

Kingston Educational Trust (KET) Scheme of Delegation

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Section 1 - Roles and responsibilities

For a more complete understanding of the roles and responsibilities described below, reference should be made to [KET's Articles of Association](#), the [Academy Trust Handbook](#) and the [Governance Handbook](#) from the Department for Education.

Further details of the financial powers and responsibilities delegated to committees, senior officers and staff can be found at Section 3. A schedule for the delegation of policy authorisation can be found at Section 4 (*to follow*).

The role of the members

The members of the trust are guardians of the charitable objectives and governance of the trust. KET's members are:

- Kingston Council (represented by Councillor Griseldis Kirsch)
- Kingston University (represented by Jennifer Edwards)
- Kingston College¹ (represented by Peter Mayhew-Smith)

The members are able to appoint and remove trustees to ensure that the trust's charitable object is carried out. Accordingly, the Trust Board will submit an annual report on the performance of the trust to the members.

¹ Kingston College is part of South Thames Colleges Group

The role of the trustees

KET is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Together the trustees form the Trust Board.

The Trust Board is responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all schools within the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

In addition, the Trust Board must carry out the three core governance functions:

- Ensure clarity of vision, ethos and strategic direction
- Hold the executive to account for the educational performance of the trust's schools and their pupils, and the performance management of staff
- Oversee the financial performance of the trust and make sure its money is well spent

The role of Trust Board committees

The Trust Board may establish committees to carry out some of its governance functions. This may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The Board may also delegate to its senior officers and responsibility for decision making at any level is detailed within the KET Scheme of Delegation. The membership and responsibilities of all Board committees are set out in each committee's terms of reference.

The Trust Board appoints committee chairs and committee members according to their skills and in line with the terms of reference of each committee.

The Trust Board has the right to review and adapt its governance structure at any time which includes removing delegation.

The role of the Executive Director (ED)

The Executive Director has the delegated responsibility for the operation of the trust including the performance of the trust's academies as detailed within the KET Decisions Matrix below.

The Executive Director is responsible for the ongoing line-management of the academy headteachers and for overseeing arrangements for their performance management.

The Executive Director is the Accounting Officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Executive Director leads the executive management team of the academy trust. The Executive Director may delegate executive management functions to the executive management team and is accountable to the Trust Board for the performance of the executive management team.

The role of academy headteachers (HT)

KET's default position is that academy headteachers should enjoy a great deal of autonomy in the operation of the school that they lead. As such, academy headteachers are fully responsible for the day to day management of their academy, including compliance with statutory and other requirements at an operational level.

Academy headteachers have delegated powers and functions in respect of internal organisation, management and control of the schools they lead other than where subject to any constraints detailed within the KET Decisions Matrix below (See Section 2).

Academy headteachers are responsible for the implementation of all policies approved by the Trust Board and for the direction of teaching and the curriculum.

Academy headteachers are line managed by the Executive Director and are members of the trust's senior executive team. Academy head teachers also report to their academy committees on matters which have been delegated to it.

Section 2 - KET Decisions Matrix

Area	Decision	Members	Trust Board	Building, Finance & Resources Committee	Executive Director	Academy Committee	Academy Head teacher
✓	Action to be undertaken at this level						
A	Provide advice and support to those accountable for decision making						
< or >	Direction of advice and support						
	Function cannot be legally carried out at this level						
People	Members: appoint and remove	✓					
	Trustees: appoint and remove	✓	✓				
	Role descriptions for members: agree	✓					
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓		<A		
	Parent trust associate/committee member: elected (determine process)		✓				
	Board committee chairs: appoint and remove		✓		<A		
	Academy committee chairs: appoint and remove		✓	<A	<A	<A	
	Executive Director: appoint and dismiss		✓				
	Academy Headteacher: appoint and dismiss		✓		<A		
	Director of Finance and HR: appoint and dismiss		✓		<A		
	Director of Business and Ops: appoint and dismiss		✓		<A		
	Head of Governance: appoint and remove		✓		<A		
Governance professional for committees: appoint and remove		✓		<A	<A		
Systems and structures	Articles of association: review and agree	✓	<A		<A		
	Governance structure/terms of reference for and scheme of delegation (committees) for the trust: establish and review annually		✓		<A	<A	
	Skills audit (governance): complete and recruit to fill gaps		✓		<A>	✓	<A
	Annual self-review of trust board and committees: complete annually		✓				
	Chair's performance: carry out 360 review periodically		✓	✓		✓	
	Trustee / academy committee member contribution: review annually		✓	✓		✓	
	Succession: plan		✓	<A	<A	<A	<A
	Annual schedule of business for trust board and committees: agree		✓	✓	<A>	✓	
Reporting	Publication on trust and schools' websites of all required details on governance arrangements		✓		<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		

Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, 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	<A	<A
	Determine school level policies which reflect the school's and trust's ethos and values and which require trust approval (at varying levels) as they have compliance/risk/reputational implications and as set out in the Policy Delegation Schedule.		✓	✓	<A	✓	<A
	Determine school level policies which are operational in nature and reflect the school's and trust's ethos and values as set out in the Policy Delegation Schedule and including for example teaching and learning and behaviour: approve		A>	A>	A>	A>	✓
	Central spend / top slice: agree		✓	<A	<A		
	Management of risk: establish register, review and monitor		✓	<A	<A>	✓	<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		
	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓		A>	✓	✓
	Budget plan to support delivery of trust's key priorities: agree		✓	<A	<A		
	Budget plan to support delivery of school's key priorities: agree		✓	<A>	<A>		✓
	Trust's central executive staffing structure: agree		✓	<A	<A		
	School staffing structure: agree				A>		✓
	Changes to school staffing structure (senior leadership team): agree			✓	<A		<A
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	<A	<A	<A
	Reporting arrangements for progress on key priorities: agree		✓	✓	<A>	✓	<A
	Performance management of the Executive Director: undertake		✓	<A		<A	<A
	Performance management of academy Headteacher: undertake				✓	<A	
	Trust monitoring (governance review including committees): agree arrangements		✓		<A		
Ensuring financial probity	Trust's scheme of financial delegation: establish and review		✓	<A	<A		
	School's scheme of financial delegation: establish and review		✓	<A	<A		

	External auditors' report: receive and respond		✓	<A	✓		<A
	Executive Director pay award: agree		✓	<A			
	Academy Headteacher pay award: agree		✓	<A	<A		
	Staff appraisal procedure and pay progression: review and agree		✓		<A		<A
	Benchmarking and trust wide value for money: ensure robustness			A>	✓		
	Benchmarking and academy value for money: ensure robustness			A>	✓		<A
	Trust wide procurement strategies and efficiency savings programme: develop				✓		
	Trust wide procurement strategies and efficiency savings programme: review and approve			✓			

Section 3 – Financial powers and duties

Section 3a – The Trust Board (FTB) shall be responsible for:

Scheme of delegation and financial regulation

- a1. Approval of a written scheme of delegation of its financial powers and duties to its buildings, finance and resources committee (BFR), Executive Director, Director of Finance and HR, academy headteachers, and other senior staff. The scheme must satisfy the Trust Board's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within its schools. The Scheme of Delegation should be operated in conjunction with the Trust's Financial Procedures.

Audit

- a2. Arrangement for the appointment of external auditors; and informing the Department for Education, (DfE) and/or the Education and Skills Funding Agency (ESFA) in the event of the removal or resignation of auditors.
- a3. Receiving the reports of the external auditor.
- a4. Receiving the reports of the internal audit service appointed to check systems of internal financial control, and discharge of financial responsibilities.
- a5. Informing the DfE and/or ESFA if it suspects any irregularity affecting resources.

Budgets/Budgetary Control

- a6. Reviewing the draft financial statements prior to audit and approving the audited financial statements prior to submission to the Education and Skills Funding Agency (ESFA) by 31 December annually.
- a7. Formally approving the annual budget of the Trust and of each school and the 3 year budget forecast return prior to submission to the ESFA in July each year.
- a8. Management accounts with a commentary must be shared with the chair of trustees every month. Management accounts with a commentary must also be shared with all other trustees monthly. The Board must consider these when it meets.
- a9. Details of all virements, approved and authorised by the BFR are to be formally notified to the Board.
- a10. Maintenance of a Register of Business Interests for all Trustees and Members.

