The Tiffin Girls' School

SCHEME OF DELEGATION

REVISED JULY 2026

Introduction

This is a key document that forms the basis for all financial controls within the Academy Trust. It should be read in conjunction with current versions of The Tiffin Girls' School (TTGS) and government documents:

- TTGS Governance and Terms of Reference (ToR)
- TTGS Finance Manual
- TTGS Procurement Policy
- TTGS Best Value Policy
- TTGS Conflicts of Interests and Related Party Transactions Policy
- TTGS Academy Trust Articles of Association
- TTGS Funding Agreement with the Secretary of State for Education
- Department for Education (DfE) Academy Trust Handbook
- DfE Governance Handbook

The Governing Board (GB), in consultation with the Members, will agree a Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for GB approval or decision, and matters delegated to committees and individuals. The Scheme of Delegation includes the financial limits and signatories applicable to such matters as placing orders and contracts and making payments by electronic transfer or credit card.

The GB 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 school, addressing such matters as:

a) Providing a long-term strategy for the school by establishing a vision and setting the ethos and aims of the school
b) Developing and agreeing the School Development Plan (SDP) and monitoring progress against the SDP
c) Holding the Headteacher to account for the educational performance of the school, its pupils and the performance management of staff
d) Reviewing the performance of the Headteacher (HT) and approving the HT pay award, as delegated in the ToR to the Headteacher Performance Review Committee and the Pay and Personnel Committee
e) Overseeing the financial performance of the school
f) Ensuring that money is well spent through monitoring the implementation of the procurement and best value policies
g) Managing conflicts of interests and related party transactions
h) Ensuring compliance with legal requirements and that all statutory duties are met; including equality, safeguarding, health and safety, employment law, the Admissions Code, SEND Code of Practice and required documents on the website
i) Ensuring statutory and other policies are in place and reviewed, including safeguarding, complaints, whistleblowing, HR, curriculum, behaviour, suspensions and exclusions
j) Determining the admissions arrangements annually
k) Ensuring compliance with DfE requirements
l) Establishing and maintaining a system of internal controls which conform with the requirements of both propriety and good financial management
m) Monitoring pupil premium expenditure
n) Monitoring the school's financial, human and other resources
o) Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon

p) Helping the school be responsive to the needs of parents/carers and the community and making it suitably accountable through consultation and reporting
q) Setting the school's standards of conduct and values
r) Assessing and managing risk (including preparation of a statement on the school's risk management for its annual report and accounts)
s) Producing an annual governance report to parents/carers
t) Setting school term dates
u) Hearing appeals against complaints, exclusions, pay, capability/disciplinary/grievance issues
v) Establishing and appointing governor committees
w) Appointing governors with individual responsibilities, including safeguarding, SEND and health and safety
x) Attending Ofsted inspections

A. Powers and Duties Reserved for the Members of the Academy Trust

The Members shall be responsible for:

General

- Holding the Governing Board to account in the fulfilment of its core functions
- Ensuring that the objects of the Academy Trust, as set out in the Articles of Association, are met and that the income and property of the Academy Trust are used only to promote these objects
- Taking part in annual and extraordinary general meetings
- Stepping in if governance is judged to be failing
- Appointing and removing governors to the Governing Board, as set out in the Articles of Association
- Appointing and removing additional Members to the original signatories of the memorandum of association
- Amending the Articles of Association with approval from the DfE

Financial Statements and Audit

- Appointing and removing external auditors
- Receiving and approving the audited annual financial statements

The Members' individual liability is limited to £10.

At the January 2019 AGM the Members resolved that there should be a minimum of five Members, of whom the majority will be non-Governor Members and the Chair of the Academy Trust should not be a governor.

