

Finance Policy

And Checklist for Planning, Implementation and Monitoring

Edmund de Moundeford VC Primary School

A. GOVERNANCE	Implemented
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General

- 1 A list of all governors, their membership of committees and terms of reference thereof, is attached at Appendix 1a.
(See appendix 1a of the Finance Procedure Manual (FPM) for draft terms of reference)
- 2 The governing board meets at least once a term.
- 3 Committees of the governing board meet at least once a term.
- 4 The governing board agrees, no later than by the end of term, the dates of meetings for at least the next term.

The Governors

- 5 The governing board approves the annual budget and the associated policies, e.g. charging policy, bad debt and redundant equipment policy.
(See appendices 10, 11 and 7 of the FPM for draft policies)
- 6 The governing board is responsible for the overall direction of the school; it determines the school's spending priorities and evaluates the effectiveness of spending decisions.

The Headteacher

- 7 The governors delegate responsibility for the day-to-day management of the school to the headteacher.
- 8 The headteacher ensures compliance with the financial regulations in Norfolk's Scheme for Financing Schools.
- 9 The headteacher ensures that sound systems of internal control are in place.
- 10 The headteacher and finance officer compile draft budgets.

GOVERNANCE (continued)	Implemented
<p>11 The headteacher and finance officer monitors the budget monthly and supplies the full governing board with monitoring information. The information for the finance committee takes the form of Norfolk's budget proforma, includes committed expenditure and is accompanied by the headteacher's written commentary.</p> <p><u>The Staff</u></p> <p>12 Staff comply with financial regulations in Norfolk's Scheme for Financing Schools and any school specific requirements.</p> <p>13 Staff are responsible for any budget whose management is delegated to them.</p> <p><u>The Finance Committee</u></p> <p>14 Membership is determined by the governing board and reviewed annually in the Summer term.</p> <p>15 As set out in its' terms of reference, the finance committee is responsible for:</p> <ul style="list-style-type: none"> • agreeing draft budgets for the governing board's approval in time for submission to the LA by 1 May each year • all financial appraisals • forecasting numbers on roll and future budget shares • monitoring and adjusting in-year expenditure • ensuring accounts are properly closed and reviewing the outturn position • evaluating the effectiveness of financial decisions • administering voluntary funds <p>16 Any review of staffing agreed by the personnel committee is first referred to the finance committee who assesses the budgetary implications of the recommendations and advises the governing board accordingly.</p> <p><u>Expenditure Limits</u></p> <p>17 The inclusion of an item in the approved budget plan gives authority to spend, save that the headteacher seeks approval from the finance committee for any individual transaction in excess of £5000</p>	

GOVERNANCE (continued)	Implemented

18 The headteacher authorises virements up to £1000, above this amount finance committee approval is sought.
All virements are minuted.

Orders

19 Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools.

Minutes

20 Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves.
Draft minutes are circulated to members of the committee within one week of its meeting and are agreed and signed at its next meeting. The minutes of all committees are reported to the governing board.

Register of Business Interests

21 The headteacher maintains a register of business interest for governors and for staff who influence financial decisions. The register is attached at Appendix 2. *(See appendices 2 & 3 of the FPM)*

Key Financial Tasks

22 The full governing body undertake the key financial tasks each term as outlined in the document at Appendix 3.
(See appendix 4 of the FPM)

B. FINANCIAL PLANNING	Implemented
<p>1 The school development plan includes a statement of its educational priorities to guide the planning process. The school development plan states the priorities in sufficient detail to provide the basis for constructing budget plans.</p> <p>2 There is a clear, identifiable link between the school’s annual budget and the school development plan.</p> <p>3 For each of the key issues in the school development plan, costs and other inputs are identified and budgets prepared.</p> <p>4 The school development plan is reviewed in the Autumn term to ensure that educational priorities are stated for the next three years and shows how the use of resources is linked to achieving the goals.</p> <p>5 The school budget is revised after the review of the development plan and resources identified within the budget to deliver the plan’s priorities</p> <p>6 The school budget is maintained for the current financial year and two further years.</p> <p>7 The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.</p> <p>8 The budget and cash flow forecast are profiled in accordance with likely spending patterns.</p> <p>9 In the event of a budget surplus this is earmarked for a future specified use.</p> <p>10 A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.</p> <p>11 All new initiatives are appraised by the full governing body in relation to their costs, benefits and sustainability.</p>	

