

THE GOOD SHEPHERD TRUST

Note: all spending limits are to agreed budget levels

DELEGATION OF AUTHORITY - FINANCE	GST BOARD	RESOURCES COMMITTEE	APPOINTMENTS & REMUNERATION COMMITTEE	CEO	COO	HEAD OF FINANCE	GST Executives	LOCAL GOVERNING COMMITTEE	PRINCIPAL/ HEADTEACHER	BUSINESS MANAGER	BUDGET HOLDER
GST annual budget	Authorises	Approves for presentation to GST Board		Approves for presentation to Resources Ctte	Recommends	Reviews					
Expenditure request in addition to the agreed annual budget	Authorises	Approves for presentation to GST Board		Authorises above 10% (up to £150k)	Authorises up to 10%	Authorises variance up to 5% academy budget or £10k			Reviews and submits	Prepares	
Central GST budget items	Authorises	Approves for presentation to GST Board		Approves for presentation to Resources Ctte	Recommends	Prepares					
Central GST expenditure		Authorises over £150k		Authorises from £100k up to £150k	Authorises from £50k to £100k	Authorises from £30k to £50k					
Business plans - whole trust initiatives		Authorises		Review	Recommends	Reviews and recommends to Resources Ctte				Prepares	
Academy annual budget - capital and operational, academy improvement plans	Authorises	Approves for presentation to GST Board		Reviews and approves for presentation to Resources Ctte	Reviews	Reviews and recommends to Resources Ctte	Director of Education Recommends	Approves for submission	Prepares and submits to Local Governing Committee	Prepares	
Purchasing - approval at PO level as per budget		Sigs as Director over £150k or if 2 signatures/deed required		Authorises from £100k up to £150k	Authorises from £50k to £100k	Authorises from £30k to £50k		Informed	Authorises from £10k to £30k	Authorises up to £10k	Authorises up to £5k
Approval/signature of contracts, leases - only to be signed by authorised GST signatories		Sigs as Director over £150k or if 2 signatures/deed required		Authorises from £100k up to £150k	Authorises from £50k to £150k	Authorises £30k - £50k		Informed	Approves from £10k up to £30k	Approves up to £10k	Approves up to £5k
School Condition Allocation - grant award		Authorises or rejects				Monitor, reviews and presents to Resources Ctte	SCA Ctte reviews and allocates	Approves for submission	Reviews	Prepares bid	
Asset disposal		Authorises over £30k				Informed		Informed	Authorises up to £30k	Authorises up to £10k	
Cheque signing	Authorises over £250k			Authorises up to £250k	Authorises from £50k to £150k	Authorises up to £30k - £50k			Approves from £10k up to £30k	To sign all cheques/BACs authorisations	
Changes to Trust pay scales and pay policies	Authorises		Approves		Recommends	Reviews and approves for submission	HR Director Recommends				
Appointments within staffing structure	Authorises Principal appointments			Authorises SLT in Trust and Academies	Authorises SLT central team	Authorises Business Manager appointments		Informed	Authorises SLT appointments, jointly with GST		
Bonus/ex gratia/honorarium payments (within policy framework)			Authorises over £10k	Approves up to £10k		Reviews and approves for submission		Informed	Proposes		
Staffing reorganisations and related staffing budgets		Approves			Recommends		HR Director of Head of Finance Proposes and Reviews	Informed	Proposes		