



Lees Hill C of E Primary School Financial Responsibilities & Delegation Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2019

Name: Mary Alston

Position: Chair of Governors

Next Review Date: May 2020

1. The purpose of this document is to set out the financial responsibilities of the Governing Body and where such responsibilities have been delegated by them. The overall aim is to establish the relevant roles and responsibilities so that there are no gaps or overlaps in responsibilities.
2. The Governing Body acknowledges the responsibilities set out in Section 21 of the Education Act 2002 and seeks to follow the advice provided by the Department for Children Schools and Families (DfCSF) Financial Management Standard in Schools (FMSiS).
3. Summary of Roles:
 - 3.1 Governors have collective responsibility for financial decisions that are made in the context of how the school is run and are answerable to parents and the wider community.
 - 3.2 The Governing Body, supported by information and advice provided by the Headteacher, decides the strategic direction of the school.
 - 3.3 Responsibility for the implementation of financial decisions remains with the Headteacher.
 - 3.4 Governors are required to:
 - Manage the school's budget
 - Decide on how to spend delegated budget
 - Decide whether to delegate their powers to spend the delegated budget to the Headteacher
 - Make sure accurate accounts are kept
 - Determine the staff complement and a pay policy for the school
 - Act as a "critical friend" to the Headteacher
 - Establish a written Performance Management Policy to govern staff appraisal
 - 3.5 The Headteacher:
 - Is responsible for the internal organisation, management and control of the school
 - Advises on and implements the Governing Body's strategic framework
 - Formulates aims and objectives, policies and targets for the Governing Body to consider adopting
 - Reports on progress to the Governing Body at least once per year
 - Formulates and implements the policies for leading the school towards the set targets
 - Gives the Governing Body sufficient information for the Governors to monitor that the delegated responsibilities are met
 - Is (with other professional staff) accountable to the Governing Body for the school's performance
 - 3.6 The role of the appointed accountant for the school is:-
 - To take responsibility for implementing the finance policies of the school
 - To deal with financial processing and monitor the budget on a day-to-day basis
 - Assist the Headteacher to meet the responsibilities set out above.
4. Tasks and Responsibilities:
 - 4.1 Preparation and presentation of school budget:-
 - Responsibility – *Headteacher and Finance & Personnel Committee*
 - Undertaken by – *Headteacher and Finance & Personnel Committee including School Accountant*
 - Accountable to – *Governing Body who approve the budget*
 - Monitoring – *through statutory returns pro forma advised by County Finance department.*

- 4.2 Decisions on how to spend the resources (the detailed items purchased):-
 Responsibility – *Headteacher within agreed budget headings. Headteacher has delegated responsibility to enter into contracts up to the value of £2,000 and those identified in the school budget spending plan. The Governing Body or finance committee will be required to authorise new contracts/ expenditures over £2,000.*
 Undertaken by – *Headteacher and Governing Body*
 Accountable to – *Finance & Personnel Committee and Governing Body*
 Monitoring – *Finance & Personnel Committee and School Accountant; meetings generally 4 per annum; including particularly one prior to making FIMS pro forma return 31 May and 31 October.*
- 4.3 Decisions to transfer resources between budget headings and non-budgeted expenditure (after the spending plan for the year is approved):-
 Responsibility – *Headteacher and Finance & Personnel Committee*
 Undertaken – *As required*
 Accountable to – *Governing Body*
 Monitoring – *Finance Committee*
- 4.4 Advising County Treasurer of significant financial decisions to be considered by the Governing Body:-
 Responsibility – *Chair of Governors and Finance & Personnel Committee*
 Undertaken by – *Headteacher and Finance & Personnel Committee*
 Accountable to – *Cumbria Children’s Services Directorate*
 When – *As required*
- 4.5 Staffing issues including pay and performance of Headteacher, Classroom Teachers and Classroom Assistants:-
 Responsibility – *Pay and Performance Committee and Governing Body*
 Monitoring by – *Headteacher for teaching staff and Pay and Performance Committee with external advisor for Headteacher*
 Undertaken by – *Pay review decisions each autumn implemented with effect from 1 September*
 Accountable to – *Governing Body*
- 4.6 Preparing and certifying prime documents and claims relating to the appointment, dismissal and payment of employees:-
 Responsibility – *Headteacher*
 Undertaken by – *Headteacher and School Accountant*
 Accountable to – *Governing Body*
(NB Cumbria Children’s Services Directorate to be consulted re appointment, dismissal and payment of employee).
- 4.7 Checking goods and services received (quantity, quality, price):-
 Responsibility – *Staff and School Office Assistant*
 Accountable to – *Headteacher*
(NB All items to be engraved/ stamped and valuable items security marked.
 Monitoring – *Headteacher*
- 4.8 Standards funds allocation – maintenance of standard funds income and expenditure record:-
 Responsibility – *Headteacher and Finance & Personnel Committee*
 Undertaken by – *School Administrator*
 Accountable to – *Governing Body*
 Monitoring – *Finance & Personnel Committee meetings*
- 4.9 Signatories for cheques – the authorised signatories are:-
J Dalglish (Headteacher)
F H Stobbart (Teacher)
M L Lyons (School Admin Assistant)
Number of signatories required on cheques – 2.
- 4.10 Monitoring of spending and reconciliation of school financial records to LA information:-
 Responsibility of – *School Accountant, Headteacher and Finance & Personnel Committee*
 Undertaken - *Monthly basis*
 Accountable to – *Full Governing Body*