12 The main elements of the budget are fundamentally reviewed within a five-year cycle. Benchmarking information helps to identify priorities.	
FINANCIAL PLANNING (continued)	Implemented
<p>13 The budget cycle is as follows:</p> <p><u>Spring Term</u></p> <ul style="list-style-type: none"> • If necessary, the headteacher and finance officer prepares a third revision of the budget for the current year for the finance committee to consider at its meeting in the first half of the term. • The budget revision is taken to the next meeting of the governing board for governor approval. • The approved budget revision is sent to the LA by 28 February. • A draft budget plan for the coming financial year, and two further years, is prepared by the headteacher and taken to the finance committee meeting in the second half of the spring term. This will form the basis of the committee's recommendation to the governing board. • The governing board will carefully consider the budget plan before approving it. • The headteacher submits the approved budget plan to the LA by 1 May each year. <p><u>Summer Term</u></p> <ul style="list-style-type: none"> • The headteacher and finance officer prepares a first revision of the budget for the full governing board to consider. The revision takes account of the actual balance in hand or overspending for the previous financial year. • The budget revision is taken to the next meeting of the governing board for governor approval. 	

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| <ul style="list-style-type: none">• The approved budget revision is sent to the LA by the end of the summer term, as per Norfolk's Scheme for Financing Schools. | |
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FINANCIAL PLANNING (continued)

Implemented

Autumn Term

- The headteacher and finance officer prepares a second revision of the budget for the finance committee to consider. The revision takes account of any changes to the school development plan, staffing adjustments and changes to the number of pupils on roll.
- The budget revision is taken to the next meeting of the governing board for governor approval.
- The approved budget revision is sent to the LA by the end of the autumn term, as per Norfolk's Scheme for Financing Schools.

C. BUDGET MONITORING

Implemented

- 1 The finance officer produces monthly monitoring reports, which include committed expenditure.
- 2 The full governing body receives the monitoring report at each meeting together with the headteacher's written report thereon. The report takes the form of Norfolk's budget monitoring proforma.
- 3 The headteacher and finance officer identifies and recommends to the full governing body appropriate remedial action for budget variances.
- 4 The headteacher and finance officer recommends to the full governing body how to vire any in-year underspends in excess of £1,000 (The headteacher is authorised to vire amounts up to £1,000)
- 5 The headteacher monitors expenditure on initiatives in the school development plan.
- 6 Holders of devolved departmental budgets are supplied with monthly monitoring reports. The headteacher monitors devolved budgets and agrees remedial action plans where necessary.
- 7 Where appropriate, the finance officer produces monthly cash flow forecasts to ensure the school does not go overdrawn.

D. PURCHASING	Implemented
<p>1 All orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.</p> <p>2 The school demonstrates value for money through competitive tendering when appropriate or by using ESPO or other approved purchasing arrangements.</p> <p>3 Prior approval of the governors is obtained for any expenditure in excess of £5,000. Orders are not artificially split to evade this limit.</p> <p>4 The school will not enter into any "finance lease" and will ensure that any lease entered into is an "operating lease". Leases will be submitted to the Finance and Business Services Team to be checked as to their type before any agreement is entered into.</p> <p>5 Three written quotations are obtained for any order whose value is estimated between £5,000 and £30,000.</p> <p>6 If a quotation other than the lowest is accepted it is reported to governors and the reasons minuted.</p> <p>7 Contract specifications will contain the following:</p> <ul style="list-style-type: none"> • contract duration • definitions • contract objectives • services to be provided • service quantity • service quality standards • contract value and payment arrangements • information and monitoring requirements • procedure for disputes • review and evaluation requirements <p>8 The official pre-numbered orders are used for all services except utilities, rent, rates, petty cash and any payments due under a loan/lease agreement. Any urgent verbal order is confirmed by a written order.</p>	

PURCHASING (continued)	Implemented

- 9 Individuals will not use official orders to obtain goods or services for themselves.
- 10 All orders are signed by an authorised signatory and the finance office maintains an up-to-date list of signatories. This is attached at Appendix 4.
- 11 The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.
- 12 Each order placed is entered in the school's financial system as a commitment.
- 13 The school checks goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of rubber stamps approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. These checks are not done by the person who signed the order.
- 14 Payment is made within the agreed time limits after certification by an approved signatory.
- 15 Wherever possible, an invoice is not authorised for payment by the person who signed the order nor by the person who checked receipt of goods/services. Payment is only made against the original supplier's invoice and not on a statement.