B. Powers and Duties Reserved for the Governing Board

In addition to points a) - x) above, the GB shall be responsible for:

General

- Approval of a written Scheme of Delegation that must satisfy the GB's ultimate responsibility for ensuring that there are effective and efficient controls in place for all the financial processes within the School, including delegated authority limits for financial transactions.
- Complying with the Governor Code of Conduct
- Completing an annual skills audit and GB self-evaluation, ensuring in particular the finance skill set is met
- Appointing the Headteacher
- Appointing the Accounting Officer and Chief Financial Officer

Budgets/Budgetary Control

- Formally approving the annual budget prior to the start of each financial year and prior to submission to the DfE.
- Formally approving the three-year medium-term financial plan prior to submission to the DfE. (Note: the annual budget and three-year medium-term financial plan are submitted to the DfE together in the Budget Forecast Return.)
- Considering management accounts with relevant explanations and documentation where required.
- Throughout the year satisfying itself that the trust remains a going concern and financially stable and sustainable

Purchasing

- Maintaining a List of Related Parties and Register of Business Interests for all Members, Governors, Senior Leadership Team and those Academy staff with financial responsibilities.
- Authorising contracts of £60k or over which have been tendered as detailed within Appendix A.

Security of Assets

- Authorising the disposal of individual items of assets with a net book value of over £10,000 (see Appendix A).

Controls, Accounting and Audit

- Keeping adequate accounting records that are sufficient to show and explain the Academy's transactions and disclose with reasonable accuracy at any time the financial position of the Academy and enable them to ensure that the accounts comply with the Companies Act 2006.
- Safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- Ensuring that in its conduct and operation the Academy applies financial and other controls which conform with the requirements both of propriety and good financial management.
- Responsibility for ensuring that grants received from the DfE have been applied for the purposes intended.
- Recommending to Members appointment of an external auditor every five years.
- Reviewing and approving the annual financial statements prior to signature by the auditor and submission to the DfE by 31 December each year.
- Receiving the reports of the external auditor including management letters and accounting officer reports.
- Reviewing the appointment of an internal audit scrutineer and overall internal scrutiny arrangements at least every five years.
- Receiving the reports of the internal scrutineer on the use of resources, systems of internal financial control, and discharge of financial responsibilities.
- Informing the DfE of any suspected irregularity affecting resources.

Estates Management

- Ensuring the Academy is fulfilling its obligations for estates safety and management under the Funding Agreement.

C. Powers and Duties Delegated to the Chair or Vice Chair of the Governing Board in Cases of Urgency

The Chair, in consultation with the Head, is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a student, parent or member of staff. 'Delay' means delay until the earliest date on which it would be reasonably practicable for a meeting of the Governing Board to be held.

In such circumstances the Chair may exercise any function of the Academy Trust which (i) can be delegated to an individual under the Articles, the Funding Agreement (including the relevant Academies Financial Handbook) or (ii) any function relating to the exclusion of a student.

The Chair may decide, on receipt of a request for a decision in cases of urgency, that the matter should be dealt with instead by an extra-ordinary Governing Board meeting called on short notice, in which case a meeting shall be called promptly.

Where it appears to a Vice Chair that the circumstances above apply and the Chair (whether by reason of vacancy in the office or otherwise) would be unable to exercise the function in question before the detriment is suffered, the Vice Chair has authority to exercise the function required.

In the unlikely event of neither the Chair or Vice Chair being able to exercise the function in question before the detriment is suffered, the authority to act is delegated first to the Chair of the Finance and Contracts Committee and then to the Chair of the Pay and Personnel Committee.

Any such action taken or decision made in cases of urgency should be reported to the Governing Board by email in the first instance (together with a copy of any written report from the Headteacher) and minuted at the following Governing Board meeting.

D. Powers and Duties Delegated to the Governance Professional

The Governance Professional shall be responsible for:

- Maintaining the statutory registers
- Ensuring that the company files statutory information promptly, including notification of Director appointments and resignations, completion of the confirmation statement (annual return)
- Providing Members and Directors with notice of meetings
- Providing Members with proposed written resolutions and auditors with any resolutions if passed
- Keeping copies of all Members' resolutions and minutes of all general meetings
- Informing Companies House and the DfE when an auditor resigns and informing the DfE of the new auditor

E. Powers and Duties Delegated to the Finance and Contracts Committee (FCC)

The Finance and Contracts Committee shall be responsible, in addition to the responsibilities detailed in the Terms of Reference, for:

General

- Exercising the powers and duties of the GB in respect of the financial operations of the Academy Trust, except for those items specifically reserved for other Committees and those delegated to the Headteacher and other staff.
- Reporting on decisions taken under delegated powers to the next meeting of the GB.

