

COURTWOOD PRIMARY SCHOOL

Finance Policy

**Approved by the Full Governing Board
on
20 March 2018**

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DOCUMENT CONTROL

Authorisation

Authorised by: Full Governing Body

Date: 20 March 2018

Change History

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Document References

#	Title	Date	Version
Kirsten Kendall	Annual Review	18/10/15	
Kirsten Kendall	Annual Review	4/9/16	

Distribution List

Name	Date	Method
School community	March 2016	MLE

Name	Date	Method

INTRODUCTION

Purpose

Background

Abbreviations

Abbreviation	Meaning
SDP	School Development Plan
FGB	Full Governing Body
SLT	Senior leadership Team
RC	Resources Committee
LA	Local Authority
PTA/PTFA	Parent Teacher Association, Parent Teacher Friend Association
SLA	Service Level Agreement
LBC	London Borough of Croydon
LEA	Local Education Authority
FMSiS	Financial Management Standards in School
SFVS	Schools Financial Value Standards
HR	Human Resources
CIT	Corporate Income Tax

FINANCE POLICY

The Governing Body is responsible for establishing sound financial management arrangements for Courtwood Primary School. Governors must ensure that the School's Resources are allocated to facilitate the objectives set out in the Whole School Development Plan and the OFSTED Action Plan for school improvement (now a combined document). They need to secure the best opportunities and outcomes for pupils whilst considering cost efficiency and best value.

What is Best Value?

Governors are committed to the Best Value philosophy and this will be reflected in all areas of the process and maintenance of the budget. The four principles of best value will be applied:

Challenge this is about whether the school challenges itself about the services it provides.
Question:

- why something is being done
- Is it what people want?
- What is the evidence about the level of need?
- Could someone else do it differently or better?

Compare Schools have developed significant skills in looking at comparative performance data and we need to consider:

- The quality of education provided by similar schools
- How our standards compare with others
- Do we cost more or less than others and why?

Consult this is about being clear what the school community wants.

When considering major changes or spending decisions for significant developments, we need to seek the views of those most concerned and respond to those views. Feedback should be sought from staff, parents, pupils and others on:

- What do they want the school to do?
- What do they think about the proposed changes or major expenditure?
- What is in their best interests?

Compete this is concerned with whether the school is doing anything which could be better provided by someone else, with the strategic use of Resources and with getting best value for expenditure. Things to consider are:

- Does the school have proper financial administration procedures, including competitive tendering for significant expenditure?
- Are we providing the right service at the right price?
- What do the users of this service want?
- What is in the best interests of pupils and parents?
- How does the school ensure it receives the most economic, efficient and effective service from service providers?

The principles of Best Value are relevant when decisions are made about the following:

- The allocation of Resources to promote and facilitate the aims and objectives of the school.
- The targeting of Resources to best improve standards and the quality of the educational provision.
- The use of Resources to best support the variety of pupils' educational needs
- The awarding of contracts by tender.

The Role of the Governing Body

- The Governing Body abide by the guidance laid out in 'A Guide to the Law for School Governors' by the DfES and any other legislation, as it occurs.
- Responsibilities are decided at the start of each academic year at a full meeting.
- Agree the Terms of Reference for the Resources Committee (annually).
- To approve the School Budget and the School Development Plan (SDP) after careful consideration before the start of the relevant Financial Year.

The Role of the Resources Committee

The responsibility for the management and monitoring of financial matters is delegated to the Resources Committee, which meets not less than once a term (and at other designated times according to need). Their role in relation to finance is:

- To review the school's budgetary position in terms of the balance between actual income and expenditure, and carry forwards.
- To agree unbudgeted expenditure between £2,000 and £10,000 as per the Purchasing Policy.
- To refer unbudgeted expenditure over £10,000 to the representative group of governors as per the Purchasing Policy.
- To agree all virements between budget headings. Virements under this heading are taken to be any movements between cost headings, and include corrections of postings.
- To discuss and approve the Service Level Agreements and generally to discuss any matters referred from other Committees or governors responsible for specific areas.
- To check the list of authorised signatories for ordering, certifying invoices, and bank accounts (cheques).
- To ensure any relevant policies are updated and followed.

The agenda for Resources Committee meetings is based on the Committee's Terms of Reference and will include Finance on each agenda. Additional items are added as required. Minutes are taken at the meeting. Unless a clerk has been appointed, the Chair of the Committee prepares the agenda, and the minutes, which will be signed by the Chair of the Committee and the Headteacher, and dated. Minutes are placed on Fronter and considered by all members of the Governing Body at the next full Governing Body meeting.

The Role of the Head Teacher

The Head Teacher has the responsibility for:

- The management of the school's financial position at a strategic and operations level.
- Approving unbudgeted expenditure under £2,000.
- The management of effective systems on finance, ensuring that accounts are prepared and maintained as required by the Governing Body.
- The management of other more immediate financial issues
- Presenting financial advice, plans and information to the Governing Body for approval.
- Managing the processes, systems and staff within the school.
- Planning ahead, reviewing and reflecting on developments.

The Role of the Administration Officer

The administrator has the responsibility for:

- The day-to-day finances including orders, invoices, monthly procedures, VAT returns, reconciling the bank accounts, providing information for budget holders and generally operating the financial systems.

