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# CHALONER PRIMARY SCHOOL

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## SCHEME OF DELEGATION

**Reviewed December 18**

**Approved -**

NOVEMBER 29, 2018  
CHALONER PRIMARY SCHOOL  
Wilton Lane, Guisborough. TS14 6JA

## **SCHEME OF DELEGATION FOR CHALONER PRIMARY SCHOOL**

### **1. GOVERNING BODY STRUCTURE AND REMIT**

- 1.1 Refer to the Governing Body membership, full Governing Body and Finance Committee remits, roles and memberships of any working parties.
- 1.2 The membership and remits for the governing body and its committees are reviewed annually.
- 1.3 Governors receive seven days' written notice of all meetings including committee meetings. Written agendas and all associated papers are usually issued to governors seven days in advance for meetings with additional papers tabled on the day of the meeting. A timetable of governing body meetings is scheduled to fit in with the annual financial management cycle.
- 1.4 A clerk takes minutes of full governing body meetings, the minutes are approved as accurate at each subsequent meeting and a signed copy kept on file.
- 1.5 New governors receive an induction pack from the School Governors Service as part of a Service Level Agreement.
- 1.6 Governors annually review and assess the recommended financial competencies to identify training requirements to ensure that collectively all the necessary competencies are possessed. Update financial training is provided to governors via newsletters, briefings, etc. Training is funded from the school budget share.

### **2. ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY**

- 2.01 The Redcar & Cleveland BC School Funding Framework and Bank Account Scheme sets out the relationship between the LA and its schools along with the financial procedures school must adhere to. These documents are made available to all school staff and governors, and provide the basis of all financial processes within school. Governors are periodically asked to consider changes to the Framework during formal consultation procedures.
- 2.02 This Scheme of Delegation represents the written financial procedures of the school. It is approved by the Finance Committee and reviewed and updated by them annually. All staff and governors are aware of these procedures and kept informed of any changes relating to them. New staff and governors will receive training regarding the implementation of these procedures and how it affects them.
- 2.03 The Governing Body is responsible for the planning and operation of the school's delegated budget and for ensuring that proper records are maintained. The Finance Committee is empowered to take decisions on behalf of the Governing Body, reporting back to full Governing Body meetings in the form of committee reports. The governing body must approve the budget and has delegated the authority to do so to the Finance Committee. The budget plan forms part of the minutes of the meeting at which approval was given.

- 2.04 A register of pecuniary interests is maintained for the governors and staff. An opportunity is offered for interests to be declared at the beginning of each finance meeting.
- 2.05 The Head Teacher is responsible to the Governing Body for ensuring that LA accounting instructions and standing orders are implemented.
- 2.06 The Head Teacher is responsible for the day to day management of the agreed budget plan and works within that framework, as delegated by the Governing Body. Any major plans for spending, virement or allocation from reserves, up to a maximum of £10,000 will be discussed with the Finance Committee.
- 2.07 The Head Teacher is responsible for the overall supervision of the day to day running of the financial affairs of the school including:
- delegation of specific financial responsibilities to members of staff commensurate with their position
  - monitoring of the financial position of the school on a regular basis (i.e. monthly) and completing occasional secondary checks
  - responsibility for the preparation and presentation of financial reports to the Finance Committee with assistance from the School Business & Finance Manager and the Schools Finance Consortium
  - report to the Chair of Governors and the Finance Committee:
    - any material failure of a member of staff to comply with these financial procedures
    - any circumstances that will adversely affect the school finances or any other issue of concern regarding the school budget.
  - The Deputy Head will undertake all financial duties normally undertaken by the Head Teacher in their absence.
- 2.08 The School Business & Finance Manager is responsible to the Head Teacher for monitoring the day to day records of the school and also:
- reconciling them with the local authority accounts up to 31.3.18 and to the local bank account from the 1.4.18
  - maintenance of the schools accounting system (SIMS FMS)
  - implementation of the schools' financial procedures
  - assist the Head Teacher in the preparation of financial reports to governors
- The Administration Assistant is responsible to the Head Teacher and undertakes the following financial duties:
- record pupil attendance data
  - completes the dinner money returns and banks dinner money
- 2.09 The Head Teacher manages the school finances in a prudent way in order to minimise the risk of deficit, loss or an ineffective use of resources.
- 2.10 All members of school finance staff attend financial training to ensure that skills are kept up to date and sufficient to implement these written procedures. Recommended financial competancies are reviewed to identify training requirements to ensure that all the necessary competancies are possessed. Training is funded from the school budget share.
- 2.11 Finance Committee meetings are clerked by a member of the committee and minuted, the minutes are approved as accurate at each subsequent meeting and a signed copy kept on file.