Budgets/Budgetary Control

- Reviewing the Academy Trust's annual revenue and capital budgets prior to the start of each financial year and recommending approval to the GB.
- Reviewing the three-year medium-term financial plan and recommending approval to the GB.
- Considering management accounts of the Academy Trust at every committee meeting and receiving management accounts via email for all other months of the financial year.
- Approving appropriate action to contain expenditure within the budget and reporting to the GB.
- Reporting to the GB all significant financial matters and any significant actual or forecast overspending against budget.

Purchasing

- Authorising contracts within prescribed limits as detailed within Appendix A.

Income

- Authorising the write off of debts not collectible (DfE prior approval is also required if debts to be written off are above the value set out in the annual funding letter – see Appendix A)

Insurances

- Ensuring that arrangements for insurance cover, across the whole of the Trust are in place and adequate.

Security of Assets

- Ensuring that there are annual independent checks of assets and the asset register/s on a rotational basis over three years.
- Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with a net book value as detailed within Appendix A and reporting such authorisations to the GB.

Financial Statements and Audit

- Recommending to the GB accounting policies to be adopted in the audited financial statements
- Providing documentation required for inclusion within financial statements such as the Governors Report.

Operational Policies

- Staff and Governor Expenses policies

F. Powers and Duties Delegated to the Pay and Personnel Committee

The Pay and Personnel Committee shall be responsible, in addition to the responsibilities detailed in the Terms of Reference, for:

- Authorising significant changes to the Academy's staffing arrangements following consultation with the Finance and Contracts Committee.
- The review and approval of Academy Policies pertaining to Staff, Employment, Performance Management, Discipline, Redundancy and Retirements.
- Approval of both the Pay Policy for Teachers and the Pay Policy for Teaching Staff
- Agrees the Headteacher's pay award, taking into account the recommendation from the HTPR committee, and in liaison with the Chair of the Finance and Contracts Committee
- Approving annual Tiffin Allowances
- Approving the Teaching and Learning Responsibility allowance structure
- Considering and approving the Headteacher's recommendations for honorarium

payments to staff subject to their being costed and pre-approved by the DfE
- Approving changes to Headteacher's remuneration noting that honorarium payments require pre-approval by the DfE

G. Powers and Duties Delegated to the Audit and Risk Committee

The Audit and Risk Committee shall be responsible, in addition to the responsibilities detailed in the Terms of Reference, for:
- Ensuring that appropriate internal financial controls are in place and adhered to.
- Agreeing a programme of work with the internal scrutineer to test the effectiveness and efficiency of internal financial controls and ensuring that the work is completed in a timely manner with suitable reports being provided before each meeting of the Audit and Risk Committee.
- Agreeing a programme of work for the scrutiny of non-financial internal controls to be carried out by suitably qualified specialists
- Reviewing risk assessment documentation annually.
- Reviewing internal scrutineer's reports and making appropriate comments and recommendations to the GB on a regular basis.
- Reviewing the draft annual financial statements and highlighting any significant issues to the GB, prior to approval and submission to the DfE, by 31 December each year

H. Powers and Duties Delegated to the Headteacher's Performance Review Committee

The Headteacher's Performance Review Committee shall be responsible, in addition to the responsibilities detailed in the Terms of Reference, for:
- Making a pay award recommendation for the Headteacher to the Pay and Personnel Committee

I. Financial Powers and Duties Delegated to the Accounting Officer

The Accounting Officer (AO) has delegated powers and functions in respect of internal organisation, leadership, management and control of the Academy Trust. The AO is also responsible for the implementation of all policies approved by the GB and for the direction of teaching and the curriculum. At The Tiffin Girls' School, the AO is the Headteacher.

The AO shall be responsible for:

Budgets/Budgetary control
- Reviewing income and expenditure reports and highlighting significant actual, forecast or potential overspending to the Finance and Contracts Committee.
- Reviewing the balance sheet, cash flow and Free Reserves position

Financial Management
- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations and Policies, as set out in the Finance Manual.

Purchasing
- Authorising orders and contracts within the limits as detailed in Appendix A.
- Ensuring that all contracts and agreements conform to the requirements set out in the Finance Manual.

Income
- Authorising the write off of debts not collectible up to £1,000

Payroll and Personnel

- Approving new staff appointments within agreed structure and budget
- Review of the analysis of monthly payroll, including any changes in standing data, and approving payment, in conjunction with the Finance Director or with the a Deputy Head if the Finance Director is not available.

