



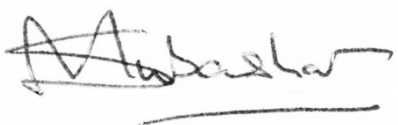
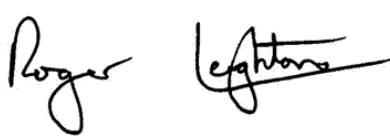
Partnership Learning

Scheme of Financial Delegation

MONITORING, EVALUATION AND REVIEW

The Board of Trustees and Local Governing Boards will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the Trust and its schools.

This Policy will be reviewed by the Board of Trustees annually and must be signed by the Chair of the Board of Trustees and Chief Executive.

Policy Adopted/Approved by Board of Trustees:	1st December 2025
Next Review:	Annually
Signature of Chair of the Board of Trustees:	Signature of Chief Executive:
	

Glossary of Key Roles

Trustees: This term indicates members of the Board of Trustees of Partnership Learning, who also fulfil the role of Directors of the company

Local Governing Boards: This term indicates sub-committees of the Board of Trustees of Partnership Learning, to which the Board has delegated powers and responsibilities in respect of their designated school or schools as set out in the Trust's Scheme of Overall Delegation.

Headteacher: This term indicates the single most senior education professional in each school, incorporating equivalent roles including Executive Head and Principal.

Designated Senior Leader (DSL): This term indicates the education professional individual or individuals in one of the tiers immediately below the Headteacher in each school (usually Head of School, Deputy Headteacher or Assistant Headteacher or equivalent) as designated by the school's Local Governing Board, up to a maximum of three per school.

School Finance Lead (SFL): This term indicates the single most senior finance professional in each school, as designated by the school's Local Governing Board and will usually be the School Business Manager, School Business Leader, Finance Manager or Director of Finance.

Budget Holders: Identified members of staff in each school, responsible for an allocated budget, as designated by the Headteacher.

FTS (Find a Tender): the UK e-notification service which has replaced OJEU for the purposes of complying with public contracts regulations (PCR). This will be required where the contract value exceeds the public procurement threshold (currently £177,897).

NB: All monetary values in this document are excluding VAT unless stated otherwise

Note 1: The School Finance Lead can only be an approver for cheques, BACs payments and other bank transfers where they have been prepared/created by another member of staff – to ensure appropriate separation of duties.

CONTENTS

Introduction

- 1.0 Scheme of Delegation – Central Trust Operations
- 2.0 Scheme of Delegation – Under 500 Pupils
- 3.0 Scheme of Delegation – 500 to 1250 Pupils
- 4.0 Scheme of Delegation – Over 1250 Pupils

NB: For special schools the standard 4.25 multiplier should be applied to their pupil numbers when determining which category they fall into.

Introduction

The Board of Trustees of Partnership Learning has agreed a Scheme of Financial Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for the Board of Trustees' approval or decision, and matters delegated to the Board of Trustees' Finance Committee, executive officers of the Trust, the Local Governing Boards (LGBs), LGB sub-committees, Headteachers, Designated Senior Leaders, School Finance Leads and Budget Holders. The level of delegation for an academy will be determined by its size as determined by its pupil numbers.

This is a key document which forms the basis for all financial controls in the Trust. It has been formally approved at meeting of the Board of Trustees.

1.0 Summary of Levels of Financial Delegation – Central Trust

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods & Services (Raising Purchase Order requisitions)	Above FTS limit (£177,897)	Board of Trustees	Formal Tendering Process in line with PCR requirements
	Above £100,000 and up to £177,897	Board of Trustees	Formal tendering process as set out in the Trust Financial Regulations; considered and recommended by Finance Committee for submission to Board of Trustees
	Above £50,000 and up to £100,000	Board of Trustees' Finance Committee	Minimum of 3 written quotes with evidence to be retained on file.
	Above £15,000 and up to £50,000	Trust Chief Executive Officer	Minimum of 3 written quotes with evidence to be retained on file.
	Above £7,500 and up to £15,000	Trust Director of Finance Trust Director of HR	Ensuring best value by comparing price and quality from a selection of suppliers.
	Up to £7,500	Trust Director of Assets Trust Director of ICT Trust Director of School Improvement	Ensuring best value by comparing price and quality from a selection of suppliers.
Signatories for Cheques, BACS payment authorisations and	Above £50,000	Two signatories: Trust Chief Executive Officer Trust Director of Finance	

Delegated Duty	Value	Delegated Authority	Method
other bank transfers (Supporting documentation must demonstrate approval of purchases/expenditure per ordering limits above).	Above £10,000 and up to £50,000	Trust Chief Executive Officer And one other signatory from: Trust Director of Finance Trust Director of HR	
	Up to £10,000	Two signatories from: Trust Chief Executive Officer Trust Director of Finance Trust Director of HR	
Virement of budget provision between budget headings	Above £100,000	Board of Trustees	
	Above £50,000 and up to £100,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £10,000 and up to £50,000	Trust Chief Executive Officer	To be reported to Board of Trustees' Finance Committee
	Up to £10,000	Trust Director of Finance	To be reported to Board of Trustees' Finance Committee
Disposal of Assets (excluding land, buildings and heritage assets)	Over £20,000	Board of Trustees	
	Above £10,000 and up to £20,000	Board of Trustees' Finance Committee	
	Above £5,000 and up to £10,000	Trust Chief Executive Officer	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Trust Director of Finance	To be reported to Board of Trustees' Finance Committee
Purchase or Sale of Freehold Property (including land, buildings and heritage assets)	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	