- 2.12 The RCBC Whistle Blowing Policy (i.e. via Expolink dated October 2015) is circulated to all school staff and governors.
- 2.13 The schools' financial management staffing needs and structure is reviewed periodically.

### **3. BUDGET AND SCHOOL IMPROVEMENT PLANS**

- 3.01 The school has a School Improvement Plan - a written statement of its aims and objectives covering at least three years. It sets out the school's educational goals and indicates the intended use of resources to achieve them. The SIP is written in sufficient detail to provide a basis for developing the annual budget plan. There is a clear identifiable link between the SIP and the annual budget plan.
- 3.02 The budget has a controlling influence over the whole cycle of school affairs. Budgetary control is a continuous process in which the school reviews and adjusts budgetary targets during the financial year. The process of allocating the budget is not simply an incremental process from one year to the next, but reflects, in monetary terms, the school's aims and objectives within the available resources. As the School Improvement Plan may lead to changes in priorities for expenditure in successive years, the emphasis is on the objectives that the school wants to achieve rather than on the monetary inputs. Otherwise the Governing Body will be unable to assess whether requests for expenditure are warranted and in line with overall objectives and whether value for money is being obtained from the budget.
- 3.03 The school aims to make the most effective use of resources possible, in order to achieve the aims and objectives of the School Improvement Plan. The school makes use of benchmarking data to inform financial planning.
- 3.04 It is prudent to maintain a contingency against emergencies as part of normal budget planning. The level of reserve is agreed by the Finance Committee, but should not, generally, be more than 2% of the initial allocation for any one year. Any surplus exceeding 8% (Primary Schools) of allocation will require detailed explanation and inclusion in the School Improvement Plan. This information will then be reported to the local authority on the Utilisation of Balances submitted with the budget papers as part of the excessive balance clawback mechanism.
- 3.05 Strategic planning begins in summer by reviewing and evaluating progress made in past and current academic years and setting targets to be achieved in the short, medium and long term.
- 3.06 Priorities are listed in the SIP along with the reasons why.
- 3.07 The development plan is completed with the consideration of the staff, Governors and other stakeholders (such as pupils or parents) by early autumn. At this stage, the school will be prioritising targets and costing the resource implications.
- 3.08 The final Improvement Plan will be presented to the full Governing Body for approval at the start of the new academic year.
- 3.09 The Head Teacher and School Business manager prepare a strategic (3year) budget in the autumn term to ensure the SIP targets are financially viable. A detailed annual budget plan is prepared in March. The plans are discussed and agreed with the Finance Committee.

