



**LORDSHIP LANE**  
PRIMARY SCHOOL

# Internal Scheme of Delegation

## 2023/24

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Non-statutory	Unknown	September 2023	September 2024

## **The Governing Body**

1. Consideration and approval of budget for the year as presented by the Finance Committee.
2. Take appropriate action, as far as possible, to avoid overspending the budget. Reporting of any possible budget deficit to LA.
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 £10,000. In exceptional circumstances, the Headteacher with agreement of the Chair of Governors, may exceed the £10,000 limit (eg. matters of health and safety), but not exceed £25,000.
7. Consideration of budget monitoring position of school each term and outturn position at end of the year, as reported by the Finance Committee.
8. Authority to open bank accounts for School Funds and to approve or vary signatories to the accounts.
9. Approval of personnel issues.
10. Authority to write off bad debts up to £500. Debts above this must be referred to Haringey Finance Department.

## **Finance and Resources Committee**

The following are the Terms of Reference for the Finance and Resources Committee

**Membership:** At least three governors plus the Headteacher (who, if a governor, counts as such in terms of being quorate). 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:** Three governors.

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

**Clerk:** A named individual, who can be a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body at its first meeting in the Autumn Term.

**Voting and Confidentiality:** All governors have voting rights. Associate members shall have limited voting rights; they cannot vote on any decision concerning the budget or financial commitments of the governing body and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.

**Meetings:** A minimum of one per term.

**Remit:**

- to provide guidance, assistance and challenge to the Headteacher and Governing Body in all matters relating to Finance, Health & Safety, Personnel and Premises.

### **Finance**

- to contribute towards, and monitor the School Development Plan / Post Ofsted Action Plan in respect of finance issues;
- to recommend the first budget plan of the financial year;
- to monitor the budget throughout the year
- to receive a report each quarter on the income and expenditure of all public funds and to provide a summary each term to the Governing Body;
- to prepare and review financial policy statements, including consideration of long term planning and resourcing, and also capital expenditure
- to carry out responsibilities delegated by the Governing Body in accordance with the financial scheme of delegation including reviewing the scheme;
- to monitor the effectiveness of the school's financial procedures including compliance with SFVS (Schools Financial Value Standard);
- to ensure the audit of non-public funds and report

- appropriately to the Governing Body;
- 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);
- to agree virements between budget headings during the financial year above £10,000 and below £25,000 (above recommend to Governing Body; below by Headteacher);
- to agree with the Headteacher, and in conjunction with the Curriculum Committee, a staffing structure for the school which meets the aims of the School's Development Plan;
- to receive and consider reports (e.g. audit and SFVS reports) and consultation papers from the LA and other bodies concerning finance issues on behalf of the Governing Body;
- Finance committee are responsible for the disposal of assets
- Finance committee are responsible for reviewing tenders to ensure best value

### **Health & Safety**

- To consider the LA policies on Health & Safety and recommend a policy for adoption of the Governing Body
- To monitor the effectiveness of the schools Health & Safety arrangements, make periodic health and safety inspections of buildings and grounds, plant and equipment, and at least once a year report to the full Governing Body on health and safety.

### **Personnel**

- To assist the Headteacher in drafting or reviewing job descriptions when the need arises
- To contribute to the School Improvement Plan and consider staffing implications.
- To make recommendations regarding the Pay Policy for teaching staff and support staff, including the use of discretionary elements of pay provisions.
- To ensure that every member of staff has a job description and that each is reviewed annually through the Performance Management process.
- To maintain parity in matters of pay and conditions, as far as possible, with other schools.
- To establish the annual and longer term pay budgets and other costs relating to personnel, such as Continuing Professional Development.
- To recommend and monitor in-service training for staff and governors, including induction.
- To review annually the school Complaints Policy with respect to Committee responsibilities
- To review and recommend for adoption procedures for dealing with discipline and ensure staff are informed of them.

- To review the staffing structure whenever a vacancy occurs and at least annually in relation to the School Improvement Plan.
- To ensure the implementation and monitoring of the Local Authority's Equal Opportunities Policy as adopted by the Governing Body.

#### **Premises**

- To ensure that the requirements of pupils with special needs are met.
- To oversee the preparation and implementation of building and site contracts.
- To authorise the headteacher to gather quotes of the same specification and timescale.
- To prepare Lettings and Charges policy for the approval of the governing body.

#### **Additionally**

- to contribute to the School Improvement Plan and report at Governing Body meetings

#### ***Reporting Back:***

- Minutes will be sent to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations where there is no delegation.

## **The Headteacher**

1. Preparation of draft budget for the school, in accordance with 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. Much of this is likely to be delegated to budget holders.
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 and unofficial funds on a monthly basis.
11. Authorisation of payments including employee related expenses.
12. Maintenance of comprehensive financial accounts and full supporting financial records.
13. Ensure compliance with Data Protection Act 2018 requirements.
14. Ensure maintenance of adequate insurance cover.
15. Authorisation of invoices for payment via FMS and otherwise.
16. Authority to write off certain types of debt up to £500 ensuring to notify Governors. Debts above this must be approved by the Governors.
17. Authorisation of Petty Cash disbursements except those to the Headteacher.
18. Compliance with Financial Regulation for schools.

## **Deputy Headteacher**

1. In the absence of the Headteacher, to authorise payment of invoices.
2. Authorisation of Petty Cash disbursements to the Headteacher.
3. Countersign all cheques.

## **School Business Manager**

1. Administration of the school account, overseeing the admin. staff responsible for the updating of pupil records, banking and safe custody of monies.
2. Checking of invoices and arranging for their payment in consultation with the Headteacher; the latter being the authorised signatory.
3. Maintenance of Unofficial Funds records including reconciliation of bank accounts each month.
4. Preparation of financial returns to be authorised by the Headteacher.
5. 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 Finance Officer may be brought in to assist the Business Manager in the completion of some or all of the above tasks.

## **Site Manager**

1. Maintenance of Inventory.
2. Responsible for informing the Headteacher/SBM of items for disposal and removal from inventory.

## **Budget Holders**

1. Preparation of draft budget for areas delegated to them and reporting estimated costs to the Headteacher via Action Plans.

The above Scheme to be reviewed and revised, if necessary, by the Governors annually.