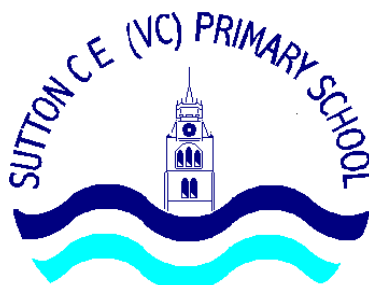


SUTTON CE (VC) PRIMARY SCHOOL



FINANCIAL RESPONSIBILITIES

Version 2017v1

Approved by Governors: November 2017

FINANCIAL RESPONSIBILITIES

Governing Body

The Governing Body has collective responsibility for financial decisions that are made and decide the strategic direction of the school supported by information and advice from the Headteacher.

The Statutory Position

The statutory responsibilities of the Governing Body are detailed in section 21 of the Education Act 2002. The DfE summarises their responsibilities as follows, to:

- Manage the school budget, consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan.
- Decide on how to spend the delegated budget subject to conditions set out in the LA scheme within the financial year.
- Decide whether to delegate their powers to spend the delegated budget to the Headteacher. If they do, they should establish the financial limits of delegated authority.
- Comment to the LA, when required to do so, on significant changes to the LA's fair funding formula.
- Make sure accurate accounts are kept.
- Determine the staff complement and a pay policy for the school (in accordance with School Teachers' Pay and Conditions).
- Act as a 'critical friend' to the Headteacher by providing advice and support and challenging their views when necessary.
- Determine a written policy on staff appraisal, after making sure that all staff have been consulted about the staff appraisal process.

Key Responsibilities of the Governing Body as Defined by DfE

- Setting financial priorities through the School Development Plan (SDP), three year financial plan when budgets are known this far in advance from central government and an annual budget.
- Deciding how the school's delegated budget should be spent, in accordance with SDP and the statutory curriculum requirements laid down by central government.
- Approving the annual budget and monitoring expenditure.
- Ensuring the budget is managed effectively.
- Ensuring the school meets all its statutory obligations and that there is compliance with the LA's financial regulations or standing orders.
- Determining virement and expenditure thresholds.
- Evaluating the effectiveness of spending decisions.

Specific Responsibilities of the Governing Body

- Adopting sound financial procedures which comply with DfE guidance for public and private funds.
- Ensuring that, for private funds, the school also adheres to Charity Commission guidance.
- Ensuring there is a financial procedure manual and that employees understand the procedures they must operate.

- Ensuring job descriptions are in accordance with the financial procedures manual.
- Establishing formal procedures for budget planning.
- Establishing a charging policy for the supply of goods and services.
- Ensuring a balanced budget is set in accordance with 'best value' principles.
- Monitoring the budget throughout the year and implementing virements as necessary.
- Ensuring in conjunction with the Headteacher that:
 - Salary payments are only made to school employees.
 - Salary payments are made in accordance with appropriate conditions of employment.
 - Salary payments are only made for services provided to the school.
 - Appropriate deductions are made for PAYE and NIC.
 - Payroll changes are accurately recorded and promptly processed.
- Maintaining a register of business interests.
- Ensuring the school has adequate insurance cover.
- Deciding whether or not to insure risks not covered by LA.
- Authorising the disposal of write off stock.
- Ensuring that accurate financial records are maintained that can provide auditors and inspectors with explanations they consider necessary.
- Responding promptly to recommendations made by auditors and inspectors.
- Adopting audit recommendations and monitoring their implementation.
- Reporting to parents annually on Governors' stewardship of the school's finances.

Finance and Personnel Committee

The Governing Body has established a Finance and Personnel Committee, which meets once a term, or more frequently if necessary. The Governing Body has:

- Defined its terms of reference.
- Prescribed the extent of its delegated authority.
- Ensured it receives minutes of the committee's meetings.

The Governing Body reviews the Finance and Personnel Committee's remit and membership annually.

Role of the Finance and Personnel Committee

The Finance and Personnel Committee is non statutory and includes the following within its remit, as recommended by DfE:

- Drawing up the budget for approval by the Governing Body.
- Exploring different expenditure options and assessing expenditure bids.
- Forecasting likely future pupil rolls and income levels.
- Monitoring budgeted income and expenditure.
- Monitoring and adjusting in-year expenditure levels.
- Ensuring accounts are properly finalised at the year end/reviewing the outturn.
- Evaluating the effectiveness of financial decisions.

