



**Chatsworth Multi Academy Trust**

Achieving Excellence Together

**The Chatsworth Multi Academy Trust**

# **Scheme of Delegation**

Adopted: 21<sup>st</sup> March 2017

Reviewed: 30<sup>th</sup> September 2017

To be Reviewed: 30<sup>th</sup> September 2018

## Mission Statement

The Chatsworth Multi Academy Trust has been established to bring together high quality provision, professionals and practitioners in the Greater Manchester area in order to maximise the quality of education, care and opportunity for children and young people with special educational needs and disabilities.

The Chatsworth Multi Academy Trust aims to provide an integrated and continuous pathway for the learning and development of children and young people from 0 – 25 years which is inclusive and aspirational. Throughout the Trust individuals are valued for themselves, challenged to achieve excellence in everything they do and share a bond of mutual respect for others and the environment in which they learn.

The Chatsworth Multi Academy Trust is a safe, open and progressive learning community in which all children and young people are at the heart of everything we do as we strive with energy, enthusiasm and enjoyment to achieve excellence together.

## Core Values

1. To provide a safe, healthy and secure learning community which serves the Greater Manchester area and in which children and young people thrive and develop.
2. To deliver excellence in the quality of education for children and young people with special educational needs and disabilities by combining and sharing the knowledge, skills and expertise of all partners across the Trust.
3. To support the health needs of all children and young people in the Trust in order to enable their learning potential to be fully achieved.
4. To achieve excellence across the Trust through a shared process of rigorous self-evaluation focused on the quality of teaching, learning and assessment that underpins good or better progress and positive pupil or learner outcomes.
5. To engender a culture of mutual respect, care and fairness throughout the Trust in which each individual is explicitly valued and their achievements are celebrated.
6. To ensure that excellence in learning is achieved through enjoyment, excitement, energy and enthusiasm in all children and young people.
7. To sustain a financially viable Trust in which resources are employed efficiently according to best value principles and shared fairly according to needs.
8. To work in a proactive and positive partnership with parents and carers to support the holistic development of their child.
9. To create and nurture a staff team of the highest quality through effective and safe recruitment, frequent and regular continuing professional learning and opportunities for career development.
10. To build resilience in all children and young people in order to support their personal development, behaviour and well being and support their transition into happy, fulfilling and empowered adult lives.

## *Foreword*

*This Scheme of Delegation outlines the scope of Authority, Financial Power and Duties of the partners of the Chatsworth Multi Academy Trust and provides guidance and instruction on the operation of the Trust. The Scheme has been written with cognisance of the requirements of the Department for Education and the Education and Skills Funding Agency and endeavours to ensure that the Trust remains compliant with those requirements throughout its operation.*

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## **A. Authority, Financial Powers and Duties Reserved for the Board of Trustees**

### **1. General**

1.1. To approve and adopt a written Scheme of Delegation of its authority, financial powers and duties and those of its Committees, the Local Governing Body or its equivalent of organisations in the Chatsworth Multi Academy Trust, the Executive Headteacher and the Headteacher or Principal of organisations in the Chatsworth Multi Academy Trust.

The Scheme of Delegation must ensure that there are adequate operational controls in place within The Chatsworth Multi Academy Trust.

The Scheme of Delegation should be operated in conjunction with the *Financial Regulations Manual* of the Chatsworth Multi Academy Trust.

### **2. Governance**

2.1. To constitute the Local Governing Body or its equivalent of each organisation in the Chatsworth Multi Academy Trust identifying the number, constituency and voting rights of each Governor.

2.2. To conduct an annual review of the effectiveness and impact of each Local Governing Body or its equivalent and take any actions necessary to secure high quality governance within each organisation.

2.3. To determine representation from organisations within the Chatsworth Multi Academy Trust on the Board of Trustees.

### **3. Budgets and Budgetary Controls**

3.1. To approve the annual budget of the Chatsworth Multi Academy Trust prior to the start of each financial year to ensure timely submissions to the Education and Skills Funding Agency (ESFA).

3.2. To approve the annual budget of each organisation in the Chatsworth Multi Academy Trust prior to the start of each financial year to ensure timely submissions to the Education Funding Agency (ESFA).

3.3. To consider reports from the Finance Committee at every meeting with relevant explanations and documentation where required.

