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Scheme of Financial Delegation Framework

The Board of Directors hold the power to delegate certain authorities to other layers of governance in the Trust. This Scheme of Financial Delegation outlines how these delegations are made, to ensure clear and transparent governance arrangements. It aligns with the Trust's Articles of Association, internal Terms of Reference, and relevant government guidance as issued by the Department for Education (DfE) and Education & Skills Funding Agency (ESFA). This Scheme of Financial Delegation is written according to the 'RASCI' framework, based on the various operational areas of activities at ICAT. It outlines who is:

- **Responsible** for delivering the area of activity/decision in line with agreed academy policies
- **Accountable** for the area of activity/decision - this is usually the Board of Directors as the legally accountable and liable body
- **Supporting** the area of activity/ decision, which may be through practical support or supporting the detailed consideration of a decision
- **Consulted** on the area of activity/ decision to receive feedback
- **Informed** of the area of activity/ decision through agreed communications channels

The CEO, LGB, Board committee or Academy principal/Executive Principal may choose to delegate further powers as required.

It should be remembered that although decisions may be delegated Trust Board remains responsible for any decision made under delegation and can de-delegate powers as needed.

Financial Scheme of Delegation Format

The table shows which tier(s) of governance are Responsible **[R]**, Accountable **[A]**, Supporting **[S]**, Consulted **[C]** or Informed **[I]** for each of the key areas of delivery. It outlines roles and responsibilities across key delivery areas between the Board of Directors **[TB]** (including the Resource, Risk & Audit Committee **[RAR]**, ICAT Central Team **[CT]** and Local Governing Body **[LGB]**)

Central Functions										
Area of Responsibility	Trust Board		R,A & R Committee		ICAT Central Team		School Principal		Local Governing Body	
To determine the scope of mandatory core central services to be delivered by the Trust on behalf of its schools.	Responsible for determining the top slice as per the information provided to all schools when considering joining the Trust and will be reviewed annually.	R			Supporting The determination of the top slice in consideration of school/Trust budgets (CEO)	S				
To identify those additional services to be procured on behalf of individual academies			Informed of the procurement/purchasing to determine whether it would be beneficial for the Trust as a whole.	I	Supporting The procurement process to ensure best value for money and economies of scale. (Director of Finance)	S	Responsible for procuring services that best fit the schools needs in line with the latest AFH and the Trust Financial procedures policy.	R		
To ensure centrally procured services provide value for money	Accountable for value for money across the Trust	I			Responsible For ensuring joint purchasing creates value for money. (Director of Finance)	R				

Budgets

Area of Responsibility	Trust Board	R, A & R Committee	ICAT Central Team	School Principal	Local Governing Body			
To determine the percentage to be top sliced from the individual Academies	Responsible This will be reviewed annually to reflect the core service offer. The top slice will be reviewed in line with the Reserves Policy. In order to maintain cash flow, funds maybe moved from one academy to another in line with the reserves policy and with prior agreement by the Directors in consultation with the Principals.	R				Informed of top slice at the point of joining and when agreed annually.	I	
To facilitate temporary borrowing	Responsible as per the Reserves Policy	R		Supporting The facilitation of any (borrowing) (Director of Finance)	S	Consulted	C	

To develop and propose the individual Academy budget, including the allocation and use of any ring-fenced resources.					Supporting The school budget planning process. (Director of Finance)	S	Accountable School budget planning and spend is delegated to individual schools for all funding minus the percentage allocated to the top slice	A	Responsible the LGB are responsible for agreeing the budget to be submitted to the Directors	R
To approve the first formal budget plan each financial year and receive final end of year Education Funding Agency (EFA) returns	Accountable the Board of Directors agrees and ratifies the final budget to be submitted to the ESFA.	A	Informed the RAR committee approves the budget	I	Responsible For finalising the end of year accounts for EFSA, checking and consolidating the figures provided from each school. (Director of Finance)	R				
To monitor monthly expenditure – and account to the Trust for value for money.			Informed the RAR committee of budgets/ spending via OneDrive and at the committee meetings.	I	Responsible For monitoring and overseeing expenditure on behalf of the Trust (Director of Finance)	R	Responsible the Principal will oversee and monitor monthly expenditure for their school.	R	Informed the LGBs will be informed of budgets/ spending for their school at the LGB meetings	I
To approve any between budget changes or in-year budget movements					Informed To be notified of any changes (Director of Finance)	I			Responsible the LGB to approve any in-year budget	R

