



Westborough
High School

Together We Succeed

Financial Management Policy

Next review: Summer 2023

This is an overall policy document that sets out how the Governing Body will run the financial affairs of the school with the Headteacher.

1. Introduction

- 1.1 The overall policy of the Governing Body is to operate in a system of openness and honesty where its objectives are clearly stated.
- 1.2 Similarly, the finances of the school will be run to the highest standards of accountability to meet the educational objectives within its delegated budget. To this end it will aim to maximise the use of its delegated budget together with any other sources of income or grant to deliver the School Development Plan.

2. Governing Body (Legislation)

- 2.1 The Schools Standards and Framework Act 1998 (Fair Funding) places a statutory responsibility on the Governing Body for all aspects of running the school, including its financial affairs.
- 2.2 To enable it to fulfil its role effectively the Governing Body has delegated some of its strategic responsibilities to Committees of Governors. The present Committee structure is summarised in section 4 of this document.

The day-to-day management of the school is delegated to the Headteacher and senior members of the school's staff. The extent of these delegated powers is set out in section 5 of this document.

3. Services Provided by the Local Authority

- 3.1 The Governing Body can choose whether to procure certain services from the LA, usually at agreed prices. These may take the form of formal contracts, Service Level Agreements (SLA's) or buyback arrangements and currently run for periods of between one and five years. Listed below are the key services currently available for purchase together with an indication of whether the school buys into these services or not (Y/N for Financial Year 01 April 2022 to 31 March 2023. The list is not exhaustive. Some low-cost services have been omitted.

- Employee Insurance (Y)
- Risk Management - Insurance (Y)
- Asset Management (Y)
- Cleaning (Y)
- Refuse Collection (Y)
- Grounds Maintenance (N)
- School Meals (Y)
- HR (Y)
- Payroll (Y)

- School Banking (Y)
- Governing Bodies Clerking & Training Service (Y)
- School Improvement Services (Y)
- Legal Services (Y)

4. Committee Structure and Terms of Reference of Committees

4.1 In order to ensure it has a manageable workload, and as indicated in section 2 (2.2), the Governing Body has delegated certain responsibilities to Committees, Working Groups and Panels as follows:

- Standards & Effectiveness Committee
- Resources Committee (including Pay Committee) *
- Headteacher Performance Management Working Group
- Complaints, Personnel Appeals & Pupil Discipline Committee

** The overall purpose and latest Terms of Reference are appended to this document (Appendix 1)*

4.2 Governors with specific responsibilities:

- Special Educational Needs / Looked After Children
- Governor Training Contact
- Health and Safety
- Safeguarding / Child Protection
- Equality
- Pupil Premium
- Wellbeing

5. Delegated Responsibilities

5.1 Headteacher

- Have day-to-day responsibility for managing the school including financial and staffing matters in accordance with the Kirklees Scheme for Financing Schools, subject to regular reporting to the Governing Body.
- Working with the Governing Body and appointed Committees in the financial management of the school.
- The Headteacher will be able to authorize all expenditure approved within the delegated budget. He/she will have delegated responsibility to commit the school to expenditure up to an agreed level of £10,000 if this does not exceed the overall expenditure within the delegated budget. For operational reasons, exam fees, utility charges, contracts and SLAs are exempt from the agreed limit of £10,000.
- Amounts above £10,001 will be reported to the Resources Committee up to the agreed maximum of £199,999. In such instances, and in accordance with the Kirklees Scheme for Financing Schools, three written quotations should be

obtained. Where such action has been necessary the amount involved and an explanation should be provided to the next meeting of the full Governing Body.

- For expenditure more than £75,000 a formal tendering procedure should be followed.
- Financial management of the school fund and camp account including regular reporting to the Governing Body. The Headteacher will be able to authorise all expenditure if this does not exceed the overall fund balance.
- Ensuring the annual audit of the school fund and camp account income and expenditure account and balance sheet is carried out by competent auditors and is reported to the Governing Body. A copy of the audit certificate is sent promptly to the LA.
- Allocate financial duties to appropriate staff bearing in mind that there is adequate division of duties between members of staff to provide appropriate levels of internal check, for example one person should not be able to order and receive goods and services and pay the invoice without the knowledge of someone else at the school.

5.2 SLT

- Responsibility for control of appropriate elements of the school's budget (eg., capitation).
- Work closely with the Headteacher in agreeing the planned expenditure for the coming year in respect of all aspects of the delegated budget.

5.3 Business Manager

- Maintain the school's income and expenditure on the SIMS FMS system and compare monthly accounts to the LA's Financial Information System (SAP).
- Monitor monthly actual income and expenditure against the delegated budget agreed with the LA and keep the Headteacher apprised of any significant anticipated or known variances to budget.
- Oversee the financial procedures of the school to ensure they operate in accordance with the Kirklees Scheme for Financing Schools and any delegated responsibility required by the Governing Body in the operation of those procedures.
- Provide the LA with the information and returns they require to fulfil their responsibilities in respect of financial accounting, systems, and procedures.
- Responsibility for the security of all cash and cheques, chequebooks, and other financial stationery.
- Ensuring adequate arrangements for the security of all assets of the school.

