

Stewart Headlam Primary School

Scheme of Delegation

2018



Stewart Headlam
Primary School

The above scheme of delegation of Stewart Headlam Primary School has been approved by Governors at a meeting dated.....

Minute reference

Signed on behalf of the Governing Body:

Chair of Governors:

Headteacher:.....

Sent to LA (date).....

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Introduction

The governing bodies of Tower Hamlets schools with full delegated powers under the local management scheme are responsible for ensuring that regulations as set out in the Tower Hamlets' [Scheme for Financing Schools](#) and in the [School Financial Procedures Manual](#) are adhered to.

In practice many of the governing bodies' responsibilities will need to be delegated to a committee of the governing body and/or to the Headteacher. To ensure that sound financial control is maintained it is essential that the extent of delegation be clearly specified in writing.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

The reference's made in this guide, relate to the Schools Financial Manual and The Scheme for Financing in Schools , once adjusted to an individual school's circumstances, should constitute the statement of the School's Financial Regulations, inclusive of the school's scheme for the Delegation of the Governing Body's Financial Power and Duties to Others.

The document includes an adaptation of Chapter 1 of the School Financial Procedures Manual, which should serve as an example of how the contents of the Manual can be used to formulate individual schools' financial procedures. The other chapters of the Manual should be dealt with in a similar way in order to ensure that all of the financial procedures have been considered and adopted by the individual school's Governing Bodies.

It is mandatory that individual schools' financial procedures should be in compliance with:

- The Tower Hamlets Scheme for Financing Schools
- The School Financial Procedures Manual
- The Schools Financial Value Standards (SVFS) replaced FMSiS.
- The Schools Standards and Framework Act 1998

Stewart Headlam Primary School

School Financial Procedures

1. ROLES AND GOVERNANCE (*based on Chapter 1 of the School Financial Procedures Manual, s1.4 LBTH Finance Scheme*)

At each stage of producing the Stewart Headlam Primary School's School Financial Procedures Manual the Governors and the Headteacher are fully aware of Business Ethics and in particular of the Local Code of Conduct (7 Nolan Committee principles). In order to ensure that Governors and the school's staff are impartial and seen to act impartially, the following members of staff have been nominated to be responsible for overseeing this ethical issue:

Cathy Gillespie – Head Teacher
Carol Brown – School Business Manager

Conflict of Interests (Finance Manual3.1)

The Governing Body of Stewart Headlam School has undertaken the responsibility to avoid any conflict between their business and/or personal interests and affairs and interests of the school. The Register of Business Interest has been considered by the Governing Body and all members of staff.

Register of Business Interests (s2.9 Finance Scheme and 3.1 Finance Manual)

The Governing Body of Stewart Headlam School has established a register which, for each member of the Governing Body, the Headteacher and members of staff with significant financial responsibility, lists any business interests or personal interests they or any member of their immediate family have (A Governor who has no business interest or personal interest to declare should still make an entry under their name in the register recording the interests as "none".)

The following members of staff will be responsible for ensuring that the Register of Business Interest is being used and updated regularly:

Cathy Gillespie – Head Teacher
Carol Brown – School Business Manager

Goods and Services for Private Use (see s3 and 13 Finance Manual)

The school will avoid practices such as obtaining goods and services that may include an element of private use for Governors or staff.

Gifts and Hospitality

The Stewart Headlam School has established a register in which offers of gifts and hospitalities or other favours will be recorded. This register will be reviewed by the Headteacher and the Chair of Governors regularly, i.e. monthly.

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Gifts and hospitalities will be declared when they are financial in nature and exceed a minimum threshold of £50.00 or the giver is seeking a commercial decision from the School. Examples of inappropriate gifts and hospitalities have been passed on to all members of the school as per the Lambeth Issued Schools Financial Regulations.

