair)										
	Performance management of CEO	✓ (Chair)										
	Performance management of Executive Team (excluding CEO)		✓								<A	
	Performance management of Principals		✓								<A	
	Performance Management of the LAB						A>	✓ (Chair)				
	Ensure that staff at all levels have effective induction, management and support for their CPD.						✓				<A	
	Develop learning and development plans for each level of employee.			<A>			<A>	<A			✓	

Education

✓ Accountable A Advise ⇔ Direction of advice	Education	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Curriculum and targets	Determine the curriculum of each academy.		<A>			✓					<A>
	Set targets for each pupil at each academy.					✓					<A>
	Assist the Academies' leadership teams in the development of the curriculum which meets each academy's specific needs.		<A>			A>					✓
Progression	Report on pupil progression and attainment to the LAB.					✓					<A>
	Report on pupil progression and attainment to the Trust Board.					A>	✓				
	Identifying patterns and trends to bring to the attention of the Board					A>	✓				
Admissions	Ensure that the Admissions Procedure is fit for purpose and published on the academies website.					<A>	✓				
School structure	Put a proposal for consultation on altering; opening times, extended school provision, term times and inset days, age range, to the trust board.					<A>	✓				
	Approve consultation for or implementation of the above proposals.	✓				<A>					
Quality Assurance	Monitoring and evaluating the quality of teaching and learning					A>	✓				

✓ Accountable A Advise <> Direction of advice	Education	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Quality Assurance (continued)	Monitor the standards of teaching and learning in each of the Academies, ensuring that proper standards of professional performance are established and maintained					A>	✓				
	Monitoring and evaluating behaviour, safety, welfare and engagement with stakeholders					A>	✓				
	Creating the SDP for each academy					✓	<A				<A
	Monitoring and evaluating the implementation of the SDP					<A>	✓				
	Quality assuring the SDP for each Academy		<A>			A>					✓
	Validating or challenging the grades in the SDP		<A>			A>					✓
	Quality assuring self-evaluation processes for each Academy		<A>			A>					✓

Health and Safety

✓ Accountable A Advise <> Direction of advice	Health and Safety	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Premises	The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles.	✓	<A								
	Develop a 5 year estate management strategy that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment.						✓	<A			
	Develop and implement a strategy for the maintenance and development of the school site and buildings.		<A>				✓	<A			
Health and Safety	To maintain a strategic oversight of the Buildings Maintenance Strategy		<A>			A>		✓			
	Ensure that each academy implements and complies with the Health and Safety policy published by the Trust.		<A>				✓			<A	
	To ensure Academies compliance with Health and Safety legislation		<A>				✓			<A	
	To provide support and audit for Health and Safety in Academies.						<A>			✓	

Governance

✓ Accountable A Advise <> Direction of advice	Governance	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Appointing TB and LAB	Appointing and removing Trust Board Members	Sponsor									
	Appointing Trust Directors	✓ (chair)	<A>								
	Removing Members and Directors	✓ (chair)									
	Setting the values, vision and strategic aims for the Trust	✓	<A>								
	Contextualising the vision for each academy		✓			<A>					
	Appointing and removing Chairs of LABs	✓	<A>								
	Appointing and removing the Clerk to the Board	✓	<A>								
	Appointing and removing the Clerk to the LAB					✓					
	Appointing and removing Co-opted LAB Members					<A>	✓				

✓ Accountable A Advise ↔ Direction of advice	Governance	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Governance Work Plan	Deciding the committee structure for the Board	✓									
	Generating Terms of Reference for all committees and reviewing annually					A>				✓	
	Developing a format for Academy's Improvement Plan and SDP		<A>				A>				✓
	Developing a format for Principals Reports		✓				<A			<A	<A
	Planning the schedule of work for the Trust Board	✓	<A								
	Providing a model schedule of work for LABs						A>	A>			✓
	Contextualising the schedule of work for each LAB						✓				
	Maintaining a register or pecuniary and business interests of governors and staff	✓ (C/O Clerk to TB)					<A>				
Audit and Risk	Intervene in the management of an Academy where necessary	✓	<A								