- Maintain the school's Asset Register based on the location.
- Provide the necessary advice on security of assets and arrange an annual check of the items on the location inventories.

6. Senior Staff Salaries

6.1 Schools must publish the number of employees who have a gross annual salary of £100,000 or more and this information is contained in the table below.

Salary Band (£)	No of Employees
100,000 - 109,999	0
110,000 - 119,999	0
120,000 - 129,999	1
130,000 - 139,999	0
140,000 - 149,999	0
150,000 - 159,999	0
160,000 - 169,999	0

Resources Committee – Terms of Reference (Taken from KBS Committee Terms of Reference 2021)

Purpose

To provide support and challenge to the leadership of the school and to hold them to account in relation to the use of resources to support the priorities of the school including: the leadership of teaching and learning; the school budget; the employment and development of staff; the premises.

Membership

Governing Board to list the roles or names of governors to serve on this committee, for example chair or vice-chair of governors.

Quorum

Three governors

Terms of Reference

To comply with the finance committee, premises and health and safety committee and staffing committee Terms of Reference (see pages 20-21) and in addition:

1. Ensure a staffing structure is in place which meets the needs and priorities of the school and that requirements in relation to safer recruitment practices are met.
2. Ensure that a system is in place for staff appraisals and related CPD provision.
3. Make decisions on pay awards for staff following recommendations from the Head Teacher/review governors based on the outcome of the appraisal process (This could be the separate Pay committee).
4. Ensure a robust system is in place to monitor the quality of teaching and address underperformance.
5. Ensure that responsibilities in relation to NQTs are met and to support new school leaders as relevant.
6. Ensure matters of school security, school premises and health and safety are addressed.
7. Monitor and review on a scheduled basis relevant statutory policies including:
 - Health and safety
 - Staff appraisal
 - Staff pay and conditions
 - Accessibility plan
 - Data protection
8. Ensure that School Fund Audited accounts are presented to the full Governing Body in accordance with the Kirklees Finance Manual for Schools, section 15, sub section 4, and sent to Internal Audit for review.

Finance Committee

Name of Committee

Finance Committee (or relevant name agreed by the Governing Board)

Purpose

To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.

Membership

The membership could include any member of the Governing Board, school bursar/business manager and associate members. There is nothing in the regulations for maintained schools to prevent staff governors from sitting the Finance Committee.

Quorum

Three governors

Terms of Reference

1. To ensure the school adheres to the local authority's conditions of the Scheme for Financing Schools and Financial Regulations.
2. To ensure the school meets the relevant statutory requirements in relation to the School Financial Value Standard (SFVS) and that financial resources are managed effectively, and the school provides value for money.
3. To produce the annual budget for presentation to the Governing Board for approval including the delegation of responsibilities to budget managers.
4. To monitor the budget on a regular basis and provide termly updates (as a minimum) to the Governing Board
5. To exercise virement between heads of expenditure of the budget up to a limit of £199,999 (as agreed by the Governing Board), unless the virement is to correct a salary cost centre.
6. To make decisions in respect of service agreements and contracts up to a specified limit.
7. To make recommendations to the Governing Board with regard to a policy on charging and remissions.
8. To oversee the longer-term strategic planning of the school finances.
9. To review reports by internal audit as to the effectiveness of financial procedures and controls.
10. To monitor the income and expenditure of all non-public (voluntary) funds and ensure an audit of these funds is carried out annually.
11. To ensure that finance committee minutes and all decisions made are reported to the next meeting of the Governing Board.
12. To ensure that there is a Governor Allowances policy in place

Financial Powers	Expenditure Limit	Virement Limit
Head	Up to £10,000	Up to £80,000
Resources Committee	£10,001 to £199,999	£80,001 to £199,999
Full Governing Body	Over £200,000	Over £200,000

Premises and Health and Safety Committee

Name of Committee

Premises and Health and Safety Committee (or relevant name agreed by the Governing Board)

Purpose

To ensure the school provides a safe, healthy and sustainable environment for pupils, staff and visitors.

Membership

The membership may include any member of the Governing Board, school caretaker and associate members.

Quorum

Three governors

Terms of Reference

1. To advise the Governing Board on priorities, including health and safety, for the maintenance and development of the school's premises and activities carried out, for example off site visits.
2. To ensure that a current and signed Health and Safety Policy is written and effectively implemented and monitored.
3. To ensure that suitable and sufficient arrangements and systems are in place to achieve effective risk management and recorded (for example audits of health and safety management systems, site inspections, equipment maintenance/inspections, risk assessments, safe systems of work, training plans, accident recording and investigation etc.).
4. To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
5. To oversee arrangements for repairs and maintenance in line with all health and safety requirements.
6. To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing board and local authority policy.
7. To establish and keep under review a Building Development Plan.
8. To establish and keep under review an Accessibility Plan.
9. To monitor the impact on teaching and learning of the condition of the school site and buildings.
10. To ensure the security of school premises (in consideration with safeguarding requirements).
11. Additional items which individual governing boards may wish to include.
12. Ensure a policy is in place for Charging and Remissions
13. To ensure that there is a policy in place for premises management documents (see the Federation of Property Societies (FPS's) guidance: Compliance monitoring in council buildings