The person responsible for maintaining the Gifts and hospitalities register is:

Carol Brown School Business Manager

Governors' Allowances (expenses) (s11.3 finance Scheme and 3.8 schools Finance manual)

The school has agreed on the following Governors' allowances (expenses):

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Stewart Headlam Primary School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with prior approval of the Governing Body:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse of partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current / former spouse or partner);
 - The extra costs they incur in performing their duties because they have special needs or because English is not their first language;
 - Cost of travel to meetings and training, other than termly governors' and committee meetings held at the school;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and Regions, associated with attending national meetings or training. These costs can be claimed from the LEA or any other source;
 - Telephone charges relating to school business and governance, photocopying, stationery, postage etc.
 -

The Governing Body at Stewart Headlam Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Finance to be Scheme of Delegation Autumn 2018

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presented to the Finance Committee (which meets at least once per term) for final approval.

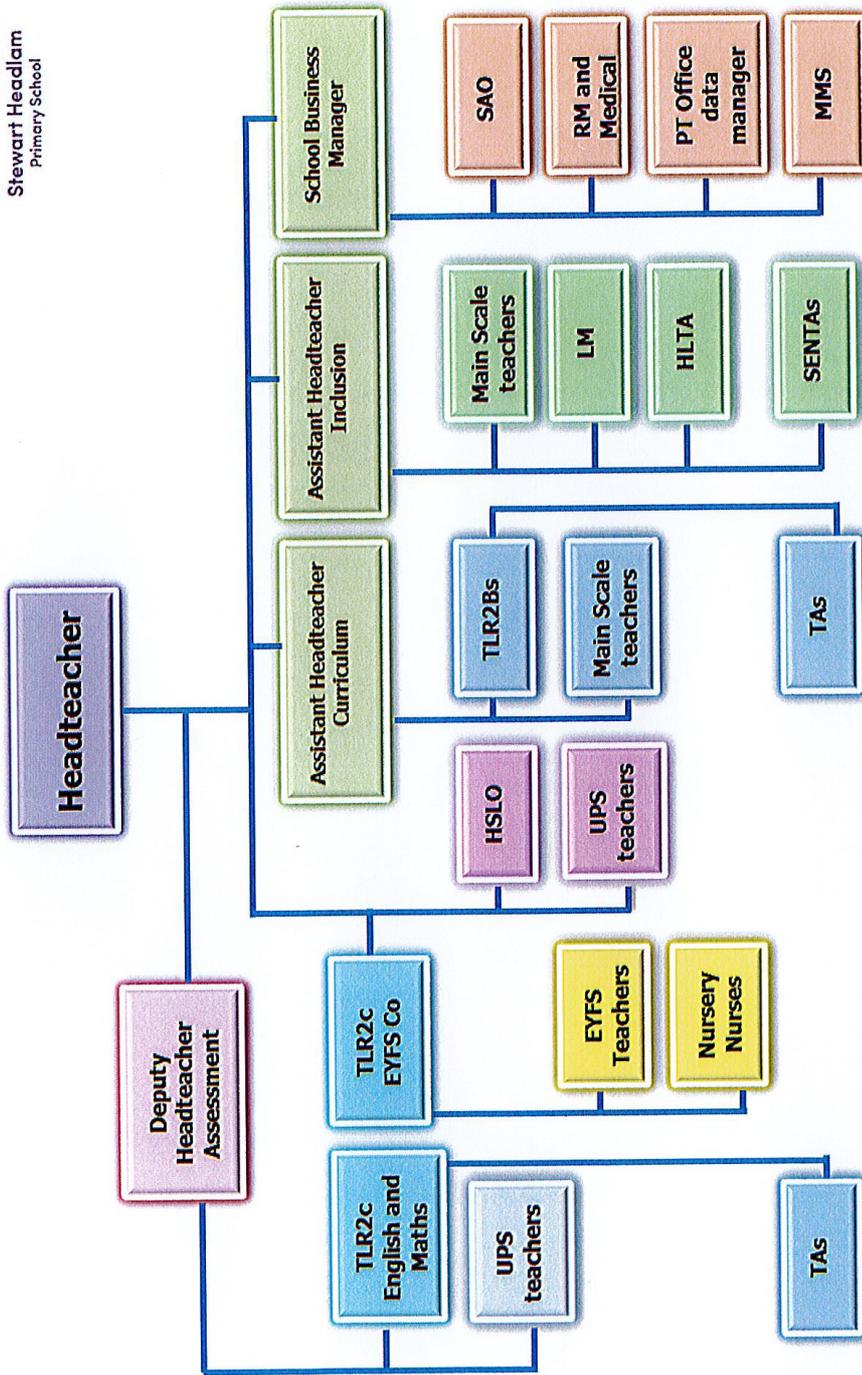
ORGANISATIONAL STRUCTURE OF STEWART HEADLAM PRIMARY SCHOOL (s5 appendix 1 Finance Manual)