E. FINANCIAL CONTROLS	Implemented
<p>1 A written description of all the school's financial systems and procedures is maintained. These are kept up to date and all appropriate staff trained in their use.</p> <p>1 2 The headteacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff. These arrangements are all staff will be trained to be able to undertake the financial duties of others.</p> <p>3 The headteacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.</p> <p>4 The school maintains proper accounting records. All transactions can be traced from accounting records to prime vouchers and all prime vouchers are traceable in the accounting records. The use of correcting fluid is not allowed. Any alterations to original documents are clearly made in ink and initialled to identify the person making the alteration.</p> <p>5 Documents relating to financial transactions are retained in line with the LA's recommendations. (<i>see appendix 5 of the finance procedure manual</i>)</p> <p>6 All records are securely stored and access allowed only to authorised staff, ie locked filing cabinet in the school office or saved in a secure encrypted folder on the schools server</p> <p>7 Where there is a requirement to account separately for earmarked funding the headteacher ensures this is done and that money is spent on its intended purpose.</p>	

F. INCOME	Implemented
<ol style="list-style-type: none"> 1 The full governing board approves the school's charging policy and reviews it annually. The Charging Policy is attached at Appendix 5. 2 Proper records of all income due are kept. Lettings are approved by the headteacher in accordance with the governors' policy and recorded in the lettings register. The lettings policy is attached at Appendix 6. 3 The responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income. 4 Income recorded in the accounts is reconciled monthly with the bank statement. 5 Where invoices are required, they are issued within 30 days. 6 The school sends a first reminder for any unpaid invoice after 3 weeks, a second reminder after 6 weeks and a final reminder after 9 weeks. Legal action is considered if a further 14 days lapse. Debts are written off only in accordance with the school's Bad Debt Policy, attached at see Appendix 7. 	

G. BANKING	Implemented
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For official funds, the school banks with Barclays Bank The bank account name is Edmund de Moundeford VC Primary School and the bank account number is 50514055

- 1 Bank reconciliations are completed monthly and any discrepancies resolved.
- 2 The reconciliation statement is signed by the person undertaking the reconciliation and reviewed and countersigned by someone who understands the reconciliation process.
- 3 The person completing the reconciliation is not responsible for processing receipts and payments.
- 4 Staff never use their private bank accounts for any receipt or payment due to or from the school budget.
- 5 The school's banker has been advised that the school is not allowed to go overdrawn or negotiate overdraft facilities.
- 6 The school is not allowed to enter any loan agreement except with the LA. (This does not apply to loans pre-existing at 1 April, 1999).
- 7 Where the value of any cheque payment is over £500, it must be signed by two authorised signatures. Where the value of any cheque payment is less than £500, one authorised signature is acceptable, unless this relates to a staff reimbursement, in which case two authorised signatures are always required. Supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed. Only manuscript signatures are allowed, i.e. not electronic or from rubber stamps.
- 8 All cheques are crossed "account payee". Cheque books are stored securely when not in use.

Where schools use online payments through their bank:

- 9 Headteachers must ensure that the correct staff are assigned the access rights within the banking online system that is appropriate (considering separation of duties) and ensure that these are kept up to date i.e. staff leavers.
- 10 Online user ids/cards/Pin numbers are specific to named staff and must not be shared with others.
- 11 Schools must adhere to the policies laid down by their banker in respect of online payments and ensure that the Data Protection Act is not breached in regards to holding suppliers bank information.
- 12 Each BACS (Bank Automated Credit System) payment batch is signed by an authorised signatory and supporting vouchers are made available to the signatory to safeguard against inappropriate expenditure. The BACS Creator and BACS Authoriser must not be the same person.

Each BACS payment will generate a remittance document, which will be sent to the supplier, either by post or by email, to notify them of their payment having been sent.
- 13 Any BACS batches over £1000 will be authorised by two authorisers.
- 14 A copy of the invoice for any individual BACS payment over £10,000 should be emailed to finance.support@educatorsolutions.org.uk to be checked prior to payment.

H. PAYROLL	Implemented
<ol style="list-style-type: none"> 1 Personnel procedures, including appointments, promotions and terminations are supervised by the personnel committee. 2 The headteacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims. 3 The headteacher ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent, and the payment of expenses. 4 Names and specimen signatures of authorised signatories have been sent to the payroll provider who will be promptly notified of any changes. 5 Only authorised staff are allowed access to personnel records, ie the Headteacher, the Deputy Headteacher, Clerical Assistant and staff from the Central Finance function, Educator Solutions. 6 Arrangements have been made for staff to access their own records. These are upon request 7 Payroll transactions are processed only through the payroll system; this includes the payment of all expenses and benefits. 8 The headteacher maintains an up-to-date list of teachers and other staff employed at the school. This is held on a computer in the school office and is amended, as necessary, on a monthly basis. 9 The monthly reports on payroll transactions are checked against the school's budget working papers to ensure they match. 	

