Model Scheme of Delegation

How does this document link to the Regulatory Framework?

The legal framework

S16 of the School Governance (Procedures) (England) Regulations 2003 allows governing bodies of schools to delegate its financial responsibilities to

a) a committee
b) any governor
c) the head teacher (whether or not he is a governor)

Approval to the first formal budget plan of the financial year may only be delegated to a committee, not to an individual – (normally the Finance Committee)

Where the Governing Body has delegated functions, this shall not prevent the Governing Body from exercising those functions

The Model scheme

The model scheme gives an **EXAMPLE** of how the Governing Body **COULD** allocate responsibilities between themselves, the Finance (or equivalent) Committee and other school staff. Governing bodies may decide to delegate their responsibilities in a different way, but they must ensure that they comply with the relevant regulations. In framing the regulations and deciding on the allocation of responsibilities, Governing Bodies must have regard to the law and to the financial regulations, Standard Financial Procedures and Contract Standing Orders for schools, as approved by the County Council.

Terms

Governing bodies should change references to committee names and job titles to those used in their school.

In the Model scheme the following terms are used:

- Finance Committee
- School Business Manager

THE OAKTREE FEDERATION SCHOOLS

POLICY AND SCHEME FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY

Approved by the Governing Body

Date: 09/10/2018

POLICY REGARDING THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES

INTRODUCTION

As the Governing Body of The Oaktree Federation, with responsibility for managing a delegated budget as defined by the Schools Standards and Framework Act 1998 Chapter IV and amended by S41-43 and S45 of the Education Act 2002, we are responsible for ensuring that the schools complies with the Scheme for Financing Schools, Financial Regulations and Standard Financial Procedures and Contract Standing Orders for schools, as approved by the County Council. Many of the Governing Body's responsibilities will be delegated to a committee of the Governing Body and to the Headteacher. To ensure that sound financial control is maintained, this policy statement clearly specifies the extent of delegation and responsibility at this school

In accordance with the School Governance (Procedures) (England) Regulations 2003, the meeting of the Governing Body which adopted this Scheme of Delegation did have a quorum of half (rounded up to a whole number) of the membership of the Governing Body when complete.

The Scheme of Delegation must be operated in conjunction with the Scheme for Financing Schools, Financial Regulations and Standard Financial Procedures and Contract Standing Orders for schools. We require our own written local internal financial rules to support the Scheme, our policy and to detail operational procedures.

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Section 3 Financial Powers and Duties delegated to the Executive Headteacher

Section 4 Delegations of the Executive Headteacher's Financial Responsibilities

1. POWERS AND DUTIES OF THE FULL GOVERNING BODY

Delegation of Responsibilities

1.1 The Governing Body shall approve a written Scheme of Delegation of its financial powers and duties to a Finance Committee and the Headteacher. The Scheme must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the school.

1.2 The Scheme of Delegation must be operated in conjunction with the Scheme for Financing Schools and the County Council's Financial Regulations and Contract Standing Orders for schools, as approved by the County Council.

1.3 The Scheme of Delegation must be reviewed and approved on an annual basis.

Budgets

1.4 The Governing Body shall approve the School Development Plan, 3-year forward financial plan, Schools Staffing Structure and budget annually. The initial budget plan must be submitted to the Schools Finance Section of the Children's Services Department by the deadline as notified by Children's Services Finance. The final budget plan and 3-year forward financial plan must be submitted to the Schools Finance Section of the Children's Services Department by early June.

1.5 The Governing Body shall receive and consider regular budgetary control reports from the Finance Committee with relevant explanations where required and take appropriate action to contain expenditure within the budget.

1.6 The Governing Body shall approve all virements that exceed the approval limits delegated to the Finance Committee. Any virements in excess of £15,000 shall be notified termly to the Head of Children's Services Strategic Finance.

1.7 The Governing Body shall approve business plans for extended school community facilities and 1 and 3-year budget plans before they are submitted to Children's Services Finance.

Accounts

1.8 The Governing Body shall consider a full report on the school's financial position no later than four months after the end of each financial year.

Audit

1.9 The Governing Body shall receive and consider any audit reports on the school from the County Council's internal auditors.

Contracts

1.10 Tenders other than the most financially favourable to the Governing Body, or late tenders, can only be accepted by the Governing Body, which shall record the reasons for its decision.

1.11 The Governing Body shall maintain a register of business interests for all governors and staff with budget spending authority.