An important aspect of financial control is to have a clearly defined organisational structure firmly in place. With this structure in place, there should be well-identified lines of reporting for all operations that should be known by all staff.

The chart below shows the organisational structure of Stewart Headlam Primary School, with the arrows representing the lines of communication:

Copies of all staff job descriptions have been kept by Stewart Headlam Primary School and reviewed on regular basis as and when the organisation structure of Stewart Headlam Primary School gets reviewed.

STEWART HEADLAM STAFFING STRUCTURE



ROLES AND RESPONSIBILITIES

THE GOVERNING BODY (S1.4 FINANCE SCHEME)

The Governing Body of Stewart Headlam Primary School is responsible for ensuring that the school meets all its statutory duties and the obligations placed upon it by the Local Authority. In essence, the Governing Body is responsible for the general direction of Stewart Headlam Primary School.

- The Governing Body of Stewart Headlam Primary School assists the Council in the discharge of its statutory duties. This may take the form of making returns to the Council so that it can complete reports or returns.
- The Governing Body of Stewart Headlam Primary School has a duty to plan and conduct the affairs of the Stewart Headlam Primary School so as to remain solvent. It is committed to ensuring that Stewart Headlam Primary School demonstrates:
 - Good financial management, including responsibility for the care and maintenance of the school premises and approval of budget priorities (in order to ensure value for money and to monitor expenditure)
 - Sound internal and financial controls
 - Arrangements over control of income and expenditure and use of its resources, in accordance with delegated budgets
 - Arrangements over proper accounting procedures
- The Governing Body of Stewart Headlam Primary School ensures that funding from the LA and any other sources are used only in accordance with the conditions attached.
- The Governing Body of Stewart Headlam Primary School issues clear directions to the Headteacher concerning the Headteacher's responsibilities for financial affairs and for reporting to the Governing Body and the LA.
- The Governing Body may ask the Headteacher of Stewart Headlam Primary School to report on any aspect of the school's work.
- The Governing Body of Stewart Headlam Primary School provides such information as the LA might reasonably require so that the LA is satisfied that the Governing body is fulfilling its obligations in relation to financial management of the budget.
- The Governing Body of Stewart Headlam Primary School meets at least three times a year and adheres to the rules about the arrangements for and conducting of those meetings as set out in the School Governance (Procedures) Regulations.
- It is the responsibility of each Governor to notify Stewart Headlam Primary School of any business and/or personal interests they have which require

inclusion in the Register of Business Interests. Any Governor who has an interest in a business tendering for a contract shall withdraw from the Governing Body meeting or committee meeting that is considering the contract, in order not to take part in any discussion relating to the tendering process.

- No Governor of Stewart Headlam Primary School involved in awarding a contract shall accept gifts or hospitality from current or potential suppliers.

THE FINANCE, PREMISES AND PERSONNEL COMMITTEE (S3.3 FINANCE SCHEME)

The Finance, Personnel and Premises Committee is a sub-group of the Governing Body of Stewart Headlam Primary School, which has delegated powers and is subject to School Governance (Procedures) Regulations.

The **Finance, Premises and Personnel** of Stewart Headlam Primary School consists of:-

Robert Sutton – Chair
Cathy Gillespie – Headteacher
Oliver Turnbull - Co-opted Governor

The School Governance (Procedures) Regulations make clear which powers cannot be delegated to Governors' committees or to an individual.