- 3.10 The annual budget plan will incorporate information included in the budget packs sent out by the LA by the 1<sup>st</sup> March each year.
- 3.11 The annual budget is balanced and incorporates any unspent balances from the previous year.
- 3.12 The budget must **NOT** exceed the funding available, i.e. the LA allocation plus or minus any surplus or deficit brought forward. It is illegal to set a deficit budget, that is where the plan exceeds allocation and outturn, therefore the plan must be revised so that it comes within available funds.
- 3.13 If the school goes into deficit, a recovery plan will be agreed with the governing body and the LA.
- 3.14 The budget plan must be submitted to the Finance Committee for approval before the start of the new financial year. The plan will be signed by the committee Chairman as approved and retained as part of the minutes of that meeting.
- 3.15 A copy of the budget plan, as approved by the Governing Body, is to be submitted to the LA by the 10<sup>th</sup> May. The LA is also copied the Budget Assumption Statement / Utilisation of Balances signed by the Head Teacher and chair of the finance committee or substitute in not available.
- 3.16 All additional funding delegated to the school by the LA should be reported to the finance committee and incorporated into financial planning. This includes funding such as Pupil Premium Grant, UIFSM and Sports Premium.
- 3.17 The finance committee are to receive regular (at least termly) reports from the HT on the school's income and expenditure, showing a comparison of these against the budget estimates with suggestions where to take remedial action as necessary. These reports take the format of a SIMS FINDET and are retained as part of the minutes of the meetings.
- 3.18 The SIMS FMS system is kept up to date so that management information is as accurate as possible. Accuracy of data in FMS can be maintained by ensuring fund totals are correct, reconciliation and suspense processing is kept up to date, reconciliation to LA records (using an Agresso Objrep) or the bank a/c (using a statement) and processing routine documents (such as invoices, income, income) promptly.
- 3.19 Funds are not delegated to heads of department/teachers/other staff.
- 3.20 Virement within the budget plan or allocating from reserves can be carried out by the Head Teacher, up to a maximum of £10,000 per item and is reported to the finance committee. Any virement or allocation from reserves over this figure requires the prior approval of the Finance committee.
- 3.21 Feedback is invited from the Governors and the staff on reliability and relevance of the financial information that they receive.
- 3.22 Any need to make major policy changes is to be reported to the Governing Body.
- 3.23 Capital expenditure is only made from delegated budgets (e.g. Devolved Capital).
- 3.24 Purchases of significant value may be funded through the LA's large purchase scheme.

#### **4. INTERNAL FINANCIAL CONTROL**

- 4.01 Where possible, there should be division of duties.
- 4.02 All staff involved in financial procedures will be trained in and made aware of the notes of guidance.
- 4.03 Arrangements are in place so that sufficient staff are aware of the day to day financial procedures so as to be able to operate them in case of absence.
- 4.04 The school maintains a list of authorised signatories in the prescribed format – See the bank mandate
- 4.05 Any alterations to the records will be done clearly and in permanent form.
- 4.06 Documents relating to previous years are not to be destroyed, but archived and held for the period recommended by the LA and in-line with the Information and Records Management Society guidelines. Currently this is six years plus current year.
- 4.07 All financial transactions are to be traceable from the original documentation to the accounting records.
- 4.08 Only the Head Teacher, SBM and any designated deputy have access to the accounting records.
- 4.09 The Governors will undertake an annual assessment of the Schools Financial Value Standard (SFVS) and ensure a completed copy of the Assessment Form is sent to the local authority by 31 March each year.

#### **5. INSURANCE**

- 5.01 Since funding for insurance was delegated to schools, the East Cleveland Co-Operative trust as a collective negotiates with providers to arrange suitable insurance cover for school.
- 5.02 The governors will consider whether or not to insure any risks not covered by the existing policy.
- 5.03 The school will notify the insurance provider, currently Zurich, of new risks.
- 5.04 Anyone doing car journeys on official business must be covered for business use before any mileage is undertaken, regardless of whether mileage expenses are claimed.

#### **6. COMPUTER SYSTEMS**

- 6.01 The school and the Governing Body must be registered in accordance with the Data Protection Act 1989 and the requirements of GDPR from May 2018. It is the duty of the school to maintain the registration. The Act covers all personal data held in any format, computerised or other, so all staff need to be aware of the principles of the Act.
- 6.02 All staff who have access to personnel data sign the Authorities form of undertaking. The forms are retained by Administration staff.
- 6.03 Any software used by the school, on any computer system, including those in classrooms, must be properly licensed to the school. A notice forbidding the use of unauthorised software will be displayed in school.

- 6.04 The school's IT support provider, currently Laurence Jackson School, ensure nightly backups of SIMS system data.
- 6.05 The SBM sets up access rights and levels to SIMS modules as is deemed necessary. A review of access rights is to be undertaken every time there is a staffing change which impacts on the use of the IMS system. If there are no changes to be made, the review should be done annually.
- 6.06 Each user should have their own password which must not be disclosed to anyone else.
- 6.07 Passwords should be changed regularly, at least termly.