The Role of the Budget Advisor

The Budget advisor has the role of:

- Providing advice on and assistance with the preparation of the school budget.
- Producing a quarterly list of virements and posting corrections.
- Working with the school, during the Spring term, to produce a draft budget plan for the following year.
- Giving pre audit advice and support during an audit.
- Supporting the development of the school's financial policy and procedures
- Advising on in-school arrangements for authorising, recording and monitoring income and expenditure.
- Assisting with the completion of financial information in preparation for an OFSTED
- Assisting in the preparation of a validated end of year financial statement.

Register of Pecuniary Interests

The school holds a register of the business interests of all employees, governors and close relatives that could be considered to be a supplier of services or goods. Any governor that has a pecuniary interest will not be permitted to be a member of a committee or be present at a meeting that involves the awarding of a contract for goods or services. A new form is to be completed at the September Governing Body Meeting and governors are to be asked to state whether this has changed at the start of each subsequent meeting. This applies equally to FGB meetings, Committee meetings and Responsible Governor meetings.

Budget Setting and Monitoring

The budget will be set to link with the SDP. The Resources Committee will set the budget together with the Senior Leadership Team (SLT), and present it for approval at the FGB meeting in March. The expenditure agreed by the FGB at this meeting will only be changed if authorised at the appropriate level (see Purchasing Policy and roles set out in this document). This includes virements and unbudgeted expenditure. The Resources Committee will monitor the budget during the financial year and report to the FGB (see TOR for RC).

Budget Changes

Budget expenditure is set by the Resources Committee in March and presented to the FGB for approval prior to the Croydon LA deadline.

This budget forms the baseline for expenditure over the year, any changes will be subject to the unbudgeted expenditure, or virement limits set out in the Policy.

Any changes **MUST** be agreed at the appropriate level prior to a purchase being made.

Procedure:

1. Headteacher will identify that the budget needs changing.
2. If possible, a meeting of the Resources Committee will take place to discuss the change and the Resources Committee minutes will record their agreement, if given and within their limits. If the change is above the Resources Committee limits, and the matter can wait until the next FGB, the FGB minutes will record agreement to the change, if given. Only once authorisation at the correct level has been received can the purchase be made.
3. If this is not possible, e.g due to the urgency of a purchase, the Resources Committee, or agreed representative group of governors (see Policy) will be emailed by the Headteacher who will explain what the change is and why it is necessary. If approval from all relevant governors is received, (also by email to maintain the audit trail), then the purchase is authorised and can be made. The budget will be amended by the Budget Advisor on their next visit.

4. The Budget Advisor will print an Audit Trail of budget changes, and the Headteacher will initial those changes within her authorised limits and cross refer to the relevant emails or minutes where the change exceeds her limits. This audit trail will make it clear when changes are simply due to posting corrections. The audit trail printout will be kept in the budget file.

Due to the mismatch between the financial year and the school year, it is likely that there will be changes to staffing costs, particularly of support staff, after the FGB has agreed the budget. This is primarily because the SLT meets in the summer term to discuss staffing needs for September onwards, but could also be the result of in year resignations. Any increase in staff costs over and above that agreed by the FGB at their April meeting, counts as unbudgeted expenditure, and it is likely that the increases will exceed the Headteacher limit of £2,000. Where possible, any proposed increases should be discussed by the Resources Committee and presented to the FGB at their June meeting, for approval where applicable. If this meeting predates the SLT meeting where staffing is discussed, then procedures 3 and 4 above must be followed.

Financial Controls

At Courtwood the preferred accounting system is SIMS. The Administration Officer and Clerical Officer are offered training on a regular basis, as and when required. Access to the accounts on the system is limited to the Head, Administration Officer and Clerical Officer.

Any alterations to the accounts are dealt with monthly and are agreed by the Head and the Administration Officer. Both are responsible for monitoring expenditure and noting any overspend.

All financial documentation is stored in a secure place and available only to authorised personnel. Paper work is filed in an easily-accessible filing system and there are also computer records that are regularly updated.

The school abides by the LA's financial regulations and the Budget Advisor reconciles all the accounts monthly and raises month-end financial reports for the Authority.

Purchasing

- All Resources for curriculum and other areas for consumption in school are the responsibility of specific, authorised, staff members.
- Staff must follow the Purchasing Policy.
- Telephone and internet orders are avoided.
- The office runs a system of files to ensure the smooth running of orders, from ordering to invoices authorised and paid.
- Goods and services that are for the school but purchased with PTA funds are paid for by the school in the first instance. The school account is then reimbursed with a cheque from the PTA account. Any minimal expenditure incurred by a member of staff in the

delivery of the curriculum or other duties, is reimbursed through the school accounts on the production of the relevant receipts.

- Service agreements and the seeking of tenders for particular services is the domain of the Head Teacher and the Resources Committee.

Taxation

- The school abides by the VAT procedures as issued by the LA. All VAT on invoices is paid by the Authority.
- Invoices for building works are paid for through the LA.
- Payment of reimbursement of travel expenses are paid through payroll.

Income

- All cash collected on the school premises is securely stored in the safe until collected by the security firm. Cheque books are also stored in this way.
- Income generated through fund raising events and school uniform sales is processed through the PTA account.
- Income from lettings is processed through the school's account. There is a Lettings Policy.
- There is a Write Off policy relating to debt/ unpaid invoices and equipment.
- The Pupil Charging Policy is included in the School Prospectus.
- There are procedures for the collection of monies for organised trips; each class register contains a cash book and envelope. The office signs for each amount.