Delegated Duty	Value	Delegated Authority	Method
Write off of Bad Debts	Above £45,000	Initial approval required from Board of Trustees who must then seek ESFA approval	
	Above £20,000 and up to £45,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £20,000	Trust Chief Executive Officer	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Trust Director of Finance	To be reported to Board of Trustees' Finance Committee
Operating Leases and Finance Leases on DfE approved list (annual charge)	Above £10,000 annual charge	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £10,000 annual charge	Trust Chief Executive Officer	To be reported to Board of Trustees' Finance Committee
	Up to £5,000	Trust Director of Finance	To be reported to Board of Trustees' Finance Committee
Finance Leases not on DfE approved list	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
New lettings and other income generating contracts (total value of contract)	Above £50,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £20,000 and up to £50,000	Trust Chief Executive Officer	To be reported to Board of Trustees' Finance Committee
	Up to £20,000	Trust Director of Finance	To be reported to Trust Chief Executive Officer
Uptake of any freehold or lease agreement exceeding seven years	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party.	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	

2.0 Summary of Levels of Financial Delegation – Under 500 Pupils

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods & Services (Raising Purchase Order requisitions or approving non-purchase order invoices)	Above FTS limit (£177,897)	Board of Trustees	Formal Tendering Process in line with PCR requirements
	Above £100,000 and up to £177,897	Board of Trustees	Formal tendering process as set out in the Trust Financial Regulations; considered and recommended by Local Governing Board for submission to Board of Trustees
	Above £10,000 and up to £100,000	Local Governing Board	Minimum of 3 written quotes with evidence to be retained on file.
	Above £1,000 and up to £10,000	Headteacher	Ensuring best value by comparing price and quality from a selection of suppliers
	Up to £1,000	Budget Holders	Ensuring best value by comparing price and quality from a selection of suppliers.
Signatories for Cheques, BACS payment authorisation and other bank transfers (Supporting documentation must demonstrate approval)	Above £75,000	Two signatories from: Trust Chief Executive Officer Trust Director of Finance Headteacher	
	Above £10,000 and up to £75,000	Two signatories: Headteacher	

Delegated Duty	Value	Delegated Authority	Method
of purchases/expenditure per ordering limits above)		Plus one other signatory from: Designated Senior Leader School Finance Lead	
	Up to £10,000	Two signatories from: Headteacher Designated Senior Leader School Finance Lead	
Virement of budget provision between budget headings	Above £100,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £50,000 and up to £100,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Above £10,000 and up to £50,000	Local Governing Board	
	Up to £10,000	Headteacher	To be reported to Local Governing Board
Disposal of Assets (excluding land, buildings and heritage assets)	Over £20,000	Board of Trustees	
	Above £10,000 and up to £20,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £10,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Headteacher	To be reported to Local Governing Board
Purchase or Sale of Freehold Property (including land, buildings and heritage assets)	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
	Above £45,000	Initial approval required from Board of Trustees who	

Delegated Duty	Value	Delegated Authority	Method
Write off of Bad Debts		must then seek ESFA approval	
	Above £20,000 and up to £45,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £20,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Headteacher	To be reported to Local Governing Board
Operating Leases and Finance Leases on DfE approved list (annual charge)	Above £20,000 annual charge	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £20,000 annual charge	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Up to £5,000	Headteacher	To be reported to Local Governing Board
Finance Leases not on DfE approved list	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
New lettings and other income generating contracts (total value of contract)	Above £50,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £30,000 and up to £50,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Above £20,000 and up to £30,000	Local Governing Board	
	Up to £20,000	Headteacher	
Uptake of any freehold or lease agreement exceeding seven years	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
Granting a leasehold interest, including a tenancy agreement, of any duration, on land	Any	Initial approval required from Board of Trustees who	

Delegated Duty	Value	Delegated Authority	Method
and buildings to another party.		must then seek ESFA approval	

3.0 Summary of Levels of Financial Delegation – 500-1250 Pupils

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods & Services (Raising Purchase Order requisitions or approving non-purchase order invoices)	Above FTS limit (£177,897)	Board of Trustees	Formal Tendering Process in line with PCR requirements
	Above £100,000 and up to £177,897	Board of Trustees	Formal tendering process as set out in the Trust Financial Regulations; considered and recommended by Local Governing Board for submission to Board of Trustees
	Above £25,000 and up to £100,000	Local Governing Board	Minimum of 3 written quotes with evidence to be retained on file
	Above £12,500 and up to £25,000	Headteacher	Minimum of 3 written quotes with evidence to be retained on file
	Above £5,000 and up to £12,500	Headteacher	Ensuring best value by comparing price and quality from a selection of suppliers
	Up to £5,000	Budget Holders	Ensuring best value by comparing price and quality from a selection of suppliers

