

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

POLICY TITLE: LIMITS OF FINANCIAL AUTHORITY

Approval Body:	LPLT Board of Governors
Approval Date:	February 2020
Implementation Date:	February 2020
Designated Person (as appropriate):	LPLT Director of Finance
Intended Audience:	Staff
Review Date:	January 2021

Version History

Version	Approval Date	Summary of Changes
1.0		New Policy
2.0	February 2020	Amendments

Limits of Financial Authority

School Governing Bodies should agree limits of authority appropriate to the size of the budget and level of seniority of the post-holder. The Trusts computerised finance system will be set up with workflows in line with the levels of authority. Headteachers are responsible and accountable for their delegated budgets and must not allow agreed limits to be exceeded, budget areas to overspend without authority from the CEO/COO or to make large purchases that are not within the annual budget plan. All expenditure, must be in line with school priorities and the school development plan.

Task	Person	Limit of authority
Human Resources and Payroll		
Appointment of School Staff (other than Headteacher)	Katie Scott (HT)	Staff shown within agreed structure for the year.
Payroll changes	Katie Scott (HT)	Staff shown within agreed structure
	Dave Webb (DH)	In Headteacher's absence
Notifying payroll of performance related pay rises	Katie Scott (HT)	Following Trust-level moderation and school pay committee
Notifying payroll of Headteacher performance related pay rises	John Budden (CEO)	Following Trust Board approval
Authorisation of overtime claims	Exams Office/Data Manager Estates Manager	For Exams For Site staff
Processing payroll	Nicola Hughes	Subject to authorisation by relevant person
Purchasing and Ordering		
Purchasing and Ordering within budget plan	Katie Scott (HT)	Up to £20k (except for exams and capital projects – authority up to approved budget limit) (COO will review all over £30k)
	Dave Webb (DH)	Countersign orders between £101-£500 within budget limit
	Finance Manager Veronica Parry (Ho Science) Lesley Hine (Ho Maths) Jordan Walker (Acting Ho English) Paul Brookes/Kim Kelly (ICT) Ed Fox-Joyce (Ho Vis Arts) Jeff Lutz (Ho Geography) Holly Catterall (Ho History) Stella Odusola (Ho RE) James Fowle (Ho Politics) Anna Taylor (SEND) Bianca Stavrou (Ho Languages) Francesca Artini (Ho Spanish) Chloe Bush (Ho Performing Arts) Sophia Davis (Ho Dance) Gemma Sheppard (Ho Music)	Up to £100 but within budget limit

	Catherine Clarke (Ho Drama) Lorna Smith (Ho Food Tech) Charlotte Dansette (EAL) Linda Ball (Resources) Data Manager (Exams) Shaun Robertson (Estates Man) Jo Hall (Librarian) Jane White (cover supervisor) Coral Sunman (Staff Development) Emma Ashman-Clark (Sixth Form) Herjit Dehal (PSHCE) Tim Green (Literacy) Kirsten Goodman (Bus Comms/H&SC) Vacancy (CLPD) Cindy Murray-Smith (Law) Stephen Crowther (Travel & Tourism/Business) Louise Glanville (Psychology) James Clark (Sociology)	
Purchasing and Ordering within budget plan above Headteacher limit of authority	Elaine Cooper (Chair - Resources Committee, SGB)	Up to £30k
Purchasing and Ordering outside budget plan	COO, CEO or Trust Board	According to Trust matrix
Processing orders and invoices on finance system	Finance Manager	Subject to authorisation by relevant person
Collection of Cash		
Collecting Income	Finance Manager	In line with payment requests
Preparing income for banking	Finance Manager	At least fortnightly
Processing income on finance system	Finance Manager	Subject to authorisation by relevant person
Expenses		
School staff expenses	Katie Scott	Claim limit £150 Payroll limit £250
School staff expenses	Dave Webb (DH)	Claim limit £150 Payroll limit £250 In the absence of Headteacher
Headteacher expenses	John Budden	Claim limit £150 Payroll limit £250
Purchase Credit Card Holders (subject to Trust approval)		
Lloyds Chargecards	Katie Scott/Finance Manager	Total limit £5,000
BACS Processing		
Creating BACS payments on finance system	Finance Manager	Single payee limit £150,000
Authorisation of payments batch	Katie Scott (HT) Dave Webb (DH)/Emma Ashman-Clark (AHT)	Single payee limit £150,000
Trips and other restricted expenditure		
Purchasing and ordering	Staff members responsible for organising a trip or event	Up to £1,000 subject to funds available