



The View Trust
MULTI-ACADEMY TRUST

Functional Scheme of Financial Delegation

The View Trust (Tor View School)

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Introduction

1. This Scheme of Governance, Management and Delegation (the "Scheme") has been made by the Directors (the "Directors") of (name of academy trust) (the "Academy Trust") in exercise of the powers conferred on them by Articles 105 and 137 of the Academy Trust's articles of association (the "Articles").

In this section you may wish to explain how the academy trust:

- is governed and managed
- how often the scheme will be reviewed
- who receives a copy of the scheme

The academy trust

2. The academy trust is responsible for **[insert constituent academy names]** and any further academies that may join in the future (the 'academies').
3. The Academy Trust has entered into a master funding agreement and separate supplemental funding agreements for each Academy under section 1 of the Academies Act 2010 with the Secretary of State for Education in relation to the funding of the Academies (together, the "Funding Agreement").
4. The Funding Agreement places a number of requirements on the Academy Trust including the requirement to comply with the Department for Education's (the "DfE") Academies Financial Handbook (the "Handbook").

Roles and responsibilities

5. The academy trust has defined the roles and responsibilities of each person involved in the administration of academy finances to avoid the duplication or omission of functions and to provide a framework of accountability for governors and staff. The scheme is as follows:

In this section you may wish to include the following roles and responsibility sections from our library, and use heading 2 for formatting to insert into this template:

- Members
- Directors
- Governors (including local governing body/LGB)
- Accounting officer
- Chief financial officer
- Business and operations manager
- Other staff

Secure access manager

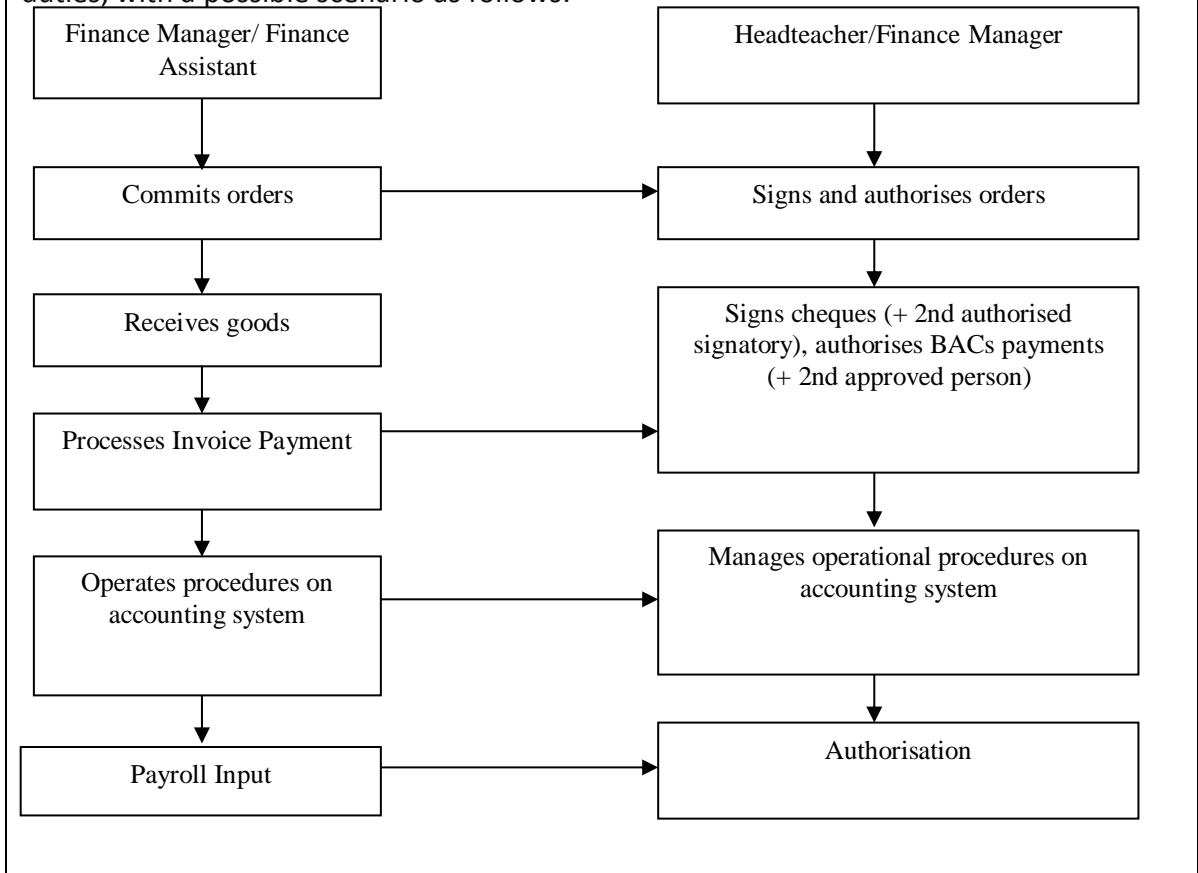
6. The role of secure access manager is held by [insert name].

