

Headteachers Scheme of Financial Delegation

1. The Headteacher will have delegated power to undertake all functions delegated to the Governing Body under the School Standards and Framework Act, 1998 and the LMS Scheme for Financing for Schools except that:
2. The Headteacher will comply with all policy directions given to her/him from time to time by the Governing Body.
3. The Headteacher will not enter into any financial commitment in excess of £10,000 without the consent of the Governing Body or in the case of an urgent matter, the Chair of Governors or Chair of Finance Committee. The only exception would be for ABM catering invoices. At the Full Governors meeting on 14th July 2021 it was agreed that the Headteacher was authorised to sign off the Catering Contractor (ABM) monthly invoices as they are above the limit of £10,000.
4. The above delegation will not apply in respect of the appointment of staff. It will be for the Governing Body to determine from time to time the extent of the power of the Headteacher to deal with staffing matters.
5. The Headteacher may vire from one budget heading to another, but must report to the Governing Body at the next full meeting.
6. The Headteacher will submit to the Governing Body at least once each term, and on further occasions at the request of the Governing Body, a report including a current income and expenditure statement which also shows any commitments entered into; this report will include a comparison of these latest figures with the school budget for the year, accompanied by a written narrative which highlights key variances.
7. Any proposal to incur expenditure on new or significantly different policies will be the subject of a report by the Headteacher to the Governing Body; this report will include details of costs in both the current and future years.
8. The Headteacher will have the power to nominate the Deputy Headteacher or another named (senior) member to staff to exercise the powers of this delegation during any periods of absence.
9. The Headteacher and any other person nominated under Regulation 8 above will ensure that at all times the Financial Regulations, Standing Orders and Procurement Procedures relating to schools are complied with.

The Scheme of Delegation will be monitored and reviewed by the Finance Committee of the Governing Body on an annual basis.

Policy updated: April 2023

Staff responsible: Sally Bacon

This policy was ratified by the Governing Body on: 20th April 2023

Signed on behalf of the Governing Body:

