

## Scheme of Delegation

Duty	Value	Delegated authority	Method	Review Period
Virements of budget provision between budget headings	Up to £10,000	Headteacher		As required
	£10,001 to £30,000	Headteacher with the approval from the finance committee		
	Over £30,000	Finance committee	Report to the board of trustees	
Ordering goods and services within the agreed budget	Up to £5,000	Headteacher	Selection from preferred supplier list, unless otherwise agreed with finance officer	Monthly
	£5,001 to £10,000	Headteacher with the approval of the Chair of the Finance committee	Minimum of three quotes required and report to Headteacher	
	£10,001 +	Headteacher with the approval of the Finance committee	Minimum of three quotes required and report to Headteacher	