

SCHEME OF DELEGATION

**SUCCESS
FOR
EVERYONE**



INTRODUCTION

1 Our vision is **“Success for Everyone”** and this places inclusion and wellbeing at the heart of everything we do. Our values are **“Care and Unity”**. We aspire for every member of our community regardless of circumstances or background, to be the best version of themselves.

1 THE STATUS OF THE SCHEME DELEGATION

The scheme of delegation is a key governance document because without it, it is not clear how accountability and decision-making works within the trust. This is why the Academy Trust Handbook requires it to be published on the trust’s website. The Scheme of Delegation operates in two-parts. Firstly, this document which provides an overview of functions and decision-making bodies. Secondly, the **delegation grid** which outlines the most notable decisions and where they sit. However, PolyMAT recognises that there may be decisions which sometimes sit outside this grid in which case this document is used to locate the best place for such decisions to be made. PolyMAT’s Financial Scheme of Delegation is a subset of its Scheme of Delegation and sits separately in the delegation grid.

1.1 PolyMAT (referred to herein as the “Trust”) was established on 10th June 2014. The Trust is a multi-academy trust capable of operating and maintaining a number of academies (each an **“academy”** and together the **“academies”**).

1.2 The Trust is both a company limited by guarantee and an exempt charity, regulated by the Secretary of State for Education, who acts as the principal regulator.

1.3 The Trust’s constitution and its charitable objective is set out in its Memorandum and Articles of Association (“Articles”).

1.4 Trustees have an overriding duty to act freely and in the best interest of the Trust and the academies at all times.

1.5 The purpose of this Scheme of Delegation is to provide operating clarity as to the roles, responsibilities and authority of those who contribute to the governance and oversight of the academies and the Trust itself. This Scheme of Delegation is subsidiary to the Articles, the Funding Agreement(s) and all schools/academies legislation.

1.6 The Trustees reserve the right (in their absolute discretion) to review and alter this Scheme of Delegation and the level of delegated responsibility at any time and will be formally reviewed for its effectiveness at least every two years.

1.7 The Effective Date of this Scheme of Delegation is 1 September 2023.

2 ACCOUNTABILITY: GOVERNANCE AND MANAGEMENT STRUCTURES

2.1 The Trust is a company limited by guarantee. It has no shareholders. The highest tier of oversight is provided by the **"Members"** who, through general meetings, are the guardians of the Trust, its purpose and welfare. Each Member's liability is limited to £10 and, in view of the limited liability and therefore scope for accountability, they have limited governance and no day to day management responsibilities. Members cannot be employees.

