Rook's Nest Academy

Financial Management Policy

Reviewed Jan 2023

Introduction

The overall policy of the Governing Body is to run its finances within its delegated budget. It will aim to maximise the use of that budget together with any other sources of income or grant to deliver the School Development Plan.

This document aims to show how the school will ensure its financial affairs are conducted to achieve appropriate levels of accountability and stewardship within the requirements of the ESFA.

1. Governing Body (Legislation)

1.1 The Schools Standards and Framework Act 1998 (Fair Funding) places a statutory responsibility on the Governing Body for all aspects of running the school, including its financial affairs.

1.2 To enable it to fulfil its role effectively the Governing Body have delegated some of its strategic responsibilities to Committees of Governors.

1.3 The day-to-day management of the school is delegated to the Headteacher and senior members of the school's staff. The extent of these delegated powers is set out below.

1.4 In addition, to ensure the financial affairs of the school are properly controlled in line with current best practice and guidance, the Governing Body and Headteacher have adopted the financial procedures set out in the appendix to this policy document.

1.5 The Governing Body have decided to ask the LA to provide the following services centrally and have accordingly allocated the associated part of their delegated budget :-

School Library Services
Grounds Maintenance
School Admissions
Education Welfare Services
Music Services
Psychology Services
Educational Visit
Health and Safety

1.6 The Governing Body have decided to let the following services outside the Council on the basis of a one year renewable contract in line with the Governing Body Purchasing Policy :-

Sickness Insurance (SAS)
Combined Insurance (RPA)
Human Resources consultancy & advice
Legal Support

Motor Vehicle Insurance (Marsh)
ICT (Alamo)

2. Committee Structure

To ensure a manageable workload the Governing Body has delegated responsibilities to the following Committees.

2.1 Personnel and Resources Committee

Timing of Meeting and Reporting Arrangements

The committee meets each half term and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:-.

Membership:
- Chair – Mr R Overton
- Headteacher: - Ms K Dawson
  Named Governors: Ms S Tempest, Mr C Rowell, Mrs K Firth, Mrs S Parfitt

Business Manager
- Mrs G Whitehouse

Quorum:
- 3 governors, including Headteacher.

Clerking:
- Meetings will be clerked by a named Governor or other independent authorised person, as approved by the Governing Body

Delegated Financial Limits
There may be instances whereby due to exceptional circumstances, the standard approval process under 4.00 Purchases of the Financial Procedures may not be viable to follow and an immediate response is required. Under these circumstances, the Resources Committee can authorise emergency expenditure (i.e. not within the approved budget) up to £5000. This will require retrospective ratification by the Full Governing Body at the next Full Governing Body meeting. If a response is required before a Resources Committee is scheduled to convene the decision becomes subject to standard Chairs Actions procedures.

TERMS OF REFERENCE:

A. Finance

3. Resources Management Policy

3.1 to draft the school's financial management policy (including financial responsibilities to be delegated to the Headteacher):

i. in accordance with the Academies Financial Handbook
ii. after considering advice from OfSTED, the Audit Commission and DCFS;
iii. after consulting the Headteacher;

3.2 to present the draft policy to the full Governing Body for consideration and approval;

3.3 to monitor the implementation of the policy and to report to the full Governing Body;

3.4 to review the policy at least once every year to assure the Governing Body that all financial procedures are operating as required.

3.5 to complete a CRSA (Controls Risk Self Assessment) on an annual basis

3.6 to authorise a SIC (Statement of Internal Controls) on an annual basis.

3.7 to review the purchasing policy, lettings policy and best value statement on an annual basis.

School budget

3.8 to draft the school budget in line with the priorities set out in the School Development Plan.

3.9 to present the draft budget to the full Governing Body for consideration and approval in time to meet the ESFA's budget deadlines;

3.10 to consider budget monitoring reports from the Headteacher each half term and report the position and any action required to the next full Governing Body meeting;

3.11 to give the Governing Body written explanations of any variations (over or under spent) to the original budget above 10% and action taken to address the issues involved.

