



GOVERNORS OF STAR PRIMARY SCHOOL

Finance Policy

School Mission Statement:

At Star Primary School we believe that everyone is equally loved and accepted.

Acknowledging the diversity of our community, we...

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*

By order of the Governing Body of Star Primary School

(Signed) _____ Dated _____
(Head Teacher)

(Signed) _____ Dated _____
(Governor)

Policy Date: September 2016

Review Date: September 2017

GOVERNORS OF STAR PRIMARY SCHOOL

1st September 2016 – 31st August 2017

- **FINANCE POLICY**
- **TERMS OF REFERENCE**
- **BEST VALUE STATEMENT**
- **STATEMENT OF INTERNAL CONTROL**
- **POLICY FOR DISPOSAL OF ASSETS**
- **WHISTLE BLOWING POLICY**

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By order of the Governing Body of Star Primary School

(Signed) _____ Dated _____
(Head Teacher)

(Signed) _____ Dated _____
(Chair of Governing Body)

(Signed) _____ Dated _____
(Chair of Finance Committee of the Governing Body)

Governors' Finance Committee - 2016/2017

| | | |
|-----------------------|---|------------------------------|
| Lisle von Buchenroder | - | Staff Governor |
| Claire Ormerod | - | Co-opted Governor |
| Issac Asare | - | Parent Governor |
| Shantelle Hendrickson | - | Co-opted Governor |
| Bharti Mistry | - | Finance & Projects Manager |
| Helen Finch | - | Strategic Operations Manager |
| Vacancy | | |
| Vacancy | | |

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1.1 Introduction

The governors of Star Primary School are committed to providing sound financial controls, to achieve value for money and to be worthy custodians of public money. To achieve these aims the governing body has drawn up this Finance Policy to provide the guiding principles for which all governors and staff will operate within.

This policy in partnership with the school's financial procedures will meet these aims. It has been drawn up with reference to Schools Financial Value Standard (SFVS).

1.2. Principles

Financial administration will be run at Star Primary School with accordance to Newham Council financial regulations, national legislation and the key standards set out in SFVS.

The responsibilities of the governing body, its committees, the Head teacher and staff will be clearly defined and limits of delegated authority established.

The budget will reflect the school's prioritised educational objectives, seek to achieve value for money and be subject to regular and effective monitoring, taking management action where necessary.

The school will establish sound internal financial controls to ensure the reliability and accuracy of its financial transactions.

The school will be adequately insured against exposure to risk.

The school will ensure that purchasing arrangements achieve the best value for money.

There are sufficient procedures for the administration of personnel matters including the payroll where this applies.

Stocks, stores and other assets will be recorded and adequately safeguarded against loss of theft.

All income due to the school will be identified and all collections should be receipted, recorded and banked promptly.

The school will properly control the operation of the local bank account and reconcile bank balances with the accounting records.

The school operates the petty cash system.

School voluntary funds and other non-official funds will be administered as rigorously as public funds.

Any suspected financial irregularity will be dealt with in line with the Whistle Blowing Policy adopted by the Governing Body.

2. POLICY INTO PRACTICE

2.1. Delegated Authority

The governing body has overall responsibility for the management of all the school's finances covering the delegated formula budgets, other budgets delegated or devolved by the Authority and other funds (e.g. the school voluntary funds).

The finance committee will comprise of the Head teacher plus three or more governors.

The terms of reference of the Finance Committee were passed by the Full Governing Body on 18th November 2010.

In summary the finance committee has delegated responsibility by the governing body for the following aspects of finance:

- strategic planning
- providing policy options for the governing body
- assisting/preparing the 3 year forecast plan for approval and the budget is minuted in the governing body minutes
- regular monitoring of the financial position of the school
- authorisation of virements as per paragraph 3.6
- tenders for contract services
- keeping in-school financial procedures under review
- maintaining and reviewing of the finance policy
- ensure links to the school improvement plan (SIP).

The Head teacher is responsible for the day-to day operation of financial procedures in the school and has authority to delegate the general administration of these procedures to other staff. The Head teacher is responsible for ensuring day-to-day procedures operate within the policies and strategic plans approved by the governing body and to provide the governing body with the advice and support it needs to carry out its strategic function.

The headteacher maintains a register of pecuniary interests for governors and staff, which is noted at every full governing body meeting.

3. REFLECTING PRIORITISED EDUCATIONAL OBJECTIVES

3.1 Summary of standards

The budget should reflect the school's prioritised educational objectives, seek to achieve value for money and be subject to regular and effective monitoring.

- The Curriculum and Standards committee directed by the governing body shall be charged with the duty of ensuring the school's curriculum includes all the requirements of the National Curriculum, as well as those elements of the curriculum determined by the school itself.
- The Staffing, Finance and Premises committee shall ensure that properly qualified teaching staff is engaged or available to teach all aspects of the school's curriculum having proper regard to the number of pupils in each year and classroom.
- The Finance committee shall prioritise its appropriation of the annual budget in providing the necessary funding for the salaries of such staff as is necessary to facilitate the teaching of all aspects of the school's curriculum.

3.2 Staffing requirements

All staffing requirements with associated expenditure shall be submitted to the finance committee for discussion before submission to the full board of governors for approval before the commencement of the financial year.

3.3 Individual budgets holders

Staff will be in charge of budgets for their areas of responsibility which is approved by the Head teacher in line with priority needs of the school and the School Improvement Plan.

Budget allocations from the school's delegated budget will be notified to budget holders annually once the Governing Body has approved the budget. All departments receive a capitation budget. Budget holders may also receive other funding from different sources throughout the year.

