

# **EQUITAS ACADEMIES TRUST**

## **POLICY FOR THE DELEGATION OF TRUST BOARD FINANCIAL POWERS AND DUTIES**

**Approved by the Trust  
Board on**

**5<sup>th</sup> October 2020**



**EQUITAS**  
— ACADEMIES TRUST —

Aston Manor Academy and Chilwell Croft Academy are governed by a Trust Board constituted under a Memorandum of Association and Articles of Association of Equitas Academies Trust.

The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the Academies, addressing such matters as:

- **policy development and strategic planning**, including target-setting to keep up momentum on school improvement;
- ensuring **sound management and administration** of the Academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with **legal requirements**;
- establishing and maintaining a transparent system of prudent and **effective internal controls**. The Trust's annual report and accounts must include a statement on the efficiency and effectiveness of such controls;
- management of the Trust's financial, human and other **resources** (in particular control over the spending identified in the academies development plan);
- **monitoring performance** and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the Academy be **responsive to the needs of parents and the community** and making it more accountable through consultation and reporting;
- setting the Academies **standards of conduct and values**;
- assessing and managing **risk** (including preparation of a statement on the Academies risk management for its annual report and accounts).

**Specific Areas** which the Trust Board will oversee include:

- Approval of the academies improvement plan;
- Approving specific policies developed by committees (e.g. related to curriculum, procurement, risk management etc.);
- Approval of the budgets for Equitas Academies Trust.
- Determining levels of expenditure to be approved (e.g. committing to contracts over certain values), and levels to be delegated;
- Approving transfers between budgets over certain limits;
- Determining certain employees' terms and conditions (within the constraints of TUPE) and remuneration;
- Approving the annual report and accounts;
- Approving certain accommodation proposals;
- Decisions involving controversial, significant or unusual discretion.

Many Trust Board responsibilities will be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full Trust Board with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions taken will be properly recorded for reporting to the Trust Board as and when it requires.

The policy takes into account:

- i) Academy Financial Regulations
- ii) Academy Financial Procedures

Trustees do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend an Academies budget share, or delegating that power to the Headteachers, the Chief Operations Officer and/or the Accounting Officer. The Trust Board is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteachers remain accountable to the Trust Board.

The full Trust Board will review this policy annually at their start-up meeting.

# EQUITAS ACADEMIES TRUST

## TERMS OF REFERENCE FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE TRUST BOARD

In order to allow the Academy to function efficiently, delegation to the Head teachers and to other members of staff is necessary. The extent and level of any such delegation should be agreed by the Trust Board subject to approval by members of the Equitas Academies Trust.

In this template a shaded box indicates that such delegation is not permitted because of national or local regulations or would not be best practice. Where committees exist, the name of the committee to which the function is delegated should be specified either in the column heading(s) or in the Comments column. Further comments may be added where you wish to clarify your decision.

Activities are listed in alphabetical order and not according to level of importance.

Key to abbreviations	AO (CEO)	Accounting Officer (Chief Executive Officer)	Equitas Trust
	COO	Chief Operations Officer	Equitas Trust
	F&PM	Finance & Procurement Manager	Equitas Trust
	IA	Internal audit	External SLA – Services 4 Schools
	FA	Finance Assistant	Equitas Trust
	PM	Premises Manager	(AMA/CCA staff member)
	ITM	IT Manager	(AMA/CCA staff member)
	HR	HR Manager	Equitas Trust

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust staff	Comments
<b>1. Accounting</b>						
<b>1.1</b> Adhering to accounting policies and guidelines issued by the EFSA		F&GP to Review			COO/F&PM/FA	IA as part of his audit will review policies
<b>1.2</b> Maintaining accurate, reconciled and up to date records to provide accurate financials			Monthly review of records	Monthly review of records	COO/F&PM/FA	COO will review monthly management accounts

<b>Activity</b>	<b>Trust Board</b>	<b>Committee</b>	<b>Accounting Officer/Chief Executive Officer</b>	<b>Headteacher</b>	<b>Equitas and other Trust Staff</b>	<b>Comments</b>
<b>2. Assets</b>						
<b>2.1</b> Arranging security of buildings, furniture, equipment, stock, stores					COO/PM	
<b>2.2</b> Maintaining an inventory of all movable items of equipment and security marking such items.					ITM	To agree Fixed Asset register to Financial Accounts
<b>2.3</b> Checking annually the inventory to verify the location and condition of each item of equipment in line with academy policy.					ITM	
<b>2.4</b> Authorising the disposal of unusable or obsolete equipment included in the inventory.		Schedule to be discussed	Signs off any disposals over 10K	Sign off any disposals up to 10K Schedule to F&GP	ITM to prepare list	Must obtain EFSA approval in writing if it proposes to dispose of an asset for which capital grant of more than £20,000 was paid.
<b>2.5</b> Maintaining a record of all property borrowed by staff.					COO/F&PM/ITM	Review registered regularly

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
<b>3. Audit</b>						
<b>3.1</b> Availability of records and documents for inspection by the External Auditors.					COO to prepare statutory accounts and ensure records are in order for inspection	Legal requirement to supply auditors with such information and explanations as they may require
<b>3.2</b> Receiving the report from an audit inspection and implementing any recommendations.	Disclose findings	Audit present findings to the FG&P	Oversight	Approval of management accounts	Reviewed by COO	Review by F&GP, then Board, final approval by Members
<b>3.3</b> Maintaining a register of pecuniary and business interests for trustees.  Three quotes should be obtained for services and a check of related parties.	Report to the board					Clerk to Trustees will do this in practice with the help of Headteacher
<b>3.4</b> Reconciling bank statements on at least monthly basis.			Approval		COO	Performed monthly
<b>3.5</b> Maintaining a record of all cash holdings in the Academy.					F&PM	Reconcile cash monthly