The types of authority the Governing Body delegates to the Finance, Premises and Personnel Committee are:-

- Guide and assist the Headteacher and Governing Body of Stewart Headlam Primary School in all financial matters including budgeting and long term strategic planning
- Draw up and approve the school's annual budget, identifying priorities from the School Development Plan
- Monitor the budget throughout the year and providing the Governing Body with a termly review of the financial situation
- Monitor the income and expenditure of all public funds
- Receive and respond to any audit reports on the school's public funds
- Audit all voluntary funds for presentation to the Governing Body and the LA.
- Agree with the Headteacher the minimum frequency, level of detail and general format of the financial information to be provided to it, especially in relation to budget monitoring reports.

THE HEADTEACHER (1.5 FINANCE SCHEME, S3 APPX 4 AND S4 FINANCE MANUAL)

The Headteacher of Stewart Headlam Primary School

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- Has overall executive responsibility for Stewart Headlam Primary School's activities, of which financial activities are clearly a part
- Is responsible for internal management and discipline
- Puts into practise the policies agreed upon by the Governing Body of Stewart Headlam Primary School

As the person with overall responsibility to the Governing Body for the financial management of Stewart Headlam Primary School, the Headteacher ensures that:

- The Governing Body is provided with financial advice
- Proper and adequate financial systems and controls are in place
- Statements and returns are prepared and maintained as required by the Governing Body and the LA
- Completed financial returns are signed for submission to the Authority

On a management level the Headteacher of Stewart Headlam Primary School is responsible for the management of:

- Stewart Headlam Primary School's financial position at a strategic and operational level
- Effective systems of internal control
- Other financial issues

The Headteacher has the right to attend all meetings of the Governing Body of Stewart Headlam Primary School except when the regulations (i.e. School Governance (Procedures) Regulations) about withdrawal apply.

It is part of the Headteacher's conditions of employment to attend Governors' meetings when requested to do so by the Governing Body.

SCHOOL ADMINISTRATION OFFICER (SCHOOL BUSINESS MANAGER) (S6 FINANCE MANUAL)

The School Business Manager of Stewart Headlam Primary School is:

Carol Brown

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The responsibilities of the School Business Manager

- Delegated financial responsibility for the premises, central services and any other delegated budget under his/her control
- Supervision of and production of reports on a timely basis
- Reconciliation of bank and supplier accounts

Financial Regulations of Stewart Headlam Primary School

Stewart Headlam Primary School Scheme for the Delegation of Governing Body Financial Power and Duties to Others

A. POWERS AND DUTIES RESERVED FOR THE FULL GOVERNING BODY

The full Governing Body of Stewart Headlam Primary School consists of:-
Robert Sutton (Chair), Elaine Ashpant (Vice Chair), Lard, Frank Murphy, Oliver Turnbull, Enamul Huq, Rebaka Sultana and Motiur Rahman.

and is responsible for approving a written scheme of delegation of its financial powers and duties to its Finance Committee and the Headteacher. The scheme will satisfy the Full Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the school.

The Scheme of Delegation will be reviewed and approved on an annual basis or whenever significant changes need to be recorded. The approval and presentation will be formally minuted and the documents attached to and certified as the same as the minutes.

Budgets/Budgetary Control (s8 Finance Manual)

A1. The Full Governing Body will formally approve (and minute the approval of) the school's budget plan annually. A copy of the plan, certified by the Head and Chair of Governors, will be submitted to the Tower Hamlets Schools Finance Team by the specified deadline. The Full Governing Body will ensure that when arriving at the Budget plan the long term School's Development Plan has been taken into consideration and that links between the two documents are well established.

A2. The Full Governing Body will receive and consider on a quarterly basis a year-end forecast report to monitor the school's financial position. This report and discussions around it will be recorded in minuted meetings.

A3. The Full Governing Body will receive and consider budgetary control reports at every meeting from the Finance Committee with relevant explanations and documentation where required. The receipt of such reports/documents will be minuted and copies of the documents signed by the Chair.

A4. All virements in excess of £20,000 (dependent on the requirements of the school) between or within budget headings will be approved, authorised and minuted by the Full Governing Body and those in excess of £10,000 are to be notified to the Schools Finance Team. Details of all virements, approved and authorised by the Finance Committee are to be formally notified to the Full Governing Body who will minute the notification.