The financial year for capitation allocations for individual post holders runs from 1st April until 31st March allocations must be spent in the year they are given. Any under spends will be absorbed back into the school budget.

Budget holders who are successful in any bid for funding are responsible for ensuring that the Head teacher and School Finance & Projects Manager are aware of the terms of funding.

The school budget is monitored constantly and reviews are carried out and reported to the Finance Committee. Budget holders will be notified of their spending and remaining balances on a termly basis. Should a budget balance give cause for concern before the termly notification the Head teacher will contact the budget holder immediately to discuss the matter. If budget holders have any queries regarding their budget they should see the School Finance & Projects Manager.

Staff with financial responsibility are authorised to complete orders, verify invoices and receipts for reimbursement. This does not exclude other staff from writing out orders or buying items for their subject area. However, all requests must be countersigned by staff with the appropriate financial authority.

All purchases must be made using official order forms available from the main office. Internet purchases must be made using approved sites but must follow the same process as normal purchases using the same official order forms which must be completed before placing the order.

In exceptional circumstances where 'better value for money' may be obtained or timescale is paramount, an invoice could be dated before an order is processed e.g. internet order, building works, literacy book orders. In all such instances approval must be sought by the Headteacher/Deputy Headteacher

The budget holder should be the only one to complete the curriculum order form and obtain authorisation from the Head/Deputy Head (Assistant Head Teacher in absence of Deputy) before passing the form to the Finance and Projects Manager for processing the order.

The budget holder should make a copy of the purchase order for their own records before passing to the Finance & Projects Manager. This should be used to check off items as they are delivered and keep financial control of their allocated budget.

Orders are processed immediately.

Budget holders shall not submit any request for items the cost of which will exceed the agreed budget without prior consent from the Head teacher.

Budget holders must check deliveries as a matter of priority and any discrepancies reported to the Finance & Projects Manager immediately. Office staff do not check all goods – they merely sign for the number of parcels delivered. It is the responsibility of budget holders to report shortages, faulty goods, and errors.

In order to ensure value for money there should be a review of outcomes of major purchases for effectiveness. These outcomes are reported at Senior Leadership Team Meetings and the Governors Staffing, Finance and Premises Committee Meetings.

Invoices usually arrive after delivery of goods but can sometimes arrive before the delivery. The delivery note is checked against items delivered by the budget holder which is then checked against the invoice, so correct payment can be made.

Once the invoice has been processed the cheque will be signed by two authorised signatories, the Head Teacher and Deputy Head or Assistant Head in the absence of Head Teacher or Deputy Head.

Most invoices allow 30 days credit terms but this is not always the case. Budget holders must ensure that invoices are returned to the School Finance & Projects Manager with sufficient time to process them within the credit terms.

Invoices in dispute must be notified immediately to the School Finance and Projects Manager.

3.4 Tendering and Contracts

For the purchase of all major items required by the school, the school has adopted the following practice agreed by the Governors Finance Committee on 24th June and Governing Body on 8th July 2010.

1. Orders under £10,000 (*net*) and variances thereto, is up to the Headteacher's discretion.
2. For orders in excess of £10,000 but less than £25,000, three quotations are sought and finance committee notified. Finance Committee is also notified of variances to such orders.

3. For orders in excess of £25,000, 3 tenders are sought and are submitted to the full governing body for consideration and to decide on which tender to accept. If any variances occur, all must be reported to the Governing Body with reasons.

Appropriate expert advice should be sought for all such tenders e.g. the use of independent architects and surveyors in building projects.

The School should seek waivers from the Governing Body whenever a proposed procurement process deviates from the approved Finance Policy. The waiver request should set out reasons for the proposed approach.

The School should consider seeking expert procurement advice before embarking on complex and/or high value procurement if deemed necessary.

3.5 Planning

The governors with the advice of the Head teacher maintain a three-year comparative financial plan which takes into account likely available funding, the cost of the curriculum (staffing and educational resources) and the running costs of the school.

The School Development Plan incorporates some expenditure for projects and priority areas where budget consideration is needed.

3.6 Virement

The school follows the London Borough of Newham recommendations regarding virements.

Following agreement at the full governing body meeting on 27th November 2008 the following increments for virements were approved:-

- Up to £16,000 – the Head teacher, copy to finance committee
- Up to £30,000 – the finance committee
- Above £30,000 – the full Governing Body

3.7 Monitoring reports

The Head teacher and the School Finance & Projects Manager produce monitoring reports for the LA in accordance with the published timetable and provide a more detailed analysis of actual, committed and projected expenditure to the finance committee.

The Head teacher will provide members of the finance committee with termly monitoring reports for discussion.

3.8 Policy changes

The Head teacher is responsible for informing the finance committee of any Newham Financial Regulations, UK or EC Legislation (e.g. health & safety law) changes which will affect expenditure/income in the current or future years.

The finance committee will review annually the finance policy, notifying the full governing body of any proposed changes for approval.

3.9 Leases

All leases and hire purchase agreements that have not been arranged through the Local Authority, will be submitted for approval to the full governing body.

3.10 Quality of information

The Head teacher and finance committee regularly review the information supplied to the governing body for quality and appropriateness.

3.11 Segregation of duties & financial controls

The internal financial controls operated at Star Primary School follow the controls set out in Newham Council Financial Regulations (see attached Appendix 1).

Any additional internal financial controls included within the school's financial procedures are reviewed by the finance committee. Any deviations from the approved internal controls will be reported to the finance committee.

3.12 Insurance

The school is insured under Newham Council for content and personal liability with [Arthur J Gallagher](#). This insurance does not cover any leased equipment engaged by the school, therefore a separate insurance is taken out with Newham Council to cover this.