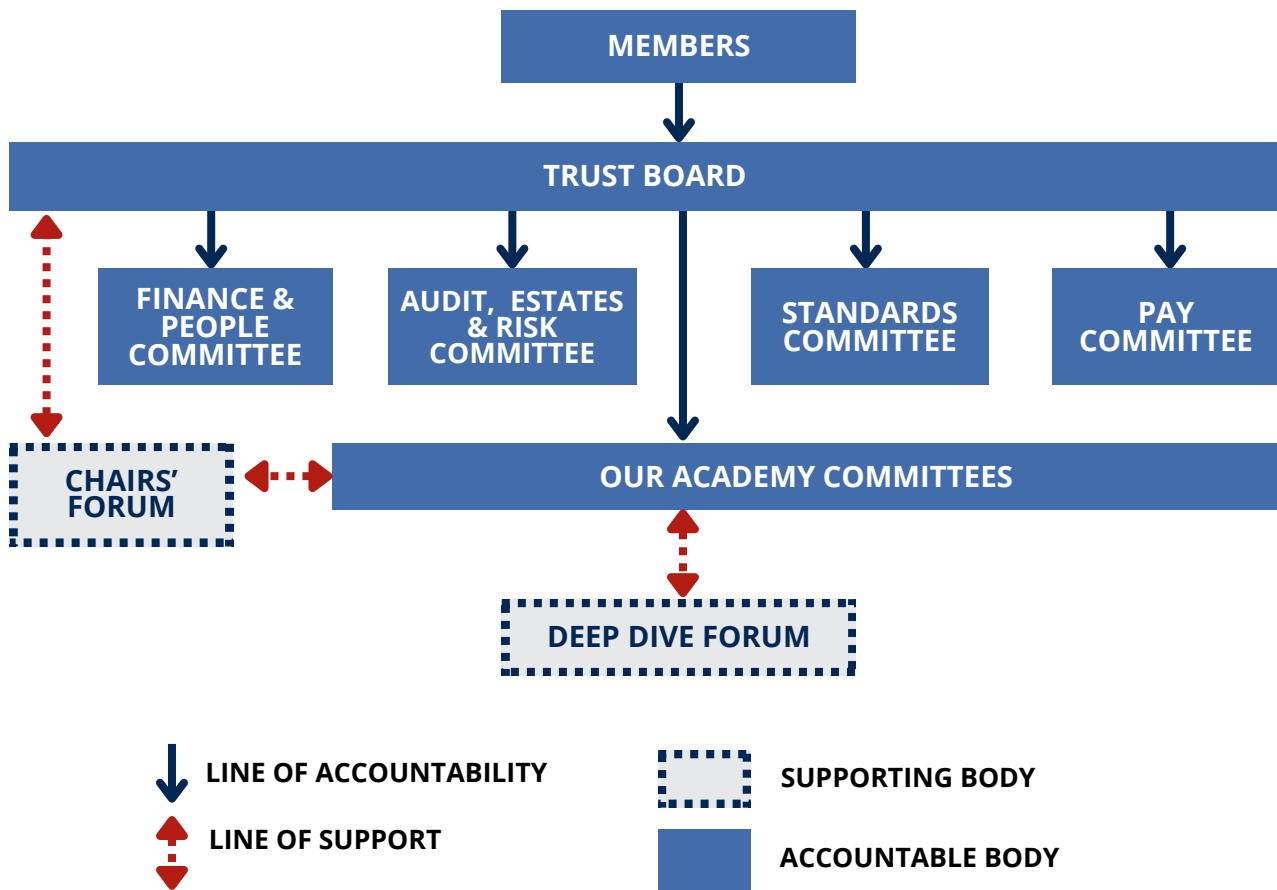
2.2 The next tier of oversight is provided by the **"Trustees"**. Trustees are appointed by the Members to whom they report. They are trustees for charity law purposes and also company Trustees are appointed directors registered with Companies House. The Trustees are personally responsible for the actions of the Trust and the academies and are accountable to the Members, the Secretary of State for Education and the wider community for the quality of the education received by all pupils of the academies and the expenditure of public money. The Trustees are required as trustees and pursuant to the Funding Agreement(s) to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust. The Trustees meet as a board of Trustees, generally known as the **"Trust Board"**.

2.3 All Trustees have the same responsibility to act in the best interests of the Trust and the academies, irrespective of any other role they may undertake within the academy.

2.4 The Trust Board will oversee the management and administration of the Trust and the academies run by the Trust and herein delegates authority and responsibility to others. The Trust also appoints an appropriately qualified Governance Professional.

2.5 The main delegation will be:

- to **"Trust Board including Committees"** of the Trust Board, who will act either in a permanent capacity or a temporary capacity where the terms of delegation will be determined by the Trustee Board.
- to the **"Chief Executive Officer"**, who will be responsible for the day-to-day management of the Trust and the academies. The Chief Executive Officer will be appointed by the Trust Board and report directly to it.
- to an **"Academy Committee"** for each academy to undertake elements of the Trust Board's role of strategic direction and oversight at a local level. Each Academy Committee is accountable to the Trust Board in relation to any matter delegated to it. The duties, responsibilities and authorities of each Academy Committee may vary between academies as determined by the Trust Board in consultation with the Chief Executive Officer.
- to the **"Chief Operations Officer"**, who will be responsible for the business management of the Trust and the academies. The Chief Operations Officer will be appointed by the CEO and report directly to him/her.
- to the **"Chief Finance Officer"**, who will be responsible for the financial management of the Trust and the academies. The Chief Finance Officer will be appointed by the CEO and report directly to the COO.
- to the **Head of School/Headteacher** through the formal delegation of powers from the Trust Board through the Executive Team. The operation of each academy will be managed by a named Head of School/Headteacher. The duties, responsibilities and authorities, of a Head of School, may vary as between academies as determined by the Chief Executive Officer in consultation with the Trust Board.



3 THE ROLE OF THE MEMBERS

3.1 The role of the Members is laid out in the Articles of Association and in company law. Their role is that of guardians of the constitution, ensuring the charitable object is fulfilled and to conduct oversight of the Trust Board. Members have limited governance and no day-to-day management responsibilities.

3.2 The Members' key responsibilities are:

- to ensure the Objectives of the Trust are met;
- to receive the Annual Report (prepared by the Trustees) at a General Meeting of the Trust;
- to appoint the Trust's auditors;
- to determine the Trust's constitution by adopting the company's Articles;
- to exercise either a direct power under the Articles or a statutory power;
- to appoint and remove Trustees (noting any powers delegated by the Members to the Trust Board to make such appointments and removals).