✓ Accountable A Advise ⇔ Direction of advice	Governance	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Audit and Risk (continued)	Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements	A>	<A>							✓	
	Management of risk: establish register, review and monitor	✓	<A>								
	Receiving reports from audit inspections and the resulting Action Plan	✓	<A>			<A	<A	<A	<A	<A	<A
	Ensure delivery of agreed actions from internal audit reports		✓					<A		<A	
	Ensure that MAT operates in line with its articles of association and funding agreement with the DfE and ensures its compliance with all financial guidance issued by the Education Funding Agency (EFA)	✓	<A>					<A			
Financial Probity	Trust's scheme of financial delegation: establish and review	✓	<A					<A			
	Establishing the Scheme of Financial delegation for each Academy		<A>					✓			
	External auditors' report: receive and respond	✓	<A>								

✓ Accountable A Advise ↔ Direction of advice	Governance	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Financial Probity (continued)	Benchmarking and trust wide value for money: ensure robustness	✓	<A>					<A>			
	Benchmarking and academy value for money: ensure robustness		<A>			✓		<A>			
Policy	Drafting statutory policies for use across the Trust		<A>			A>				✓	
	Ensuring that all statutory policies and documents are in place in each Academy		<A>				✓			<A>	
	Monitoring the implementation and evaluating the impact of all statutory Trust policies.		<A>				<A>	<A>		✓	
	Ensure that statutory school policies are fit for purpose and published on the academies website.						✓		<A>		
	To ensure that Trust comply with all regulations re the publishing of information		✓						<A>		
	To ensure that Academies comply with all regulations re the publishing of information						✓		<A>		

✓ Accountable A Advise ↔ Direction of advice	Governance	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Safeguarding	Ensure that each academy has a Designated Officer and Deputy and that their contact details are published on the School and Trust websites.					✓	<A				
	Appoint a LAB Member with specific responsibility for safeguarding and make contact details for that Member available on each academy and Trust websites.					<A>	✓				
	Ensure that Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.		✓								
	Ensure that Academies website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.					✓	<A				

Strategic Leadership and Partnerships

✓Accountable A Advise ⇔ Direction of advice	Strategic Leadership and Partnerships	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Strategy	Be responsible for the long term strategy of the Trust , ensuring the Trust’s strategic plan is robust, accountable and promotes outstanding teaching and learning		✓			<A	<A	<A	<A	<A	<A
	Be responsible for the long term strategy of each Academy, ensuring the strategic plan is robust, accountable and promotes outstanding teaching and learning					✓	<A	<A	<A	<A	<A
	Creating the Trust strategic plan	✓				<A>					<A>
	Interpret Trust strategy for each academy, embedding it within the School Improvement Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Benchmark and promote best practice.	✓	<A>			<A	<A	<A	<A	<A	<A
Partnerships	Ensure that expansion of the Trust does not impact adversely on individual Academies.	✓		<A>	<A>	<A>	<A	<A	<A	<A	<A
	Provide challenge and support to the CEO and the LABs	A>	✓	<A>	<A>	✓	<A>	<A>	<A>	<A>	<A>

✓ Accountable A Advise ⇔ Direction of advice	Strategic Leadership and Partnerships	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
Partnerships (continued)	Promote collaboration within the Trust internally and externally and identify and support the development of strategic partnerships that support the vision of the Trust	✓	✓	<A>	<A>	✓	<A>	<A>	<A>	<A>	<A>
	Consider strategic threats and opportunities in relation to the Academies	✓	✓	<A>	<A>	✓	✓	✓	✓	✓	✓
	Assist with the creation of a public face and external identity for the Academies within the Trust, facilitating discussions with those who might be considered strategic partners of the Academies	<A>	✓	<A>	<A>	✓	✓	✓	✓	✓	✓
	Commit to identifying and sharing skills and resources with others and promote the benefits within academies	<A>	✓	<A>	<A>	<A>	<A>	<A>	<A>	<A>	<A>
External focus	Provide a perspective on the wider education community and the challenges facing state funded schools		✓	A>					<A		
	Support the Principals in relation to any complaints from parents or the wider community			A>		✓			<A		
	To ensure that all stakeholders have a voice in decisions that impact on them			A>		✓			<A		
	Be responsible for all consultations and engagement with the community					✓	<A	<A	<A	<A	<A

