

# St Michael's C of E School

## Internal Scheme of Delegation

### **The Governing Body**

1. Consideration and approval of budget for the year as presented by the Head Teacher (HT), School Business Manager (SBM) and link governor for Finance.
2. Take appropriate action, as far as possible, to avoid overspending the budget. Reporting of any possible budget deficit to LA, which is forecast to exceed 1% of the total budget (approximately £20,000).
3. Determination of policy on charging and remissions.
4. Maintain a register of pecuniary interests.
5. Approval of written document on financial roles and responsibilities of Governors and school staff.
6. Consideration and approval of expenditure and virements in excess of £25,000.
7. Authority to open bank accounts for Unofficial Funds and to approve or vary signatories to the accounts.
8. Approval of personnel issues.
9. Authority to write off bad debts over £500.
10. Appoint a Pay Committee to review recommendations made by the Headteacher in relation to teachers and staff pay and approve pay review decisions reached by the Pay Committee.
11. Appoint selection panels for the recruitment of the Headteacher.
12. To provide guidance, assistance and challenge to the Headteacher and SBM in all matters relating to budgeting and finance.

13. To contribute towards, and monitor the Learning Improvement Plan / Post Ofsted Action Plan in respect of finance issues.
14. To monitor the budget throughout the year.
15. To receive a summary report from the SBM each quarter on the income and expenditure of all public funds.
16. To prepare and review financial policy statements, including consideration of long term planning and resourcing, and also capital expenditure.
17. To monitor the effectiveness of the school's financial procedures.
18. To ensure the audit of non-public funds and report appropriately to the Governing Body.
19. To enter into contracts above £10,000 (other than a staffing contract) and below £25,000 per annum (above recommend to Governing Body; below by Headteacher).
20. To agree virements between budget headings during the financial year above £10,000.
21. To agree with the Headteacher, a staffing structure for the school which meets the aims of the School's Learning Improvement Plan.
22. To receive and consider reports (e.g. audit reports) and consultation papers from the LEA and other bodies concerning finance issues.

## **The Finance and Premises Committee**

See terms of reference (Appendix 1)

## **The Headteacher**

1. Preparation of draft budget for the school, in accordance with the LA timetables, in consultation with relevant staff for consideration by the Governors.
2. Monitoring and control of spend against the approved budget in consultation with relevant staff. In particular, termly reports must be made to the

Governors. These reports should consider the current and projected position to year end and propose corrective action if necessary to ensure the budget does not overspend.

3. Preparation of timely and comprehensive reports on financial matters to the Governors.
4. To approve placement of all orders up to £10,000. Purchase orders up to the value of £3000 can be delegated to an Assistant Head or the School Business Manager.
5. Authorisation of virements up to £10,000.
6. Closure of school accounts at the year-end in consultation with relevant staff and in accordance with LA timescales. Reporting position to the Governors.
7. Preparation of financial returns required by the LA in consultation with relevant staff.
8. Setting of suitable controls for recording and collection of monies due and movement and banking of monies.
9. Physical security of assets and ensuring the maintenance of an up to date inventory.
10. Approval of bank reconciliations for both the main school account on a monthly basis.
11. Authorisation of payments including employee related expenses. (Head's own personal expenses authorised by the Chair of Governors).
12. Maintenance of comprehensive financial accounts and full supporting financial records.
13. Ensure compliance with Data Protection Act 1984 and General Data Protection Regulations .
14. Ensure maintenance of adequate insurance cover.
15. Authorisation of invoices for payment via RM finance. Cheques and bank payments require two signatories.
16. Authority to write off certain types of debt up to £500. Debts above this must be approved by the Governors.

17. Authorisation of Petty Cash disbursements except those of the Headteacher. This may be delegated to the school Business Manager.
18. Compliance with Financial Regulation for Schools.

### **Assistant Headteachers**

1. To authorise payment of invoices. Cheques and bank payments require two signatories.
2. Authorisation of Petty Cash disbursements to the Headteacher.