3.3 The Members appoint and remove the Trustees.

4 THE ROLE OF THE CHAIR OF THE TRUST BOARD

4.1 The Chair of the Trust Board ("Chair") has a fundamental role in leading the business of the Trust and as a fulcrum between the Trustee Board and the Chief Executive Officer.

4.2 The Chair is first amongst equals but has no defined individual power (except in an emergency).

4.3 The specific tasks and responsibilities of the Chair are as follows:

- to ensure the Trust Board provides a strategic focus to the Trust and its academies;
- to manage the business of the Trust Board to ensure it undertakes its duties efficiently and effectively in and between board meetings;
- to build, develop and meld the Trustees into an effective team, taking account of recruitment, succession and the professional development needs of the Trustee Board;
- to work in partnership with the Chief Executive Officer, developing a professional relationship, providing appropriate encouragement, challenge and support;
- to promote a culture of robust evaluation and continuous improvement across the Trust striving to drive up standards everywhere;
- to ensure the Trustee Board meets all its legal requirements by working closely with the Governance Professional to the Trustee Board; to represent the Trust to key external partners, the media and the public when required.

4.4 Chair's Emergency Powers

- The Chair, or in the absence of the Chair the Vice-Chair, may take such action as the Chair may think fit to protect the interests of the Trust, any school within the Trust, any student or employee of the Trust or any other member of the school community in circumstances where in the opinion of the Chair it would not be reasonably possible to convene a meeting of the Trust Board or a relevant Committee or Local Academy Committee in the time necessary to protect such interests. The Chair must inform the rest of the Board immediately and the action(s) must be officially discussed and agreed (or changed) at the soonest available convening of the Trust Board.
- Such powers should be used very sparingly and only in extreme cases where very swift action must be taken in times of emergency where delay would be likely to be seriously detrimental to the interests of the trust, one or more of its schools, one or more pupil, their family or member of staff. Such powers should only be used where it is impossible to convene the Trust Board and should be used as a last resort.
- Such powers do not apply to certain aspects of Board functions as set out in the School Governance Regulations (2013), including school closures, budget approval, suspending governors, agreeing policies regarding the management of staff and making pupil admissions decisions.

5 THE ROLE OF THE TRUSTEES AND THE TRUST BOARD

5.1 The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust.

5.2 The Trust Board will set the strategic direction of the Trust, maintain legal oversight, monitor all activities, assess the performance of the academies and establish & review material policies and practices governing the life of the academies.

5.3 The specific tasks and responsibilities of the Trust Board are as follows:

- to determine the vision and ethos of the Trust whilst acknowledging the uniqueness of each individual academy and the needs of the communities they serve;
- to, in conjunction with the Chief Executive Officer, develop a strategic plan for the Trust and to ensure the effective communication of that plan so it can be implemented across the Trust and in all the academies;
- to establish and maintain the academies (including considering expansion of the Trust by taking existing schools into the Trust or opening new schools);
- to determine and ensure the implementation of material policies and procedures which it is intended will achieve a consistently high standard of education and financial prudence across all areas of the Trust;

- to make or ratify suitable appointments of individuals who serve or will serve on the Academy Governing Bodies, such as the Chair of Governors including removing such individuals who fail to fulfil the expectations of the role;
- to approve the overall Trust budget and the budgets of each academy, having regard to any recommendations of the Finance Committee which will be responsible for conducting a thorough review of all budget proposals;
- to formally appoint the Chief Executive Officer;
- to ensure there is an effective risk management strategy in place
- to provide challenge and support to the Chief Executive Officer and through this post to the academies
- to set goals and undertake the performance management of the Chief Executive Officer;
- to ensure that the Chief Executive Officer is effectively overseeing the objectives and outcomes of each of the academies;
- to ensure that the Trust IT strategy is effective and efficient and robustly secure;
- to oversee the delivery of the benefits that collaborative working, common approaches and common systems will bring across the academies;
- to oversee the performance and delivery of any service provided by the Trust to the academies;
- to ensure proper advice is available to the Trust in relation to legal and compliance matters;
- to ensure that the Trust operates effective health & safety systems and procedures (including safeguarding);
- to ensure appropriate performance management systems are in place and are effective across the Trust and are accompanied by relevant programmes for the professional development of all staff;
- to regularly review and receive the following:
 - a high-level overview on safeguarding, this will include a Trust overview of how safeguarding is monitored across academies and ensuring that support and challenge from Directors is robust
 - a high level overview of Health and Safety across the Trust
 - the KPIs from the academies, which will cover student attendance, exclusions, leavers and public examination data, along with analysis as appropriate;

