THE CATHOLIC HIGH SCHOOL, CHESTER
CHRISTO FIDELIS

Scheme of Delegation

Date Created	Author	Date Adopted	Implementation Date	Areas reviewed	Date for Next Review
September 2026	Andrew Kilcoyne	30th September 2026	1st September 2026	FAB Committee Roles Financial Levels of Authority- Fuel Cards, Access Payroll, Appendix 1 and 3 updates of names and dates where appropriate	December 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Vision

The Catholic High School, Chester is committed to providing the highest standards. It has clear aims, clarity of purpose and a vision that is shared by all stakeholders. The core mission is to provide the best Catholic education for all, recognise that every child feels valued, recognised and supported to achieve to the highest levels regardless of their social or economic background.

Introduction

The Board of Trustees is required to approve a governance structure for The Academy to operate under, which must be:

- compliant with DfE (Department for Education) requirements, company and charity law;
- scalable and adaptable to growth or change within The Academy;
- reviewed annually by the Board of Trustees or as required in response to significant change.

The governance structure complies with the Academy Trust Handbook and the Articles of Association. All members, trustees and local governors must adhere to the 'Nolan Principles' of public life which are:

- ***Selflessness***
  Holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends.

- ***Integrity***
  Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- ***Objectivity***
  In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- ***Accountability***
  Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- ***Openness***
  Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

- ***Honesty***
  Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- ***Leadership***
  Holders of public office should promote and support these principles by leadership and example.

All members, trustees and local governors are encouraged to attend training regularly and review their training needs annually. The Academy will arrange training via local service arrangements with a chosen provider.

Members

The Academy is governed by the Board of Members constituted under a Memorandum of Association and Articles of Association.

The Members are responsible for:

- Approving the Articles of Association
- Recruitment and Appointment of Members
- Appoint external auditors
- Appointment and removal of Trustees
- Securing the highest standards of accountability from Trustees for the provision of all pupils in the Multi Academy Trust (MAT)
- Holding the Board of Trustees to Account for performance and standards within academies.

The Academy has four Members. A Member counts towards the quorum by being present in person, by video or conference call or by proxy. Three persons entitled to vote upon the business to be transacted, each being a member, or a proxy of a member shall constitute a quorum. Should there be temporary periods of time with three members then two shall constitute a quorum.

Trustees

Trustees are responsible for:

- ensuring regularity and propriety in the use of Trust funds.
- taking ownership of The Academy's financial sustainability and ability to operate as a going concern.
- delivering the charitable objectives of The Academy;
- strategically controlling the organization and managing the charitable assets;
- ensuring compliance with The Academy's duties under company law and charity law and agreements made with the DFE including the funding agreement;
- the determination and educational character and vision, ethos and strategy of The Academy;
- ensuring the solvency of The Academy company and charity and safeguarding its assets and delivering its charitable outcomes;
- ensuring the continued charitable status of The Academy;
- setting key strategic objectives and targets and reviewing performance against these;
- determining The Academy development plan and reviewing all Academy development plans;
- the approval of all statutory policies that are common to all Academies within The Academy;
- ensuring that the year-end accounts are submitted to members for approval;
- entering all contracts on behalf of The Academy;
- the approval of annual budgets of income and expenditure for The Academy at the beginning of the academic year;
- to authorise income and expenditure in line with the Scheme of Delegation;
- the appointment or dismissal of the Headteacher. In the case of the dismissal of the Headteacher representatives of the Local Governing Body (LGB) may be involved;
- intervening as appropriate in any Academy at risk of underperformance; and
- Determination of the establishment, constitution, membership, proceedings and delegated powers and functions of the LGB and committees and their annual review and revision.

The Academy has a minimum of three Trustees but is not subject to any maximum with a range of responsibilities including the CEHT. The quorum for meetings of the Board of Trustees will be three Trustees voting in person, by video or tele- conference. The term of office for all Trustees will be four years, save that this time limit shall not apply to any post, which is held ex-officio. Other senior staff may be invited to meetings as and when required.

Where an issue is being discussed that directly affects a Trustee or the CEHT an interest must be declared and the individual must withdraw from the meeting. Any Trustee may attend any of The Academy and LGB meetings.

The Business Relationships and Governance Manager will undertake the clerking of the meetings of Members and Trustees and its committees and ensure that the minutes are included as an agenda item for consideration and approval at the next appropriate meeting. All decisions made by committees with

delegated powers must be reported to the next full meeting of The Academy Board.

The Chair of the Board of Trustees will be elected at the first meeting of the academic year. Chairs of each sub-committee will be elected at the first meeting of the academic year.

Individual Roles and Responsibilities

The Role of the Chair of the Board of Trustees

1. Ensure the strategic direction of The Catholic High School, Chester whilst offering effective support and challenge at all levels of the organisation.
2. To ensure the business of the Board is conducted properly, in accordance with legal requirements.
3. To ensure any decisions taken are done so in accordance with the scheme of delegation.
4. To ensure meetings are run effectively, focusing on priorities and making the best use of time available.
5. To ensure that all attendees have an equal opportunity to participate in discussion and decision-making.
6. To establish and foster an effective relationship with the CEHT and Headteachers within the Multi Academy Trust based on trust and mutual respect for each other's roles.
7. The Chair has an important role in ensuring that the Board of Trustees act as a sounding board to the CEHT and Headteachers within the Multi Academy Trust and provides strategic direction.
8. Exercise emergency powers as and when required.