IT and Data Protection

✓ Accountable A Advise <> Direction of advice	Staffing	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
IT	Formulating and recommending ICT strategy and policies to the TLG and TB and researching and evaluating advances in technology to optimise access to and provision of services		<A>					✓			
	Providing a common and secure ICT infrastructure which will improve and deliver requisite customer service providing satisfaction and value for money		<A>					✓			
	Leading the ICT business relationship with partners to deliver business and contractual outcomes whilst ensuring they are aligned with the Trusts priorities		<A>					✓			
Data Protection	Respond to requests for information under the FOI Act 2000 under the Data Protection Acts within statutory timescales.	A>	✓							<A>	
	Act as Data Protection Officer.							✓		<A>	
	Authorise the publication, use, loan or reproduction of the MAT materials		✓					<A>			

✓ Accountable A Advise ⇔ Direction of advice	Staffing	Trust Board	CEO	Audit and Risk Function	Remuneration Function	Principal	Local Advisory Board	Finance Officer	Engagement and Families	Academy Support and Development	Education and Academy Performance
	Maintaining the standards of control for such systems in operation within each academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.	A>	<A>			✓	<A>				

Scheme of Financial Authorities

Macintyre Academies Trust operates a centralised financial structure. In the current early stages of the trusts development we believe that this is the most effective and beneficial model. A centralised structure lifts the burden of responsibility on schools who, in their infancy, have other pressures. The model allows us to maximise efficiency and procurement savings. The academies maintain their autonomy because they can still purchase what they need in line with their budgets.

In brief in a centralised structure the MAT is responsible for:

- Statutory reports
- VAT
- Audit
- Month end reconciliations
- Payment runs
- Bank reconciliations

In contrast the Academies are responsible for:

- Purchase orders/GRNs
- Petty cash/charge cards

Roles

MacIntyre Academies Trust is regulated by the Department for Education. Trust Members, Directors (collectively the Trust Board) and Local Advisory Boards have different but complimentary roles and responsibilities to safeguard trust financial resources, ensure that public money is well spent and avoid conflicts of interest. Each group works under its own Terms of Reference which identifies roles, responsibilities and ways of working.

MAT operates in line with its articles of association and funding agreement with the DfE and ensures its compliance with all financial guidance issued by the Education Funding Agency (EFA) and the understands that it must seek prior approval from the EFA for some transactions.

Accounting Officer

The Accounting Officer (AO) in MacIntyre Academies Trust is the CEO, they have overall responsibility for the academy's activities including financial activities. They are supported in this by the Finance Officer and Responsible Officer. They are personally responsible to Parliament and to the AO of the EFA for the resources under their control.

The essence of the role is a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for the keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; for ensuring value for money; and for the efficient and effective use of all the resources in their charge. Essentially accounting officers must be able to assure Parliament and the public of high standards of probity in the management of public funds.

Much of the financial responsibility is delegated to the Finance Officer, Principal and Business Manager but the AO still retains responsibility for:

- Approving new staff appointments within the authorised establishment;
- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the EFA guidance issued to academies;
- Completion of the accounting officer's statement on governance, regularity, propriety and authorising contracts

The Responsible Officer

The Responsible Officer (RO) is appointed by the Trust Board and provides them with independent oversight of the academy's financial affairs. The main duties of the RO are to provide the Trust Board with independent assurance that:

- The financial responsibilities of the Principals and Local Advisory Boards are being properly discharged;
- Resources are being managed in an efficient, economical and effective manner;
- Sound systems of internal financial control are being maintained and
- Financial considerations are fully taken into account in reaching decisions.

The Responsible Officer will undertake a termly programme of reviews to ensure that financial transactions have been properly processed and that controls are operating as lay down by the governing body. A report of the findings from each visit will be presented to the Finance Committee.