Banking

- A record is kept of the bank accounts held by school.
- Up to date information is maintained on the computer and in paper form in terms of monthly statements and reconciliations.
- The budget adviser is responsible for certifying reconciliations and overseeing the monthly procedures.
- The School has no standing orders or direct debits, except where there are sound, agreed reasons to do so, based on best value.
- Overdrafts and loans from outside the LA are not allowed.
- There are three possible signatories for cheques relating to the school bank account, with two signatories being required at any one time. They are the Head Teacher, Deputy and Senior teacher. A list of signatories is held by the office and Resources Committee and attached to this Policy.

Petty Cash

- Petty cash is useful for making small purchases with a minimum of fuss. However since cash is portable and desirable, it is important that proper controls are in place to prevent its abuse or loss. This section of the Policy covers covering authorisation, documentation and secure storage of petty cash.

- The governing body has agreed that £100 is an appropriate level for the amount of petty cash to be held. This amount represents a balance between convenience and the risk of holding cash on the premises.
- The Headteacher ensures that the petty cash fund is held securely (in the office safe) and that only authorised staff members have access to it (see list of authorised staff attached to this policy).
- Payments from the petty cash fund are limited to minor items which have been approved in advance by an authorised member of staff.
- There is a £25 per item purchase limit.
- Cash withdrawals must be signed for by the recipient and countersigned by an authorised member of staff other than the recipient.
- All expenditure from the fund must be supported by receipts, identifying any VAT paid.
- Proper records are kept of amounts paid into and taken out of the fund. This record will include the authorisation required above.
- The amount in the petty cash fund is periodically checked against the accounting records and reviewed by an independent member of staff.
- Personal cheques will not be cashed from the petty cash fund.

Payroll

Personnel files for all staff are maintained and regularly updated at Courtwood. These are stored in a locked filing cabinet and can only be accessed by the Headteacher, Deputy, Assistant Head and the administration staff.

There is a record of all staff employed in the school and specific procedures for payroll and personnel administration as set out by the LA. The Office Administrator, together with the Headteacher, make regular payroll checks and the former deals with any inaccuracies that become apparent. Any over payments to staff are reclaimed through the Payroll Provider. The Administration Officer also deals with additional hours or overtime timesheets. The Headteacher and Deputy authorise any overtime undertaken by staff in the pursuance of their duties.

Assets

- Equipment with a value exceeding £100 is security marked on arrival and entered on the appropriate register. (See Asset Register and Disposal of Assets Policy)
- An annual check is carried out of physical assets against the Asset Register.
- An Equipment Loan book is kept in the office for equipment taken off-site. This includes an explanation of staff responsibilities when taking equipment off site.
- No equipment is taken off site without authorisation by the authorised officer (see Table of Authorised Officers). The Authorised Officer will sign the book to evidence authorisation has been given.
- Equipment will be checked by a second person when returned and the book signed. This person will not be the person who took the item off site.
- The Administration Officer, Clerical Officer and Head Teacher hold safe keys.

Data Security

- There are security passwords for the office network, used by the Head Teacher, Administration Officer and Assistant. These are changed regularly.
- The system is backed up electronically each evening and data stored at 2 safe locations.
- A current Data Protection Registration certificate is held.
- Courtwood uses the LA CREDIT SLA to update the virus software.
- Users will be deleted from the system once access is no longer required.

PURCHASING POLICY

Introduction

This policy has been written to protect individuals and to ensure that public money is spent without any personal gain. The Governing Body needs to know whom it has designated to authorise purchases and be confident that they will carry out the task effectively. The school also needs to be aware of the implications of the Late Payments of Commercial Debts Act, which came into force in November 2002.

Of particular importance is the segregation of duties. These should be adequately maintained with reference to staff available. Segregation between incurring expenditure and authorising payments is essential. The segregation of duties relating to the ordering and receipt of goods and between the receipt of goods and authorisation of payments is highly desirable. As a small primary school, Courtwood cannot easily achieve the segregation of duties described in the standards for financial management in schools, however, the policy has been written so as to conform as far as possible.

1. Pre-spending issues

- 1a. The school will always consider best value when purchasing goods or services. This will include price, quality, and fitness for purpose.
- 1b. Prior approval will be obtained from the governing body for all unbudgeted expenditure over £2,000 per order, as follows:
 - (a) Prior approval from the Resources Committee will be obtained for all unbudgeted expenditure between £2,000 and £10,000. Unbudgeted expenditure includes unbudgeted spending of formula capital, spending of non ring fenced income from the centre which arrives during the year, or spending out of non committed reserves. It excludes expenditure that the budget advisor has matched with income, e.g club money or school trips. The monetary limits apply to individual categories within a budget heading code. The Resources Committee approval may be obtained by email if there are time pressures, in which case the Headteacher will email the Committee members explaining what is needed and why and they will email back with their acceptance where appropriate. Only when approval has been obtained will the purchase be made and added to the budget.
 - (b) Prior approval from the agreed representative group of governors will be obtained for all unbudgeted expenditure over £10,000. The agreed representative group of governors will consist of 4 governors who are not members of the Resources Committee and will be elected at the September Governing Body Meeting. This approval may be obtained by email if there are time pressures, in which case the Headteacher will email the representative group explaining what is needed and why, and they will email back with their acceptance where appropriate. Only when approval has been obtained will the purchase be made and added to the budget.