3.4. To authorise of any deficit budgets within the Chatsworth Multi Academy Trust.

### **4. Purchasing**

4.1. To authorise the advertising of tenders above £10,000 and authorise the award of contracts and purchases arising from this process above £10,000 for all organisation's budgets within the Chatsworth Multi Academy Trust including the Chatsworth Multi Academy Trust's budget.

### **5. Accounts and Audit**

5.1. To approve the annual accounts of the Chatsworth Multi Academy Trust.

5.2. To inform the ESFA if it suspects any irregularity affecting resources.

### **6. Personnel**

6.1. To appoint a person to be the Executive Headteacher of the Chatsworth Multi Academy Trust.

- 6.2. To appoint a panel of Trustees to conduct the performance review of the Executive Headteacher.
- 6.3. To approve the remuneration of the Executive Headteacher after completion of the Executive Headteacher performance review by the appointed panel.
- 6.4. To manage the performance of the Executive Headteacher. The Trustees must take into account the views of all Trustees before making any decision to dismiss the Executive Headteacher.
- 6.5. To instruct or approve significant and permanent additional staffing appointments to the Chatsworth Multi Academy Trust outside of the annual budget.
- 6.6. To instruct or approve any redundancies or staff restructuring of the Chatsworth Multi Academy Trust or of any organisation within the Chatsworth Multi Academy Trust.
- 6.7. To provide Trustee representation on the appointment panel for the Headteacher or Principal of any organisation within the Chatsworth Multi Academy Trust comprising no less than 25% and no more than 50% of the panel.
- 6.8. To ratify the remuneration of the Headteacher or Principal of all organisations in the Chatsworth Multi Academy Trust after completion of the performance review by the appointed panel.
- 6.9. To support the performance of the Headteacher or Principal of all organisations in the Chatsworth Multi Academy Trust. The Trustees must take into account the views of all Trustees and Governors before making any decision to dismiss the any Headteacher, Principal or other member of the senior leadership teams of organisations in the Trust.

## **7. Security of Assets**

- 7.1. To authorise the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value over £10,000 for all organisations within the Chatsworth Multi Academy Trust.

## **B. Authority, Financial Powers and Duties Delegated to the Finance Committee**

### **1. General**

- 1.1. To exercise the powers and duties of the Trustees in respect of the financial administration of the Chatsworth Multi Academy Trust except for those items specifically reserved for the Trustees and those delegated to the Executive Headteacher and other staff.
- 1.2. To report on decisions taken under delegated powers to the Trustees in a timely manner.
- 1.3. To ensure that adequate arrangements for insurance cover are in place for all organisations in the Chatsworth Multi Academy Trust.

### **2. Budgets and Budgetary Control**

- 2.1. To review and approve the annual budget of the Chatsworth Multi Academy Trust prior to the start of each financial year and prior to recommending it to the Trustees for ratification.
- 2.2. To review the annual budget of each organisation within the Chatsworth Multi Academy Trust prior to the start of each financial year and prior to recommending it to the Trustees for ratification.
- 2.3. To set the annual contribution level for each organisation's General Annual Grant (GAG) or its equivalent to be received by the Chatsworth Multi Academy Trust each year before 30<sup>th</sup> October.
- 2.4. To approve and authorise all changes to the forecast surplus or deficit of the annual budget for all budgets within the Chatsworth Multi Academy Trust and to report changes to the forecast surplus or deficit to the Trustees.
- 2.5. To consider budgetary management reports on the Chatsworth Multi Academy Trust's financial position at every meeting, taking appropriate action to contain expenditure within the budget and reporting to the Trustees.
- 2.6. To approve virements of over £5,000 within the Chatsworth Multi Academy Trust's annual budget.
- 2.7. To approve virements of over £25,000 for organisational budgets.
- 2.8. To report to the Trustees all significant financial matters and any actual or potential overspending for all organisations in the Chatsworth Multi Academy Trust.
- 2.9. To approve and authorise all expenditure of unrestricted reserves for all organisations within the Chatsworth Multi Academy Trust.

### **3. Purchasing**

- 3.1. To authorise the award of contracts and purchases up to £10,000 for the Chatsworth Multi Academy Trust's annual budget.
- 3.2. To approve contracts and purchases over £10,000 for all organisation's budgets within the Chatsworth Multi Academy Trust.

