

Scheme of delegation – summary of changes September 2021

- Relevant job title/formatting changes
- Inclusion of the Trust Environment Committee (page 5)
- Reference to the Board nominated lead on Data Protection and Information Security (page 6)
- Admissions section updated to include reference to in year admissions and consultation requirements (page 11)
- Financial levels of authority updated to include reference to publication requirements on Find a Tender, replacing OJEU (pages 12 and 19)
- Board scrutiny of pupil number predictions included in school census submission section (page 16)
- Use of school closure email notification added (page 16)
- Update of operating leases section to reflect ESFA requirements (page 19)
- Reorganisation of BACS, bank transfers and cheques sections to emphasise that cheques should only be used if payments cannot be made by BACS (page 20).
- Petty cash and write offs sections updated to include new authorisation levels (pp 20-21)
- HR section updated to clarify role of Core Finance in appointment of Academy Finance staff (p22)
- Settlement agreements wording updated to incorporate Academy Trust Handbook requirements (page 25).
- CFOO added to section for approval of acting up payments, Additional Payments and other temporary payments to support procedures for actioning temporary changes (page 26).
- Board scrutiny arrangements for settlements agreements updated to reflect HR reporting to the Finance, Capital and Resources Committee (page33).