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
<b>4. Budget</b>						
<b>4.1</b> Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the Academy self-evaluation form (SEF) and the Asset Management and Premises Development plans.	F&GP Chair present to Trust Board	COO present to Finance & General Purposes Committee		Preparation of annual budget in line with AIP. Ensuring good value for money against priorities Review Budget	COO	COO will prepare budgets with the help of the Headteacher,
<b>4.2</b> Approving the final budget.	Approval	Make recommendation to the Trust Board	Oversight		COO to present	Equitas Academies Trust Board will approve the final budgets
<b>4.3</b> Academy budgets to Trust Board within the agreed timescale	Chair of Trust Board to receive/convey Trust approval					COO will issue a budget timetable to coincide with the EFSA reporting deadlines
<b>4.4</b> Monitoring actual year to date income and expenditure against budget and explain Variances	F&GP chair /COO to present management report to the	Finance & General Purposes Committee	Review monthly management accounts	Review monthly management accounts	COO to prepare and report	Monitored on a monthly basis and reported to FG&P at least once per term by COO
<b>4.5</b> Approving transfer between budget headings (virements) within agreed limits.	Over £50k	Finance & General Purposes Committee can authorise virements up to £50,000		Headteacher has authority for virements up to £10,000 with COO		All virements in aggregate exceeding £10,000 in any one term between departments must be reported to FG&P

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
<b>5. Trustee Expenses</b>						
<b>5.1</b> Establishing procedures for trustees to claim expenses		F&GP			COO	
<b>6. Income (including lettings)</b>						
<b>6.1</b> Approving a lettings policy and fees		Finance & General Purposes Committee			COO to prepare	
<b>6.2</b> Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another					F&PMFA will Account for all cash in and out - COO will review	
<b>6.3</b> Writing off of debts		Finance & General Purposes Committee			COO to present any possible w/offs to the FG&P	Funding Agreement requires that Secretary of State's approval be obtained prior to writing off any single debt in excess of £1,000



Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust	Comments
<b>7. Information and Communication Systems</b>						
<b>7.1</b> Controlling systems, security and privacy of data					ITM	
<b>7.2</b> Registering under Data Protection legislation					COO as DPL	
<b>8. Insurance</b>						
<b>8.1</b> Reviewing insurance cover in the light of a risk assessment		F&GP	Oversight		COO	
<b>9. Investments</b>						
<b>9.1</b> Setting aside funds in cash reserves	Trust Board to determine investment	F&GP				COO to present any investment opportunities

Activity	Trust Board	Committee	Accounting Officer/Chief	Headteacher	Equitas and other Trust	Comments
<b>10. Orders and Paying for Goods, Works and Services</b>						
<b>10.1</b> Ensuring that all contracts and agreements conform with finance policies and procedures			Oversight	Approved by Headteacher	Prepared by COO	
<b>10.2</b> Accepting quotations/tenders and authorising orders/contracts for goods, works and services		F&GP committee to approve orders over £50k and up to £150k	CEO to authorise over £10K and up to £50K	Headteacher can authorise orders up to £5k and in conjunction with COO up to £10k	COO can authorise orders up to £5k and in conjunction with Headteacher up to £10k	Orders over 10k will need 3 quotes Budget holders can approve orders up to £1k. F&PM may authorise orders up to £2,500
<b>10.3</b> Receipting and custody of all tenders					COO	
<b>10.4</b> Authorising staff to open tenders		F&GP Committee to determine policy	See right			AO/CEO will inform which budget holders can open tenders
<b>10.5</b> All cheques require 2 authorised signatories			Oversight	Oversight	COO & F&PM will authorise all Lloyds payments under dual control	<b>Authorised signatories are</b> (CEO) HT COO

<b>10.6</b> Not making payments unless goods have been received to the correct price, quantity and quality standard					FA will match goods received notes to orders on Sage	For those items with no orders such as catering the invoice needs to be signed by an approved authoriser once the goods have been delivered and checked
<b>10.7</b> Paying the correct person and the correct amount supported by an invoice					F&PM will issue with each payment a list of invoices to	COO and F&PM to check
<b>10.8</b> Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period					FA will keep the records	
<b>10.9</b> Reconciliation of all business corporate card transactions					COO to reconcile supporting documentation on a monthly basis	

Activity	Trust Board	Committee	Accounting Officer	Headteacher	Staff	Comments
<b>11. Salaries, Wages and Pensions</b>						
<b>11.1</b> Certifying pay documents and other time records			Oversight	Headteacher certifies payroll spreadsheet each month	COO to the payroll changes for the month	HR to collect and send payroll amendments to the payroll Bureau
<b>11.2</b> Approving salary policy and annually reviewing Headteachers salary		F&GP Committee to review overall salaries	Reviews Headteachers salary with Chair Trust Board	Reviews staff salaries (other than own)		
<b>12. Staffing</b>						
<b>12.1</b> Staff appointments				Headteacher to approve appointments		
<b>12.2</b> Staff Dismissals		Appeals to 'Pay, conditions & Appeals' Panel		HTs to Dismiss		
<b>12.3</b> Performance management of Executive Headteacher	PM of EHT by Chair of Governors					
<b>13. Taxation</b>						
<b>13.1</b> Complying with VAT regulations					COO	VAT126 return to be submitted monthly

14. Voluntary Funds						
14.1 Administering of voluntary funds					COO	
14.2 Appointing an independent Auditor	Recommendation to Trust Board	F&GP				
13.3 Receiving audited annual accounts	Members will approved accounts	The F&GP reviews draft in detail & makes recommendation to full Trust Board.				COO will present the audited accounts