

THE WOODLANDS ACADEMY SCARBOROUGH

SCHEME OF DELEGATION TO THE HEADTEACHER

The Headteacher has delegated powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum.

The Headteacher shall be responsible for:

Budgetary Control

- Reviewing income and expenditure reports and highlighting actual and potential overspending to the Finance Committee. The Headteacher shall submit to the Governing Body at least one each term, and on such further occasions as the Governing Body may specify, reports on all expenditure incurred and commitments entered into, together with details of any income generated, since the last such report to the Governing Body; this report to include a comparison of these latest figures with the budget for the year;
- Ensuring that any proposal to incur expenditure on new or significantly different policies to be the subject of a report to the Governing Body; the report to include details of cost in both the current and future years;
- Approving virements from one budget head to another any sum not exceeding £5,000 and reporting such approval to the Finance Committee.

Financial Management

- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the financial regulations.

Purchasing

- Authorising orders and contracts up to £5,000 where monies are allocated within approved budgets. Where no such specific item exists in the budget he/she shall not enter into any financial commitment without the consent of the Governing Body or in the case of an urgent matter, the Chairman thereof;
- Ensuring all contracts and agreements conform to the financial regulations.

Payroll & Personnel

- Approval of new staff appointments within the authorised establishment, except for any senior staff posts which the governing body have agreed should be approved by them.

- Certifying the payment of salaries each month, in conjunction with the School Business Manager.

Security of Assets

- Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.

Accounts & Audit

- The operation of financial processes within the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- Ensuring that all records and documents are available for audit by the appointed external internal auditors.

The Headteacher shall have the power to nominate another named (senior) member of staff to exercise the powers of this delegation during any periods of absence;

The Headteacher and any person nominated as above shall ensure that all times financial regulations are complied with.