

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

FINANCIAL RESPONSIBILITIES AND SCHEMES OF DELEGATION POLICY

September 2018

Written/Updated: October 2018
Review Date: October 2019
Lead: Headteacher
Via: Finance and Premises

'from potential to reality'

Tapping Way, Warwick, Warwickshire, CV34 6XR
Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesford-elearning.net **Web:** www.aylesfordschool.org.uk
A charitable company registered in England and Wales, company number 7848367
Headteacher: Steven Hall BSc MA

Financial Responsibilities and Schemes of Delegation

Section A Policy

The aim of this policy is to ensure compliance with the legal responsibilities as prescribed in the Academies Financial Handbook (2018) and Aylesford School's Financial Procedures Manual.

Section B Responsibilities and Authorities

This section is to ensure the responsibilities of the Governing Body, its committees, Headteacher and staff are clearly defined and that the limits of the delegated authority are firmly established.

The Governing body shall meet at least four times per year.

The Responsibilities of the Governing Body are as follows:-

- Determine school policy for the management of the school in conjunction with the Headteacher.
- Each year produce a School Development Plan (SDP), in association with the Headteacher and staff, to set the targets for the school during the next one to three years.
- Act as a link between the school and the local community.
- Hearing complaints from parents, including appeals when pupils are excluded from school.
- Ensuring that the academy offers a broad and balanced curriculum in keeping with the Articles of Association.
- Agreement of the school charging, discipline, equal opportunities and sex education policies.
- Deciding the starting and finishing times of school.
- Helping to select the staff employed at the school.
- Developing and discipline of staff (including Performance Management.)
- Controlling the school premises and ensuring it is safe and healthy.
- Maintaining the school prospectus, records, admissions and attendance.
- Provide information required by the LA and ESFA.
- Meet all expectations as outlined in the Academy Funding Agreement.

The Governing Body shall appoint two committees that shall meet at least once per term. They shall work in conjunction with the Headteacher, act within their delegated authority and report to the Full Governing Body by way of minutes of their meetings. The duties of the committees and Headteacher shall be set out in the terms of reference for each committee.

HEADTEACHER

Headteachers already have powers in relation to the day-to-day management of the curriculum and staff by virtue of their office.

- The governing body delegates the responsibility of staff appointments to the Headteacher and is represented on interview panels for more senior appointments in the school.
- The Headteacher shall have responsibility for all other appointments and convene appropriate panels.
- The Headteacher can authorise movement of funds between budget areas up to the value of £50,000, anything over this figure must have the approval of the Governing Body.
- The Headteacher shall be authorised to enter into expenditure relating to items approved in the budget/School Improvement Plan. The Headteacher shall be authorised to approve any items up to £50,000.
- The Headteacher shall seek approval from the Full Governing Body for spending on exceptional items above £50,000.
- The Headteacher along with other specific persons as stated in the Procurement Policy shall be authorised to receive and open tenders.
- The Headteacher is responsible to the governing body for ensuring that sound financial controls are in place.

BUSINESS MANAGER

The role of the Business Manager includes responsibility for:-

- The day to day management of financial issues, procedures and finance strategies are delegated to the Finance Officer.
- The management of the academy's financial position.
- The preparation of monthly management accounts are delegated to the Finance Officer.
- The management of all payroll issues, liaison with the payroll agency ensuring all monthly checks and controls are in place.
- The maintenance of effective systems of internal control and statutory returns to the DfE/ESFA and Companies House.
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy.

Section C Budget Management

The governing body shall through its Finance and Premises committee undertake the following responsibilities for budget management:-

- Approve an annual budget and ensure a three year budget plan is drafted which must reflect the school objectives and priorities as detailed within the school's SDP and recommend this to the full governing body for ratification.
- To monitor income and expenditure against budgeted plans and report on a regular basis to the full Governing body drawing attention to significant anomalies from the anticipated position.