- 1c. Budgeted expenditure is that approved by the Governing Body when they approve the annual budget at the start of the financial year. There is no requirement to get further Governing Body approval when the agreed purchases are made, provided the quotes and tendering processes described below have been adhered to.
- 1d. Three written quotations will be obtained for all expenditure over £5,000, unless this is impractical. In addition, where a regular supplier has been subject to the quotation process previously, quotes will only be required every third year. For example, new quotes for staff insurance will only be required before renewing for a third year. This will be monitored by the Resources Committee when setting the budget and minuted. Where quotes are required but it has been impossible to obtain three, the Resources Committee and any other relevant responsible governor will be notified and agreement obtained, before a quote is accepted. The reasons for less than three quotes will be reported to the Governing Body by the Resources Committee.

Requests for quotations should include the following:

- Detailed specification of requirements.
 - Quantity.
 - Delivery date and school address.
 - Terms and conditions, preferably pre-printed onto orders.
 - Method of transmission of quote, ie telephone or letter.
- 1e. Where a quote other than the lowest, is accepted, the reasons must be reported to the Governing Body by the Resources Committee.
- 1f. All purchases expected to exceed £20,000 will be put out to tender. Where the cost is expected to be between £20,000 and £40,000, a minimum of three tenders should be sought. Purchases over £40,000 require a minimum of four tenders.
- 1g. Contract specifications will define the service to be provided in terms of its nature, quality, standards, information and monitoring requirements and contract review procedures.
- 1h. The school will not enter into any financial agreement with capital implications without the prior approval of the LA, for example, the purchase of a photocopier through a leasing agreement.

2. Ordering goods and services

- 2a. Official orders will only be used for goods and services provided to the school. Individuals will not use official orders to obtain goods and services for their private use.
- 2b. All orders must be computer generated, or accompanied by a computer generated order, and given a unique reference number.
- 2c. Official order forms will be used for all goods and services except utilities, and rates. Where urgency requires a verbal order, or the order is within the school holidays and there is no access to the computer system, it must be cleared with the Headteacher and a

computer order generated at the earliest opportunity. The circumstances will be noted on the computer order and signed by the Headteacher.

- 2d. Any free offers associated with an order will be the property of the school.
- 2e. Co-ordinators for budget headings will be named when the budgets are set in March, and approved by the Governing Body. Co-ordinators will be reviewed at the start of the academic year and any changes notified to the Governing Body at the September meeting, for approval. The list of co-ordinators will include the monetary limit under which they can place orders without prior authorisation.
- 2f. Only the co-ordinators of budgets, the Headteacher, the Deputy Head, or the Assistant Head, may raise orders on those budgets, or make any charges on them. Where value or delivery date is crucial this must be made clear on the order.
- 2g. All orders must be signed by a member of staff approved by the Governing Body, (see Table of Authorised Officers).
- 2h. The person signing the order must be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotations or tenders have been obtained if necessary.
- 2i. When an order is placed, the estimated cost must be committed against the appropriate budget allocation so that it features in subsequent budget monitoring.
- 2j. Once an order has been dispatched, a copy must be filed in the 'Orders Awaiting Delivery' folder in the office. The co-ordinator will keep their own copy. Office staff will attach a purchase audit sheet to the copy order filed in the office.
- 2k. All orders should be placed before Spring half term to ensure that invoices are paid before the end of the financial year.

3. Receiving goods and services.

- 3a. Items will only be accepted if they are addressed to Courtwood School.
- 3b. The number of boxes in a delivery will be checked against the delivery note before the courier leaves. This check will be recorded on the delivery note, noting that the contents have not been examined, and initialled and dated by the person doing the checking. For practical reasons, the person who checks receipt of the delivery will usually be a member of the office staff. Segregation of duties is obtained by 3e. below.
- 3c. Any obvious damage to parcels should be noted on the delivery note.
- 3d. The delivery note must be attached to the copy order and the person who signed the order notified of the receipt of the goods.
- 3e. As soon as possible, the person who signed the order will check the delivered items against their copy of the order. If this would be the same person as in 3b. above,

someone else must do this check. This check will be evidenced by noting the purchase audit sheet attached to the office copy of the order.

- 3g. If all ordered items have been received and are of satisfactory quality, the copy order and delivery note must be placed in the 'Awaiting Invoice' file. Special care must be taken if goods and services are received over a period of time, against one order.
- 3h. If goods are damaged or missing, the supplier must be contacted within the supplier's time limits, noting the order with details of the problem and the reference number given by the supplier.
- 3i. If assets with a value exceeding £100 are purchased, the School Office must be advised and the asset file updated.
- 3j. If goods are returned, the collection record must be filed in the goods returned file. The delivery note and office copy order form will be noted that goods have been returned.

4. Paying for goods and services.

- 4a. Payment should be made within the time limits specified in law for the payments of debts but only when a proper invoice has been received, checked and certified for payment. Payment should not be made before the receipt of the goods or services. Special care needs to be taken with time limits when invoices are expected at the start of the summer holidays, as staff absence could result in a deadline being missed and interest being charged.
- 4c. When invoices are received they will be checked against the order and delivery note before being certified for payment. Only original invoices will be accepted. The purchase audit sheet will be noted that authorisation has been given.
- 4d. Only members of staff authorised by the Governing Body, will certify invoices for payment. This person must not be the person who signed the order (2g above).
- 4e. Where the purchase involves services provided by contractors and overseen by the caretaker, the caretaker must authorise the invoice for payment.
- 4f. The school will maintain a list of staff authorised to certify invoices for payment. (see Table of Authorised Officers).
- 4g. Once authorised, invoices will be paid by cheque, signed by two authorised officers. Cheque signatories will be agreed by the Governing Body at the start of the school year and sample signatures attached to this Policy.
- 4h. The invoice will be marked PAID and the date and cheque number noted on the invoice.
- 4i. The order, purchase audit sheet, delivery note, invoice, and payment slip will be filed together, in order number order, and stored securely. They will be kept for 6 financial years.