## **7. PURCHASING**

- 7.01 Through using a variety of sources, catalogues, advice and quotations the school will endeavour to obtain value for money by applying the principles of Best Value before being committed to a purchase.
- 7.02 Quotations for expensive items will be considered by the Governors' Finance committee. The LA'S large purchase scheme can also be used for such items.
- 7.03 The school will not enter into any lease or hire purchase agreements unless the Director of Corporate Resources has checked and counter signed documentation.
- 7.04 The school must comply with standing orders as to tendering for any purchase over £10,000 where 3 quotes must be obtained. The school will refer to the Local Authorities Fair Funding Framework for additional requirements for higher amounts.
- 7.05 All orders are processed on the official order format i.e. through the SIMS FMS system.
- 7.06 Verbal or telephone orders are kept to a minimum but are always entered in the schools SIMS FMS system in order to record a commitment.
- 7.07 No private orders may be placed in any circumstances.
- 7.08 The SBM is responsible for the completion of order forms prior to dispatch.
- 7.09 The Head Teacher is the responsible signatory for orders. In the heads absence it is a designated deputy who signs and authorises them. It is the responsibility of signatories to ensure that commitments do not exceed funds available.
- 7.10 All committed expenditure is recorded in the SIMS FMS.
- 7.11 The Administrator or member of staff who has placed the order when unpacking or receiving services ensures that they have been received as ordered by marking off the goods against a copy of the order. Any shortages or discrepancies should be noted in writing.
- 7.12 The SBM processes invoices for payment after first checking that goods or services have been received.

Match the order number.  
Expenditure has been properly incurred.

Prices are correct, VAT is correct.  
The invoice is properly coded.  
Copy orders are correct.  
Discounts, where applicable, have been accounted for.

- 7.13 The SBM prepares the invoices ready for certification.
- 7.14 The Head Teacher, SBM or one of the authorised signatories are responsible for the examination and verification of invoices before they authorise them for payment.
- 7.15 The SIMS FMS system automatically shows the stage that invoices are at, including paid on reconciliation.
- 7.16 Statements and photocopied invoices are not used, the only exception is if an invoice cannot be traced and the supplier is asked to provide a copy of the original or if an invoice has been received from the LA, in which case it can be reused on a monthly basis as long as the payment has been made in full by the end of the financial year.
- 7.17 After processing, the invoices should be promptly dispatched.

## **8. PERSONNEL**

- 8.01 The Governing Body is responsible for the administration of personnel activities including appointments, terminations and promotions. The Finance Committee committee considers all of these issues, delegating the administration to the Head Teacher.
- 8.02 Personal files must be held securely in the Head Teachers office or in a lockable cabinet in the SBM's office
- 8.03 It is the signature of the Head Teacher or the deputy that will endorse all documents relating to personnel activities after they have been prepared by the SBM.
- 8.04 Payroll transactions are currently processed through the LA's payroll system until 31<sup>st</sup> August 18. From September an external provider will be in place.
- 8.05 All staff contracts are entered into the Personnel Module of the SIMS.net and updated regularly to ensure that accurate commitments are raised in SIMS FMS.
- 8.06 As part of the reconciliation procedure between SIMS and Agresso, payroll transactions will be checked to ensure that all payroll costs have been accurately charged.
- 8.07 Comparisons of staffing commitments in SIMS to actual payments will be done at least termly to confirm data held in the Personnel Module is correct.

## **9. THE SECURITY OF STOCKS AND OTHER PROPERTY**

- 9.01 The Head Teacher and SBM are responsible for the safe custody of cash and other property belonging to the school. When cash has to be held on site overnight then the money will be securely locked in the school safe or a drawer. Small amounts of dinner money held during the week is also to be kept in a locked cash box.