3.12 reporting to the next available Governing Body meeting on any matter, which may have an adverse effect on the school budget e.g. significant change in pupil number trends.

3.13 to consider and to advise the Governing Body on the financial implications of adopting any policy or other matter that may have significant budget implications

3.14 to undertake an annual review to ensure that "Best Value" is being achieved i.e. a review of all existing contracts (including LA services) and regular suppliers to the school.

3.15 to ensure the school's Register of Business Interest is kept up-to-date

3.16 to undertake an annual review of all income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs. Regularly monitor income received against the budget estimate. Review any charging policy such as that for school lettings.

Other Government Grants

3.17 to draft proposals for use of these resources for consideration and approval by Governing Body in line with school budget. To be included in the the School Development Plan.

School fund (and other funds held by the Governing Body)

3.18 to monitor the balance and expenditure of the school fund (and other funds held by the Governing Body) and to report on these at least annually to the full Governing Body;

3.19 to ensure that there is an annual audit of the school fund and of other funds held by the Governing Body in line with the ESFA.

3.20 The results of the audit are reported to the full Governing Body.

Compliance with Academy Financial Handbook

3.21 to consider the report from the Headteacher confirming that the financial controls required to meet the requirements of the scheme are still in place and operating as intended. Advise the Governing Body accordingly.

Register of Business Interests

3.22 to ensure the school's register of business interests is kept up to date.

Whistle Blowing Policy

3.23 Draft a Whistle Blowing policy for approval by the Governing Body. Agree arrangements with Headteacher for ensuring all staff in school are informed.

Contribution to School Self-Review

3.24 to review on an annual basis, in partnership with the Headteacher, how far the requirements outlined in Ofsted, which relate to finance are being met and to report the results of the review to the Governing Body.

B. Premises

Repairs and maintenance

3.25 to monitor the condition of the school premises;

3.26 to draw up and implement a repairs and maintenance programme within the budget set by the Governing Body and in accordance with the priorities of the School Development Plan

3.27 to make recommendations to the full Governing Body on the requirements for the annual reapirs and maintenance programme

3.28 to monitor the repairs and maintenance budget

Improvements and new developments

3.29 to consider options for building improvements and/or new developments within the needs and priorities identified in the Asset Management Plan;

3.30 to make recommendations to the Governing Body for spending the school's annual devolved capital funding.

Contribution to School Self-Review

3.31 to review on an annual basis, in partnership with the Headteacher, how far the requirements outlined by OFSTED which relate to personnel are being met and to report the results of this review to the full Governing Body.

Lettings and use of premises outside school hours

Responsibilities delegated to the Headteacher to control the use of premises outside school hours.

3.32 Draft the school's policy on lettings for consideration and approval by the full Governing Body;

3.33 to review the school's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and report its conclusions to the full Governing Body;

3.34 to approve applications for use of the school premises in accordance with the policy of the Governing Body (delegated to the Headteacher)

4 Complaints, Personnel Appeals and Pupil Discipline Committee

The ESFA expects all governing bodies to set up a Personnel Appeals Committee.

Membership: - Mr R Overton, Mrs S Parfitt, Mrs N Lomas, Mrs K Firth. The Headteacher is entitled to attend all committee meetings as a non-member and should normally be invited to provide advice.

The Headteacher cannot be a member of the Committee, by law, when it is considering whether to determine that staff should cease to work at the school (Education [School Government] Regulations, Regulation 47 (4)), although he/she should be invited to attend the meeting as a non-member to provide advice.

No employee at the school (other than the Headteacher) may be a member of the Committee, by law, when it is considering the pay or performance appraisal of any employee at the school. The Headteacher must also withdraw if it is his/her own pay or performance appraisal which is being considered (Education [School Government] Regulations, Schedule 6, paragraph 4).

Quorum: - at least equal in size to the committee which made the decision against which the appeal is being made.

Clerking: - If the Committee is considering whether a member of staff should cease to work at the school, no member of the governing body or the Headteacher may act as clerk.

If the Education Department is advising the Committee, a LA officer normally acts as clerk.