Contracts

- a11. Authorising the award of contracts or purchases of over £50,000 excluding VAT including authorisation of the advertising of tenders above the Official Journal of the European Union (OJEU) limit, and authorising the award of such tenders.

Income

- a12. Authorisation of the write-off of debts not collectable above £1,000 up to the limit at which the Secretary of State's prior approval is required: currently amounts exceeding the smaller of 1% of annual income or £45,000 per single transaction, or 5% of annual income cumulatively (2.5% if timely, unqualified audited accounts have not been submitted for the previous two financial years), or any amount in excess of £250,000 (AcademyTrust Handbook 2021 5.20 provides full details of delegated limits).

Security of Assets

- a13. Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5,000.

Exceptions

Delegated authority from the Education and Skills Funding Agency (ESFA) does not include the following, which must be referred to the ESFA for prior agreement (see the financial limits set out in Section 5 of the Academy Trust Handbook 2022) :

- Any form of borrowing, bank or sponsor loan, overdraft, finance lease
- Any transaction deemed novel or contentious
- Granting a lease on land or buildings
- Taking a lease on land and buildings for a period of seven years or more
- Acquiring or disposing of a freehold on land and buildings and disposal of heritage assets
- Entering into guarantees, indemnities or letters of comfort above certain limits
- Write-offs in excess of certain limits, Special Payments – ex gratia payments
- Staff severance/compensation – non-contractual payments above £50,000

Personnel

- a14. Authorising permanent changes to the Central Services staffing structure at Director level.

Section 3b – Financial powers and duties delegated to the Buildings, Finance and Resources Committee (BFR)

BFR shall be responsible for:

General

- b1. Exercising the powers and duties of the Trust Board in respect of the financial administration of its schools, except for those items specifically reserved for the Trust Board and those delegated to the Executive Director, Director of Finance and HR or Headteachers.
- b2. Reporting on decisions taken under delegated powers to the next meeting of the Trust Board.

Audit

- b3. Reviewing the reports of the external and internal audit service appointed to check the effectiveness of the financial procedures and controls. These reports must also be shared with the Trust Board.

Budgets/Budgetary Control

- b4. Considering budget monitoring reports on the schools' financial position at every meeting, take appropriate action to contain expenditure within the budget, and report to the Trust Board.
- b5. Approving the virement between and within budget headings of over £15,000 and up to £50,000 in respect of Fern Hill.
- b6. Reviewing the virement of sums between and within budget headings, subject to a limit of £50,000. Details of all virements approved and authorised by the Executive Director, head teachers or the Director of Finance and HR are to be formally notified to the Buildings, Finance and Resources Committee.
- b7. Reporting to the Trust Board all significant financial matters and any actual or potential overspending.

Contracts and purchasing

- b8. Authorising the award of contracts or purchases of over £25,000 and up to £50,000 excluding VAT.

Insurances

b9. Ensuring that arrangements for insurance cover are in place and adequate.

Security of Assets

b10. Ensuring that there are independent checks of assets and the asset register.

b11. Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of over £2,000 and up to £5,000 and reporting such authorisations to the Trust Board.

Personnel

b12. Authorising permanent changes to a school's staffing structure, where changes apply to the Senior Leadership Team.

Section 3c – Financial powers and duties delegated to the Executive Director

Note: The Executive Director is the Trust's accounting officer. That role includes a personal responsibility to Parliament, and to the ESFA's accounting officer, for the Trust's financial resources.

General

c.1 The accounting officer must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money and must have oversight of financial transactions, by:

- ensuring the academy trust's property and assets are under the trustees' control, and measures exist to prevent losses or misuse
- ensuring bank accounts, financial systems and financial records are operated by more than one person
- keeping full and accurate accounting records to support their annual accounts

Annual Audited Accounts

c.2 The accounting officer must demonstrate how the Trust has secured value for money in the governance statement that forms part of the audited accounts and complete and sign a statement on regularity, propriety and compliance each year, for submission to the ESFA with the audited accounts.