LETTING POLICY

CONDITIONS AND REGULATIONS FOR HIRING PREMISES

- All applications for hiring must be made on either Form A or Form B. No use of the premises by the hirer shall commence until the appropriate form has been authorised. Permission to use the premises is personal to the hirer who may not there re-assign it or sub-let the use of premises. Any hiring charge shall be paid in advance.
- **All alarm, door or gate codes provided are not be shared with any other third party (FORM A).**
- All hiring is subject to the hirer or his authorised representative occupying and vacating the premises at the stated times. In the event of the hirer not arriving within half an hour of the commencing time the school shall be secured and the letting considered to be cancelled. In this event no money shall be refunded. In the case of youth organisations a responsible adult must be in charge for the period of the hire. If the hiring finishes earlier than the time stated a responsible person must remain on the premises until the Caretaker arrives to lock the school.
- The school is accessible to wheelchair users through The Tree House.
- No smoking, fireworks or gambling will be permitted.
- It is the responsibility of the hirer to ensure all fire exits are unlocked and clear for the duration of the let. They should ensure that anyone present is aware of Emergency Procedures; a copy of the school's procedures are in the Health and Safety Policy. Please ask for a copy.
- Any furniture that is moved must be returned to its original position.
- Notices must not be exhibited on any part of the premises, unless permission has been previously given.
- The hirer shall obtain public liability insurance cover for the planned event with a minimum of £1,000,000 (for a non-hazardous occupation) indemnity. The council and school cannot accept liability for any claim which may arise if the hirer fails to provide proof of cover.
- Please note the first aid information in the Health and Safety Policy; hirers will need to be clear who their First Aider is and make anyone using the premises aware of this. They must provide their own equipment. Any accident must be reported fully to the school in order that they can complete the Council forms for reporting.
- The hirer shall undertake to see the premises are used in an orderly way and for the purposes only for which they are expressly hired. They shall reimburse the school, the cost of making good any damage to school property arising from the hiring however caused. This will be taken directly from a deposit, which must be lodged prior to hiring.

- The school does not accept any responsibility for the loss or damage to any goods or effects belonging to the hirer and/or members of the organisation, association or clubs, or to any person present whether by fire or other reason, nor for any injury to any person or persons attending the premises for whatever cause. Neither will the school accept any responsibility for the breakdown, leakage, fire or accident rendering necessary any closure of the premises, nor any interruption of the hiring nor any repairs or renewals consequent on any such breakdown, leakage, fire or accident.
- Any entertainment where children are attending must have a ratio of 1 adult to 20 children as a minimum. One adult needs to be stationed by any exit point and all adults need to be clear as to their duties to ensure that children remain safe at all times. Children are not allowed in the kitchen.
- The premises are not licensed for public entertainment, and the collection of money for admission cannot be permitted. The entertainments that are permitted under the terms of the hiring cannot therefore be advertised to the general public. All safety precautions must be observed at all times.
- No intoxicants may be brought onto the premises without the authority of the Headteacher.
- Hirers shall submit such returns as may be required by the performing rights society limited in respect of music performed by any means.
- The school reserves the right to refuse without explanation any application and to cancel any hiring at any time without written notice. On the termination of the hiring under this condition the school shall return to the hirer all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.
- Failure to comply with these terms and conditions in any part may render the hirers ineligible for further hiring.
- The school reserves the right of entry to the premises at all times.
- All rubbish should be separated into recyclable glass / cans / plastic bottles. This should be left in the correct bin outside the kitchen. Other rubbish should be in black sacks and left in the kitchen for the caretaker to dispose of.

LETTING RATES

Timings must allow for setting and clearing up.

Cost of hire for one-off lets:

Standard administration charge	£30
Hourly rate – first 2 hours	£15 each
Each hour after this	£5
Deposit	£100
Field hire only	£15

Appendices :

Form A: For key-holders and known person to the school, such as PTFA/Parent Volunteers.

Form B: For non-keyholders: entry will be assisted by the Caretaker or during normal open hours.

Charging: LA guidelines are used for community let; this goes through their office.

Local lets organised by the school are charged as specified on the notes attached.

Signed by the Chair of Governors : -----

Dated -----

FORM A

COURTWOOD PRIMARY SCHOOL

To be completed when volunteers are to be working on site

	INFORMATION REQUIRED	NAME		SIGNATURE			
1.	Organiser of the activity	1.		1.			
		2.		2.			
2.	Name of key-holder(s) <i>only these named person may hold the keys, collect/return, lock/unlock</i>						
3.	Date of Activity						
4.	Time on site	From:		To:			
5.	Details of Activity						
6.	Has public liability insurance cover been seen						
7.	Parts of the school premises to which access will be needed						
8.	Is the kitchen required	YES / NO		Details			
9.	Toilets required (tick)	Year 6		Years 3&4		Years 1/2	
		Reception		Ladies		Gents	
10.	Is the event licensed or bring your own <i>(staple copy of license to form)</i>	Yes		No		Bring your own	

To be completed by the named organiser/keyholder of the activity:

I confirm that the details provided are correct, and that all reasonable precautions have been taken to protect the health & safety of the volunteers and the fabric of the school. The organisers are aware of the location and use of the telephones and first aid kit and of procedures in case of fire. I also agree that alarm, door or gate codes are not be shared with any other third party.

