



CASTLEWOOD PRIMARY SCHOOL

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

Written by: Chair of Governors

Dated: March 2024

Approved by: Governing Board

Dated: March 2024

Date for review: March 2025

Reviewed and approved March 2024
Next review March 2025

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

The Governing Body of Castlewood School is responsible for the financial management of the school to ensure the best possible education for its pupils.

Many governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body and properly recorded.

The policy takes into account:

- i) The West Sussex Scheme for Financing Schools
- ii) Schools' Financial Regulations
- iii) Schools' Financial Procedures
- iv) School's Standing Orders on Procurement and Contracts

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

The full governing body will review this policy annually.

Signed: Dated:

(Chair of Governors)

TERMS OF REFERENCE FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY

Each Governing Body is responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the Headteacher, and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although we suggest that the governing body consider delegating as many responsibilities as practicable to the Headteacher. The Headteacher may then delegate to other staff as appropriate.

In this template, guidance is given as to what may be an appropriate level of delegation for a 210 place primary school and a secondary school of 1200 places. A shaded box indicates that delegation is not permitted because of national or WSCC regulations or would not be best practice. Where committees exist, the name of the committee to which the function is delegated should be specified either in the column heading(s) or in the Comments column. You are invited to add comments where you wish to clarify your decision.

Activities are listed in alphabetical order and not according to level of importance.

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Accounting					
1. Adhering to accounting policies and guidelines issued by the County Treasurer	Yes	Yes Resources	Yes	Yes	
2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information.			Yes	Yes	

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Assets					
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.			Yes	Yes	
4. Maintaining an inventory of all movable items of equipment and security marking such items.			Yes	Yes	
5. Checking annually the inventory to verify the location and condition of each item of equipment.			Yes	Yes	
6. Authorising the disposal of unusable or obsolete equipment included on the inventory.		Yes Resources			Resources
7. Maintaining a record of all property borrowed by staff.			Yes	Yes	
Audit					
8. Availability of records and documents for inspection by the County Treasurer's Management Audit Section.	Yes	Yes Resources	Yes	Yes	
9. Implementing recommendations arising from an audit inspection.	Yes	Yes Resources	Yes		Resources Committee
10. Receiving the report from an audit inspection and the response to the Action Plan.	Yes	Yes Resources			Only necessary if issues arise from an audit inspection
11. Adopting and promoting a Confidential Reporting Policy.		Yes S&S committee			

12.	Maintaining a register of pecuniary and business interests for governors.	Yes	Yes Resources			
13.	Maintaining a register of pecuniary and business interests for staff.			Yes	Yes	
Activity		Gov. Body	Committee(s)	Head	Staff	Comments
14.	Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales. Signing of all cheques drawn & the online authorisation of all BACS payments.			Yes	Yes	
15.	Maintaining a record of all cash holdings in the school.			n/a	n/a	No cash held; petty cash withdrawn April 2020.
16.	A) Signing of all cheques drawn & the online authorisation of all BACS payments.			Yes	Yes	Introduced BACS payment in May 2017
	B) Orders and paying for goods, works & services. Paying the correct amount supported by an invoice.			Yes	Yes	
17.	Purchasing Cards; a. random audit on BACS Payments and Credit Card Statements to be undertaken by GB at least annually	Yes	Yes - Resources			
	b. Monthly reconciliation process			Yes	Yes	

Budget						
18.	Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the school self-evaluation form (SEF) and the Asset Management and Premises Development plans.	Yes	Yes Resources	Yes	Yes	
19.	Approving the final budget.	Yes	Yes Resources			
20.	Notifying the approved budget to the LA by the agreed timescale (31 May).			Yes	Yes	
21.	Monitoring income and expenditure and ensuring corrective action taken where necessary.		Yes Resources	Yes	Yes	Head & Bursar monitor daily. Report to Resources committee once a term.
22.	Approving transfer between budget headings (virements) within agreed limits.			Yes		Headteacher can authorise virements up to the value of £2,000 between cost centres.
Governor Expenses						
23.	Establishing procedures for governors to claim expenses	Yes	Yes Resources			Policy in place and reviewed annually at FGB
Income (including lettings)						
24.	Approving a lettings policy and fees		Yes Resources			Lettings Policy approved by committee 16 th March 2023 (next review March 2025)

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
25. Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another			Yes	Yes	
26. Notifying Chief Internal Auditor where there is suspicion of money laundering activity. (Detailed in the Authority's Anti-Money Laundering Policy)	Yes	Yes Resources	Yes	Yes	
27. Writing off debts	Yes	Yes Resources			Resources Committee
Information and Communication Systems					
28. Controlling systems, security and privacy of data			Yes	Yes	
29. Registering under Data Protection			Yes	Yes	
Insurance					
30. Reviewing insurance cover in the light of a risk assessment		Yes Resources	Yes	Yes	
Investments					
31. Setting aside funds in Accumulating Fund		N/A			School does not have this fund

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Orders and Paying for Goods, Works and Services					For WSSfS 'purchases' second level authorisation is not required from 1 st September 2017 unless your purchase breaks the threshold set by the governors under " Orders and Paying for Goods, Works and Services ". Where a school prefers to retain the second level authorisation process for all levels of purchase, a request to reset this default will need to be sent to schools.services@westsussex.gov.uk by the head teacher.
32. Ensuring that all contracts and agreements conform with the Standing Orders		Yes Resources	Yes	Yes	
33. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £75,000			Yes	Yes	
34. Accepting tenders and authorising contracts for goods, works and services between £75,000 and £150,000 in value	Yes	Yes Resources			
35. Receipting and custody of all tenders			Yes	Yes	
36. Authorising staff to open tenders		Yes Resources			

37.	Not making payments unless goods have been received to the correct price, quantity and quality standard			Yes	Yes	
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Activity	Gov. Body	Committee(s)	Head	Staff	Comments	
38.	Paying the correct person and the correct amount supported by an invoice			Yes	Yes	This is the responsibility of the cheque signatory (see section 16)
39.	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period			Yes	Yes	
40.	Approving applications for Business/Credit Cards					This is the responsibility of the cheque signatory or BACS authoriser (see section16)
Salaries, Wages and Pensions						
41.	Notifying the County Treasurer of any matters affecting payments to employees			Yes	Yes	
42.	Certifying pay documents and other time records			Yes	Yes	
43.	Approving salary policy and annually reviewing Headteacher's salary	Yes	Yes Pay committee			
Taxation						
44.	Complying with VAT and CIT regulations			Yes	Yes	CIT corporate income tax

Voluntary Funds						
45.	Administering of voluntary funds		Yes Resources	Yes	Yes	The school does not hold a School Fund account – this is not applicable.
46.	Appointing an independent Examiner / Auditor	Yes	Yes			
47.	Receiving audited annual accounts	Yes	Yes			