Cash is insured by the LA's insurance policy as long as regular accounting and banking procedures are in place.

3.13 Use of computers for administrative purposes

- The school will operate the FMS module on the SIMS computer package provided and supported by the LA.
- The school and the governing body are registered under the Data Protection Act 1984 and are aware of the responsibilities under the Act.
- The school will review on an annual basis.

3.14 Value for money

- Wherever possible the school takes advantage of bulk purchasing and the best value for money.
- For the purchases of all major items required by the school, the school has adopted the Newham Council's Procurement Code of Practice
- The governors should review the outcome of all major purchases for effectiveness and that the purchases have achieved their purpose and met the criteria set in the school's development plan.

3.15 Personnel matters

- Appointments other than the school's senior leadership team are delegated to the Head teacher.
- Appointments to Assistant Head, Deputy Head and Head teacher Posts are the responsibility of the full governing body.
- The Head teacher in consultation with the Finance Committee is responsible for ensuring that the levels of teaching and support staff are maintained within the overall budget allowance from year to year.
- The payroll system is maintained by the LA.

3.16 Safeguard of assets

- Co-ordinators and class teachers are responsible for safeguarding their assets and will consult with School Finance & Projects Manager with responsibility for assets.
- A register of assets is maintained by Computer Learning Managers and a copy kept in Finance Office.
- All valuable items are kept under lock and key wherever practicable and legibly security marked.
- Attempts are made to keep valuable items secure as possible against theft.
- Budget holders must inform the School Finance & Projects Manager of any new purchases made and items they want to dispose of.
- Write-offs and disposals of valuable assets valued over £2,000 are only authorised by the finance committee.

This information is used in the event of an insurance claim.

3.17 **Income**

- Where debts are found to be irrecoverable, or where the cost of further steps for recovery is prohibitive, debts may be written off by the Finance committee, where the debt does not exceed £100.
- All cash collected must be handed into the main office for safekeeping. In the event of a theft any monies not held within the school safe may not be covered by insurance and may be lost.
- All monies handed into the main office are processed and banked in order for the school to remain within the cash limit dictated by financial regulations. All cash is banked on fortnightly basis.
- Money handed into the School Office must be placed in a sealed envelope. The envelope should be marked with the amount it contains and the reason for the collection.
- See Appendix 6 for financial income procedures

3.18 **Petty cash**

Petty cash system has been activated from April 2014 for Star Primary School.

Petty cash transactions will be kept under £50 except on exceptional circumstances i.e. staff travel expenses for residential trips, emergency meeting regarding vulnerable people or for transport for SEN child on trip.

Requirement of small items can be purchased by budget holders and a receipt presented for reimbursement except on exceptional circumstances where purchases are made from the market i.e. plants for the school hanging baskets. Petty cash reimbursement should not be a substitute for placing official orders. All petty cash transactions must be authorised by the Head Teacher/Deputy Head Teachers/Finance & Projects Manager.

Receipts for reimbursement must be passed to the Finance and Projects Manager or Finance Assistant who will process the claim and refund the amount to the person concerned. All claims are signed by recipient.

Petty cash can also be given in advance. Member of staff must sign petty cash voucher when money is given and correct receipt and change must be returned to the Finance and Projects Manager/Finance Assistant immediately.

A record of all petty cash transactions is recorded on school's FMS system. Petty cash is reconciled monthly.

Petty cash monthly limit to be increased from £500 to £700, due to increased outdoor learning involving cash for trips. Variety of art and craft materials bought more cheaply from local stores.

Petty Cash Authorised by:

Ms Lisle von Buchenroder - Head Teacher
Mrs Claire Ormerod – Deputy Head Teacher
Mrs Bharti Mistry – Finance & Projects Manager

Petty Cash Processed by:

Mrs Denise Martin – Finance Assistant

3.19 **Corporate Credit Card (CCC)**

Star Primary has one CCC which is in the Head Teacher's name. The Head Teacher will nominate staff who are responsible for the buying of work related goods and supplies on behalf of the school by using the school's CCC.

A curriculum order form must be completed for each transaction which must be authorised by the Head Teacher. Any receipts for purchases must be attached to the order form. The order form with the receipts must be passed to the Finance and Projects Manager/Finance Assistant. These documents are used to match the expenditure on the bank statements during bank statement reconciliation.

The Purchase card can be used at all outlets where Visa is accepted. Goods/services can be purchased in one of the following ways:-

- Ordering goods/services by telephone and quoting the card number*.
- Ordering goods/services by the Internet and quoting the card number*.
- Personally visiting the supplier's premises (shops/outlets) and purchasing the goods.

NOTE: *Telephone and internet orders should be delivered to a site address.

Whilst there is no definitive guidance as to what is 'appropriate spend' and what is not, it should not be used as a substitute for normal goods and services ordering procedures at school.

Authorised Users of CCC

Ms Lisle von Buchenroder – Head Teacher
Mrs Claire Ormerod – Deputy Head Teacher
Mrs Bharti Mistry – Finance & Projects Manager
Denise Martin – Finance Assistant

Please note that disciplinary procedure will be followed for any misuse of the school's corporate credit card.

3.20 School Fund

The school no longer operates a School Fund Account for ELAS (Enriching lives at Star). This account was closed on 7th December 2016 and funds from the account were transferred to the school main bank account.

3.21 Suspected financial irregularities

The chair of governors will ensure that the school complies with the authority's procedures with regards to the notification of any suspected financial irregularities according to the Whistle Blowing Policy adopted by the Governing Body.