4.1 to consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body

Personnel

4.2 together with the Headteacher determine the staffing structure (teaching and non-teaching) based on the School Development Plan and affordability within the school's delegated budget allocation for subsequent approval by the Governing Body

4.3 to advise the full Governing Body on such policies and procedures

4.4 to draft such policies and procedures (or adapt models/samples provided by the LA) and to present them to the full Governing Body for consideration and approval;

4.5 to review the Governing Body's pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the school's development plan; to consult the Finance Committee as part of this process; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and approval

4.6 to review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Governing Body.

5. Implementation of personnel policies and procedures

Rather than establishing a separate Personnel Implementation Committee, the Governing Body allocates the responsibilities of a Personnel Implementation Committee to the Personnel and Resources Committee.

However, as decisions on these matters are subject to appeal by staff, only 3 or at most 4 governors should be involved in making them, so that there are sufficient "untainted" governors to consider any appeal.

TERMS OF REFERENCE:

6.1 to hear appeals from members of staff against decisions made by the Secondary Committee. To consider complaints from parents and members of the public in aqccordance with the Complaints Procedure of the Governing Body.

7 Headteacher Performance Management Working Group

All governing bodies must appoint a Performance Management Committee (also referred to as "the Appointed Governors") to carry out the performance review of the Headteacher.

Membership : - Mr R Overton, Mrs J Longfellow and Mrs S Parfitt.

Quorum: - 2 governors and an observer

Clerking: - Meetings may be clerked by any person nominated by the full Governing Body or by the Committee who is not employed at the school or who has a personal interest in the matters to be considered. Normally, a member of the Committee or the DCFS accredited adviser acts as clerk.

TERMS OF REFERENCE:

7.1 to carry out the performance review of the Headteacher, including agreeing objectives and monitoring progress towards them, in accordance with legal requirements and the performance management policy of the school.

7.2 to appoint a DCFS accredited adviser to assist members in carrying our their responsibilities effectively, within the budget set for this purpose by the Governing Body.

7.3 to make the result of the performance review available to the Chair of the Governing Body and, on request, to the Governors' Committee responsible for determining the Headteacher's pay.

Review Officer

In addition to the Performance Committee, all governing bodies must appoint a Review Officer to deal with any complaints made by the Headteacher about his/her performance review.

The Review Officer must not be a member of the Performance Management Committee.

DELEGATED RESPONSIBILITIES

8.0 Headteacher

8.1 Have day-to-day responsibility for managing the school including financial and staffing matters, subject to regular reporting to the Governing Body.

8.2 Working with the Governing Body, School Business Manager and appointed committees in the financial management of the school

8.3 The Headteacher will be able to authorise all expenditure approved within the delegated budget. However, in addition he/she will have delegated responsibility to commit the school to expenditure or vire monies between heads of expenditure up to £3000 provided that this does not exceed the overall expenditure within the delegated budget. Amounts above this limit may only be incurred in conjunction with the Chair of Governors up to £5,000. Where such action has been necessary the amount involved and an explanation should be provided to the next available meeting of the full Governing Body.

8.4 Allocate financial duties to appropriate staff bearing in mind that there is adequate division of duties between members of staff to provide appropriate levels of internal check and ensure full compliance with the Academies Financial Handbook.

9.0 Deputy Head

9.1 The Deputy Head should be aware of the Headteacher's responsibilities as well as those of the Governing Body. He should be aware of the school's internal financial organisation to sufficient enable him to assume leadership of the school should circumstances ever arise.

10.0 School Business Manager

10.1 The School Business Manager will conduct the day to day administration of the school's financial affairs, in line with the Academies Financial Handbook. They will ensure that the high standards of financial control demanded by the Governing Body are maintained.

10.2 Maintain the school's income and expenditure delegate budget on the CIVICA System

10.3 Financial management of the school fund including regular reporting to the Governing Body. Ensuring the annual audit of the income and expenditure account and balance sheet is carried out by competent auditors.

10.4 Monitor the school's income and expenditure against the delegated budget and notify the Headteacher of any variation in budget profile.

10.5 Provide the ESFA with the information and returns they require to fulfil their responsibilities in respect of financial accounting, systems and procedures.

10.6 Responsibility for the security of all cash and cheques, chequebooks, debit card and other financial stationery.

10.7 Ensuring adequate arrangements for the security of all assets of the school

10.8 Ensuring the security of all information held on the schools computer systems and in compliance with the Data Protection Act.

10.9 Maintain the schools Asset Register based on the ESFA inventory system. Provide the necessary advice on security of these assets and arrange an independent annual check of those assets.

10.10 Maintain detailed records of expenditure for all areas included within the general school capitation allowance.

10.11 Check that sufficient funds are available under relevant budget heads prior to preparation of orders

10.12 Maintain the School Fund income and expenditure in accordance with the guidance set out in the Academies Financial Handbook

Academy Secretary (Mrs Hartley)

11.1 Collect monies and maintain records for the following activities –
Music Lessons, Sale of School Uniform, School Trip income and after school clubs.

Financial Procedures Manual
Key Tasks During the Year

Financial Procedure	Annual	Half Year	Term	Half Term	Month	Week	Day
Governance							
Review FMP & Procedures	*						
Set Governing Body & Committee Meetings	*						
Annual review of teachers' salaries	*						
Financial Planning							
Review staffing in line with 3 year SDP	*						
Review other expenditure costs for budget			*				
Review expected pupil numbers/projections		*					
Review income levels for budget plan	*						
Agree annual budget plan with GB	*						
Send agreed budget plan to ESFA	*						
Monitoring							
School Business Manager monitoring and reviewing budget (inc commitments)					*		
Resources Committee reviews budget statement			*				
Complete & return ESFA budget monitoring statement		*					
Payroll							
Staff performance management review	*						
Review of staff salaries and responsibilties	*						
Check accuracy of payroll fiche for all staff					*		
Purchasing							
Review purchasing policy	*						
All construction industry tax cards are valid	As required						
Invoices							
Invoice processing period complies with the Government's prompt payment standard					*		
Check accuracy of all expenditure					*		
Secretary checks payment list with invoices. Payments to be made via BACS.							
School Debit Card							
Headteacher to approve all transactions					*		
Petty Cash							
Independent check that bank statement agrees to the balance in hand shown in petty account records						*	

Financial Procedure	**Annual**	**Half Year**	**Term**	**Half Term**	**Month**	**Week**	**Day**
Inventory							
New items (purchases) added to central inventory from orders/invoices and security marked as appropriate	As required						
Physical check of inventory by School Business Manager (random selection in each dept)	*						
Income							
Review charges and expected income levels	*						
Review of actual income received and any bad debts			*				
School Fund							
Resources governors review objectives of fund and delegation	*						
Independent check that bank statement agrees to fund records and cash book		*					
Independent audit of accounts	*						
Data Security							
Change all passwords		*					
Backup computer files						*	*
Ensure compliance with data protection act 1998	*						
Licenses are held for all software used in school	*						
Insurance							
Review existing policies and insured levels	*						

FINANCIAL PROCEDURES

1. General Policy

1.1 The policy of the Governing Body is to use all funds received for the running of the School in the most effective manner by achieving "best value".

1.2 An essential part of ensuring best value is to have sound financial procedures. The Governing Body has adopted the following procedures.

1.3 To ensure that all staff are familiar with these procedures they should each be given a summarised version of the financial procedures which directly effect them e.g. how to order resources, when to get quotations, cash procedures and inventory arrangements. New members of staff joining the school will also be given their own copy as part of their induction training. The School's Business Manager will hold a record of who has been given copies.

2. School Budget

2.1 The management and control of the school budget has been delegated by the Governing Body to the Resources Committee. The day to day management of the budget has been delegated to the Headteacher.

2.2 Monitoring of the school finances is an ongoing process. The Resources Committee shall review all aspects of the school's budget each year in accordance with the principles of best value as set out in the Academies Financial Handbook.

2.3 The Resources Committee will determine a proposed budget for the following financial year in sufficient time for it to be approved by the Governing Body and submitted to the ESFA.

2.4 The budget spending plan shall be constructed in line with the School Development Plan to ensure that the educational requirements of the pupils are met and that the environment within the school is at an acceptable standard. As the school's budget allocation from the ESFA is mainly based on pupil numbers fluctuations in these should also be monitored closely by the Headteacher.

2.5 The Headteacher & School Business Manager will work closely with the Resources Committee in monitoring the school's finances. An up to date written statement of the school finances shall be included in the Headteacher's report to the Governing Body meetings (at least every term). The format shall be in the standard format and include current and any known commitments, details of any virements and explanations for any variances which affect the above financial policy. It shall be written and in sufficient detail for the Governors to fully understand the school's financial position. The report will be available prior to the arranged meeting. The review and any action shall be minuted.

3. Salaries

3.1 Salaries/wages shall be paid to teaching and non-teaching staff in accordance with agreed National Scales, taking into account local agreements and in accordance with the school's pay policy.

3.2 All salaries shall be reviewed annually by the Resources Committee with the Headteacher in an advisory role. No Staff Governor shall be a member of this committee.

3.3 Payroll procedures must make clear who is responsible for authorising all payroll changes. Only the Headteacher will have the authority to make changes to payroll

payments which directly affect the agreed payroll budget including staff changes, increases in pay and signing overtime/lettings payments. The exception to this will be where the Chair of Governors authorises any changes in the Headteacher's pay.

3.4 All payroll payments are monitored to ensure that changes and additional payments have been authorised and that they are in respect of the schools staff.

3.5 A sickness report will be presented to the Resources Committee at each meeting reporting on its effects on the schools operation and budget in relation to the cost of supply teacher cover.

3.6 A weekly absence return will be made and kept in school. Absences are also recorded on our Intergis system which forms part of the School Workforce Census.

4. Purchasing

4.1 The Governing Body will ensure that the principles of obtaining best value are always followed particularly obtaining quotations and tenders. See Purchasing Policy (Appendix 1).

4.2 The Headteacher has delegated responsibility to authorise purchases of goods and services approved in the approved delegated budget and up to **£3000** where virement between heads of agreed expenditure are required and up to **£5000 in consultation with the Chair of Governors. However, in emergencies for amounts above £5,000 and particularly those not included in the original budget or development plans, the Chair of Governors or the Chair of Resources Committee should be consulted and the expenditure reported retrospectively to the next meeting of the Governing Body**.

4.3 Verbal quotations will be obtained for orders of less than £2500.

4.4 **All purchases over £2,500 - £15,000 per item will be subject to quotations**. The lowest quotation shall be accepted unless there are exceptional circumstances approved by the Resources Committee and subsequently reported to the next full Governors' meeting.

4.5 For purchases over £15,000 tender procedures shall be carried out in accordance with ESFA regulations. The lowest tender shall be accepted unless there are exceptional circumstances approved by the Resources Committee subsequently reported to the next full Governors' meeting.

4.6 Orders involving leases must be referred in advance to the Governing Body to ensure best value.

4.7 Only official orders shall be used for purchases and these should fully describe the items required and agreed price. Where urgency necessitates a verbal or faxed order this shall be followed by an official signed confirmatory order on the next day. Copy orders shall be securely retained in the School Business Manager in sequence.

4.8 All orders will be authorised by the Headteacher to ensure that sufficient funds are available within the appropriate budget.

4.9 Before orders are placed for construction or related trades the School Business Manager will ensure that the contractor holds a valid certificate issued by the Inland Revenue confirming the contractor is properly registered under the Construction Industry Tax Deduction scheme. If a certificate is not held an alternative, registered contractor must do the work.

Under the terms of our lease agreement we are required to gain prior written consent from the Council before any alterations can be carried out.

4.10 Goods and services shall be checked against orders for accuracy by someone other than the School Business Manager. Wherever possible the suppliers goods received note should be retained with the school's copy order.

