



Scheme of Delegation

Financial Year commencing April 2025

- Signatories and limits on general ordering of single items**

Up to £1,000	Headteacher/School Business Manager
£1,001 to £10,000	Headteacher
£10,001 to £50,000	refer to Resources Committee for approval
over £50,000	refer to the governing body.

Quotes must be obtained for all new equipment or building works not tendered or part of the LDBS scheme, e.g. carpeting, etc. All major building work is managed by LDBS. The tendering exercise is carried out on their behalf by their appointed surveyor – currently C B Swift.

£1 - £10,000	1 written quote
£10,001 - £50,000	3 written quotes
£50,001 - £1.5M	5 written quotes

The ICT provider sources the best possible prices for ICT equipment.

- Bank Signatories**
Signatories: Headteacher, Deputy Headteacher and School Business Manager

Cheques: Any 2 signatories
Online transactions: Any 1 signatory* for transactions up to £250
Any 2 signatories* for transactions over £250

* electronic signature using Bank Authorisation card.

- Petty Cash**
Signatories: Headteacher, Deputy Headteacher, School Business Manager and Admin Officer

Authorised holding £200
Any 1 Signatory to authorise expenditure
Concession - Small purchases of hospitality items allowed up to value of £50 e.g. refreshments and flowers

- 4. School Fund Account/Business Reserve Account**
Signatories: Headteacher, Deputy Headteacher and School Business Manager
Any 2 signatories to sign all cheques

- 5. Financial Management System (FMS) Payment Processing System**
Signatories: Headteacher, Deputy Headteacher and School Business Manager

Admin Officer – Enters expenditure
Headteacher/School Business Manager – Authorises invoices up to £1,000
Headteacher authorises invoices over £1,000
Any 2 signatories to sign cheques

(currently using some direct payments (Faster Payments). Plans to fully implement BACs are in progress.

- 5. Payroll**
Starter/Leaver Forms - approval of appointments, terminations and changes – Headteacher (or Deputy Headteacher in exceptional circumstances)
For Headteacher changes etc – Chair of Governors
Completion of forms and transfer to Payroll online portal – School Business Manager

- 6. Personnel**
Appointing Staff, Changes in staffing etc - Headteacher (or Deputy Headteacher in exceptional circumstances), Resources Committee

- 7. Purchasing (Procurement) Card**
Card Holder – School Business Manager - Approved by Resources Committee June 2016
Spending limit £3000
Approving Officer – Headteacher (or Deputy Headteacher in exceptional circumstances).

Adopted by the Resources Committee
Date: November 2025

Next Review: November 2026