Funding applications

- Leadership and approval of major grant bid or governmental loan applications

Security of Assets

- Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records of the Academy Trust.

Financial Statements and Audit

- Ensuring that appropriate and efficient internal controls are in place.
- Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- Ensuring that all records and documents are available for audit by the appointed external auditors and internal scrutineers.
- Ensuring sufficient evidence is available to support the statement on regularity, propriety and compliance.
- Maintaining the risk register

Estates Management

- Using relevant available funding as effectively as possible to Ensure the Academy estate is safe, well-maintained and complies with regulations.

Census

- Authorising the termly census returns to the DfE

J. Financial Powers and Duties Delegated to the Finance Director

The Finance Director shall be responsible for:

Budgets/Budgetary Control

- Preparing a draft annual budget for review by the Finance and Contracts Committee and approval by the GB before the start of the relevant financial year.
- Providing a three-year medium-term financial plan for review by the Finance and Contracts Committee and approval by the GB.
- Ensuring the annual budget supports and is consistent with the Academy Trust's development plans.
- Monthly monitoring of expenditure, income and cash flow against the approved budget and submitting reports on the Academy's financial position monthly to FCC members and to every meeting of the Finance and Contracts Committee together with suitably timed full year forecasts for income, expenditure and cash flows.
- Monthly reporting to the Headteacher highlighting any potential overspends or concerns.

Purchasing

- Achieving the most competitive pricing for goods and services in compliance with current and relevant procurement legislation and guidance.

- Negotiating, the management and monitoring of contracts, tenders and agreements for the provision of services to the Academy, to ensure that services are delivered to a high quality and support the operation of the Academy.
- Working to support the financial aspects of major grant bid or governmental loan applications
- Authorising orders and contracts within the financial limits detailed within Appendix A.
- Ensuring that all invoices accurately reflect goods and services provided to the Academy and are duly approved by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.
- Ensuring accounting records are kept fully up to date.
- Ensuring budget holders adhere to budgets.
- Ensuring budget holders place orders only using the official ordering procedures and where procedures are not followed, taking appropriate action.

Payroll and Personnel

- Working with the HR Director, to oversee all matters relating to payroll, including HMRC queries, National Insurance, benefits in lieu of pay (travel loans etc.), Give as You Earn scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll
- In conjunction with the HR Director, managing the relationship with the Academy's payroll service provider.
- Ensuring that the monthly payroll is checked and analysed and approval for payment from the Headteacher or a Deputy Head is documented.
- Comparing actual monthly payroll costs to budgeted salaries and notifying the Headteacher of any budgetary concerns.

Income

- Ensuring that all income is accurately accounted for.

Banking Arrangements

- Maintaining proper records of account and documenting the review of monthly bank reconciliations.
- Retaining bank mandates and organising any required updates to mandates and electronic banking authorisation groups.
- Investing surplus cash funds in to deposit accounts in accordance with the Investment Policy

Insurances

- Notifying the Finance and Contracts Committee on any eventuality that could affect the Academy's insurance arrangements.

Security of Assets

- Ensuring that a fixed asset register for land and buildings, IT equipment and furniture, equipment, vehicles and plant is maintained.

Finance Manual

- Ensuring that the Academy's Finance Manual is updated annually and is an accurate reflection of the Academy's financial systems and controls.

Returns and Reporting

- Ensuring forms and returns are sent to the DfE to meet the deadlines set out in DfE guidance.
- Ensuring that all returns (VAT, PAYE and NI, Pensions etc.) are made on a timely basis.

- Ensuring the Annual Accounts Return ('AAR'), School Resource Management Self-Assessment Checklist ('SRMSAC') and Budget Forecast Return ('BFR') are submitted to the DfE within the appropriate timeframe

Census

- Reporting census information, including number on roll, to the Finance and Contracts Committee
- Reviewing the October census submission in relation to Published Admission Number and other data relevant to the General Annual Grant and Pupil Premium grants.

