

Scheme of Delegation**Authorisation Limits****Order & Virement Limits**

Executive Headteacher	Up to £20,000 per school
Head of School – St John’s & St Peter’s	Up to £7,500 (St John’s & St Peter’s only)
FRAR Committee	£20,000 to £50,000
Full Board of Directors	Over £50,000

Writing off Bad Debts

Head of Operations	Up to £100
Executive Headteacher	Up to £500
FRAR Committee	Over £500

Disposal of Surplus Stock, Stores & Assets

Executive Headteacher	Up to £500
FRAR Committee	Up to £5,000
Full Board of Directors	Over £5,000

Safe Cash/Cheque

Individual school limit	£5,000 (combined Cash/Chqs)
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Ordering Procedures

Best Value obtained	£1 - £5,000
Three Quotes	£5,001 to £10,000
Competitive quotations – evidence	£10,001 to £74,999
Requires tendering procedure	Over £75,000

Minor Building Repairs – authorisation of work

Asset & Facilities Manager (in emergencies only)	Up to £500
Head of Operations	Up to £5,000
Executive Headteacher	£5,001 to £20,000
FRAR Committee	Over £20,000