Signed -----

I agree to this activity taking place

Signed ----- Headteacher

Charge per session ----- No. of weeks -----

Total Charge ----- plus VAT/VAT not applicable *(delete as appropriate)*

FORM B

COURTWOOD PRIMARY SCHOOL

LETTING FORM FOR NON-KEYHOLDERS

Applications should be submitted to the school two weeks before the premises are required

I wish to hire accommodation as follows on the date specified

Day of week ----- Date required -----

Exact time : From ----- To -----

Accommodation required -----

Is kitchen required YES / NO : Details : -----

Will a charge be made for admission YES / NO

Purpose for which required -----

Name of organisation/society arranging function -----

I agree to accept responsibility for the arrangement for the above named function and have read and undertake to observe the attached conditions and regulations as outlined in the Policy for Lettings.

Name ----- *(block capitals)*

Address -----

Telephone number : -----

Position held in organisation -----

Signed ----- Date -----

Payment must be made when booking accommodation and made payable to: *'LBC re Courtwood Primary School'*.

FOR OFFICE USE ONLY (a copy of this document must be given to the hirer and shown to the caretaker if required).

Event no. ----- Receipt no. ----- *(to be attached to this form)*

Charge per sessions ----- No. of weeks -----

Total Charge ----- plus VAT/VAT not applicable *(delete as appropriate)*

Caretaker informed ----- Kitchen informed -----

Approved by : -----

PUPIL CHARGING POLICY

General guidance:

In general, no charge can be made for admitting pupils to maintained schools. Parents are asked to equip their children with: school uniform, PE kit and a pencil case. (Teachers advise about content, depending on age.)

Voluntary Contributions

We ask parents for a voluntary contribution towards the cost of:

- Visits to places of interest to enrich the curriculum
- Inviting visitors in to enrich the curriculum
- Items made at school that children would like to take home e.g. clay models

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. In practice, we reduce the cost of the trip by one third for those in receipt of the allowances listed below.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the reduction of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

FINANCIAL WRITE OFFS (INCLUDING LETTINGS)

1. Debts arising as a result of non payment or part payment of an invoice issued by the school. This includes letting agreements.

The Resources Committee will be consulted prior to the writing off of a debt. This will occur only where all reasonable efforts at recovery have been unsuccessful and it is considered to be uneconomical to pursue the matter further. The Resources Committee will report the proposed write off to the Governing Body at the next full meeting, for their final approval.

At the end of the financial year, the school will notify the LEA of the number of cases and total value of debts written off (if any).

The Resources Committee will ensure that provisions for bad debts are made for all debts outstanding and unpaid for over six months and an equivalent amount charged to the income and expenditure account of the school.

2. School meals

See separate policy.

3. Lettings

Where a lessee has not paid an amount due, the let will be cancelled and the debt paid out of the deposit. The debt will not be allowed to exceed the deposit held.

ASSET REGISTER AND DISPOSAL OF ASSETS POLICY

- Up-to-date inventories are maintained of all items of equipment. Such items are identified as school property, as appropriate.
- These inventories are checked once a year against the physical items. The Headteacher reports the results to the Governing Body at Autumn meeting. The check will be signed by the checking officer and the Headteacher.
- Items taken from the premises on loan must be signed out in the book in the office. A person authorised by the Governing Body must authorise the loan and mark the book accordingly. Another member of staff must sign the item back in. Laptops in use by staff have a specific information sheet that must be given out when they are assigned to a member of staff. A copy of this is in the Asset Register file.
- The Governing Body must authorise all write-offs and disposal of stocks and equipment; this is done at the Autumn Term Meeting.
 1. Assets that are no longer required by the school but still in reasonable working order are to be offered to the school community in order to raise funds and then to charitable organisations. They must be able to transport the goods themselves. This must be entered into the Asset Register.
 2. Assets that are broken or unserviceable can be deleted from the register and the reason given. Two members of staff should agree that this action is appropriate. One of these people should be the Headteacher or the deputy.
- The governing body monitors the plan for the use, maintenance and development of the building through the Premises Governors reports.

SCHOOL MEALS DEBT POLICY

Background:

As from 1ST September 2009 Courtwood School has adopted a strict NO DEBT policy relating to the school meal service. We have been advised by the Local Authority to review our policy and have found we are having problems with parents/carers not paying on time and enough in advance.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support. There is also currently a lot of clerical time being taken up with chasing parents for payments and this is impacting on the support for teaching staff.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parent/s must pay in advance for the school lunch using any of the methods of payment outlined below:

- Credit/Debit Cards Online using Parent Pay **THIS IS OUR PREFERRED METHOD**
- Pay Point Cards (Ask in the office about Pay Point payments)

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. **If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal ONLY.** However this debt **must be paid next day** and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch from day two or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the head teacher/staff will phone the parent to ask them to come to school with the money *or ask them to pay online* immediately. Parents **MUST** provide their child with food before lunchtime or arrange to take their child home for lunch. Sometimes online payments take more than a day to process please ensure your child is provided with a lunch in case of this.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt, we do not wish to put Parents in this situation so please keep up to date with your payments. Childrens Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime. **We also do not wish to embarrass your child or staff by refusing a lunch.**

RESOURCES COMMITTEE ToR (specifically relating to Financial Matters)

Membership

Six governors including the Headteacher. One of the governor members is to be the Nominated Governor for Premises, another is to be the nominated Governor for Finance.