K. Powers and Duties Delegated to the HR Director

The HR Director shall be responsible for:

Payroll and Personnel

- Working with the Finance Director to oversee all matters relating to payroll, including HMRC queries, National Insurance, benefits in lieu of pay (travel loans etc.), Give as You Earn scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll
- Supporting the Finance Director with managing the relationship with the Academy's payroll service provider.
- Ensuring copies of all contracts of employment, pay reviews and promotion documentation are stored in the personnel files
- Ensuring all necessary paperwork is retained to ensure compliance with 'right to work' employer obligations
- Maintaining compliance with auto-enrolment pension regulations
- Ensuring all safeguarding measures are adhered to throughout the recruitment process
- Ensuring the Single Central Record is maintained according to statutory requirements
- Ensuring that the Academy complies with minimum wage legislation

L. Powers and Duties Delegated to the Facilities Manager

Operational responsibilities

- Responsibility for managing the budgets for Maintenance of Premises, Cleaning Contract, Hygiene & Refuse, Reprographics, Catering Income and Food and Equipment Expenditure, Lettings Income and Expenditure and ICT (including Cyber Security).

Purchasing

- Working with the Finance Director to ensure the smooth running of all tender processes, including preparing invitations to tender, liaison with prospective suppliers, arranging interviews and documenting evaluation criteria
- Retaining quotes obtained for goods, works and services, together with documentation and/or minutes supporting decisions for successful quote/tenders
- Maintaining a register of formal contracts entered into, amounts paid and certificates of completion

Estates Management

- Ensuring the Academy estate is safe, well-maintained and complies with regulations
- Maintaining the Academy's Schools Estate Management Strategy
- Submission of the Managing Your Education Estate (MYEE) returns to the DfE

Capital Projects

- Identifying building programme priorities and completing business cases for capital projects approval
- Managing application for grant bids for major capital expenditure, primarily the Condition Improvement Fund ('CIF')
- Acting as a client representative for all major and minor capital projects
- Agreeing programmes for the design, procurement and construction of project works
- Monitoring project implementation and costs against budget

Insurances

- Working with the Finance Director to ensure that arrangements for insurance cover, across the whole of the Trust's operations are in place and adequate.

M. Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities, primarily for classroom expenditure and trip expenditure should be aware that these must be exercised in accordance with Financial Regulations, as set out in the Finance Manual.

The following responsibilities are delegated to other staff in addition to the Accounting Officer and Finance Director:

Budgets/Budgetary Control

- Holders of significant budgets will be expected to assist the Finance Director in compiling their annual budget requirements ensuring that cost is minimised with the expectation that all expenditure requested is within the strategic and other plans as agreed by the Accounting Officer and the GB.
- Budget Holders are responsible for checking monthly statements of expenditure against their allocated budget and for reporting any errors or irregularities to the Finance Director or Finance Staff.

Purchasing

- Budget Holders can authorise orders and invoices within their levels of delegated authority detailed within Appendix A with the provision that the expenditure is within the scope and remaining balance of their delegated budget.
- Budget holders to ensure they place orders using the official ordering procedures.

Levels of Delegated Financial Authority and Approvals Required

Delegated Activity	Value	Delegated Authority (DA) and Approvals Required	Additional Notes
Ordering Goods and Services via the Main or TTGS Activities Credit Card	Up to £2,000 (Main) and up to £5,000 (TTGS Activities)	DA - Budget Holder and Finance Officer or Finance Assistant. Approval from Finance Director required	Must be within allocated budget
Ordering Goods and Services (Authorisation of Order or authorisation of invoice where no purchase order in place)	Up to £9,999	DA - Budget Holder. Approval from Finance Director required	Must be within allocated budget
	From £10,000 to £24,999	DA - Budget Holder. Approval from **both** Finance Director and Headteacher or a Deputy Head required	Minimum of three written quotes to support order. Must be within allocated budget. Notes to be included within financial analysis to support rationale for expenditure. Most items in this category relate to capital expenditure, trips, agreed contracts (IT, catering, cleaning, professional fees and printing), exam fees or premises. A renewal of a software licence which was subject to these procedures at inception will not require three written quotes. Trip expenditure will have been authorised by the Headteacher through the Trip process. The Finance Director will escalate any items outside of these categories to the Headteacher.
	From £25,000 to £59,999	DA - Budget Holder, Approval from **both** Finance Director and Headteacher or a Deputy Head required	Tender by TGS staff, three bids will be sought. FCC Chair informed if lowest price not accepted. Must be within allocated budget. Notes to be included within financial analysis to support rationale for expenditure.