The Role Accounting Officer

The Headteacher as Accounting Officer will ensure that all the academy trust's property and assets are under the control of The Trustees and measures are in place to prevent losses or misuse and give assurances of high standards and probity in the management of public funds.

1. Ensure the strategic direction of The Catholic High School, Chester.
2. Offer effective support and challenge to executive staff and school leaders.
3. To ensure the business of the Board is conducted properly, in accordance with legal requirements.
4. To ensure any decisions taken are done so in accordance with the scheme of delegation.
5. To establish and foster an effective relationship with the Chair of the Board, Chair of the Local
6. Governing Bodies and Headteachers within the Multi Academy Trust based on trust and mutual respect for each other's roles.
7. To effectively deploy the staff and resources of The Academy as required.
8. To provide a written report on areas of responsibility to The Academy Board on at least a termly basis.
9. To ensure any decisions taken are done so in accordance with the scheme of delegation.

The Role Chief Financial Officer

The School Business Manager acts as de facto Chief Financial Officer will ensure that sound and appropriate financial, governance and risk management arrangements are in place, preparing and monitoring of budgets and ensuring the delivery of annual accounts.

1. Support the strategic direction of The Catholic High School, Chester.
2. Offer effective support, advice and guidance to the Headteacher, Board and Local Governing Bodies.
3. Preparation and monitoring of the Academy budgets ensuring sound and effective financial management.
4. To ensure business transactions of the Board are conducted properly, in accordance with legal and
5. delegation requirements.
6. To establish and foster an effective relationship with the Chair of the Board, Headteacher within the Trust based on trust and mutual respect for each other's roles.
7. To ensure written reports are presented to The Academy Board in line with the requirements in the
8. Academies Financial Handbook.
9. To ensure any decisions taken are done so in accordance with the DFE Academies Financial Handbook, The Academy scheme of delegation and in accordance with value for money principles.
10. Offer effective support and training to the HR & Finance Manager and school admin team.

The Role of the Governance Professional and Clerk to the Board provided by an external party

1. To work effectively with the Chair of Trustees, Trustees, Chair of the LGB and the LGB, the Headteacher and member of SLT within the Academy Trust to support the Board and its Committees.
2. To advise The Trustees and LGB on Constitutional and Procedural Matters, duties and powers.
3. To convene meetings of the Board and its committees.
4. To attend meetings of The Trustees and LGB and ensure minutes are taken.
5. Ensure swift distribution of minutes.
6. To maintain a register of members of the Board and report vacancies to The Trustees and LGB.
7. To give and receive notices in accordance with relevant regulations.
8. To perform such other functions as may be determined by The Trustees and LGB from time to time.

The Role of the Chair of a Committee

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available.
3. To ensure that all members have an equal opportunity to participate in discussion and decision-making.
4. To ensure any decisions taken are done so in accordance with the scheme of delegation.

Sub-Committees

The Academy Board will have sub-committees and the membership of the sub-committees will be reviewed and agreed by the Board of Trustees annually. The quorum for each of the committees is three and only members of the committees may vote at committee meetings.

The chair of each committee will have a casting vote in the event of a tie. The committees will meet as often as is necessary to fulfil their responsibilities. The accounting officer and other relevant senior staff should routinely attend committee meetings as appropriate to provide information and participate in discussions. The committees may request attendance at meetings from persons who are not members of the committee such other governors, professional advisors and auditors to assist or advise when appropriate.

Finance and Business Committee

The Finance, and Business Committee has been established to ensure the financial stability of Academy Trust as a whole.

The responsibilities of The Finance and Business Committee (FAB) are as follows:

1. To consider and recommend to the Governing Body the annual budget
2. Review of the Academy's accounting policies and procedures
3. Monitor expenditure and income against budget at least termly.
4. To consider recommendations from other committees which have financial implications.
5. To review the various levels of authorisation of expenditure annually.

Audit and Risk Committee

The responsibilities of the Audit and Risk Committee are:

1. To be responsible and report to the Governing Body.
2. To review all financial controls and regulations
3. To consider Audit reports and Risk Management and to ensure the annual accounts and other reports are produced in accordance with the requirements of the Companies Act 1985 and the Charities Statement of Recommended Practice (SORP) as detailed in the Academies Financial Handbook.
4. To monitor all major contracts to ensure best value.
5. To review insurance matters annually.

Pay Committee

Role of Committee

1. Reviewing the Headteachers' annual remuneration
2. Approval of staff remuneration

For names and dates of each committee see Appendix 2

Governance Structure

Internal and External Scrutiny

The academy engages with external parties to provide the following checks that provide an independent insight to the running of the school for the Finance and Business Committee and Audit and Risk Committee.

These are Internal Scrutiny and External Audit

External audit:

The requirements for external audit are set out in the Part 4 of the Academies Financial Handbook (Academy Trust Handbook - Part 4: Annual accounts and external audit - Guidance - GOV.UK (www.gov.uk)

It is the responsibility of the trust to appoint an external auditor as it is a requirement of the school to maintain adequate accounting records and in line with the Charity Commission's Statement of Recommended Practice and that the accounts must be audited in line with the funding agreement.

