



**SCHEME OF  
FINANCIAL DELEGATION**

## INSIGHT MAT POLICIES AND PROCEDURES

### CHANGE CONTROL

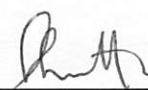
<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07.02.2017	0.a	Initial Draft
28.03.2017	1.0	Changes agreed at Trust Board Meeting and policy approved 28.03.17
05.04.2017	1.a	Minor changes made by Business Manager
06.04.2017	2.0	Chairs action to approve changes
28.11.2018	2.a	Minor changes made by Business Manager
29.11.2018	3.0	Changes agreed at Trust Board Meeting and policy approved 28.11.2018
18.11.2019	3.a	Minor changes made by Business Manager
27.11.2019	4.0	Changes agreed at Trust Board Meeting and policy approved 27.11.2019
09.12.2020	4.a	Minor changes made by Business Manager
09.12.2020	5.0	Approval at Board Meeting on 09.12.2020
08.12.2021	5.a	Updated following review
08.12.2021	6.0	Approval at Board Meeting on 08.12.2021
November 2022	6.0	No Changes
November 2023	6.a	Updated following review
December 2023	7.0	Approval at Board Meeting on 13.12.2023
Autumn 2024	7.a	Updated following review
Autumn 2024	8.0	Approval at Board Meeting on 04.12.2024
Autumn 2025	8.a	Updated following review
Autumn 2025	9.0	Approval at Board Meeting

<b>Next Review</b>	Autumn 2026
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### AUTHORISATION

Approved by Trust Board on 2<sup>nd</sup> December 2025

Signed:



2/12/25

**Chair of Board**

**Date**



## INSIGHT MAT POLICIES AND PROCEDURES

19	108-111		on contractual deductions See ATH for full requirements											
			• Statutory		>50k				Advise					
			Ex gratia payments	Yes	Advise				Advise					
31	192-199	Property and Assets	Acquiring or disposing of a freehold on land and buildings	Yes	Advise									
			Disposing of heritage assets	Yes	Advise									
			Disposal of assets other than land, buildings or heritage		Yes approve >5k	Yes agree >5k			Yes approve <=5k	Yes agree	Recommend	Assess value		Identify items
			Maintain an inventory of stock											Yes
			Check the inventory on an annual basis									Yes		Yes
30	189	GAG	Pooling excl PFI		Yes									
			GAG carry forward		Yes			Advise						
5-8	6-24	Review	Approval of a balanced annual budget		Yes	Yes			Recommend	Review for recom to LAC	Review	Prepare		
	7 & 21		Sign and submit budget submission to DfE by deadline		Yes									
7	20 & 22		Budgetary control / Financial Monitoring Reports		Yes	Approve		Review S/ Prepare MAT	Agree	Receive at every meeting	Review	Prepare	Check and certify ok	
	22		Receiving Management Accounts		Yes	Approve		Review S/ Prepare MAT	Agree	Receive at every meeting	Review	Prepare		

## INSIGHT MAT POLICIES AND PROCEDURES

	19		Virements		Yes	>20,000			Approve	>5,000 to 20,000	1,001 to 5,000	<=1,000		Check and certify ok
10	33-34		Ensure Value for Money		Yes	Yes			Yes	Yes	Yes	Yes		Yes
10	35-36	Accounts and Audit	Appointment of external auditors		Yes	Review for recom to Board		Conduct procure' t process						
9	30-32	Accounts and Audit cont'd	Reviewing draft financial statements prior to audit		Yes			Review for recom to Board		Deter- mine actions	Oversee implem entation	Action recoms		
			Approval of audited financial statements prior to submission to DfE by 31 Dec		Yes			Review for recom to Board						
			Receiving reports of external auditor and respond		Yes	Yes – Advise Board		Review for recom to Board		Deter- mine actions	Oversee implem entation	Action recoms		
			Receiving reports from the Responsible Officer on use of resources, systems of internal control and discharge of financial responsibilities		Yes	Approve		Review	Agree	Review	Review	Produce report		
29	181-184		Informing DfE if any irregularity is suspected over £5k		Yes									
9	25		Set up and maintain effective systems of internal control and report all instances of irregularity		Yes			Review and report				Prepare, maintai n and report		