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A5. The Governing Body should ensure that the school has in place adequate internal controls and governance procedures which meet the DfE Finance Management Standards. The Governing Body is responsible for making sure that the school meets the DfE SFVS at the latest by January 2018 or according to the local authority timetable.

A6. The Governing Body is responsible for signing off the Statement of Internal Control to confirm effective financial controls are in place and particularly noting any inadequate controls / weaknesses found in the financial controls.

A7. The Governing Body is responsible producing the school's Best Value statement, demonstrating accountability for the way in which resources are used to meet the SDP. Governors need to secure the best possible outcomes for pupils, in the most efficient and effective manner, at a reasonable cost.

A8. The Full Governing Body will ensure that the Tower Hamlets Schools Finance Team will be informed when the school wishes to meet expenditure of a capital nature from the revenue budget. (Guidance on capital expenditure is contained in the Schools Finance Procedures Manual).

A9. The Full Governing Body will enter into operational leasing/contract hire arrangements provided that the Schools Finance Team, is satisfied that the method of finance is appropriate for the asset concerned, and that the best terms available have been secured. The Finance Committee will ensure that the resulting charges can be met within the budget for the current and future years. (Note: Schools are not permitted to enter into any financial leases, i.e. when the lease ends, ownership of the asset will not be transferred to the school.)

Chairman's Urgency Powers

A10. In the event of Urgency Powers being invoked by the Chairman, this will be recorded in writing, advised to the LA and reported to the next meeting of the Full Governing Body.

Contracts (S14 Finance Manual)

A11. Tenders can only be accepted by the full Governing Body who shall minute the reasons for their decision.

A12. The full Governing Body will ensure maintenance of a Register of Business Interests for all governors and those school staff involved in the shortlisting or awarding of contracts.

Ex-Gratia Payments

A12. The full Governing Body will authorise any ex-gratia payments up to £500. Ex-gratia payments in excess of £500 will require approval by the Children's Schools Finance & Families Director. No ex-gratia payments in excess of £2,500 approved by the CSF shall be made without the approval of the Secretary of State. The full Governing Body should keep a record of all payments.

Write-off of debts (s28 Finance Manual)

A13. The full Governing Body will authorise the write-off of debts below £10,000 after informing the Schools Finance Team. Debts in excess of £10,000 may only be written off after consultation with the Children's Schools Finance & Families Director. The Full Governing Body should keep a record of all write-offs.

Lettings (s20 Finance Manual)

A14. The full Governing Body will receive, consider and approve the Lettings Policy for the school. The full Governing Body should also consider and agree the scale of charges for lettings. Both shall be reviewed and approved on an annual basis.

Disposal of Assets (s19 Finance Manual, 2.1.6 Finance Scheme)

A15. The full Governing Body will authorise the sale or disposal of individual items of stock and equipment, originally purchased from revenue funding, that have become surplus to requirements, unusable or obsolete. Where the original purchase value is not available, the current market value should be used. Agreement of the Director of Children, Schools & Families will be sought to write off in excess of £10,000 per item.

Voluntary Funds (s25 Finance Manual, 2.8 Finance Scheme)

A16. The full Governing Body will receive and consider the independently audited accounts of all the school/college's voluntary funds either each Autumn term to cover the previous year ending 31st August or each Summer term to cover the previous year ending 31st March. This item will be recorded in the minutes of the meeting.

B. POWERS AND DUTIES DELEGATED TO THE FINANCE , Personnel and Premises COMMITTEE OF THE GOVERNING BODY (s3 Finance Manual)

The Finance, Premises and Personnel Committee shall be responsible for:

General

- B1. Exercising the powers and duties of the full Governing Body in respect of the financial administration of the school, except for those items specifically reserved for the full Governing Body and those delegated to the Headteacher/Principal, or those delegated to other staff by the Headteacher/Principal.
- B2. Reporting on all decisions taken under delegated powers to the next meeting of the full Governing Body.