Duty to raise concerns

c.3 The accounting officer takes personal responsibility (which must not be delegated) for assuring the Board that there is compliance with the Trust's funding agreements and the Academy Trust Handbook and must advise the Board in writing if:

- action it is considering is incompatible with its articles, funding agreements or the Academy Trust Handbook; or
- the Board fails to act where required by its funding agreements or the Academy Trust Handbook.

Where the board is minded to proceed, despite the accounting officer's advice, the accounting officer must consider the board's reasons and if the accounting officer still considers the action proposed by the board is in breach of its articles, the funding agreement or Academy Trust Handbook, the accounting officer must notify ESFA's accounting officer immediately in writing

Accounting systems

- c.4** The operation of central financial processes, ensuring that adequate operational controls are in place and that the principles of internal control and proper segregation of duties are maintained.
- c.5** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.

Audit

- c.6. Ensuring that all records and documents are available for audit by the appointed external auditors and by the appointed internal audit service.

Budgetary control

- c.7 Reviewing income and expenditure reports and highlighting actual or potential overspending to BFR.
c.8 Approving the virement between and within budget headings of over £10,000 and up to £50,000 and reporting such approval to BFR.

Contracts

- c.9 Exercising the following powers and duties of the Trust Board in respect of the Competitive Tendering policy and Financial Regulations:
- Ensuring that all contracts and agreements conform with the Trust's policies
 - Acceptance of quotations up to and including £25,000 in value.
 - Receipt and custody of all tenders.
 - Authorisation of senior members of staff to open tenders.
 - Signing contracts on behalf of the Trust Board.

- c.10 Authorisation of contracts and expenditure of up to and including £25,000 in conjunction with the Director of Finance and HR.

Financial Management

- c.11 Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Trust's Financial Procedures.

Security of Assets

- c.12 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under their control.

Personnel

- c.13 Approving all new staff appointments within the authorised central team staffing structure and setting their associated salary scale in accordance with the Trust's pay policy. Ensuring that this is officially documented, authorised and forwarded to the Director of Finance and HR for implementation.
c.14 Review and adjustment of existing staff salaries in accordance with the Trust's appraisal and pay policies.

Section 3d – Financial powers and duties delegated to academy headteachers

Note:

Headteachers have delegated powers and functions in respect of internal organisation, management and control of the schools they lead, the implementation of all policies approved by the Trust Board and for the direction of teaching and the curriculum.

Head of School at The Kingston Academy and Deputy Head Teachers at Fern Hill are appointed as Acting Headteachers (on a weekly rotation basis when there are more than one at a school), to carry out the functions of the Headteacher when the Headteacher is off site, including the decision whether to exclude pupils (which can only be taken by the Headteacher or in their absence by an Acting Headteacher).

Academy headteachers shall be responsible for:

Accounting systems

- d1.** The operation of financial processes within the school, ensuring that adequate operational controls are in place and that the principles of internal control and proper segregation of duties are maintained.
- d2.** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.

Audit

- d3.** Ensuring that all records and documents are available for audit by the appointed external auditors and by the appointed internal audit service.

Budgetary control

- d4.** Reviewing income and expenditure reports and highlighting actual or potential overspending to BFR.
- d5.** Approving the virement between and within budget headings of over £10,000 and:
 - up to £50,000 (Head teacher of The Kingston Academy) or
 - up to £15,000 (Head teacher of Fern Hill)and reporting such approval to BFR.

Contracts

- d6.** Exercising the following powers and duties of the Trust Board in respect of the Competitive Tendering policy and Financial Regulations:
 - Ensuring that all contracts and agreements conform with the Trust's policies
 - Acceptance of quotations up to and including £25,000 in value.
 - Receipt and custody of all tenders.
 - Authorisation of senior members of staff to open tenders.
 - Signing contracts on behalf of the Trust Board.
- d7.** Authorisation of contracts and expenditure of up to and including £25,000 in conjunction with the Director of Finance and HR.

Financial Management

- d8.** Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Trust's Financial Procedures.

Security of Assets

- d9.** Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under their control.