The role of the external audit is to fulfill their duties as required by the Companies Act 2006 and the International Standards of Auditing. In doing this they external auditors and Audit and Risk Committee should

- agree the programme of work of the Internal Assurance/Responsible Officer;
- consider the reports of the Internal Assurance/Responsible Officer and, when appropriate, advise the Board/Governing body of material control issues;
- monitor the implementation of agreed recommendations relating to Internal Assurance/Responsible Officer reports;
- review the adequacy of Multi Academy Trust's Risk Management Policy and Procedures and regularly review the risk register;
- monitor the implementation of Risk Management Action Plans;
- discuss with management and with the external auditor all proposed major changes in accounting policy, the presentation of all large risks or uncertainties and all estimates or judgements of management that may be material to financial reporting;
- investigate/discuss with the management team and external auditor any significant financial recording or presentation issues that were observed during the accounting period and the manner of their resolution; and
- examine the audited annual financial statements in conjunction with the management report of the external auditor, with particular reference to whether the statements:

    - provide an oversight of information submitted to DfE that reflect funding;
    - review an annual summary of findings, recommendations and conclusions;
    - properly reflect the significant accounting policies selected;
    - reflect estimates and other financial statement elements that are reasonable and consistent
    - adequately disclose all major transactions and issues;
    - Disclose all post year-end significant events, and are understandable, relevant, reliable and comparable.

- determine whether the performance of the external audit is satisfactory and effective and meets the requirements of all schools within The Catholic High School, Chester ;
- recommend to the Board the retention or replacement of the external auditor and, if the Committee recommends replacement, evaluate candidates for the appointment;
- review all issues related to any change of external auditor and the planned steps for an orderly transition;
- reviewing the terms of the external auditor's engagement, and the appropriateness and reasonableness of the proposed audit fees;

- review the audit plan with the external auditor and management; determine whether management has provided full and open disclosure to the auditor's enquiries;
- Review problems experienced by the external auditor in performing the audit, including any restriction imposed by management and all significant accounting issues on which there was a disagreement with management, and review the post-audit or management letters containing the recommendation of the external auditor and reviewing management's response and subsequent follow up to all identified weaknesses.

Other responsibilities of the External Auditors include:

- review the Trust's arrangements in respect of whistleblowing and anti-fraud and corruption and make recommendations as necessary;
- ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases;
- review the status of pending or threatened material litigation;
- ascertain whether the financial results and condition satisfy the criteria for lenders, material agreements, applicable laws and insurers;
- draw to the attention of The Trustees all financial matters of which the Committee has knowledge and which may materially affect the current or future position of all school within the Trust;
- determine whether systems are in place to identify and monitor major business risks. The Chair will report to the Board as appropriate on the areas of major business risk;
- verify the establishment of policies and procedures for monitoring compliance with applicable laws and with The Academy's policies as to authorisation of expenditures, leases and contracts and otherwise, and ascertain their adequacy and levels of compliance;
- endeavour to identify to the Board matters that expose Trustees to claims for which Trustees could be held personally liable;
- Publish a register of business and pecuniary interest for all Members, Trustees and Local Governors and hold a register of interests for all employees. Ensure declarations are renewed and updated annually by all parties. Seek approval for and disclose any related party transactions in line with the requirements of the DFE and Academies Financial Handbook.

  The current external auditors are djh c/o Bridge House, Ashley Road, Hale, Altrincham, WA14 2UT These have been the external auditors since 2020 and these should be reviewed every 5 years. This was done in 2025, to be done next in 2030

<u>Internal Scrutiny</u>**:**

As set out in Part 3 on the Academies Financial Handbook Academy trust handbook 2026: effective from 1 October 2026 - GOV.UK the purpose of which is the provide independent assurance to the Trustees and LGB that the trusts financial and non financial controls and risk management procedures are operating effectively. The focus of this work should be to

- evaluate the suitability of, and level of compliance with, financial and non-financial controls. This includes the assessment of procedures to show if they are effective and efficient, and checking whether agreed controls and procedures have been followed
- offer advice and insight to the board on how to address weaknesses in financial and non-financial controls, act as a catalyst for improvement, without diluting management's responsibility for the day to day running of the trust
- ensure all categories of risk are adequately identified, reported, and managed

The trustees should have effective oversight and monitoring of their internal control environment. The internal scrutiny function provides this.

It will also give assurance, that will

- help the trust improve governance, risk, and control arrangements, and
- provide comfort that the leadership is doing the right things in the right way

There are 4 options set out in the guidance Internal scrutiny in academy trusts - GOV.UK (www.gov.uk) provided by the DFE to deliver internal scrutiny. These are

1. Employing an in-house internal auditor
2. a bought-in internal audit service from a firm, other organisation or individual with professional indemnity insurance,
3. the appointment of a non-employed trustee
4. a peer review performed by the CFO, from another academy trust. The trust should satisfy itself that the trust supplying the reviewer has a good standard of financial management and governance and should minute the basis for its decision. The peer reviewer should be independent of the trust.

This trust has opted to go with Option 2, and the current provider for this is

John Henry from JDH Business Services Ltd Email address : John@Jdhbs.co.uk

The role of internal scrutiny should have systems financial control as it main function, including an evaluation and sample testing of these controls though live transactions. There should also be a review of other key areas including, financial governance and oversight, IT systems and cyber security. Any financial or non-financial system that impacts on the effective operation of a trust may be included in scope of the review programme if the audit and risk committee agree.

Internal scrutiny should consider aspects of the following in their work

- monetary value (income and expenditure)
- volume of transactions
- complexity of the system
- sensitivity of the system
- stability of the system
- changes in senior management/strategic roles, for example Accounting Officer, Chief Financial Officer
- potential fraud risks
- the strength of management controls
- whether work has been carried out on that system recently.