Budgets/Budgetary Control

- B3. Considering budgetary control reports on the school's financial position at every meeting, take appropriate action to contain expenditure within the budget and report to the Full Governing Body.
- B4. The Finance, Premises and Personnel Committee will have freedom to vire sums between and within budget heads as authorised by the Full Governing Body. Details of all virements approved and authorised by the Headteacher are to be formally notified to the Finance, Premises and Personnel Committee who shall minute the notification.
- B5. The Finance, Premises and Personnel Committee will be responsible for reporting to the Full Governing Body all significant financial matters and any actual or potential overspending.
- B6. Submitting a draft budget plan to the Full Governing Body for approval and certification before being sent to Schools Finance Team.

Contracts

- B7. Exercising the powers and duties of the Full Governing Body relating to contracts, except for those items specifically reserved for the Full Governing Body and those delegated to the Headteacher, without reference to the Full Governing Body.

Ex-Gratia Payments

- B8. The Finance, Premises and Personnel Committee will propose ex-gratia payments up to £500 and shall notify the Full Governing Body who will authorise, approve and maintain a record of all payments.

Write-off of debts

- B9. The Finance, Premises and Personnel Committee will propose the write-off of debts and will notify the Full Governing Body of any write-offs.

Lettings

- B10. At least once a year, the Finance, Premises and Personnel Committee will review all fees and charges, in relation to lettings, and propose to the Full Governing Body any changes it considers appropriate.

Insurances

- B11. The Finance, Premises and Personnel Committee will be responsible for making arrangements for any insurance cover it considers necessary in liaison with the Council's Insurance Department.

Disposal of Assets

- B12. Ensuring that there are annual independent checks of stock and inventory records, in accordance with the requirements of the Schools Finance Manual.
- B13. The Finance, Premises and Personnel Committee will be responsible for authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete. All such authorisations must be in accordance with the Schools Financial Procedures Manual and be formally reported and minuted at the following full Governing Body meeting.
- B14. Authorising when (if at all) school property may be removed from the premises otherwise than for educational purposes.

Voluntary Funds

- B15. The Finance, Premises and Personnel Committee will have responsibility for ensuring that all voluntary funds are properly administered and audited annually under the requirements of the Schools Financial Procedures Manual. Voluntary funds must be reported annually to the full Governing Body.

C. FINANCIAL POWERS AND DUTIES DELEGATED TO THE HEADTEACHER

(s4 Finance Manual)

Delegation of Headteacher's Responsibilities

The Schools Standards and Framework Act 1998 permits a governing body of a school to delegate some of its financial responsibilities to the Headteacher in recognition of the practicalities of running a school. Similarly, the Headteacher may allow some of his/her responsibilities to be exercised by other members of staff, subject to written approval by the governing body, although he/she will remain accountable for the actions of these staff.

The Deputy Headteacher is authorised to act under this scheme in absence of the Headteacher.

The model scheme of delegation is intended for all schools and will therefore need to be adapted to suit individual schools. In particular, schools with a small number of staff may feel it inappropriate to delegate some of the responsibilities beyond the Headteacher.

It is recommended that each school develop detailed internal financial rules to support their scheme of delegation. The details of the delegation must clearly specify which responsibilities are to be precisely assigned to staff members, and those details must be included in the individual school's Financial Procedures Manual. The Manual should be updated annually or as required following any changes or developments (all such changes must be approved by the Full Governing Body at minuted Full Governing Body meetings).

The Headteacher shall report all decisions taken under delegated powers to the next meeting of the Full Governing Body. (Schools Standards and Framework Act 1998).

The Headteacher shall be responsible for:

Accounts (2.1.5 Finance Scheme)

- C1. The operation of financial processes within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- C2. Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account.
- C3. Consulting the Schools Finance Team whenever a change of financial system or accounting package is considered.
- C4. Ensuring that all records and documents are available for audit and arrange for the required accommodation of the auditors.

- C5. Maintaining proper records of accounts in accordance with arrangements approved by the Schools Finance team.
- C6. Providing the Schools Finance Team with monthly/ quarterly financial returns.

Budgets/Budgetary Control (S2 Finance Scheme, s8 & s28 Finance Manual)

- C7. Regular monitoring of expenditure and income against the approved budget and submitting quarterly year-end forecast reports for approval of the Full Governing Body and for submission to Schools Finance Team. Any actual or potential overspending will be identified.
- C8. Preparing an annual budget plan for consideration by the Schools Finance Team before the start of the relevant financial year.
- C9. The Headteacher may vire between and within budget headings up to a value of £1,000 (dependent on the requirements of the school), although this must be formally reported and minuted at the following Finance, Premises and Personnel Committee meeting.