Through established committees:

- **Finance and People Committee** - to ensure there are robust financial systems and procedures in place that are adhered to by the Trust and each academy (using periodic internal audits to provide such assurance);
- **Risk, Estates and Audit Committee** - to ensure a comprehensive risk management framework and appropriate risk management strategies are put in place and maintained across the Trust; to ensure internal Audit is effective in identifying areas for improvement; estates management is effective and ensures all academies are environments conducive to good educational provision and safe for staff and students, procurement services ensure good VfM is achieved and economies of scale are realised wherever possible;
- **Pay and Pay Appeals Committee** – to ensure pay awards are in line with guidance in the Academy Trust Handbook and take account of performance, the need for recruitment and retention, the level of challenge of roles and affordability. To hear appeals concerning pay awards. To set the pay of the CEO and to scrutinise higher-level pay awards;
- **Standards Committee** – To maintain an overview of the policies and responsibilities concerning the Trust’s delivery of education to ensure that all schools are meeting the Trust’s expectations for the Quality of Education. To ensure that the Trust’s Vision of “Success for Everyone” and its values of Care and Unity are embedded in each PolyMAT school

5.4 The organisation of the Trust Board is set out in the Articles of Association which determine the minimum meeting frequency, quorum and the process for appointment of a Chair and Vice- Chair of the Trust Board. In summary, the Trust Board is required to meet at least three times a year and the quorum for any meeting is the greater of three or a third of the Trustees appointed at any one time.