Levels of Delegation

Governance	
Delegated Duty	**Delegated Authority**
Recruit, Appoint or remove Members or Trustees	Members
Remove Chair of The Academy Board or committees	Members
Appoint Chair of The Academy Board or committees	Trustees
Appoint or Remove LGB Chairs	LGB
Appoint Company Secretary	Members
Appoint Clerk to Trust Board or Committees	Trustees
Agree or Revise the Company's Articles of Association	Members
Agree or Revise the Governance Structure	Trustees
Agree or Revise the Company's Scheme of Delegation	Audit and Risk Committee
Review the performance and effectiveness of The Academy	Members
Review the performance and effectiveness of LGBs (Local Governing Body)	Trustees
Appoint an Internal Auditor,	Business Manager through rec ognised procurement rules
Appoint an External Auditor	Finance and Business Committee and Audit and Risk Committee – Review appropriateness of fees Trustees – Confirmation of appointment To be done every 5 years as a minimum
Approve Trustees Report and Financial Statements	Trustees (Presented to Members in Full LGB and Trustee meeting around start of December each year
Establish and keep under review risk management arrangements	Audit and Risk Committee
Agree The Academy Vision statement and review periodically or in line with further growth	Trustees
Manage Freedom of Information Requests	Data Protection Officer

Appointments	
• All appointment panels must contain at least one person who has undertaken Safer Recruitment Training. • Appointment panels will be made up of a minimum of three persons from the identified groups below. • Salary Range, Job description and Person Specifications will be agreed in advance of the recruitment exercise. • The Headteacher may nominate an alternative representative if they are unable to attend a panel. • All applications will be processed through the HR function of The Academy as set out in the School Recruitment Policy and under the terms of the school pay policy, reviewed annually	
Post	**Appointed By**
Headteacher	Headteacher, Trustees, Chair of LGB
Deputy Headteacher	Trustees, Chair of LGB, Headteacher
Assistant Headteacher	Trustees, Chair of LGB, Headteacher
Business Manager	Headteacher, Deputy Headteacher, Member of LGB
TLR (Teaching & Learning Responsibility) Posts and Teaching Posts	Headteacher, Chair of LGB and 1 other as determined by Headteacher
All Support Staff Posts	Headteacher (or nominated deputy) and 2 others as nominated by Business Manager

Resignation	
• Resignations must be in writing and indicate the period of notice and leaving date. • Teaching staff resignations in line with details in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (known as the Burgundy Book) • Support staff resignations in line with the National Joint Council (NJC) for Local Government Services (known as the Green Book)	
Post	**Accepted By**
Headteacher	Trustees
Deputy Headteacher	Headteacher
Assistant Headteacher	Headteacher
Business Manager	Headteacher
TLR Posts and Teaching Posts	Headteacher
All Support Staff Posts	Headteacher

Discipline, Grievance and Ill Health Absence

- Agreed Trust policies will be used throughout proceedings.
- Employees of The Academy will not be included as part of an initial panel or appeal panel in any circumstances.
- Personnel and Performance Management Committee will consider referred cases with the Appeals Committee considering any appeals.
- Appeals panels will not include any persons with prior involvement or interest in the case.
- Representatives from LGBs may be used to form a quorum for an Appeal's panel where sufficient Trustees are not eligible to consider an appeal.
- In relation to allegations against staff, the allocated Case Manager **MUST seek advice** from the Designated Officer.
- The Business Manager will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.

Case Against	**Case Manager (Allegations Only)**	**Investigation (Discipline and Grievance)**	**Decision Maker**	**Hearing**	**Appeal**
Headteacher	Chair of LGB	LGB	Chair of LGB	Full LGB	3 Trust Board Members
Deputy Headteacher	Headteacher	Headteacher	Headteacher	Full LGB	3 Trust Board Members
Assistant Headteacher	Headteacher	Headteacher	Headteacher	Full LGB	3 Trust Board Members
Business Manager	Headteacher	Headteacher	Headteacher	Full LGB	3 Trust Board Members
All Teaching Staff	Headteacher	Headteacher	Headteacher	Full LGB	3 Trust Board Members
All Support Staff	Headteacher	Headteacher	Headteacher	Full LGB	3 Trust Board Members

Capability

- Agreed Trust policies will be used throughout proceedings.
- Employees of The Academy will not be included as part of an initial panel or appeal panel in any circumstances.
- Personnel and Performance Management Committee will consider referred cases with the Appeals Committee considering any appeals.
- Appeals panels will not include any persons with prior involvement or interest in the case.
- Representatives from LGBs may be used to form a quorum for an Appeal's panel where sufficient Trustees are not eligible to consider an appeal.
- The HR and Finance Manager will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.

Case Against	Process Facilitator	Decision Maker	Hearing	Appeal
Headteacher	Chair of LGB	Chair of LGB	Full LGB and Trustees	3 Trust Board
Deputy Headteacher	Headteacher	Chair of LGB	Full LGB and Trustees	3 Trust Board Members
Assistant Headteacher	Headteacher	Chair of LGB	Full LGB and Trustees	3 Trust Board Members
Business Manager	Headteacher	Headteacher	Full LGB and Trustees	3 Trust Board Members
All Teaching Staff	Headteacher	Headteacher	Full LGB and Trustees	3 Trust Board Members
All Support Staff	Headteacher	Headteacher	Full LGB and Trustees	3 Trust Board Members