### **School Business Manager**

1. Administration of the school account, banking and safe custody of monies. Placing of all orders through the RM finance system. This may be delegated to the finance officer.
2. Manage income from lettings of the school site.
3. Manage and account to governors on the governors fund contribution to the school budget and income received by the school on behalf of the governors.
4. Checking of invoices and arranging for their payment in consultation with the Headteacher; the latter being the authorised signatory.
5. Maintenance of inventory.
6. Preparation of financial returns to be authorised by the Headteacher.
7. Maintenance of comprehensive financial records in respect of all the above matters, including budget monitoring – i.e. proper recording of payments and commitments.

An external Officer may be brought in to assist the SBM in the completion of some or all of the above tasks.

N.B. – The Administration Officer is responsible for updating pupil records.



## Budget Holders

1. Budget holders are authorised to raise purchase requisitions, within limits of their budget, to a maximum of £3,000. Purchase requisitions are to be authorised by the Head or an Assistant Head, or SBM for non curriculum budgets.
2. Preparation of draft budget for areas delegated to them and reporting estimated costs to the Headteacher

Approved by the Governors ..... (Chair)  
 ..... (Date)

## **APPENDIX 1: Terms of Reference**

### **Finance and Premises Sub-Committee**

28 November 2018

- General Terms**
- To act on matters delegated by the full governing body.
  - To liaise and consult with other committees where necessary.
  - To contribute to the Learning Improvement Plan.
  - To consider safeguarding and equalities implications when undertaking all committee functions.

**Membership:** Seven governors including the Headteacher.

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.

**Quorum:** Four governors.

**Chair:** To be confirmed by the Governing Body at its first meeting in the Autumn Term, and to continue in office until a meeting of the Governing Body in the following Autumn Term.

**Clerk:** The Clerk to the Governors.

**Voting and Confidentiality:** All governor members have voting rights. Associate members will not have voting rights. Any decisions must be taken by a majority of votes.

- Meetings and Reporting back:**
- At least four times a year and at least once a term; more often if required.
  - In the absence of the Chair, the committee should choose another Governor to act as chair for that meeting (someone who is not the Head Teacher).
  - In the absence of the Clerk, a Governor shall act as clerk.
  - Draft minutes of each meeting will be circulated with the agenda for the next FGB and be presented by the committee chair.



**Remit: Finance and Premises together**

These two key areas of activity have been combined in one sub-committee because of their overlap. After staff costs, the most significant spending areas in the school are related to Premises.

**Financial policy and planning**

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the Learning Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the Learning Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

**Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS) and to undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by an external audit.

**Premises**



### Preamble

As a voluntary aided school, the governing body is liable for capital expenditure on:

- the existing buildings (internal and external), including those buildings previously known as 'excepted' (kitchens, dining areas, medical/dental rooms, swimming pools, caretakers' dwelling houses)
- perimeter walls and fences, even if they are around the playing fields
- playgrounds
- furniture, fixtures and fittings – including ICT infrastructure and equipment
- other capital items (which can include capital work to boilers or other services)
- The governing body has a legal responsibility for all building work carried out at the school, and should employ appropriately qualified building professionals as consultants.

### Spending Powers

The committee can decide on how to spend the Major Repairs & Maintenance budget once the total sum has been agreed by the Full Governing Body.

The committee can enter into contracts (other than a staffing contract) related to premises, above £10,000 and below £25,000 per annum (above to be recommended to Governing Body for Approval; below delegated to the Head teacher), within the Repairs & Maintenance budget limits set out in the School Budget and agreed by Governors.

Any planned expenditure beyond this agreed higher figure or for other purposes needs to come to the Full Governing Body as a recommendation before it can be spent.

*The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity, and report back to the next committee meeting.*

### **Governors' Delegated Powers**

- To provide support and guidance for the governing body and the headteacher



on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

- To provide Premises support for the school's strategic direction, objectives and Learning Improvement Plan; and making recommendations on accommodation, catering facilities, cleaning, decorating, improvement, development and maintenance.
- To establish and keep under review a Premises Improvement Plan.
- To establish and keep under review an Accessibility Plan.
- To consider, oversee and monitor any and all projects and proposals that affect the fabric and grounds of the school site, including through regular reports from the Site Manager
- To ensure that an external annual inspection of the premises and grounds takes place. Also to ensure that a report is received by a Governor identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- To create a project committee where necessary to oversee any major developments.
- To review, adopt and monitor a Health and Safety policy, Lock-down policy, Lettings Policy and any other policies as the FGB decides fall to the committee.