- 9.02 Inventories are maintained of major items and attractive portable items of equipment. Items like this will be security marked. Any new purchases will be entered into the inventory before being put into use, with make, model and serial number being noted.
- 9.03 A physical check will be carried out annually of items against the inventory and any discrepancies noted and reported.
- 9.04 Any school property taken off the site e.g. computers, musical instruments etc. will be signed out in a register.
- 9.05 The Governing Body must authorise any write offs or disposal of surplus stock and equipment and the inventory updated accordingly.
- 9.06 Safes and cash boxes have the keys removed and cash boxes are stored out of sight. Keys are kept in a secure place and the loss of keys reported immediately.

## **10. INCOME**

- 10.01 The Governing Body have set out the charging policy for goods and services. The Head Teacher is responsible to the Governing Body for receipt and recording of any income collected as set out in this policy.
- 10.02 The Administrator on receipt of any income into school completes a Cash Breakdown sheet and signs to confirm monies received. The SBM or another member of staff then recounts the money and signs to confirm the amount. The administrator then completes the banking paying in slips and seals the bag for collection by Security plus+. Nb. This is currently once a week on a Friday. The SBM reconciles the income to the bank statements and rechecks the amounts were as the Cash Breakdown sheet. The income is then paid into the appropriate cost centre in the school budget.
- 10.03 Where invoices are required an external invoice is raised promptly.
- 10.04 Debts are only written off in accordance with LA regulations (i.e. under £100 by the governing body and over £100 by the LA). Records are kept of any debt written off.
- 10.05 SIMS receipts are retained for information. Official manual pre numbered receipts are issued for all significant, i.e. over £5 monies collected.
- 10.06 All money transfers between staff are signed for.
- 10.07 Receipts and other records of income are retained while previous years will be archived.
- 10.08 All income must be banked on a weekly basis using Security Plus+ collection system for School income and The post Office for Private School Fund Income
- 10.09 Unbanked cash and cheques are locked away to guard against potential theft.
- 10.10 Any money collected is not used for the encashment of personal cheques or payments, but is banked intact.
- 10.11 Amounts collected are reconciled with amounts paid into the bank. Paying in slips split amounts for cheques, Notes and cash. Cheques are identifiable by reference to receipt numbers and the names of the drawers and cash by reference to the receipt.

10.12 All income is recorded against the school budget share in the SIMS system as soon as is practicable.

## **11. IMPREST ACCOUNT**

11.01 The school does not hold an Imprest Account

## **12. PETTY CASH**

12.01 The school does not hold a petty cash float

## **13. VOLUNTARY FUNDS/PRIVATE SCHOOL FUNDS**

13.01 The Governing Body is responsible for the control of all Voluntary School Funds, including the official Private School Fund.

13.02 A treasurer has been appointed for all voluntary funds.

13.03 A set of accounts in the format approved by the Governors will be drawn up annually.

13.06 The accounts are audited annually.

13.07 The audited accounts are to be submitted to the Governing Body within 3 months of every year end and copied to the LA.

13.08 Any irregularities will be reported to the Redcar & Cleveland Internal Audit Service.

13.09 Voluntary funds and related records are maintained entirely separately to official school funds. Under no circumstances will monies be transferred between voluntary and official funds.

13.20 Where deemed necessary insurance arrangements are to be made.

## **14. BANK ACCOUNT**

14.01 The school has a bank account with Lloyds Bank from the 1<sup>st</sup> April 2018

14.02 The account has five authorised signatories and requires two signatories for any transactions

14.03 The School Business Manager will be the main user on the account and is registered for online banking

14.04 Invoices requiring payment are initialled by the School Business manager when input into the FMS system

14.05 Following input - the FMS system produces a BACS report which details the invoices due for payment

14.06 This report is signed by two signatories on the account prior to any payments being made from the bank account.

14.07 Once the BACS report has been authorised. The School Business Manager will use the online banking system to process the invoices for payment using the invoice date for payment terms

14.08 The online banking system produces a report on the invoices passed for payment which is signed by the head teacher as a double authorisation check. The invoices are then dated and initialled to show that that they have paid.

14.09 The bank account will be reconciled on a monthly basis by the School Business Manager in line with the Local Authority Bank Account Scheme and reviewed and rechecked by the Finance Officer from the Finance Consortium as a double authorisation check.