Contracts (S2 Finance Scheme, s28 Finance Manual)

- C10. Exercising the following powers and duties of the Full Governing Body in respect of Contracts.
 - a) Ensuring that all contracts and agreements conform with Schools Financial Regulations
 - b) Acceptance of quotations up to £5,000 (dependent on the requirements of the school) in value.
 - c) Receipt and custody of all tenders.
 - d) Authorisation of senior members of staff to open tenders.
 - e) Signing contracts on behalf of the Full Governing Body.
- C11. Maintaining a register of formal contracts entered into, amounts paid and certificates of completion including retention of quotes obtained for goods, works and services.
- C12. Signing certificates where contracts require that interim and final payment are made on such certificates.
- C13. Ensuring that the requirements of the Construction Industry Scheme are adhered to where applicable.

Income (S2 Finance Scheme, s27/s28 Finance Manual)

- C14. Ensuring the arrangements for collection of income are in accordance with the School Finance Procedures Manual.
- C15. Ensuring that all income is accurately accounted for and is promptly collected and banked intact.
- C16. Informing the full Governing Body about any uncollected income and possible write off.

Information and communication systems

- C17. Ensuring that the standards of control for such systems in operation within the school include the use of properly licensed software, and that the security and privacy of data are in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.
- C18. Consulting with the Schools Finance Team, in respect of the introduction of any new information and communication system, or the development of an existing system.

Insurances (S10 Finance Scheme, s23 Finance Manual)

- C19. Notifying the Councils Insurance Officer on any eventuality that could affect the Council's insurance arrangements.

Lettings (s20.3 Finance Manual)

- C20. Varying lettings charges if/when it is considered necessary. The Finance, Premises and Personnel Committee shall be informed of any variation to the agreed scale of charges.

Orders for goods, works and services

- C21. Ensuring that arrangements for the ordering of goods, works and services are in accordance with the School Finance Procedures Manual.
- C22. Authorising members of staff to order or receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff. A record must be maintained of such authorisations.

Payments (s2 Finance Scheme, s28 Finance Manual)

- C23. Ensuring the arrangements for processing payments are in accordance with the School Finance procedures Manual.
- C24. Ensuring that all correct invoices are duly certified by authorised staff before payments are made.
- C25. Ensuring that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

Salaries, Wages and Pensions (S2 Finance Scheme, s16 & s28 Finance Manual)

- C26. The arrangements for processing salaries, wages and pensions are in accordance with the School Finance Procedures Manual.
- C27. Notifying the Payroll provider of any matters affecting payments to employees of the school.
- C28. Authorising members of staff to certify pay documents and time records, maintaining a record including specimen signatures of such authorised staff and sending a copy to the Payroll provider.

Security of Assets (s2.1.4 Finance Scheme, s19 Finance Manual)

- C29. Ensuring the arrangements for security of assets are in accordance with School Financial Procedures Manual.
- C30. Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.
- C31. Maintaining an inventory, in accordance with the instructions in the School Finance Procedures Manual, of all items of furniture, equipment, vehicles and plant. The inventory record, whether manual or computerised, shall be a permanent and continuous record.
- C32. Where appropriate, arranging for the security marking or such items.
- C33. Arranging for annual independent checks and certification of stock and inventory records, in accordance with the instructions in the School Finance procedures Manual.
- C34. Identifying write-off of any deficiencies of individual stock and inventory items with original purchase values up to £1,000. Where the original purchase value is not available, the current market value should be used. All such write offs should be in accordance with the School Finance Procedures Manual and be formally minuted and reported to the Finance, Premises and Personnel committee.
- C35. Authorisation, in accordance with the instructions in the School Finance Procedures Manual, of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with a realisable value of less than £1,000. All such authorisations should be formally reported and minuted at the following Finance Committee meeting.
- C36. Ensuring that keys to safes and other similar receptacles are held under the close personal security of responsible staff at all times.

