



DURANTS SCHOOL – POLICY DOCUMENT

Scheme of Delegation

September 2023

Reviewed & updated: January 2024 (Karly Barker)

Next review date: September 2024

**DURANTS SCHOOL
SCHEME OF DELEGATION**

DELEGATION OF RESPONSIBILITIES FOR SCHOOL STAFF

The Headteacher has overall responsibility for the internal organisation, management and control of the school. She/He may delegate responsibilities to members of staff throughout the school. The School follows the processes and financial procedures of the LBE Schools' Finance Manual.

The following matrix defines some of these responsibilities: -

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Preparation of initial budget plans.	Headteacher & SBM	Annually.	
Preparation of final budget for approval.	Headteacher & Finance & Premises Committee.	Annually.	
Approval of final budget.	Full Governing Body.	Annually.	
Delegation of Budgets to Budget holders.	Headteacher.	Annually.	Various.
Preparation of Budget Holders Guidelines.	Finance officer, Headteacher & SBM	Annually.	
Monitoring of individual budgets.	Budget Holders Overseen by Finance Officer	Monthly.	
Monitoring of budget.	Headteacher, finance Officer, SBM & Governing Body.	Weekly. Termly.	
Completion of Financial Risk & Control Checklist	Governing Body, Headteacher & SBM	Annually	
Preparation of Statement of Internal Control	Headteacher, SBM & Governing Body.	Annually	
Monitoring of monthly Payroll reports.	Headteacher & Finance Officer	Monthly.	

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ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Authorisation of day-to-day expenditure.	Headteacher	Daily.	Up to £10,000, Over £10,000 after referral to the Chair of the Finance & Premises Committee (in her absence this will be referred to the Chair of Governors).
Authorisation of virements between budget headings.	Head teacher/Finance Committee	Ad-hoc.	Up to £30,000 Over £30,000 after referral to the Governors.
Preparation of budget reports to Governors.	Headteacher & SBM	At least Termly.	
Preparation of budget monitoring reports for LA.	Head teacher & Finance Officer	Quarterly.	
Completion of Monthly VAT returns.	Headteacher & Finance Officer	Monthly.	
Preparation & Authorisation of projected year end balances.	Headteacher, Finance Officer & SBM	Annually.	
Ordering of goods & services.	Headteacher & Budget Holders	Ad-hoc.	As per individual delegated authority.
Authorisation of Orders.	Headteacher or Deputy Head teacher, only if Headteacher is unavailable	Ad-hoc.	As per finance procedures and practises document
Commitment of orders onto RM Finance or other Finance system.	Finance Officer	As soon as order is placed.	
Confirmation of receipt of goods.	The person who placed the order	Ad-hoc.	
Checking of invoices for accuracy & VAT.	Finance Officer & budget holders	Ad-hoc.	
Certifies invoice for payment.	Deputy Head teacher or Assistant Head teacher if Deputy Head Teacher is unavailable. (Not Headteacher)	Ad-hoc.	
Cheque, BACS, Direct Debit or Standing	Any two of: Headteacher/Deputy Head teacher or a	Ad-hoc.	All signatories specified on our bank mandate.

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ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Order authorisation signatory	designated Member of the Senior Management Team.		
Adding, changing or updating supplier details on finance system	SBM	Ad-hoc.	
BACS Payment upload to HSBC	Finance Officer	Ad-hoc.	
BACS Payment Run Schedule to be checked against the supporting invoices and then signed, approved and dated	Any two of: Headteacher/Deputy Headteacher or a designated Member of the Senior Management Team	Ad-hoc.	All signatories specified on our bank mandate
BACS Payment Run Schedule confirmation signature	SBM	Ad-hoc.	
Planning & implementation of major works, including Capital Schemes.	Governing Body, Headteacher & SBM	Ad-hoc.	
Signing of contracts and lease agreements on behalf of the school	Headteacher or SBM	Ad-hoc	
Authorisation of Staff reimbursements	Headteacher or Deputy Head teacher if the Headteacher is unavailable.	Ad-hoc.	Reimbursement by cheque or BACS only with a maximum limit of £500 subject to funds being available in the relevant budget and approved by the budget holder.
Maintenance of educational Visit records.	Admin Officer, headteacher & SBM	Annually.	
Preparation of School Journey Income & Expenditure statement.	Finance officer, Admin Officer & SBM	Annually.	

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ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Maintenance of Free school meals records.	Admin Assistant.	Ad-hoc.	
Recording other school income.	Finance Officer	Ad-hoc.	
Preparation of school income for banking.	Finance Officer	As required	
Preparation and authorising of bank reconciliations	Finance Officer countersigned by the Head Teacher. Deputy Head Teacher in Head Teacher's absence	Monthly	
Approval and monitoring of the school business card and fuel cards.	Head Teacher, Finance Officer and Deputy Head Teacher.	Monthly – also as transactions take place	Business Card limit - £4,000 and fuel card £200.00 (each card)
Preparation of Private School Fund records.	N/A	Weekly.	Fund closed July 2010
Preparation of private Fund Income.	N/A	Weekly.	Fund closed July 2010
Signatories on Private Fund Account.	N/A	Ad-hoc.	Fund closed July 2010
Audit of Private School Fund Account.	N/A	Annually.	Fund closed July 2010
Approval of private school fund Account.	N/A	Annually.	Fund closed July 2010
Authorisation of contracted staff additional hour timesheets.	Headteacher, Deputy Headteacher Assistant Head teacher or SBM	Ad-hoc.	

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ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Authorisation of Agency/Supply staff Timesheets.	Headteacher and Deputy Headteacher Admin Officer Assistant Head Teacher at the ARP can authorise timesheets for agency staff at the ARP (satellite site) only.	Ad-hoc.	
Authorisation of Agency/Supply staff invoices.	Headteacher and Deputy Headteacher.	Ad-hoc.	
Authorisation of Videpay forms for Newly Employed Staff.	Headteacher & Chair of Governors.	Ad-hoc.	
Authorisation of Videpay forms for changes in staff circumstances.	Headteacher & Chair of Governors.	Ad-hoc.	
Appointment of Staff.	The Governing Body/Headteacher	Ad-hoc.	
Maintenance of Inventory records.	Admin/ICT Support / SBM	Ad-hoc.	
Disposal of inventory items	Admin/ICT Support / SBM	Ad-hoc	Up to £1000 Above this after referral to the Chair of the Finance & Premises Committee (in her absence this will be referred to the Chair of Governors).
Annual Inventory Check.	Admin/ICT Support / SBM	Annually.	
Back-up of Computerised records.	Done automatically by RM Unify (Arbor Finance Software), our finance provider.	Daily Automatic back up conducted by RM Unify, (Arbor Finance Software)	
Write-off Debts	Headteacher	Ad-hoc	Up to £500. Above this referral to Chair of the Finance & Premises Committee (in her absence this will be referred to the Chair of Governors).

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Current members of the Senior Leadership Team who are cheque/BACS signatories 2023-2024	
Name	Job Title
Rachel Carli	Head Teacher
Daniela Barzanti	Deputy Head Teacher
Jackie Burke	Assistant Head Teacher
Karly Barker	School Business Manager

In the Head teacher's absence, authority is delegated to the Deputy Headteacher