



Holmleigh Park High School

Schedule of Financial

Delegations

Holmleigh Park High 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.

Holmleigh Park High School

Schedule of Financial Delegations 2024

This Schedule of Financial Delegations applies to Holmleigh Park High 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 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 Director of Finance, GLT Head of Finance, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Director 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.

The Schedule is the responsibility of: Headteacher

The Schedule was approved by the Governing Body on: 11 July 2024

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 2024.

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		Nathan Emery, IT Manager
Responsibility for maintaining Loan Book		Nathan Emery, IT Manager
Responsibility for monthly stock take if assets > £2,000		Sara Kelly, OSP Manager
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		Names
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Holmleigh Park High School	30-98-36	60311560
Insured amount of cash on school premises (including Petty Cash)		£5,000
Petty Cash	Amount (Headteacher discretion up to Trust Limit of £200)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		Helen Hutchinson, Finance Assistant
Corporate Purchase/Credit Cards		Authorised by Head Approved by GB
Name	Individual Limit	Total school limit
Finance Officer	£2,900	£5,000
Anne Phipps	£1,000	
Shaun Stokes	£100	
Card Payment Machine		Authorised by Head Approved by GLT Head of Finance
Responsibility for management/administration of card payment machine		Shared Finance Officer
Borrowing including overdrafts and bank loans		Board of Trustee approval required

Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools accrue income at 97%
Local Cash Accounting System		Bromcom
Responsibility for recording student income on the Local Cash Accounting System		Shared Finance Officer
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000 cumulative in the year	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. Seek advice on aggregation from the GLT Head of Procurement
	Orders from £75,000	Formal Tender with GLT Head of Procurement 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 Director 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	Lucy Hughes, PA to Headteacher
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Lucy Hughes, PA to Headteacher
Responsibility for authorising payroll	Dan Hudson, Headteacher
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

Holmleigh Park High School Workflow

REQ
Entered by Requestor



REQ AUTH
From £0 - £approval limit authorised by Budget Holder as per table below
From £approval limit - £9,999.99 authorised by as per table below
From £10,000 - £74,999.99 authorised by (Dan Hudson)
From £75,000 - infinity authorised by GLT Director of Finance (Anita Martin)



PORD
Created by Shared Finance Team



GRN
Entered by Requestor



INV
Entered by Shared Finance Team



INV AUTH
Authorised by budget holder

Authorisation Cover in case of notified absence

Authoriser	Replaced By
Budget Holder	Dan Hudson
Dan Hudson	Patrick Farmbrough

2024-2025 Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-ALTPROV	Tommy O’Gallagher	t.ogallagher@hphigh.co.uk	£2,000
B-ASTHEAD1 – Y7-10 Raising Standards	Kinza Barrett	k.barrett@hphigh.co.uk	£2,000
B-ASTHEAD2 – Teaching & Learning	Sarah Murray	s.murray@hphigh.co.uk	£2,000
B-ASTHEAD4 – Y11 Raising Standards	Tom Hogarth	t.hogarth@hphigh.co.uk	£2,000
B-BEHAVSUP	Sara Kelly	s.kelly@hphigh.co.uk	£2,000
B-CAREERS	Mark Lockett	m.lockett@hphigh.co.uk	£2,000
B-CARETAKER	-	-	-
B-CATERING	Jacqui Osgood	josgood@ greenshawlearnigntrust.co.uk	£10,000
B-DEPHEAD1 – Character Ed	Abbi Browning	a.browning@hphigh.co.uk	£2,000
B-DEPHEAD2 – Ten Tors	Dan Hudson	d.hudson@hphigh.co.uk	£2,000
B-EXAMS	Laura Young	l.young@hphigh.co.uk	£2,000
B-GOV	-	-	-
B-HEAD	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
B-HR	Jackelyn Bradley	j.bradley@hphigh.co.uk	£2,000
B-IT	Nathan Emery	n.emery@hphigh.co.uk	£500
B-IT	Chris Jones	cjones@greenshawlearnigntrust.co.uk	£10,000
B-LRC	Julie Lockett	j.lockett@hphigh.co.uk	£2,000
B-MIDSUP	Tommy O’Gallagher	t.ogallagher@hphigh.co.uk	£2,000
B-OFFICEMGR	Debbie Watts	d.watts@hphigh.co.uk	£2,000
B-PASTORAL	Sarah-Jayne Diaco	s.diaco@hphigh.co.uk	£2,000
B-PRIMLIAIS	Joe Mortimer	j.mortiner@hphigh.co.uk	£2,000
B-PUPILDATA	-	-	-
B-REPRO	Nathan Emery	n.emery@hphigh.co.uk	£500
B-SBM	-	-	-
B-SENCO	Emma Price	e.price@hphigh.co.uk	£2,000
B-SITEMGR	Andy Jones	a.jones@hphigh.co.uk	£10,000
B-STUDENT	-	-	-
B-TRAINING	Sarah Murray	s.murray@hphigh.co.uk	£2,000
C-ART	Jo Skuse	j.skuse@hphigh.co.uk	£2,000
C-BUSINESS	John Kavanagh	j.kavanagh@hphigh.co.uk	£2,000
C-CLASSICS – Inclusion, Counselling & mentoring	Sarah-Jayne Diaco	s.diaco@hphigh.co.uk	£2,000