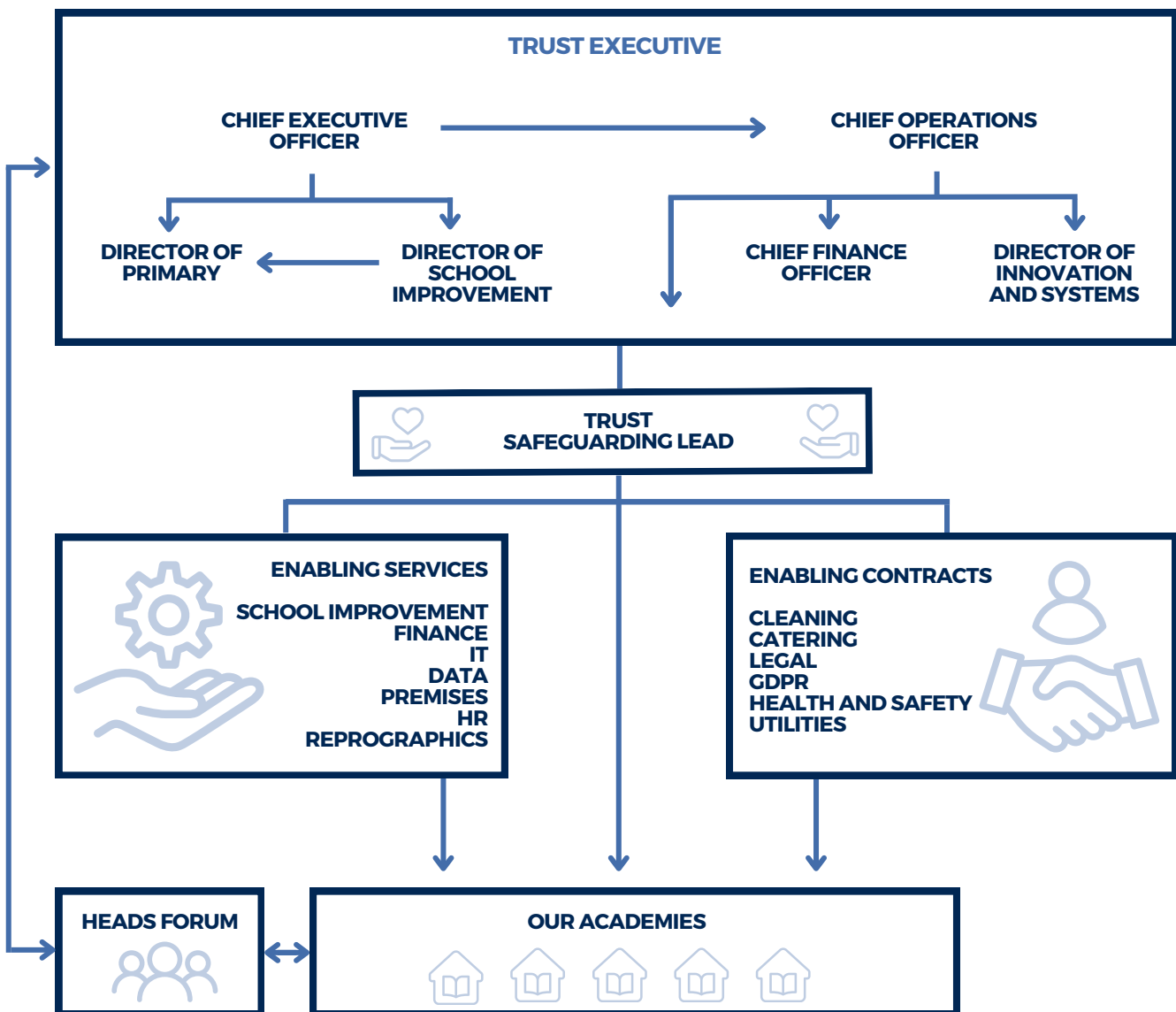
6 THE ROLE OF ACADEMY COMMITTEES

6.1 The Academy Committees operate through powers delegated from the Trust Board in accordance with the Articles of Association. Academy Committee Members focus on the key priorities for each school, specifically, Progress, Learning and Achievement, Safeguarding, Well-Being, Leadership and Pupil Related Matters

6.2 The Chair will be elected annually by the Academy Committee members for a term of one year.


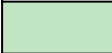
6.3 The Committee is constituted of no more than 12 members and no fewer than 7 as the Trust Board sees fit. This number include: two Parent Members, and the Headteacher/Head of School as appropriate. Members of the Trust Board and Executive and the school leadership team will be in attendance as required.

7 THE LEADERSHIP TEAM - TRUST EXECUTIVE



7.2 In anticipation of growth, PolyMAT has developed Governance and Leadership structures that are fit-for-purpose for a much larger Trust, providing clear lines of accountability with appropriate separation of powers. PolyMAT believes in effective delegation of powers, both governance and leadership, to ensure that local decisions can be taken at a local level whilst decisions of compliance and strategy are maintained at the Trust level. These structures will be able to grow shown below.

7.3 PolyMAT has developed governance and leadership structures that provide clear lines of accountability, supported by a detailed Scheme of Delegation. The governance structure recognises the importance of local governance with our Academy Committees designed to empower by removing compliance and statutory burdens and giving more time for discussion of student and staff work within schools in close collaboration with school leadership. This is supported by a Deep Dive Committee – a unique method of governance whereby academy committees come together to discuss a single topic in depth between their schools and share ideas. These structures are both fit-for-purpose and scalable.

PolyMAT Scheme of Delegation 2023-24	
Introduction	
PolyMAT's Scheme of Delegation provides the key points of reference for decision-making within the Trust. It is not exhaustive and there will always be decisions which do not fall neatly into this scheme. Any questions of doubt should be referred to the CEO or Trust Board in a timely fashion before decisions are taken.	
PolyMAT's Financial Scheme of Delegation works in the same way and is a sub-set of the Scheme of Delegation.	
Legend	
	Sign-off or approval taken at Trust level
	Sign-off or approval taken at School level
RM	Review and monitoring taken at Trust level
RM	Review and monitoring taken at School level
I	Implementation taken at Trust level
I	Implementation taken at School level
A/A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support
	Function cannot legally be undertaken at this level
Notes	
NOTE 1: the Trust Board delegates Executive Powers to its Committees for relevant policy approvals (excluding the Pay Committee and Academy Committees).	
NOTE 2: where actions must occur separately at both Trust and School levels, this is shown.	
NOTE 3: the CEO, COO, CFO and Headteachers/Heads of School will delegate actions through their lines as necessary but retain accountability for decision-making.	

