Financial Scheme of Delegation – September 2025

Expenditure Authorisation Limits	Revenue Budgets	Capital as per Strategy Plan
Full Board	Over £100,001	Over £200,001
Resource and Audit Committee	£50,001 to £100,000	£100,001 to £200,000
Headteacher*	£20,000 to £50,000	Up to £100,00
Chief Operating Officer *	£2,001 to £20,000	
Deputy Headteachers (x2)	£2,001 to £20,000	£Nil
Assistant Headteacher (x3)	£2,001 to £10,000	£Nil
Budget Holder *Within agreed school budget*	Up to £2,000	£Nil

*These limits do not apply to staff salaries monthly payment sign-off

Value of spend	Procurement level	Process required
£0- £10,000	Low Value transactions	Receipts, Quotes, Best Value approach
£10,001 to £40,000	Medium Value transactions	Compare prices & options on at least 3 suppliers Written quotes/emails
Over £40,000 Or a series of contracts over £50,000	High Value transactions https://www.gov.uk/guidance/buying-for-schools	Formal Tender process Business Case for spend Market testing
£50,001	Tender Process - Public Contracts Regulation https://www.legislation.gov.uk/ukpga/2023/54/schedule/1	Procurement Act 2023

BAC's Authorisation Limits	Pool A	Pool B
2 signatories from Pool A **Or** 1 signatory from Pool A and 1 signatory from Pool B ***Pool B signatories cannot complete authorizations on their own***	Headteacher	Finance Manager
	Chief Operating Officer	Assistant Finance Manager (Payroll & Pensions)
	Deputy Headteachers	Assistant Headteachers

Charge Cards (19 live)	Credit Limit (up to £40k spent across all cards)
Chief Operating Officer	£10,000
Finance Manager	£20,000
Assistant Finance Manager (Payroll & Pensions)	£5,000
Allison Davis (Finance Officer)	£5,000
Jon Scourfield (Asst. Headteacher, Behavior)	£1,000
Trip Leads x 7 (to be changed to Equals card)	£1,000
Year Heads x 5 (to be changed to Equals cards)	£1,000
DT Food Technician (to be changed to Equals card)	£500
Facilities Manager	£500

✓ = Approve R = recommendation/information from I = input from	DfE	Board	Resource & Audit Committee	Strategy Committee	Headteacher	COO	Leadership Team	Finance Team	Budget Holder
Budget Management									
To create the annual revenue and capital budgets (in the context of the 3-5 year forecast)				R	✓	✓	I		
Approve the annual revenue and capital budget plan proposed by the RAC		✓	R			19)			
To consider at least three times a year revenue and capital budget monitoring reports including variances between actual and approved budget year to date, projected outturn and approved budget, including narrative explaining the reasons for variances			✓			R			
To approve additional spending plans which were not in the annual approved budget Report to the Full Board via the Resources and Audit Committee		✓	R		I	I			
Reserves Policy and taking actions necessary to support the achievement of the policy		✓	R		R	I			
Placing Orders for Goods and Services									
Authorise requisitions for processing as orders (generated through PS Financials) to suppliers for up to and including £2,000 for goods and services within budget							✓	✓	✓
Authorise requisitions for processing as orders (generated through PS Financials) to suppliers for between £5,000 and £25,000 following receipt of three written quotes and selection of lowest cost provider being selected							✓	✓	

✓ = Approve **R = recommendation/information from** **I = input from**	**DfE**	**Board**	**Resource & Audit Committee**	**Strategy Committee**	**Headteacher**	**COO**	**Leadership Team**	**Finance Team**	**Budget Holder**
Authorise orders (generated through PS Financials) to suppliers for requisitions between £5,000 and £25,000 following receipt of three written quotes and the provider is the most economically advantageous but is **not** the lowest cost						✓	R	R	
Formal Tendering process undertaken in accordance with the School's Financial Regulations required in consultation with the COO for goods /services totaling between £25,001 and Public Purchase threshold and authorised by the Full Board on the advice of the Resources and Audit Committee					✓	R			
Special Payments									
Staff Severance where non-statutory/non-contractual payment is £50,000 or more (approval required in advance).	✓	R	R	I					
Staff Severance where non-statutory/non-contractual payment is less than £50,000 (approval required in advance)				✓	R	I			
Compensation where non-statutory/non-contractual payment is £50,000 or more (approval required in advance)	✓	R	R	I					
Compensation where non-statutory/non-contractual payment is less than £50,000 (approval required in advance)					✓	I			
Ex-gratia payments	✓	R							
Banking Arrangements									
Open/close bank accounts		✓	R		R	I			
Any two authorised to process BACs payments up to defined limits (see table)					✓	✓			

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Bank loan, overdraft	✓								
Charge cards (for business use, not personal use and paid in full each month). To be approved/operate in accordance with the School Finance Procedures and Policy						✓	I		
Pre-payment cards. To be approved/operate in accordance with the School Finance Procedures and Policy						✓		I	
Petty Cash / Staff Re-imbursements									
Authorise Petty Cash balances up to £50							R	✓	
Re-imburse staff expenses by BACS							R	✓	
Insurance Arrangements									
Enter into insurance arrangements for land, buildings employee liability and other major risks		✓	R			I			
Enter into insurance arrangements for trips, mini bus and other minor risks where a school agreement has not been negotiated.						✓			
Leasing									
Granting a lease on land and buildings	✓		R		R	I			
Take up a finance lease	✓								
Take up a leasehold on land and buildings with lease term 7 years or more	✓		R		R	I			
Take up a leasehold on land and buildings with lease term less than 7 years			✓		R				
Take up an operating lease 3 years or less						✓			
Write-offs and Liabilities									
Writing off debts and losses which exceed 1% of the school annual GAG income or £45,000 individually, or 2.5% of annual income cumulatively	✓	R							

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Write off unrecoverable bad debts individual debtor above £501 or cumulative debt across debtors in a twelve month period above £3,001. [					✓	R			
Write off unrecoverable bad debts individual debtor up to inc. £500 or cumulative debt across debtors in a twelve month period less than or equal to £3,000						✓		R	
Acquisition and Disposal of assets									
Acquiring a freehold on land and buildings	✓	R							
Disposing of a freehold on land and buildings	✓	R							
Disposing of heritage assets	✓	R							
Disposing of assets (not land, buildings or heritage) above fair value of £5,000		✓			R				
Disposing of assets (not land, buildings or heritage) below fair value of £5,000.						✓			