This individual is responsible for access to the portals with DfE and EFA. Further information is on gov.uk (<https://www.gov.uk/government/publications/secure-access-approver-role-guide>)

Segregation of duties

7. The academy trust has decided on the following segregation of duties:

In this section you will want to explain how you have determined the segregation of duties, with a possible scenario as follows:



Terms of reference

Overarching committees

8. The terms of reference for each of the committees are defined as follows:

In this section you may wish to include the following terms of reference sections from our library (<http://www.nasbm.co.uk/EFALibrary.aspx>), and use heading 3 for formatting to insert into this template:

- All committees (overarching notes)
- Full governing body
- Audit committee
- Children, families and community committee
- Finance and general purposes committee
- Resources committee
- Standards and achievement committee

Statutory committees

9. As the statutory committees deal with very serious matters, they are separate from other committees and constituted precisely as the regulations and guidance require. The terms of reference for each of these committees are defined as follows:

In this section you may wish to include the following terms of reference sections from our library (<http://www.nasbm.co.uk/EFALibrary.aspx>), and use heading 3 for formatting to insert into this template:

- All committees (overarching notes)
- Full governing body
- Audit committee
- Children, families and community committee
- Finance and general purposes committee
- Resources committee
- Standards and achievement committee

Register of Interests

10. It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all academy governors and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from which the academy may purchase goods or services. The register is open to public inspection.
11. The register should include all business interests such as directorships, share-holdings or other appointments of influence within a business or organisation which may have dealings with the academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a governor or a member of staff by that person.
12. The existence of a register of business interests does not, of course, detract from the duties of governors and staff to declare interests whenever they are relevant to matters being discussed by the governing body or a committee. Where an interest has been declared, governors and staff should not attend that part of any committee or other meeting.

You may wish to use the register of interests template and the connected party transactions factsheet from our library: <http://www.nasbm.co.uk/EFALibrary.aspx>

Financial regulations manual

13. The financial regulations manual is prepared by the **[insert job title]**, and adopted by the directors following approval by the **[insert committee title]**.
14. The purpose of the Finance Manual is to ensure that the Academy Trust maintains and develops systems of financial control, which comply with the requirements both of propriety and of good financial management.

Budget approval

15. The governors of the school need to approve the budget. For other information on budget approval, see the Financial Regulations manual: <http://www.nasbm.co.uk/EFALibrary.aspx>

Interpretation

16. Words and expressions defined in Article 1 of the Articles shall have the same meaning in this Scheme unless the context requires otherwise.
17. No provision of this Scheme may be inconsistent with or shall repeal anything contained in the Articles of the Academy Trust.

18. The Articles of the Academy Trust and any lawful amendment of them shall take precedence in the event of an inconsistency with this Scheme.
19. Any reference to a statute includes an amendment or re-enactment of that statute or regulations made under it.

Approved version

20. This Scheme of delegation was approved and adopted by a resolution of the Directors passed at a meeting held on [00 month year] and takes effect from the same date.

Date of next review

Insert date here.