PolyMAT Scheme of Delegation 2023-24

Area	Decision	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO	COO	CFO	Local Academy Committee	Head Teacher/Head of School
Strategic	Agree the Trust key performance indicators and key priorities against which progress towards achieving the vision can be measured		✓	RM	RM	RM		I	<A	<A		
	Determine Trust wide and local school policies		✓	<A	<A	<A		I	<A	<A	RM	I
	Determine central spend/top slice policy		✓	<A				I	<A	<A		
	Risk Management, review, monitor and approve		✓	RM	RM	RM		I	<A>	<A>	RM	I
	To consider requests from other schools to join the Trust		✓					<A	<A	<A	<A	<A
	Approve and monitor the Trust Improvement Plan in-line with the strategic aims of the Trust		✓	RM	RM	RM		I	<A	<A		
	Approve and monitor individual school development plans in-line with the strategic aims of the Trust							A>	A>	A>	✓	I
	Appoint and dismiss the CEO		✓									
	Appoint and dismiss Head Teacher/Head of School							✓	<A	<A	<A	
	Appoint and dismiss senior staff including those on the Trust Executive							✓	<A	<A		
	Appoint and dismiss non-senior staff within a school							A>	A>	A>	A>	✓
	Approve the budget plan to support delivery of Trust key Priorities		✓	<A	<A			<A	<A	<A		
	Approve the budget plan to support delivery of school key Priorities							✓	<A	<A	<A	<A
Support with and preparation for Ofsted Inspection (school or trust level)							✓			<A>	✓	

PolyMAT Scheme of Delegation 2023-24

Area	Decision	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO	COO	CFO	Local Academy Committee	Head Teacher/Head of School
Reporting	Publication on Trust and individual school websites: full statutory compliance and all required details on governance arrangements, including register of interests		✓					<A	I			I
	Annual report on performance of the Trust and submit to Members		✓					<A	<A			
	Sign off annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement and demonstrating value for money, in line with the most recent Academies Financial Handbook and Accounts Direction		✓		<A			<A	<A	<A		
	Termly report of the Chair of Local Academy Committee to the Trust Board		RM						A>		✓	<A
	Annual report of the Chair of Trustees to the Members (AGM)	RM	✓					<A	<A			
Structures & Review	Establish and review the trust's governance structure		✓					<A	<A			
	Terms of reference for Trust and Local Academy Committees to be reviewed and approved annually		✓	RM	RM	RM		<A	<A		RM	
	To regulate the Local Academy Committee procedures (where not set in law)		✓					<A	<A			
	Consult before setting the Admissions Policy		✓					<A	<A		<A	
	To set and approve the Admissions Policy		✓					<A	<A		<A	
	To approve the Admissions application decisions		✓					<A			<A	<A
	Complete governance skills audit annually to develop annual training programme		✓					<A>	<A>		✓	
	Annual self evaluation of Trust Board and committees		✓					<A				
	Annual self evaluation of Local Academy Committee							<A>	<A>		✓	
Annual review of Trustee and Academy Committee impact		✓					<A>	<A>		✓		

PolyMAT Scheme of Delegation 2023-24

Area	Decision	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO	COO	CFO	Local Academy Committee	Head Teacher/Head of School
People	Appoint and remove Members	✓										
	Appoint and remove Trustees	✓	✓									
	Appoint and remove Committee Chairs (or may delegate to the committee)		✓	<A	<A	<A	<A					
	Appoint and remove Local Academy Committee Chairs (or may delegate to the committee)		✓								<A	
	Appoint and remove Lead Trustees (inc. for Safeguarding, SEND, Careers)		✓									
	Appoint and remove Local Academy Committee Members		✓					<A	<A			<A
	Election of parent Local Academy Committee Members										✓	<A
	Election of staff Local Academy Committee Members										✓	<A
	Appoint and remove Clerk (and governance support contracts)		A>					✓	<A			
	Agree the clerking arrangements for the Trust Board and its committees		✓	<A	<A	<A	<A	<A	<A	<A		
	Agree the clerking arrangements for the Local Academy Committees		A>					A>	A>	A>	✓	<A
	Holding to Account	Approve staff pay policy		✓	<A	<A		<A	<A	<A	<A	
Undertake the Performance management of the Chief Executive Officer							✓					
Undertake the performance management of the Trust Executive								✓	✓			
Undertake Trustee monitoring and review			✓					<A	<A			
Performance management of Head Teachers/Heads of School			✓					✓	<A	<A	<A	
Approve and monitor auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment)			✓	RM	RM	RM		<A	<A		RM	<A
Approve reporting arrangements for progress on Trust key priorities			✓					<A				
Approve reporting arrangements for progress on School key priorities								<A>			✓	<A