I. PETTY CASH – NOT APPLICABLE	Implemented
<p>1 The headteacher determines the level of petty cash to be held. This is currently £.....</p> <p>2 Cash is held securely and access to it is restricted to authorised staff, i.e. </p> <p>3 Payments from petty cash are limited to minor items, up to £25 in value.</p> <p>4 Payments from petty cash are approved by an authorised officer; they are supported by appropriate vouchers (including VAT invoice/receipt where necessary) and acknowledged by the recipient's signature.</p> <p>5 Proper records are kept of payments into or out of the funds.</p> <p>6 The petty cash fund is reconciled with the accounting records on a monthly basis. The reconciliation is reviewed and countersigned by a member of staff not involved in administering the fund.</p> <p>7 Personal cheques are not cashed from petty cash.</p> <p>8 At the end of each period the petty cash control sheet must be completed (<i>See appendix 9 of the FPM</i>).</p>	

J. TAX	Implemented
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- 1 The headteacher ensures that all relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the LA will pass back to the school any penalties imposed on it arising from an error by the school.
- 2 Proper VAT invoices are obtained for all transactions involving VAT.
- 3 The LA's VAT manual gives details of accounting for VAT and is adhered to by the school.
- 4 All payments falling within CIS are made in accordance with the LA's agreed procedure.

K. VOLUNTARY FUNDS – NOT APPLICABLE

Implemented

For voluntary funds, the school banks with The bank account name is and the bank account number is

- 1 The School Fund Account is accounted for separately from the school's delegated budget and is held in a separate bank account.
- 2 ***The fund has been registered with the Charity Commission.***
- 3 The governors have appointed a treasurer. The treasurer is discharged to Central Finance, Educator Solutions.
- 4 The governors have appointed an independent auditor who is not a member of the governing board. The Auditor is determined by the LA from Finance and Business Services, Educator Solutions. It will be insured that the same person carrying out the Central Finance function will not audit the voluntary fund.
- 5 The same standards that apply to the school's delegated budget apply to the school fund except that it is kept on a receipts and payments basis rather than an income and expenditure basis.
- 6 Only income unconnected with the delegated budget is credited to the fund. Any income properly belonging to the school's delegated budget is credited to the delegated budget.
- 7 The headteacher presents the audited accounts together with the auditor's certificate and written report on the accounts to the governors as soon as possible after the end of the accounting year. They are presented to the governing board at their ***Autumn*** term meeting.
- 9 The headteacher sends a copy of the audited accounts and auditor's certificate to the LA as soon as the governors accept them, and within 3 months of the end of the accounting year.

VOLUNTARY FUNDS (continued)	Implemented
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9 Each school fund cheque is signed by two authorised officers. The authorised officers are
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.....

10 Where no material income has been collected, it should be banked at least weekly. (See section 9.3.3)

11 All income will be receipted, unless it is below the agreed minimum. (See section 9.3.2)

12 Bank reconciliations are carried out at least termly, but larger schools should do this monthly.

L. ASSETS	Implemented
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- 1 The headteacher ensures that stocks are maintained at reasonable levels and are checked physically at least once a year.
- 2 An up-to-date inventory is to be maintained of all items of equipment. Those that are portable, valuable and desirable are identified as school property with security marking.
- 3 The inventory is checked at least once a year, in the Summer Term. The inventory is signed as evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £100 or more will be reported to the governors. Any loss exceeding £500 will be referred to the Head of Finance and Business Services Team.
- 4 Whenever school property is taken off site either by pupils or staff, e.g. musical instruments/computers, they are signed for and the register noted accordingly. The register is held in the school office.
- 5 The governors have approved a policy in relation to redundant equipment.
- 6 The safe is kept locked and the keys removed and held elsewhere.
- 7 The school's asset management plan is supervised by the **full governing body**.
- 8 The school maintains a Gift Register of all donations to the school, either in cash or kind.

M. INSURANCE	Implemented
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- 1 The school reviews all risks annually to ensure that the cover available and the sums insured are adequate. Advice is available from NCC's Risk and Insurance Manager.
- 2 The governors consider whether to insure against any uncovered risks.
- 3 The school will notify the LA/its insurers of any new risks or any other alterations affecting existing insurance.
- 4 The school will not give any indemnity to a third party.
- 5 The school will immediately advise the LA/its insurers of any accident, loss or other incident which may give rise to an insurance claim.
- 6 Insurance will cover the use of school property when off the premises, e.g. musical instruments/computers.

