

St John's Highbury Vale CE Primary School



'I can do all things through Christ who strengthens me'
Philippians 4:13

School Code of Financials Policy

Ratified: January 2025
Review Date: January 2026

At the heart of our school vision is a desire for an authentic and life-giving relationship with ourselves, one another, our world, and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of consistently high standard.

STJHV Statement of Intent

St John's Highbury Vale in Islington is committed to providing a nurturing and inspiring environment where every child is empowered to reach their full potential. Grounded in our Christian ethos and guided by our values, we strive to create a vibrant and dynamic educational experience that prepares our pupils to lead fulfilling lives and contribute positively to society.

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1. FINANCIAL SCHEME OF DELEGATION

In addition to the Terms of Reference the Governing Body must agree and keep under review a scheme of delegation in financial matters including the level of delegation to the headteacher and other staff for the day-to-day financial management of the school and make recommendations for change to the governing body.

St John's Highbury Vale C of E Primary School Scheme of Delegation 2025/26

Ordering of Goods and Services

All expenditure must be agreed in advance with the Executive Headteacher. A member of staff will complete and sign an order form. (Requisition Form) This must be authorised or countersigned by the Executive Headteacher (Head of School or the Assistant Headteacher in the absence of the Executive Head) before being submitted. Orders by the Executive Headteacher, Head of School and Assistant Headteachers should be countersigned by each other. Requisition Forms must be used on all purchases outside of a Contracts or SLA.

Orders over **£10,000** are to be authorised by the Resources Committee, with the Resources Committee Chair delegated to give authorisation if urgent. Orders over **£50,000** are to be authorised by the Full Governing Body.

Due to the relationship of the Executive Headteacher and the School Business Manager, their signatures will not appear together on any official financial documentation.

Cheque Signatories

2 people must sign all cheques – there are 3 approved signatories:

- Petra Slater – Assistant Headteacher
- Sandra Simpson – School Business Manager
- Hasina Khan – Head of School

Invoice Certification

Two people are authorised to certify invoices:

- Sandra Simpson – School Business Manager
- Hasina Khan – Head of School

FMS On-Line Payments System

A combination of the following people but providing a segregation of duties -

- Sandra Simpson – School Business Manager
- Emily Hynes – Finance & Personnel Officer

Petty Cash

Authorised signatories for approving expenditure are the Executive Headteacher, Head of School and School Business Manager. The authorised signatories will not authorise their own personal claims.

Write-Offs

A register of write-offs is to be maintained and presented to the Resources Committee on a termly basis to agree which debts may be written off.

Tenders

For orders of goods/services over £5,000 2 written quotes should be obtained, for orders over £10,000. 3 written quotes should be obtained. Scheme of Delegation for Resources Committee 2

Contracts

Contracts of £10,000 in aggregate value must be authorised by the Resources Committee.

Virements

Virements between budget headings of £5,000 or more must be authorised by the Resources Committee. Virements of £40,000 or more to be authorised by the governing body.

School Fund

St John's Highbury Vale's Governors Fund is separate from the school's budget/official money. 2 people must sign all cheques, the approved signatories are:

- Sarah Hinton - Chair of Governors
- Hasina Khan – Head of School
- Sandra Simpson – School Business Manager

Lloyds Bank – House Account

The Lloyds online banking – Signatories, Sandra Simpson & Emily Hynes. Any **one** signatory to make online payments and transfers. Accounts to be monitored and reconciled monthly.

Payroll

Approval of Appointments/Terminations/Changes - The Executive Headteacher.

For the Executive Headteacher, the Variation to Contract form must be countersigned by the Chair of the Governing Body/School Business Manager.

Authorisation of Claim Forms – Executive Headteacher or Head of School

Controls Assurance Statement

The Resources Committee will consider and sign the school's Controls Assurance Statement

Approved by Finance Committee / Governing Body

.....

Date:

Date of review:

Notes:

Where there is no bursar, the name (s) of those persons undertaking the duties should be inserted. The amount of money indicated above for tenders, contracts, virements etc. will reflect an amount appropriate to the school size and budget and follow the guidelines as set out by the LA.

Auditors may wish to see evidence of the following:

- register of business interests any school staff who influence financial decisions.
- register of business interest of governors
- evidence of minutes illustrating provision of budget monitoring reports/ financial summaries to the GB or any other Committee
- authorisation of the financial limits of delegated authority and procedures for budget virement.
- details of cheque signatories
- names of officers authorised to certify invoices for payment
- names of officers to authorise variation to contract forms
- names of officers who participate in on line payments process
- names of officers who authorise orders
- authorisation of all write-offs following the write off and disposal policy and the LA's guidelines

2. CHARGING & REMISSIONS

Aims

Our school aims to:

- Have robust, clear policy and processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Co-Chair's of Governors.

