



engage enrich excel academies

# EEEA Scheme of Delegation 2026-2028

## Date of Approval

May 2026  
Trust Board

## Date of Review

Summer 2028  
Trust Board

## Related Documents

- Policies e.g. Finance
- Governance Handbook

Engage Enrich Excel Academies

Registered Office: 181 Frimley Road South Camberley Primary & Nursery School Junior Site, Camberley, Surrey. GU15 2QB  
Company Registration Number 9279884 (England and Wales)



Key
Column 1: Members
Column 2: Board of trustees of EEEA
Column 3: Trust Board Audit and Risk
Column 4: Trust Board HR/ Personnel
Column 5: Trust Board Education & Well Being
Column 6: Chief Executive Officer
Column 7: School Advisory Committee
Column 8: Headteacher
✓ Action to be undertaken at this level
A Provide advice and support to those accountable for decision making
<> Direction of advice and support

Area	Decision	Delegation							
		Members	Trust Board	TB Audit & Risk (A&R)	TB HR/ Personnel	TB Education & Well being	CEO	Local Academy Committee (LAC)	Headteacher
<b>Governance Framework</b>									
<b>People</b>	Members: Appoint/Remove	✓							
	Trustees: Appoint/Remove	✓	✓						
	Role descriptions for members	✓							
	Role descriptions for trustees/chair/ specific roles/committee/council members agree:		✓				<A		
	Parent trustee/committee/council member: elected		✓					✓	
	Board committee chairs: appoint and remove		✓	✓	✓	✓	<A		
	School committee/council chairs: appoint and remove		✓				<A		
	Clerk to board: appoint and remove		✓						
Clerk to school committee: appoint and remove		✓						✓	

Area	Decision	Delegation							
		Members	Trust Board	TB Audit & Risk (A&R)	TB HR/ Personnel	TB Education & Well being	CEO	Local Academy Committee (LAC)	Headteacher
Systems & Structures	Articles of Association: review and agree	✓	<A				<A		
	Governance structure (committees) for the trust: establish and review annually		✓				<A		
	Terms of reference for board committees and scheme of delegation for school committees: agree annually		✓				<A		
	Skills audit: complete and recruit to fill gaps		✓				<A>	✓	A
	Annual self-review of trust board and committees: complete annually		✓						
	Annual self-review of school committees: complete annually		✓					✓	
	Chair's performance: carry out 360 review periodically		✓						
	Trustee/school committee contribution: review annually		✓						
	Succession: plan		✓						
	Annual schedule of business: agree		✓	✓	✓	✓	<A		
Annual schedule of business for school committee: agree		✓				A>	✓	A	
<b>Reporting</b>									
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	✓		✓	<A		
	Annual report on performance of the trust: submit to members and publish		✓			✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A			<A		
	Annual report on work of school committee: submit to trust and publish							✓	A

Area	Decision	Delegation							
		Members	Trust Board	TB Audit & Risk (A&R)	TB HR/ Personnel	TB Education & Well being	CEO	Local Academy Committee (LAC)	Headteacher
<b>Being Strategic</b>									
Being Strategic	Determine trust wide policies which reflect the trust's ethos and value (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; data protection and FOI; staffing policies including capability; discipline, conduct and grievance: approve		✓	✓	✓	✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour; approve				✓	✓	A>		✓
	To implement the school safeguarding policy						A>	A	✓
	Central spend / contribution: agree		✓	<A			<A		
	Management of risk: establish register, review and monitor		✓	✓	✓	✓	<A>	✓	✓
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			✓	<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine						A>		✓
	Chief Executive Officer and central staff: appoint and dismiss	✓	✓						
	Headteachers: appoint and dismiss		✓		✓		✓		
	Suspension or dismissal of school staff		✓		✓		✓		<A
	In the event that the headteacher is not on site or is absent for any reason the Trust will appoint an Acting Headteacher to make decisions in the headteachers absence						✓	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A			<A		
	Budget plan to support delivery of school key priorities: agree			✓			✓	A	A
	Trust's staffing structure: agree		✓	<A			<A		
School staffing structure: agree		✓				✓		A	

Area	Decision	Delegation							
		Members	Trust Board	TB Audit & Risk (A&R)	TB HR/ Personnel	TB Education & Well being	CEO	Local Academy Committee (LAC)	Headteacher
<b>Ensuring Financial Probity</b>									
Ensuring Financial Probity	Chief Finance and Operations Officer for delivery of trusts detailed accounting processes: appoint		✓	<A			<A		
	Trust's scheme of financial delegation: establish and review		✓	✓			<A		
	School's scheme of financial delegation: establish and review			✓			<A		✓
	External auditor's report: receive and respond		✓	<A			<A		✓
	CEO pay award: agree		✓	<A	<A				
	Headteachers pay award: agree		✓				✓		
	Pay award for any staff on leadership scale		✓				✓		A
	Approval of TLRs and SEN allowances		✓				✓		A
	Staff appraisal procedure and pay progression: review and agree		✓			✓	A>		✓
	Benchmarking and trust wide value for money: ensure robustness			✓					
	Benchmarking and school value for money: ensure robustness								✓
Develop trust wide procurement strategies and efficiency savings programme			✓	✓		✓			
<b>Holding to Account</b>									
Holding to Account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	✓	✓	✓	<A	A	✓
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	<A	✓		
	Performance management of the Chief Executive Officer: undertake		✓		<A				
	Performance management of school principal: undertake				✓		✓	<A	
	Trustee monitoring: agree arrangements		✓				<A		
	School committee member monitoring: agree arrangements					✓		✓	

## Financial Delegation Limits

N.B. In the absence of the Headteacher, his/her nominated deputy; SBM refers to a Business Manager or their cover.