N. DATA SECURITY	Implemented
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- 1 Computer systems used for school management are protected by password security. Passwords are changed termly and more frequently in the event of staff changes.
- 2 All data is backed up daily and the back-ups stored in a secure fireproof location, preferably off site.
- 3 The Headteacher has established a contingency plan for recovery from an emergency, Our ICT company would be able to recover the information from our back up.
- 4 Only authorised external hardware and software is installed on any school computer to safeguard against computer viruses.
- 5 The governors ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act 2018, and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.

APPENDIX 1

EDMUND DE MOUNDEFORD V.C. PRIMARY SCHOOL

CURRENT GOVERNORS

<u>Name</u>	<u>Governor Category</u>
Mr S Samuels (Vice Chair)	Co-Opted
Mrs J Lillycrop	Headteacher
Mrs Ablitt	Deputy Head
Mrs K Pizzey	Foundation
Miss Lisa Strutt	Foundation
Mr J Harrison Porter	LEA
Mrs Linda Amas	Co-Opted
Mrs Dawn Harvey	Co-Opted
Miss Sarah O'Donnell	Parent
Mrs Sarah Leamon	Parent
Mr Stuart D'Costa	Parent

Terms of reference for full governing board without committees:

The Governing Board has a strategic role, challenges and supports the school, is accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of Reference

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To seek to fill vacancies as they arise and to appoint new governors* where it is possible for the governing board to do this, e.g.
Community governors
- To hold at least six Governing Board meetings a year*

- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees or working party of the Governing Board and their Terms of Reference*(where a committee is required) • To elect the Chair of any committee, or to delegate this to the committee itself
- To appoint or remove a Clerk to each committee or working party*
- To suspend or remove a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals, and review these annually*
- To work effectively for succession planning
- To be able to make effective and timely decisions, to allow on exceptional occasions the ability for a governor to attend through the use of Teams, Facetime or on speaker phone where a key vote is crucial
- To receive reports from any individual governor to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- To approve the first formal budget plan of the financial year
- To keep school policies and practice under review and to make revisions where appropriate unless delegated to a committee. (See Policy schedule for delegation)
- Maintain a current pecuniary/ business interest register for governors
- Provide induction and support and training for governors
- To ensure that Governors fulfil their monitoring responsibility
- To ensure three governors have been suitably trained to undertake the Head Teacher's performance management
- To ensure that Governors fulfil their responsibilities for safeguarding under section 157/175 of the Education Act including accessing relevant training
- Monitor incidents of racism, disability discrimination and safeguarding
- Annually agree the Pupil Admission Number (PAN)
- Annually agree Governors with statutory responsibilities

Quorum

- At least 50% of the number of governors in post

Core responsibilities

- To ensure that all aspects listed in each responsibility area are undertaken and reported back through minutes, clear monitoring reports and followed up where necessary through delegated actions
- To review as necessary all policies/ documents according to the policy and document schedule
- To make decisions that are delegated to the FGB
- To abide by the governor protocols concerning conduct and visits to the school

Responsibilities: School Improvement

- To ensure the School Self Evaluation is accurate and up to date and to develop sections relevant to the need for focused governor monitoring in conjunction with the senior leaders
- To respond as an FGB on matters relating to the preparation for, or action following, an OFSTED inspection
- To monitor key issues of the School Improvement Plan • To receive and, where necessary, recommend action on reports of:
 - behaviour of pupils both in lessons and around the school
 - bullying
 - views of pupils and parents

Responsibilities: Financial policy planning and monitoring

- To provide guidance and assistance to the headteacher in all matters relating to budgeting and finance, with reference to the 'Norfolk Scheme for Financing Schools'
- To review, adopt and monitor a Finance Policy.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To recommend the level of delegation to the headteacher for the day to day financial management of the school
- To review any internal / external audit reports as to the effectiveness of the financial procedures and controls

- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing board for adoption an annual school budget considering the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements and to consider the awarding of contracts by tender according to the stated amount within the Finance Policy
- To ensure that enough funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and to approve any budget virements that will from time to time be necessary in response to the evolving requirements of the school
 - To monitor the impact of spending decisions upon educational achievement in school □ To receive at least half termly budget monitoring reports from the headteacher.

□

To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date and provide them with the information they need to perform their duties.