Personnel

- d10.** Approving all new staff appointments within the authorised staffing structure and setting their associated salary scale in accordance with the Trust's pay policy. Ensuring that this is officially documented, authorised and forwarded to the Director of Finance and HR for implementation.
- d11.** Authorising permanent changes to the school's staffing structure, excluding to the Senior Leadership Team, provided that the budget will remain balanced following such changes.
- d12.** Ensuring that the schools' Staffing Structure is brought to the first meeting of BFR in each Spring Term for information, with all changes made for the coming year highlighted.

d13. Review and adjustment of existing staff salaries in accordance with the Trust's appraisal and pay policies.

Bank account transfers and cheque/BACS payment authorisation

d14. Two authorised signatories are required up to the value of £100,000. Above this amount also requires the approval of the Chair of the Board, with the exception of payroll, which requires authorisation by the Headteacher and Director of Finance and HR.

Section e - Financial powers and duties delegated to the Director of Finance and HR

The Director of Finance and HR shall be responsible for:

Banking Arrangements

e1. Maintaining proper records of account and reviewing monthly bank reconciliations.

Budgets/Budgetary Control

e2. Regular monitoring of expenditure and income against the approved budget and submitting reports on the Trust's and schools' financial position to every BFR meeting. Any actual or potential overspending shall be reported to BFR.

e3. Preparing an annual draft 3 year budget forecast for consideration initially by BFR and for formal approval by the Trust Board in good time for submission to the ESFA in July.

e4. Approving virements between and within budget headings up to a value of £10,000, with approval from the Executive Director in relation to Trust expenditure or the headteacher in relation to a school budget, and reporting such approval to the BFR.

e.5 Maintenance of a Register of Business Interests for all Trust and school staff involved in procurement and other financial decisions.

Contracts

e6. Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

e7. Retention of tenders and quotes obtained for goods, works and services.

Income

e8. Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

Information and communication systems

e9. The standards of control for such systems in operation within the Trust and schools to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.

Insurances

e10. Notifying the BFR of any eventuality that could affect the Trust and schools' insurance arrangements.

Orders for goods, works and services

e11. Authorising members of staff to order or receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff.

Payments

e12. Ensuring that all correct invoices are duly certified 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.

Salaries, Wages and Pensions

e13. Notifying the payroll provider of any matters affecting payments to employees.

Security of Assets

e14. Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant above £2,000 (including desirable items below the capital threshold).

Audit

e.15 Ensuring that all records and documents are available for audit by the appointed external auditors and by the appointed internal audit service and that all findings are followed up and actioned in a timely manner.

Section 3f - Financial powers and duties delegated to budget holders and other members of staff

Note:

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Trust's Financial Regulations.

Budget holders and other staff are responsible for:

Contracts

f1. The following members of staff, in addition to the headteachers and the Executive Director, are authorised to open tenders in the presence of another authorised person:

- Head of School at The Kingston Academy
- Deputy Head teachers at Fern Hill
- Director of Finance and HR
- Director of Business and Operations

Orders for goods, works and services

f2. The following members of staff, in addition to the headteachers and Director of Finance and HR, are able to authorise orders for goods, works and services as specified:

- Budget holders up to £2000 (if available within budget)

Receipt of goods

f3. The following members of staff are authorised to receive goods:

- Executive Director
- Director of Finance and HR
- Director of Business and Operations
- Senior Leadership team Finance and Operations staff

Payments

f4. The following members of staff in addition to the Executive Director, Headteachers and Director of Financial and HR and Director of Operations and Business, are authorised to certify payments:

- Head of School and Senior Deputy Headteacher (at The Kingston Academy)
- Deputy Headteachers (at Fern Hill)

Salaries and wages

f5. The Executive Director and headteachers must always authorise any increase or decrease to any existing employee's pay scale or that of any new members of staff at their school and an audit trail must be available to evidence this in accordance with and subject to the Trust's pay policy.

f6. The following members of staff, in addition to the Executive Director and Headteachers, are authorised to certify pay documents and time records and authorise documents that lead to pay changes (excluding documents relating to themselves):

- Director of Finance and HR
- Director of Business and Operations

Primary authorisation levels

f7. The authorisation levels set out in the table below will apply at all times unless temporarily waived by the BFR