Chair:

The Chair and Vice Chair of the Committee will be appointed by the Full Governing Body at the September FGB meeting. In the absence of the Chair at a meeting, the Vice Chair will be chair the meeting.

Vice Chair:

The Vice Chair will need to be act as deputy Finance Governor and so may need to upskill themselves in financial matters relating to the school.

Quorum:

The quorum must be 3 Governors, not including the Headteacher.

Clerk:

The Governing Body must appoint a Clerk to the Committee or delegate this responsibility to the Committee.

Overall Purpose of the Committee:

The overall purpose of the Committee is to:

- monitor the school's policies relating to Resources issues – finance, personnel and premises;
- report to the full Governing Body on the effectiveness of these policies and to recommend changes as appropriate;

In carrying out all its responsibilities the Committee must act:

- in partnership with the Headteacher;
- in accordance with statutory requirements;
- in accordance with any general principles set by the full Governing Body;
- after consulting (as appropriate) staff, parents, pupils, the LA, and any relevant organisation/agencies.

Meetings

Meetings of the Committee will take place as necessary having due regard to the finance and pay cycles. There will therefore be meetings at least once a term.

Each meeting of the Committee will be minuted. The Minutes will record any decisions taken or recommendations made and will be circulated to all members of the Governing Body and the Clerk to the Governors before or at the next meeting of the Governing Body. On request, a copy of the minutes will also be sent to the Director of Education.

Members' Interest

Any member of the Committee who has a direct or indirect pecuniary interest in any matter which is the subject of consideration by the Committee shall, before the meeting, disclose the fact and either;

- a) take no part in the consideration or discussion of the matter, nor vote on any question relating to the matter, or
- b) withdraw from the meeting during such consideration, discussion and vote.

Review

The Terms of Reference will be reviewed annually at the November meeting of the Governing Body. The Governing Body can withdraw delegated powers at any time.

FINANCE

Responsibilities

The Governing Body delegates the following responsibilities to the Committee:

1. Establishing and reviewing the **Finance Policies**, to include, but not limited to, the following:
 - Write-Offs
 - Purchasing
 - Best Value Statement
 - Charging
 - Asset Register

These will be written as separate policies, but included in a single document. All policies to be approved by the full Governing Body.

2. Ensuring that the schools procedures are compliant with the LA Financial Regulations for Schools and Financial Policies and Procedures.
3. Overseeing the financial implications of the School Improvement Plan, with the overall aim of achieving value for money.
4. Working with the Headteacher in preparing the school budget, for approval by the full Governing Body.
5. Receiving quarterly reports from the Budget Advisor on progress of the budget. These reports will show any significant variances against budget with explanatory notes and, where necessary, remedial action plans including virements. These reports are necessary for the FGB to monitor the budget.
6. Informing the Governing Body if there is any possibility of overspending.
7. Approving the virement of funds between different areas of the budget, see purchasing policy for details.
8. Approving unbudgeted expenditure above £2,000 and below £10,000. To refer any proposed unbudgeted expenditure above this amount to a representative group of the Governing Body. This limit applies to individual categories within a budget heading.
9. Keeping under review the Governing Body's decision on the delegation of expenditure to the Committee and the Headteacher and report to the Governing Body if any recommendation for change is proposed.
10. Monitoring and agreeing levels for lettings, together with any linked issues relating to premises.
11. Considering any other matters concerning finance referred to the Committee by the Governing Body.
12. Carrying out annual system checks as follows:
 - Check correct procedures are followed in line with the schools Financial Policy and procedures.
 - Random check that orders and invoices are correctly authorised.
 - Check payments are made on a timely basis and correctly authorised.
13. Checking bank reconciliations as follows:

- Ensure bank statements are reconciled on a timely basis.
- Check reports of unreconciled items for out of date or unusual entries.
- Check cash flow situation.

Authorised Signatories

The Committee must advise the Governing Body of the names of the authorised signatories, for their approval.

POLICY REGARDING THE DELEGATION OF FINANCIAL POWERS AND DUTIES

The Governing Body of Courtwood Primary 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 Croydon Scheme for Financing Schools
- ii) Schools' Financial Regulations
- iii) Courtwood School' Finance Policy
- iv) Courtwood School's Purchasing Policy

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.

