

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

 HORIZONS EDUCATION TRUST			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