- To review, complete and submit the School Financial Value Standard (SFVS). To undertake any remedial action identified as part of the SFVS. To receive and act upon any issues identified by a local authority audit.
- To recommend the amount which can be spent between budget headings by the headteacher without prior agreement of the board.
- To consider each year's School Improvement Plan (or post-Ofsted Action Plan) priorities, and to draw up an annual budget plan for reporting to the *full* governing board.
- To ensure the audit of unofficial school funds (where in place)
- The chair of governors should ensure a skills matrix has been completed by those governors directly responsible with financial management and signpost training where required

Responsibilities: Premises

- To provide support and guidance for the governing board and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments. □ To establish and keep under review an Accessibility Plan and a Premises Development Plan □ To review, adopt and monitor a Health and Safety policy.

Responsibilities: Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school development plan and the effective operation of the school.

□

- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing board staff selection procedures, ensuring that they conform with safer recruitment practice and the requirements of 'Keeping Children Safe in Education', and to review these procedures as necessary. □ In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Responsibilities: Safeguarding in line with Part 2 of 'Keeping Children Safe in Education'.

To monitor and review all requirements under Safeguarding to ensure that the FGB complies with their duties under legislation. To do this, they must ensure that:

- policies, procedures and training in their schools or colleges are always effective and comply with the law; □ they have a senior board level (or equivalent) lead to take leadership responsibility for their school's or college's safeguarding arrangements;
- appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare including an effective child protection policy that is updated at least annually and is compliant with national and local guidance;
- appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, are in place to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risk of them going missing in future.
- a proportionate risk-based approach is in place to the level of safeguarding information that is provided to temporary staff and volunteers;
- policies and procedures, adopted by governing bodies and proprietors, and particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- all staff undergo safeguarding and child protection training (including online safety) at induction. The training should be regularly updated in line with local guidance

□

- all staff should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- that children are taught about safeguarding, including online safety;
recruitment and selection policies and procedures prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised;
- there are procedures in place to manage concerns/allegations, against staff (including volunteers) that might indicate they would pose a risk of harm to children.
- To receive regular reports on Safeguarding and act where necessary to address any issues.

*** These matters cannot be delegated to either a committee or an individual. Currently this Governing Board operates as a Full Governing Board.**

Other committees are established for areas of specific need e.g. Headteacher's Performance Management Panel, panels for exclusion, discipline, complaints etc. These are formed as the need is required for specific instances.

□

APPENDIX 2

EDMUND DE MOUNDEFORD V.C.PRIMARY SCHOOL

Register of Business Interests

Governors with private interests that could conflict with their work in the school

N/A

Governors with a pecuniary interest in the school

N/A

APPENDIX 3

EDMUND DE MOUNDEFORD V.C.PRIMARY SCHOOL

Authorised Signatories

Mrs. J. Lillycrop	- Headteacher
Mrs. M Ablitt	- Deputy Head
Mrs. T Lambert	- Teacher

Appendix 4 - Retention of Financial Records
(Where appropriate records detailed apply to both Official & Unofficial Funds)

Record Type	Detail of Record	Minimum Retention Period (years)
Paid Invoices	Paid by on-line direct input (schools' local bank accounts)	6 + 1
Cash Books	Full Books	3 + 1
Imprest Claims	Establishment/departmental copies	2 + 1
Copy of orders/internal requisitions		2 + 1
Delivery notes		2 + 1
Postage records		2 + 1
Cheque stubs	Cancelled & Spoiled Cheques	3 + 1
Daily Transaction Sheets	File Copies	2 + 1
Bank Statements		3 + 1
Petty Cash Records		3 + 1
Educational Visits	Account/supporting documentation, final statements	3 + 1
Contracts	Quotations, tenders	6 + 1
Systems control & data vet reports	For own systems	2 + 1
Records of Controlled Stationery		6 + 1
Payroll Master Records	Paid by on-line direct input	12 + 1
Personnel Records As held by establishments	Retain for one year after the end of	the and/or departments employment

Receipt Books	From date of last receipt in book	6 + 1
Bank paying-in books and slips		6
Copy debtor accounts		6 + 1
Till rolls		6 months
Cash register control readings		2 + 1
Income collection registers	e.g. meals	2 + 1
Letting registers	Including copy receipts	6 + 1
ESPO Order Books		6 + 1
Trivia Order Books		6 + 1
Inventories	Full books	2 + 1
Stock Records	Ledgers, bin cards, stock tables	2 + 1
Accounting code lists		Current year + 1
Budgetary Control Reports		2 + 1
Commitment records		2 + 1
Dinner Registers		Current year + 2
Accepted tender documents	From end of contract or extension	6 + 1 or 13 + 1 if sealed deed
Contract variations	Changes during the contract term	6 + 1 or 13 + 1 if sealed deed