1.12 The Governing Body shall approve all contracts in excess of £2000.

Income

1.13 The Governing Body may authorise the write-off of debts between £500 and £1,000 and shall maintain a complete record of all write-offs. Debts between £1,000 and £2,500 may be written off by the Governing Body after consultation with the Schools Finance Section of the Children's Services Department and Assistant Chief Executive (Governance and Community Services). Approval of the Cabinet of East Sussex County Council must be sought to the write-off of debts in excess of £2,500.

1.14 The Governing Body shall receive, consider and approve the Lettings Policy for the school, including the scale of charges. This Policy shall be made in the context of the aims of the school, which set out the values and ethos of the school.

1.15 The Governing Body shall not approve any letting of the school premises where this hinders the operation of any school activity, either within or outside normal school hours.

1.16 The Governing Body may approve arrangements for taking payments by credit or debit card in accordance with advice from Children's Services Finance.

Security of Assets

1.17 The Governing Body may authorise the write-off of stock deficiencies between £500 and £2,500 after consultation with the Schools Finance Section of the Children's Services Department and the Assistant Chief Executive (Governance and Community Services. Approval of the Cabinet of East Sussex County Council must be sought to the write-off of deficiencies in excess of £2,500.

Payments

1.18 The Governing Body may authorise ex-gratia payments between £1,000 and £2,500 after consultation with the Schools Finance Section of the Children's Services Department and the Assistant Chief Executive (Governance and Community Services. Approval of the Cabinet of East Sussex County Council must be sought for ex-gratia payments in excess of £2,500.

1.19 The Governing Body shall approve a Governors Expenses Policy.

Voluntary Funds

1.20 The Governing Body is responsible for ensuring that all voluntary funds are properly administered, audited under arrangements approved by the Director of Corporate Resources and are accounted for separately from County Council funds.

1.21 The Governing Body shall receive and consider the audited accounts of all the school's voluntary funds no later than four months after the end of the funds' financial year.

Loans, Investments and Trust Funds

1.22 The Governing Body may borrow money only with the written permission of the Secretary of State.

This provision does not apply to the loan scheme operated by the County Council (see paragraph 4.11 of East Sussex Children's Services Authority, Scheme For Financing Schools).

Chair of Governors' Urgency Powers

1.23 In the event of urgency powers being invoked by the Chair of Governors, this will be recorded in writing, advised to the County Council and reported to the next meeting of the Governing Body.

2. POWERS AND DUTIES DELEGATED TO THE FINANCE COMMITTEE OF THE GOVERNING BODY

Delegated Powers

2.1 The Finance Committee shall review annually the Scheme of Delegation and summary of limits and make recommendations to the Governing Body.

2.2 The Finance Committee shall exercise the powers and duties of the Governing Body in respect of the financial administration of the school except for those items specifically reserved for the Governing Body and those delegated to the Headteacher.

2.3 The Finance Committee shall inform the Schools Finance Section of the Children's Services Department when the school wishes to meet expenditure of a capital nature from the revenue budget.

2.4 The Finance Committee shall report all decisions taken under delegated powers to the next meeting of the Governing Body (Education [School Government] Regulations 1999).

2.5 The Finance Committee shall ensure that arrangements are in place to complete a Control Self Assessment on an annual basis.

2.6 The Finance Committee shall ensure that the school complies with the Schools Financial Value Standard in Schools (SFVS) and schools self assessment in accordance with the timetable notified by the Internal Audit Section.

Audit

2.7 The Finance Committee shall inform the Internal Audit Section if it suspects an irregularity affecting resources of the County Council or an irregularity affecting the school's voluntary funds. Internal Audit shall take such steps as are necessary by way of investigation and report.

Budget Procedures

2.8 The Finance Committee shall maintain a 3-year forward financial plan which is linked to the School Development Plan. The Finance Committee shall submit a budget for the financial year and updated 3-year forward financial plan to the Governing Body in time to meet the relevant Children's Services Finance deadlines.

2.9 The Finance Committee shall approve annually the Best Value Statement and Statement of Internal Control.

Budgetary Control

2.10 The Finance Committee shall consider budgetary control reports on the school's financial position at every meeting, take appropriate action to contain expenditure within the budget and report to the Governing Body.

2.11 The Finance Committee has the freedom to transfer sums up to £5000 between budget heads, except for sums earmarked by the County Council. The Chair of Governors and the Chair of the Finance Committee each has the authority to approve such transfers prior to the next Finance Committee meeting.