4.11 Payment shall not be made until a proper invoice has been received, checked for accuracy and delivery and certified as such by the Headteacher.

4.12 The Secretary (Mrs Hartley) will certify the invoice validity, and payments will be made via BACS.

4.13 Items above £500 or of an attractive nature should be considered at this time for inclusion on the schools inventory.

5. Inventory of School Assets

5.1 The ICT Manager shall be responsible for maintaining the school Central Inventory (for items above £500 or of an attractive nature) which will also show the method of funding. The inventory will normally be updated at the time of purchase and also added to a location inventory.

5.2 Individual members of staff will be made responsible for the safekeeping of the items within their location inventory.

5.3 All changes to the location inventory will be agreed and recorded by the Administration Officer and the location inventory holder, including temporary moves such as use at home(to comply with insurance arrangements).

5.4 The Administration officer will decide whether or not the item should be security marked.

5.5 Any income from the sale of any item shall be credited to the schools budget account unless the item was originally funded from the schools voluntary fund or similar account.

5.6 The ICT Manager and location inventory holder will undertake an annual audit of the contents of the inventory. Any significant discrepancies will be reported to the Headteacher and Governing Body and in circumstances decided by Internal Audit and the ESFA the police will be informed.

6. Income

6.1 The Resources Committee will oversee all matters relating to the letting of school premises.

6.2 The process of maintaining the diary of any bookings should always be separated from the raising and collection of accounts. Review of any outstanding debts is also better undertaken by someone independent of the collection process.

6.3 Where circumstances dictate that income should be collected at the time the service or letting is made then a receipt must always be given. Someone independent of the person collecting the money should ensure that the total amount of monies receipted is banked.

6.4 The Resources Committee will also determine an income collection policy as to how charges are to be collected and their approach to allowing credit and late payment. Write-offs may only be considered by the Governing Body. Individual debts up to £500 may be written off by the Governing Body on, but amounts above this need the formal written approval of the ESFA. Similarly, in total no more than £1000 can be written off in any one financial year without notifying the ESFA.

6.5 In setting the rates, the Resources Committee shall have regard to the Governing Body's requirement to maximise Lettings' income subject to both market conditions and voluntary use.

6.6 Regard must be had for the VAT implications relating to income.

7. Petty Cash

7.1 Any petty cash float shall at all times be kept securely controlled by the School Business Manager.

7.2 Claimants will have to have a valid receipt for claims made.

8. School Fund

8.1 The School Fund is now incorporated within the main school budget and shall be used to operate the school fund which will be used for the control of monies arising from voluntary activities e.g. school trips, Christmas parties, sale of school uniform etc.

10. Accounting and Banking

10.1 Teachers must not allow children to transfer money from the classroom to the general office. All money brought in by parents should be in a sealed envelope which teachers should place in a lidded container to await collection by the School Admin Officer. Receipt of monies will be carried out by the Academy Secretary. Since the introduction of ParentPay (May 2016) the Academy has very little cash in school.

10.2 The basis of the income record used must ensure full accountability. For example if receipts are used they should be consecutively pre-numbered and used in sequence. Where an income book is used the person handing over the monies should sign by the specific entry to agree the amount handed over.

10.3 Monies and cheques received from any sources shall be reconciled to the accounting records and banked in the appropriate accounts, at least weekly. The Business Manager will ensure the reconciliation has been undertaken and the monies banked in full. No expenditure should be incurred from monies collected as income.

10.4 The maximum limit of cash and/or cheques to be held on school premises shall be in accordance with the schools fidelity guarantee insurance requirements.

10.5 The nature of cash makes it very attractive and vulnerable to loss, it is therefore vital that secure arrangements are in place for its safekeeping and that the person responsible for its safekeeping is apparent at all times.

11. Insurance

11.1 In allocating the school budget expenditure sufficient funds shall be allocated to allow for insurance premiums to cover the Insurance requirements as advised by ESFA.

11.2 Similarly the budget should include sufficient to cover premiums or allowances to provide the necessary cover for a realistic level of staff absences.