Monitoring the implementation of this policy has been delegated to the FGB.

Head of School

The Head of School is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Head of School of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

Admission applications.

Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Education provided outside school hours if it is part of:

- The national curriculum.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

Transport provided in connection with an educational visit.

Class/Residential visits

Education provided on any visit that takes place during school hours.

Education provided on any visit that takes place outside school hours if it is part of:

- The national curriculum.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education.

Where charges can be made

Below we set out what we **can** charge for:

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

Optional extras (see section 6.2).

Music and vocal tuition (see section 6.3).

Certain Early Years provision.

Community facilities.

Letting of school facilities.

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments, music tuition or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education).

Board and lodging for a pupil on a residential visit.

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The school can charge for instrumental lessons provided either individually or to groups of pupils by the peripatetic music teachers, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

The cost of the tuition is £25.00 per instrument per half term.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

Residential visits

We can charge for board and lodging on residential visits, such as Sayers Croft, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to help fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to or by a theatre company.
- Musical events.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Activities we charge for

The school will charge for the following activities.

The school offers a breakfast club before school. We make a small charge for these sessions to cover the cost of breakfast club supervisors and food for the breakfast provided. The cost to attend the club is £1.50 per day, per child. All clubs will need to be paid in advance on school gateway.

The school offers additional clubs after school (Kidz Club). We make a small charge for these sessions to cover the cost of the supervisors, activities and food provided. The cost to attend the club is £9.00 per day, per child. All afterschool clubs will need to be paid in advance on school gateway.

Unfortunately, we are unable to refund any payments where a session has been missed or where a decision has been made that your child will no longer be attending the club. In the event that the school cancels a club, a refund for the missed sessions will be paid.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or at a reduced charge to parents in particular circumstances. This will be applied at the discretion of the Head of School.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits may be entitled to a discount for the trip, parent/carers will need to talk to the Head of School in advance to discuss their needs:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.

- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190).
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit).
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

Monitoring arrangements

The School Business Manager / Financial and Personnel Officer monitors charges and remissions, and ensures these comply with this policy.

This policy will be renewed every two years.

Debt arrangement

The school has a strict NO DEBT policy. Parent/Carers are expected and to ensure that school meals and breakfast club/after school clubs are to be paid in advance and payments kept up to date.

Parents with an outstanding debt will be contacted to make arrangements to clear any outstanding debt via an agreed payment plan.

Should the after-school clubs or breakfast club not be paid for on time, the child will not be able to attend the club. Parent/Carers will be informed and be asked to collect your child

3. DEBT RECOVERY

The school will actively pursue the collection of monies owed to it. This policy incorporates the School Meals Debt policy for parents. If the student is not an adult, the parent of the student is liable for the charge. The school will ensure confidentiality and anonymity of the families involved will be preserved at all times.

The school is required to ensure that:

- All invoices outstanding are accurately recorded and maintained, including the date by which the invoice must be paid.
 - There is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed and/or phone calls, text messages and letters that have been sent to debtors.
- A) 1st letter from School Business Manager – reminder giving 10 working days to pay.
B) 2nd Letter from Executive Head – Final demand
C) 3rd Letter from solicitor
- For all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state “further action will be taken if this account remains outstanding of a period of no more than 10 working days”.

Pursuance of Debt

The Governing Body has agreed:

- the arrangements for debt recovery
- that 10 days is the maximum level of school meal debt which any family would be able to incur.
- to consider the school undertaking legal action
- to include in the minutes of the Governing Body their approval to pursue any outstanding debt.

The school should:

- Give the debtor appropriate notification and time to pay the outstanding debt.
- Send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.
- Notify the Governing Body of any outstanding debts.
- Pass on to the debtor, any costs incurred on the recovery of the outstanding debt.

Waiving of Debt

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

- The Executive Head can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship, up to £100.
- Any action related to an outstanding debt or the waiving/reduction of a debt should be dealt with confidentially and between the debtor and the Executive Head.
- Once a debt over £100 is written off, the Finance Committee must be informed at their next meeting.

4. COMPETITIVE TENDERING

Aims and scope

This policy aims to ensure that:

- Value for money (economy, efficiency and effectiveness) is achieved
- Conflicts of interest are managed adequately and appropriately
- The school has open and transparent procurement procedures

This policy includes procedures for open tenders. This approach allows anyone to submit a tender to supply goods or services required, and offers an equal opportunity to any organisation to submit a tender.