3.22 Staff Structure

See attached Staff Handbook, updated annually.

Authorised Users of Sims FMS

Ms Lisle von Buchenroder - Head teacher
Mrs Claire Ormerod – Deputy Head Teacher
Mrs Bharti Mistry – Finance & Projects Manager
Mrs Denise Martin – Finance Assistant
Mrs Helen Finch – Strategic Operations Manager

Authorised Cheque Signatories

Ms Lisle von Buchenroder – Head Teacher
Mrs Claire Ormerod – Deputy Head Teacher
Mrs Michele Spencer – Deputy Head Teacher (wef – 31/11/2016)
Ms Forhana Begum – Office Manager

Completing Paying In Book

Mrs Denise Martin – Finance Assistant
Mrs Linda Tuck – Receptionist
Ms Forhana Begum – Office Manager

Paying In Book Checked By

Ms Lisle von Buchenroder – Head Teacher
Mrs Bharti Mistry – Finance & Projects Manager
Ms Forhana Begum – Office Manager
Mrs Helen Finch – Strategic Operations Manager

Staff Authorised to Bank School Income

Mrs Bharti Mistry – Finance & Projects Manager
Mrs Denise Martin – Finance Assistant
Mrs Linda Tuck – Receptionist
Ms Forhana Begum – Office Manager

Finance Staff

Mrs Bharti Mistry – Finance & Projects Manager
Mrs Denise Martin – Finance Assistant
Mrs Linda Tuck - Receptionist
Ms Forhana Begum – Office Manager
Mrs Helen Finch – Strategic Operations Manager

Budget Holders

Staff that have budget responsibilities are detailed in the annual budget report.

3.23 School Bank Account

The school operates, within Newham Council's cheque book scheme, the following bank accounts:

Account Name: LBN Star Primary School

Account Name: LBN Star Primary School Petty Cash (activated from April 2014)

Bank: Lloyds TSB Bank PLC (Head Office)

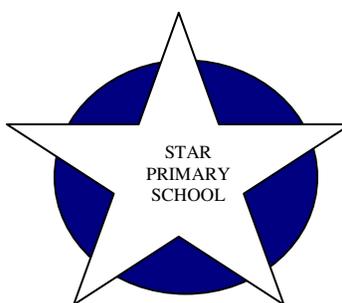
Address: PO Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

The school's bank account is operated within the guidelines for the cheque book scheme and Newham Council's financial regulations.

Authorised Signatories for these accounts are:-

Ms Lisle von Buchenroder – Head Teacher
Mrs Claire Ormerod – Deputy Head Teacher
Mrs Michele Spencer – Deputy Head Teacher (wef – 31/11/16)
Ms Forhana Begum – Office Manager

No other bank account is used for the administration of the school budget.



SEGREGATION OF DUTIES AND FINANCIAL CONTROLS

AT STAR PRIMARY SCHOOL

BANK ACCOUNT

2 Signatures required – 1 Head teacher and 1 Deputy Head or 1 Head teacher or Deputy Head/Office Manager

| | |
|-----------------------|--------------------------------------|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head Teacher |
| Michele Spencer | Deputy Head Teacher (wef – 31/11/16) |
| Forhana Begum | Office Manager |

Orders

Raised by Budget Holders and Authorised by:-

| | |
|-----------------------|--|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head Teacher |
| Michele Spencer | Deputy Head Teacher |
| Bharti Mistry | Finance & Projects Manager to pp orders raised on FMS only |

Orders Processed by:-

| | |
|---------------|----------------------------|
| Denise Martin | Finance Assistant |
| Bharti Mistry | Finance & Projects Manager |

Delivery Notes

Checked by: -

| | |
|-----------------|------------------------------|
| Linda Tuck | Receptionist |
| Chris Addy | Welfare Assistants |
| Baneen Abbas | Admin. Assistant |
| Nick Bond | Resources Manager |
| Site Supervisor | (for heavy goods) |
| Forhana Begum | Office Manager |
| Refa Begum | Admin. Assistant |
| Helen Finch | Strategic Operations Manager |

Invoices

Processed by: -

| | |
|---------------|----------------------------|
| Denise Martin | Finance Assistant |
| Bharti Mistry | Finance & Projects Manager |

Authorised for payment by: -

| | |
|-----------------------|---------------------|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head teacher |

Cheques

Drawn by: -

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
| Denise Martin | Finance Assistant |

Income

Income Processed on FMS by:-

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
|---------------|----------------------------|

Records

The matching process includes the following; delivery notes, orders, invoices and later cheques.

Security

- Blank cheques must be locked in the safe
- No pre-signed cheques
- Ensure that there is a division of duties so that one person does not complete whole process i.e. same person does not raise order/authorise/check goods/raise and sign cheque.

CORPORATE CREDIT CARD (CCC)

All orders to be purchased with CCC must be authorised by Head teacher/Deputy Heads

Orders

Raised by Budget Holders and Authorised by:-

| | |
|-----------------------|---------------------|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head teacher |

Online Orders processed by:-

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
| Denise Martin | Finance Assistant |
| Forhana Begum | Office Manager |

Delivery Notes

Checked by: -

| | |
|-----------------|------------------------------|
| Linda Tuck | Receptionist |
| Chris Addy | Welfare Assistants |
| Baneen Abbas | Admin. Assistant |
| Nick Bond | Resources Manager |
| Site Supervisor | (for heavy goods) |
| Forhana Begum | Office Manager |
| Refa Begum | Admin. Assistant |
| Helen Finch | Strategic Operations Manager |

CCC orders reconciled by:-

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
|---------------|----------------------------|

