

RIPPLEPRIMARY SCHOOL

SCHEME OF DELEGATION



Approved by the Chair of Governors:

Signed:

Dated:

FINANCIAL DELEGATIONS FOR GOVERNING BODIES, FINANCE COMMITTEES AND HEADTEACHERS

The Governing Body is responsible for the overall financial management of the delegated school budgets and although they can delegate certain or all powers they retain overall responsibility for any actions taken. In order to allow the school to function efficiently, delegation to the Headteacher, and possibly to other members of staff, will be necessary.

The Scheme of Delegation has been developed to clarify the responsibilities and powers of the Governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority Policies.

The delegations set out in this Scheme are delegated to the specified committees of the governing body and staff employed at the school. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body.

Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body and properly recorded. It is recommended that the Governing Body review the powers and duties at least once an academic year.

Section A: This section sets out the requirements for Orders, Quotes and Tenders

Section B: Levels of Delegated Authority

Section C: List of Signatories and Authorised Limits

Section A: Procurement arrangements for ordering goods and services.

(Adopted from LBBB's Procurement Rules, <http://lbbd/procurement/rules.htm>)

£0 to £9,999	Low value - Class A contracts <ul style="list-style-type: none">• Expenditure is usually under £10,000• Employees should try to use LA corporate contracts if they exist• Staff should either place an official order using RM online Purchase Order System or use Purchase Cards• For incidental items of very low value employees should try and secure value for money by obtaining and documenting at least one price quote.
£10,000 to £50,000	Medium value - Class B contracts <ul style="list-style-type: none">• Expenditure is usually a value between £10,000 and £50,000• Employees should always use LA corporate contracts if they exist• Staff must obtain at least 3 competitive quotations and get confirmation in writing of price, goods or service• Quotations will be assessed and the best value whole life price accepted• Place an official order with the successful supplier including the quoted price and terms and conditions using the school's online Purchase Order System (unless using Purchase/ Debit Cards)• Where possible ensure the LA's terms and conditions are adopted, and emphasise that no invoice will be paid unless our official order number is quoted unless using Purchase Cards.
£50,001 +	High value - Class C contracts <ul style="list-style-type: none">• Formal offers are invited for contracts with an estimated value of more than £50,000.• 6 firms are usually invited either by advertisement or for construction related contracts through Constructionline.• All contracts with a value of over £50,000 will be exposed to a formal competitive tendering process.• Contracts that exceed the EU thresholds are subject to the regulations of the European Procurement Directive

Section B: Levels of delegated authority

Official Orders and Contracts	Headteacher	Up to £20,000	
	Finance Committee	Up to £50,000	Minute ref to be recorded on order
	Full Governing Body	> £50,000	Minute ref to be recorded on order

Payments of Invoices (excluding monthly payroll invoices from the LBBD) Values are for individual items, not for the total invoice.	Office Manager	Up to £5,000	
	Headteacher	Up to £20,000	
	Finance Committee	Up to £50,000	Minute ref to be recorded on payment
	Full Governing Body	> £50,000	Minute ref to be recorded on payment

Virements	Headteacher	Up to £20,000	
	Finance Committee	Up to £50,000	Minute ref to be recorded on virement
	Full Governing Body	> £50,000	Minute ref to be recorded on virement

Journals – values are for each item, not for each journal form	Headteacher	Up to £20,000	
	Finance Committee	Up to £50,000	Minute ref to be recorded on journal
	Full Governing Body	> £50,000	Minute ref to be recorded on journal

Inventory Write Offs	Headteacher	Up to £500	
	Finance Committee	Up to £1,000	Minute ref to be recorded on write off
	Full Governing Body	> £1,000	Minute ref to be recorded on write off

Inventory Sales	Headteacher	Up to £500	
	Finance Committee	Up to £1,000	Minute ref to be recorded on sale
	Full Governing Body	> £1,000	Minute ref to be recorded on sale

Bad Debts Write Offs	Headteacher	Up to £500	
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	Finance Committee	Up to £1,000	Minute ref to be recorded on write off
	Full Governing Body	> £1,000	Minute ref to be recorded on write off
Debit Card Purchases Only applicable to those SLT members of staff issued with a Card	Headteacher	Up to £20,000	
	Deputy Head	Up to £10,000	
	Assistant Head	Up to £10,000	
	Operations Manager	Up to £5,000	
	Site Manager	Up to £5,000	
	Inclusion Manager	Up to £5,000	
	ICT Manager	Up to £5,000	
Budget Plan	Headteacher	Draft Budget Plan	
	Finance Committee / Full Governing Body	Full Budget Plan	Minute ref to be recorded
Monthly Payroll Payments to LBBD from Lloyds TSB Ac No: 12907260 Sort Code: 30-90-47	1st signatory Headteacher/ Accountant with 2nd signatory any from Mandate	As per LBBD monthly payroll amount	
Business Charge Card Payments (Online & In store)	Office Manager	Up to £5,000	
	PSA Manger	Up to £5,000	
	Acorns Manager	Up to £5,000	
BACS Payments	Office Manager	Up to £5,000	

Section C (1) : List of Signatories and authorised limits for Ripple Primary's Bank Accounts.

Ripple Primary's Main School Bank Account Acc No: 12907260 Sort Code: 30-90-47 (Note: A cheque requires 2 signatories)	Roger Mitchell	Headteacher	Up to £20,000
	Anne Fitzpatrick	Deputy Headteacher	Up to £10,000
	Balwinder Kaur Manik	Deputy Headteacher	Up to £10,000
	Marie Ziane	Deputy Headteacher	Up to £10,000
	Albertus Loubser	Bursar/ Accountant	Up to 10,000
	Marian Mann	Operations Manager	Up to £5,000
	Gordon Aves	Site Manager	Up to £5,000
	Suus-Anna Caterina Harskamp	Assistant Headteacher	Up to £5,000
	Susan Margaret Watson	Assistant Headteacher	Up to £5,000
	Stephen Long	Network Manager	Up to £5,000

