



# Woolton High School



## Financial Responsibility and Accountability

Woolton High School recognises the need to define responsibilities of each person involved in the administration of school finances. This is necessary in order to avoid duplication or omission of functions and to provide a framework of accountability for the governors and staff.

### **A: Liverpool Directorate**

The Education Directorate determines the scheme of financial management, financial regulations and those Council Standing orders that relate to its maintained schools. The Directorate consults School Governing Bodies on proposed alterations to the Scheme of Financial Management. The Directorate arranges for the audit of the school's financial organisation when it deems to be appropriate.

The Education Directorate makes available certain of its sections and officers to the school to assist in the carrying out of its financial responsibilities.

### **B. The Governing Body**

The governing body has statutory responsibilities for the oversight of the financial management of the school. It dismisses its responsibility in this respect through the Finance Committee which has not been granted delegated powers.

Proposals for the detail of the annual budget are drawn by the Finance Committee and presented to governors for approval.

The Governing Body is responsible for overall financial policy making e.g. the limits of delegated responsibility, reporting arrangements and charging policy.

The Governing Body must ensure that a Register of Pecuniary Interests is kept in the school. This is stored in the school's Administration Officer.

The Governing Body sets the priorities for future expenditure. This financial plan correlates with the priorities set in the School Improvement Plan (SIP).

### **C. The Finance Committee**

The committee, with guidance from the headteacher, draws up the model budget for consideration of the Governing Body.

The committee monitors "Best Value" and considers areas of potential savings.

The committee considers the need for "virements" where the proposed amount of the virement exceeds £3,000.00.

The committee recommends to the Governing Body proposals for the expenditure of funding that becomes available during the financial year (e.g. from budget savings, payments from the Directorate's contingency fund). These proposals will be in keeping with the School Improvement Plans.

#### **D. The Headteacher**

The headteacher is responsible for the day-to-day management of the school's delegated budget and must ensure that a sound system of internal financial controls is in place.

The headteacher is supported by the deputy headteacher and the school Business Manager in ensuring that proper processing of school transactions takes place.

The headteacher ensures that Education Directorate financial regulations, and DFES requirements are implemented.

The headteacher advises the governing body and the finance committee of the on-going management of the school's budget and on proposals to amend the scheme of delegation.

The headteacher oversees all school expenditure and checks and authorises payments made against invoices and must be a signatory for cheques (LMS account).

The headteacher is responsible for the management of the School Fund.

#### **E. The Deputy Headteacher**

The deputy headteacher supports the headteacher in the day-to-day management of the school's delegated budget, and will act in the place of the headteacher in the case of his absence.

The deputy headteacher oversees the expenditure of curriculum department accounts and ensures that curriculum managers are kept up-to date on balances in accounts for which they are responsible.

The deputy headteacher has access to the SIMS finance records and is a signatory for cheques.

#### **F. Assistant Headteachers**

Assistant headteachers have access to the SIMS finance records and are signatories on the LMS bank account

#### **G. The School Business Manager Officer**

To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.

Monitoring weekly/monthly expenditure, including payroll, and advising the headteacher/finance committee of possible under/overspending whilst providing options for varying expenditure.

Manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.

Preparation of work specifications for tender and assisting with the selection of contractors.

The administrative processes any income and is responsible for the issuing petty cash.

The administrative officer prepares monthly and end of year returns to the Education Directorate, and has access to SIMS finance.

To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School. Implementing the approved insurances, and handling any claims that may arise.

#### **G The School Administrative Assistant**

Ensures collection and reconciliation of any dinner money received.

Processes orders and checks stock when it is delivered.

Maintains the assets/disposal register in conjunction with ICT Technician and school personnel.

#### **H. Curriculum Managers.**

Curriculum managers are allocated funding for their areas of responsibility. The amount allocated will reflect the priorities outlined in the SIP. Each manager is responsible for their subject accounts and must arrange for use, storage and security of all resources ordered.

# WOOLTON HIGH SCHOOL GOVERNING BODY DECISION PLANNER 2019- 2020

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the LA. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

***\*This planner shows to which level the governing body may legally delegate functions. However, governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.***

## KEY

Level 1: Full governing body (GB)

Level 2: A committee of the governing body

Level 3: An individual governor (*\*not recommended*)

Level 4: Head teacher (HT)

Box blank: Action could be undertaken at this level.

Box greyed: Function cannot be legally carried out at this level.