Delegated Duty	Value	Delegated Authority	Method
<b>Schools</b>			
Ordering Goods and Services (raising requisitions)	Up to £,3000	Budget Holder	Selection from preferred supplier list unless agreed otherwise with SBM
	£3001 to £5000	As above plus Headteacher	Minimum of two quotes
	£5001 to £50,000	With agreement from the LAC	Minimum of three quotes
	Over £50,000	A&R Committee	Tender process
	Over £173,000	A&R Committee	Formal tendering process, e-tendering portal, called Find a Tender Service (FTS)
	<del>Authority to accept other than lowest quotation or tender</del>	Trustees	
Signatories for cheques, BACS payment authorisations and other bank transfers	Up to £10,000, any two signatory <del>different to person authorising the order</del>	Any two signatory <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Member of SLT</li> <li>• Trust central team e.g. in cover situation</li> </ul>	
	Over £10,000 two signatories plus approval at LAC	Any two signatory <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Member of SLT</li> <li>• Trust central team e.g. in cover situation</li> </ul>	Cheque payment taken to finance committee, payment can be agreed in principle before the actual bill has been received (depending on the timing of the meeting and the payment)
Signatories for DfE grant claims and DfE returns	Any	HT/ Trust central team (or as required by DfE)	All returns must go to the LAC for information/approval

Delegated Duty	Value	Delegated Authority	Method
Transfer of budget provision between budget heads	Up to £5000	Headteacher	
	Over £5000	LAC	
Disposal of fixed assets (other than freehold on land or building and heritage assets which must have SoS approval)	Up to £1000	Headteacher plus SBM	
	£1001 to £5000	Finance Committee	
	£5001 and above	As above, plus LAC	
Write-off of bad debts  (annual income is defined as grant income as disclosed in the trust's last set of audited accounts, or to be disclosed)	1% of total annual income or £45,000 (whichever is smaller) per single transaction.	LAC, if within criteria otherwise SoS	The CFOO must be informed immediately thereafter and reported to the next A&R Committee.
	Cumulatively, 2.5% of total annual income in any one financial year per category of transaction (subject to a maximum of £250,000).	Trustees, if within criteria otherwise SoS	If timely, unqualified financial returns for the last two financial years, <b>have not</b> been submitted
	Cumulatively, 5% of total annual income in any one financial year per category of transaction (subject to a maximum of £250,000).	Trustees, if within criteria otherwise SoS	If timely, unqualified financial returns for the previous two financial years <b>have</b> been submitted.
Purchase or sale of any freehold property	Any	SoS approval required	
Taking up a leasehold interest or tenancy agreement on land or buildings from another party	For a term of 5-6 years	Trustees approval required	
	For a term of 7 years or more	SoS approval required	
Granting a leasehold or tenancy agreement	Any term	SoS approval required	

Delegated Duty	Value	Delegated Authority	Method
Raising invoices to collect income	Any	SBM	
Charges for lettings	Any	LAC to approve	
Lettings Policy		SBM to recommend to LAC	Within prescribed time limits
Finance Policy		CFOO/AO to recommend to A&R	Within prescribed time limits
Remissions & Charging Policy		SBM to recommend to LAC	Within prescribed time limits
Annual Accounts		CFOO/AO to recommend to trustees to report to Members	Nominated Trustees to support the writing of the reports within the Annual Accounts
<b>Central Trust Team</b>			
Ordering Goods and Services (raising requisitions)	Up to £3000	CFOO	Selection from preferred supplier list unless agreed otherwise with CEO
	£3001 to £5000	CFOO/CEO	Minimum of two quotes
	£5001 to £10,000	CEO	Minimum of three quotes  Any expenditure previously discussed and approved by Trustees for Integration plans and projects and included in the trust budget
	£10,001 to £50,000	As above with agreement from the A&R Committee	Minimum of three quotes
	Over £50,000	A&R Committee	Tender process
	Over £173,000	A&R Committee	Formal tendering process, e-tendering portal, called Find a Tender Service (FTS)

## Version Control

Date	Version	Approved by	Amendment Summary
22/05/26	2026-2028 v2	Board	<ul style="list-style-type: none"> <li>• Being strategic:               <ul style="list-style-type: none"> <li>○ Management of risk: establish register, review and monitor</li> <li>○ Chief Executive Officer and central staff: appoint and dismiss</li> <li>○ Suspension or dismissal of school staff [New]</li> </ul> </li> <li>• Ensuring Financial Probity               <ul style="list-style-type: none"> <li>○ Pay award for any staff on leadership scale</li> <li>○ Approval of TLRs and SEN allowances [New]</li> </ul> </li> <li>• Financial Delegation Limits                Changes for Alignment with Academy Finance Handbook*, Finance Policy &amp; to be more practical*                * The Finance Policy will also need to be updated, if approved by Trustees.             </li> <li>• Version control added</li> </ul>