Record of receipt and opening of tenders	From end of contract or extension	6 + 1
Record of terms and prices offered by all bidders	From end of contract or extension	6 + 1
Signed contracts plus key records e.g. surveys, site plans, bills of quantities	From end of contract or extension	6 + 1
Unsuccessful tenders	From end of contract or extension	2 + 1 NB: Unsuccessful tenders are the property of the tenderer. If he requires return of paperwork it may be necessary
		to do so. The challenge period for unsuccessful tenders is only three months long - however documents should be retained for 2 + 1)
Unofficial Funds/ Voluntary Funds	Audited accounts/statements, cashbook, and supporting documentation.	3 + 1

APPENDIX 5

Edmund de Moundeford V.C. Primary School Charging & Refund Policy

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its prospectus, which can be obtained from the school. It is also a requirement that the School's charging policy is provided on its' website.

The school reserves the right to charge for:

Music tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.

Ingredients and materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Board and lodging

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example:

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

We will ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

We will not charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.
- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher. Parents of children who are Pupil Premium might be considered to make a lesser payment after a discussion with the Head teacher.

Refunds

- If a trip has to be cancelled parental contributions will be refunded.
- If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child. □ Excess income less than £5 per child will be paid into school account
- Excess of expenditure will be funded by school budget share.

Online payments will be refunded to the credit/debit card used.

Useful Links:

Learning Outside the Classroom guidance:

<http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Latest DfE guidelines: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Outdoor Education Advisors Panel guidance: <https://oeapng.info/download/1082/>

Appendix 6

EDMUND DE MOUNDEFORD V.C. PRIMARY SCHOOL FELTWELL

LETTINGS POLICY

Rationale

The primary purpose of the school site and buildings is for the education of pupils attending Edmund de Moundeford V.C. Primary School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment particularly given the vulnerability of pupils.

Policy

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community. Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Booking

Application Form (see Appendix 1). The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

All enquiries for lettings in the first instant will be made to the School office.

All lettings are subject to authorisation by the Headteacher on behalf of the governing body.

Conditions of Letting

1. **Fees.** Charges for the hire of facilities are:

School Hall:	1 st hour £35, 2 nd hour £35 minimum hire of 2 hours, and then £20.00 for each hour after or part of hour after that.
Kitchen:	£10 per hour
Swimming Pool (to include hire of the play equipment)	£35 per hour
Hiring of the School Field	£35 per session

These are standard fees and will apply unless otherwise agreed by the Governing Body.

2 **Cancellation:** a provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school.

Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

3. **Additional Charges:** will be charged for any additional costs caused by the let, e.g. damage, breakages or cleaning.

4. **Maximum Numbers Attending:** Health and Safety considerations restrict the school hall to a maximum number of 200 for any function.

5. **Alcohol and Drinks:** unless a license has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption.

6. **Smoking:** Smoking is not permitted within any of the school buildings or grounds.

7. **Liability of Hirer:** See Annex 2 on Application for Hire of School Premises form.

8. **Swimming Pool:** For hire of the swimming pool evidence of valid life-saving qualification should be produced.

9. **DBS Check:** - written assurance from groups that they have the appropriate policies and DBS checks in place to safeguard children

Hirers Responsibilities

For the duration of the letting period the Hirer will be responsible for ensuring the following:

1. Adequate supervision is available.
2. Normal and emergency procedures are followed.
3. Swimming pool normal operating and emergency procedures are followed. These will be issued to hirers of the pool and are on display on the swimming pool notice board.
4. The hirer will ensure that all relevant recruitment and vetting checks including DBS checks have been undertaken on staff who work with children.
5. No school equipment, other than that specified at the time of letting, is used. School furniture shall not be moved by the hirer except by arrangement with the Caretaker or Headteacher.
6. Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities.
7. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.
8. Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
9. Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that:
 - Emergency exits, fire extinguishers, alarm points are not obstructed.
 - Adequate walkways are available to allow free and easy access and egress.
 - No gas cylinders or canisters are used inside the premises.
 - Combustible materials are not placed adjacent to heat sources.
 - Equipment is used for the purpose for which it was designed. □ Flammable and/or hazardous substances are not to be used.
 - Nails, tacks, screws etc., shall not be driven into or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decorations of any kind shall be put up.
 - Footwear likely to damage floors is not to be worn.
 - Litter and property belonging to the hirer or his servants or agents is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
 - Alterations to lighting or heating systems is forbidden.
 - Parking must be in designated areas, leaving access for emergency vehicles.