2.12 The Finance Committee shall report to the Governing Body any financial matters it considers significant.

Contracts

2.13 The Finance Committee shall exercise the powers and duties of the Governing Body in respect of the Contract Standing Orders for schools up to a limit of £2000, except for those items specifically reserved for the Governing Body and those delegated to the Executive Headteacher.

2.14 The Finance Committee may authorise operational leasing/contract hire arrangements provided the Schools Finance Section of the Children's Services Department is satisfied that the method of finance is appropriate for the asset concerned, and that the best terms available have been secured. The Finance Committee shall ensure that the resulting charges can be met within the budget for the duration of the contract.

Income

2.15 The Finance Committee may authorise the write-off of debts up to £500 and shall maintain a complete record of all write-offs.

2.16 The Finance Committee shall submit annually, to the full Governing Body, the current lettings charges for the school.

2.17 The Finance Committee shall, at least once a year, review all fees and charges and is authorised to implement any changes it considers appropriate save in respect of optional extras relating to pupils' education which must be determined by the full Governing Body (Education [School Government] Regulations 1999).

Security of Assets

2.18 The Finance Committee may write-off stock deficiencies up to £500.

2.19 The Finance Committee shall produce procedures specifying when school equipment may be removed from the school premises and maintain a loans book to record such movement.

Insurances

2.20 The Finance Committee must make arrangements for all insurance cover it considers necessary.

2.21 The Finance Committee must demonstrate to the County Council's Insurance and Risk Manager that any insurance cover which it has arranged outside a County Council policy has equivalent limits of liability and scope of cover.

Ex-Gratia Payments

2.22 The Finance Committee may authorise ex-gratia payments up to £1000 and shall maintain a complete record of all such payments.

Voluntary Funds

2.23 The Finance Committee is responsible for ensuring that all voluntary funds are properly administered, audited under arrangements approved by the Director of Corporate Resources and are accounted for separately from County Council funds.

Loans, Investments and Trust Funds

2.24 The Finance Committee is authorised to set aside funds which are not required for immediate use, in accordance with arrangements agreed with the Schools Finance Section of the Children's Services Department.

2.25 The Finance Committee shall ensure that all securities, etc, relating to trust funds are deposited with the Assistant Chief Executive (Governance and Community Services) unless the deed otherwise provides.

3. FINANCIAL POWERS AND DUTIES DELEGATED TO THE EXECUTIVE HEADTEACHER

The Executive Headteacher shall be responsible for:

Information and Communication Systems

3.1 All necessary consultations in respect of the introduction of any new information and communication system or the development of an existing system.

3.2 The standards of control for such systems in operation within the school and for security and privacy of data.

Accounting

3.3 The operation of financial processes in the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

3.4 Ensuring that full, accurate and up-to-date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account and the County Council's central records.

3.5 Consulting the Schools Finance Section of the Children's Services Department on the development of any financial system and links with the central systems.

3.6 Maintaining a list of staff and their levels of access approved to operate the school's accounting systems.

3.7 Maintaining a list of staff delegating levels of approved access to maintain the school's Personnel Records: this should include details of staff authorised to process and approve staff payments and authorise new starters and leavers.
In regards to personnel and payroll procedures, no one person shall be the signatory for all of the following stages:

a) Approving starter forms
b) Maintaining employee records
c) Ammending pay
d) Checking entries confirmed by Serco in respect of claims

Audit

3.8 Ensuring that all records and documents are available for audit by the Internal Audit Section and arrange for the accommodation of the auditors.

Budget Procedures

3.9 Preparing a draft School Improvement Plan and budget for the current and forward financial years, for consideration by the Finance Committee, in time to meet the relevant Children's Services Finance deadlines

3.10 Notifying the Schools Finance Section of the Children's Services Department of variations in the school budget plan approved by the Finance Committee at the beginning of each term.

3.11 Has freedom to vire sums up to £5000 between budget headings between meetings of the Finance Committee. Such transfers will be reported to the next Finance Committee meeting. The Executive Headteacher may make urgent transfers of sums between budget headings in excess of those limits (that is, where delay in doing so would be detrimental to the school and when it is not reasonably practicable to obtain approval from the Chair (or Vice Chair) of Governors, or the Chair (or Vice Chair) of the Finance Committee).

Budgetary Control

3.12 Regular monitoring of expenditure, including the reconciliation of staff costs, and income against the approved budget and submitting reports on the school's financial position to every meeting of the Finance Committee. Any actual or potential overspending shall be reported to the Finance Committee.

3.13 Ensuring that all the required reports and closing of accounts information are sent to the Schools Finance Section of the Children's Services Department within the required timescales.