#### **4. Income**

- 4.1. To authorise the write off of debts not collectable between £5,000 and £45,000. The write-off of debts over £45,000 requires prior written approval from the Education and Skills Funding Agency (ESFA).
- 4.2. To approve activities to generate additional income for the Chatsworth Multi Academy Trust.

#### **5. Security of Assets**

- 5.1. To ensure that there are annual independent checks of assets and the assets register.
- 5.2. To authorise the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value up to £10,000 and reporting such authorisations to the Trustees.

#### **6. Accounts and Audit**

- 6.1. To review the draft financial statements and highlighting any significant issues to the Trustees prior to submission to the ESFA by 31 December.
- 6.2. To appoint the external auditors for the Chatsworth Multi Academy Trust.
- 6.3. To review the reports of the Internal Auditors on the effectiveness of the financial procedures and controls within the Chatsworth Multi Academy Trust and report these to the Trustees.

#### **7. Banking**

- 7.1. To authorise the opening of new bank accounts for the Chatsworth Multi Academy Trust.
- 7.2. To authorise the application for new business charge cards for the Chatsworth Multi Academy Trust.
- 7.3. To authorise the opening of new bank accounts for all organisations within the Chatsworth Multi Academy Trust.
- 7.4. To authorise the application for new business charge cards for all organisations within the Chatsworth Multi Academy Trust.

## **C. Authority, Financial Powers and Duties Delegated to the Local Governing Body**

### **1. General**

- 1.1. To recognise, understand and act within the remit of the written Scheme of Delegation of the Chatsworth Multi Academy Trust.
- 1.2. To approve of the Terms of Reference for the Local Governing Body.
- 1.3. To support the strategic and operational functioning of the organisation under the leadership of the Headteacher or Principal.
- 1.4. To contribute to the growth and development of the Chatsworth Multi Academy Trust.

### **2. Governance**

- 2.1. To elect a Chair of Governors and Vice-Chair of Governors each year during the Autumn Term Full Governing Body meeting.
- 2.2. To ensure that all roles and functions within the Local Governing Body are filled according to the Terms of Reference of the Local Governing Body.
- 2.3. To form sub-committees to support the function of the Local Governing Body and approve the Terms of Reference of these sub-committees.

### **3. Budgets and Budgetary Controls**

- 3.1. To ensure that the organisation's budget is prepared and submitted for approval by the Trustees prior to the start of each financial year.
- 3.2. To approve the transfer of the annual contribution of the organisation's General Annual Grant (GAG) or its equivalent to the Chatsworth Multi Academy Trust each year during the Autumn Term.

### **4. Accounts and Audit**

- 4.1. To manage the organisation's bank accounts according the *Financial Regulations Manual* of the Chatsworth Multi Academy Trust.
- 4.2. To arrange the annual audit of the organisation's accounts and submit these for approval by the Trustees.

### **5. Personnel**

- 5.1. To form an appointment panel of Governors and Trustees of the Chatsworth Multi Academy Trust to conduct the appointment process for the Headteacher or Principal of the organisation of which no less than 50% and no more than 75% of the panel are Governors of the organisation.  
Where a person is both a Governor of the organisation and a Trustee of the Chatsworth Multi Academy Trust, that person will be counted as a Governor of the organisation for the purposes of convening the panel.
- 5.2. To appoint a person to be the Headteacher or Principal of the organisation.
- 5.3. To appoint a panel of Governors to work in conjunction with the Executive Headteacher to conduct the performance review of the Headteacher or Principal.
- 5.4. To approve the remuneration of the Headteacher or Principal after completion of the performance review by the appointed panel and present this decision to Trustees for ratification.



## **D. Authority, Financial Powers and Duties Delegated to the Executive Headteacher**

### **1. General**

- 1.1. To lead the strategic development of the Chatsworth Multi Academy Trust according to the underpinning ethos of the Trust as expressed in its Mission Statement and Core Values.
- 1.2. To exercise delegated powers and functions in respect of the internal organisation, management and control of the Chatsworth Multi Academy Trust.
- 1.3. To implement all policies approved by the Trustees.