Key Functions	Decision Level			
	1	2	3*	4
To approve the first formal budget plan each financial year		x		
To monitor monthly expenditure.				x
To establish a charging & remissions policy		x		
Miscellaneous financial decisions				x
To enter into contracts (GB may wish to agree financial limits)				x
To make payments				x
<b>Staffing</b>				
HT appointments (selection panel)	x			
Deputy appointments (selection panel)	x			
Appoint other teachers				x
Appoint non-teaching staff				x
Agree a pay policy	x			
Pay discretions	x			
Establishing disciplinary/capability procedures	x			
Dismissal of HT	x			
Dismissal of other staff		x		
Suspension HT	x			
Suspension staff (except HT)				x
Ending suspension (HT)	x			
Ending suspension (except HT)		x		
Determining staff complement	x			
Voluntary & foundation schools to agree whether or not the Chief Education Officer / Diocesan authority should have advisory rights	n/a			
Determining dismissal payments / early retirement	x			
<b>Curriculum</b>				
Ensure National Curriculum (NC) is taught to all pupils & to consider any disapplication for pupil(s)				x
To establish a curriculum policy				x
To implement curriculum policy				x
To agree or reject monitor curriculum policy	x			
Responsible for standards of teaching	x			
To decide which subject options should be taught having regard to resources & implement provision for flexibility in the curriculum (including activities outside school day)				x
Responsibility for individual child's education				x
Provision of sex education – establish an up-to-date written policy				x
To prohibit political indoctrination & ensuring the balanced treatment of political issues				x
To establish a charging and remissions policy for activities (non NC based)				x

<b>Performance Management</b>				
To formulate a performance management policy				X
To establish a performance management policy		X		
To implement the performance management policy				X
To review annually the performance management policy		X		
<b>Target Setting</b>				
To set & publish targets for pupil achievement				X
<b>Discipline / Exclusions</b>				
To establish a discipline policy	X			
To review the use of exclusion & to decide whether or not to confirm all permanent exclusions & fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X		
To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
<b>Admissions</b>				
To consult annually before setting an admissions policy (but in community & controlled schools only where the LA has delegated this power to the GB)	n/a			
To consult annually before setting an admissions policy (VA & Foundation schools)	n/a			
To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	n/a			
Admissions: application decisions (but in community & controlled schools only where the LA has delegated this power to the GB)	n/a			
Admissions: application decisions (VA, Foundation and special schools)	n/a			
To appeal against LA directions to admit pupil(s) (Voluntary, Foundation & special schools; also community & VC schools where LA is the admissions authority)	n/a			
<b>Religious Education</b>				
Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) <i>* this must fall into line with locally agreed syllabus</i>				X
Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)				X
Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation & VC schools of religious character at request of parents)				X
Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered above)				X

<b>Collective Worship</b>				
In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to no longer apply (after consulting GB)				X
Arrangements for collective worship (schools without religious character (after consulting GB)				X
Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting HT)	n/a			
<b>Premises &amp; Insurance</b>				
Buildings insurance & personal liability – GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	X			
Developing school buildings strategy or master plan & contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X			
Procuring & maintaining buildings, including developing properly funded maintenance plan	X			
<b>Health &amp; Safety</b>				
To institute a H&S policy (in community & VC schools this would be the LA)	X			
To ensure that H&S regulations are followed				X
<b>School Organisation</b>				
To publish proposals to change category of school	X			
Proposal to alter or discontinue voluntary foundation or foundation special school	X			
To set the times of school sessions & dates of school terms and holidays (except in community & VC schools where it is the LA)	X			
To ensure that the school meets for 380 sessions in a school year	X			
To ensure that school lunch nutritional standards are met where provided by the GB.				X
<b>Information For Parents</b>				
To prepare & publish the school prospectus				X
To prepare & publish the school profile				X
To ensure provision of free school meals to those pupils meeting the criteria				X
Adoption & review of home-school agreements		X		

<b>GB Procedures</b>				
To draw up instrument of government & any amendments thereafter	x			
To appoint (& remove) the chair & vice-chair of a permanent or a temporary GB	x			
To appoint & dismiss the clerk to the governors	x			
To hold a full GB meeting at least three times in a school year or a meeting of the temporary GB/IEB as often as required	x			
To appoint & remove community or sponsor governors.	x			
To set up a Register of Governors' Business Interests	x			
To approve & set up a Governors Expenses Scheme	x			
To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, Voluntary & Foundation Schools		x		
To consider whether or not to exercise delegation of functions to individuals or committees	x			
To regulate the GB procedures (where not set out in law)	x			
<b>Federations</b>				
To consider forming a federation or joining an existing federation	n/a			
To consider requests from other schools to join the federation	n/a			
To leave a federation	n/a			
<b>Extended Schools</b>				
Decision to offer additional activities & to the form these to take	x			
To put into place the additional services provided				x
To ensure delivery of services provided				x
To cease providing extended school provision	x			

**Decision planner prepared by the Finance sub-committee**