12. Data Protection

12.1 The Headteacher shall appoint a member of the school's staff (Mr C Milfull – Deputy Headteacher) to be responsible for ensuring that the regulations relating to the Data

Protection Act are made known to all members of the school staff. The responsible person should also be aware of all aspects of data management including security, virus protection and suitability of all applications including that all appropriate licences are held.

12.2 The school computer system holds the financial records of the school along with other records. These records form an essential part in the proper financial management and control of the school. To ensure the security of these records, they should be password protected and the file contents of the computer system shall be archived daily.

12.3 The archived copy is best held off site in event of fire.

12.4 Access to the computer system and records shall only be allowed to those members of staff authorised by the Headteacher. A record of those authorised and the extent of their access (i.e. from full access and ability to amend records down to read only) shall be held at the school. Each authorised user shall have his/her own security password which will be changed automatically on a quarterly cycle or sooner depending upon the importance of their level of their personal access level.

12.5 In accordance with the Data Protection Act 1998 the school must be registered as a Data User with the Data Protection Registrar. Copies of the registrations will be held by the School Business Manager and any alterations of use of the computer system: purpose, information held, disclosures, etc. must be notified on the appropriate forms to the Data Protection Registrar at the time they arise.

13. Service Contracts

13.1 Contracts for other services, whether provided by either in-house or private contractors, must be monitored to ensure the actual level of service meets the requirements set out in the contract specification.

14. Gifts

Rook's Nest Academy has a policy and a register for the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise their personal judgment or integrity; and all members of staff are made aware of this. When giving gifts, the trust must ensure that the value of the gift is reasonable, is within the trust's scheme of delegation of financial powers, the decision is fully documented, and has due regard to propriety and regularity in the use of public funds.

15. ESFA Returns

15.1 The School Business Manager will ensure the school complies with ESFA requirements on a timely basis.

15.2 The ESFA returns will be examined to ensure accuracy and correct allocation.

16. Benchmarking

16.1 Harris & Co, our Auditor have undertake a benchmarking exercise on an annual basis for the past three years, comparing Rook's Nest Academy with other Academies they represent.

16.2 A report will be submitted to the Resources Committee to share any best practice suggestions gained from the benchmarking exercise.

17. Responsibility for Implementing the Policy

17.1 The responsibility for ensuring that the School adheres to this policy rests with the Headteacher.

Signed: Date:

Chairperson of the Governing Body

Signed: Date:

Headteacher

Appendix 1

PURCHASING POLICY

1. Best Value

Introduction
The governing body is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans. Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services

What Is Best Value?
Governors will apply the four principles of *best value:*

Challenge - Is the school's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?
Compare - How does the school's pupil performance and financial performance compare with all schools? How does it compare with LEA schools? How does it compare with similar schools?
Consult - How does the school seek the views of stakeholders about the services the school provides?
Compete - How does the school secure efficient and effective services? Are services of appropriate quality, economic?

Purchasing
Governors and school managers will develop procedures for assessing need, and obtaining goods and services which provide "best value" in terms of suitability, efficiency, time, and cost. Measures already in place include:

- competitive tendering procedures (e.g. for goods and services above £5,000)
- procedures for accepting "best value" quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship)
- procedures which minimise office time by the purchase of goods or services under £1000 direct from known, reliable suppliers (e.g. stationery, small equipment)

2. Order Process System

2.1 All orders must be placed via a requisition form – see attached.

2.2 Verbal/telephone orders must **not** be placed. If there are any emergency situations where telephone/verbal orders are essential, they should always be followed up with an order clearly marked **CONFIRMATION ORDER**.

2.3 The requisition form must be fully completed. Catalogue/Item Nos should be quoted (where possible).

2.4 All orders will be checked to ensure that sufficient funds are available within the appropriate budget before being authorised and signed by the Headteacher

2.5 Copies of the requisition form can be obtained from the School Business Manager.

2.6 Verbal quotations will be obtained for orders of less than £2500.

2.7 All purchases over £2,500 - £15,000 per item will be subject to quotations. The lowest quotation shall be accepted unless there are exceptional circumstances approved by the Resources Committee and subsequently reported to the next full Governors' meeting.

