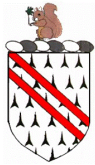


ROLES AND RESPONSIBILITIES



**The Village Federation
of Carsington & Hopton and
Kirk Ireton Primary Schools**



Roles and Responsibilities at The Village Federation

Governing Body

The statutory responsibilities of the Governing Body are detailed in Section 21 of the Education Act 2002. Governors have collective responsibility for the financial decisions and are answerable to parents and the wider community.

The Governors have a strategic responsibility for managing the school finances and resources to optimise the standards of education.

The Governors' role will be to:-

- Manage the school budget. Consider and approve the annual budget plan in line with the School Development Plan, by the second Friday in May each year.
- Decide whether to delegate responsibilities to the Finance Committee, Headteacher, Finance Manager / Bursar and establish the level of responsibility and financial limits.
- To determine the staff establishments in line with the School Development Plan, and a pay policy for the school.
- To determine a procedure for ensuring there are adequate cover arrangements for teaching and support staff absences, taking into account budget limitations.
- Receive and consider information received from the LA regarding changes to the funding formula.
- Ensure accurate accounting records are maintained and retained for appropriate periods of time.
- To provide support, advice, and act as a 'critical friend' to the Headteacher.
- Receive budget monitoring reports and consider changes to the budget plan in the light of information contained in the monitoring reports.
- Ensure the school meets all the statutory financial responsibilities through the establishment and annual review of a financial policy and financial procedures, taking into account the LA financial regulations.
- Ensure the school achieves 'Best Value' from its budget.
- Ensure that a Register of Business Interests is maintained for all governors and those staff who are in a position to influence financial decisions.
- Ensure that prompt responses are made where necessary to audit and other inspections, and improvement action plans are followed.
- Authorise the disposal of inventory items and "written off stock".
- Ensure that a Statement of Internal Control is considered and signed annually by the Chair of Governors, Chair of Finance Committee and Headteacher.
- Ensure the school has an appropriate Confidential Reporting Code or 'Whistle Blowing' policy, and staff are made aware of it.

The Governing Body can delegate some of its responsibilities to a Committee (Finance or Resources). If this decision is taken, the main Governing Body will:-

- Define the terms of reference of the Committee.
- Define the extent of delegation
- Ensure the main Governing Body receives minutes and reports from the Committee.
- Annually review the Committee's remit and responsibilities.
- Ensure there is a formal link between the Committee and other Governors' Committees where decisions of one affect the other.

Role of the Headteacher

The Headteacher will be responsible for the day to day leadership and financial management of the school. The level of those responsibilities and maximum limits of expenditure will be determined by the Governing Body and formally minuted.

The key responsibilities of the Headteacher will be:-

- The internal organisation of the school to ensure the sound management of financial systems and procedures.
- Formulate the draft budget plan for submission to the Governors in line with the School Improvement Plan and agreed staffing establishments.
- To monitor the school budget monthly and provide reports to the Governors / Finance Committee each half-term.
- Formulate and implement financial policies and procedures to ensure efficient and effective management and control.
- To ensure there is adequate supply cover for teaching and support staff absences in line with Governors' procedures and strategies.
- Ensure all staff with financial responsibilities receive training and advice on financial policies and procedures.
- Manage the school's voluntary funds and ensure they are independently audited and reports presented to the Governors.
- Implement budget virements up to **£1000** as agreed by the Governors and obtain Governors' approval for virements above that level.
- Respond to the audit reports and action plans and provide reports to the Governors.
- Ensure the maintenance of an up to date inventory of equipment which is reviewed annually.
- Ensure the school has appropriate insurance cover for public liability, building and contents etc.
- To sign official orders for the purchase of goods and services up to the limit of **£1000**. The Governors will be responsible for approving orders above that limit.
- **To authorise the payment of utility bills even when these exceed the normal spending limit of £1000. This includes telephone, internet (and associated connection costs), oil and electricity bills.***
- Be responsible for the authorisation of employee timesheets / starters / leavers / changes forms.
- Ensure that the following key financial documents are drawn up for consideration and approval by the Governors:
 - (a) Best value Statement.
 - (b) Statement of Internal Control

*The senior teacher is also responsible for performing these function if necessary.

Role of the Bursar / Finance Manager

The level of responsibility of the Bursar / Finance Manager will be determined by the School Governors on the advice of the Headteacher who will be the employee's Line Manager. The Bursar may be given responsibility for a level of expenditure determined by the Governing Body and formally minuted.

The key responsibilities of the Bursar / Finance Manager are:-

- The general administration of the school finance systems and procedures ensuring good practice and efficiency.
- Working with the Headteacher to formulate a draft annual budget plan for submission to the Governing Body.
- To maintain accurate and up to date financial records and accounts which will be retained for the statutory length of time.
- To monitor expenditure against budget headings in respect of the school's formula budget and Standards Funding, and provide reports to the Headteacher.
- To sign official orders for the purchase of goods and services up to the limit of **£200**. The Headteacher and Governors will be responsible for orders above that limit.
- The management and training of staff with financial responsibilities under the guidance of the Headteacher.
- Work with the Headteacher to respond to audit reports and action plans.
- Maintain the school inventory in conjunction with the Headteacher and assist with its annual review.
- Maintain the school Imprest / petty cash system and provide reports for the Headteacher.
- To bank all cash income, working with a second employee where necessary for verification purposes ensuring cash held in school is securely stored and does not exceed **£500**.
- Ensure invoices are paid promptly in line with the school's financial procedures.
- Ensure all SAP "postings" are checked and 'signed off'.
- Be responsible for the completion of all employee leaver / starter / changes forms for authorisation by the Headteacher and onward submission to the LA Personnel Section.