Principles of the Scheme

This scheme of financial authorities for academies within the trust forms part of the trust's scheme of delegation of financial powers which comply with the requirements both of propriety and of good financial management. Arrangements for proposing and approving budgets for each academy in the trust are set out in the trust's financial handbook. It should be noted that:

- The Trust Board is responsible for appointing auditors whose remit will cover all academies in the trust.
- All delegated financial authorities are, in addition to the values stated below, limited to the value of the approved budget for each academy.
- All non-pay expenditure, ordering of goods and services, must be made / committed in accordance with the trust's procurement policy.
- The monetary / percentage limits will be reviewed annually and may be different for each academy.
- Each academy may set its own monetary value limits and frequency of reporting providing they do not exceed those given in this Scheme.
- The following table summarises the delegated financial authorities for each function.

Financial Processes

✓ Accountable A Advise <> Direction of advise	Process	Trust Board	CEO	Audit and Risk	Trust Remuneration Function	Principal	Local Advisory Board	Finance Officer	Internal Audit Function	Business Manager
Governance	Appointment of internal audit/Responsible Officer Function	✓	<A							
	Approving financial procedures in accordance with legal and DfE requirements and best practice	✓	<A>					<A		
	Ensuring that the financial procedures are implemented effectively		<A>					✓	<A	
	Maintaining accurate, reconciled and up to date records to provide financial and statistical information							✓	<A	
	Establishing and maintaining asset registers in accordance with financial procedures							✓	<A	
	Ensuring that any disposal of assets complies with the financial procedures							✓	<A	
Procurement	Procurement of essential central services for the Trust, ensuring that they present good value for money	✓		<A						
	Enter into contracts identified in the Budget Plan, within the financial limits identified.		✓ Over £5k			✓ up to £5k		<A		

✓ Accountable A Advise <> Direction of advise	Process	Trust Board	CEO	Audit and Risk	Trust Remuneration Function	Principal	Local Advisory Board	Finance Officer	Internal Audit Function	Business Manager	
Budgets	Determine the proportion of the overall Academy budget to be retained for Central Services and shall inform the LAB of the balance which is their budget.	✓	<A>								
	Provide the LAB with the full financial detail of the total allocation of funding provided by the Education Funding Agency in respect of each academy					✓		A>			
	Develop the individual Academy plan for spending the budget in accordance with the Academies Financial Handbook and the School Development Plan and present the proposed Budget Plan to the Trust for approval.			<A>		✓		A>			
	Draft budget plan			<A>		✓		<A>			
	Approve budget plan for submission to the MAT Board			<A>				✓			
	Approve or reject the Budget Plan		✓	<A>							
	Agree expenditure outside of the approved Budget Plan considering Financial Scheme of Delegation and Financial Procedures		✓	<A>							
Monitoring	Monitor monthly expenditure of the Academy against the approved Budget Plan		A>			✓		<A>		<A>	

✓ Accountable A Advise <> Direction of advise	Process	Trust Board	CEO	Audit and Risk	Trust Remuneration Function	Principal	Local Advisory Board	Finance Officer	Internal Audit Function	Business Manager
Monitoring (continued)	Ensure that the budget is not overspent unless through prior agreement with the CEO					✓		<A>	A>	<A
	Produce Monthly Management Accounts. All transactions to be processed and reconciled by the academies finance staff for the timely checking and production of the monthly management accounts.					<A		✓		<A
	Ensure that where Academies pool resources, this is managed so that it represents good value for money to each.		<A>			✓		A>		
	Ensure that proper policies and procedures are in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the Master Funding Agreement		<A>			<A		✓		<A
	Observe the policy on charging and remissions published by the Trust from time to time					✓	A>	A>		
	Establish and monitor use of procurement policy/ procedures, preferred providers list					<A		✓		<A
	Monitor procurement ensuring that this is best value									

✓ Accountable A Advise <> Direction of advise	Process	Trust Board	CEO	Audit and Risk	Trust Remuneration Function	Principal	Local Advisory Board	Finance Officer	Internal Audit Function	Business Manager
	EFA reporting. An annual Financial Reporting Timetable will be released by the EFA dates and requirements will be included on this timetable.		<A>					✓		
	Financial statement approval	Board approval	Presentation to the Board					Preparati on		<A