PETTY CASH

Petty Cash account signatories:-

| | |
|-----------------------|---------------------|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head Teacher |
| Michele Spencer | Deputy Head Teacher |
| Forhana Begum | Office Manager |

Petty Cash Payments authorised by:-

| | |
|-----------------------|----------------------------|
| Lisle von Buchenroder | Head Teacher |
| Claire Ormerod | Deputy Head Teacher |
| Michele Spencer | Deputy Head Teacher |
| Bharti Mistry | Finance & Projects Manager |

Transfer of funds to Petty Cash Account from Main School Bank Account authorised by:-

| | |
|-----------------------|--------------|
| Lisle von Buchenroder | Head Teacher |
|-----------------------|--------------|

Transfer of funds to Petty Cash Account from Main School Bank Account carried out by:-

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
|---------------|----------------------------|

Petty Cash payments processed by:

| | |
|---------------|-------------------|
| Denise Martin | Finance Assistant |
|---------------|-------------------|

Reconciled by:

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
|---------------|----------------------------|

INCOME

Income Processed by:-

| | |
|---------------|----------------------------|
| Bharti Mistry | Finance & Projects Manager |
| Denise Martin | Finance Assistant |
| Linda Tuck | Receptionist |
| Forhana Begum | Office Manager |

Records

The matching process includes the following; delivery notes, orders, invoices and later cheques.

Security

- Blank cheques must be locked in the safe
- No pre-signed cheques
- Ensure that there is a division of duties so that one person does not complete whole process i.e. same person does not raise order/authorise/check goods/raise and sign cheque.

Key Holders to Safes

Safe 1 (located in the admin office) – (to be relocated into Office Manager's Office)

- **Lisle von Buchenroder** **Head Teacher**
- Bharti Mistry Finance & Projects Manager
- Linda Tuck Receptionist
- Forhana Begum Office Manager
-

Safe 2 (located in the finance office)

- **Lisle von Buchenroder** **Head Teacher**
- Bharti Mistry Finance & Projects Manager
- Denise Martin Finance Assistant

PURCHASING

Value for Money

A threshold set for budget holder's limits purchasing. If possible, goods should be purchased from Newham's preferred suppliers, notified by the Central Purchasing unit based in Technical Services: -

For Example: Repairs & Maintenance
 Equipment Repair
 Sanitary Unit

Best value for money is always sought.

Invoices

All invoices must be authorised by the Head Teacher or Deputy Head Teacher for payment. Invoices are filed in cheque number order and stamped with cheque details and order number details. There is an office stamp for this purpose.

General Stock/Classroom Equipment

Comparisons should be made of prices from reputable educational suppliers.

ORDERS

Computerised orders should be raised (not by hand). However, occasionally there is an exception e.g. orders are placed from internet sites. If in support of a phoned or faxed order, clearly marked *Confirmation of Order* dated and authorised by the Head or Deputy. All requests for orders should be written on an internal requisition form stating cost centre, budget holder (it should be signed and dated) and countersigned by the Head or Deputy before handing to the Finance & Projects Manager/Finance Assistant for raising a computer order. Computer orders can be signed by the Finance & Projects Manager on behalf of the Head teacher/Deputy Head teacher in their absence.

Orders should be filed in numerical order whilst awaiting delivery note and invoice.

Checking Orders & Delivery Notes

Goods should be unpacked within 3 days of delivery to enable missing goods to be notified to the supplier. Items should be ticked off on the delivery note. When all goods have been checked, the delivery note should be marked *Goods Received*. It should be dated, signed and handed to the schools Finance & Projects Manager for processing. The schools Finance & Projects Manager will contact the suppliers regarding missing/damaged goods.

Other

Cheque Counterfoils are separated from the cheques and filed in cheque number order in the file provided together with purchase order, delivery note and invoice.

Delivery Notes are attached to invoices on receipt as part of the matching process.



STAR PRIMARY SCHOOL GOVERNING BODY
POLICY FOR THE DISPOSAL OF ASSETS

It is an audit requirement that the Governing Body is aware of and has approved the policy.

1. Background

- 1.1 A record of all equipment and assets belonging to the school is maintained.
- 1.2 During regular stock-checks or large purchases of new items, it may be considered that certain items of equipment are no longer required. This document sets out the policy for the disposal of assets belonging to the school.
- 1.3 For the purpose of this document an asset is defined as any durable item which is subject to depreciation. Items costing less than £250 at the time of purchase will not be considered assets.

2. Disposal of Assets

3. Decision to Dispose of Assets

The decision to dispose of an asset should initially be made by the Curriculum Manager/Co-ordinator or relevant budget holder and then discussed with the Head Teacher. Clearly it is good practice for all members of staff who have made regular use of the equipment in the past to be consulted.

3.1 Reason to Dispose of Assets

Assets should only be disposed of under the following circumstances:

- a) The asset has been externally assessed, as being 'beyond economic repair' i.e. the cost of repair will exceed that of replacement.
- b) The asset has become obsolete, and/or replacement parts of vital accompanying equipment (such as software) are no longer available.
- c) The asset has been replaced by a newer model and has not been used during an entire academic year.
- d) The asset is no longer required due to curriculum changes, and has not been used during an entire academic year.

Any other reasons for disposal should be referred to the Head Teacher.

3.2 Procedure for Disposing of Assets

Assets should only be thrown away as a last resort. The following steps should be taken in this order of priority to ensure that the use of assets is maximised.

- a) equipment should be offered to other Curriculum areas.
- b) equipment should be offered to other schools within the borough for a nominal fee
- c) if assets cannot be disposed of via a) or b) a private sale can be considered
- d) if none of the above have been successful, the goods can be thrown away.