- To review the school's financial systems and practices against the standards set out in the Financial Procedures Manual and make recommendations to the governing body on any changes required.

Section D Internal Financial Controls

The governing body shall ensure that, through the Headteacher, sound financial controls are in place. Such controls should seek to include:-

- Ensuring that segregation of duties is in place wherever possible and practical to avoid fraud and corruption.
- Ensuring all spending represents value for money and follows procedures outlined in the Procurement Policy.
- Ensuring all pecuniary interests are declared at each meeting.
- All financial transactions should be properly authorised, documented and correctly recorded.
- The school should maintain all accounting records and hold them securely, including those held as computer files. All computer files must be adequately backed-up as outlined in the Financial Procedure Manual.
- Wherever possible all critical paper-based working files and records should be kept under fire-proof storage conditions.
- All systems and procedures should be properly documented.
- All records should be retained to comply with statutory requirements or in accordance with ESFA instructions.
- Assessment of risk is completed and authorised by Chair of Governors on an annual basis and should include consideration of audit recommendations.
- Receipt and response to reports from Auditors.
- Monitoring all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds.
- Approving the writing off of irrecoverable debts at levels defined in the Financial Procedures Manual.

Section E Risk Management and Insurance

The governing body shall ensure that it reviews for the school their exposure to such risks as third party liability, property, money and personal accident on at least an annual basis. It also ensures a risk register is maintained and reviewed annually by the Finance and Premises sub-committee

Insurance for the school is currently arranged through Solihull Metropolitan Borough Council as referenced in detail through the Financial Procedures Manual.

Section F Computer Systems and Data Protection

The use of computer systems, particularly administrative systems requires the registration as a data controller of the governing body and the Headteacher under the Data Protection Act 1998.

- Virtual Backup Servers are securely locked in two separate locations within the school campus to reduce risk of force majeure.
- Disaster recovery cover is addressed in the Serious Incident and Business Continuity Plan.
- Computers used in the school, especially for administrative or accounting purposes, must be used only by authorised personnel (as authorised by the Headteacher) and with the correct passwords.
- Only authorised software should be used in order to prevent computer viruses being imported.

Section G Procurement

The governing body shall ensure that every practical effort is made to ensure that it obtains best value for money when making purchases as outlined in the Procurement Policy and Financial Procedures Manual.

- Where the value of a purchase exceeds £2,000 the Headteacher shall obtain written quotations if appropriate but all authorisations shall be subject to those limits set in Section B.
- Procedures for the handling of tenders are included in Headteacher's duties in Section B.
- Purchase ordering procedures are subject to Internal Financial Controls as outlined in Section D and in detail in the Financial Procedures Manual.

Section H Personnel Procedures

The governing body through its standards Personnel and Curriculum committee shall ensure that the administration of personnel activities are correctly performed with respect to its personnel policies.

- The administration of the payroll is performed by WCC Payroll Services and checks/controls performed by the Business Manager and/or Finance Officer and HR Officer.
- All documents relating to authorised changes to the payroll must be signed by either the Headteacher or the Chair of Governors.
- The Headteacher shall at regular intervals, check the payroll details to ensure its correctness.

Section I Security of Assets

The Headteacher is responsible to the governing body for ensuring the safe custody and control over cash and other property belonging to the school as outlined in the Financial Procedures Manual.

- **Deleted**The Headteacher shall ensure that stock of uniform is kept at a reasonable level with records maintained and subjected to at least one annual stock check. A certified record of that stock check should be kept within the school records and is presented for audit each year.**Deleted**
- All equipment assets of a portable nature and of a value of over £100 should be listed on a regularly updated inventory. Such items shall be stored within the perimeter of the alarmed area outside of normal school hours.
- A fixed asset register of all listed items of £1,000 or over is maintained and submitted for an annual audit check.