Orders for Goods, Works and Services

3.14 Ensuring that the arrangements for the ordering of goods, works and services are in accordance with the school's own local internal financial rules, Financial Regulations and Standard Financial Procedures for schools.

3.15 Authorised to issue (sign) orders for goods, works and services up to a value of £10 000.

3.16 Authorising members of staff to order or receive goods and certify invoices for payment and ensuring the appropriate division of these duties between staff. A record must be maintained of such authorisations.

3.17 In respect of any orders for goods or services, no one person shall be the signatory for all of the following stages:

a) authorising the order
b) receiving the goods
c) authorising payment

Contracts

3.18 Exercising the following powers and duties of the Governing Body in respect of the Contract Standing Orders for schools:

a) ensuring that all contracts and agreements conform with the Contract Standing Orders for schools
b) acceptance of quotations up to £5000 in value

c) receipt and custody of all tenders
d) authorisation of senior members of staff to open tenders
e) signing of contracts on behalf of the Governing Body

3.19 Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

3.20 Signing certificates where contracts require that interim and final payments are made on such certificates.

Payments

3.21 Ensuring the arrangements for processing payments are in accordance with Financial Regulations.

3.22 Ensuring that all payments are supported by an invoice or proper account which is duly certified by authorised members of staff before payment.

3.23 Authorised to receive goods.

3.24 Authorised to certify payments by cheque, cash or BACS.

3.25 Authorising members of staff to order or receive goods and certify invoices for payment and ensuring the appropriate division of these duties between the staff. A record must be maintained of such authorisations.

3.26 Ensuring that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

3.27 Authorising payments from the school's petty cash float of £50 and the maximum allowable payment of £15.

Salaries, Wages and Pensions

3.29 Notifying the County Council's payroll provider of any matters affecting payments to employees of the County Council.

3.30 Ensuring that all payments to staff are monitored on a monthly basis, reconciling actuals with expected costs.

3.31 Authorised to certify pay documents and time records (excluding documents relating to themselves).

3.32 Authorising members of staff to certify pay documents and time records, maintaining a record including specimen signatures of such authorised staff.

3.33 Ensuring that the relevant, authorised staff process and certify new starters, leavers and any payments to members of staff, ensuring a clear segregation of duties in accordance with the ESCC Policies, and in compliance with HMRC Regulations.

3.34 Ensuring that any monies advanced to a member of staff, who is to leave the school's employment are collected.

Income

3.35 Ensuring the arrangements for collection of income are in accordance with Financial Regulations.

3.36 Ensuring that all income is accurately accounted for, is promptly collected and banked intact.

3.37 Ensuring that all receipt forms, books, tickets and other such items shall be ordered and issued in a form approved by the Director of Corporate Resources.

3.38 Writing off debts up to £500.

Lettings

3.39 The approval of individual lettings in the context of the Governors' Lettings Policy.

Banking Arrangements

3.40 Maintaining proper records of account in accordance with arrangements approved by the Schools Finance Section of the Children's Services Department.

3.41 Providing monthly reconciled bank statements to the Schools Finance Section of the Children's Services Department promptly, at the required intervals.

Security of Assets

3.42 Ensuring the arrangements for security of assets are in accordance with the Financial Regulations.

3.43 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, stock, stores and cash. A record of all cash holdings in the school shall be maintained.

3.44 Keeping an inventory of all items of moveable furniture, equipment, vehicles and plant and ensuring such items are security marked where appropriate.

3.45 Ensuring that any school assets or equipment allocated or loaned to a member of staff, who is to leave the school's employment are collected.

3.46 The receipt, care, safe custody and issue of stocks and stores.

3.47 Arranging periodic independent checks of stocks and recorded stores at least once a year and writing off deficiencies up to £500.

3.48 Disposal of unusable or obsolete equipment or materials in accordance with the requirements of the Schools' Finance Guidance.

3.49 Maintaining a record of all property removed from the school premises in accordance with the procedures issued and recorded in a loans book.

Insurances

3.50 Notifying the County Insurance and Risk Manager of any eventuality which could affect the County Council's insurance arrangements.

Voluntary Funds

3.51 Ensuring that all voluntary funds are properly administered and audited under arrangements approved by the County Council and are accounted for separately from County Council funds.

Notes

3.52 The Executive Headteacher may delegate any of the above tasks to another member of staff provided that the Finance Committee agrees a written Scheme of Delegation, although the Executive Headteacher will remain accountable for the actions of these staff.

