


HORIZONS EDUCATION TRUST

Financial Delegations Policy May 2025

POLICY ISSUE CONTROL

POLICY TYPE:	Statutory, Mandatory
OWNER:	Director of Finance
AUTHOR: IN CONSULTATION WITH:	Joanna Conlon, Director of Finance
APPROVED BY:	Jane Nolan, CEO
TRUST BOARD APPROVAL:	Finance, People & Premises
RELEASE DATE:	May 2025
REVIEW:	Subject to organisational review

			Delegated Authority Listing		
			November 2024		
Account Details		Non-Payroll		Payroll	
		All Trust	Individual Academy	Individual Academy	Individual Academy
Budget Holder	Budget Held	Authorised to Commit up to: (Budgeted)	Authorised to Commit up to: (Budgeted)	Routine Payments up to:	Discretionary Payments up to:
Middle Leaders					
Curriculum Leaders	Departmental Budget(s)		500		
School Secretary	Administration		500		
Examinations Manager	Exam Fees		500		
Senior Management Team					
Assistant Headteacher	Assigned Budgets		1,000		
Director of Safeguarding & Attendance	Assigned Budgets			1,000	
Director of Operations	Assigned Budgets	10,000	10,000	1,000	
Director of Finance	All	3,000	1,000	300,000	
Headteacher	All		10,000	1,000	
Director of Education	All	10,000	10,000	1,000	
CEO	All	100,000	30,000	300,000	
Governing Body					
FPP Committee	All (Exc. Salaries)	150,000	50,000		1,000
TLW Committee	Salary Related				1,000
Full Board	All	No limit	No limit	No limit	No limit

END