C-DANCE	-	-	-
C-DESIGNTECH	-	-	-
C-DRAMA	Jane McJennett	j.mcjennett@hphigh.co.uk	£2,000
C-ECONOMICS - Production	Andy Park	a.park@hphigh.co.uk	£2,000
C-ENGLISH	Hollie Carter	h.carter@hphigh.co.uk	£2,000
C-FOODTECH	Lindsey Roberts	l.roberts@hphigh.co.uk	£2,000
C-GEOGRAPHY	Emma Hammond	e.hammond@hphigh.co.uk	£2,000
C-GRAPHICS	-	-	-
C-HEAD	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
C-HEALTH	Laura Jennings	l.jennings@hphigh.co.uk	£2,000
C-HISTORY	Ben Dewfall	b.dewfall@hphigh.co.uk	£2,000
C-HUMANITIES	David Thompson	d.thompson@hphigh.co.uk	£2,000
C-ICT	Gemma Tanner	g.tanner@hphigh.co.uk	£2,000
C-LAWCRIM	Dan Pearce	d.pearce@hphigh.co.uk	£2,000
C-LITERACY	Sarah Murray	s.murray@hphigh.co.uk	£2,000
C-MATHS	Joe Robinson	j.robinson@hphigh.co.uk	£2,000
C-MEDIA	Dan Pearce	d.pearce@hphigh.co.uk	£2,000
C-MFL	Emma Grinham	e.grinham@hphigh.co.uk	£2,000
C-MUSIC	Louise Roberts	l.roberts@hphigh.co.uk	£2,000
C-NUMERACY	Emma Price	e.price@hphigh.co.uk	£2,000
C-PE	Tom Foster	t.foster@hphigh.co.uk	£2,000
C-PHOTOGRAPH	Zoe Kingston	z.kingston@hphigh.co.uk	£2,000
C-POLITICS	Ben Dewfall	b.dewfall@highhigh.co.uk	£2,000
C-PSHE	Sarah-Jayne Diaco	s.diaco@hphigh.co.uk	£2,000
C-PSYCHOLOGY	Abbi Browning	a.browning@hphigh.co.uk	£2,000
C-RESMAT	-	-	-
C-RS	Rob Brown	r.brown@hphigh.co.uk	£2,000
C-SCIENCE	Kate Myers	k.myers@hphigh.co.uk	£2,000
C-SOCIALSCI	-	-	-
C-SUMSCH	-	-	-
C-TECHNOLOGY	-	-	-
C-TEXTILES	Megan Martin	m.martin@hphigh.co.uk	£2,000
C-TOURISM	-	-	-
EOY-PENSION	-	-	-
F-BFASTCLUB	Emma Price	e.price@hphigh.co.uk	£2,000
F-BURSARY	Catherine Marsden-Green	c.m-g@hphigh.co.uk	£2,000

F-CHARITY	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-COVID19	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-DOFE	Naomi Austin	n.austin@hphigh.co.uk	£2,000
F-GAG	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-GROWS	Mark Lockett	m.lockett@hphigh.co.uk	£2,000
F-LAC	Sarah-Jayne Diaco	s.diaco@hphigh.co.uk	£2,000
F-LETTINGS	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-OPPBASE	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-OTHEREFA	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-OTHERLA	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-PSA	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-PUPILPREM	Sarah-Jayne Diaco	s.diaco@hphigh.co.uk	£2,000
F-SEN	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-SPORTENG	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-SPORTCENT	-	-	-
F-SUMSCH	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-UNRESTRICT	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
F-Y7CATCHUP	Dan Hudson	d.hudson@hphigh.co.uk	£74,999
Y-POST16	Catherine Marsden-Green	c.m-g@hphigh.co.uk	£2,000
Y-Y10	-	-	-
Y-Y11	-	-	-
Y-Y7	-	-	-
Y-Y8	-	-	-
Y-Y9	-	-	-