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

Staff includes Head except where Head has overall responsibility

Activity	Gov. Body	Resources Committee	Head	Staff	Comments
Accounting					
1. Adhering to accounting policies and guidelines issued by the LA.	√		√		
2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information.				√	All staff including budget holders (if applicable) and admin.
Assets					
3. Security of buildings, furniture, equipment, stock, stores and cash.				√	Admin staff
4. Maintaining an inventory of all movable items of equipment and security marking such items.				√	Admin staff

Activity	Gov. Body	Resources Committee	Head	Staff	Comments
5. Checking annually the inventory to verify the location and condition of each item of equipment.	√		√	√	Staff member and HT to sign inventory when checked. HT to present to FGB in annually.
6. Authorising the disposal of unusable or obsolete equipment included on the inventory.		√	√		
7. Maintaining a record of all property borrowed by staff.				√	Authorised officer to approve loan in book.
Audit					
8. Availability of records and documents for inspection by the Management Audit Section.			√	√	
9. Receiving the report from an audit inspection and the response to the Action Plan.	√	√	√		
10. Implementing recommendations arising from an audit inspection.			√	√	Overseen by Finance Committee
Activity	Gov. Body	Resources Committee	Head	Staff	Comments

11. Adopting and promoting a Confidential Reporting Policy.	✓					Whistleblowing Policy
12. Maintaining a register of pecuniary and business interests for governors.	✓					
13. Maintaining a register of pecuniary and business interests for staff.			✓	✓		
14. Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales.				✓		
15. Maintaining a record of all cash holdings in the school.				✓		
16. Signing of all cheques drawn.			✓	✓		Two signatories for each cheque, see authorised signatory list.
Activity	Gov. Body	Resources Committee	Head	Staff	Comments	

Budget					
17. 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.		√	√		
18. Approving the final budget.	√				
19. Notifying the approved budget to the LA by the agreed timescale			√	√	Directed by HT
20. Monitoring income and expenditure and ensuring corrective action taken where necessary.	√	√	√		H Monitors termly and reported to Gov Body by Resources Committee.
21. Approving in year changes to budget, i.e unbudgeted expenditure.	£10,000 and above	£2,000 to £10,000	Up to £2,000		GB in this section is an agreed rep group, see Purchasing Policy.
22. Approving all transfers between budget headings (virements)		√			
Activity	Gov. Body	Resources Committee	Head	Staff	Comments
Governor Expenses					

23.	Establishing procedures for governors to claim expenses		√			Courtwood governors do not usually claim expenses
Income (including lettings)						
24.	Approving a lettings policy and fees		√			
25.	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				√	
26.	Writing off debts		√			See Write Off policy
Information and Communication Systems						
27.	Controlling systems, security and privacy of data				√	
Activity	Gov. Body	Resources Committee	Head	Staff	Comments	
28.	Registering under Data Protection legislation				√	

Insurance					
29. Reviewing insurance cover in the light of a risk assessment			√		
Orders and Paying for Goods, Works and Services					
30. Ensuring that all contracts and agreements conform with the Purchasing Policy		√	√		
31. Accepting, countersigning quotations/tenders and authorising orders/contracts for goods, works and services up to £20,000			√		Refer to Purchasing Policy
32. Accepting, countersigning tenders and authorising contracts for goods, works and services over £20,000 in value		√			Refer to Purchasing policy
33. Receipting and custody of all tenders			√		
Activity	Gov. Body	Resources Committee	Head	Staff	Comments
34. Ensuring payments are not made unless goods have been received at the correct price, quantity and quality standard			√	√	
35. Receiving, opening and checking orders against original purchase			√	√	Admin staff

					Caretaker when school is closed
36.	Paying the correct person and the correct amount supported by an invoice		√	√	See Purchasing Policy
37.	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period.			√	

Activity	Gov. Body	Resources Committee	Head	Staff	Comments
Salaries, Wages and Pensions					
38. Notifying Croydon HR of any matters affecting payments to employees				√	
39. Certifying pay documents and other time records			√		
40. Approving Pay Policy and teachers' salaries, including Headteacher's.	√	√			
41. Certifying pay documents and other time records.			√		
Taxation					
42. Complying with VAT and CIT regulations				√	

Table of Authorised Officers

COURTWOOD PRIMARY SCHOOL SIMS ACCESS			
Katie Flanagan	Class Teacher	Claire Eastmond	Class Teacher
Natasha Grant	Headteacher Admission Officer Assessment Co-ordinator Attendance Manager Pastoral Manager Personnel Officer Returns Manager School Administrator Senior Management Team System Manager	Sharon Fotrell	Attendance Manager Personnel Officer Returns Manager School Administrator System Manager Admissions officer
Alice Smith	Class Teacher	Jo Stawman	Deputy Headteacher Admissions Officer Pastoral Manager Personnel Officer Returns Manager School Administrator Senior Management Team System Manager assessment Co-ordinator Attendance Manager SEN Co-ordinator
Haidee Bird	Class Teacher		
Helen Stone	Class Teacher Maths Co-ordinator	Julie Kilsby	Admission Officer Assessment Co-ordinator Attendance Manager Personnel Officer Returns Manager School Administrator SEN Co-ordinator System Manager
Clare Cook	Class Teacher	Jen Squires Jaimison	Senior Leader Class Teacher Science Co-ordinator
Karen Sisson	Class Teacher	Lucy Richardson	Class Teacher
Mike Strong	Temporary class teacher	Lauren Clark	Class Teacher Literacy Co-ordinator Senior Leader

Anthony Peck	Class Teacher Maths Co-ordinator	Clare Cook	SLT Senco/class teacher
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AUTHORISED SIGNATORIES CHECK

2017/18 Financial year

Name	Value of budgeted spend	Value of un-budgeted spend	Payment description	Date completed	Date deleted
Patricia Farrelly Exec Headteacher	£10.000	£2,000	All areas	19-04-2007	April 2018
Natasha Grant Head of School	£10.000	£2,000	All areas	1-04-2008	
Jo Stawman Deputy Head	£500		Cheques	23/09/2013	
Julie Kilsby Admin	Nil		Invoices Timesheets	1-04-2008	