Restructure, Redundancy Process, Re-Grading, Re-Designation, Special Staff Severance Payments and Retirement		
• Agreed Trust policies will be used throughout proceedings. • Employees of The Academy will not be included as part of an initial panel or appeal panel in any circumstances. • Appeals panels will not include any persons with prior involvement or interest in the case. • Representatives from LGBs may be used to form a quorum for an Appeal's panel where sufficient Trustees cannot consider an appeal. • The HR and Finance Manager will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.		
Description	**Decision Maker**	**Appeal**
Restructure of Staffing or Leadership	LGB Finance and Business Committee	3 Trust Board Members
Adopt Redundancy Procedure	Trust Board with consultation through Joint Consultative Committee	Not Applicable
Redundancy	Trust Board (Declare redundancies including the number and category of posts) Finance and Business Committee (Conduct process of redundancy including consultation, selection and representations).	3 Trust Board Members
Re-Grading/Re-Designation Posts Above £55k	Headteacher and Business Manager in liaison with Finance and Business Committee	3 Trust Board Members
Re-Grading/Re-Designation Trust Salaries Up to £55k Academy Posts Up to £55k	Headteacher and Business Manager in liaison with Finance and Business Committee	Not Applicable
Honoraria payments to senior leaders	Finance and Business Committee	Not Applicable
Honoraria payments to teaching and non-teaching staff	Headteacher in consultation with Business Manager	Not Applicable
New Permanent Posts Salary Above £55k	Headteacher in liaison with Finance and Business Committee	Not Applicable
New Permanent Posts up to £55k	Headteacher in liaison with Finance and Business Committee	Not Applicable
New Temporary Posts for Up to 1-Year (inclusive of apprenticeships)	CLL in consultation with Deputy Headteacher and Business Manager	Not Applicable
Revisions to Pay and Conditions	Trust Board	Not Applicable
Special Staff Severance Payments up to and Including £10k	Headteacher, Trust Board	Not Applicable

Special Staff Severance Payments between £10k and up to £50k	Headteacher, Chair of Trust Board	Not Applicable
Special Staff Severance Payments exceeding £50k	LGB, Trust Board, DfE and referred to HM Treasury for Approval	Not Applicable
Consider applications for change in contractual hours	Business Manager, Headteacher	Finance and Business Committee 3 Trust Board Members
Consider applications for flexible working from employees	Business Manager, Headteacher	Finance and Business Committee 3 Trust Board Members
Consideration of applications for flexible retirement from teachers	Finance and Business Committee	Appeals Committee
Consideration of applications for full retirement from teachers	Finance and Business Committee	Appeals Committee
Consideration of applications for flexible retirement from Non-teaching staff	Finance and Business Committee	Appeals Committee
Consideration of applications for full retirement from Non-teaching staff	Finance and Business Committee	Appeals Committee

Performance Related Pay Decisions			
• Agreed Trust policies will be used throughout proceedings. • Employees of The Academy will not be included as part of an initial panel or appeal panel in any circumstances. • Appeals panels will not include any persons with prior involvement or interest in the case. • Representatives from LGBs may be used to form a quorum for an Appeal's panel where sufficient Trustees cannot be formed to consider an appeal. • The HR and Finance Manager will provide advice and guidance on policy and procedures to leaders and trustees at appropriate stages.			
Staff	**Recommendation**	**Decision Maker**	**Appeal**
Headteacher	Pay Committee	LGB	3 Trust Board Members
Deputy Headteacher or Assistant Headteacher	Headteacher	LGB	3 Trust Board Members
Main Pay Scale Teachers	Headteacher	LGB	3 Trust Board Members
Progression to Upper Pay Range	Headteacher	SLT	3 Trust Board Members
Movement Through Upper Pay Range	Headteacher	SLT	3 Trust Board Members

Performance Management Arrangements	
Post	**Delegated Authority**
Headteacher	Pay Committee
Deputy Headteacher or Assistant Headteacher	Headteacher, Headteacher
All other teaching posts	In accordance with the list of agreed reviewers approved by the Headteacher
Support Staff – Teaching	In accordance with the list of agreed reviewers approved by the Headteacher
Business Manager	Headteacher
Support Staff – Non-Teaching	In accordance with the list of agreed reviewers approved by the Headteacher

Finance

The financial model has been developed to maximise efficiency and greater value for money through economic and effective management of resources providing complete transparency and accurate financial management throughout The Academy. Central costs and professional services are managed by centrally allowing individual departments (both curriculum and non-curriculum based) to manage and control delegated funding to focus on key educational outcomes.

The Internal Financial Procedures Module will determine financial policies, responsibilities and levels of authority which will reflect the nature/context of the Academy.

The financial accounts must be submitted to Finance and Business Committee for approval in line with agreed deadlines. Indicative budgets must be in place in accordance with agreed deadlines. All budget information is to be provided from the financial system and will include a three to five-year medium-term plan reflecting future development aims and known revenue streams. The Headteacher, Business Manager Finance Manager will support the budget setting process and will be ultimately responsible for the presentation of the consolidated group accounts to LGB.