Legislation and guidance

This policy is based on:

- [Department for Education \(DfE\) guidance on buying procedures and procurement law](#)
- [The Public Contracts Regulations 2015](#)

Roles and responsibilities

The governing board

The governing board will ensure that:

- The school has achieved value for money
- Relevant legal or professional advice (such as an external auditor) is used, where appropriate
- Any conflicts of interest that may arise are managed
- A register of the up-to-date business and pecuniary interests of governors and the Head of School is kept, helping to ensure the board is transparent and open
- Where any governor has a pecuniary interest in a procurement decision, they exclude themselves from the process and records (e.g. meeting minutes) show they had no influence on the decision
- Nobody connected to the trust, directly or indirectly, uses their connection to the trust for personal gain

Head of School

The Head of School is responsible for:

- Overseeing and supporting competitive tendering
- Providing information to the governing board, as appropriate
- Monitoring budgets

5. PURCHASE THRESHOLDS

The information in this section, except for that relating to PCR procurement thresholds, are suggestions only. You will need to adapt this section to reflect your school's specific circumstances.

de minimis level

Purchase orders need to be raised at all times. There is not a minimum spend criteria.

Low to high-value purchase thresholds

Purchase levels are divided into the following:

- Low-value purchase: £1,000 - £9,999
- Medium-value purchase: £10,000 - £40,000

- High-value purchase: over £40,000, but below the PCR procurement threshold

PCR procurement threshold

If it is estimated that the cost of a contract is above the PCR threshold for procurement spending, the school will seek legal advice to ensure it runs a PCR compliant buying process. The current PCR threshold for all goods and most services is £213,477.

A 'light touch regime', with a higher threshold of £663,540, applies for some services that are specifically for education provision. We will seek legal advice to determine if any procurement run by the school qualifies.

Approval authority

CONTRACT LEVEL	CONTRACT VALUE	DELEGATED AUTHORITY
De minimis	Up to £1,000	School Business Manager
Low	£1,000 - £9,999	Resource Committee
Medium	£10,000 - £40,000	Resource Committee
High	Over £40,000, but below the PCR procurement threshold	FGB
Over the PCR procurement threshold	Over £213,477	FGB - Legal
'Light touch regime'	Over £663,540	FGB – Legal

Framework agreements

Where possible, we will use a framework agreement to contract suppliers. These are arrangements that a contracting authority, such as a public sector buying organisation, makes with suppliers. The benefits of frameworks are that they have already been through a competitive tender process and they have favourable terms and conditions. In addition, the framework provider may offer advice and support.

Depending on the framework we choose, we will either pick the best value supplier from a list or run a mini-competition between listed suppliers. In either case, we will follow the DfE guidance on procurement (see section 2 of this policy) to ensure good practice. The reasons for the choice of framework, and for the choice of supplier, will be clearly recorded.

Valuing contracts

The value of a contract will be determined by calculating the estimated whole-life value of the goods, works or services, including any related fees.

For fixed term contracts with an option to extend the term, the value of the contract will be the price of the fixed term plus the potential extension period.

We will not divide a single contract into smaller contracts to bypass the purchase thresholds (see section 4).

Evaluating tenders

Tenders will be evaluated against the criteria and weighting outlined in the tender document. This criteria will include:

- Cost

- Quality
- Delivery
- Performance
- Risk

We may specify additional criteria based on the type of tender, as outlined in the tender document.

Tendering procedure: low and medium-value purchases

When making low or medium-value purchases without a framework agreement, the school will use the process outlined below.

- Create a specification** – a specification document will set out what suppliers need to understand about what we are looking to buy, including the quality, quantity and delivery date
- Compare suppliers** – a comparison of different suppliers, including their reputation, will help the school develop a shortlist of at least 3 suppliers we want to approach for a written quote
- Assess quotes** – an award criteria will be developed to assess suppliers' quotes. Criteria may include:
 - How well the supplier meets our specification
 - The whole-life cost of the contract, which may include:
 - The sale price of the goods, works or services
 - VAT
 - Delivery charges
 - Maintenance costs
 - Running costs
 - The cost of removing and disposing of an item or service once we no longer need it
 - Whether there will be price increases or decreases over the life of the contract
 - Value for money

Each aspect of the criteria will be scored on a scale of 1 to 5, with 5 being the highest score. A record of how the quotes are evaluated will be kept.

School Business Manager will evaluate quotes with support from the head of School and or Executive Headteacher.

