

Grand Avenue Primary & Nursery School

POLICY FOR THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES

**Agreed by Governing body - Autumn term 2019
Review date – Autumn term 2022**

POLICY FOR THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES

The Governing Body of Grand Avenue Primary & Nursery School is responsible for the financial management of the school to ensure the best possible education for its pupils.

Many governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body ,properly recorded and circulated.

The policy takes into account:

- ❖ The Royal Borough of Kingston upon Thames Scheme for Financing Schools
- ❖ The School's Financial Regulations
- ❖ The School's Financial Procedures
- ❖ The School's Standing Orders on Procurement and Contracts

The following scheme of delegation sets out the responsibilities delegated by the Governing Body. The full Governing Body will review this policy annually.

Signed:
Chair of Governors

Dated:

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
Accounting						
Adhering to accounting policies and guidelines	✓	✓ R&F	✓			
Maintaining accurate, reconciled and up to date records to provide financial and statistical information				✓		
Assets						

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
Developing a school buildings strategy and developing a properly funded maintenance plan	✓	✓ R&F	✓	✓	Caretaker	Strategy approved annually by full Governing Body (GB) as part of the School Improvement Plan. Financial limits as per Appendix 1 to Scheme of Delegation
Arranging security of buildings, furniture, equipment, stock, stores and cash			✓	✓	Caretaker	
To set a charging and remissions policy	✓				Deputyhead	Available on website
To ensure Health & Safety regulations are complied with.		✓ R&F	✓	✓	Caretaker	
Maintaining an asset inventory of all school assets				✓	Office staff	The monetary value of £100 per item is used as an indicator of a material asset
Security marking all items of equipment					Caretaker	
Checking the inventory annually to verify the location and condition of each item of equipment.					IT Technician	
Authorising the disposal of unusable or		✓ R&F	✓			Equipment value not to exceed an original purchase

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
obsolete equipment included on the inventory						price of £5k, otherwise refer to R+F for authorisation
Maintaining a record of all property borrowed by staff					Office Staff	
Audit						
Availability of records and documents for inspection by RBK Audit section				✓		
Implementing recommendations arising from an audit inspection			✓	✓		
Receiving the report from an audit inspection and the response to the Action Plan		✓ R&F				
Maintaining a register of pecuniary and business interests for governors	✓				Clerk to Governors	
Maintaining a register of pecuniary and business interests for staff	✓			✓		
Banking Arrangements						
Maintaining proper records of account in accordance with agreed School Financial				✓		

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
Procedures						
Ensuring that all transactions of bank accounts comply with the Local Authority Financial Regulations for Schools and any other procedures issued by LA			✓	✓		
Providing monthly reconciled bank statements to a member of the Finance Committee (as agreed by Finance Committee)				✓		RBK monthly monitoring reports, cumulative expense analysis
Banking school fund monies received				✓	Office Staff	
Ensuring School bank accounts do not become overdrawn				✓		
Payments from a school bank account will require two authorized cheque signatories.			✓	✓	MB AM SP LN HG	An approved list of signatories including specimen signatures will be maintained by the HT and made available to the local authority
Budget						
Overseeing the preparation of the annual budget plan and ensuring it links to the priorities		✓ (R+F)	✓	✓		

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established in the School Improvement Plan						
Submit draft budget to Resources Committee for approval			✓	✓		
Formally approve (and minute approval of) the school's budget plan.	✓					Submitted by the RF
Notifying the approved budget to the LEA by the agreed timescale and any financial forecasts for multi-year periods as requested by the LA.			✓	✓		
Receive and consider budgetary control reports	✓	✓ R&F				Reported at least termly to R&F who will report to full GB
Regular monitoring of expenditure and income against the approved budget.		✓ R&F	✓	✓		
Approving transfer between budget headings (virements) within agreed limits.		✓	✓	✓		Financial limits as per Appendix 1 to the Scheme of Delegation. Virements by HT and Bursar to be notified at the next R&F meeting. Those by the R&F to be

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
						notified to the next GB meeting
Governing Body Procedures						
To draw up instrument of government and any amendments thereafter	✓				Clerk to Governing body	
To appoint (and remove) the chair and vice chair	✓					
To appoint and dismiss the clerk to the Governors	✓					
To hold a Governing Body meeting at least 3 times in a school year	✓					
To review at least once a year the terms of reference and membership of committees.	✓					
To institute a health and safety policy	✓					
Income						
Approving a lettings policy and fees		R&F				
Authorising the write-off of debts	✓					Very rare occurrence
Maintain income records in the format required by the Director of Learning and Children's				✓		

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Services (CFR)						
Information and Communication Systems						
Controlling systems, security and privacy of data			✓	✓		
Registered under Data Protection Legislation			✓			
Insurance						
Reviewing building and liability insurance cover			✓	✓		
Non Public Funds						
Administering non-public funds			✓	✓	Finance Assistant	
Appointing an auditor		✓ R&F				
Receiving audited annual accounts	✓					
Orders and Paying for Goods, Works and Services						
Ensuring that all contracts and agreements conform with the Contract Standing Orders and the Financial Regulations for schools			✓			
Accepting quotations and authorizing orders/contracts for goods, works and services	✓	✓ RF	✓	✓		Financial Limits as per Appendix 1 Scheme of Delegation.

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
under £50000.						
For contracts/goods exceeding £50,000 in any one year the Council's formal invitation to tender is required in line with the Contract Standing Orders	✓					
Ensuring payments are not made unless goods have been received to the correct price, quantity and quality standard				✓		
Paying the correct person and the correct amount supported by invoice				✓		
Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period.				✓		
Salaries, Wages and Pensions						
Headteacher & Deputy Head appointments (selection panel)	✓					
Appoint other staff			✓	✓	Deputyheads	
Agree a pay		✓				

Activity	Gov. Body	Comm ittee(s)	Head	School Business Manager	Staff	Comments
policy		R&F				
Determining staff complement		✓ R&F	✓			
Ensure arrangements for processing salaries are in accordance with Financial Regulations			✓	✓		
Certify pay documents and other time records			✓			
Taxation						
Comply with VAT regulations as advised by the LA				✓		

Appendix 1

Delegation of Governing Body Powers for contracts/purchases up to the value of £50,000

Financial Range	Power delegated to:	Action Required
£0-£5000	Headteacher	When it is reasonable at least 2 quotes shall be obtained. Quotes are not necessary for minor supplies/services where savings would not be cost effective.
£5001-£10000	Resources & Finance Committee	Every effort should be made to obtain at least 3 quotes in writing
£10001-£20000	Resources & Finance Committee subject to an e-mail request to all governors. If any objections received within 14 days go to full Governing Body, otherwise Resources & Finance Committee can go ahead.	Every effort should be made to obtain at least 3 quotes in writing
£20001-£60000	Governing Body	Every effort should be made to obtain at least 3 quotes in writing
£60000+	To be countersigned by LA	

The financial limits for virements will be the same as those described above