14.10 VAT reports will be submitted by the School Business Manager to the Local Authority by the 8<sup>th</sup> of each month.

14.11 The monthly reconciliation of the bank account will be reported to governors at each termly meeting and any issues reported.

## 15. STAFF EXPENSES

15.01 It is not recommended that staff should purchase any items for the school using their own money

15.02 If an item is purchased.  
The member of staff should bring the receipt into the school office.

15.03 An expense form must be completed giving the following details

- Receipt Date
- Company/Retailer
- Description
- Amount

15.04 The receipt is then attached to the expense form and passed onto the head teacher for authorisation (Signed and dated)

15.05 Once authorised, the form is given back to the School Business Manager for payment.

15.06 The expense must be entered into the FMS system in the month it relates to.

15.07 The date the expense is input into FMS is written on the expense form and initialled by the School Business Manager

15.08 Payments for staff expenses will be actioned once a month

15.09 This will be done via BACS transfer made directly into the employees account.

15.10 The expense payment must be reconciled to the bank on a monthly basis and the date reconciled recorded on the expense form.

## 16. CHARGE CARD

16.01 The school has two charge card linked to the Lloyds bank account

16.02 The cards are registered to The School Business Manager and the Headteacher

16.03 If an item is purchased using the card a receipt must be printed for VAT purposes

16.04 An expense form must be completed giving the following details

- Receipt Date
- Company/Retailer

- Description
- Amount

16.05 The receipt is then attached to the expense form and passed onto the head teacher for authorisation (Signed and dated)

16.06 Once authorised, The expense must be entered into the FMS system in the month it relates to.

16.07 The date the expense is input into FMS is written on the expense form and initialled by the School Business Manager

16.09 At the end of each month an automatic direct debit will go through to clear the charge card account.

16.10 The charge card transactions are reconciled between the bank account and FMS system on a monthly basis.

**SIGNATORY LIST**

**RCBC CHALONER PRIMARY SCHOOL**

**LLOYDS BANK**

**SORT CODE: 30-95-56**

**ACCOUNT NUMBER 35583160**

Two signatories are required for the School Account.

MRS M PARKER	- HEAD TEACHER
Mrs C SAUNDERS	- SCHOOL BUSINESS MANAGER
MRS L DALEY	- DEPUTY HEAD TEACHER
MRS L ROBERTS	- CLASSROOM TEACHER
MR JOHN SAMPSON	- DIRECTOR OF FINANCE (LA)

**CHALONER SCHOOL FUND**

**YORKSHIRE BANK**

**SORT CODE: 05-04-46**

**ACCOUNT NUMBER: 16022264**

Two signatories to sign a cheque.

MISS K LIMBERT	- CLASS TEACHER
MRS L ROBERTS	- CLASS TEACHER

## SUMMARY OF THE SCHEME OF DELEGATION

	Full Governing Body	Finance Committee	Head	Deputy Head*	School Business Manager	Notes
<b>BUDGET</b>						
Approval of Annual Budget/3 Year Plan		✓				Delegated authority
Variations to budget heads (Virement) over £10,000.		✓				Delegated authority
Variations to budget heads (Virement) under £10,000.			✓	✓		Delegated authority
<b>EXPENDITURE</b>						
All expenditure must be approved and incurred in accordance with The School Funding Framework June 2013						
Authorise expenditure Over £60,000		✓			✓	This will include authorisation to pay the monthly payroll from September 18
Authorise expenditure up to £60,000		✓			✓	
Authorise expenditure up to £10,000		✓			✓	At least 3 quotations
Authorise expenditure above £5,000		✓			✓	
Authorise expenditure Up to £5,000			✓	✓	✓	Orders authorised by Head
Authorise Petty Cash up to £100			✓	✓	✓	
<b>STAFFING</b>						
Appointment and salary of Head Teacher	✓					
Appointment and salary of all permanent staff			✓			
Appointment and salary of temporary staff			✓			
Appointment and salary of supply staff			✓			

\* In absence of Head