Financial Delegation		
Delegated Duty	**Delegated Authority**	**Comment**
Draft Budget Plan approval for all budgets	Finance and Business Committee	Trustees will consider and approve the first draft budget plans as prepared by the Business Manager, supported by the Headteacher and Finance to be presented to the Finance and Business Committee for ratification.
Admissions	Trustees	The academy follows The Annual Admissions Policy in respect of all admissions based on the Shrewsbury Diocese Model policy working to the Local Authority deadlines as well as DfE guidance.
Capital Programme	Trustees	Proposed capital projects need to be submitted to the Headteacher and Business Manager by agreed deadlines each year with the approval of the Business Manager and the support of the Headteacher and LGB. Appropriate approval will be required, in line with the levels of delegation within this document. These will be funded via either a. For small scale capital expenditure DFC (Devolved Formula Capital) on a working programme b. For larger scale expenditure, via CIF (Condition Improvement Fund) Funding if approved by DfE. c. In case of emergency funding to consider Urgent Capital Support from the DfE

Data Protection	Trustees	The trust must set policies for a range of governance and data protection areas. The appointment of a Data Protection Officer is to be made by the Headteacher. The Data Protection Officer is responsible for the development of these policies and setting training for GDPR as well as maintaining the GDPR breach register
Health and Safety	Trustees	It is the responsibility of The Academy to ensure that health and safety laws are adhered to and relevant certification is in place. Day to day health and safety management and compliance is delegated to the Business Manager and Premises Manager.
Income Generation including Lettings	LGB	Any income generated will be utilised by the academy for them to invest in the future learning of the pupils and enhancement to the lettings offering Any long-term lettings, outside the usual lettings process need to be approved by LGB prior to commencement of the letting
Insurance	Trustees	The Business Manager will ensure that the Academy receives best value and value for money with their staff absence insurance, providing appropriate cover for all.
Investments	Trustees	Strictly in line with agreed Investment Policy.
Permanent Exclusions	Headteacher and LGB	Following DfE guidelines for fixed term and permanent exclusion appeals.
Safeguarding	Trustees	The Academy, will act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding.
Staffing Policies	Trustees	Trust policies will be agreed by the LGB and Trustees and will be in line with Diocesan Guidance and employment law.

Financial Levels of Authority			
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Procurement including ordering goods and services (including advertising of tenders and award of contracts) Approve transactions : • Purchase Orders	Up to £25k	Business Manager	Best value must be proven for all orders. Routine orders up to £2,000 can be ordered by individual budget holders with Business Manager approval All orders exceeding £2,000 should be accompanied with at least 3 quotations where available.
	Over £25k up to £50K	Headteacher	Best value must be proven for all orders. All orders exceeding £2,000 should be accompanied with at least 3 quotations where available. Requisition to be authorised by the Headteacher (in their absence the Deputy Headteacher)
	Over £50k up to £100k	Finance and Business Committee	This decision should be noted in the minutes of the committee meeting Where this is the case, for audit purposes, the requisition should be annotated to show the meeting type and date this decision was taken. Best value must be proven for all orders. All orders exceeding £2,00 should be accompanied with at least 3 quotations where available. The requisition should be authorised by the Chair of the Finance and Business Committee along with acknowledgment from the chair of the LGB and Board of Trustees This decision should be noted in the minutes of the committee meeting Where this is the case, for audit purposes, the requisition should be annotated to show the meeting type and date this decision was taken.
	Over £100k	LGB	Best value must be proven for all orders. All orders exceeding £2,000 should be accompanied with at least 3 quotations where available. All orders over £50k or for a series of contracts which in total will exceed £50k must be subject to a formal tendering process with at

			least 3 companies invited to submit a tender Orders in excess of £172,514 may fall under EU Procurement rules which require advertising in the Official Journal of the European Union. All activity should be within EU thresholds (for guidance refer to www.ojec.com/Threshholds.aspx): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation. The requisition should be authorised by the Chairs of the Trustees and LGB.
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Approve transactions : • Budget Virements	Up to £10k	Business Manager	Budget virements must be recorded and presented to Finance and Business Committee within the Finance section of the meeting.
	Over £10k up to £25K	Headteacher (in the absence of the Headteacher, the deputy headteacher will deputise as authorizing officer)	Budget virements must be recorded and presented to Finance and Business Committee within the Finance section of the meeting. Best value must be proven for all orders.
	Over £25k	Finance and Business Committee	Approval must be sought by the Finance and Business Committee and given on behalf of the committee by the chair of the committee.
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Authorising monthly salary payments	Unlimited	Headteacher	Any anomalies will be promptly investigated and report to the Business Manager and Finance Manager
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Signatures for Cheques and Bacs – Academy Bank Account	Following Trust policy in line with appropriate financial levels of delegated authority	2 approved signatures in line with the Bank mandate	Any 2 of the following: Headteacher, Deputy Headteacher, Business Manager, Finance Manager The finance manager will as a matter of course raise each payment (BACS is the preferred method, cheques to be raised for petty cash floats and any residential trips, and CHAPS as a final option in case of emergency payments needed. Duties for 2nd approval should lie with Headteacher for staff payroll through Approval of Access Payroll reports. Deputy Headteacher for Pension and HMRC payments Business Manager for all other payments.

			This will ensure that all signatories remain active with the Academy banking system In the absence of one of the personnel the following cover will be in place Business Manager – cover for Finance Manager Deputy Headteacher – cover for the Headteacher Headteacher cover for the Deputy Headteacher Either Headteacher or Deputy Headteacher cover for the Business Manager
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Signatures for Cheques and Bacs – School Fund Bank Account	Following Trust policy in line with appropriate financial levels of delegated authority	2 approved signatures in line with the Bank mandate	Any 2 of the following: Headteacher, Deputy Headteacher, Business Manager, Finance Manager The finance manager will as a matter of course raise each payment (BACS is the preferred method, with CHAPS as a final option in case of emergency payments needed.
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Signatories for grant claims and DfE returns	Unlimited	Headteacher, Deputy Headteacher, Assistant Headteacher, Business Manager as appropriate.	Two signatories or as required by DfE/EFA
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Disposal of assets	Up to £500	Business Manager	Report to Finance and Business Committee at Committee meetings.
	Over £500 up to £5,000	Headteacher	Report to Finance and Business Committee at Committee meetings.
	Over £5k	Reported to Finance and Business Committee for approval	Report to Finance and Business Committee at Committee meetings.
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Debt Write Offs	Up to £500	Business Manager	Report to Finance and Business Committee at Committee meetings.
	Over £500 up to £5,000	Headteacher	Report to Finance and Business Committee at Committee meetings.
	Over £5k	Reported to Finance and Business Committee for approval Debt write off exceeding £45k will require prior approval from DFE.	Report to Finance and Business Committee at Committee meetings.

