

Financial Scheme of Delegation

Table of Delegated Authority – Lumen Learning Trust

Function	Trust Members	Board of Directors	Business & Finance Committee	HR & Strategy Committee	Executive Principal	Deputy Executive Principal	Finance Manager	Head of Operations	Operations Manager	SBMs	Clerk	Budget Holders
Appoint Auditors	X		R				R					
Appoint Responsible Officer		X	R				R					
Comply with Financial Regulations		X	X	X	X	X	X	X	X	X	X	X
Ensure Lumen Policies are complied with		X	X	X	X	X	X	X	X	X	X	X
3 Year Trust Development plan: updated annually					X	A	A	A	A	A		
Approve		X										
Monitor progress		X	A									
Prepare Budget plans including costings					X	A	X	A	A	A		
Approve		X	R									
Monitor			X				X			X		
Maintain Register of interests of Local Governors											X	
Maintain Register of Directors											X	
School Census										X		
Risk Register Review			X				X	X	X	X		
Review Terms of Reference		X	R								X	
Review relevant sections of SEF			X									
Review Assets Register			X				X			A		
Consideration of the MAT as a going concern		X			X	X	X			A		
Finance Manual Compliance		X	X	X	X	X	X	X	X	X	X	X
Annual review of financial benchmarking information			X				X					
Annual review of committed funds at year end		X	X				X					
Presentation of audited accounts		X	R				A					
Responsible Officer Report		X	R		X		A					
Procurement Update			X		X		X	X	X	A		
Health and Safety Update		X	X					X	X	X		
Update on Project / Project Proposals for the next academic year		X	X					X	X	A		
Staffing matters		X		X								
Authorise appointment of staff					X	X						
Authorise staff structure				X	X	A						
Performance Management Update				X	X							
Insurance Review - annual			X				X	A	A			

Key to tables

X = does

A = Assists

R = Recommends