None of the above should take place before receipt of appropriate authorisation.

3.3 Requesting Disposal of Assets

Any request for disposal of equipment needs to be authorised by the Head Teacher. Disposal of equipment valued at over £2,000 will need approval by the Governing Body or its Finance and Premises Committee. Once the request has been approved a copy of the form will be returned to the originator. The original form will be retained on site to ensure that all relevant records are amended.

3.4 Income Relating to the Sale of Assets

Income relating to the sale of assets will be absorbed into the school budget.



TERMS OF REFERENCE OF FINANCE

MEMBERSHIP

- a) Membership shall consist of not less than three governors plus the Headteacher.
- b) The committee shall have such co-opted non governor voting members as the Governing Body shall appoint. The committee may make recommendations for these appointments.

QUORUM

The quorum shall be three governors.

MEETINGS

The committee shall meet once a term or otherwise as required.

TERMS OF REFERENCE

To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to the budgeting and finance.

- a) To prepare and review financial policy statements, including consideration of long term planning and resourcing for agreement by the whole Governing Body.
- b) To present an annual budget to the Governing Body for approval.
- c) To consider each year's School Improvement Plan priorities and the implications for the annual budget.
- c) To monitor the income and expenditure of all public funds (i.e.) budget share, and any other funds devolved by the LA, and report the financial situation to every meeting of the Governing Body.
- d) To ensure the audit of non-public funds for presentation to the Governing Body.
- e) To receive and where appropriate respond to the Internal Audit Report.
- f) To monitor non-financial data affecting budgets, e.g. pupil numbers.



GOVERNORS OF STAR PRIMARY SCHOOL

BEST VALUE STATEMENT

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 LA 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?

The Governors' Approach

The Governors and school managers will apply the principles of *best value* when making decisions about:

- the allocation of resources to best promote the aims and values of the school.
- the targeting of resources to best improve standards and the quality of provision.
- the use of resources to best support the various educational needs of all pupils. Governors, and the school managers, will:
 - make comparisons with other/similar schools using data provided by the LEA and the Government, quality of teaching & learning, levels of expenditure
 - challenge proposals, examining them for effectiveness, efficiency, and cost, e.g. setting of annual pupil achievement targets,
 - require suppliers to compete on grounds of cost, and quality/suitability of services/products/backup,
 - consult individuals and organisations on quality/suitability of service we provide to parents and pupils, and services we receive from providers, e.g. Sex and Relationships Education, pupil reports, assigned inspector, OFSTED, maintenance consultant, borough Energy Group

This will apply in particular to:

- staffing
- use of premises
- use of resources
- quality of teaching
- quality of learning

- purchasing
- pupils' welfare
- health and safety

Governors and school managers:

- will not waste time and resources on investigating minor areas where few improvements can be achieved
- will not waste time and resources to make minor savings in costs
- will not waste time and resources by seeking tenders for minor supplies and services

The pursuit of minor improvements or savings is not cost effective if the administration involves substantial time or costs. Time wasted on minor improvements or savings can also distract management from more important or valuable areas.

Staffing

Governors and school managers will deploy staff to provide best value in terms of quality of teaching, quality of learning, adult-pupil ratio, and curriculum management.

Use of Premises

Governors and school managers will consider the allocation and use of teaching areas, support areas and communal areas, to provide the best environment for teaching & learning, for support services, and for communal access to central resources, e.g. the library.

Use of Resources

Governors and school managers will deploy equipment, materials and services to provide pupils and staff with resources which support quality of teaching and quality of learning.

Teaching

Governors and school managers will review the quality of curriculum provision and quality of teaching, to provide parents and pupils with:

- a curriculum which meets the requirements of the National Curriculum, National Literacy Strategy and National Numeracy Strategy and the needs of pupils
- teaching which builds on previous learning and has high expectations of children's achievement

Learning

Governors and school managers will review the quality of children's learning, by cohort, class and group, to provide teaching which enables children to achieve nationally expected progress, e.g. setting of annual pupil achievement targets, 2 national curriculum levels between Years 3 and 6,

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 £10,000)
- 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 £1,000 direct from known, reliable suppliers (e.g. stationery, small equipment)

Pupils' Welfare

Governors and school managers will review the quality of the school environment and the school ethos, in order to provide a supportive environment conducive to learning and recreation.

Health & Safety

Governors and school managers will review the quality of the school environment and equipment, carrying out risk assessments where appropriate, in order to provide a safe working environment for pupils, staff and visitors.

Monitoring

These areas will be monitored for best value by:

In-house monitoring by the Headteacher and Curriculum Managers, e.g. classroom practice, work sampling

- Annual Performance Management
- Termly target setting meetings between the Headteacher and Curriculum Managers
- Annual Budget Planning
- Headteacher's monthly financial review
- Independent Financial Consultant – termly visits
- Analysis's of school pupil performance data, e.g. SATs results, standardised test results, LA schools, similar schools
- Analysis of LA financial data, e.g. CFR reports, against bench mark data for all schools, LA schools, similar schools
- Analysis's of LA pupil performance data
- OFSTED Inspection reports
- Analysis of pupil performance data
- Governors' school visits
- Governors' termly committee meetings
- Governors' full termly meetings
- Governors' Annual Finance Review
- Governors' Annual SATs Target Setting Meeting
- Governors' Annual Development Plan Meeting

In the next three years the Governing Bodies will:

- hold an annual performance plan meeting to set targets for improving pupil achievement.
- hold an annual development plan meeting.
- discuss "Best Value" at each Autumn Term meeting of the Finance Committee.
- review their "Best Value" statement at each Spring Term meeting.
- consider best value when arranging internal and external redecoration contracts.
- consult LA to advise on maintenance of the schools' buildings.
- obtain tenders and a consultant's advice on any large scale refurbishment of the premises.
- obtain assessment management surveys .