Delegated Duty	Value	Delegated Authority	Comment
Write-off Overpayments to staff	Up to £1k	Headteacher	Report to Finance and Business Committee
	Over £1k	Finance and Business Committee Debt Write off exceeding £45k will require prior approval from DFE.	Report to full LGB
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Finance lease	Any	Trust Board, LGB, Headteacher, Business Manager prior written permission from the DFE is required	
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Any guarantees, indemnities and letters of comfort entered into	Over £45k or exceeding 1% of academy income	Trust Board,	
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Ex-gratia payments	Any	Trust Board, Headteacher Prior written permission from the DFE is required before any binding offer to staff is made	
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Multi pay debit card	See Delegated Authority Information	See Appendix 2 for listing of card holders and limits	All card payments to be approved by Business Manager at the time of payment Cards and limits are reassessed annually. The cards are then destroyed when the user leaves or changes role and a new card requested for the incoming employee
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Temporary Multi pay debit card	Limits to be set according to the need of the trip/residential	Business Manager	Multipay Cards set up on an ad hoc basis for Residential Trips. Limits will be varied depending on the trip but the card will be set to expire once the trip has finished
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Fuel Cards	No Limiit	Business Manager	Fuel cards to be assigned to each minibus and any user can use with authorization from Business Manager. Main role for using cards sits with the site team, but can be used on trips by lead driver.
Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Payroll	No Limit	Finance Manager, Business Manager	Payroll Assigned to Access Payroll to manage, process and pay staff. Finance Manager and Business Manager confirm upon Headteacher Approval both Teaching Staff and Support Staff Payrolls. Payments to HMRC and TP are also made as part of this contract, but LGPS is paid via school signatories

Academy Board of Governors/Trustees Key Functions

Scheme of Delegation (The Catholic High School Chester)

Key:
Level 1: Academy Trust (Members)
Level 2: Governors/Trustees (Directors)
Level 3: A committee of the Board of Governors/Trustees (Directors)
Level 4: The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level
Column shaded: Function cannot legally be carried out at this level

Key function	No	Task	Decision level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for financial year		√		
	2	Monitor monthly expenditure				√
	3	Establish charges & remissions policy			√	
	4	To enter into contracts (refer to Financial Scheme of Delegation)		√	√	√
	5	Ensure academy annual accounts are prepared within the appointed timeframe			√	
	6	To approve and submit the annual accounts		√		
	7	To receive the Annual Report and Accounts	√			
	8	Review annually and appoint the External Auditors	√	√		
	9	Review annually and appoint the Responsible Officer		√	√	
	10	Review annually and appoint the Internal Auditors		√	√	
Staffing	11	Headteacher appointments		√		
	12	Deputy Headteacher appointments		√		
	13	Teaching staff appointments				√
	14	Non-teaching staff appointments				√
	15	Pay policy		√		
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			√	
	17	Dismissal of the Headteacher		√		
	18	Dismissal of other staff			√	√
	19	Suspension of the Headteacher		√		
	20	Suspension of other staff				√

Key function	No	Task	Decision level			
			1	2	3	4
	21	Ending suspension of the Headteacher		√		
	22	Ending the suspension of all other staff			√	√
	23	Determining staffing requirements			√	√
	24	Dismissal payments/early retirement			√	√
Curriculum	25	Establish and implement Curriculum Policy				√
	26	Approval of Curriculum Policy			√	
	27	Responsibility for standards of teaching				√
	28	Decide which subject options will be taught including activities outside the school day			√	√
	29	Responsibility for individual child's education				√
	30	Provision of sex education – includes establishing and maintaining an up to date policy				√
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues				√
Performance Management	32	Establish performance management policy and review annually		√	√	
	33	Implement the performance management policy				√
Target setting	34	Set and publish targets for student achievement				√
Discipline/Exclusions	35	Establish a discipline policy			√	√
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)			√	
	37	Direct reinstatement of excluded students				√
Admissions	38	Consult annually before setting an Admissions Policy		√		
	39	Admissions: applications decisions (main round)		√	√	
Collective worship	40	Arrangements for collective worship				√
Premises & Insurance	41	Buildings insurance, personal liability & Governors' Indemnity Insurance			√	
	42	Develop academy building strategy			√	