2.8 When it is not possible for staff to send an order and/or goods can only be obtained on the internet, payment can be made with the School's debit card. The order will still have to be authorised by the Headteacher and card details can only be entered by either Mrs Hartley (School Secretary) or Mrs Pickles (School Business Manager), the two card holders.

3. Petty Cash

3.1 The petty cash system should only be used for amounts less than £50.

3.2 A receipt must be presented with the claim before any reimbursement can be made. The claimant will then sign the reimbursement voucher acknowledging receipt of the claim.

4. Review

4.1 The purchasing policy will be reviewed by the Resources Committee on an annual basis.

Appendix 2

Rook's Nest Academy

Class/ Subject Requisition Form

Class/ Subject Teacher

Date:- Approved by Headteacher

Name of Supplier

Address of Supplier

Please use a separate sheet for each supplier

Catalogue Page No	Catalogue No	Item Description	Quantity	Unit Price	Total

Appendix 3

LETTINGS POLICY

The letting of the School premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School's scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.

2. For lettings on a regular basis, payment must be made termly (during the term of the let). Terms referred to are School term dates.

3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:

    a. to abide by the regulations.
    b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
    c. to accept the decision of the School and its Governors should questions arise on any point.

4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.

5. Please make any cheques payable to Rook's Nest Academy**.**

6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.

7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.

8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :

a. For the Hall, a maximum number of 100 seated persons.
b. For meeting in classrooms, a maximum of 30 persons is allowed.
c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.
d. Compliance with these regulations will be the responsibility of the Hirer.

10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the Headteacher. Without a valid licence, the booking will be null and void and the deposit will be lost.

11. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.

12. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.

13. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.

14. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.

15. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.

16. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. The Hirer must provide their own mobile phone for use in the event of an emergency.

17. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the Headteacher. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.

18. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.

19. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment can be used unless it is included as part of the hire agreement.

20. The proper car parks must be used and vehicles must not be driven onto any grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.

21. The Hirer shall not sub-let any part of this accommodation.

22. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.

23. It is against the law to smoke on Rook's Nest Academy premises and grounds.

24. The Hirer is responsible for any damage caused to the premises during the period of hire.

25. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.

26. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school site manager. Electrical items must not exceed a 1kw (one kilowatt) rating.

27. NO footwear is permitted to be worn when using the school hall for sporting activities without prior agreement of the Headteacher.

The School Field

28. Please ensure the playing surface and changing rooms or equivalent if required are left suitable for use by the subsequent Hirers.

29. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.

30. Due consideration must be shown to other persons using the facility simultaneously.

ROOK'S NEST ACADEMY
APPLICATION FOR USE OF PREMISES

SINGLE LETTING

I would like to apply for use of the following accommodation ----------

---

On ---------- 20

From---------- am/pm to ---------- am/pm

1 Purpose for which accommodation will be used?

---

2 Give approximate number attending. ----------

3 Do you require use of changing rooms? ----------

I/We agree

(a) To pay the agreed fee.
(b) To pay Rook's Nest Academy the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
(c) To abide by the decision of the School should any question arise on any point
(d) To have valid insurance on behalf of the hirer.

Signed---------- On behalf of ----------

Address ----------

Telephone No ---------- Date ----------

ROOK'S NEST ACADEMY
APPLICATION FOR USE OF PREMISES

REGULAR LETTING

I would like to apply for use of the following accommodation ----------

---

On ---------- 200

From---------- am/pm to ---------- am/pm

1 Purpose for which accommodation will be used?

---

2 Give approximate number attending. ----------

3 Do you require use of changing rooms? ----------

I/We agree

(e) To pay the agreed fee.
(f) To pay Rook's Nest Academy the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
(g) To abide by the decision of the School should any question arise on any point
(h) To have valid insurance on behalf of the hirer.

Signed---------- On behalf of ----------

Address ----------

Telephone No ---------- Date ----------