



## Scheme of Delegation

Role	Absence Cover	Limit
Headteacher	Deputy Headteacher	Up to £10k
Finance Manager/Operations Manager		Up to £10k
Deputy CEO		Up to £20k
CEO		Up to £30k
Chair of RRA/Chair of Trustees		£30k and above

### Notes:

1. Approval required by two approvers (for example Headteacher and someone with higher delegated limit) when a single order or invoice without approved order is above £10k.
2. All invoices without orders for schools MUST be authorised by the Headteacher (or the delegated cover).
3. Related Party Transaction will need to be authorised by the Chair or RRAC/ratified by RRAC with documented minutes. Prior approval of DFE is required if the total order value for the year is above £40k.