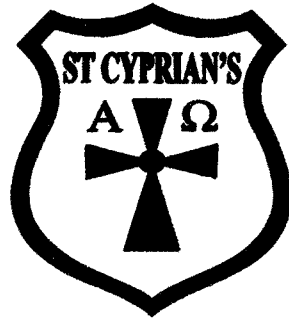


St Cyprian's Greek Orthodox Primary Academy



Scheme of Delegation

Devised: July 2015

Reviewed and ratified by Full Academy Trust:

Date: 07/05/2015

Signed: _____

Name: NAKIS PAPACLEOVOLOU

Position: CHAIR OF FINANCE

Mission Statement

The aim of St. Cyprian's Greek Orthodox Academy is to provide its children with a primary education of the highest quality in a supportive learning environment, through the National Curriculum in the core subjects, enriched by the progressive learning of the Greek Language, culture and Christian Orthodox religion. The children of St Cyprian's Greek Orthodox School will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and to prepare them to contribute positively to the challenges of a diverse multi-cultural society.

Authorisation Limits for Staff and Governors

At all times procedures and requirements in the Academies Handbook will be applied.

	<u>Full Governing Body</u>	<u>Finance Committee</u>	<u>Chair of Finance</u>	<u>Head</u>	<u>Chair of Personnel Committee and Head</u>
Approval of Budget/ 3 year plan	x				
Virements to budgets – more than £10,000	x				
Virements to budgets - £5,000-£10,000		x			
Virements to budgets – Under £5,000				x	
Authorise expenditure – above £60,000	x				
Authorise expenditure – £10,000-£60,000		x			
Authorise expenditure –up to £9,999				x	
Authorise staff expense claims (including Deputy and Senior Leadership team)				x	
Authorise Head's expense claims			x		
Appointment and salary of all permanent staff – below Senior Leadership Team				x	
Appointment of all permanent staff – on Senior Leadership Team below Head + Deputy				x	
Salary of all permanent staff – on Senior Leadership Team below Head + Deputy					x
Appointment and salary of all temporary staff				x	
Appointment and salary of all supply staff				x	

Appointment and salary of Head and Deputy	x				
Suspend and Dismiss staff other than Headteacher & Deputy				x	
Suspend/dismiss Headteacher	x				
Disposal of school assets and debts up to £5k per category of transaction *				x	
Disposal of School assets over £5k except Land or heritage assets (see below for upper limits)	x				

Other categories of financial transaction

1. Write offs and liabilities – this includes the writing off of debts and losses and entering into guarantees, indemnities or letters of comfort (except borrowing). The Trust may approve up to a total of 1% of total annual income per transaction (approx. £20k) or 2.5% per category of transaction per annum. Beyond this approval is from the Secretary of State via the EFA
2. Special payments (staff severance/compensation) – where the non-statutory element is below £50k may be approved by the trust subject to certain requirements. Above this approval is via the EFA
3. Acquisition or disposal of land or buildings or heritage assets, as defined in the Academies Handbook require the approval of the Secretary of State
4. The academy trust may not borrow without the approval of the Secretary of State, which includes entering into finance leases
5. The academy trust may take out and grant operating leases, but must obtain approval via the EFA to take out or grant leasehold tenancy agreements on land and buildings over 3 years (funding agreement).

*Note: a valuation of the assets to be disposed of must be undertaken by a third party and the inventory updated accordingly. Any disposal must maintain the principles of regularity, propriety and value for money.

