

**SCHEME OF DELEGATION**

| Governing Body           | Authorisation of Orders                          | Certification of Invoices | Certification of Payroll Documentation                          | Authorisation of Virement | Acceptance of Quotes and Tenders                            | Writing off Individual Invoices raised at school | Disposal of Assets  | Cheque signatories Bank Imprest (2 – 3 required) | Finance Leases | Nat West credit Card           |
|--------------------------|--------------------------------------------------|---------------------------|-----------------------------------------------------------------|---------------------------|-------------------------------------------------------------|--------------------------------------------------|---------------------|--------------------------------------------------|----------------|--------------------------------|
| Finance Committee        | No authority                                     | No authority              | No authority                                                    | Unlimited                 | Unlimited                                                   | Unlimited                                        | Unlimited           | No authority                                     | No authority   | No authority                   |
| Chair of Governors       | No authority                                     | No authority              | No authority                                                    | Up to £5000               | Up to £5000                                                 | Up to £500                                       | Up to £500 estimate | No authority                                     | No authority   | No authority                   |
| Headteacher              | Unlimited                                        | Unlimited                 | Authorised – Headteacher payroll forms                          | No authority              | No authority                                                | No authority                                     | No authority        | No authority                                     | No authority   | No authority                   |
| Assistant Headteacher    | Up to £1000                                      | Up to £1000               | Authorised - excludes Headteacher overtime claims/payroll forms | Up to £2000               | Up to £1500 without quotation<br>Up to £4000 with quotation | Up to £200                                       | Up to £200 estimate | Authorised                                       | No authority   | Up to £3000 in one transaction |
| School Business Manager  | Up to £300                                       | No authority              | Authorised - includes Headteacher overtime claims/payroll forms | No authority              | No authority                                                | No authority                                     | No authority        | Authorised                                       | No authority   | No authority                   |
| Administrative Assistant | Up to £300                                       | No authority              | No authority                                                    | No authority              | No authority                                                | No authority                                     | No authority        | Authorised                                       | No authority   | Up to £300                     |
| Premises Officer         | Up to £200 (estimate for emergency repairs only) | No authority              | No authority                                                    | No authority              | No authority                                                | No authority                                     | No authority        | No Authority                                     | No authority   | No authority                   |

Signature: 

Chair of Governors: Julie Rourke

Date: 03/11/2025