



Yardleys
School
WORKING TOGETHER FOR A BETTER FUTURE

HEAD TEACHER'S DELEGATION STATEMENT

Adopted by Trustees:

Signed.....

Date.....

This policy is reviewed annually by the Finance, Premises and Staffing Committee

Review date.....

POLICY INFORMATION

Date of last review	April 2024	Review period	Annual
Date ratified by trustees	July 2024	Trustees' committee responsible	Finance, Premises & Staffing
Policy owner	Tracy Grimston	SLT member responsible	Gemma Webb
Date of next review	April 2025		

Reviews/revisions

Review date	Changes made	By whom
April 2024	2.2 Tender limit amended – WTO GPA (1 st January 2024)	Tracy Grimston

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

FINANCIAL DELEGATION STATEMENT

The Trust board formally delegates the day-to-day financial management of the Academy budget to the Head Teacher of Yardleys School.

The Head Teacher must take personal responsibility for assuring Trustees that there is compliance with the Academies Trust Handbook, the Funding Agreement and all relevant aspects of company and charitable law.

The Head Teacher in their role as Accounting Officer is personally responsible to Parliament, and to the accounting officer of the EFA, for the resources under their control, and must be able to assure Parliament and the public of high standards of probity in the management of public funds.

1.0 Budget

- 1.1 The Head Teacher will prepare (by reference to the School Improvement Plan) and submit an annual Budget Plan to the Finance, Premises and Staffing Committee for review, which will need to be fully approved by the Trust board during the second half of the Summer Term.
- 1.2 The Finance Manager will prepare budget monitoring reports on at least a termly basis to present to the Head Teacher for review and submittal to the Finance, Premises and Staffing Committee.
- 1.3 The Head Teacher will liaise with the Finance Manager to assist in the preparation of a 3-year strategic financial plan in line with the Schools Improvement Plan, reflecting on the financial and resource consequences for each year including options, where appropriate, for consideration with the Finance, Premises and Staffing Committee.
- 1.4 The Head Teacher may undertake virements and budget revisions up to a value of £30,000, which should be retrospectively reported to the Finance, Premises and Staffing Committee.
- 1.5 The Head Teacher will recommend virements and associated budget revisions above £30,000 to the Finance, Premises and Staffing Committee. Should there be emergency requests; the Head Teacher may obtain approval from the Chair of the Committee until a meeting can be arranged.
- 1.6 The Head Teacher may adjust cost centre allocations (budgets) in response to the receipt of additional funding during the year. These adjustments will be reported back to the Finance, Premises and Staffing Committee.

2.0 Expenditure

- 2.1 The Head Teacher can authorise orders to a value of £50,000 within the budget provision without reference to the Finance, Premises and Staffing Committee and subject to obtaining 3 quotations for expenditure over £10,000.
- 2.2 The Head Teacher can authorise orders between £50,000 and up to the WTO (World Trade Organisation) GPA (Government Procurement Threshold) threshold tender amount (£214,904 at 1st January 2024) with the prior approval of the Trust board, if within the budget provision and subject to three quotations and an informal tender process, with the requirement to obtain formal tenders for expenditure in excess of threshold amount using the Find a Tender Service (FTS).
- 2.3 The Head Teacher may incur cumulative expenditure in excess of £10,000 with external suppliers, outside of the Local Authority Departments, if within the budget provision, without prior reference to the Finance, Premises and Staffing Committee. This is subject to regular review taking place to ensure that value for money is being achieved.

2.4 The Head Teacher should provide a report to Finance, Premises and Staffing Committee meetings detailing cumulative expenditure with suppliers in excess of £10,000.

3.0 **Assets**

3.1 The Head Teacher will ensure that a Fixed Asset register is maintained and kept up to date.

3.2 The Head Teacher has the authority to write off and dispose of assets. All events must be recorded, approved and reported to the Finance, Premises and Staffing Committee at the next meeting. Approval must be sought from the Secretary of State if the value exceeds the limits detailed within the Academies Trust Handbook.

3.3 The Head Teacher will ensure that a depreciation policy is adopted and recommend the approval of the policy to the Finance, Premises and Staffing Committee.

4.0 **Other**

4.1 The Head Teacher will ensure that adequate records are managed and maintained for the unofficial fund and will arrange for the annual audited accounts to be submitted to the Finance, Premises and Staffing Committee for review.

4.2 The Head Teacher will make recommendations to the Finance, Premises and Staffing Committee for the improvement of financial systems where appropriate.

4.3 The Head Teacher will ensure that the school review the current banking arrangements on an annual basis to maximise interest on income and address proposed banking charges.