Key function	No	Task	Decision level			
			1	2	3	4
	43	Procure & maintain buildings, including properly funded maintenance programme			√	
Health & Safety	44	Institute a Health & Safety policy		√		
	45	Ensure Health & Safety regulations are followed			√	
School organisation	44	Set times of academy day and dates of academy terms and holidays		√		√
	45	Ensure academy meets 380 sessions in a school year				√
	46	Ensure academy lunch nutritional standards are met				√
Information for parents	47	Prepare and publish the academy prospectus				√
	48	Ensure provision for free school meals to those students meeting the criteria				√
	49	Adopt and review home school agreements				√
LGB procedures	50	Appoint (and remove) the chair and vice chair		√		
	51	Appoint (And dismiss) the clerk to the governors/trustees		√		
	52	Hold a full LGB/Board of Trustees meeting at least 3 times in the		√		
	53	Appoint (and remove) governors/trustees	√	√		
	54	Set up register of Governor/Trustees business interests		√		
	55	Approve and set up governor expenses scheme		√		
	56	Discharge duties in respect of students with special needs by appointing a ‘responsible person’		√		
	57	Consider whether or not to delegate functions to individuals or committees		√		
	58	To delegate ‘Chair’s Action’ to the Chair of Governors/Trustees		√		
	59	Regulate the GB/BoT procedures		√		
Multi-academy Trusts	60	To consider forming a MAT or joining an existing MAT	√	√		
	61	To consider requests from other schools to join the MAT	√	√		
	62	To leave a MAT	√	√		
Extended schools	63	Decide to offer additional activities & what form these should take				√

Key function	No	Task	Decision level			
			1	2	3	4
	64	Put in place and ensure delivery of services to be provided				√
	65	Cease providing extended school provision				√
Inclusion and equality	66	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		√	√	
	67	To establish and review a special educational need (SEN) and disability policy		√		
	68	To designate a 'responsible person' for Safeguarding		√		
	69	To designate a 'responsible person' for looked after children		√		
	70	To establish an accessibility plan and review it every three years			√	
	71	To establish and review annually a child protection policy and relevant procedure		√		

Appendix 1 – Trustees and Governors

Trustees

Name	Date Appointed
Bernard Larkin	25.01.13
Cathryn McKeagney (ex officio)	01.09.19
Patrick Kearney (ex office as Chair of Governors)	01.10.25

Board of Governors and their Roles

Name	Type	Special Responsibilities	Date Appointed	Period to
Patrick Kearney	Foundation Governor	Chair of Governors	01.09.20	31.08.28
Vacancy	Foundation Governor	Vice-Chair of Governors		
Jane Hallas	Foundation Governor		01.09.22	31.08.30
Anne Vickers	Foundation Governor			
Vacancy	Foundation Governor			
Vacancy	Foundation Governor			
Vacancy	Foundation Governor			
Tallan Gill	Community Governor		01.09.22	31.08.30
Cathryn McKeagney	Headteacher		01.09.19	
Anne-Marie Appleton	Staff Governor		29.01.23	28.01.27
Adam Dudley	Parent Governor		01.10.25	30.09.29
Pastor Uju Nwafor	Parent Governor		01.10.25	30.09.29

Governors who have resigned in the last 12 months

Name	Type	Date of Resignation
Jane Johnson	Foundation Governor	30/09/2025
Laura Martinez	Parent Governor	30/09/2025
Paul Oates	Parent Governor	30/09/2025
Mike O'Regan	Foundation Governor	31/05/2025
Amanda Higham	Foundation Governor	12/12/2025

Diane Miller	Foundation Governor	31/08/2026
Lucy Liddiard	Foundation Governor	31/08/2025

Appendix 2 – LGB Committees

Audit and Risk Committee

The audit and risk committee must:

• Advise of the adequacy of financial and other controls and risk management arrangements in the trust.

• Consider the results of any external audit

• Oversee and approve the trust's programme of internal scrutiny

• Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks

Membership
Jane Hallas (Chair)
Anne-Marie Appleton
Cathryn McKeagney
Bernard Larkin
Vacancy
Vacancy

Finance and Business Committee

The role of the committee includes monitoring and planning for the institution's financial position and financial control systems. Its role is key to ensuring that the governing body discharges its financial responsibilities correctly and that the Academy remains financially viable at all times.

Membership
Vacancy (Chair)
Jane Hallas
Anne-Marie Appleton
Cathryn McKeagney
Bernard Larkin
Vacancy
Vacancy

Pay Committee

The governing body has a responsibility to make pay determinations for all staff annually and is permitted to delegate this responsibility to a specific committee, often known as the 'pay committee'. This committee should ensure that all pay determinations act in accordance with the school's pay policies and procedures, including adherence to any timings of pay determinations. This committee meets when required.

Membership
Vacancy

Vacancy

Dates of meetings 2026-2027

Full Governing Body

Main Focus of Meeting	Date	In person/On Line
Exam Reviews	28/09/2026	In person
Sign off Statutory Accounts	08/12/2026	In person
	23/03/2027	In person
Budget Sign off	13/07/2027	In Person

Appendix 3 – Lloyds Multi Card Holders and Limits (to be confirmed and updated) AJK 22/09/2026

Card Holder	Designated Role	Card Limit
Mrs S Faulkner	Finance Manager	£6,000
Mr A Hickson	Premises Manager	£4,000
Mrs M Nordmann	Deputy Headteacher	£ 500
Ms S Hoskins	Catering Supervisor	£ 500
Mr P Harrison	DT Technician	£ 200

Appendix 4 - Notice to Improve

The trust was issued with a notice to improve on financial grounds on the 27th March 2026. Under this notice certain aspects of the scheme of delegation now need to have Department of Education approval in advance. These are

- special staff severance payments
- compensation payments
- writing off debts and losses
- entering into guarantees, indemnities or letters of comfort
- disposals of fixed assets beyond any limit in the funding agreement
- taking up a leasehold or tenancy agreement on land and buildings of a duration beyond any limit in the Trust's funding agreement
- carry forward of unspent GAG from one year to the next beyond any limit in the funding agreement
- pooling of GAG