When we contact suppliers, we will send them:

- The specification
 - Deadlines for quotes and when decisions will be made
 - Instructions for how to ask clarification questions about the specification
- Place an order** – when the best value quote is identified, we will send the supplier a purchase order, which includes details of the:
 - Goods, works or services we are purchasing
 - Price
 - Delivery address
 - Delivery deadline and any other important dates
 - Payment schedule

Tendering procedure: high-value purchases

The school will make high-value purchases without a framework only in rare circumstances and only with legal support. When this does happen, we will use the process below.

- a. **Create a specification** (see section 9)
- b. **Assess the market** – we will prepare for the tendering process by developing our knowledge of the market. We will find out how many suppliers are available and the best way to advertise our contract to a range of suppliers
- c. **Check the school's position in relation to the PCR procurement thresholds** (see section 4)
- d. **Develop a contract** – a contract will include terms and conditions, service levels expected, a contract management plan and an exit strategy
- e. **Reduce the number of bids** – to reduce the number of bids the school needs to evaluate, we will either use an expression of interest process to gauge interest in the contract or a pre-qualification questionnaire
- f. **Establish how we will assess quotes** – we will set out criteria that will allow us to evaluate which of the suppliers' bids best meets the requirements in our specification, and is the most economically advantageous tender that best combines cost and quality
- g. **Create a timeline for the tender process** – this will include the dates of the clarification period, the deadline for submitting tenders and the date we expect to award the contract
- h. **Prepare an invitation to tender** – this will include:
 - A covering letter with a timeline for the process
 - Instructions on how suppliers can ask clarification questions and submit their tender
 - The specification
 - A pricing schedule
 - The contract's terms and conditions
 - Contract management requirements (see 'develop a contract' above)
 - Award criteria, including the scoring system and any weightings
 - If appropriate, an invitation for suppliers to give a practical demonstration of their goods, works or services
- i. **Advertise the contract** – the contract will be advertised where suppliers are likely to look, such as:
 - The Find a Tender service – this is a requirement if the contract is over the PCR procurement threshold
 - The government's Contracts Finder service
 - Local or national newspapers
 - Education publications or websites
 - Trade magazines
- j. **Run the tender process and provide clarifications**
- k. **Evaluate tender responses** – at least 2 people will independently score and evaluate each bid, and then compare notes after completing their evaluations; records of decision making and moderation decisions will be kept
- l. **Notify suppliers and award the contract**

- m. Finalise the contract** (and advertise the award, if the contract was advertised in Contracts Finder or the Find a Tender service)
- n. Abandoning the tender process** – on very rare occasions we may need to halt the tender process. Should this occur, we will notify suppliers who are preparing their bids as soon as possible

Record keeping

Records will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and our data retention and destruction policy.

Monitoring arrangements

The head of School is responsible for the implementation of this policy.

This policy will be reviewed and approved by the governing board annually and when PCR procurement thresholds change.

Links with other policies

This competitive tendering policy is linked to the following policies:

- Data retentions and destruction
- Finance Policy and Procedures
- Scheme for Financing Schools
- Financial Scheme of Delegations
- Code of financials

6. ANTI-FRAUD AND CORRUPTION

Introduction

It is important to the school that there are proper procedures in place to guard against fraud and corruption and ensure best use of public funds. If there are any concerns that cannot be raised through the normal channels then the Whistleblowing policy should be followed.

This policy applies to all employees, governors and other individuals performing functions in relation to the organisation, such as agency workers and contractors.

This procedure has been drawn up in consultation with the Professional Associations and Trade Unions. Both National Education Union and Unison have been consulted

The Department for Education's (DfE) Scheme for Financing Schools (March 2018) includes the following provision, at paragraph 2.17.

"All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for new school staff and governors".

In addition, when completing the School's Financial Value Standard the governors are asked if there are adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers and note any instance of fraud or theft detected in the last 12 months.

This policy document assists the governing body in meeting these requirements.

Fraud is a criminal offence. The Fraud Act 2006 defines 'fraud' as:

1. Deceit, the intention to deceive or secrecy
2. an actual loss or gain or the intent to cause loss to another or expose them to the risk of it
3. Dishonesty

Offences of fraud can include abuse of position, making of a false statement, failure to disclose information, obtaining services dishonestly, deception, theft, misappropriation, embezzlement, forgery, corruption, extortion, false accounting, false representation, concealment of material facts, acts of conspiracy, collusion and aiding and abetting any act of dishonesty.

Bribery is a criminal offence and the Bribery Act 2010 introduces a clearer regime for tackling bribery. A definition is – inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other advantages.