- Monitoring – *Reported to each meeting of the Governing Body*
- 4.11 Calculation of those charges within Governing Body’s discretion:-
 Responsibility of – *Governing Body*
 Undertaken by – *Finance & Personnel Committee*
 Accountable to – *Governing Body*
 Monitoring – *Finance & Personnel Committee meetings/FIMS pro forma*
- 4.12 Collecting and banking of income:-
 Responsibility of – *School Office Assistant*
 Undertaken – *As required*
 Accountable to – *Headteacher*
 Monitoring – *See responsibilities for reconciliation above.*
- 4.13 Custody/security of buildings/equipment (including inventories and physical verification):-
 Responsibility – *Headteacher and School Office Assistant*
 Undertaken – *Annually (physical verification)*
 Accountable to – *Health, Safety, Buildings & Premises Committee and Governing Body*
- 4.14 Security and non-disclosure of confidential data (computer and paper based):-
 Responsibility – *Headteacher, School Administrator, Staff and Governors*
 Accountable to – *Governing Body*
- 4.15 Administrating/controlling stocks and stores:-
 Responsibility – *School Office Assistant (office equipment), Teaching Staff (classroom resources), Teaching Assistant (playground equipment), Headteacher (maintenance/safety equipment)*
 Undertaken – *When required*
 Accountable to – *Governing Body*
 Monitoring – *Finance & Personnel Committee*
- 4.16 Arranging insurances (those which fall within school budget):-
 Responsibility – *Finance & Personnel Committee and Headteacher (identifying renewal anniversaries)*
 Undertaken – *Annually via School Office Assistant (actioning renewals)*
 Accountable to – *Governing Body*
 Monitoring – *Finance & Personnel Committee*
- 4.17 Approval of and distribution extent of this document:-
 Responsibility – *Governing Body*
 Undertaken – *Annually by Finance & Personnel Committee*
 Accountable to – *Governing Body*
NB *A copy of this document will be given to all staff and Governors who should make themselves aware of and familiar with it.*
5. Procedures:-
- 5.1 The Finance Committee meets approximately 4 times per annum including particularly prior to 31 May and 31 October each year in order to complete the FIMSIS pro forma.
- 5.2 The Finance Committee meetings will be minuted and minutes are presented at following Governing Body meeting for review and consideration.
- 5.3 The Finance Committee will review the Financial Delegation and Responsibilities Policy annually by 31 December each year.

Monitoring & Review:

This policy will be reviewed by the Governing Body annually, or sooner, if necessary.