STATEMENT OF INTERNAL CONTROL

- 1 This statement relates to the Internal Controls for Star Primary School for the 12 months from [1/9/16 to 31/8/17](#). The governing body is responsible for ensuring that the school:
 - Keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with the DfES' (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DfES guidelines
 - maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively

- 2 The system of internal control has been developed and is coordinated by the head teacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly

- 3 Our review of the effectiveness of the systems of internal control is informed by:
 - regular scrutiny of financial and other performance monitoring data
 - regular reports from the head teacher and other managers to the governing body
 - self-evaluation of the internal controls which was undertaken on 29/1/09
 - Schools Financial Value Standard (SFVS) was completed in [Autumn 2016](#) authorised at the Governors' Staffing, Finance and Premises Meeting and sent to LA – [Spring 2017](#).

- 4 We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective.



INTERNAL FINANCIAL INCOME PROCEDURES

| Internal financial income procedures, agreed by the Governors' Finance Committee | |
|--|--|
| Signed by Chair of Finance Committee | |
| Date | |

It is the responsibility of the Headteacher to secure the financial systems and procedures within the school. They are set out as follows:

No monies to be kept in class overnight. All monies to be locked in the school safes. There are two safes and the following people are keyholders. No other person is authorised to have access to the safes.

Keyholders:-

Safe 1 (located in the Office Manager's office)

- [Lisle von Buchenroder \(Headteacher\)](#)
- Bharti Mistry (Finance & Projects Manager)
- Linda Tuck (Receptionist)
- Forhana Begum (Office Manager)

Safe 2 (located in the finance office)

- [Lisle von Buchenroder \(Headteacher\)](#)
- Bharti Mistry (Finance & Projects Manager)
- Denise Martin (Finance Assistant)

All monies collected in the school must be immediately given to the responsible person named below:-

The Office Manager will oversee all procedures in the reception office.

| Linda Tuck | Denise Martin |
|---|--|
| Residential Trips (Lake District, York Trip and Camping Trip) – handed in via school office, receipts must be given | All After School Clubs – ie. Breakfast Club, 6 `O` Clock Club – receipts must be given , Boxing/Karate Club, Ballet Club etc |
| School Uniform Shop – receipts must be given | Book Fayre/Photograph commission |
| Early Years and Years 1 & 2 Trip money | Years 3, 4, 5 & 6 Trip money |
| Staff lunches | Staff contribution |
| Fund raising: sponsored walk/singing in the community/raffle etc (Denise to assist) | |
| | |

Trip Money

- All pupil contributions must be accompanied by class pupil list of names; money collected against each pupil's name.
- Linda Tuck and Denise Martin will keep all pupil lists for check purposes.
- Envelopes of money must also be kept for checking purposes.

Counting of Monies Collected

- Money to be counted during quiet periods of the school day, when it is unlikely that other adults will be in the vicinity e.g. not during breakfast club.
- Money must never be left unattended.
- All money must be counted as quickly as possible and immediately put into the safe.
- Large amounts of money **must** be taken to the [Strategic Operations Manager's](#) to be counted and door locked e.g. amounts over £100+.

Paying In

Linda Tuck and Denise Martin are responsible for banking all monies collected. Two separate paying in books are kept.

All amounts paid into the bank **must** be checked and signed off by Lisle von Buchenroder (Headteacher), Bharti Mistry (Finance and Projects Manager), Forhana Begum (Office Manager) or [Helen Finch \(Strategic Operations Manager\)](#). (Paying in book signed).

NB: It is the responsibility of all adults working in the school to ensure their valuables are kept on them or locked away in a safe place.

Please note that disciplinary procedure will be followed if the above is not adhered to.



WHISTLE BLOWING POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

1. Aims

- 1.1 The Fair Funding Regulations require LEAs from April 2002 to set out a procedure to be followed by all persons working at a school, including teachers, support workers, agency workers or school governors who wish to complain about financial management or financial probity at the school, and how such complaints should be dealt with.
- 1.2 This school is committed to the highest possible standards of openness, probity and accountability and aims to comply with the requirements of the Public Interest Disclosure Act, 1998.
- 1.3 This Whistleblowing Policy is intended to encourage and enable those covered by the policy to raise serious concerns at an early stage, in the right way and to do so without fear of recrimination, victimisation, discrimination or disadvantage.

2. Scope

- 2.1 The Act provides protection for workers who disclose information which might otherwise be regarded as confidential, if the disclosure falls into one of the categories outlined below:
 - a) A criminal offence has been, is being or is about to be committed.
 - b) The employer has failed, is failing, or is about to fail to comply with his legal obligations.
 - c) A miscarriage of justice has happened, is happening, or is likely to happen.
 - d) An individual's health and safety has been, is likely to be, or is being jeopardised.
 - e) The environment is, has been, or is likely to be, damaged
 - f) Information falling into any of the above categories has been, is being or is likely to be deliberately concealed.
- 2.2 By adopting this policy the school is reassuring the workforce that they can safely raise concerns about malpractice internally. This will enable the school to investigate and deal with such concerns raised and continue to foster a responsible and accountable culture in the organisation.