- All cash and cheque books shall be kept in the school safe, the keys to the safe shall be held by the Headteacher, Business Manager, Finance Officer and Finance Assistant.
- Keys to the school premises shall be held by:-
 - ◆ Headteacher
 - ◆ Deputy Headteacher
 - ◆ Business Manager
 - ◆ Caretakers
- All key holders should normally carry keys on their person; keys for secure areas (safe and store rooms etc.) should not be left unattended in the vicinity of that area. The loss of any keys should be reported immediately to the Headteacher and the Business Manager.

Section J Cash Handling and Banking

The Headteacher shall be responsible to the governing body for ensuring that all collections of income are recorded and banked promptly and completely, as outlined in the Financial Procedures Manual.

- Such monies brought into school in respect of such things as sponsored walk, trips, PTA events and parental contributions to activities etc should be handed in to the general office as soon as possible. Parents will be encouraged to use Parent Pay as a means of payment electronically.
- Upon receipt in Student Services, the money shall be held securely in the holding safe until checked and recorded by the Finance Assistant.
- All monies collected shall be banked at the very minimum on a weekly basis.
- The paying-in slips shall be reconciled against the monthly statement received from the bank.
- Income collections should not be used for the encashment of personal cheques or for other payment.
- Cash held in the school safe should not exceed £1,000 which is the limit for insurance cover.
- Petty cash reimbursement claims must be made via the Finance Officer or Finance Assistant, limit not exceeding £30. Exceptional requests for cash exceeding £30 may be made when no alternative method of purchase is possible. In these circumstances a petty cash request form must be authorised by the Headteacher and all receipts presented. The limit of these exceptional transactions would not exceed £500.

TERMS OF REFERENCE

The Governors' Finance and Premises Committee

School Mission Statement:

"To inspire in students a passion for learning; to work in partnership with them and others so as to provide an exciting, engaging and enjoyable experience in a happy and secure environment"

- To recommend to the governing body and to keep under review the school's policies relating to Finance and Premises.
- To consider the academy's indicative funding, notified annually by the DfE and to assess its implications for the academy, in consultation with the Headteacher in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- To consider and recommend acceptance/non-acceptance of the academy's budget at the start of each financial year.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for academy and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
- To assist the Headteacher in monitoring the budget during the course of the year and to report to the governing body.
- In consultation with the Headteacher, to vire monies in accordance with current policies during the course of the year, as necessary.
- To approve contracts above the value of £50,000.
- To ensure that the school complies with the financial and legal requirements of the FMS Scheme, financial regulations and the Council's contract standing orders.
- To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
- To ensure that the school fund and other voluntary funds are properly audited for presentation to the governing body.
- To keep a register of the pecuniary interest of governors.
- In consultation with the WCC Legal Service to approve the writing off of irrecoverable debts and the disposal of surplus or damaged equipment.

- To carry out other finance related tasks as delegated by the governing body.
- To develop, review and oversee the implementation of the governing body's policies relating to Buildings, Health and Safety.
- To carry out the governing body's responsibilities in relation to the security of school premises and equipment.
- To carry out the governing body's responsibilities in relation to Health and Safety, including drawing up any action plan needed as a result of the annual Health and Safety inspection.
- To make arrangements for governors to inspect the premises on a regular basis.
- To prioritise the re-development, refurbishment and maintenance of the buildings to make best use of available resources, in line with the academy development plan.
- To assist the Headteacher and staff in preparing for demographic change.
- To plan for Community use of the premises to support lifelong learning.

Membership

- The membership will be reviewed annually
- The Chair and Vice-Chair will be elected annually
- Fifty per cent of governors will constitute a quorum
- The Chair will be responsible for:
 - Calling meetings (to be fixed an academic year in advance so as to be included on the calendar except in the case of extraordinary meetings in consultation with the Headteacher).
 - Setting the agenda.
 - Ensuring minutes are recorded. The Clerk will record these minutes.
 - Circulating minutes to the Full Governing Body via the Clerk.

