

Wheelwright Lane Primary School

Roles and Responsibilities

The Governing Body

The Wheelwright Lane Primary School full governing body is responsible for:

- The overall direction of the school, ensuring the most effective use of resources to achieve a high standard of education for pupils in line with the Learning Improvement Plan (LIP).
- Approving the detailed budget for the school.
- Delegating their powers to spend the delegated budget and any other funds to the head teacher and the amount to be delegated.
- Ensuring that the school has segregation of duties in place to avoid fraud and corruption.
- Approving the writing off debts over £200 up to a maximum of £500.

The Resources Committee

The Resources Sub-committee's financial responsibilities include the following:

- To ensure that the school complies with the legal requirements of the Fair Funding Framework, Financial Regulations and Contract Standing Orders for Schools.
- 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.
- In consultation with the Headteacher and Bursar to draft any budget plans for the financial year and to recommend them to the governing body for approval.
- Establish and maintain an up to date three year financial plan with particular reference to the school's LIP.
- To draw up a plan on the use of school balances linking this to the schools LIP.

- 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 from £5000 to £15,000; higher amounts only to be approved by the governing body.
- In consultation with the Headteacher, and in accordance with the Schools Contract Standing Order, to approve contracts to be entered into up to the value of £5,000 whether for goods, services or works.
- Make sure all spending represents value for money and follows 'Best Practice' principles.
- To recommend to the governing body the school's charges and remissions policy and expenses policy, and to keep those under annual review.
- To keep an up to date register that lists for each member of the governing body, the Headteacher and any member of school staff with budget management responsibility, any business interests held by them or any member of their immediate family.
- To ensure that any pecuniary interests are declared at each meeting by everyone present.
- To receive and respond to reports from Auditors.
- To ensure that the financial implications of staffing decisions 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 monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds.
- To ensure all voluntary funds are properly audited annually for presentation to the governing body.
- To approve the writing off of irrecoverable debts up to £200 and the disposal of surplus and damaged equipment.
- Research and keep under review the opportunities (and challenges) from developing as an Extended School.

Headteacher

The financial role and responsibilities of the Headteacher are as agreed by the governing body and include:

- Managing the overall school budget and funds under the relevant CFR headings as delegated by the governing body.
- Ensuring that sound systems of internal control are in place.
- Monitoring the budget - reviewing reports on a regular basis. Reporting the budget situation to the Resources committee at least once a term.
- Authorise spending in line with the LIP up to £5,000.
- Getting approval from the Resources committee for spending above £5,000.
- Getting approval from the Full Governing Body for spending above £10,000.
- Complying with Contract Standing Orders and the Procurement Code of Practice for schools. Acting as the Contracts Officer.
- Disposal of unused or damaged equipment should be agreed with the governing body.
- Authorising the appointment of new staff, re-grading and pay increments to existing staff.

School Bursar

The role of the School Bursar includes 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.
- 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.

Finance Officer

The role of the Finance Officer includes responsibility for:

- Processing of orders, deliveries and invoices.
- Payment of invoices.
- Petty Cash processing.
- Receipt of income and preparation of monies for banking.

Budget Holders

It is the responsibility of the budget holder to:

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

Agreed by Committee _____

Adopted by FGB _____

To be reviewed _____