

SHOTTERY CE PRIMARY SCHOOL

FINANCIAL & ADMINISTRATION STANDARDS



SECTION A POLICY

The aim of this manual is to ensure compliance with the legal responsibilities as prescribed in the Section 48 Scheme for the Financing of Schools and the minimum standards recommended by OFSTED in their document "Keeping your Balance" published in October 2000.

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 once each term, minimum three times per year.

The responsibilities of the Governing Body are as follows:

- Approving the detailed budget for the school in March each year.
- Approving the writing off debts over £500
- Determine school policy for the management of the school in conjunction with the headteacher.
- A School Integrated Development Plan (SIDP) will be agreed annually. This will set targets for the school for at least the next two 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 special needs of the children are met.
- Ensuring that the National Curriculum and Religious Education are taught (including assessments).
- Deciding the starting and finishing times of school.
- Helping to select the staff employed at the school.

- Development and discipline of staff.
- Controlling the school premises and ensuring they are safe, healthy and secure.
- Maintaining the school prospectus, records, admissions and attendances.
- Providing all necessary information to the Secretary of State for Education and the Local Education Authority (LEA).

The Governing Body shall appoint committees as and when it is deemed necessary. These shall meet as necessary, and report to the main Governing Body at the next available opportunity. They shall work in conjunction with the headteacher and act within their delegated authority. Their report to the full Governing Body may either be verbal or by way of minutes of their meetings.

The responsibilities of the Resources Committee

- To ensure that the school complies with the legal requirements of the Fair Funding Framework, Financial Regulations, Contract Standing Orders and the Procurement Code of Practice for Schools.
- Establish and maintain an up to date three year financial plan with particular reference to the school's SIDP.
- To draw up a plan on the use of school balances linking this to the schools SIDP.
- To recommend a budget for the year to the governing body in March.
- To monitor income and expenditure against budgeted plans and report on a regular basis to the governing body, drawing attention to significant anomalies from the anticipated position.
- In consultation with the headteacher to agree any transfer of funds between budget areas up to £2000; higher amounts only to be approved by the governing body.
- In consultation with the headteacher, and in accordance with the Schools Contract Standing Orders and the Procurement Code of Practice for Schools, to approve contracts to be entered into between the values of £2000 and £5000 whether for goods, services or works.
- To ensure that the school complies with the financial and legal requirements of the LMS scheme, financial regulations and council's contract standing orders.
- To review the school's financial systems and practices against the standards set out in the 'Scheme for the financing of schools' (Section 48 Statement) and make recommendations to the governing body on any changes required.
- To recommend to the governing body and to keep under review the school's Charging Policy.
- To ensure that the school fund and other voluntary funds are properly audited for presentation to the governing body.
- To receive and, where appropriate, respond to reports from the LEA's auditors and monitor necessary improvements.

- To keep a register of the pecuniary interests of governors and to ensure that any pecuniary interests are declared at each meeting by everyone present.
- To approve the writing off of irrecoverable debts up to £500 and the disposal of surplus or damaged equipment.
- To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds.
- 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, reviewing the existing Health and Safety Policy.
- To make arrangements for governors to inspect the premises on a regular basis.
- To arrange for appropriate risk assessments to be carried out.
- To develop, review and oversee the implementation of the governing body's personnel policies, to include making recommendations to the full governing body on:
 - the adoption of procedures for discipline, appeals, unsatisfactory work and grievance matters,
 - appointments policy, including a mechanism for convening panels for the appointment of staff other than headteacher and assistant headteacher.
- To draft and review annually, a whole school Pay Policy.
- To authorise re-grading and pay increments for existing staff.
- To ensure that the financial implications of staffing decisions as recommended by the Resources Committee are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff.
- To approve applications for early retirement, secondment and leave of absence not covered by the local agreement.
- To make recommendations to the governing body on the adoption of personnel procedures and agreements proposed to the governing body by the LEA.
- To prepare for the governing body the information relating to the publication of the School Profile.
- To carry out the governors' functions relating to Performance Management.
- To appoint governors to carry out the Annual Performance Review of the headteacher, including reviewing and setting targets and making recommendations to the governing body on headteacher's pay.
- Research and keep under review the opportunities (and challenges) from developing as an Extended School.