INFORMATION FOR USERS

Before the start of your function please familiarize yourself with the following:

1. Emergency Exits
2. Fire Alarms and fire extinguishers.
3. First Aid Boxes - are located in the KS1 Art area and 1st bay in KS2 corridor, disabled toilet and pool side.

Telephone: There is no telephone available to use during a booking please ensure that you have a mobile in case of emergencies.

The Site Manager is Andy Thomas and can be contacted in an emergency out of school hours on the number provided on the letting form once agreed.

Edmund De Moundford Voluntary Controlled Primary School

CONDITIONS OF HIRING SCHOOL SWIMMING POOL BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. In the case of repetitive lettings, the charge for each specific month must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

Schools may negotiate their own rates with hirer's.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first aid kit, and access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe Equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on equipment and emergency facilities. (This will include, for pool hire, copies of normal and emergency procedures)

- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate. In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced. Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

HIRER RESPONSIBILITIES

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Caretaker or person holding custodianship for the time being e.g. a relief Caretaker.
- The headteacher must approve all swimming teachers and assistants prior to the hire agreement being signed. The hirer will ensure that all relevant recruitment and vetting checks including DBS Checks have been undertaken on staff who work with children and young people.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.
- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment. This includes ensuring that; alcohol is not consumed.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the County Council against the costs for infringement. Where the hire involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, students, PTA members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being hired and the relevant license purchased, if required. The School/ Lettings Officer will require from the hirer sight of the relevant license(s) at the time of booking the premises. A license may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal).

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the School Governors and will be subject to the conditions made at the time of booking, and to the obtaining of such License as may be necessary.

DISABLED PERSONS

On those occasions when disabled persons are present on the premises such special arrangements to be made with the school office in advanced by the Hirer.

LIABILITY OF HIRER

The County Council shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the County Council, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage* to members of the group, the County Council or others entering the property. *Under the terms of the hire agreement with the County Council an insurance policy has been effected on the hirer's behalf by the County Council. This policy indemnifies the hirer against the costs arising from the claims for damage to County Council Property, which have resulted from the actions of negligence of the hirer. The cost of this insurance is included within the hire charges and the hirer will be responsible for the policy excess applicable.

Please note that this is a **NO SMOKING SITE**

APPENDIX 7

EDMUND DE MOUNDEFORD V.C. PRIMARY SCHOOL, FELTWELL

BAD DEBT POLICY

1. Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible, an invoice will be raised for immediate payment.

2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.
 - 3 weeks from date of invoice - 1st reminder
 - 6 weeks from date of invoice - 2nd reminder
 - 9 weeks from date of invoice - final reminder

The final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.

3. After 14 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The debt may be referred to the County Legal Services, where appropriate.

4. Legal action will not be taken for debts under £50.

5. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:
 - those up to the value of £100 to be approved by the headteacher and reported to the next meeting of the governing body
 - those exceeding £100 and up to the value of £500 to be referred to the governing body for approval, either directly or after consideration by the Resources committee
 - those exceeding £500 to be referred to the Head of Children's Services (Finance & ICT) (as per the Norfolk Scheme for Financing Schools)

6. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.

APPENDIX 8

EDMUND DE MOUNDEFORD V.C. PRIMARY SCHOOL, FELTWELL

REDUNDANT EQUIPMENT POLICY

1. The governing body has the authority to declare equipment, furniture or any other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget. Land and building are always excluded from this authority.
2. Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £100 and sale is to be by public auction or competitive tendering, authority for disposal can be given by the headteacher.
3. The prior approval of the Resources committee will be required where:
 - The estimated disposal value is between £100 and £500
 - The sale is not to be by public auction or competitive tendering.
4. Where the estimated disposal value is above £500, these must be referred to the Head of Children's Services (Finance & ICT), (as per the Norfolk Scheme for Financing Schools).
5. A list of equipment disposed of will be presented to the Resources committee at its' next meeting. The list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.
6. The school's inventory will be amended to show disposals and such entries will be endorsed by the headteacher.
7. Where the school originally claimed back the VAT when making the purchase they should also account for VAT when recording the sale. Using the appropriate VAT rate.
8. The net income (i.e. excluding VAT) from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