D. FINANCIAL POWERS AND DUTIES DELEGATED TO THE FINANCE OFFICER AND OTHER MEMBERS OF STAFF (s5 Finance Manual)

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with the Schools Financial Procedures Manual.

The following responsibilities are delegated to Stewart Headlam Primary School's School Business Manager unless otherwise stated.

Accounts

- D1. Operation of financial processes within the school, ensuring that adequate operational controls are in place, and that the principles of internal control are maintained in accordance with the Stewart Headlam Primary School's Financial Regulations.
- D2. Ensuring that full, accurate and up to date records and documents are maintained in order to provide financial and statistical information and that the figures have been reconciled with Stewart Headlam Primary's School's bank account.

Audit

- D3. Ensuring that all records and documents are available for audit.

Banking Arrangements

- D4. Maintaining proper records of accounts in accordance with arrangements approved by the Schools Finance Team.
- D5. Providing monthly/quarterly financial return to the Schools Finance Monitoring Team promptly.

Budget/Budgetary Control

- D6. Notifying the, Schools Finance Team of variations in the school's budget plan, approved by the Finance Committee at the beginning of each term.
- D7. Viring sums between and within budget headings up to a value of £1,000 (dependent on the requirements of the school), although this must be formally reported and minuted at the following Finance, Premises and Personnel Committee meeting. The Finance Officer will also process any other virements notified to him/her as authorised by the Full Governing Body, Finance Committee or the Headteacher. Proper records of virements should be kept.

Contracts

D8. Ensuring that all contracts and agreements conform with the Schools Financial Procedures Manual.

Income

D9. Maintaining a record of all income held in the school and ensuring that all income is accurately accounted for, promptly collected and banked intact.

D11. Ensuring that cheques received are cashed promptly and in accordance with School's Financial Regulations.

D12. Ensuring that all receipt forms, books, tickets and other such items shall be ordered and issued in a form approved by the authorised officer.

Information and communication systems

D13. The designated Systems Manager shall be responsible for the control of systems and for the security and privacy of data.

Lettings

D14. Ensuring the correct administration and authorisation of lettings.

Orders for goods, works and services

D15. The following members of staff, in addition to the Headteacher are authorised to issue (sign) orders for goods, works and services as specified:

Staff	Types of Order
Deputy Headteacher	All
Finance Officer	All
Head of Department	For goods for that department's use, subject to there being sufficient provision within the departmental budget.

All orders must be processed via the School Business Manager who shall be responsible for the safe custody and proper use of official orders, maintaining a record of order books in use and marking orders appropriately when they have been paid.

Payments

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D16. The following members of staff, in addition to the Headteacher, are authorised to receive goods:

- Deputy Headteacher
- School Business Manager
- Senior Admin Officer
- Resource Manager

D17. The following members of staff are authorised to certify payments: Deputy Headteacher, Assistant Headteachers

NB. The certifying officer shall NOT be the person who ordered or received the goods.

D18. Ensuring that invoices, vouchers and other records are retained and stored in a secure way.

Salaries and Wages

D19. Notifying the Payroll Provider of any matters affecting payments to employees of the school.

D20. The following members of staff, in addition to the Headteacher, are authorised to certify pay documents and time records (excluding documents relating to themselves): Deputy Headteacher, School Business Manager.

Security of Assets

D21. Responsibility for the receipt, care and safe custody and issue of stocks and stores.

D22. Maintaining an inventory, in accordance with the instructions in the School Financial Procedures Manual, of all items of furniture, equipment, vehicles and plant. The inventory record, whether manual or computerised, shall be a permanent and continuous record.

D23. Where appropriate, arranging for the security marking of such items.

D24. Maintaining a record (Loans Book) in accordance with the instructions in the School's Financial Procedures, of all school property removed from the premises. Where the use is for other than school business, the Finance Officer shall ensure the approval of the Finance Committee.

D25. Ensuring that maximum limits of cash held do not exceed the School's insurance cover.

Petty Cash

D26. Maintaining a petty cash balance that does not exceed £250.00 (dependent on the requirements of the school).