

Woodlands School

Schedule of Financial Delegations 2023

This Schedule of Financial Delegations applies to Woodlands School in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Head of Finance, GLT CEO and/or Board of Trustees. If there is any question or doubt, the GLT Head of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: **Rachel Dean**

The Schedule was approved by the Governing Body on: **2nd October 2023**

The Schedule is due for review by: **September 2024**

Woodlands School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

SCHEDULE OF DELEGATIONS

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2021.

Financial Control Thresholds

Suspected fraud, theft or irregularity	Above cumulative £200 in any financial year	Notify GLT Head of Finance
Gifts and Hospitality	All benefits received or paid in excess of £50	Record in Gifts and Hospitality Register
Monitoring	Monthly variances in excess of £10,000 from approved budgets	Report to GLT Head of Finance with plan of corrective actions

Fixed Assets

Responsibility for maintaining School Inventory		Catherine Bullock
Responsibility for maintaining Loan Book		Catherine Bullock
Responsibility for monthly stock take if assets > £2,000		Catherine Bullock
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
	Differences in physical count in excess of £1,000	Notify GLT Head of Finance
Asset disposal	Assets recorded on school Inventory	Authorised by Headteacher Approved by Governing Body
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Asset Depreciation	Land & Buildings	35 years
	IT Equipment	3 years
	Furniture and Fittings	4 years
	Motor Vehicles	5 years

Stock Takes	If value of stocks exceeds £2,000	Monthly
	Differences in physical count in excess of £200	Notify GLT Head of Finance
Acquisition and disposal of freeholds on land and buildings		Board of Trustee approval required

Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Natasha Watts Learose Kirk
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Woodlands Primary School	30-98-36	60311968
Insured amount of cash on school premises (including Petty Cash)		£2,000
Petty Cash	£500 (Headteacher discretion up to Trust Limit of £500)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		Catherine Bullock
Corporate Purchase/Credit Cards		Authorised by Head Approved by GB
Name	Individual Limit	Total school limit
Rachel Dean	£500	Amount (Headteacher discretion up to Trust Limit of £5,000)
Christy Swanston	£4,500	
Reserves Policy	Schools must maintain a minimum level of reserves of 5% of their total school income in the approved annual budget.	
Borrowing including overdrafts and bank loans		Board of Trustee approval required

Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools receive a donation of 97% from Greenshaw Learning Services Ltd
Local Cash Accounting System		ParentPay
Responsibility for recording student income on the Local Cash Accounting System		Natasha Watts Learose Kirk
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

Expenditure

Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations
	Orders from £75,000 but less than £189,330	Formal Tender with GLT Head of Procurement approval
	Works above £189,330	Formal Tender with GLT Head of Procurement approval
	Supplies and services from £189,330; Works from £4,733,252	Formal Tender with OJEU advertisement and Board of Trustee approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteacher's Delegated Authority	Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of Procurement for inclusion into Contracts Register
	Maturity greater than one year OR total liability	GLT Head of Procurement approval required

	exceeds the Headteachers Delegated Authority	
Operating Lease		GLT Head of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings		Not permitted under any circumstances

Staff Expenditure

Responsibility for maintaining Register of Interests	Catherine Bullock
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Catherine Bullock
Responsibility for authorising payroll	Rachel Dean (Headteacher)
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex gratia payments	Board of Trustee approval required

Woodlands Primary School Workflow

REQ AUTH

Created by Budget Holder

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PORD

Entered by Shared Finance Team

□

PORD AUTH

From £0 - £250 authorised by Budget Holder as per table below

From £251 - £9,999.99 authorised by Budget Holder listed in table below or Headteacher
(Rachel Dean)

From £10,000 - £74,999.99 authorised by Headteacher (Rachel Dean)

From £75,000 - infinity authorised by GLT Director of Resources (Anita Martin)

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GRN

Entered by Shared Finance Team

□

INV

Entered by Shared Finance Team

□

INV AUTH

Authorised by Budget Holder as per table below

Authorisation Cover in case of notified absence

Authorizer	Replaced By
Rachel Dean	Hayley Tunnacliffe
Hayley Tunnacliffe	Catherine Bullock

Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-Head	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
B-DepHead1	Hayley Tunnacliffe	htunnacliffe@woodlandsprimaryyate.co.uk	£500
B-SiteMgr	Gordon Sackett	gsackett@greenshawlearningtrust.co.uk	£9,999
B-OfficeMgr	Catherine Bullock	cbullock@woodlandsprimaryyate.co.uk	£250
B-Repro	Catherine Bullock	cbullock@woodlandsprimaryyate.co.uk	£250
B-Catering	Sarah Woody	swoody@woodlandsprimaryyate.co.uk	£250
B-Catering	Jacqui Osgood	jsgood@greenshawlearningtrust.co.uk	£9,999
B-HR	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
B-IT	Jason Williams	jwilliams@yateacademy.co.uk	£500
B-IT	Chris Jones	cjones@greenshawlearningtrust.co.uk	£9,999
B-SENCO	Charlotte Havard-Smith	csmith@woodlandsprimaryyate.co.uk	£250
B-SENSPHYS	Jo Mitchell	jmitchell@woodlandsprimaryyate.co.uk	£250
C-Head	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
C-Literacy	Santa Formoso	sformoso@woodlandsprimaryyate.co.uk	£250
F-GAG	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
F-OtherEFA	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
F-OtherLA	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
F-Unrestrict	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
F-PE&SPORTS	Ross Hills	rhills@woodlandsprimaryyate.co.uk	£250
F-PupilPrem	Hayley Tunnacliffe	htunnacliffe@woodlandsprimaryyate.co.uk	£250
F-LAC	Hayley Tunnacliffe	htunnacliffe@woodlandsprimaryyate.co.uk	£250
F-OppBase	Jo Mitchell	jmitchell@woodlandsprimaryyate.co.uk	£250
F-SEN	Charlotte Havard-Smith	csmith@woodlandsprimaryyate.co.uk	£250
F-BfastClub	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999
F-2yrProv	Rachel Dean	rdean@woodlandsprimaryyate.co.uk	£74,999

Approved : _____

Date : _____