

MYTON SCHOOL TRUST
SCHEME OF DELEGATION
UPDATED 13 OCTOBER 2022

<i>Delegated Duty</i>	<i>Delegated Authority</i>	<i>Method</i>
BUDGET		
Approval of annual budget	Board of Governors	Recommendation from Finance, Personnel & External Committee ("FP&E")
AUDIT		
Appointment of Auditors	Board of Governors	Recommendation from Audit Committee
Review and approval of Audit Findings Report	Board of Governors	Recommendation from Audit Committee
Review and approve Annual Audit Plan	Audit Committee	Proposal from Auditors
ANNUAL REPORT & FINANCIAL STATEMENTS		
Approval of Financial Statements	Board of Governors	Recommendation from FP&E
Approval of Governors / Trustees Report	Board of Governors	Recommendation from FP&E
Approval of Governance Statement	Board of Governors	Recommendation from FP&E
Approval of Statement of Trustees' Responsibilities	Board of Governors	Recommendation from FP&E
Approval of Governance Statement	Accounting Officer	Recommendation from FP&E in conjunction with the Accounting Officer and Audit Committee
Statement of Regularity, Propriety and Compliance	Accounting Officer	Recommendation from FP&E
APPOINTING STAFF		
To appoint the Head Teacher	Board of Governors (or agreed sub-group)	Minuted Committee Meeting
To decide the arrangements for appointing staff	FP&E Committee	Minuted Committee Meeting
PAY AWARDS		
Review and approve Head Teacher's annual salary in accordance with the Pay Policy	Pay Panel on advice from SIP	Minuted Committee Meeting
Review and approve annual salary increases in accordance with the Pay Policy	Pay Panel / FP&E Committee	Minuted Committee Meetings
Review grading structures to ensure compliance with equal pay legislation	Pay Panel / FP&E Committee	Minuted Committee Meetings
BANK ACCOUNTS		
Account Opening / Closing - Yorkshire bank	Board of Governors	2 signatories - Members only
Account Opening / Closing - Barclays Bank	Head Teacher / LT	2 signatories
Operation of bank accounts (Barclays & Yorkshire)	Head Teacher / LT / Finance Manager	2 signatories
PROCUREMENT		
Purchases < £2,500	Budget Holder & Procurement Officer	
Purchases between £2,501 - £5,000	as above + Finance Manager	2 Formal Written Quotes
Purchases between £5,001 - £30,000	as above + 2 SLT Approval (1 to be FD if available)	3 Formal Written Quotes
Purchase between £30,001 - £50,000	as above + Finance Gvs Approval	3 Formal Written Quotes
Purchase between £50,001 - £213,477	as above + Finance Gvs Approval	3 Written tenders (including specification)
Supply, Services & Design Contracts > £213,477; Public Works Contracts > £5,336,937; Social & other specific services > £663,540	as above + Finance Gvs Approval	The Public Contracts Regulations 2015 - Government Procurement Agreement ("GPA") via Find a Tender e-notificaion service ("FTS")
Contracts	as purchases (based on value of contract) plus 2 authorised signatories made up of Finance Director, Head Teacher, Governors	as purchases
NOVEL, CONTENTIOUS OR REPERCUSSIVE TRANSCATIONS (in accordance with ATH 2022)		
Novel, contentious or repercuissive transactions (including related party transactions)	ESFA Approval	ESFA enquiry form
SPECIAL PAYMENTS (in accordance with ATH 2022)		
Staff severance and compensation payments (including a non-statutory / non-contractual element) < £10,000	Finance Manager & Finance Director & Head Teacher	Appropriate supporting documentation
Staff severance and compensation payments (including a non-statutory / non-contractual element) > £10,000 but < £50,000	as above + FP&E Gvs Approval	Appropriate supporting documentation

Staff severance and compensation payments (including a non-statutory / non-contractual element) > £50,000	ESFA Approval	Appropriate supporting documentation
EX GRATIA PAYMENTS (in accordance with ATH 2022)	ESFA Approval plus HM Treasury approval if required	Appropriate supporting documentation
WRITE OFFS AND LIABILITIES - subject to a ceiling of £250,000 (In accordance with ATH 2022)		
Write Offs up to £1,000	Finance Manager & Finance Director	Appropriate supporting documentation
Write Offs between £1,000 - £45,000	as above + FP&E Govs Approval	Appropriate supporting documentation
Write Offs over £45,000 (or 1% of annual income OR 2.5% of annual income cumulatively)	ESFA Approval	Appropriate supporting documentation
GUARANTEES, INDEMNITIES, LETTERS OF COMFORT (in accordance with ATH 2022)		
Guarantees, indemnities, letters of comfort up to £45,000	FP&E Governors Approval	Appropriate supporting documentation (including legal advice)
Guarantees, indemnities, letters of comfort over £45,000 (or 1% of annual income OR 2.5% of annual income cumulatively)	ESFA Approval	Appropriate supporting documentation (including legal advice)
ACQUISITION & DISPOSAL OF FIXED ASSETS (In accordance with ATH 2022)		
Acquiring a freehold on land or buildings	ESFA Approval	
Disposing of a freehold on land or buildings	ESFA Approval	
Disposing of heritage assets	ESFA Approval	
Disposal of other fixed assets (other than land or buildings) up to £10,000 (NBV)	Finance Manager & Finance Director & Head Teacher	
Disposal of other fixed assets (other than land or buildings) over £10,000 (NBV)	FP&E Govs Approval	
LEASING (In accordance with ATH 2022)		
Taking up a finance lease	ESFA Approval	
Taking up a leasehold on land and buildings	ESFA Approval	
Granting a lease on land and buildings	ESFA Approval	
Operating Leases	As per procurement limits above	
GAG (In accordance with ATH 2022)		
GAG carry forward balances	No limits imposed	
BORROWING (In accordance with ATH 2022)		
Loan, overdraft	ESFA Approval	
Credit cards (for business use)	Finance Manager & Finance Director & Head Teacher	
Any other type of borrowing	ESFA Approval	
RELATED PARTY TRANSACTIONS (In accordance with ATH 2022)		
ALL related party transactions to be reported to ESFA via on-line form	ESFA reporting	ESFA related party on-line reporting
A contract (or sum of transactions over the financial year) with the same related party exceeding £20,000	ESFA Approval	ESFA related party on-line reporting
DISCIPLINARY MATTERS		
Suspension of an employee during investigation and lifting of a suspension	Headteacher or deputy headteacher in the head's absence	Minuted decision in accordance with the School's Disciplinary Policy
Chairing a Disciplinary hearing	Headteacher or delegated to another appropriate member of Senior Leadership Team	Minuted decision in accordance with the School's Disciplinary Policy
Chairing a Capability hearing	Governor will chair the meeting. A number of other Governors which may include the Headteacher may also be present	Minuted decision in accordance with the Teachers Capability Policy
Disciplinary action including dismissal	Headteacher or delegated to another appropriate member of Senior Leadership Team	Minuted decision in accordance with the School's Disciplinary Policy