	£60,000 or over	Governing Board	Formal tendering process required in accordance with the procedures set out in the Procurement Policy
	Up to £9,999 cumulatively per financial year outside of allocated budget	DA – Budget holder. Approval from **both** Finance Director and Headteacher	Appropriate purchase order authority and procurement procedure followed
	All items outside of allocated budget from £10,000 to £59,999 cumulatively per financial year	DA – Budget holder. Approval from **each** of the Finance Director, Headteacher and Finance and Contracts Committee required	Approval by the Finance and Contracts Committee must be obtained in advance and the appropriate purchase order authority and procurement procedure followed.
	All items outside of allocated budget £60,000 or over cumulatively per financial year	DA – Budget holder. Approval from **each** of the Finance Director, Headteacher and Governing Board required	Approval by the Governing Board must be obtained in advance and the appropriate purchase order authority and procurement procedure followed
Payment Authorisations	All payments	For manual payments, one signature from Group A and one signature from Group B, or two signatures from Group A is required. Group A: Headteacher and Deputy Heads Group B: Assistant Heads For electronic payments, the Finance Director first approves all payments on the Lloyds Bank portal before either the Headteacher or Deputy Heads actions the secondary approval	One signature from Group A and one signature from Group B, or two signatures from Group A is required. Group A: Headteacher and Deputy Heads Group B: Assistant Heads

Payroll	All payments	Finance Director and Headteacher or a Deputy Head **OR** Headteacher and a Deputy Head **OR** Headteacher or a Deputy Head and Assistant Head, but in the majority of cases Finance Director and Headteacher	
Signature of Applications for Grant Funding from the DfE or elsewhere	All values	Accounting Officer and others as necessary	Accounting Officer's signature essential
Disposal of Fixed Assets	Up to £4,999	Headteacher	Values stated are the remaining net book value
	From £5,000 to £9,999	Finance and Contracts Committee	
	£10,000 or over	Governing Board	
Authority to Write-Off Bad Debts	Up to £1,000	Headteacher	Write-off limits delegated by the DfE: ● 1% of the total annual revenue income or £45,000 (whichever is smaller) per single transaction ● Cumulatively 2.5% of total annual income (subject to a maximum of £250,000) in any one financial year per category of transaction where an academy trust has failed to submit timely unqualified audited accounts for the previous two financial years. ● Cumulatively 5% of total annual income (subject to a maximum of £250,000) in any one financial year per category of transaction where an academy trust has submitted timely and unqualified accounts for the previous two financial years
	Up to £45,000	Finance and Contracts Committee	
	Over £45,000 in a single transaction	Refer to DfE Guidance	
Entering into guarantees, indemnities or letters of comfort	Up to £45,000	Governing Board	DfE consent required if exceeds: ● 1% of annual income or £45,000 individually ● 2.5% or 5% of annual income cumulatively with same stipulations as for write-off limits
	Over £45,000 in a single transaction	Refer to DfE Guidance	

Raising Sales Invoices	All values	Finance Director and Accounting Staff	
Non-statutory or non-contractual element of staff severance payment	Up to £50,000 before tax	Headteacher and Chair of Governors	
	£50,000 or over before tax	DfE	
Staff severance payment	An exit package which includes a special severance payment up to £100,000; and/or the employee earns up to £150,000	Headteacher and Chair of Governors	
	An exit package which includes a special severance payment is at or above £100,000; and/or the employee earns over £150,000	DfE	
Related party transactions	If the contract value with a related party will remain below £40,000: (i) up to £2,000 (ii) between £2,000 and £39,999	(i) Headteacher (ii) Finance and Contracts Committee Chair	All related party transactions must be reported to the DfE in advance of the transaction taking place.
	£40,000 or over	Refer to DfE guidance	DfE prior approval required for a contract exceeding £40,000

Transactions requiring DfE approval			Novel, contentious and repercussive transactions Purchase, disposal or taking up operating lease or tenancy agreement of land and buildings greater than seven years Granting of lease, including tenancy agreement, of any duration on land and buildings to another party Acquiring freehold land/buildings Disposing of a freehold on land/buildings Ex-gratia / honorarium payments Taking up a finance lease on any asset not on the DfE approved list for any duration from another party Bank or sponsor loans Overdrafts Electric car schemes