between spend headings within the school budget which do not result in a budget overspend.					Finance)			movements for their school.	
To approve any between budget or in-year budget movements between spend headings within the school budget which are likely to result in a budget overspend			Accountable the RAR committee will approve and agree any in-year spending that could result in a budget overspend.	A	Consulted The DoF will work with the Principal to review the projected overspend and report to the RAR Committee. (Director of Finance)	C	Responsible the Principal is responsible for reviewing and making the DoF aware of any in-year budget movements that are likely to result in an overspend.	R	
To establish financial decision levels and limits	Accountable	A	Responsible the RAR Committee will agree and ratify any suggested levels and limits	R	Supporting To advise on appropriate levels and limits (Director of Finance)	S			
To establish a charging and remissions policy	Accountable	A	Responsible the RAR Committee will agree and ratify a charging and remissions policy	R					
Miscellaneous financial expenditure outside and in addition to the			Responsible the RAR committee must authorise any overspend	R	Supporting To report on any overspend (Director of	S			

agreed budget			as advised by the DoF		Finance)				
To enter into additional contracts which exceed the agreed annual budget allocation			Responsible the RAR Committee will agree and ratify any suggested levels and limits	R	Supporting To report on any additional contracts (Director of Finance)	S			
To make payments within agreed financial limits (refer to the Trust Financial Procedures)									

Staffing										
Area of Responsibility	Trust Board		R, A & R Committee		ICAT Central Team		School Principal		Local Governing Body	
Agree a Trust pay policy	Responsible for agreeing and ratifying the Trust Pay Policy.	R			Supporting To review and update the existing Pay Policy and report to the Board. (Director of Operations)	S	Informed of the agreed policy and any changes	I	Informed of the agreed policy and any changes	I
Pay discretions for Senior Management Team	Responsible The remuneration committee make a	R			Supporting The appraisal process and providing	S			Supporting the appraisal process and providing	S

	recommendation to the Full Board, ultimate responsibility is with the Board.				recommendations to the Board. (CEO)			recommendations to the Board.		
Pay discretions for other Staff							Responsible for agreeing pay increments for staffing team in their school in line with the Trust Pay Policy.	R	Informed via the budget.	I
Determining Staff complement within agreed budget – including making provision for exceptional staff costs e.g. absence/maternity/paternity payments			Accountable for agreeing the SLT structure within each school.	R	Responsible The CEO to review and recommend a school's SLT structure to the Board of Directors to agree. (CEO)		Responsible for determining all staff complement across the school other than the SLT structure.	R	Informed	I
Determining dismissal payments/early retirement	Accountable the Board of Directors need to agree and ratify any dismissal or early retirement payments.	A			Informed The CEO needs to be notified at the start of any process. (CEO)	I	Responsible the Principal is responsible for determining the dismissal payment in conjunction with HR/legal advice	R		

Premises, Growth and Insurance

Area of Responsibility	Trust Board		R, A & R Committee		ICAT Central Team		School Principal		Local Governing Body	
School insurance programme (RPA taken when joining ICAT) to be reviewed annually					Responsible To arrange the RPA insurance for the schools and hold a central record of all certificates. (Director of Finance)	R	Responsible the Principal can arrange additional insurances if deemed necessary by the school; the Director of Finance should always be informed.	R		
Asset management			Informed the RAR Committee will be informed as part of the year end process.	I	Responsible To coordinate and manage and account to RAR as part of the year end process. (Director of Finance)	R				
Developing school buildings strategy or master plan					Responsible For producing and implementing a Premises Development Plan, (Director of Operations)	R				
To apply for and determine the need for the school			Informed the RAR Committee will be informed as	I	Responsible To coordinate, apply and manage	R				

conditions improvement funding.			part of the year end process.		any condition improvement funding streams (Director of Operations)				
			Responsible the RAR committee will approve a Trust H&S policy template.	R	Supporting To produce a H&S policy template for each school to retain and update annually (Director of Operations)	S	Supporting the Principal will update and complete the policy annually once ratified by the RAR committee.	S	
To consider requests from other schools to join the Trust	Accountable the Board of Directors to consider and determine any requests from other schools to join the Trust	A			Responsible For the due diligence and report to Directors, offering recommendations regarding a school joining the Trust. (CEO)	R			

GDPR										
Area of Responsibility	Trust Board		R, A & R Committee		ICAT Central Team		School Principal		Local Governing Body	
Maintain accurate and effective and secure pupil records					Supporting Data Protection Officer will support (Director of Operations)	S	Responsible the Principal needs to ensure that in their school pupil records are	R		

