

DELEGATION FORM

Delegation Form 2025-2026			
It is necessary for the Governing Body to decide and minute formally which responsibilities it is proposing to delegate and to whom. Items not delegated will remain the responsibility of the full governing body.			
	Finance Committee	Headteacher & Chairperson	Headteacher
Prepare Budget			YES
Monitor Budget	YES		
Budget Management			YES
After approval of the budget, authority for virement up to (per individual transaction). A revised budget plan must be submitted for approval at next meeting.	£15,000 or 10% of budget heading (whichever is greater) Amounts higher than this will be dealt with by the full GB.	£10,000	£6000
Authority to spend up to (per transaction)	£20000	£15000	£12000
Authority to spend contingency up to (per individual transaction)	£10000	£9000	£6000
Authority to sell assets up to (per individual transaction)	£5000	£3000	£2000
Authority to effect advance commitments up to (per individual transaction)	£22000	£18000	£15000
Writing off debts	Up to £500 – anything more than this would be dealt with by the full GB.	Up to £250	Up to £100
Written reports of any decisions made that affect the above agreements will be made termly via the school's Headteacher Report to the Governing Body. The Finance Committee will be made aware of all assets disposed of.			

Additional Notes:

Choice of Suppliers and Contractors

The **Headteacher** may on behalf of the Governors enter into contracts which do not exceed **£10,000** without the need to seek either written quotations or tenders provided that he is satisfied that value for money is being achieved.

The **Headteacher** may on behalf of the Governors enter into contracts between **£10,000 and £50,000** in value without the need to seek tenders provided that he has received three written competitive quotations. Details of these contracts shall be reported to the Governing Body at their next meeting together with the value of each competitive quotation received. If it is impossible or disadvantageous to obtain 3 written quotations, the reason for this shall be noted.

For contracts **exceeding £50,000** Governors shall be required to advertise for tenders. This will be managed by the school, or by Salford City Council.

Where the value of goods or services exceeds **£150,000 (or £3M for building works)** there is a legal requirement to advertise the tender within European documents. (Schools are **strongly** advised to consult legal advice regarding these requirements)

All capital works must comply with DfE regulations. Support from the school's H&S consultant, via an SLA with the local council, will be sought on all occasions to ensure that H&S legislation is complied with.

Control of Assets

The Headteacher shall ensure that adequate arrangements exist for the security of all buildings and the physical control of stores and equipment and for the maintenance of records in a form and manner approved by the Director of Finance. The Headteacher shall have regard to any guidance or instructions issued by the Local Authority (LA) when making arrangements for the control of assets. A register of assets (of value over £500) is maintained by the school under the co-ordination of the HT.

Gifts and Hospitality

Any offer, receipt of gifts or hospitality shall be reported to the Governing Body and recorded accordingly.

Petty Cash (PC)

School does not have a petty cash system. All reimbursements are made via a written cheque. Staff have responsibility to sign a receipt for reimbursements. The informal school fund account will be audited annually by someone external to the school.

Written Sept 2017 : Reviewed 2018, 2019, 2020, 2021, 2022, 2023, 2025: Next Full Review Date - Sept 2026

Agreed By the Governing Body..... Date.....

Signed by the Chair of the Finance Committee..... Date.....