The school has an Anti-Bribery Policy and procedure which can be referred to for further detail/ reference. Page 2 of 5

7. DISPOSAL OF ASSETS

The maintenance of the school assets audit is essential since an insurance claim for stolen equipment will only be sustained if the item is suitably recorded.

- It is equally important that the School Assets Audit is subject to regular checking by the headteacher, ICT coordinator, ICT technician, school caretaker and School Finance Officer.
- The sale and disposal of equipment is covered by financial regulations.
- The decision as to whether an item is surplus to current requirements and of no continuing or future value rests with the Executive Head.
- Once assets are identified as surplus, obsolete or beyond repair, their sale or disposal to be authorised by the head teacher and then recorded in the 'Dispersals of Assets' book held by the School Finance Officer. The listing should be signed by the headteacher and retrospectively reported to the full governing body. The School Assets Audit should also be updated to reflect changes.
- As a result of deciding an item is surplus an alternative use should be considered.
- Whilst the item may be of no continued or future use to the school it may well be of some value to other parts of the local community.
- In the first instance, due consideration should be given to advertising surplus assets to other schools or education establishments.
- If an offer is not received, or the items are considered to have no value, items may be disposed of safely in accordance with the following procedures.
- When assets are sold to employees, the transaction should be recorded- the headteacher must be able to demonstrate the item has been advertised, sold at market price and value for money obtained.

Valuation of assets for disposal

It is important prior to disposal of an asset to ascertain an outline value of the item in order to ensure that value for money is obtained on the sale and so the appropriate procedures can be applied.

- An estimated value should be recorded in the asset audit and agreed by the headteacher prior to disposal.

Non-valuable items - under £50

- Where items are judged to be of low value it is reasonable for the school to dispose of items via internal advertising or selling the item in a school fete.

- Where items are judged to have no resale value it is reasonable for the school to dispose of the item by offering it to other education establishments or through notices to parents in the school newsletter.

Valuable Items - more than £50

To ensure value for money is obtained and to protect members of staff from criticism goods should be advertised to the public and parents as well as employees.

- Advertisements can be placed in the school newsletter and in local newspapers.
- If an item is considered to be of exceptional value and is worth more than £1,000 the proposed sale should be discussed with the School's Finance Officer to obtain specific advice and guidance and referred to the governing body.

Electrical and mechanical equipment - including computers

- Care should be taken in the disposal of electrical and mechanical equipment especially if items are offered for sale.
- Accidents caused by faulty equipment previously owned and maintained by the authority may result in a financial liability.
- In view of this, it is recommended these items are checked for safety by a competent professional, such as an electrician or engineer, and a certificate issued identifying the item and verifying its safety.
- The cost of obtaining a certificate will inevitably determine whether such items are placed for sale or are disposed of as scrap.
- ICT and Computer equipment has the additional requirement of secure disposal, both from an electrical safety point of view and security of the school's data.
- Erasing data or physically destroying the disc drive should achieve the latter.

Proceeds

Proceeds from the sale of assets should be credited in the school budget and recorded.

Donated assets

Where items to be disposed of have previously been donated to the school, such as from the parent group, it is considered prudent to consult the original.

8. FINANCIAL PROCEDURES

The Governing Body is responsible for the following financial procedures:

- take responsibility to ensure the available resources are used effectively and efficiently
- set controls for both the financial and operational aspects of the school that are consistent with best practice and statutory expectations as defined by the Financial Regulations for Schools
- formulate the budget plans and oversee the use of this budget
- evaluate financial reporting from the Finance and Resources Governors, Executive Head and School Business Manager

The School Leadership Team are responsible as follows:

- The Executive Head has ultimate responsibility for all the financial procedures within the school.
- This is delegated to the School Business Manager and the Finance Team to operate on a daily basis -they regularly report to the Executive Head.
- The Executive Head and/or School Business Manager regularly advise the Finance Governor and Resources Committee on the position of the school budget
- The school budget is monitored by the School Leadership on a monthly basis
- The School Business Manager prepares reports to be presented to the Governing Body/Resources Committee
- To ensure the Governing Body and/or the Finance and Resources Committee are provided with relevant and timely information for them to discharge their duties.

To ensure the requirements of the Governing Body are carried out.
To alert or inform the Governing Body of any matters considered relevant.
To ensure all financial matters are undertaken in compliance with DFE guidelines and the Financial Regulations for Schools.
Manage the day to day budget in line with the expectations of the Governing Body.
To ensure all financial returns are completed and submitted within the required time scales.
The Executive Head Teacher delegates appropriate responsibilities to the **School Business Manager**.

