

HEADLANDS PRIMARY SCHOOL

DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY



Name of School: Headlands Primary School

Person(s) Responsible:

**Headteacher, Resources Sub Group and
Governing Body as a whole**

Review Date: Sept 2013 (Bi-Annual)

Distribution: Governors and Whole Staff

Web Page: www.headlandsprimary.co.uk

Compiled by Mrs. A. Sly June 08

Reviewed by Resources Sub Group and Annie Sly September 2009 – no changes

Reviewed by Resources Sub Group and Annie Sly September 2011 - minor changes

POLICY REGARDING THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES

The Governing Body of Headlands Primary 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 and properly recorded.

The policy takes into account:

- i) The Northamptonshire scheme for Financing Schools
- ii) Schools' Financial Regulations
- iii) Schools' Financial Procedures
- iv) School's Standing Orders on Procurement and Contracts

The Governors will manage their affairs in accordance with high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are: -

- Openness – open approach to all interested parties in the disclosure of information, that lends itself to necessary scrutiny.
- Integrity – this is best described as both straightforward dealing and completeness.
- Accountability – the process whereby individuals are responsible for Their actions and decisions.

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY

Each governing body is responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the headteacher, and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although it is suggested that the governing body consider delegating as many responsibilities as practicable to the headteacher. The headteacher may then delegate to other staff as appropriate.

In this schedule a shaded box indicates that such delegation is not permitted because of national or NCC regulations or would not be best practice. Where committees exist, the name of the committee to which the function is delegated is specified in the column heading or in the Comments column.

Activities are listed in alphabetical order and not according to level of importance.

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Accounting					
1. Adhering to accounting policies and guidelines issued by the County Treasurer		✓			
2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information.				✓	

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Assets					
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.				✓	
4. Maintaining an inventory of all movable items of equipment and security marking such items.				✓	
5. Checking annually the inventory to verify the location and condition of each item of equipment.				✓	Annually checked by all staff
6. Authorising the disposal of unusable or obsolete equipment included in the inventory (over £100)		✓			
7. Maintaining a record of all property borrowed by staff.				✓	
Audit					
8. Availability of records and documents for inspection by the County Treasurer's Management Audit Section.				✓	
9. Implementing recommendations arising from an audit inspection.	✓				
10. Receiving the report from an audit inspection and the response to the Action Plan.	✓				

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
11. Maintaining a register of pecuniary and business interests for governors.				✓	
12. Maintaining a register of pecuniary and business interests for staff.				✓	
13. Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales.				✓	
14. Maintaining a record of all cash holdings in the school.				✓	
15. Signing of all cheques drawn.	✓		✓	✓	See point 36
Budget					
17. Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the school self evaluation form (SEF) and the Asset Management and Premises Development plans.		✓ Resources			
18. Approving the final budget.	✓				
19. Notifying the approved budget to the LEA by the agreed timescale				✓	
20. Monitoring income and expenditure and ensuring corrective action taken where necessary.		✓			Monitored and reported to Resource Committee on a monthly basis

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
21. Approving transfer between budget headings (virements) within agreed limits.	✓				
Governor Expenses					
22. Establishing procedures for governors to claim expenses		✓			
Income (including lettings)					
23. Approving a lettings policy and fees	✓				Sub committee reviews & recommends changes
24. Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				✓	
25. Notifying Chief Internal Auditor where there is suspicion of money laundering activity.	✓				
26. Writing off of debts	✓				
Information and Communication Systems					
27. Controlling systems, security and privacy of data				✓	
28. Registering under Data Protection legislation				✓	
Insurance					
29. Reviewing insurance cover in the light of a risk assessment				✓	

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Orders and Paying for Goods, Works and Services					
30. Ensuring that all contracts and agreements conform with relevant legislation				✓	AS via LA
31. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £5,000			✓		Requirement for obtaining quotes
32. Accepting quotations/tenders and authorising contracts for goods, works and services between £5,000 and £20,000 in value		✓			£1000 0 £10,000 - 2+ where practical
33. Accepting tenders and authorising contracts for goods, works and services exceeding £20,000 in value	✓				£10,000-20,000 – 3+ required
34. Receipting and custody of all tenders				✓	£20,000 + At least 3 tenders
35. Not making payments unless goods have been received to the correct price, quantity and quality standard				✓	
36. Paying the correct person and the correct amount supported by an invoice				✓	2 Signatories are required for cheques up to the value of £20,000. Over this amount, all 3 are required including Chair of Governors
38. Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period				✓	
39. Approving applications for Business/Credit Cards			✓		

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Salaries, Wages and Pensions					
40. Notifying the County Council of any matters affecting payments to employees				✓	
41. Certifying pay documents and other time records			✓		
42. Approving pay policy and annually reviewing Headteacher's salary	✓				Reviewed by personnel and PM group
Taxation					
43. Complying with VAT and CIT regulations				✓	
Voluntary Funds					
44. Administering of voluntary funds				✓	
45. Appointing an independent Examiner / Auditor	✓				
46. Receiving audited annual accounts		✓			