### **2. Budgets and Budgetary Controls**

- 2.1. To prepare an annual draft budget plan for the Chatsworth Multi Academy Trust for consideration by the Finance Committee and Trustees before the start of each financial year.
- 2.2. To receive and review monthly finance statements from each organisation in the Chatsworth Multi Academy Trust and monitor the expenditure and income for all organisations against the approved budget.
- 2.3. To submit reports on the Trust's financial position to every meeting of the Finance Committee. Any actual or potential overspending must be reported to the Finance Committee.
- 2.4. To review the expenditure of restricted reserves of all organisations in the Chatsworth Multi Academy Trust.
- 2.5. To review income and expenditure reports of the Chatsworth Multi Academy Trust budget on a monthly basis ensuring that potential overspending is reported to the Finance Committee.
- 2.6. To approve virements of up to £5,000 within the Chatsworth Multi Academy Trust's annual budget.

### **3. Purchasing**

- 3.1. To authorise contracts and purchases for the Chatsworth Multi Academy Trust up to £5,000.
- 3.2. To ensure that all contracts and agreements entered into by organisations in the Chatsworth Multi Academy Trust conform to the *Financial Regulations Manual*.

### **4. Payment**

- 4.1. To authorise payments for the Chatsworth Multi Academy Trust by cheque, BACS and internet banking with another approved bank signatory.

### **5. Personnel**

- 5.1. To work in conjunction with each organisation's Governors to conduct the performance review of the Headteacher or Principal.
- 5.2. To authorise changes to staffing structures to meet the urgent needs of organisations in the Chatsworth Multi Academy Trust which have no significant impact on costs or significant risk to the Trust.

## **E. Authority, Financial Powers and Duties Delegated to the Headteacher**

## **1. General**

- 1.1. To lead the strategic development of the organisation as an efficiently operating partner within the Chatsworth Multi Academy Trust according to the underpinning ethos of the Trust as expressed in its Mission Statement and Core Values.
- 1.2. To exercise delegated powers and functions in respect of the internal organisation, management and control of the organisation.
- 1.3. To implement all policies approved by the Governors of the organisation the Trustees of the Chatsworth Multi Academy Trust.

## **2. Budgets and Budgetary control**

- 2.1. To manage spending within the approved budget of the organisation in conjunction with the Executive Headteacher.
- 2.2. To approve virements of up to £25,000 within the organisation's budget.

## **3. Purchasing**

- 3.1. To authorise contracts and purchases for the organisation up to £10,000. This authority may be delegated to the Deputy Headteacher; any such delegation should be confirmed via e-mail outlining the conditions under which it applies.
- 3.2. For all contracts and purchases over £10,000 approval must be obtained from the Finance Committee. The Headteacher must produce a coherent rationale for the item with the written support of the Chair of Governors of the organisation and obtain recorded approval in the form of minutes or e-mails from the Finance Committee. In the event of the Finance Committee not approving an item, the Chair of the Finance Committee will be required to explain the rationale for the decision directly to the Board of Governors.
- 3.3. To ensure that all contracts and agreements entered into by the organisation conform to the *Financial Regulations Manual*.

## **4. Payment**

- 4.1. To authorise payments for the organisation by cheque, BACS and internet banking with another approved bank signatory.
- 4.2. To approve all mileage expense claims for staff in the organisation.
- 4.3. To approve overtime payments and associated disbursements.

## **5. Personnel**

- 5.1. To lead the recruitment and appointment of the organisation's staff.
- 5.2. To approve the recruitment of temporary staff to cover maternity or long-term sickness absence within the approved budget.

**F. Summary of the Financial Authorisation Levels**

Please note the following information:

- All Budgets: Refers to all budgets in the Trust including the Trust's Central Budget
- CMAT Budget: The Chatsworth Multi Academy Trust's centrally held budget
- Org. Budget: Each individual organisation's budget

| <b>Item</b> | <b>Trustees</b>    | <b>Finance Com.</b> | <b>Finance Com.</b> | <b>Exec. HT</b>    | <b>HT/Principal</b> |
|-------------|--------------------|---------------------|---------------------|--------------------|---------------------|
|             | <i>All Budgets</i> | <i>CMAT Budget</i>  | <i>Org. Budgets</i> | <i>CMAT Budget</i> | <i>Org. Budgets</i> |
| Virements   |                    | + £5,000            | + £25,000           | - £5,000           | - £25,000           |
| Contracts   | + £10,000          | - £10,000           | + £10,000           | - £5,000           | - £10,000           |
| Purchases   | + £10,000          | - £10,000           | + £10,000           | - £5,000           | - £10,000           |
| Disposal    | + £10,000          | - £10,000           | + £10,000           |                    |                     |
| Forecast+/- |                    | All sums            | All sums            |                    |                     |