PolyMAT Scheme of Delegation 2023-24

Area	Decision	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO	COO	CFO	Local Academy Committee	Head Teacher/Head of School
Financial Probity	Appoint Accounting Officer for delivery of the Trust's accounting processes		✓	<A	<A							
	Establish and review the trust's scheme of delegation including financial delegation		✓	<A	<A			<A	<A	<A		
	Ensure compliance with funding agreement and Academies Handbook		✓	RM	RM	RM		I	I	I		
	Recommend external auditors to the Members		✓		<A			<A	<A	<A		
	Appoint external auditors	✓	<A									
	Appoint internal auditors		✓		<A			<A	<A	<A		
	Receive and respond to the external and internal auditors report		✓		<A			<A	I	I		
	Approve CEO pay award						✓					
	Approve Trust Executive pay awards							✓				
	Approve Head Teachers/Heads of School pay awards							✓			<A	
	Scrutinise Higher-Level Pay Awards (CEO, Trust Executive and Headteachers/Heads of School)						✓	<A		<A		
	Review and approve the staff performance management process and pay progression (UPS teachers)						✓	<A				<A
	Ensure financial robustness through bench-marking and achieving value for money				✓			<A	<A	I		<A
	Develop and review Trust wide procurement strategies and efficiency savings programmes				✓			<A	<A	I		
Quality of Education	To implement curriculum policies					A>		✓			A>	✓
	Responsible for teaching standards					A>		✓			A>	✓
	Responsible for individual students' education					A>		✓			A>	✓
	Responsible for pupil outcomes					A>		✓			A>	✓
	Ensure appropriate curriculum taught to all pupils and consider any disapplication for pupils					A>		✓			A>	✓

PolyMAT Financial Scheme of Delegation 2023-24

Area	Decision	Approval required by EFSA	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO/Accounting Officer	COO	CFO	Local Academy Committee	Head Teacher/ Head of School/ Level 1 budget holder	Level 2 Budget holder	Level 3 Budget holder
Financial Probity	Appoint Accounting Officer for delivery of the Trust's accounting processes			✓	<A	<A									
	Establish and review the Trust's scheme of financial delegation			✓	<A	<A			<A	<A	<A				
	Ensure compliance with funding agreement and Academies Handbook			✓	RM	RM	RM		I	I	I				
	Recommend external auditors to the Members			✓		<A			<A	<A	<A				
	Approve and respond to the annual accounts			✓		<A									
	Appoint external auditors			✓	<A										
	Appoint internal scrutiny and assurance programme			✓		<A			<A	<A	<A				
	Receive and respond to the external and internal auditors report			✓		<A			I	I	I				
	Approve CEO performance management and pay award							✓							
	Approve the Trust Executive pay awards								✓						
	Approve Head Teachers/Heads of School pay awards								✓			<A			
	Approve Teacher and Support Staff pay awards (not including UPS applications)								A>	A>	A>		✓		
	Scrutinise Higher-Level Pay Awards (CEO, Trust Executive and Headteachers/Heads of School)							✓	<A		<A				
	Review and approve the staff performance management process and pay progression (UPS teachers)							✓	<A				<A		
	Ensure financial robustness through bench-marking and achieving value for money				✓				I	I	I		I	I	I
	Develop and review Trust wide procurement strategies and efficiency savings programmes				✓				<A	<A	<A				

PolyMAT Financial Scheme of Delegation 2023-24

Area	Decision	Approval required by EFSA	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO/Accounting Officer	COO	CFO	Local Academy Committee	Head Teacher/ Head of School/ Level 1 budget holder	Level 2 Budget holder	Level 3 Budget holder
Strategic	Approval of Statutory Accounts			✓		<A			<A	<A	<A				
	Approval of Annual Budget			✓	<A				<A	<A	<A				
	Submission of DfE returns			✓	<A				I	<A	<A				
	Approval of Trust banking arrangements including opening new accounts - documented separately			✓	<A					<A	<A	I			
	Approval of Bank Signatories			✓	<A					<A	<A	<A			
	Approval of the PolyMAT financial procedures handbook				✓					<A	<A	I			
	Review of Monthly Management Accounts			✓	<A					<A	<A	I			
	Approval of Trust Financial Policies (procurement policy, reserves policy, investment policy, accounting policies)			✓	<A					<A	<A	<A			
Ordering and Payments	Budgeted purchases between £1,000-£2,000 (total order value), two oral quotes required and evidenced										A>		✓	✓	✓
	Budgeted purchases between £2,000-£10,000 (total order value), three written quotes required										A>		✓	✓	✓
	Budgeted purchases between £10,000-£100,000 (total order value), three formal quotations as per procurement policy								✓	<A	<A		<A	<A	<A
	Budgeted purchases over £100,000 (total order value) to be subject to formal tendering as per procurement policy				✓					<A	<A	<A		<A	<A
	Authorise the purchase of unbudgeted (unanticipated) items up to £10,000 (total order value)								✓	<A	<A	<A		<A	<A
	Authorise the purchase of unbudgeted (unanticipated) items between £10,000-£50,000 (total order value)				✓					<A	<A	<A		<A	<A
	Authorise the purchase of unbudgeted (unanticipated) items over £50,000 (total order value)			✓	<A					<A	<A	<A		<A	<A
	Entering into an operating lease (the appropriate spend levels as detailed above still apply and the correct authorisation for the level of spend should also be sought)								✓	<A	<A	<A		<A	<A