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11	42-53		Ensure full up to date and accurate records are maintained					Produce Report			Periodic Review		
			Ensure Accounts are produced on an accruals basis		Yes			Review & Produce				Prepare	
26	160-161		Ensure relationships with 'related parties' are disclosed and managed to avoid any conflict of interest	Prior agreement if over £40k and associated limits	Yes								
10	35-36	Accounts and Audit cont'd	Ensure all records and documents are available for external audit					Yes				Yes	
11	41		Keep all accounting records in accordance with the retention guidelines for schools					Yes				Yes	
10	37	Purchasing	Ensuring Register of Pecuniary Interests is maintained and meets publication requirements		For Board members				For LAC Members			For School staff	
			Approving a tender process that will give rise to TUPE implications		Yes			Advise					
			Authority to undertake tenders and determination of process within procurement regulations			>125k		<£125k	>100k - £125k	>80k- <=100k	<=80k	Carry out process	

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26	158 163- 170		Authority to waive tenders	Aware	>£125k		>100k - <=125k	>80k - <=100k	<=80k		Advise		
			Authority to waive 3 quotes requirement				Yes				Advise		
			Authority to open late tenders	Aware	>125k		Advise LAC and below 1250k	>80k - <125k		<=80k	Advise		
			Authority to postpone date or time for receipt of tenders	Aware	>125k		Advise LAC and below 125k	>80k - <125k		<=80k	Advise		
			Opening Tenders			Yes, 2 people	Yes, 2 people			Yes, 2 people	Yes, 2 people		
			Authority to accept tender/quotes	Aware			>125k	>100k - <125k	>80k- <=100k	<=80k	<10k		
	Purchasing Cont'd		Negotiating with a contractor to reduce the quotation or tender				>125k	>100k - <=125k	>80k- <=100k	<=80k	<10k		
		Ensuring contractors are pre-qualified and have appropriate insurance cover				Yes				Yes			
			Authorising an order, non-order invoice, operating lease or other liability subject to stated limits				>100k	>60k - <=100k	>40k- <=60k	<=40k	<10k	<3k	Within budget limit
			Authorising an order raised by oneself subject to stated limits				<10k			<10k	<10k		
			Review of Payments over £5k						Yes		Prepare & report		

## INSIGHT MAT POLICIES AND PROCEDURES

21	127-155		Maintain a Contracts Register						Yes	Yes		
			Retention of quotes for goods, works and services						Yes	Yes		
			Ensure invoices are correctly certified, relevant documents retained and stored accessibly						Yes	Yes		
			Ensure appropriate division of duties between staff responsible for orders, receiving deliveries and processing payments				Yes			Yes		
			Ensure all DD's dual authorised						Yes	Yes		
			Receipt of goods						Admin Office			
		Purchasing Cont'd	Operation of Preferred Suppliers list						Create		Use	
14	61-73		Ensure the petty cash account is reconciled monthly						Check	Yes		
			Approve changes to petty cash float value				Yes					
			Use school purchase card subject to stated limits							£1,000 per transaction	£750 per trans	£250 per transaction
19 & 13	112-123 & 55-56	Income	Ensure income correctly accounted for, promptly collected and banked				Review	Check	Yes			

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21	124-126		Approving the write-off of an irrecoverable debt		Yes, approve value >£5k	Yes, agree value >£5k			Yes, approve value <£5k		<=500		
13	57-60	Banking	Dual authorisation on all on-line and cheque transactions and BACS payments								Yes	Yes	
			Monthly Bank Reconciliations								Review	Prepare	
28	171-173	Insurance	Ensuring arrangements are in place and adequate		Approve	Agree		Tender	Approve	Agree			
		Insurance	Notify Board/Govs of any matters affecting insurance			Aware		Report			Report	Report	
			Notify Insurers of any new risks or losses			Aware		Report			Report	Report	
17	88-111	Personnel	Authorising permanent changes to the establishment or contracts of senior staff		Yes								
			New staff appts, dismissals, contract variations, secondments and transfers of staff within existing establishment				Aware				Agree	Prep info	
			Setting the salary scales of the senior staff		Approve	Agree			Advisory		Advisory		
			Certify the payment of monthly salaries				Central MAT Staff	Central MAT Staff			Sch Staff Dual	Sch Staff Dual	

**INSIGHT MAT POLICIES AND PROCEDURES**

									check and certify	Check and certify		
			Notify payroll provider of matters affecting payments to staff			Central MAT Staff	Central MAT Staff			Yes	Yes	
		Personnel	Authorisation of time sheets and expenses claims			Central MAT Staff	Central MAT Staff		Yes	Yes		Yes
11	41		Ensure financial records are kept for the specified period			Yes	Yes		Yes	Yes		

CFO  
Dec 2025