The responsibilities of the Headteacher are as follows:

Headteachers already have powers in relation to the day to day management of the curriculum and staff by virtue of their office. These are outlined in the Articles of Government.

- The headteacher shall authorise the appointment of new staff, re-grading and pay increments to existing staff.
- The headteacher shall make all temporary teaching appointments up to half a term. Other teaching appointments shall be made by an appointments panel (unless there are insufficient applicants to form a short list) convened as agreed by the governing body. Unless the circumstances are exceptional, the appointments panel would consist of at least the headteacher and one non-teaching governor.
- The headteacher shall make all temporary non-teaching appointments, lasting up to half a term. Other non-teaching appointments shall be made by headteacher and a member of the senior management team, after liaison with the Chair of Governors.
- The headteacher is authorized to manage the school budget and funds under the relevant CRF headings as agreed by the governors. He/she shall be authorized to enter into expenditure of items up to £1000.
- The headteacher and chairman of the governors shall be authorized to approve items of expenditure up to £2000. Items in excess of this should have the agreement of the governors.
- The headteacher and chairman of governors shall be authorized to receive and open tenders.
- The headteacher and chairman of governors shall be authorized to negotiate more favourable terms of tenders in accordance with the Council's Standing Orders.
- The headteacher shall arrange for the disposal of unused or damaged equipment as agreed with the governing body.
- The headteacher has overall responsibility for ordering and controlling stocks as described in section M of "Keeping Your Balance" and is the school's Contracts Officer.

The responsibilities of the School Business Manager include responsibility for:

- Assisting in the preparation of the annual school budget and estimates for the governing body.
- Preparing financial updates, as required, for the governors and headteacher.
- The day-to-day management of the school's finances, of finance staff, financial systems and procedures.
- The day-to-day operation of voluntary funds.
- Monitoring all accounting procedures and resolving problems from these as they arise.
- Preparing financial returns for the LA and DfE to comply with timetables.
- To chase up outstanding debt and report these to the headteacher.

- Maintaining the school's Asset Register and formally checking it once a year.
- Notification to the LA the appointment of new staff, re-grading and pay increments to existing staff.
- Check that new appointments, re-grading and pay increments have been actioned.
- Processing of orders, deliveries and invoices.
- Payment of invoices.
- Petty Cash processing.
- Receipt of income and preparation of monies for banking.

The responsibilities of the Budget Holders are as follows:

- Ensure that sufficient funds are available
- Comply with the Schools Ordering Policy and Schools Contract Standing Orders and the Procurement Code of Practice for Schools when ordering goods and services.
- Ensure all spending represents value for money and follows 'Best Practice' principles.
- Review budgets on a regular basis.

Outside Interests/Community

The governing body shall keep a register of outside interests for the governors and staff. Any links with organizations from which the school may wish to procure goods and services must be declared. This will be updated annually.

SECTION C BUDGET MANAGEMENT

The Governing Body shall, through its Resources Committee, ensure that each year it shall prepare a budget plan and monitor this plan at least once per term. The monitoring report to the Governing Body will be produced from the SIMS FMS Module. Termly monitoring meetings will be held with the Warwickshire LA's schools finance officer. The budget must reflect the prioritised educational objectives identified in the SIDP and through the management of that budget seek value for money.

SECTION D INTERNAL FINANCIAL CONTROLS

The Governing Body shall ensure that, through the headteacher, sound financial controls are in place. Such controls shall include:

- That segregation of duties and internal checking should take place.
- All financial transactions should be properly authorized, documented and correctly recorded.
- The school should maintain all accounting records and hold them securely, under the key control of the headteacher or school business manager, including those held as computer files.

All computer files must be adequately backed up with sufficient duplicate copies of computer back-up kept away from the school site.

- All systems and procedures should be properly documented.
- All records should be retained to comply with statutory requirements and in accordance with LEA or DfE instructions.
- Cash held on school premises will be kept to a minimum at all times, and will not exceed £150. All cash will be kept under the key control of the headteacher or school business manager, in the school safe.

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. This will be a standard agenda item at the Spring Term meeting of the Governing Body.

- Insurance for the school is currently arranged through the LEA via “All Risks Policy for Schools”.
- Insurance cover for individual school trips is arranged with a suitable insurance company.
- Insurance for personal accidents, where negligence is proven, is covered by the Public Liability Insurance of the LEA.