Delegated Duty	Value	Delegated Authority	Method
Signatories for Cheques, BACS payment authorisation and other bank transfers. (Supporting documentation must demonstrate approval of purchases/expenditure per ordering limits above)	Above £100,000	Two signatories from: MAT Chief Executive MAT Director of Finance Headteacher	
	Above £10,000 and up to £100,000	Two signatories: Headteacher Plus one other signatory from: Designated Senior Leader School Finance Lead	
	Up to £10,000	Two signatories from: Headteacher Designated Senior Leader School Finance Lead	
Virement of budget provision between budget headings	Above £100,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £75,000 and up to £100,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Above £20,000 and up to £75,000	Local Governing Board	
	Up to £20,000	Headteacher	To be reported to Local Governing Board
Disposal of Assets (excluding land, buildings and heritage assets)	Over £20,000	Board of Trustees	
	Above £10,000 and up to £20,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £10,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee

Delegated Duty	Value	Delegated Authority	Method
	Below £5,000	Headteacher	To be reported to Local Governing Board
Purchase or Sale of Freehold Property (including land, buildings and heritage assets)	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
Write off of Bad Debts	Above £45,000	Initial approval required from Board of Trustees who must then seek ESFA approval	
	Above £20,000 and up to £45,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £20,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Headteacher	To be reported to Local Governing Board
Operating Leases and Finance Leases on DfE approved list (annual charge)	Above £20,000 annual charge	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £10,000 and up to £20,000 annual charge	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Up to £10,000	Headteacher	To be reported to Local Governing Board
Finance Leases not on DfE approved list	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
New lettings and other income generating contracts (total value of contract)	Above £50,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £30,000 and up to £50,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Above £20,000 and up to £30,000	Local Governing Board	
	Up to £20,000	Headteacher	
Uptake of any freehold or lease agreement	Any	Initial approval required from Board	

Delegated Duty	Value	Delegated Authority	Method
exceeding seven years		of Trustees who must then seek ESFA approval	
Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party.	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	

4.0 Summary of Levels of Financial Delegation – Over 1250 Pupils

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods & Services (Raising Purchase Order requisitions or approving non-purchase order invoices)	Above FTS limit (£177,897)	Board of Trustees	Formal Tendering Process in line with PCR requirements
	Above £100,000 and up to £177,897	Board of Trustees	Formal tendering process as set out in the Trust Financial Regulations; considered and recommended by Local Governing Board for submission to Board of Trustees
	Above £75,000 and up to £100,000	Local Governing Board	Minimum of 3 written quotes with evidence to be retained on file.
	Above £15,000 and up to £75,000	Headteacher	Minimum of 3 written quotes with evidence to be retained on file.
	Up to £15,000	Budget Holders	Ensuring best value by comparing price and quality from a selection of suppliers.

Delegated Duty	Value	Delegated Authority	Method
Signatories for Cheques, BACS payment authorisation and other bank transfers (Supporting documentation must demonstrate approval of purchases/expenditure per ordering limits above).	Above £125,000	Two signatories from: Trust Chief Executive Officer Trust Director of Finance Headteacher	
	Above £25,000 and up to £125,000	Two signatories: Headteacher Plus one other signatory from: Designated Senior Leader School Finance Lead	
	Up to £25,000	Two signatories from: Headteacher Designated Senior Leader School Finance Lead	
Virement of budget provision between budget headings	Above £100,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £30,000 and up to £100,000	Local Governing Board	
	Up to £30,000	Headteacher	To be reported to Local Governing Board
Disposal of Assets (excluding land, buildings and heritage assets)	Over £20,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £10,000 and up to £20,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Below £10,000	Headteacher	To be reported to Local Governing Board

Delegated Duty	Value	Delegated Authority	Method
Purchase or Sale of Freehold Property (including land, buildings and heritage assets)	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
Write off of Bad Debts	Above £45,000	Initial approval required from Board of Trustees who must then seek ESFA approval	
	Above £20,000 and up to £45,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £5,000 and up to £20,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Below £5,000	Headteacher	To be reported to Local Governing Board
Operating Leases and Finance Leases on DfE approved list (annual charge)	Above £20,000 annual charge	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £15,000 and up to £20,000 annual charge	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Up to £15,000 annual charge	Headteacher	To be reported to Local Governing Board
Finance Leases not on DfE approved list	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	
New lettings and other income generating contracts (total value of contract)	Above £50,000	Board of Trustees' Finance Committee	To be reported to Board of Trustees
	Above £30,000 and up to £50,000	Local Governing Board	To be reported to Board of Trustees' Finance Committee
	Above £20,000 and up to £30,000	Local Governing Board	
	Up to £20,000	Headteacher	
Uptake of any freehold or lease agreement exceeding seven years	Any	Initial approval required from Board of Trustees who	

Delegated Duty	Value	Delegated Authority	Method
		must then seek ESFA approval	
Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party.	Any	Initial approval required from Board of Trustees who must then seek ESFA approval	