3.53 The Executive Headteacher shall report all decisions taken under delegated powers to the next meeting of the Governing Body (Education [School Government] Regulations 1999).

4. DELEGATION OF EXECUTIVE HEADTEACHER'S FINANCIAL RESPONSIBILITIES

Information and Communication Systems

4.1 The designated systems manager shall be responsible for the control of systems and for security and privacy of data.

Accounting

4.2 The School Business Manager shall be responsible for the operation of financial processes within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained in accordance with this Scheme of Delegation and the Financial Regulations and Standard Financial Procedures.

4.3 The School Business Manager shall ensure that full, accurate and up-to-date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account and the County Council's central records.

Audit

4.4 The School Business Manager shall ensure that all records and documents are available for audit by the Director of Corporate Resources' Internal Audit Section and arrange for the accommodation of the auditors.

Orders for Goods, Works and Services

4.5 The following members of staff are authorised to issue (sign) orders for goods, works and services as specified:

Staff	Types of Order
Head of Schools	All
School Business Manager	All
Subject Co-ordinators	For goods, etc, for that department's use, subject to there being sufficient provision within the departmental budget

4.6 In respect of any orders for goods or services, no one person shall be the signatory for all of the following stages:

a) authorising the order
b) receiving the goods
c) authorising payment

4.7 All orders must be passed through the School Business Manager who shall be responsible for the safe custody and proper use of official orders, maintaining a record of order books in use and marking orders appropriately when they have been paid.

Payments

4.8 The following members of staff are authorised to receive goods:

a) Head of Schools
b) School Business Manager
c) Clerical staff
d) Premises manager

4.9 The following members of staff are authorised to certify payments as follows:

a)	Cheque	Head of Schools, School Business Manager
b)	Cash	Head of Schools, School Business Manager
c)	BACS	Head of Schools, School Business Manager

4.10 The School Business Manager shall ensure that invoices, vouchers and other records are retained and stored securely.

Salaries and Wages

4.11 The School Business Manager shall notify the County Council's payroll provider of any matters affecting payments to employees of the County Council.

4.12 The School Business Manager shall ensure that the County Council receives an annual Tax Compliance questionnaire, even if this is a nil return, to ensure that all relevant taxable benefits are reported to HMRC.

4.13 The following members of staff, in addition to the Executive Headteacher, are authorised to certify pay documents and time records (excluding documents relating to themselves):

a) Head of Schools
b) School Business Manager

4.14 The School Business Manager shall ensure that payments to members of staff are certified and processed in accordance with ESCC Policies, and in compliance with HMRC Regulations.

Income

4.15 The School Business Manager shall ensure that all income is accurately accounted for, promptly collected and banked intact.

4.16 The School Business Manager shall ensure that no personal cheques are cashed out of money held on behalf of the County Council and that a suitable record is maintained when cash is handed over from one person to another.

4.17 The School Business Manager shall ensure that all receipt forms, books, tickets and other such items shall be ordered and issued in a form which accords with Schools' Finance Guidance.

Banking Arrangements

4.18 The School Business Manager shall maintain a record of all cash holdings in the school.

4.19 The School Business Manager shall maintain proper records of account in accordance with arrangements approved by the Schools Finance Section of the Children's Services Department.

4.20 The School Business Manager shall provide reconciled bank statements to the Schools Finance Section of the Children's Services Department, promptly, at quarterly intervals.

Security of Assets

4.21 The School Business Manager shall maintain an inventory of all items of moveable furniture and equipment and ensure such items are security marked where appropriate.

4.22 The School Business Manager shall be responsible for the receipt, care, safe custody and issue of all stocks and stores.

4.23 The School Business Manager shall dispose of unusable or obsolete equipment or materials in accordance with the requirements of the Schools' Finance Guidance.

4.24 The School Business Manager shall maintain a record of all property removed from the school premises and ensure that items to be used are in accordance with the procedures issued and recorded in a loans book.

4.25 The loans book will be kept in the Finance Office and returns certified by someone independent of the borrower.

School Accounting System

4.26 The following members of staff have approval to use the school accounting system with the indicated level of access:

a) School Business Manager supervisor
b) Head of Schools read only
c) Clerical staff enter only

Petty Cash

4.27 The maximum amount to be drawn for petty cash shall be £15. Petty cash will be kept in a locked cashbox in a locked filing cabinet, and only issued on production of a receipt for goods purchased attached to a signed Petty Cash voucher.

4.28 Payments will be reimbursed in cash up to the sum of £15.