SECTION F COMPUTER SYSTEMS AND DATA PROTECTION

The use of the computer systems, particularly administrative systems, requires the registration of the Governing Body and the headteacher under the Data Protection Act 1998.

- The computer systems used in the school will be used correctly, and in accordance with their instructions. They will be backed-up daily by the LA on a remote basis.
- Disaster recovery and back-up is currently provided by the LA.
- The computers used in the school will only be used by authorized personnel, as authorized by the headteacher, and with the correct use of passwords. All passwords will be changed every six months. The headteacher will be responsible for maintaining a record of all passwords, the record for which will be maintained under key control.
- Only authorized software will be used to prevent computer viruses being imported. School discs will not be allowed to be used in other computer systems.
- The use of discs from outside school is not permitted.
- On training for the use of the computers, all users will be advised of the precautions necessary to prevent computer viruses.

SECTION G PURCHASING POLICY

The Governing Body shall ensure that every practical effort is made to ensure that it obtains best value for money when making purchases.

- All purchase orders shall be signed by the headteacher.
- All delivery notes shall be checked against orders and passed for payment by the school business manager.
- All items of expenditure in excess of £2,000 should have the agreement of the Resources Committee.
- For items of expenditure in excess in excess of £5,000 then three written quotations should be obtained unless it is impractical to do so. In the case where this is considered impractical the reasons should be reported to the Governing Body.
- All purchases expected to exceed £10,000 should be put out to tender (i.e. a formal written offer, in a form common to all tenderers, on a basis of a detailed description of the goods or services required).
- The authority limits for entering into leasing arrangements are the same as those quoted above for items of expenditure.

SECTION H PERSONNEL PROCEDURES

The Governing Body shall ensure that the administration of personnel activities are correctly performed with respect to its personnel policies.

- The administration of the payroll will be performed by the LA.
- All documents relating to authorized changes to the payroll must be signed by either the headteacher or Chair of Governors.
- The school business manager shall check the payroll details monthly to ensure their correctness, they will then be signed by the headteacher.

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.
- The headteacher shall ensure that stocks are kept at reasonable levels, maintain records of those stocks and ensure there is an annual stock check in the Spring Term. A certificated record of that stock check should be kept within the school records.
- All equipment items of an attractive and portable nature shall be security post-coded and listed on a regularly updated and checked inventory (with details of make, model, serial number, etc). The inventory will be held electronically.
- School equipment should only be taken off the premises with the headteacher's permission and should be signed out.

- All cash and cheque books shall be kept in the safe, the keys of which shall be held by the headteacher and school business manager.
- Keys to the school premises shall be held by the headteacher and caretaker. Other persons authorized by the headteacher may, from time to time, hold a key. Teachers shall hold a key to their own classrooms.
- All key holders should normally carry keys on their person, keys to secure areas will be left in the secure key cabinet in the office. The loss of any keys will be reported immediately to the headteacher and the LEA. A note of make/reference numbers for keys will be kept with the school inventory.
- A record of recorded and registered post out will be maintained.
- The fire alarm should be tested once per term as a minimum.

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.
- Most parents' payments for school dinners, trips, swimming lessons, etc, are made electronically on Parentmail+Pay. If any monies are brought into school they will be recorded by the school business manager or finance officer and placed in the school safe.
- All monies collected will be banked weekly, and recorded electronically in the school cash book.
- The cash book shall be reconciled against the monthly bank statement received from the bank.
- Income collections should not be used for the encashment of personal cheques or for other payments.
- Cheques must be held securely and two of the authorized signatories are required on the cheques. The authorized signatories are the head teacher, the school business manager and a class teacher.

February 2002
 Reviewed November 2006
 Further updates made September 2007
 Further revised January 2008
 Reviewed November 2010
 Reviewed March 2014

Appendix

Committee personnel:

<i>Parent</i>	<i>Mr McMillan (Chairperson), Mr Harrison, Mr Pashley</i>
<i>Staff</i>	<i>Mrs Stanley</i>
<i>Minor/Co-opted</i>	<i>Mrs Spencer</i>
<i>Foundation</i>	<i>Rev Warren</i>
<i>Chairman</i>	
<i>Headteacher</i>	