Delegated duty	Value	Delegated authority
Virements between and within budget headings (reported to BFR)	Up to £10,000	Director of Finance and HR with Headteacher or Executive Director approval
	£10,001 to £50,000	Executive Director
	£10,001 to £50,000	The Kingston Academy Headteacher (reporting to Buildings Finance and Resources Committee)
	£10,001 to £15,000	Fern Hill Headteacher (reporting to Buildings Finance and Resources Committee)
	Over £15,000 (referred by Fern Hill Head Teacher)	Buildings Finance and Resources Committee
	Over £50,000	Trust Board
Bank account transfers and cheque / BACS payment authorisation	Up to £100,000	2 authorised signatories
	Over £100,000 and up to £300k (with the exception of payroll)	As above, plus Chair of the Trust Board.
	Over £300k	Buildings Finance and Resources Committee approval.
Requisitions for orders / Invoice approval	Up to & including £2,000	Budget Holder
	Up to & including £10,000	Director of Finance and HR
	£10,001 to £25,000	Headteacher or Executive Director
	£25,001 to £50,000	Buildings Finance and Resources Committee, approval to be reported to Trust Board
	Over £50k	Trust Board
Quotations and tendering rules (see also	Below £1000	Best value principles applied

Competitive Tendering Policy)	£1001 to £2,500	Best value principles applied, with a minimum of 2 quotations (can be obtained by telephone)
	£2,501 - £10,000	Best value principles applied, with 3 written quotations unless: <ul style="list-style-type: none"> • only one or very few suppliers are available; • urgency exists (and the contract will not commit the Trust for a period of longer than 12 months) • continuation with the existing supplier is justified <p>Approved by the Headteacher/Executive Director and Director of Finance and HR</p>
	£10,001 to £25,000	Best value principles applied, with a minimum of 3 written quotations unless: <ul style="list-style-type: none"> • only one or very few suppliers are available; • urgency exists (and the contract will not commit the Trust for a period of longer than 12 months); or • continuation with the existing supplier is justified. <p>A detailed specification of requirements and award criteria should be produced.</p> <p>A range of suppliers should be compared, including their reputation and what deals they offer. At least 3 suppliers should then be approached for written quotes in order to make a fair and informed decision.</p> <p>Quotes to be evaluated against award criteria and all suppliers treated equally.</p> <p>A record should be kept of the decision-making process</p> <p>Approved by the Headteacher/Executive Director and Director of Finance and HR.</p>
	£25,001 to £50,000	Formal tendering process (See Competitive Tendering Policy) requiring Buildings Finance and Resources Committee approval.

	£50,001 to OJEU limit	Formal tendering process (See Competitive Tendering Policy) requiring Trust Board approval.
	Over OJEU limit (until end 2018 £181,302 for supplies and services, £4,551,413 for works and for light touch regime contracts the threshold is £615,278)	OJEU advertising required - Trust Board approval (See Competitive Tendering Policy)
Authorisation of Contracts (subject to the above quotation and tendering rules)	Up to and including £25,000	Headteacher/Executive Director (in conjunction with the Director of Finance and HR)
	£25,001 to £50,000	Buildings Finance and Resources Committee
	£50,001 and above	Trust Board
Disposal of assets (values stated are the original purchase price)	Up to and including £2,000	Headteacher/Executive Director
	£2,001 up to and including £5,000	Buildings Finance and Resources Committee
	Over £5,000	Trust Board
Write-off of bad debts	Up to and including £1000	Headteacher/Executive Director and report to BFR
	£1,001 to 1% of annual income or £45k, whichever is the lower, per single transaction, or cumulatively 2.5%/5% annual income (see Academies Financial Handbook 3.4), maximum £250k	Trust Board
	In excess of the limits above	Authority of ESFA required
Signatories for grant claims / DFE returns	Over £100,000	Trust Board

Income invoice approval goods and services	Up to & including £75,000	Director of Finance and HR and Headteacher/Executive Director
	Above £75,000 to £100,000	Buildings Finance and Resources Committee

Approved: KET Board 10 October 2022