Financial Regulations

The school aims to always follow the guidelines as documented in the London Borough of Islington's Financial Regulations for Schools as issued by the LA. In adopting these guidelines, it is assumed that the school operates within the financial guidelines of the London Borough of Islington and the DfE.

General Arrangements for Financial Control and Accounting Arrangements

The school follows the guidelines for financial control and accounting as shown in the WCC Financial Regulations for Schools **Appendix 1 and 2**.

Banking

The schools main bank account is held with Barclays and the signatories on the bank mandate are those also listed within the Scheme of Delegation.

The schools private bank account(s) is/are held with HSBC Bank.

Reconciliation of bank statements to the financial records held in SIMS FMS is carried out at least monthly. Copies of the reconciliations are sent to the LA each month.

The Scheme of Delegation

The Scheme of Delegation lists the financial responsibilities of the staff and governors within the school. This delegation is the distribution of responsibilities of the Governing Body.

The scheme sets out the delegated powers that come with the responsibility of a particular role. It assumes that the delegated power transfers to the new post holder if the original post holder leaves the school. However, whenever such a change occurs the scheme is updated to include the name of the new responsible member of staff.

The scheme ensures that no one individual has the authority to perform an entire process where school delegated funds are involved.

All staff are made aware of the delegated powers that they have been given and are required to complete a declaration accepting the powers and responsibilities.

Declaration of Interest

It is the responsibility of the Executive Head Teacher and the Governing Body to ensure that staff and governors do not directly or indirectly benefit financially when spending public money.

To control this conflict of interest, the school has established a register of pecuniary interests and relationships of all staff and governors.

Annually, a list of current suppliers is produced from the SIMS FMS system to show governors what suppliers are associated with the school.

All governors and staff are required to disclose any interest they have in any of the firms on this list. Additionally, they are asked to disclose any links they have with local firms (or national firms if relevant) that may provide services to schools. All staff and governors are required to disclose any interest as soon as they are aware of the link. At the start of every Governing Board and Committee meeting attendees are given the opportunity to declare any pecuniary interest.

The register is available for inspection in the school office.

The Declaration of Business Interest and Relationships can be found on Governor Hub and is updated annually.

Budget Monitoring and Adjustments

The Executive Head Teacher and the School Business Manager monitor expenditure against the budget on a monthly basis and retain annotated monitoring reports as evidence of regular

monitoring and for audit purposes. The Exec Head Teacher will present a report on the budget position to the Finance and Resources Committee each term. Any material variances in expenditure are reported to the Chair of the Finance and Resources Committee as soon as they are identified. In the management of the budget, there is on occasion a need to transfer budgets with changing priorities. All such budget adjustments or virements are recorded. The authority to make budget virements is detailed in the Scheme of Delegation.

Internal Financial Control and Data Security

All duties and financial procedures are in line with the Local Authority regulations as documented in the Financial Regulations for Schools.

The LA conducts the programme of Internal Audit using LA and external audit services. These audits cover the use of public funds. Audits are conducted tri - annually. The school purchases an annual audit in the interim years.

School Private Funds are independently audited annually in the Autumn Term.

There are written descriptions of financial systems and procedures that are kept up to date and accord with any audit or other guidelines from the LA and its Scheme for Financing Schools

Income Management

In addition to income received from the local authority for the school's delegated budget, the school collects income from the following sources:

Pupils / Parents for school trips and events

Pupils as fund-raising donations

Parents Associations and School Fund for specific funding of projects

Customers for hire of school premises

Teacher training agencies for student teachers

All income collection is accounted for within the school office.

A record is kept for each type of income and where required (e.g. lettings) an invoice is presented to the hirer.

Income relating to the school budget is collected electronically to the school's main bank account.

Private funds are banked in the School Fund Account.

9. LETTINGS

1. St. John's Hall is available to hire to individuals and groups out of school hours and on certain occasions during school hours.
2. Anyone wishing to hire the hall will be given a copy of the Terms and Conditions of hire and will be asked to sign an agreement stating that they will abide by these terms and conditions.
3. Appropriate action will be taken against anyone found to be acting in breach of these terms and conditions of hire. This may include loss of any deposit paid, being banned from hiring the premises again in the future or, if necessary, legal action being taken against the hirer.
4. A scale of hire charges is appended to the terms and conditions of hire.