PolyMAT Financial Scheme of Delegation 2023-24

Area	Decision	Approval required by EFSA	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO/Accounting Officer	COO	CFO	Local Academy Committee	Head Teacher/ Head of School/ Level 1 budget holder	Level 2 Budget holder	Level 3 Budget holder
Ordering and Payments	Authorise novel, contentious and repercussive transactions (see section 5 of the Academies Handbook)	✓		<A	<A				<A	<A	<A				
	Authorise ex gratia payments	✓		<A	<A				<A	<A	<A				
	Authorise supplies to the trust from related parties under £20,000			✓	<A				<A	<A	<A				
	Authorise supplies to the trust from related parties over £20,000	✓		<A	<A				<A	<A	<A				
	Authorisation of monthly payroll payments									✓	<A				
	Authorise submission of VAT reclaims									✓	<A				
	Debt write off/guarantees up to £5,000				✓				<A	<A	<A		<A		
	Debt write off/guarantees between £5,000 - £45,000			✓	<A				<A	<A	<A		<A		
	Debt write off/guarantees in excess of £45,000	✓		<A	<A				<A	<A	<A				
	Authorising severance payments less than £50,000			✓	<A				<A	<A	<A		<A		
	Authorising severance payments of £50,000 or over.	✓		<A	<A				<A	<A	<A		<A		
Budget Virements	Agree budget virements within level 2 controlled budget areas up to 50% of original budget										A>			✓	<A
	Agree budget virements within level 2 controlled budget areas in excess of 50% of original budget										A>		✓	<A	<A
	Agree budget virements within level 1 controlled budget areas ie across individual schools										A>		✓	<A	<A
	Agree budget virements between schools up to £20,000								✓	<A	<A		<A		
	Agree budget virements between schools between £20,000 to £100,000				✓				<A	<A	<A		<A		
	Agree budget virements between schools in excess of £100,000			✓					<A	<A	<A		<A		

PolyMAT Financial Scheme of Delegation 2023-24

Area	Decision	Approval required by EFSA	Members	Trust Board	Finance & People Committee	Risk, Estates & Audit Committee	Standards Committee	Pay Committee	CEO/Accounting Officer	COO	CFO	Local Academy Committee	Head Teacher/ Head of School/ Level 1 budget holder	Level 2 Budget holder	Level 3 Budget holder
Assets	Maintenance of Trust Asset Register								✓	<A	<A		<A		
	Ensuring insurance arrangements are adequate				✓				<A	<A	<A				
	Acquiring freehold land/buildings	✓		<A					<A	<A	<A				
	Entering into a Finance lease	✓		<A					<A	<A	<A				
	Disposal of a Freehold on land/building	✓		<A					<A	<A	<A				
	Granting a Lease on land/building	✓		<A					<A	<A	<A				
	Disposal of Other Fixed Assets under £5,000								✓	<A	<A		<A		
	Disposal of Other Fixed Assets between £5,000 - £50,000				✓				<A	<A	<A		<A		
	Disposal of Other Fixed Assets in excess of £50,000			✓	<A				<A	<A	<A		<A		
	Approve the annual programme of capital spend				✓				<A	<A	<A		<A		
	Approve the annual programme of capital works					✓			<A	<A	<A		<A		
Investments and Borrowing	Approval of borrowing (loan or overdraft)	✓		<A					<A	<A	<A				
	Authorise new charge cards (as per banking arrangements detailed in separate document)			✓	<A				<A	<A	I				
	Ensure the investment policy has been adhered to via Annual Investment Report				✓				<A	<A	I				

point of
Growth [g]
process of
increase
develop

Vision
to see;
mentally
zero

relative
point of
Trust [tr]
confident
depend
cont

to be best
point of view
Education
knowledge
learning
enlighten

point of
Inspire
an enliven
motivate

to be best
point of
Teach [t]
impart
guide



