



Bandon Hill Primary School

Schedule of Financial

Delegations

Bandon Hill Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Bandon Hill Primary School

Schedule of Financial Delegations 2024/25

This Schedule of Financial Delegations applies to Bandon Hill Primary 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 local 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 Executive Head of Shared Services, GLT Director of Resources, 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.

This procedure is the responsibility of: Headteacher

This procedure was reviewed and updated on: 15.07.24

This procedure was approved by the School Governing Body on: 26.07.24

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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		Georgia Brayne
Responsibility for maintaining Loan Book		Rob Hopkins
Responsibility for monthly stock take if assets > £2,000		N/A
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		Jan Bus & Don Reader
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Bandon Hill	30-98-36	63980968
Insured amount of cash on school premises (including Petty Cash)		£1,000
Petty Cash	N/A	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		N/A
Corporate Purchase/Credit Cards		Authorised by Head Approved by LGB
Name	Individual Limit	Total school limit
		Amount (Headteacher discretion up to Trust Limit of £5,000)
Rob Hopkins	£2000	
Janet Willard	£3000	
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		MCAS (Bromcom)
Responsibility for recording student income on the Local Cash Accounting System		Katherine Keyser
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 exceeds the Headteachers Delegated Authority	GLT Head of Procurement approval required
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	Georgia Brayne
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Rob Hopkins
Responsibility for authorising payroll	Georgia Brayne
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

Bandon Hill Primary School Workflow

REQ AUTH

Created by Budget Holder

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PORD

Entered by Shared Finance Team

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PORD AUTH

From £0 - £1000 authorised by Shared Finance Team (for budget holders)

From £1000.01 - £9,999.99 authorised by Peter Haddock

From £10,000 - £74,999.99 authorised by Rob Hopkins

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

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GRN

Entered by Shared Finance Team

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INV

Entered by Shared Finance Team

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INV AUTH

Authorised by budget holder

Authorisation Cover in case of notified absence

Authorizer	Replaced By
Rob Hopkins	Georgia Bryane
Peter Haddock	Rob Hopkins

Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
All accounts	Rob Hopkins	rhopkins@bandonhillprimary.co.uk	£74,999
All accounts	Peter Haddock	phaddock@bandonhillprimary.co.uk	£9,999
All accounts	Shared Finance	sefinance@greenshawlearningtrust.co.uk	£1,000
B-SESCO	Karen Newsome	knewsome@bandonhillprimary.co.uk	£1,000
C- HEAD (T&L)	Rob Hopkins	rhopkins@bandonhillprimary.co.uk	£9,999
Y-Reception	Hayley Bennett	hbennett17@bandonhillprimary.co.uk	£1,000
Y-KS1	Hayley Bennett	hbennett17@bandonhillprimary.co.uk	£1,000
Y-KS2	Pippa Hatchett	phatchett1@bandonhillprimary.co.uk	£1,000
B-SITEMGR	Janusz Bus	premises@bandonhillprimary.co.uk	£1,000
B-SITEMGR	Julia Fisher	jfisher@greenshawlearningtrust.co.uk	£35,000
B-HEAD	Rob Hopkins	rhopkins@bandonhillprimary.co.uk	£74,999
B-IT	Justine Allen	jallen@greenshawlearningtrust.co.uk	£10,000
B-HR	Georgia Bryane	Gbryane@bandonhillprimary.co.uk	£1,000
B-OFFICEMGR	Georgia Bryane	Gbryane@bandonhillprimary.co.uk	£1,000
B-CATERING	Nicola Inns	Ninns@greenshawlearningtrust.co.uk	£10,000
F-PUPILPREM	Peter Haddock	phaddock@bandonhillprimary.co.uk	£1,000
F-PE&SPORTS	Pippa Hatchett	phatchett@bandonhillprimary.co.uk	£1,000

Approved : _____

Date : _____