Financial Authorities

✓ Accountable A Advise ⇔ Direction of advice	Financial Scheme	Trust Board	CEO	Finance Officer	Principal	Business Manager
Variation to budget	Agree budget requirements	Over 30k	Over 10K	<A>	Up to £10k	£500
Procurement and purchasing	Ensuring that orders are placed with approved suppliers unless agreed otherwise with the Finance Officer. Ensuring that orders are written on approved purchase order pro forma and authorised before being processed in the financial management system, and before order is placed with supplier. Approved paper based orders should be entered into the financial management system by someone other than the person who approved the order.			<A>		✓
	Purchase orders	Over £25,001 per item or related group of items with approval of CEO. Formal tendering process if appropriate.	£5,001 and up to £25,000 per item or related group of items. Three written quotes must be obtained.		£251 to £5,000 per item or related group of items and within approved budget. Three quotes must be obtained. These can include both written and verbal.	Up to £250 per item or related group of items and within approved budget
	Authority to accept other than lowest quotation or tender. A clear rationale for this is required.	Board approval for	£5,001 to £25,000	£1,001 to £5k	Up to £1k	

✓ Accountable A Advise ⇔ Direction of advice	Financial Scheme	Trust Board	CEO	Finance Officer	Principal	Business Manager
		quotations or tenders over £25,001.				
	Academy Purchase Card must be kept in the safe when not in use. All transactions must be supported by a receipt. Orders should be placed only by card holder. Reconciliation should be checked by someone other than the person who places the orders on a monthly basis.			A>		✓
	Authorisation of Purchase card limits		Over £5,001	Over £1,001 up to £5k	Limited to £1k	<A
	Authorisation for Credit Card limits		✓			
Cash, Cheques and Bank Transfers	Academy collection and receipt of cash and cheques. Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger. All on site cash and cheques must be locked in the safe until banking.			A>		✓
	Payments by BACs, standing orders and direct debits. Two signatories required, one of whom needs to have authorisation for the level of expenditure.			✓		<A
	BACS payment authorisation and other bank transfers e.g. salary transfers.			2 signatures required, one of which must be the FO		<A
	Petty cash should be kept in a locked tin and stored in the school safe. Petty cash payments should be kept below			A>		✓

✓Accountable A Advise ⇔ Direction of advice	Financial Scheme	Trust Board	CEO	Finance Officer	Principal	Business Manager
	£25. Receipts must be provided for any claim. Pre-approval from the appropriate budget holder must be obtained before any purchases take place.					
	Periodic petty cash checks should take place by finance consultant or responsible officer.		✓	<A>		
Invoices	Sales invoices. All sales invoices must be processed through the MAT financial management system, and issued in a timely manner.		Over £100,001	✓	£5,001 to £100,000	Up to £5,000
Wages and Salaries	Check monthly payroll and make any necessary changes or adjustments. Monthly payroll must be authorised and signed off on by the Principal.			A>	A>	✓
	Payroll reports and payments made will be checked and agreed on a monthly basis.			✓		<A
	Payroll Processing			✓		<A
Assets	Acquisition/ disposal, write-off of a fixed asset- other than land, buildings, heritage assets	Delegated to each academy Board notified annually Board approves over £10,001	Monitoring role.	Over £1,001 to £10,000	Items with a replacement value of up to £1,000.	Annual Report to the LAB Board

✓Accountable A Advise ↔ Direction of advice	Financial Scheme	Trust Board	CEO	Finance Officer	Principal	Business Manager
	All assets to the value of £2,000 either individually or as a group will need to be recorded in the asset register.			A>	✓	<A
Special Payments	Special payments – staff severance payments, compensation payments, ex-gratia payments	Board approves policy and authorises above £10,001	Approval up to £10,000	Develop policy for Board approval and implement		
Property	Purchase or sale of any freehold property	EFA approval required				
Leases	Operating leases/service contracts – not related to land or buildings	Board approval. EFA approval required	Proposal to Board			
	Granting or take up of any leasehold or tenancy agreement or finance lease	Board approval and EFA approval	Report / proposal to Board			

Appendix 1 Memorandum of Understanding

Appendix 2 Terms of Reference MAT Trust Board

Appendix 3 Terms of Reference Local Advisory Board

Appendix 4 Terms of Reference Trust Leadership Group (subcommittee)

Appendix 5 Terms of Reference Educational Leadership Group (subcommittee)