

# Financial Scheme of Delegation

UNDER REVIEW

## Swale Academies Trust

### Financial Scheme of Delegation

#### Introduction

Under the Articles of Association of Swale Academies Trust, the directors may delegate to any director, committee, Trust Principal or any other holder of an executive officer such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the directors may impose and may be revoked or altered.

Where any power or function of the governors has been exercised by any committee, that person or committee shall report to the directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the directors immediately following the taking of the action or the making of the decision.

The directors may establish any committee to exercise powers and functions of the directors. The constitution, membership and proceedings of any committee of the directors shall be determined by the directors. The establishment, terms of reference, constitution and membership of any committee of the directors shall be reviewed at least once in every twelve months. The membership of any committee of the directors may include persons who are not directors, provided that the majority of members of any such committee shall be directors. The directors may determine that some or all of the members of a committee who are not directors shall be entitled to a vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the directors unless the majority of members of the committee present are directors.

The Board of Directors is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the Trust, addressing such matters as:

- Policy development and strategic planning, including target-setting to keep up momentum of 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 Trust's financial, human and other resources;
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvements are acted upon;
- Helping the Trust be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- Setting the Trust's standards of conduct and values;
- Assessing and managing risk (including the Trust's risk management strategy for its annual report and accounts).

The Board of Directors cannot delegate any functions relating to:

- The constitution of the Trust
- The appointment or removal of the Chair or Vice-Chair of the Directors
- The suspension or removal of Directors
- The delegation of functions i.e. the adoption or revision of this Scheme of Delegation
- The establishment of committees
- The dissolution of committees

## Committees

The Board of Directors will establish a structure of committees as appropriate. These committees will act in an advisory capacity of the Board of Directors except where powers have been specifically delegated to them by the Board.

The Trust Board will establish the following committees:

- Trust Audit Committee
- Finance Management Committee
- Trust Performance Management and Salaries Committee
- Local Governing Bodies

Appendix 1- Table of Delegation

## Annual Review

This Scheme of Delegation shall operate from the Effective Date. The Directors will have the absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it.

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Directors will have regard to and give due consideration of any views of the Local Governing Bodies.

## Associated Policies

This Scheme of Delegation should be read in conjunction with the following policies:

- Terms of reference
  - Board of Directors
  - Trust Audit Committee
  - Finance Management Committee
  - Trust Performance Management and Salaries Committee
  - Local Governing Bodies
- Trust Financial Regulations

## Appendix 1

Financial Scheme of Delegation	
Delegated Duty	Delegated Authority
Recommend annually for approval, to the Trust Board, the formal revenue and capital budgets for each school within the Trust	Finance Management Committee
To approve the first formal budget plan each financial year in accordance with DfE timeframes	Board of Directors
To monitor, review and amend as necessary, the financial performance throughout the year and at year end of the Trust's revenue budget. Report quarterly to Board of Directors.	Finance Management Committee
To monitor, review and amend as necessary, the financial performance throughout the year and at year end of the Trust's capital budget. Report quarterly to Board of Directors.	Finance Management Committee
Ensuring that all transfers between budget headings (virements) comply with the financial procedures. Agree virement between budget headings where they exceed £25k	Finance Management Committee
Approve any unbudgeted revenue expenditure greater than £10k, except where emergencies dictate immediate action.	Finance Management Committee
Approval of bad debt write off over £1k	Board of Directors
Requisitions for orders/invoice approval up to £25k	Headteacher
Requisitions for orders/invoice approval over £25k	Trust Principal
Approve and ensure implementation of financial procedures in accordance with legal and DfE/EFA requirements and best practice	Audit Committee
Review Risk Register for the Trust	Audit Committee
Review reports from internal audit and ensure delivery or agreed actions from internal audit reports	Audit Committee
Maintaining a register of pecuniary and business interests of Directors and governors	Clerk to Board of Directors