Role of Headteacher

The Headteacher is responsible for the following, in accordance with DfE guidance;

- The internal organisation, management and control of the school.
- Advising on, and implementing the Governing Body's strategic framework.
- Formulating aims and objectives, policies and targets for the Governing Body to consider adopting.
- Reporting on progress to the Governing Body on a termly basis.
- Formulating and implementing policies to enable the school to achieve its set targets.
- Providing the Governing Body with enough information to ensure that they are confident that delegated responsibilities and the Headteacher's responsibilities have been met.
- Being accountable to the Governing Body for the school's performance, together with other teaching and administrative staff.

Specific Financial Tasks Delegated to the Headteacher

The Headteacher has delegated responsibility for:

- Leading and managing the SDP which is underpinned by sound resource planning and identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increase teachers' effectiveness and secure improvement of the school's performance.
- Ensuring that the relevant LA financial regulations/standing orders of DfE requirements are implemented.
- Establishing and maintaining sound internal financial controls, which are managed on a daily basis by the Headteacher and the Finance Administrator
- Ensuring the effective implementation of current financial systems and procedures described in the financial procedures manual.
- Ensuring that the funds delegated to the school are in accordance with their legal entitlement.
- Compiling draft budgets for the Governing Body and appropriate committees.
- Ensuring the efficient and effective deployment of the school's resources.
- Producing regular reconciled budget/financial reports to the Governing Body, LA and DfE as appropriate.

Responsibilities of the Headteacher:

The Headteacher has responsibility for:

- Considering the budget regularly and making necessary adjustments.
- Obtaining Governors' approval for any budget virements over the delegated authority level.
- Considering and responding promptly to recommendations in school audit/inspection reports, and advising Governors of results and any remedial action to be implemented.
- Ensuring the maintenance of accurate and current inventories of all attractive and portable items.
- Ensuring the adequacy of the school's insurance arrangements as part of the annual financial review.

- Implementing School Pay Policy and appointment procedures.
- Planning for effective monitoring, evaluating and reviewing of the SDP to secure progress and school improvement.
- Thinking creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Ensuring that resourcing and staffing are dedicated to ensuring the highest standards of achievement of all pupils.
- Setting appropriate priorities for expenditure, allocating funds and ensuring effective administrative control.
- Managing and organising accommodation efficiently and effectively to ensure it meets needs of the curriculum and health and safety regulations.
- Managing, monitoring and reviewing the range, quality, quantity and usage of all available resources in order to improve pupil's achievements, ensure efficiency and secure value for money.

The Role of the Financial Administrator

The Financial Administrator is responsible for:

Finance

- Providing financial advice to the Headteacher and Governing Body.
- Budgeting and monitoring the budget.
- Maintaining the school's accounting records.
- Income generation and recording.
- Making purchases in accordance with 'best value' principles.

The Role of the School Secretary/Admin Assistant

The School Secretary/Admin Assistant is responsible for:

Pupil Services

- Trips – travel arrangements, insurance cover and banking of monetary receipts
- Admissions
- General Administration – including school uniform

Managing School Relationships

- Local Community
- Parents
- School Website

The Role of the Admin Assistant

The General Administrator is responsible for:

- Providing School Cook with daily numbers for cooked meals
- Recording and banking payments received from parents
- Liaises with School Cook to ensure that meals taken balances with meals booked
- Enters data electronically onto CAT form.

The school out sources the following areas through Service Level Agreements reviewed annually with the following companies:

Human Resources – EPM Ltd

- Administration of the recruitment of teaching and support staff.
- Administration of employee contracts.
- Monitoring health and safety procedures in relation to staff abilities to undertake their roles
- Obtaining appropriate legal advice

Premises – Strictly Education Support Services

- Security and health and safety arrangements
- Maintenance contracts.
- Site and premises development

Catering – Cambridgeshire Catering Services

- Are responsible for providing the catering for pupils at the school

Cleaning – Cambridgeshire Cleaning Services

- Day to day cleaning of the school premises

Information Communication Technology (ICT) – Education ICT

- Implementing systems for the administrative functions of the school.
- Liaising with suppliers.

Grounds Maintenance – CGM Ltd

- Are responsible for the school grounds including:
Grass cutting
Hedge trimming
Weed Spraying
Line marking for sports events