TERMS OF REFERENCE

The Governors' Standards, Personnel and Curriculum Committee

School Mission Statement:

"To inspire in students a passion for learning; to work in partnership with them and others so as to provide an exciting, engaging and enjoyable experience in a happy and secure environment"

- To recommend to the governing body and keep under review all policies related to Personnel and Curriculum issues.
- To contribute and agree to the governing body a draft School Improvement Development Plan (SIDP).
- To agree and recommend to the governing body a draft plan following school inspection and to carry out the governors' other statutory responsibilities in relation to the inspection of schools.
- To carry out the governors' responsibilities in relation to children with Special Educational Needs and progress and achievement in all student groups.
- To carry out the governors' responsibilities in relation to assessment of student progress, reporting to parents and the provision of information to parents.
- To consider the annual analyses of the school's results in tests, examinations and assessments; benchmarking these to provide a context for future action planning.
- To work with the Headteacher and staff in setting appropriately challenging targets for Key Stages 1, 2 3 and 4 (one governor may represent this committee in the annual discussion of targets with the School Improvement Consultant).
- To make recommendation to the governing body on any proposed changes to the times of school sessions and teaching hours.
- To carry out other curriculum and student related tasks as delegated by the governing body.
- To make recommendations to the governing body on the adoption of procedures and agreements proposed to the governing body by the DfE.
- To carry out other staff related tasks as delegated by the governing body.
- To draft and review annually an appraisal policy and whole school pay policy; including arrangements if necessary for the distribution of any school achievement award.
- To carry out the Headteacher's Appraisal Review.

Membership

- The membership will be reviewed annually.
- The Chair and Vice-Chair will be elected annually.
- Fifty per cent of Governors will constitute a quorum.

- The Chair will be responsible for:-
 - Calling meetings (to be fixed an academic year in advance so as to be included on the calendar except in the case of extraordinary meetings in consultation with the Headteacher).
 - Setting the agenda.
 - Ensuring minutes are recorded. The Clerk will record these minutes.
 - Circulating minutes to the Full Governing body via the Clerk.

AYLESFORD SCHOOL – Organisation Chart

Task	Governors	Headteacher	Business Manager	Finance Assistant	Budget Holders	Finance Officer
Managing the Budget						
Budget Preparation						
Prepare Draft Budget		✓	✓			✓
Approve Budget	✓					
Day to Day Budget Management						
Responsibility for Staffing		✓				
Responsibility for Admin Exp		✓	✓			
Responsibility for Curriculum		✓			✓	
Virements (transferring funds between areas of the budget)						
Up to Approved Limit		✓	✓			
Above Approved Limit	✓					
Reporting on the Budget		✓	✓			✓
Monitoring Monthly spending		✓	✓			✓
Purchasing						
Raising Orders			✓	✓		✓
Receiving Goods					✓	✓
Authorising Spending						
Up to Approved Limit					✓	
Above Approved Limit	✓	✓	✓			✓
Opening Tenders	✓	✓	✓			
Imprest/Bank Accounts						
Signing to Authorise Payments		✓			✓	✓
Keeping cheque books safe			✓	✓		✓
Checking the accuracy of the account		✓	✓			✓
Income						
Receipt of Dinner Money - N/A						
Receipt of Other Income			✓	✓		✓
Paying into Bank			✓	✓		✓
Write off of Debts	✓	✓				

AYLESFORD SCHOOL – Organisation Chart

Task	<u>Governors</u>	<u>Headteacher</u>	<u>Business Manager</u>	<u>Finance Assistant</u>	<u>Budget Holders</u>	<u>Finance Officer</u>
Paying Staff						
Approving appointments	✓	✓				
Informing Governors of staff changes		✓				
Approving supply cover		✓				
Assets						
Keeping an inventory of school property			✓			
Disposing of assets (depending on value)	✓	✓	✓			
Updating of inventory each year			✓			
Insurance						
Obtaining and maintaining annual All Risks insurance cover			✓			
Approving changes in insurance cover	✓	✓				
Reporting accidents and losses		✓	✓			