Terms and conditions of hire of St. John's Halls

1. **Health & safety.** The hirer is responsible for ensuring that all people using St. John's Hall or any other part of the school premises during the hire period are aware of the location of all exits, emergency exits, fire extinguishers and other fire fighting equipment. No exits may be blocked or any fire fighting equipment moved or removed.
2. **Numbers.** For health & safety reasons, the number using the hall at any one time is restricted to 60, including children.
3. **Child protection.** All those hiring the hall are expected to comply with the school's Child Protection Policy and with current legislation relating to **safeguarding and** child protection. ***Those hiring the hall to provide activities and services to the school but run without the school's direct supervision and management must have the appropriate safeguarding and child protection policies and procedures in place, and have made agreed arrangements to liaise with the school on these matters when appropriate.*** If the hall is let to a group which runs activities for children and young people under the age of 18, the hirer must ensure that appropriate adult: child ratios, as set out in the Children's Act, are observed. The leader of any group providing activities for children and young people under the age of 18 must have a current CRB check and be prepared to show proof of this, as must any assistant leader or other adult helper who will be or who might be in a position of one-to-one contact with a child or young person under the age of 18.
4. **Smoking.** Smoking is not permitted anywhere on the school premises at any time.
5. **Alcohol.** Alcohol may not be consumed on the school premises without the permission of the Governors **or Head of School**. Such permission will usually be granted if alcohol is to be served during a private adults' party, e.g. a birthday celebration. If the hirer wishes to sell alcohol on the premises, the hirer will be responsible for obtaining the necessary licences. The Governors/**Head of School are entitled to** require proof that such licences have been obtained at least 48 hours prior to the commencement of the hire period.
6. **Licences and copyrights.** The hirer is responsible for obtaining any necessary licences and copyright consents. The governors **are entitled to** require proof that such licences and copyright consents have been obtained at least 48 hours prior to the commencement of the hire period. Licences are issued by the local authority and are usually required for any function at which alcohol is sold and for any entertainment advertised to the general public, whether or not an entry charge is made.
7. **Animals.** No animals are allowed on the school premises except for those assisting the blind or deaf. If the hirer wishes to bring animals on to the premises for any other reason, then the hirer must obtain the permission of the Governors/**Head of School**.
8. **Fixtures and fittings.** No fixtures or fittings or any other objects may be driven into or attached to the fabric or furnishings. Decorations such as balloons or banners may be attached to the walls using blu-tac only. The use of sellotape or drawing pins is not permitted. The cost of repairing any damage caused by affixing anything to the walls will be charged to the hirer.
9. **School furniture and equipment.** The use of the tables and chairs currently kept in the hall is included within the hire charge. These must be left in their original positions at the end of the hire period. The use of the kitchen and kitchen equipment is also included in the hire

charge. All kitchen equipment must be left clean and put away in its appropriate place at the end of the hire period. The use of any other items of equipment belonging to the school must be agreed with the Governors/**Head of School** at least 48 hours prior to the commencement of the hire period.

10. **Hirer's equipment.** Any equipment brought onto the premises by the hirer must be removed at the end of the hire period. ***Any equipment or property belonging to the hirer that is not removed at the end of the hire period may be removed by the Governors/Head of School at the hirer's risk. The cost of such removal, together with any storage charges incurred, shall be recoverable from the hirer.***
11. **Cleaning.** The hirer is responsible for ensuring the premises are left clean and tidy, ***and all rubbish removed***, at the end of the hire period. Basic cleaning equipment (broom, dustpan and brush, mop and bucket) will be provided. The hirer is responsible for bringing with them all other necessary cleaning equipment, including bin bags for the removal of rubbish. **The hirer will be given a cleaning checklist when the booking is confirmed. It should be noted that it may take around one hour to clean the hall thoroughly. If the hall is not left clean and tidy, the costs of paying for professional cleaning will be deducted from the hirer's deposit.**
12. **Reporting damage.** Any damage to the premises or to school equipment must be reported on the day of hire to the School lettings officer on 0207 226 4906 (or other person responsible for organising the letting on the school's behalf) within 24 hours. The hirer will be liable for the cost of repairing any damage.
13. **Advertising.** No advertising, emblems or slogans are permitted to be displayed inside the premises or on the exterior of any school building without the prior consent of the governors.
14. **Noise.** Hirers are reminded that the school is in a residential area and hirers are asked to be considerate of our neighbours. Amplified music may not be played after 11pm.
15. **Hours of use.** All functions must finish by ***10pm*** at the latest. Please show consideration to our neighbours and leave the building quietly.
16. **Locking up.** The hirer is responsible for locking the premises at the end of the period of hire and ensuring the alarms are correctly set. The hirer will be liable for any costs incurred as a result of any failure to lock the building or set the alarms correctly. If the hirer does not wish to take responsibility for locking up, then the school will arrange for the caretaker or other responsible person to lock the premises. There will be an additional charge for this.
17. **Car parking.** Use of the school's car park is not included within this hire agreement. Hirers are responsible for ensuring they make themselves aware of on-street parking restrictions.
18. **Right of entry.** The caretaker (or other person responsible for organising the letting on the school's behalf), ***the Head of School (or his/her deputy) and the Governors*** shall have right of entry to the premises during the period of hire.
19. **Liability.** The safety of those using the premises during the period of hire is the responsibility of the hirer. Children must be properly supervised at all times. The governors do not accept any responsibility for any injuries or accidents.

The governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of a) any theft of or malicious or accidental damage to any property

belonging to the hirer or other person using the premises, b) any failure of or interruption in the supply of water, gas or electricity to the premises, c) any failure or defect in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school.

The hirer is advised to take out his/ her own insurance against such eventualities.

Anyone hiring the hall for the purposes of running a class or other activity for which fees will be charged is required to take out their own public liability insurance. The hirer will be asked to show proof of such insurance when the booking is confirmed.

20. **Additional conditions.** The governors reserve the right to impose additional conditions as they see fit.
21. **Compliance with terms and conditions.** Appropriate action will be taken against anyone found to be acting in breach of these terms and conditions of hire. This may include loss of any deposit paid, being banned from hiring the premises again in the future or, if necessary, legal action being taken against the hirer.

Maberly/School Hall Fire card

Maberly Hall is fitted with a central automatic fire alarm system with heat and smoke detectors.

In case of fire, when the fire alarm is sounded, all occupants must immediately exit the building via the nearest fire exit and make their way to the Conewood street Fire Assembly Point.

No one must re-enter the building.

Check that all occupants are accounted for

Fire Marshall

It is the responsibility of the individual or Group hiring the hall to nominate a Fire Marshall who will be responsible for checking that the building (Toilets/Kitchen) is fully evacuated and all occupants are accounted for.

They will also be responsible for calling the fire brigade 999.

In the instance of the alarm being accidentally set off please contact Premises Manager Richard 07557056293.

Scale of charges for hire of St. John's Hall**Hourly Rates**

	One-off bookings	Regular bookings (i.e. at least 6 consecutive bookings)
Maberly Hall Commercial rate:	£40	£35
Mail School Hall:	£50	£45
Pitch Hire:	£25	£25
Rate for registered charities/ voluntary Organisations / Not for profit groups:	£30	£25

Daily rates for Maberly Hall: (up to 7 hours)

Commercial rate:	£275
Rate for registered charities/ voluntary organisations/ not for profit groups:	£205

Daily rates for Main School Hall: (up to 7 hours)

Commercial rate:	£325
Rate for registered charities/ voluntary organisations/ not for profit groups:	£300

Daily rates for Pitch: (up to 7 hours)

Commercial rate:	£200
Rate for registered charities/ voluntary organisations/ not for profit groups:	£150

Children's parties:

£80 for a party lasting up to 4 hours. The hirer may have access to the hall for up to half hour either side of the booked time for the purposes of setting up and clearing up afterwards at no additional charge.

The hirer may also hire the 5-a-side pitch for an additional £20 per hour. Please note that if the pitch is booked and the weather is too poor to be able to use it, ball games cannot be played in the hall!

Deposit:

A returnable deposit of £100 must be paid at least 2 weeks in advance of all bookings. This will be returned in full provided the terms and conditions of hire are met, the hall is left clean and tidy and there is no damage or breakages.

Cancellations:

For one-off bookings, there will be no charge for cancellations made at least 2 weeks prior to the date originally booked. Other than in exceptional circumstances, cancellations made less than 2 weeks before the date originally booked will be charged in full.

At least a half term's notice should be given if a hirer wishes to cancel a regular booking.

St John's Highbury Vale C of E Primary School

Application to hire St. John's Hall

This application is to be completed by the person (aged 18+) who will be responsible for hiring the hall and for paying the hire charges.

Name of person/ organisation applying for hire:.....

Name of person responsible for payment:

Address:.....

.....

Contact numbers:

Date hire requested for:

Hours of hire:

Reason for

hire:.....

.....

Arrangements for key collection/ locking up:

.....

Declaration: I declare that I have read the terms and conditions of hire and agree to abide by them.

Signed:

Date:

This completed application form should be sent to the School Office. You will be notified promptly as to whether or not your booking has been accepted and advised of the charges.