- 2.3 Staff and governors are expected to notify the school of any reasonable and genuine concerns they have about an abuse of the school's stated standards, malpractice, theft, fraud, financial abuse, criminal offences, breach of legal obligations, dereliction of the school's health and safety responsibilities, damage to the environment, other unethical conduct or the cover up of any of these.
- 2.4 It is recognised that some cases raised under the Whistleblowing Policy will proceed on a confidential basis. Every effort will be made not to reveal the identity of the individual who raises a concern without their prior consent.
- 2.5 The policy is not designed to replace the Grievance, Disciplinary or Child Protection Procedures. Concerns or allegations that fall within the scope of specific procedures will normally be referred for consideration under those procedures.
- 2.6 The policy is only about employees and governors, and it is not a replacement for the school's complaints procedures and other statutory reporting procedures that may apply. The Whistleblowing Policy is primarily to protect the interests of others or of the organisation.
- 2.7 It is accepted that there may be occasions when a concern turns out to be unfounded but was raised in good faith. The school will not take action against the individual in these circumstances. If, an allegation was unfounded and it was clear that it had been raised frivolously, maliciously or for personal gain, then that individual may face disciplinary action.
- 2.8 The school and its governors are committed to treating claims of impropriety seriously irrespective of who the alleged perpetrators are. In all cases the school will seek the most appropriate sanction against individuals that it considers guilty of malpractice. This includes dismissing employees, taking civil legal action and, in conjunction with the law enforcement agencies, instituting criminal proceedings.
- 2.9 The aim of the Whistleblowing Policy is to enable employees to raise their concerns in-house and to be assured that action will be taken quickly and effectively. It should not be necessary, in most cases, to take concerns outside the school and especially to the media. Staff have a duty of confidentiality towards the school. It is a serious matter to disclose confidential information.

3. **How the school will handle concerns raised**

Step One – how to raise a concern

- 3.1 There are a number of agreed contacts for employees to raise concerns with under the Whistleblowing Policy. This enables the employee to choose the person to whom they wish to make the disclosure.
- 3.2 Employees who have a concern about any wrongdoing should normally raise their concerns with their line manager. If however you feel unable to raise the matter with your line manager, for good reason, you may raise the concern with your Head Teacher or another senior member of school staff. If you feel unable to raise your concern with any member of the school management you may raise it with a senior officer of the LEA i.e. Deputy Director (School Management Advise and Support Services) or Assistant Director, (Management Support Services).
- 3.3 Concerns may be raised orally or in writing. Make it clear if you want to raise the matter in confidence. The person with whom you raised the concern may have a preliminary meeting with you to discuss the most appropriate route. You may bring a friend/union representative to any meeting that is arranged in connection with the concern you have raised as long as the friend/union representative is not involved in the matter and that the friend agrees to maintain confidentiality.
- 3.4 If you are raising concerns as a school governor you should speak to the chair of governors. If you feel unable to raise the matter with them for good reason, you should contact the Deputy Director or the Assistant Director of Education (Management & support Services) with your complaint.

- 3.5 You are not expected to prove beyond doubt the truth of an allegation. However, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.
- 3.6 The school hopes that this policy gives you the reassurance you would need to raise concerns internally. However, it recognises that there may be circumstances where progressing through the internal route has failed and you can only properly report your concern to external bodies who have responsibilities to monitor the school's compliance to its own standards and legal obligations. In most cases the most appropriate body would be the school's external auditors, Price Waterhouse Coopers:

Price Waterhouse Coopers on 0207 804 2184

Step Two – What happens once a concern has been raised?

- 3.7 This appointed person, while maintaining the confidentiality of the complainant, will ensure that any individual who is the subject of the allegation is given details of the allegations in order to respond.
- 3.8 Once you have raised your concern, the person receiving the whistleblowing allegation will be responsible for ensuring that it is investigated properly. The nature of the investigation will depend upon the concern raised.
- 3.9 The person receiving your whistleblowing concern is responsible for ensuring you receive feedback on progress, subject to any issues of confidentiality that may be necessary to guarantee a successful conclusion. It may not be possible to inform you of the precise action undertaken where this would infringe a duty of confidence owed by the school to another party.

4. Safeguards

- 4.1 The school recognises that the decision to report a concern can be a difficult one to make. The school will take appropriate action to safeguard you from recrimination or victimisation as a result of raising a genuine concern.
- 4.2 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. However in some circumstances you may be needed to come forward as witness.
- 4.3 You are encouraged to put your name to your concern wherever possible. Concerns expressed where the complainant wishes to remain anonymous are much less powerful but the school will consider anonymous concerns on a case by case basis.

5. Independent Advice and Helpline

- 5.1 If you are unsure whether to use the school's Whistleblowing Policy, or you want independent advice at any stage, you may contact the independent charity called Public Concern at Work. This organisation seeks to ensure that concerns about serious malpractice are properly raised and addressed in the workplace. The staff will give you free expert and confidential advice about how to raise a concern about serious malpractice at work using a Whistleblowing Policy. The contact number is:

Public Concern at Work on 0207 404 6609

- 5.2 The Trade Unions encourage their members to contact them for advice before they take action in accordance with the policy.
- 5.3 The act of seeking confidential advice under 5.1 and 5.2 is solely a matter between the parties concerned and could not of itself be grounds for disciplinary action.

6. **Responsible Bodies and Monitoring Arrangements**

- 6.1 The Governing Body has overall responsibility for the policy.
- 6.2 The Head Teacher is responsible for the operation of the policy within the school and the overall maintenance of a record of concerns raised in accordance with this policy and the outcomes.
- 6.3 The LEA is responsible for the operation of the policy and records outside the school.
- 6.4 All staff will be advised of this policy and where to access it.
- 6.5 This policy was devised in consultation with the Trade Unions and will be reviewed similarly.